Parent/Student Handbook

Bais Rivkah
Campus Chomesh
470 Lefferts Avenue
Brooklyn, New York 11225
718-735-0770
Bais Rivkah was established by the הירא וארודיקער רבי in תש"א, 1941 and named for his grandmother, Rebbetzin Rivkah, the wife of the Rebbe Maharash. The eyes of Jewish parents and girls around the world are on us to set the standard in education.

Our students have the unique זכות to learn in Campus Chomesh, established in honor of our Rebbetzin Chaya Mushka. The Rebbe made a personal visit to the campus in honor of the groundbreaking.

We can never lose sight of our purpose: to educate our daughters with strong Yiddishe and Chassidishe hashkofos, to know and cherish their valuable heritage, take great pride in their Yiddishkeit and tznius, and proudly serve as examples of Bnos Chabad to Jewish girls around the world.

The responsibility of a Bas Chabad falls upon our students not only during school hours but wherever they find themselves. and serving as an example to others, dressing and behaving as a Bas Chabad, involves both adhering to the halachos of tznius and understanding what is and is not appropriate.

It is essential that we have the cooperation of our parent body so that our students hear one consistent message both at home and in school. We welcome parents to our beautiful school building but we respectfully insist that all visitors be dressed in full accordance with the halacha. This will be enforced. Help us ensure that our school,
the Rebbe’s school, is a proper example of tznius as the Rebbe wishes it to be.
Bais Rivkah Campus Chomesh
718-735-0770

ADMINISTRATION

DEAN OF EDUCATION
Rabbi L. Newman

Grades 1-3 — Principals — Ext. 1230
Mrs. C. E. Feldman
Mrs. H.L. Gelfand

Department Supervisor
Mrs. C. E. Slavin

Grades 4-8 — Principals — Ext. 1246/1240
Mrs. C. Altein
Mrs. L. Jacobson

Department Supervisor 000— Grade 4-6
Mrs. E. Wilhelm-ext. 1234

Hebrew Curriculum Coordinator
Mrs. S. Wilenkin

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**School Hours**

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<thead>
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<th>Grades</th>
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<tbody>
<tr>
<td>Grades 1-4</td>
<td>9:00 a.m. - 3:50 p.m.</td>
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<tr>
<td>Grades 5-6</td>
<td>9:00 a.m. - 3:55 p.m.</td>
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<tr>
<td>Grades 7-8</td>
<td>8:40 a.m. - 4:00 p.m.</td>
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*On legal holidays there is no bus service and grades 7-8 begin at 9:00 a.m.*

**Friday Schedule**

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<thead>
<tr>
<th>Grades</th>
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<tr>
<td>Grades 1-4</td>
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<tr>
<td>Grades 5-6</td>
<td>9:00 a.m. - 11:55 a.m.</td>
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<tr>
<td>Grades 7-8</td>
<td>8:40 a.m. - 12:00 p.m.</td>
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**Sunday Schedule**

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<th>Grades</th>
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<tr>
<td>Grades 1-4</td>
<td>9:30 a.m. – 12:20 p.m.</td>
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<tr>
<td>Grades 5-6</td>
<td>9:30 a.m. - 12:25 p.m.</td>
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</tr>
<tr>
<td>Grades 7-8</td>
<td>9:30 a.m. - 12:30 p.m.</td>
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</table>

*The doors to the school building will not be open before 8:30 a.m. Monday-Friday and 9:00 a.m. on Sunday. Students should not be dropped off before this time, as there is no supervision.*
RULES AND REGULATIONS

Arrival

Children should arrive, at most, 15 minutes before school begins. The doors to the school building will not be open before 8:30 a.m. Monday-Friday and 9:00 a.m. on Sunday. Students should not be dropped off before this time, as there is no supervision.

Dismissal

PARENTS ARE REQUIRED TO PICK UP CHILDREN PROMPTLY! There will be a 10 minute late allowance for all dismissals. After this time, children will be taken to the main office. Consistent latecomers will be charged a fine.

