

בס"ד



● Love of G-d, Torah, and Israel ●

Parent – Student Handbook

שנת הלימודים תשע"ט-תש"פ School Year 2019-2020

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Administration

Rabbi Aaron Raskin
Dean

Shternie Raskin
Administrator

Rabbi Yeshayahu E. Greenfeld
Educational Director

Rabbi Yankel Raskin
Assistant Educational Director

בס"ד



ק״ץ תשע״ט - Aug 2019

Dear Parents, Partners

We are excited to welcome you to our Academy family, where our students are always our top priority. We are dedicated to offering an educational program where each child is able to reach his/her full potential socially, emotionally, intellectually, spiritually and physically. For this to happen, it is imperative that we form a strong bond between home and school to ensure that our children are supported in all their endeavors. This parent student handbook will provide you with the necessary information for a successful academic year. Please take the time to read through it and familiarize yourself with the expectations we have set forth at Brooklyn Heights Jewish Academy to ensure the success and safety of all who are part of our BHJA family.

At BHJA, we believe that every student is entitled to achieve his/her full potential. We understand that a 'one size fits all' model for education will not yield a successful learning outcome. Therefore, we are dedicated to teach in a way each student learns best. Every effort is made to acknowledge and accommodate the various learning styles, interests and abilities of our students.

Albert Einstein once said, "I have no special talent. I am only passionately curious." We are excited to work with you in developing and encouraging our children's passion and curiosities!

With our best wishes for a meaningful partnership and continued nachat,

Rabbi Aaron Raskin
Dean

Rabbi Yeshayahu E. Greenfeld
Educational Director

Shternie Raskin
Administrative Director

Educational Director's Message

Dear Parents and Students, שלום וברכה

I would like to welcome our new and returning families to the BHJA. Close communication and cooperation between you and the teachers is crucial for emotional, social and academic growth. It is therefore important for you to be fully acquainted with our philosophy, goals and policies.

BHJA was founded to provide a traditional Jewish education based on Torah and Mitzvot received at Mt. Sinai. Its purpose is to serve Jewish children, guiding them toward a more observant Jewish lifestyle and encouraging them to continue to study Jewish law and General Studies at Torah institutions of higher learning.

The Academy's main goals are to:

1. Cultivate positive character traits and develop good attitudes toward Torah and Judaic values.
2. Imbue a love for the *Torah, the People and the Land of Israel*.
3. Encourage independent study, individuality, and cultivate the talents of each student.
4. Train students in the highest standards of General studies to enable them to function successfully in American society.

By choosing the BHJA you have identified with our goals. We trust that with your cooperation and support we will be able to maintain our standards and reputation for the benefit of your child, the Academy, the Jewish people and the rest of the world.

We are confident that the policies outlined in this Parent-Student Handbook will promote an exciting learning environment and a more orderly school structure while enhancing our children's intellectual and social progress.

With best wishes for a most exciting and successful academic year, I remain.

Sincerely yours,

Rabbi Yeshayahu E. Greenfeld

Mission Statement

השליחות החינוכית של הישיבה

A yeshivah education is more than a mere transmission of information. Its overall objective is to help young people grow into adults whose character reflects our core beliefs and value system. This means, love of God and Torah, the observance of mitzvot (Jewish laws), and genuine compassion for others. The great sage Hillel profoundly summed up our challenge and responsibility, stating: "If I am not for myself, who is for me? And being only for my own self, what am I?" (Avot 1:14)

Philosophically, we are a co-educational institution which seeks to integrate both Torah and secular studies. A recognition of the value and importance of secular studies; a belief in the establishment of the State of Israel as an act of religious significance; a commitment to equal education for men and women; a belief that one can and should be a full member of modern society; full acceptance of the importance of being able to financially support oneself and one's family.

These values are the foundation on which we approach education at the Academy. In Religious studies our goal is to inform our students about the rich and deeply meaningful heritage of the Torah, the basis of our existence. Our students study Biblical texts, explore Jewish history and culture, and learn about the crucial role of the State of Israel. By teaching to love religion and learning, our students will develop a lifelong commitment to Torah study.

