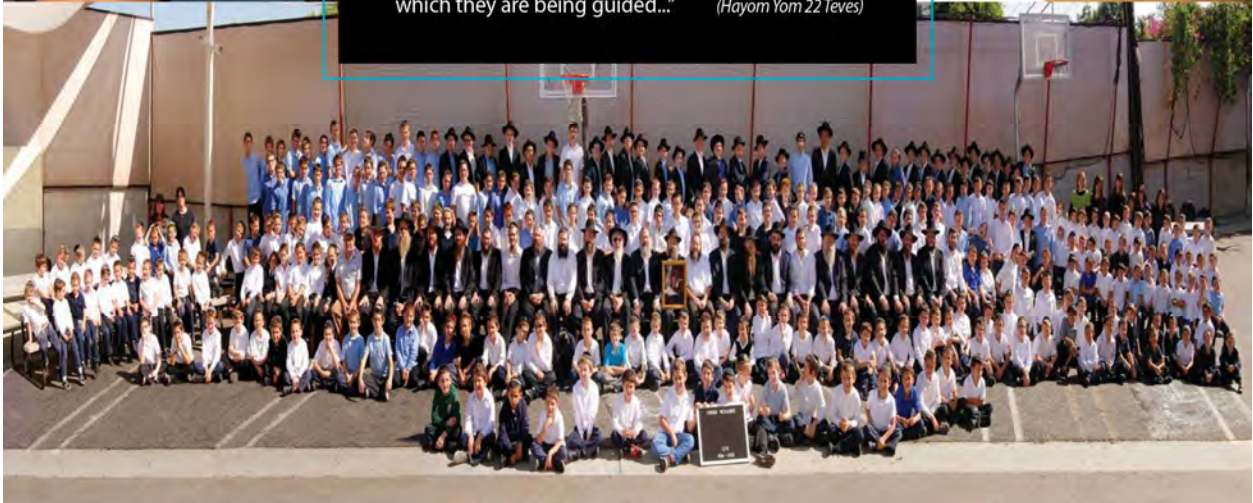




CHEDER MENACHEM PARENT / STUDENT HANDBOOK תשע"ט · 2018/19

"...Just as wearing Tefillin everyday is a Mitzvah commanded by the Torah to every individual regardless of his standing in Torah, whether deeply learned or simple, so too is it an absolute duty for every person to spend a half hour every day thinking about the Torah education of children, and do everything in one's power—and beyond one's power—to inspire children to follow the path along which they are being guided..." *(Hayom Yom 22 Teves)*



ר"ח מנחם אב, תשע"ח

July 13, 2018

Dear Parents, שיחיו,

We hope your summer is enjoyable and productive. During the summer, we are enthusiastically preparing for the coming school year so that our children will be nurtured in an environment where they can grow and achieve academically and socially. Our goal is to provide the children with a Chinuch of the highest caliber, imbued with the warmth and spirit of Chabad Chassidus so they will continue to be a source of nachas to you, the Cheder and to the Rebbe.

This handbook is prepared as your reference guide for administrative procedures, school policies and expected conduct.

Together, the parents, the administration and the faculty of Cheder Menachem are partners in fulfilling the Mitzvah of the Torah, "Veshinantom Levonecho". Therefore we request that you review the contents of this handbook with your children and encourage them to act in accordance with the guidelines set out herein. ה"our cooperative efforts will bear the fruit of yiddishe and chassidishe nachas as the children experience a fulfilling and successful year.

After reviewing the handbook with your child/children please sign the review form at the end of the handbook and submit it online or return the signed form no later than Tuesday, August 28th – first day of school.

We look forward to greeting you personally at Back to School night on Monday, September 3 for Grades Pre-1a – 5 and Wednesday, September 5 for Grades 6 - 8.

With best wishes for a Shnas Hatzlacha,

<p>Rabbi M. Greenbaum <i>Menahel</i></p>	<p>Mrs.Y. Blauner <i>General Studies Principal</i></p>	<p>Rabbi Y. Wolowik <i>Asst. Principal</i></p>
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CHEDER MENACHEM FACULTY