Dismissal areas —
A) Music room —
   • Students going home with older siblings
B) Exit 3-Lefferts Ave. in front of the playground
   • Students waiting for parents or car pool
C) Backyard- Bus lines

Punctuality And Attendance ☑

Please make every effort to send your children to school on time. Tardiness is disruptive to the class and distracts the children that have come on time and are in the middle of learning. Encourage and help your child prepare for school each evening. Packing backpacks, preparing snacks and uniform the night before can reduce morning stress. Develop a daily routine and stick to it. Being punctual will benefit your child as well as the whole class.

The bell that rings at the beginning of each period is the signal that class work is beginning. Being in your seat and ready to begin class on time is a sign of cooperation and
maturity and a mark of respect to the teacher and classmates. Therefore, students are required to plan their time so that they will be in their seats with all the required books and materials. Students who are not seated and ready to begin work at the bell are counted as late.

**Procedure in Case of Lateness**

Students arriving late to school need a note from home explaining the reason for the late arrival. Notes without an explanation will not be accepted. The note must be signed by a parent or guardian.

- **Students Grades 1-6**
  Go directly to the office with your note. Parents will be asked to come to school for a meeting in the event of excessive lateness.

- **Students Grades 7-8**
  Go directly to the office to sign in and put your late note from home in the designated envelope.

**Consequences for Lateness in Grades 6-8**

- **Time 1,2,3** Teacher documents lateness in her roll book
- **Time 4** Detention on the following Sunday from 12:30 p.m. to 1:30 p.m.
- **Time 5**: Lateness will be recorded as a day of absence.

**Absences**

Students are permitted a maximum of 4 absences per trimester.

The school calendar is available to help you plan your vacations so they do not interfere with school. Absence due to a family simcha must be discussed with a principal prior to making travel plans. In case of extended illness, exceptions will be permitted if the absence is supported by a doctor’s note, immediately upon return to school. Students in grades 6-8 missing more than 4 days per term will be required to attend school on Sunday afternoon from 12:30-4:00.
Tests And Assignments

All tests are to be taken on the day on which they are scheduled, and all assignments are to be turned in on the day on which they are due. Students unable to take a test or hand in an assignment on the designated date will lose points from their grade. If a student is aware that she must miss a test or assignment due to an unavoidable absence, it must be cleared with her teacher in advance. In grades 6-8, tests that were not taken on time can be taken on Sunday during detention. Students who arrive after first period will lose points from their grade.

All make-up work missed due to sickness are to be turned in on the day the student returns to school, unless other arrangements have been made with the teacher or an administrator.

Appearance

All students in grades 1-8 are required to wear their uniforms daily. A school uniform is designed so that students have a dignified school appearance.

Therefore:
• Hair- hair must be neat. Long hair must be pulled back.
• Nail polish is not to be worn in school.
• Long earrings are not acceptable in school.

The school’s dress code will be strictly enforced.

Grades 1-3
• Jumper — solid navy blue — no colored trimmings or colored buttons.

Grades 4-8:
• Skirt — A navy blue skirt pleated all around, mid-calf length only. As your daughter grows, please be sure that the skirt’s length is adjusted accordingly. A student wearing a short skirt will be sent home.

Grades 1-8
• Uniform blouse — A light blue blouse with navy collar and cuffs. Blouses must have a second top button or students will be required to sew in a snap. Grade 7 and 8 students may
also wear the light blue oxford shirts with the name Bais Rivkah embroidered on the pocket. These shirts are sold on Kingston Avenue.

- **Shoes** — Must be a neat and conservative style (multi colored, high top, and tattered style footwear is unacceptable). Bais Rivkah reserves the right to ask a student not to wear any shoe which does not fit within a dignified school appearance. Sneakers worn a full day for a gym class may not be high top.

- **Legwear** — Tights are a mandatory part of the Bais Rivkah uniform — Grades 4-8 solid colors only.

  Please remember: According to halacha, the leg must be covered at all times! Children whose legs are not covered will be required to buy tights from the office. The second time she will be sent home. Leggings with socks on top is not conducive to a dignified school appearance.

