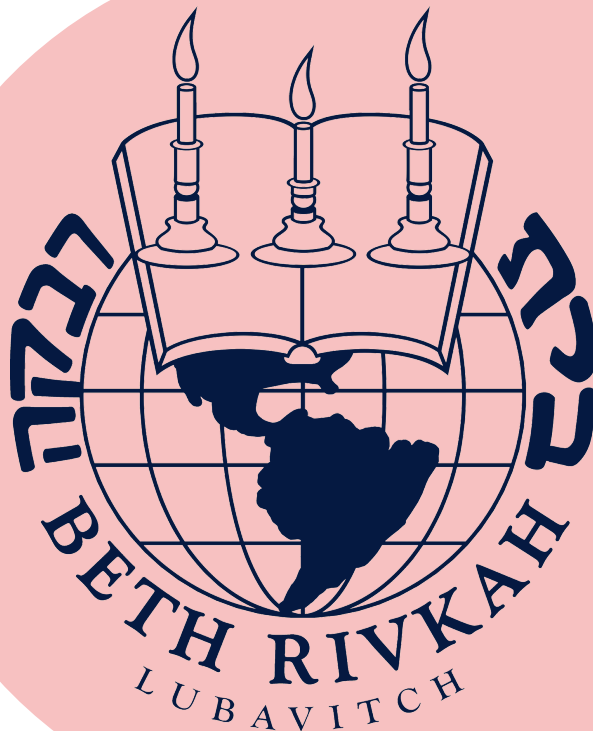




Elementary Department Handbook

Parent & Student, Grades 4-8



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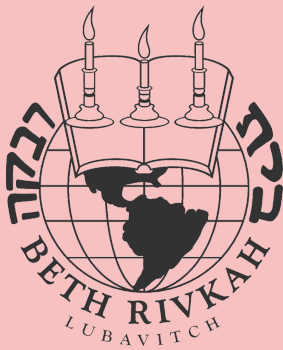
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2025-2026

Beth Rivkah, Campus Chomesh

470 Lefferts Ave

718-735-0770



A note from The Principals

Each day in Bais Rivka is an opportunity for new experiences, growth and connection. Our halls and classrooms are filled with the sounds of חבורתא, תורה learning, deep conversations, שמחה, and fun- all in the spirit of תורה and חסידית.

To ensure our joint success in raising בנות ישראל, our students should hear one consistent message at home and in school. A בת ישראל, a חב"ד, works towards the goal of דיבור, צניעות במחשבה, and כהלכה, striving to always dress and behave and has a clear understanding of what is and is not appropriate. Together we can build this foundation by being sensitive in the choices we make and model for your daughters, our students.

Our school is a מקום של תורה. Visitors must be dressed in full accordance with הלכה, reflecting our identity as the רבי's school. We take great pride in the חסידישע atmosphere of Bais Rivkah and are vigilant about maintaining this רוח. When our students are exposed to inappropriate videos, music, or activities, the discussions they bring to school are not in accordance with this רוח.

Wishing all of us a most successful year, nachas from our children and the ultimate joy of the coming of משיח now!

Mrs. Wilhelm
Mrs. Rosenfeld
Mrs. Jacobson



Educational Administration

Principals



Mrs. E. Wilhelm

Grades 4-5

(718) 735-0770 x1234

ewilhelm@bethrivkah.edu

Mrs. L. Jacobson

Grades 4-8

(718) 735-0770 x1243

ljacobson@bethrivkah.edu

Mrs. G. Rosenfeld

Grades 6-8

(718) 735-0770 x1242

grosenfeld@bethrivkah.edu

Administration



School secretaries

(718) 735-0770 x1240, 1246

Mrs. Barber

718) 735-0770 x1234

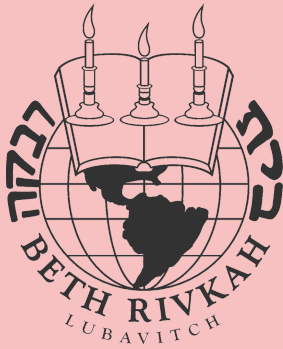
Mrs. Pinson

(718) 735-0770 x1244

Mrs. Rader

(718) 735-0770 x1234

*For further contact information,
visit bethrivkah.edu/departments*



Opening Schedule

GRADES 4-7:

Wednesday, ו' אלול - Sept. 3

Opening Day

**Davening at home for all
grades*

Lunchroom

Grade 4: 10:00 a.m. - 12:00 p.m.