The General studies curriculum provides our children with the basic tools needed to function and excel in our society. Subjects covered include history, literature, social studies, science and mathematics all of which are enriched with class trips along with other educational experiences.

Finally, as believers in the importance of both a sound mind and a sound body, we offer physical education classes, as well as opportunities to play competitively in a variety of sports activities. Doing so teaches and reinforces the values of team play, cooperation and striving for excellence that are part of the basic credo of American society.

We aim to produce young men and women who can live in both religious and secular worlds and whose education represents the finest that each tradition has to offer. That is why we encourage our educators to integrate, wherever appropriate, the timeless precepts of the Torah and our historical experiences into General Studies so that our students will come to understand their relevance within other spheres of knowledge and their importance in contemporary civilization. Moreover, our classes are co-educational so as to give each student the same opportunity to maximize his/her intellectual and creative growth and interact as they would in the larger society.

As parents we recognize that a school functions best when it is guided by the professional educators with whom we have placed our trust. At the same time, we consider it our responsibility to give our educators guidance and direction regarding what we expect our children to come away with after having graduated from our Academy. It is in that spirit we have formulated this statement.

School Policy

A. Citizenship

דרך ארץ - קדמה לתורה

We expect everyone to always strive to be their best self. This means that we always try our best, we help others, and we attempt to make the world better. We smile when we see others, we hold doors, we say “please” and “thank you”, and most importantly we respect people and things around us.

BHJA students are expected to be good citizens of the school and community at all times. Admission to the Academy is predicated on the Jewish teaching “Derech Eretz Kadmah L’Torah”. Good behavior, respect and basic human decency are prerequisites to Torah learning. The good citizen reveals fine home training and good character by his/her conduct including:

1. Being courteous to teachers, principals, staff, fellow students and guests.
2. Being sincere, honest and reliable.
3. Cooperating with school personnel and following school rules.
4. Respecting school property.
5. Displaying sportsmanship.
6. Cultivating habits of quiet, dignity and modesty which reflect self-control and good manners.
7. Participating in worthy extra-curricular activities.
8. Being punctual.
9. Maintaining proper behavior and language in and out of school.

B. Discipline

מישמעת

Students who violate school rules may incur disciplinary actions that could include:

1. A general reprimand by a teacher or the Educational Director.
2. A misconduct report to parents with a copy placed in the student’s permanent record.
3. Exclusion from special school activities.
4. Reduction of student’s grade.
5. Placement on probation.
6. Suspension from school.
7. Expulsion from school.

C. Dress Code

תילבושת אחידה

It is our belief that children who are appropriately dressed and well-groomed have a more wholesome attitude toward school, perform better, and enhance the learning

environment. Therefore, we ask the help of parents in having their children observe the following dress code guidelines:

BHJA has partnered with Lands' End for our school uniforms. Parents/guardians are expected to ensure that a proper uniform is purchased directly from [Lands' End](#) using the school code 900172222 for BHJA approved styles and emblem, prior to the beginning of the school year. Uniforms should fit properly, especially, at the elementary level when students can grow multiple dress sizes throughout the same year, hence, please make sure the next size clothing is available. Clothing worn underneath the uniform should not be shown through (ex: logos, bright colors or patterns, pictures or designs, etc.).

Accidents do happen and your child will greatly benefit from having a change of clothing just in case. Hence, please send in a complete change of uniform clothing for your child to be kept in his/her cubby.

As part of their daily school uniforms, boys are required to wear a kippa and should bring a baseball cap for gym.

Boys and girls should wear sneakers for gym class.

D. Homework

At BHJA, homework is used to reinforce the knowledge being taught in class. Some concepts require less effort to master while others must be perfected through practice. Therefore, it is vital for you to support our teachers in their efforts to make sure that your child is successful in his/her educational undertakings.