- **Sweater/Vest** — Students will be required to wear the uniform sweater/vest with the Bais Rivkah logo embroidered on it. Land’s End has placed a name tag on the inside seam of the sweater. Please write your child’s name and phone number on that tag. There are three sweater styles and one vest style available:

  * Navy blue knit cardigan – available on Kingston Avenue
  * Navy blue zipper sweatshirt or sweater with hood – available at Land’s End.

**Land’s End telephone number: 800-469-2222**

When ordering from Land’s End, please indicate the following important information to add the mandatory Bais Rivkah logo: Preferred School #900101940

*When ordering, be sure to ask if there is a free shipping offer available.*

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<tr>
<td>Big girl</td>
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<td>23098-6</td>
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<tr>
<td>Woman</td>
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<td>23098-7</td>
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<td>Big girl</td>
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**NEW! Long pleated skirt (Grades 4-8 only)**

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<th>Size</th>
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<tbody>
<tr>
<td>Big girl</td>
<td>7-16</td>
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</table>

On Rosh Chodesh and Chassidishe Yomim Tovim students are permitted to wear a white blouse. It must be a long sleeved button down blouse with a collar.
Note: Denim outerwear or denim skirts may not be worn to school or any school functions.

Consistency is the key word in education. If the school and parents do not send the same message to the child, the child begins to question the education. In order to work hand in hand developing true Bnos Yisroel we request that all parents comply with the school code of Tznius.

We respectfully insist that all parents coming to the school building for any reason be dressed in compliance with all Halachic rulings.

Gym

Grades 5 through 8 will have gym class once a week. To ensure student safety, sneakers must be worn in the gym. On your daughter’s scheduled gym day, sneakers may be brought to school in a bag and put on right before gym. Students who do not bring sneakers will sit in another class during gym.

Snacks And Lunches

We are a peanut-free school. In consideration of those students with severe allergies, snacks with peanuts may not be brought to school. Please read labels carefully when purchasing items for daily snack, Shabbos parties, birthday parties, or a siyum.

Please refrain from sending candies and other heavily sugared foods for snacks. Sugary foods and those with red food coloring discourage good eating habits, promote tooth decay and, in many children, result in difficulty in concentration and behavioral problems.

No home baked goods may be sent to school for projects or parties. Children do not have access to a hot water urn.

Any snacks brought into school must have Rabbinic supervision. OU pareve is not acceptable.
Chewing gum is not permitted in school, even during recess. A $2.00 fine will be charged to a student who is found chewing gum.

Permission To Leave Premises

Students will not be allowed to leave the school premises during school hours unless the school obtains written permission from a parent or guardian. The permission note must be countersigned by the office. For safety reasons, the school will not permit any unauthorized person to pick up the child from school without written permission from a parent or guardian. Children must sign out of the main office when leaving.

Please limit all early dismissal requests to medical or dental appointments that cannot be scheduled after school.

Trips

No student will be permitted on any school trips without a signed consent form.

Telephone Messages

The office telephones may NOT be used by students for personal calls or arrangements. The school office may not be able to deliver messages to students after 2:15. Please make all arrangements before your daughter leaves home.

Electronic Devices

Cell phones may not be brought to school. They will be taken away and not returned until the end of the term. Students who need a cell phone for transportation purposes must check their phone into the office at the beginning of each day. Electronic games and equipment (cameras, gameboys, etc.) are not conducive to a learning atmosphere. Bais Rivkah will not guarantee the return of these items should they be confiscated.
Homework
Homework assignments are part of the planned curriculum. Teachers of the Hebrew and English Departments will keep the amount of homework within reasonable limits. Parents who find that their children’s homework takes too much or too little time to complete should talk to the teacher or principal. Please take an interest in your child’s homework. Supervise and check the homework for quality and neatness. Please make certain that the homework is completed and sign it when requested.

School Supplies
The following list of supplies should be kept at school. Each should be properly labeled with your child’s name. If your daughter runs out of supplies or loses them, please replace them immediately.

We may require additional supplies and/or books at any time during the year to satisfy the needs of the class, but we have tried to make the supply lists as complete as possible.

Book Fees
There is a $60.00 cash only book fee for each student in grades 1-8. Your daughter should bring the book fee on the first day of school.