Grade 5: 10:45 a.m. - 12:00 p.m.

12:00 p.m. Dismissal

Afternoon Bussing Only

Lunchroom

Grade 6: 1:30 - 2:45 p.m.

Grade 7: 3:00 - 4:30 p.m.

No Bussing

Thursday, י' אלול - Sept. 4

Regular Sessions + Bus Service

GRADE 8:

Thursday, י"א אלול - Sept. 4

Opening Day

Lunchroom

10:00 - 12:00 p.m.

**Please bring a Siddur*

No Bussing

Friday, י"ב אלול - Sep. 5

Regular Sessions + Bus Service



School Hours

Monday-Thursday

Grade 4	9:00 a.m. - 3:50 p.m.
Grades 5-6	9:00 a.m. - 3:55 p.m.
Grades 7-8	8:45 a.m. - 4:00 p.m.

Friday

Grade 4	9:00 a.m. - 11:50 a.m.
Grades 5-6	9:00 a.m. - 11:55 a.m.
Grades 7-8	8:45 a.m. - 12:00 p.m.

Sunday

Grade 4	9:30 a.m. - 12:20 p.m.
Grades 5-7	9:30 a.m. - 12:25 p.m.
Grade 8	9:00 a.m. - 12:00 p.m.



The doors to the school building will not be open before 8:30 a.m. on Monday-Friday and 8:45 a.m. on Sunday.

Supervision begins at these times. Students should not be dropped off before.



Arrival and Lateness

“צריך להיות יקר כל רגע ורגע לשנה יחשב. ושמירת הזמן צריך להיות במסירה ונתינה בעבודה וגיעה”

ספר השיחות תרפ"ח

Arrival

Students who are on time begin their day on the right foot maximizing their success as the first few minutes of class involve important morning routines. Late arrivals are disruptive to the class and distract the other students who are in the middle of *davening* or learning.

Please note: Parents entering the school building must first stop at the 1st floor main office and then at the office on the appropriate floor.

Lateness Procedure

Upon entering school, a student should go directly to the office with a note from home so that she can be entered into our attendance records. A doctor's appointment must be supported by a doctor's note.

Your daughter should be reminded to come directly to school and not make stops in the grocery stores or eateries as this often causes her to be late.

Grades 6-8

Lateness Policy:

First and Second lateness: Excused

Any lateness afterward: Students will be required to make up double the time missed in detention either before or after school.

A student may come to school after 11:00 a.m. only if this lateness was preapproved by a principal, or due to an appointment supported by a doctor's note.

Early Leaves and Absences

Absences

Students are permitted a maximum of 4 absences per term. Reference the school calendar to help you plan accordingly. Each day is important in the education of our students academically and socially. Students are required to make-up for missed work when they are not in school. Private tutoring may be necessary if a student is struggling to maintain classroom expectations due to her absences. Excessive unexcused absences will result in time being made up after school. In the event of a family שומחה or ח"ו an illness that will require extended absence, please communicate with the principal or classroom teacher.



Permission to Leave School

Students may only leave the premises during school hours with written permission from a parent or guardian. For safety reasons, the school will not permit any unauthorized person to pick up a child from school without written permission from a parent or guardian and approved by the school. Students must sign out of the 4th floor office when leaving.

In cases of shared custody, the department principal must be given legal documentation clearly outlining which adults may pick up students and on which days.

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



Locations of Dismissal

Parent Pickup/ Carpool

Location: Exit 3 — Lefferts Avenue in front of the playground

- Parents should pull up alongside the building on Lefferts Avenue close to Brooklyn Avenue.
- Students should wait in the gated area.
- Double parking is permitted only if a parent waits in the car. For the safety of our students, U-turns on Lefferts Avenue are not permitted during arrival and dismissal times.
- The police department will ticket cars that make a right turn from Brooklyn Avenue onto Lefferts Avenue.

Sister Pick Up

Location: Outdoor Playground - near Lefferts Avenue, Exit 3

On rainy days, students will wait in the building near the lunchroom.

Bus

Location: Lunchroom — East New York Ave exit

Walking Students

Location: Exit 1 — Lefferts Avenue

The main entrance on Lefferts Ave is primarily for students who walk home themselves.

For the safety of our students, please cooperate with these important guidelines.

Travel Safety



Traveling By Bus



When waiting for the school bus, children must take care to:

- Remain on the sidewalk, away from the curb.
- Never step into the street until the bus comes to a complete stop and the driver opens the door of the bus.
- Never run after the bus. If a child misses the bus, she should return home and parents should make alternative arrangements for her to get to school.
- Students using bus service must go straight into the building on arrival and remain in the building until bus dismissal.