Homework will be assigned daily. As students move from one grade to the next, their curriculum will become more demanding. Their homework assignments will reflect this change; therefore, you can expect that the time required for your child to complete their work will increase through their years at BHJA. The table below will give you an idea of the time it should take your child to complete his/her assignments. Keep in mind that these represent the average time spent to complete homework assignments and may vary by student.

Grade Level	Time Spent on Homework
Kindergarten	10 minutes
First Grade	15-20 minutes
Second Grade	25 minutes
Third Grade	30 minutes

Reading ability and fluency translates to all subject areas as an advantageous asset for any student. Therefore, it is extremely important for parents to read with their child(ren) on a daily basis, especially when no homework is assigned, over weekends, and long breaks from school. We urge you to instill this habit early on so that a love of reading and learning starts to manifest at an early age.

E. Attendance/Absence

Punctuality and attendance are important as our students cannot receive the best instruction and education if they are not in school to experience it. Therefore, please make every effort to make sure your child is in school and on time.

If your child is going to be absent multiple days (3-4 days or more), please contact your child's teacher to see what information (s)he will be missing and what you can do at home to ensure that your child does not fall behind. Our teachers will work with you to provide you with activities needed to carry out the learning objectives being studied in class.

Arrival

Students are expected to arrive between 8:25AM-8:30AM. We understand that emergencies arise when you least expect, please make every effort to ensure your child is in school on time so that (s)he is present for every learning opportunity.

Dismissal

Please arrive at an appropriate time to pick up your child from school. Our school day ends promptly at 3:30 PM Monday through Thursday and on Fridays at 1:30 PM.

Transportation

Students who live more than a half-mile from school have the option of taking the school bus. Please contact our Office Manager for more details on bus stop locations and to arrange appropriate transportation for your child.

F. Emergency closings

BHJA follows public school closing procedures and will close when public schools do. If there is inclement weather, assume school is open unless you receive an office email advising you of closings.

Lunch/snack

BHJA is a Kosher school; therefore, parents need to make sure that the only food sent from home is either dairy or Pareve. **No meat should be sent to school.**

- To maximize instruction time, students should have breakfast at home, allowing our teachers to start teaching as soon as students arrive to class.
- Children are NOT allowed to share or trade food.
- To maintain safety and maximize instruction time, food will not be cooked or heated up. Please plan accordingly.

If your child has any food allergy, please let the child's teacher know about it promptly.

Security

Safety of our students and all who are present in our building is our priority. There are security cameras strategically located throughout the building with a security guard at the main entrance to ensure that only authorized persons are allowed to enter the school.

G. Home School Partnership

Communication

Consistent communication between home and school is vital to ensure that each student is able to reach his/her full potential. Therefore, the faculty and staff at BHJA will inform parents of class units, assignments, projects, school wide events, special events, etc. Teachers will send updates of various class happenings, which will include major learning objectives, important upcoming dates and other significant class information that is of note. To discuss your child's progress, your child's teacher will contact you individually. You should also feel free to reach out to the teacher. Throughout the school year, there will be 3 set report card dates (as marked on our school calendar). There will also be PT conferences scheduled during the year to enable for in-depth discussions and address any concerns you may have at that point in time.

Parental Involvement

At BHJA, we realize that including parents in the learning process yields the best learning outcomes. We welcome parents to participate and enrich the education of their child(ren). Volunteer to help out with a project, read a story to the class, share and help us educate our students about your career, chaperone a field trip, or donate the materials for the next class unit...the effects of your participation

will be long lasting. There are many ways to get involved in and out of school so please contact your child's teacher to further discuss these vital learning opportunities!

H. Behavior

The Academy does not tolerate instances of bullying and fighting. Bullying refers to any physical or verbal interaction, written, or electronic communication that intimidates, threatens, or harms another. BHJA strictly prohibits all forms of bullying on and off school grounds, on and off school time, on school buses and at all school-sponsored activities. Students may not be bullied because of age, physical appearance, ethnic background, or for any reason. Victims and witnesses of acts of bullying should immediately report the incident to a faculty member. All reports of bullying will be promptly investigated and appropriate actions will be taken. Students who violate the BHJA bullying policy will incur disciplinary actions which may include:

- A warning by an administrator and a notation in the student's record;
- Exclusion from special school activities;
- Suspension from school;
- Expulsion from school.