Grade 1
• Labeled Change of Clothes (undergarments and tights)
• Briefcase – One that is befitting a Bas Chabad.
• Box of tissues
• 1 Elmer’s Glue-All multi-purpose glue
• Folders: Hebrew – 2 – 2 pocket folders
  English – 2 – 2 pocket folder
• Two 60-page hard cover composition notebooks
• Two pencil cases - one pencil case will be kept in school, and one pencil case will be used at home.
  Each pencil case should contain the following supplies:
  ➢ 1 box sharpened no. 2 pencils with erasers (1 doz.)
  ➢ 1 crayon box (minimum 16) – no markers
  ➢ 1 sharpener - closed
  ➢ 6 glue sticks
➢ Scissors
➢ Eraser
• Sefer Hamasores to be used at home.

Grade 2
• Briefcase – One that is befitting a Bas Chabad.
• 1 Box of Tissues
• Tehillim אהל יוסף יצחק
• 1 Box sharpened no. 2 pencils with erasers (1 doz.)
• 1 Crayon box (16 min. box) to be kept in school.
• 1 Pkg. thin colored pencils / markers
• 2 - 2-Pocket folders
• 1 - 8-Pocket folder (not accordion file folder)
• One pencil case for pencils and eraser
• 1 Sharpener - closed
• 1 Elmer’s Glue-All multi-purpose glue
• 6 Glue sticks
• 1 Scissors
• 1 Eraser
• 1 Hard cover composition notebook (60 pages)
• בֶּן חָמֶשׁ לְמַכָּרָה – כְּלַּךְ (To be used at home)
• Please have additional pencils, crayons, scissors, and glue for use at home.
• Machborot will be provided by Bais Rivkah at the cost of $1.00 each.

Grade 3
• Briefcase – One that is befitting a Bas Chabad.
• Box of tissues
• Tehillim אהל יוסף יצחק
• 1 Box sharpened no. 2 pencils with erasers (1 doz.)
• 1 Box of crayons (16 minimum) to be kept in school.
• 1 Pkg. thin colored pencils / markers
• 1 – 2 pocket folder
• Pencil case
• 1 Sharpener - closed
• 6 Glue sticks
• 1 Scissors
• 1 eraser
• 3 dry erase markers
3 highlighters (green, yellow, pink)
1 Hard cover composition notebooks (100 page)
Please have additional pencils, crayons, scissors, and glue for use at home.

The first homework book will be provided for all students in Grades 2-4 free of charge. For every subsequent homework book, there is a charge of $1.00.

**Grades 4-8**

Your child’s teachers will distribute a list of necessary school supplies on the first day of school. Please bring a notebook, folder and pen as well as all ספרים on the first day of school. Please make sure your name is written in every ספר.

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<tr>
<th>ד</th>
<th>סדר</th>
<th>תהלים</th>
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<td>ה</td>
<td>סדר</td>
<td>תהלים</td>
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<td>ג</td>
<td>סדר</td>
<td>תהלים</td>
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<tr>
<td>י</td>
<td>סדר</td>
<td>תהלים</td>
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<tr>
<td>א</td>
<td>הום ים (אידיש)</td>
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<tr>
<td>ב</td>
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<td>ג</td>
<td>כוצר שולחן ערוך מוקד – עם פסקי שולחן ערוך אדמתיי הוקק</td>
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<td>ה</td>
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<td>י</td>
<td>סדור</td>
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<td>ספר המצוות עם שיעור היומי</td>
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<td>נביא – שמואל א’</td>
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<td>מ</td>
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<td>חומש במדבר – המפואר מאירת עינים – הזיכאות התנינך המפורוא</td>
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The Tanya: Its Story and History by: Rabbi Avtzon

Respect for someone else’s property is fundamental to a Torah education. Students are expected to care properly for all school property at all times.

An entire class will be required to pay the cost to repair any damage caused by students to school property.

Students may never touch classroom Smartboards.

Books

Seforim and textbooks are valuable property and should be treated properly.

1. Textbooks may never be written in or marked up in any way.
2. You must pay for and replace lost or defaced books.
3. All books must be put away correctly in cubbies and desks. Any books found on the floor will be confiscated and must be repurchased at $1.00 each.