Walking to School



On their way to school, children must take care to:

- Cross only at street corners.
- Wait for the traffic light to change and for all cars to come to a complete stop before crossing. Children should check carefully to make sure there are no cars turning the corner.
- Cross when the traffic signal indicates "Walk". One must never begin crossing during a flashing or steady "Don't Walk".
- Never run into the street in an attempt to catch up to friends or to chase after a lost object.
- Obey and be courteous to the crossing guards. There are crossing guards on the corners of Brooklyn & Empire and Brooklyn & Lefferts. The city does not provide crossing guards on legal holidays.



School Uniform

The school uniform is designed to give students a dignified school appearance and must be strictly adhered to.

Skirt

Navy blue pleated skirt that fully covers your daughter's knees at all times. As your daughter grows, please be sure that the skirt's length is adjusted accordingly.

Skirts are available for sale at **THEBRUNIFORMSHOP.COM**

Parents will be called if a student is wearing a skirt that does not meet the uniform requirement. *She can return to school after she has changed.*



Uniform Blouse

- Light blue blouse with navy collar and cuffs
- Collarbone must be covered at all times.
- Light blue polo T-shirt with BR logo navy collar and cuffs, sold at **THEBRUNIFORMSHOP.COM**
- Students in grades 7 and 8 wear light blue oxford shirts, with the name Bais Rivkah embroidered on the pocket, sold on Kingston Avenue or light blue polo with Bais Rivkah embroidered sold at **THEBRUNIFORMSHOP.COM**



Shoes

Only neat and conservative styles, no crocs, light-up shoes, or shoes with wheels.



School Uniform



Sweater/ Vest



- Students may only wear the navy-blue v-neck uniform sweater or vest with the Bais Rivkah logo.
- Sweaters and vests are available at **THEBRUNIFORMSHOP.COM** or at Lands' End.
- Zippered and hooded sweaters or sweatshirts are not allowed.

Clearly label your daughter's uniform sweater with her name so that it can be returned to her if lost.

A student will be asked to hand in a sweater if it is not a uniform sweater. She may redeem it at the end of the term for a \$5 fee.



Legwear

Solid color tights are a mandatory part of the Bais Rivkah uniform. Parents will be called if a student is not meeting this uniform requirement. She can return to school after she has changed.



Other

- Long hair must be pulled back.
- Nail polish may not be worn in school.
- Long earrings are not acceptable in school.
- Denim outerwear may not be worn in school, including recess time.

Uniform must be worn to all school events.

Please note that there is an independently-operated neighborhood gemach that can assist with new or gently used uniforms.

Please call 718-493-1740 and leave a message.

All appointments are strictly confidential!

Uniform Purchasing Information

THE BR UNIFORM SHOP

ONLINE:

THEBRUNIFORMSHOP.COM

IN STORE:

Dates: August 25th - August 30th

Hours: Check your email for exact hours

Location: 474 East New York Avenue

NEW

Uniform Skirts: all lengths and sizes (grades 4-8)

Polos: reinforced fabric, preshrunk, tag-less tags

Discounts available based on need

Navy v-neck sweater Item #529220BQ2

Navy v-neck vest Item #529224BQ0

Preferred School #900101940

When ordering, please indicate Bais Rivkah's preferred school number to add the mandatory Bais Rivkah logo.

Order by phone: (800-469-2222)

or online: <http://bit.ly/landsend-br>

LANDS' END

School Supplies

Teachers will distribute a list of necessary school supplies when meeting their classes. Students should bring a סידור, folder and pencil on the first day of school. Please label all ספרים, books and supplies with your daughter's name. If she finishes or loses any during the school year, it is important to replace them quickly.



כתה ז

חת"ת

מחזור לר"ה ויו"כ

חומש במדבר המנקד-חורב *

נביא - שמואל א

1.5 inch binder

כתה ח

חת"ת

מחזור לר"ה ויו"כ

* חומש במדבר - מקראות גדולות - מהדורת צוקער

נביא - שמואל ב

קצור שולחן ערוך מנוקד - עם פסקי אדמו"ר הזקן

Arrest and Liberation of Rabbi Shneur Zalman of Liadi

- 50 pocket bound presentation book with clear sleeves
- 2 pocket folder (to use in school for current material)
- 8 pocket folder (to keep at home)

כתה ד

Large סידור

תהלים

חומש בראשית המנקד-חורב *

כתה ה

Large סדור עם תהלים

מחזור לר"ה ויו"כ

חומש בראשית

חומש שמות המנקד-חורב *

קצור שולחן ערוך מנוקד - עם פסקי אדמו"ר הזקן

נביא יהושע שופטים

כתה ו

סדור

חת"ת

מחזור לר"ה ויו"כ

חומש שמות המנקד-חורב *

קצור שולחן ערוך מנוקד - עם פסקי אדמו"ר הזקן

נביא - שמואל א

All students must have a separate חומש for חומש class.



