

Dear Parents:

We welcome you to a new school year. We hope this year will be a year of academic and spiritual growth for all our students.

Much effort and planning by the administration and staff was put forth to create a safe and organized environment, as well as a positive and Chassidishe atmosphere. However, to utilize our beautiful facility to the utmost and to maintain the desired atmosphere and high academic standards, we need the support and cooperation of parents and students. When parents enable students to come to school on time, well prepared with proper uniform, books and supplies, students are then able to flourish and reach their full potential.

Please read this handbook in its entirety with your daughter(s) and explain all the school rules and requirements.

It is important to remember that our students come from diverse backgrounds and that it is the parents' responsibility to supervise any out of school activities.

May all our students go from strength to strength and be a continuous source of Yiddishe and Chassidishe nachas to the Rebbe, their parents and teachers.

Fradel Bukiet
Principal
Hebrew Studies

Kathleen E. Patterson
Principal
General Studies

MONDAY – THURSDAY 8:30 a.m. - 4:15 p.m.

FRIDAY 8:30 a.m. – 1:45 p.m.

Friday dismissal is 1:45 p.m. all year long.

ARRIVAL AND SUPERVISION

Parents should arrange for their daughters to arrive at school at least five to ten minutes before classes begin. A staff member will be on duty to supervise the students beginning at 8:15 a.m. daily. Please do not drop off your child before 8:15 a.m., as there will be no supervision prior to that time. If students are dropped off later than 8:30 a.m., they must be escorted to the office. No student will be permitted into class without a note after 8:40 a.m.

DISMISSAL

Students are dismissed from class at 4:15 p.m. Carpools should pick up in the basement, parking level P1. Children are very disappointed when parents do not arrive on time. Please be prompt. Supervision will be until 4:30 p.m. ONLY (Monday - Thursday) and for 15 minutes after school on Friday. Parents picking up their daughters after the allowed time will be charged \$5.00 for each 15 minute period.

After 4:30 p.m. anyone picking up their daughters must enter from the main lobby and go to the 2nd floor office where your daughter will be waiting.

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TRANSPORTATION – CARPOOL

The school does not provide transportation. Parents are responsible for transporting their daughters to and from

school. Please adhere to the following carpool guidelines: **All vehicles bringing students to and from school should park, load and unload students within the school's underground parking only and not on any adjoining streets or alley. NO STOPPING, PARKING AND NO PICKUP/DROPOFF ON WETHERLY DRIVE.** Red zone is for NO parking, NO stopping or No pickup or dropoff. Not adhering to the red zone can *chas v'shalom* create a hazard for you, the car behind you and other students on the sidewalk. No J walking in the middle of Crest or Wetherly Dr. This can be extremely dangerous. Use the cross walk at the corner of Pico where there is a crossing guard. No walking in the alley – vehicles only. No parking is allowed before 9:00 a.m. on Pico Blvd. Not adhering to this can, *chas v'shalom*, create a hazard for you, the speeding cars behind you and other students on the sidewalk. Go very slowly in the alley – children or pedestrians waiting on the sidewalk may be crossing the alley.

Although most parents will comply with these necessary rules, the school will enforce a disciplinary system as required by the city to deter any individuals who will not follow the guidelines and directions by the monitors. Monitors will report any violations to the school administration, including any off-campus drop offs and pick ups which are observed, and applicable license plate numbers.

Furthermore, every year the city will review our conformance to the above rules and will decide if we can keep enrollment at the same numbers for the new school year.

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If our school does not conform to the above guidelines, the city will reduce the number of students (your children), that we can accept for the new school year. In such an event, parents who have not followed the above

guidelines will be the first to lose their space in the school.

For security and protection of your daughter, the school must know the names of each student participating in each carpool. Please notify the office immediately of any changes in your daughter's transportation arrangements for going home. Unless we are notified by you of any change, your daughter will go home according to her normal routine. There will be no exceptions unless your daughter brings a note signed and dated from her parents.

ILLNESS AND ABSENCE

Please keep your daughter home if she shows any sign of illness. Contagious or communicable illness must be reported to the school secretary. If your daughter is returning to school after a communicable illness, a release from her physician is required before she can be re-admitted back to school. A student returning to school following a serious or prolonged illness, injury, surgery or other hospitalization must have written permission by the health care provider to attend school, including any recommendations regarding physical activity. If your daughter becomes ill during the school day, you will be notified so that you can make proper arrangements for her to be picked up. Please notify the school office at once if any of the emergency phone numbers change.