4. For added safety, combination locks only may be placed on student lockers. The combination must be written down with the student’s name and locker number and submitted to the office.

5. Any lost and found items (including ספרים) that are unclaimed at the end of June will become the property of Bais Rivkah.

**Library**

B”H our library is in full operation. The girls enjoy library time and the ability to take out books. It is every student’s responsibility to take proper care of the books they borrow and return them on the scheduled date.

Overdue fines will be levied for late books.

Please help our P.T.A. keep the library well-stocked with all the latest books by donating a book through the birthday club project.

Please be aware that in the public library children have access to material that is not proper for a Bas Yisroel. **Children may not bring non-Judaica books to school.** Books confiscated will not be returned.

**Special Needs**

If a child presents the teacher with special social, academic, and/or emotional concerns, the staff will take special care to find ways to remedy the situation and to provide special support that allows the child to develop the best possible skills.

When the administration feels that, despite concerted efforts, its internal resources are inadequate to meet a child’s needs, the parents will be asked to provide the child with the help necessary to guide the school to meet these needs. We are available to assist you in locating specialists. Our staff will work with you to develop an Individualized Education Plan (IEP) for your child. We encourage a partnership between the family and school to implement the established program.
Parent/Teacher Conferences

Parents are encouraged to attend brief meetings with their children’s teachers to review student progress. (Please refer to calendar dates.) Please remember that report cards and progress reports are a teacher’s means of communicating with parents. Parents are encouraged to request a conference with a teacher at any other time if there is a particular matter that requires discussion. Appointments for these conferences should be made through the principal’s office. If you would like a phone conference with your daughter’s teacher, please leave a message with the office and the teacher will call you as soon as she can.

Visiting

We welcome the children of Shluchim in our school. However, the school must be notified in advance so that we can make the necessary arrangements for the visit.

Recess

All students must be in the designated area for their class during recess.

No ball playing is allowed in the building. Balls will be confiscated and not returned. When the bell rings, all students must immediately line up near their classrooms.

Parties

Permission must be obtained to make a party in school.

A birthday is a very special occasion. The Rebbe has encouraged us to celebrate with a Farbrengen and Hachlotos Tovos on this day.

The school administration has established the following guidelines for birthday celebrations in school to help ensure both manageable and enjoyable parties.

Please send a note to the Hebrew/English teacher two days in advance to schedule a party.

The birthday girl should:
1. Prepare a דבר תורה to be recited in school.
2. Make a העלת התחלה.
3. Bring extra צדקה to be distributed.
4. Say her new קאפיטל.
5. Come dressed in her Shabbos clothing.

The birthday girl can donate a book, puzzle oor game to her classroom on her special day.

**Party Nosh:**

Two types of nosh are sufficient; for example, juice box and a cupcake.

*NO home baked goods; only products with a reliable Hechsher which are accepted by our community. OU Pareve is not enough.*

Pizza and ice cream parties are not permitted in school.

Students are not permitted to attend the birthday parties or graduations of siblings/cousins in different classes.

**Bas Mitzvah:** Information will be issued to the parents of sixth grade students.

**Safety**

We do our utmost to implement safety rules and we ask that you join us in this effort. These rules and precautions apply to children of all age groups. Please take a moment to review some of the points below with your daughter. Remember that the best lessons are taught by the examples we set.

**Children Traveling To School By Bus**

- Children waiting for the bus must remain on the sidewalk — away from the curb.
- Children should not step into the street until the bus comes to a complete stop and the driver opens the door of the bus.
- Children must never run after the bus. If they miss the bus they should return home, and parents should make alternative arrangements for them to get to school.
Children Walking To School

- Children walking to school should cross only at street corners.
- Children should wait for the traffic light to change and for all cars to come to a complete stop before crossing. They should check to make sure there are no cars turning the corner.
- Children must only cross when the traffic sign says, “walk.” They must never begin crossing during a flashing or steady, “Don’t Walk.”
- Children must never run after a homework paper or ball that has fallen into the street.
- Children should not run into the street in an attempt to catch up to their friends.
- Children must obey the crossing guards. There are crossing guards on the corners of Brooklyn & Empire and Brooklyn & Lefferts. Please note: The city does not provide crossing guards on legal holidays.