School Day

Cellphone and Electronics

Students in Bais Rivkah Elementary *should not* have a smartphone.

School policy is that students may not bring a cell phone to school. **Cell phones found with a student will be confiscated and only returned directly to a parent at the end of the term.**

If your daughter travels a long distance to school and you feel she absolutely needs a cell phone, it must be registered with a principal using the form in the orientation packet at the beginning of the school year. Only a phone without data will be considered. If permission is given, the phone needs to be dropped off in the office at the beginning of every school day.

Electronic games and equipment, smartwatches, any watch with phone/game/camera capabilities, cameras, and iPods, are **not allowed in school**. Bais Rivkah will not guarantee the return of these items should they be confiscated.

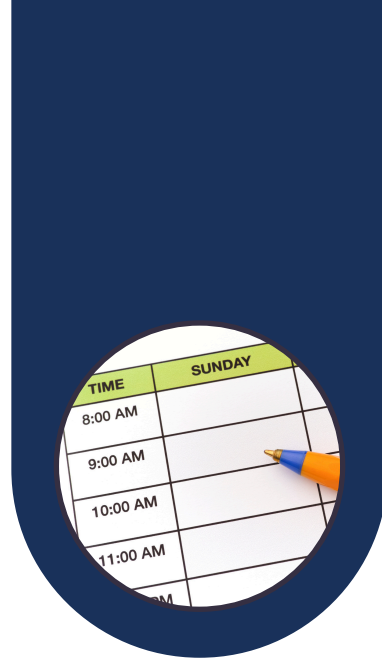
Messages

Our office staff is happy to give your daughter a message about a change to her usual arrangements for going home. Please notify the office before 2:00 PM Monday-Thursday and 11:00 AM on Fridays and Sundays, as we may not be able to deliver messages afterward.

Gym

Students have gym class once a week. To ensure student safety, sneakers must be worn in the gym. Students who do not have sneakers will sit in another class during this period.

School Day



Recess

At every grade level, students have opportunities to play outdoors, except in the event of rain, snow or very cold temperatures.

For safety, all students must be in the designated area for their class during recess.

No ball playing is allowed in the building.

- Slime and playing cards are not allowed in school and will be confiscated.
- Non-Jewish books may not be brought to school. Books confiscated will not be returned. Our library is stocked and students have the ability to check out books which they can enjoy during recess.



Lice Check

Students are checked for lice periodically. If a child is found with nits/lice she will not be allowed back until her hair is checked and is found to be clean by a professional.

שלוחות Visiting

We welcome the children of שלוחים for visits to our school. Please email the office in advance. A student should only be sent to school once an email confirmation was received.





School Day

Snacks and Lunches

Home-baked goods may not be sent to school for projects or parties.

All snacks brought to school must have a Chassidisher hechsher, OU pareve is not enough.

Chewing gum is not permitted.

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

Students may not bring instant soups as we are unable to provide hot water.



Library

Our students have access to a beautiful selection of Jewish books. It is their responsibility to take proper care of the books when borrowed and to return them on the scheduled date.

Overdue fines will be charged for late books.

You can help keep the library well-stocked with the latest books by donating a book in honor of your daughter's birthday. Contact our librarian, Mrs. Posner, through the main office for recommended titles.



Parent-School Communication



PTA and Report Cards

When parents, teachers and principals work together every child has her best chance at success. Your daughter's teachers will be in touch within the first few days of school to introduce themselves and hear any specific concerns you may have about your daughter.

PTA conferences offer parents the opportunity to have a brief in-person meeting with the teachers to review their daughter's progress. PTA conferences do not replace regular communication regarding a student who is struggling.

Report cards/progress reports are issued three times a year to keep you informed of your daughter's progress. If her grades indicate that she is struggling to keep up with grade level expectations, please reach out to her teacher and the principal to help create a plan for her success.

Grades 6-8

Students are expected to pass each term in order to successfully complete the school year. A student who received an INC or did not pass a subject will be given specific work and a specified due date in which it is to be completed. After that due date, she will not be permitted into class until all the work is made up.