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IMMUNIZATION

In keeping with the state of California's immunization requirements, new students will not be admitted to school unless a written immunization record provided by a

physician or the health department is presented at the time of enrollment and immunizations are up to date.

Students who currently need additional required vaccine doses or who lack a written record of having received the required vaccine doses are no longer allowed a grace period. All students new to Bais Chaya Mushka must show that they have received all currently due required immunizations in order to be enrolled.

The immunization status of all students will be reviewed periodically. Those students who do not meet the state guidelines must be excluded from school until the requirements are met.

PROLONGED ILLNESS

A student returning to school with cast(s), crutches, or leg brace(s) must have a physician's written permission to attend school and must comply with any safety procedures required by the school administration.

A current B.C.M. Emergency Information card must be on file at the school, so that parents/guardians can be promptly notified in case of accident or illness involving their daughter.

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EXCUSED ABSENCE AND EARLY PICK-UP

Our school policy discourages parents from taking students out of school, except for emergencies. Please notify the school in advance, if you are planning to take your daughter out of school. It is the student's

responsibility to arrange for make-up assignments and tests with teachers. When picking up students during school hours, parents must go to the school office and sign the students out. Please do not disturb your daughter's classroom. Your daughter will meet you in the school office. A written note is required after any absence or when coming to school late.

MEDICATION AND MEDICAL APPOINTMENTS

The parents/guardians of a student taking prescribed medication on a regular basis at home or at school must inform the school in writing of the medication being taken, the current dosage, and the name of the supervising physician. A student who needs to take medication during school hours must have a statement to this effect on file at the school.

If medication is required during school hours, it must be dispensed from the office. It should be clearly marked with the student's name, time and amount of dosage. This information must be sent to the office on the first day that the medication is to be administered. No student, regardless of age, will be permitted to carry medication while at school – for the safety and protection of all students.

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FIRST AID

Students requiring first aid will be referred to the school office. First aid is limited to cleaning and bandaging wounds. **NO** medicine will be given to any student unless the office has a permission slip signed by a parent. If

there are any questions as to the need for more expert care, the parents will be contacted at once.

PARENT'S "LEGAL AGREEMENT"

As part of the registration process, parents will need to sign a "Legal Agreement". After reviewing the document, parents need to sign it on the back of the Emergency Card to be filed away at the BCM office.

PUNCTUALITY

We ask parents to set standards for their daughters of regular attendance and punctuality. Getting to school on time is extremely important, as is staying in school throughout the entire day. Car pools that are continuously late will be sent home for the day.

TELEPHONE CALLS/MESSAGES

Students may not receive personal calls or make calls from the office phones. Telephone messages will not be accepted except in cases of emergency. Students are not permitted to carry cell phones in school.

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DISCIPLINE

Proper classroom and school behavior will be established at the beginning of the year by teachers and principals. School policies and standards will be enforced throughout the school year.

Some of the rules to be implemented this year will be:

1. You may not do or say anything that might hurt anyone;
2. Listen to all teachers at all times;
3. Treat all property with care;
4. Start and end class with clean desks;
5. When walking in hallways or on the stairs, always stay to the right.

DRESS CODE

All the following items are part of the uniform and can be purchased from FRAYLICH UNIFORM COMPANY. To place an order by phone call 718-871-8253.

1. Plaid skirts or jumpers
2. White, navy or yellow blouses

ALL BLOUSES NEED TO BE SOLID COLORED BUTTON DOWN WITH COLLARS. TURTLE NECK SHIRTS ARE ACCEPTABLE. NO T-SHIRTS OR HOODED SHIRTS.

KNEE SOCKS OR TIGHTS -- NO BOBBY SOCKS. NO JEAN SKIRTS, BLOUSES OR JACKETS ARE ALLOWED.

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Oxfords, sneakers, buckled sandals, and other sturdy everyday shoes are preferred. Shoes are to be knotted at all times. No high tops.

B.C.M. sweatshirts will be ordered after Yom Tov.

The uniform code will be strictly enforced. Students not in uniform will be sent to the office and parents will be called

to bring the proper uniform to school. Please plan ahead, so that your daughter does not miss important class time.