Children Being Driven To School

Children being driven to school should be dropped off only on Lefferts Avenue along the side of the school next to the curb. Parents who are picking up children should come to exit 3 — Lefferts Ave. in front of the playground. (Children should not walk between buses and cars or behind garbage trucks). **Children should not be dropped off nor picked up on the corner across from the school building.** For the safety of your children please cooperate.

*The police department will ticket cars that make a right turn from Brooklyn Avenue onto Lefferts Avenue.*
<table>
<thead>
<tr>
<th>Sept. 3</th>
<th>Wed.</th>
<th>ה תואר</th>
<th>Opening day Grades 2 -6 Half Day Orientation Grade 7</th>
</tr>
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<tbody>
<tr>
<td>4</td>
<td>Thurs..</td>
<td>ט</td>
<td>Pre 1A  Orientation Grade 1 Half day Grade 8  Orientation</td>
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<tr>
<td>7</td>
<td>Sun</td>
<td>יב</td>
<td>Sun. sessions begin</td>
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<tr>
<td>24 -26</td>
<td>Wed. - Fri</td>
<td>קר - ב''תשניר</td>
<td>Erev Rosh Hashana -Rosh Hashana No School</td>
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<td>28</td>
<td>Sun</td>
<td>ד''תשניר</td>
<td>Tzom Gedalia - No School</td>
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<td>Oct. 3</td>
<td>Fri</td>
<td>מ</td>
<td>Erev Yom Kippur - No School</td>
</tr>
<tr>
<td>5</td>
<td>Sun.</td>
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</tr>
<tr>
<td>8 - 19</td>
<td>Wed.- Sun.</td>
<td>יג- כ''ח</td>
<td>Sukkos No School</td>
</tr>
<tr>
<td>20</td>
<td>Mon.</td>
<td>כ</td>
<td>School resumes</td>
</tr>
<tr>
<td>Nov. 30</td>
<td>Sun</td>
<td>ח''כסלו</td>
<td>P.T.A Grades 4 - 8</td>
</tr>
<tr>
<td>Dec. 7</td>
<td>Sun</td>
<td>ט''כסלו</td>
<td>P.T.A Pre-1A - Grade 3</td>
</tr>
<tr>
<td>19 - 23</td>
<td>Fri - Tues</td>
<td>כמשלו - א'</td>
<td>Chanuka Break</td>
</tr>
<tr>
<td>Jan. 1</td>
<td>Thurs.</td>
<td>כמשלו</td>
<td>Regular Fri. Schedule</td>
</tr>
<tr>
<td>23 -26</td>
<td>Fri - Mon.</td>
<td>ג - 1 שבת</td>
<td>Winter Break</td>
</tr>
<tr>
<td>Mar. 4</td>
<td>Wed.</td>
<td>ג ''אדר</td>
<td>Taanis Esther Half day</td>
</tr>
<tr>
<td>5 - 6</td>
<td>Thurs. - Fri.</td>
<td>ז - כ&quot;פר</td>
<td>Purim - Shushan Purim</td>
</tr>
<tr>
<td>8</td>
<td>Sun.</td>
<td>ז</td>
<td>Sessions resume</td>
</tr>
<tr>
<td>29 - Apr. 12</td>
<td>Sun. - Sun.</td>
<td>ט - כ''מסך</td>
<td>Pesach Break</td>
</tr>
<tr>
<td>Apr. 13</td>
<td>Mon.</td>
<td>כ</td>
<td>School Resumes</td>
</tr>
<tr>
<td>May 22 - 26</td>
<td>Fri.- Tues</td>
<td>ד - ח''סר</td>
<td>Shovuous Break</td>
</tr>
<tr>
<td>27</td>
<td>Wed.</td>
<td>ט</td>
<td>School Resumes</td>
</tr>
</tbody>
</table>

School doors open at 9:00 A.M. on Sun. and at 8:30 AM. Monday – Friday. Students should not be dropped off before these times as there is no supervision.