Homework

Homework is an important part of building confident, independent learners. Teachers will keep the amount of homework within reasonable limits at every grade level. Your daughter should be able to do her homework either independently or with just a little encouragement.

Parents who find that their children's homework takes too much or too little time to complete should talk to the teacher or principal.

Grades 6-8

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.

If a student knows in advance that she will miss a test or assignment due to an unavoidable absence, she must clear this with her teacher in advance. She will be able to take the test during detention on Sunday.



Parent-School Communication

Portal

It is essential that parents check the online portal and update contact and emergency information as needed. Please check that current email addresses are on file so that you receive all school communication. Complete and return both emergency cards included in your welcome packet.

If there is a change to cell phone numbers, address, or email addresses at any time, please notify our office.

Communications

Our primary form of communication with parents is via email or WhatsApp broadcast messages. If you are not receiving our emails or WhatsApp messages or would like to reach a teacher or principal, email your request to elementary@bethrivkah.edu

WhatsApp: Many classes have organized WhatsApp groups. These groups can be a helpful way to share information about upcoming events or assignments. *For all other concerns, a parent should reach out to the principal directly.*

Parent-School Communication



Therapists/ P3s

Bais Rivkah is fortunate to have a team of professionals who can give proper support to a student with social, academic, and/or emotional needs. Teachers and support staff work together to provide the necessary accommodations to help each child develop skills both inside and outside the classroom.

If you have concerns about any area of your daughter's development, please contact our office studentservices@bethrivkah.edu and we will assist you in requesting a free evaluation from the Board of Education.

We strongly encourage a partnership between parents, teachers, principals, therapists and P3 providers to implement a program for the maximum success of every child. It is important that parents regularly communicate with P3 providers and/or therapists to advocate for their child. School counselors and therapists often recommend a program for parents to implement at home to supplement the therapy in school. Working closely with each of your child's therapists can help her succeed.

PTA Volunteers

Parent involvement can lead to more classroom resources for our students.

If you would like to get involved in special programming, please email PTA@bethrivkah.edu.

To arrange a special project with your daughter's class please speak directly with her teacher.

Trips

Students go on field trips or class outings throughout the year. Please be sure to sign the emergency cards so that your daughter is allowed to go on these trips.

Special Occasions

Birthday Parties



A birthday is a very special occasion. The רבי encouraged us to celebrate with a פארבריינגען and the החלטות טובות on this day.

Please send a note to your daughter's teacher in advance to schedule a party. Birthday parties should be held in school on the day of the actual birthday.

The birthday girl should:

1. Prepare a דבר תורה to be shared in school.
 2. Make a החלטה טובה.
 3. Bring extra צדקה to be distributed.
 4. Say her new קאפיטל.
 5. Come dressed in שבת clothing, taking care that the outfit follows הלכה guidelines.
- No home baked goods may be brought.
 - Pizza parties are ONLY allowed in grades 7-8.
 - No slurpees allowed.
 - Only products with a חסידישע הכשר. OU Pareve is not enough.
 - Individual party favors/gifts are discouraged.

Students are not permitted to attend the birthday parties or performances/graduations of siblings/cousins in older or younger classes, unless they are taking the place of a parent who is unable to attend.

Fourth graders are encouraged to host מסיבת שבת the week of their birthday whenever possible.

Please consider donating a book or game to your daughter's classroom in honor of her birthday.

דרך ארץ



Respecting Property

Respect for someone else's property is fundamental to a Torah education and is a sign of good **מידות**. Students are expected to care for school property at all times.

If students cause any damage to school property, the entire class will be required to pay the cost of any repairs/replacements.

Students may never touch classroom technology unless directed by a teacher.

Books

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

Students may not write in textbooks. A student will be required to pay to replace lost or defaced books.

At the end of the school day, all books should be put away neatly in cubbies, lockers or desks as they may get lost.

A student may choose to place a combination lock on her locker. The combination must be submitted to the teacher with the student's name and locker number.