I. School Bus Behavior

Whether inside the school building, or on the way to/from school, students are expected to follow the BHJA behavior code. On the bus in the morning and afternoon, the bus driver and the bus monitor will supervise the children. Their instructions are extremely important to maintain everyone's safety. A child who is not maintaining the proper bus behavior, will not be permitted to ride on our school bus.

J. Electronic Device

In an effort to maintain and promote a proper educational environment, we wish to remove any distraction. Cell phones, iPods, tablets, laptops, cameras, and all other electronic devices must be powered down and left in lockers at all times. They cannot be used by students during the school day, including lunch and recess. Students may not use these devices to photograph or record other students, teachers or staff (even after school hours) without their knowledge or against their will.

First-time offense- the device will be confiscated and will be returned at the end of the school day. Should a further offense occur, the device will be returned only to the parent. (Parents should not contact their children and teachers during the school day by phone or text message.) Should an emergency arise, please contact us and a school official will get you in touch with your child.

K. Health

To attend BHJA, each student must submit an annual physical exam signed by his/her pediatrician including documentation of required state-mandated immunizations. Because the safety of our students and staff is of utmost importance, **students who are not properly immunized will not be permitted to attend.**

Because children learn and play in close proximity, communicable diseases are easier spread. Hence, we ask that you keep your child home if you observe one or more of the following symptoms:

- Fever of 100.4 or higher
- Persistent cough/sneezing and an extremely runny nose
- Sore throat
- Visibly enlarged glands
- Diarrhea
- Vomiting
- A colored discharge present around the eyes
- Complaints of body aches and pains (or when body pain is evident)
- Undiagnosed rash or skin eruptions
- Constant itching of head or body (which may indicate lice)

Vomiting and/or diarrhea are signs of a virus and children must stay home if these symptoms are present. Some conditions, such as strep throat, must be treated with antibiotics. Your child must be medicated and fever free for 24 hours before returning to school. As a general rule, the child must be symptom free for a period of 24 hours before returning to school.

If the above symptoms are observed in school, we will promptly contact you to pick up your child. If your child does not display the above symptoms but is not well enough to participate in school activities, we urge you to keep him/her home until s/he feels well enough to comfortably and fully participate in class.

If your child contracts any of the following illnesses, s/he may not come back to school without a written consent from you're his/her doctor.

Should your child contract a communicable disease, please let BHJA know as soon as possible to enable us to contain the illness from spreading and so that we can let other parents know of possible exposure to viruses/bacteria and symptoms to look out for.

Lice

Lice screening should be performed few times a year, especially when there are suspicions of lice. If you see your child itching his/her head, or complains of itching, please check their hair. Students may not return to school until s/he is lice

free. Should you notice lice on your child, please notify us as soon as possible so that we may notify all parents.

L. School Tuition

Brooklyn Heights Jewish Academy school tuition for the 2019-2020 school year is \$21,000. (Financial aid is available for families who qualify.)

The following are fees, which are not included in tuition:

Book Fees – in the summer preceding the beginning of the school year, you will receive a welcome packet, which will include your yearly book fee.

School Supplies – we will provide our students with the necessary materials for school projects, however there are certain materials that every student will need to acquire prior to the beginning of the school year. Your child's teacher will contact you with their required list of materials. Essential items include a backpack, lunch bag, folders, pencils, etc...

Field Trips – one of our goals is to provide students with opportunities to connect concepts being learned in class to a real-world setting. To accomplish this, we plan field trips that are engaging, informative, and help our students build personal connections with their education. Some of the field trips will require an extra fee. We will contact you, in advance, with the date of the trip, the destination and learning objective, and the associated fee.

"ויתן בלבנו בינה להבין ולהשכיל לשמוע ללמוד וללמד
את דברי תורתך"