BOOKS AND SUPPLIES

HEBREW BOOKS – Chabad/Atara's, located at 450 N. Fairfax Ave. will carry a full selection of books. Please call Rabbi Yosef Mishulovin for ordering and purchasing at (323) 655-9282. Some Hebrew books will have to be purchased through the school. Enclosed with the handbook is the list of books required for your daughter's class.

ENGLISH BOOKS - Textbooks and workbooks will be provided for the students. All books are to be neatly covered and kept in good condition. Books that are lost must be paid for and replaced.

The following items are basic requirements. Please make certain that your daughter brings these items daily.

3 Pencils with erasers	Ruler (inch & metric)
Crayons	Colored Markers
Pencil sharpener	Pencil Case
Scissors	Small bottle of Glue
Notebook Paper	Dictionary/grade 1-3
Dividers	Dic.-Thesaurus/gr.4 & 5
School bag/backpack	Large 3-Ring Binder

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Additional materials for classes are to be brought as assigned by the teacher. Please refer to the separate list of supplies provided by each teacher.

LUNCHES AND SNACKS

Please provide your daughter with snacks, lunches and drinks. For Kashruth purposes, all lunches and snacks are to be pareve.

All students must bring some form of bread or matzo (not Mezonos) for lunch. Even if the lunch does not consist of a sandwich, some bread should always be included so that the students wash and bentch with the rest of the class. Please refrain from sending soda, boxed juices with straws (it creates a mess once it is opened), candies and other heavily sugared foods for snacks. All drinks should be in plastic bottles.

Instant soups should not be sent to school, since there is no access to hot water.

Food should not be shared among classmates.

Food brought to school for parties must be cleared through the office. There is a list of bakeries that are acceptable. You can get the list at the school office.

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HOMEWORK

Our school policy calls for regular homework in the various subjects. Please make sure that your daughter has a suitable work area and a regular time in which to do homework. Each student will bring home a homework sheet or a homework pad daily. If your daughter does not do her homework, your signature will be required on the homework sheet for one month.

REPORT CARDS

Report cards are issued 3 times during the year. Report cards reflect the academic progress your daughter has made to that time.

PARENT-TEACHER CONFERENCES

Formal Parent-Teacher Conferences are scheduled 2 times during the school year as indicated on the school calendar. At other times, a conference can be arranged by calling the office to request one. Open communication between parent/teacher/administration is highly recommended. Informal discussion regarding your daughter at markets, parties or various events are not appropriate and not effective. Please respect teachers' time and limit discussions regarding your daughter to teachers' working hours.

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YEDIOS KLALIOS

Each student will need to take and pass the Yedios Klalios tests before proceeding to the next grade. Parents who want to review the Yedios Klalios information throughout the school year may obtain a copy of the Yedios Klalios booklet from the school office. All students can benefit from such a plan, especially students who have a hard time memorizing and retaining information.

FINANCIAL RESPONSIBILITY

All financial obligations must be set up before school begins in order for your daughter to be able to attend school. These arrangements are to be made with the administrative office.

- f) Can interact with people of all ages
- 3. **Complex Thinkers** who:
 - a) Comprehend a wide range of written material
 - b) Can analyze issues from a variety of perspectives
 - c) Can find personal relevance with a positive, proactive message in all aspects of their lives
- 4. **Self-confident individuals** who:
 - a) Demonstrate high self-confidence through participation in curricular and extracurricular activities
 - b) Strive for challenging goals
 - c) Are well-grounded in their principles
 - d) Raise the self-confidence of their peers
- 5. **Community Contributors** who:
 - a) Possess age-appropriate social skills
 - b) Feel responsible for those less fortunate than themselves
 - c) Have respect for all around them
- 6. **Productive Students** who:
 - a) Take concise and helpful class notes
 - b) Manage their time effectively
 - c) Maintain good study skills and habits
 - d) Possess listening skills

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EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

Bais Chaya Mushka students will be:

- 1. **Proud Chassidic Jewish Women** who:
 - a) Have a clear sense of Jewish identity
 - b) Can fuse their Chabad heritage and identity with a modern world
 - c) Are devoted to the Rebbe's mission of outreach to the world at large
- 2. **Effective Communicators** who:
 - a) Demonstrate logical, articulate speaking ability
 - b) Have mastered a wide vocabulary
 - c) Use grammar correctly
 - d) Express their thoughts clearly in writing
 - e) Demonstrate technological skills