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



School Calendar

Tuesday, September 2	Preschool Parent Orientation 10:00-10:45/11:30-12:00 Grade 1 Parent Orientation (Zoom) - 8 PM	יום שלישי, ט' אלול
Wednesday, September 3	Opening Day Preschool - Grade 7 (Refer to department handbooks for detailed info)	יום רביעי, י' אלול
Thursday, September 4	First Full Day Of School Grades 1-7 Opening Day Grade 8	יום חמישי, י"א אלול
Sunday, September 7	Regular Sunday sessions Grades 2-8	יום ראשון, י"ד אלול
Sunday, September 14	Morning after Selichos- Late Start	יום ראשון, כ"א אלול
Wednesday, September 17	Open School Night Grades 1-3	יום רביעי, כ"ד אלול
Monday, September 22 - Wednesday, September 24	No School - ראש השנה	יום שני, כ"ט אלול - יום רביעי, ב' תשרי
Thursday, September 25	צום גדליה Half Day 9:30 a.m. Opening	יום חמישי, ג' תשרי
Monday, September 29	Open School Night Grades 4, 5 and 8	יום שני, ז' תשרי
Tuesday, September 30	Open School Night Grades 6-7	יום שלישי, ח' תשרי
Wednesday, October 1 - Thursday, October 2	No school - ערב יום כיפור, יום כיפור	יום רביעי, ט' תשרי - יום חמישי, י' תשרי
Friday, October 3	Late start 10:00 a.m.	יום ששי, י"א תשרי
Monday, October 6 - Sunday, October 19	No School - סוכות	יום שני, י"ד תשרי - יום ראשון, כ"ז תשרי
Monday, October 20	School Resumes	יום שני, כ"ח תשרי
Sunday, November 16	No School - כינוס השלוחים	יום ראשון, כ"ה חשוון
Wednesday, November 26	PD Teacher Training Day, No School - Preschool through 8th Grade	יום רביעי, ו' כסלו

Sunday, November 30	No School Grades 1-3 - PTA	יום ראשון, י' כסלו
Sunday, December 7	No School Grades 4-8 PTA Grades 4-8. PTA Transition & Pre 1 A	יום ראשון, י"ז כסלו
Thursday, December 18 - Monday, December 22	No School, Chanukah Vacation	יום חמישי, כ"ח כסלו - יום שני, ב' טבת
Tuesday, December 23	School Resumes	יום שלישי, ג' טבת
Tuesday, December 30	Half Day 9:00 a.m. Opening Grades 7-8	יום שלישי, עשרה בטבת
Motzei Shabbos, January 17	2nd Grade Mother-Daughter Melava Malka	מוצאי שבת, כ"ח טבת
Friday, January 30 - Tuesday, February 3	Mid-Winter Vacation Pre1A-8th Grade	יום ששי, י"ב שבט - יום שלישי, ט"ז שבט
Monday, February 2 - Tuesday, February 3	Mid-Winter Vacation Preschool	יום שני, ט"ו שבט - יום שלישי, ט"ז שבט
Wednesday, February 4	School Resumes	יום רביעי, י"ז שבט
Sunday, February 8	No School – כינוס השלוחות	יום ראשון, כ"א שבט
Monday, March 2	Half Day 9:00 a.m. opening Grades 7-8	יום שני, תענית אסתר
Tuesday, March 3 - Wednesday, March 4	No School – פורים – שושן פורים	יום שלישי, י"ד אדר - יום רביעי, ט"ו אדר
Thursday, March 5	School Resumes	יום חמישי, ט"ז אדר
Wednesday, March 25 - Sunday, April 12	No school – פסח	יום רביעי, ז' ניסן - יום ראשון, כ"ה ניסן
Monday, April 13	School Resumes	יום שני, כ"ו ניסן
Tuesday, May 5	Lag B'Omer- Special Program	יום שלישי, ח"י אייר
Sunday, May 17	Writing / Book Fair Grades 1-4	יום ראשון, א' סיון
Thursday, May 21 - Sunday, May 24	No School – שבועות	יום חמישי, ה' סיון - יום ראשון, ח' סיון
Monday, May 25	School Resumes	יום שני, ט' סיון

Sunday, June 7	3rd Grade Mother-Daughter Event	יום ראשון, כ"ב סיון
Sunday, June 14	8th Grade Graduation - No School 1-8	יום ראשון, כ"ט סיון
Monday, June 15	Regular sessions Pre1A-Grade 7 Last day of School Grade 7	יום שני, ל' סיון
Tuesday, June 16	Last Day of school: Full day, Pre1A-Grade 3 Half day, Grades 4-6	יום שלישי, א' תמוז
Thursday, June 18	Gimmel Tammuz Special Program	יום חמישי, ג' תמוז

שנת הלימודים תשפ"ז - First Day of School

י"ט אלול | Tuesday | September 1

אי"ה בירושלים הבנויה

See the school calendar online and sync a Google calendar at
www.bethrivkah.edu/calendar