Pre-1a	3rd Grade	6th Grade	Office Staff
<p>Mrs. Shaina Perman Mrs. Tzipora Cohen Mrs. Estee Yusevich</p> <p>General Studies Mrs. Fayge Slodowitz Mrs. Leora Nektalov Ms. Eliza Salehani</p>	<p>Rabbi Boruch Braude Rabbi Shimy Heidingsfeld</p> <p>General Studies Ms. Shoshi DuBrow Mrs. Sabrina Gordon</p> <p>Girsa Rabbi Dovid Blasberg</p>	<p>Rabbi Meir Thaler Rabbi Yosef Wolowik</p> <p>Chumash Rabbi Meir Thaler Rabbi Yerachmiel Wolowik</p> <p>General Studies Mr. Thomas Kreuzberger - ELA Rabbi Chein - Math</p> <p>Girsa Rabbi Yerachmiel Wolowik Rabbi Shimy Heidingsfeld</p>	<p>Mrs. Hudy Lipskier Finances</p> <p>Mrs. Ruchama Langsam Registration</p> <p>Mrs. Shaindy Pinson Mrs. Chana Hackner Office / Receptionist</p> <p>Rabbi Yossi Cohen Administrative Support</p>
1st Grade	4th Grade	7th Grade	Ancillary Staff
<p>Rabbi Chaim Burston Rabbi Schneur Munitz Mrs. Shoshana Plotkin Mrs. Leora Nektalov</p> <p>General Studies Mrs. Ana Shapiro Mrs. Dubrow</p>	<p>Rabbi Zalmy Hecht Rabbi Simcha Frankel</p> <p>General Studies Mr. Tal Meidan - Math Mrs. Kamish - ELA</p> <p>Girsa Rabbi Schneur Munitz Rabbi Zalmy Hecht</p>	<p>Rabbi Sholom Glick Rabbi Yerachmiel Wolowik Rabbi Avremy Margolis Rabbi Menachem Cohen</p> <p>General Studies Mr. Zach Grashin - ELA Rabbi Chein - Math</p> <p>Girsa Rabbi Naftali Greenberg Rabbi Yerachmiel Wolowik</p>	<p>Mrs. Arezou Kavosh Art Teacher Mr. Zach Grashin Katz Corner Innovation Space R' Shmuel Thaler/R' Shlomo Stark P.E. Coach Title 1 - SOS Services Merkos Services Mrs. R. Mevashev Science Ms. Shoshi DuBrow Literacy Specialist Mrs. Leah Hoffman Educational Therapist Mrs. Ruchie Stillman Student Support Service Rabbi Chaim Heber Extra Curricular Programming Rabbi Sholom Heidingsfeld Tzivos Hashem Coordinator Rabbi Yehuda Heidingsfeld Kriah Specialist Rabbi Yitzchok Marcus Limudei Koshesh Resource Room</p>
2nd Grade	5th Grade	8th Grade	Administration
<p>Rabbi Elozor Fisch Rabbi Leibel Lipsker Rabbi Avremi Chein</p> <p>General Studies Mrs. Marilyn Kalson Rabbi Elozor Fisch Ms, Chana Stein</p>	<p>Rabbi Mendel Meyers Rabbi Dovid Blasberg Rabbi Zalman Friedman</p> <p>General Studies Mr. Zach Grashin - ELA Mr. Ruby Antolin - Math</p> <p>Girsa Rabbi Meir Thaler</p>	<p>Rabbi Shmuel Schapiro Rabbi Naftali Greenberg</p> <p>General Studies Mr. Noah Dorsey - ELA Mr. Kreuzberger - Math Curriculum Developer</p> <p>Girsa Rabbi Sholom Glick Rabbi Yerachmiel Wolowik</p>	<p>Rabbi Menachem Greenbaum Menahel</p> <p>Mrs. Yudi Blauner General Studies Principal</p> <p>Rabbi Yosef Wolowik Assistant Principal</p>

SCHOOL HOURS	
MINYAN SUNDAY (6-8 th Grades)	7:50 AM
SUNDAY (Grades 1-5)	9:00 AM – 1:00 PM
MINYAN MONDAY – FRIDAY 6-8 th Grades	7:20 AM
MONDAY – THURSDAY Pre 1A – 5 th Grades	8:30 AM – 4:30 PM or 5:30 (7 th and 8 th Grades)
FRIDAY	8:30 AM – 1:00 PM/1:45 PM

**Yard supervision begins 15 minutes before the beginning of the regular school day. Optional supervision from 7:45 am is available for a fee. See registration forms.*

OFFICE OPERATING HOURS	
SUNDAY	9:00 AM – 1:00 PM
MONDAY - THURSDAY	8:30 AM – 5:30 PM
FRIDAY	8:30 AM – 1:30 / 2:15 PM

COMMUNICATION
<p>Phone: 310-623-1470 • Fax: 310-623-1462 E-mail: chedermenachem@gmail.com</p>

DRESS CODE

Throughout the history of Klal Yisroel proper attire has played an important role. As Chazal teach us, "We were redeemed from Egypt in the merit of not changing our manner of clothing." So too, proper dress plays a very important role in the dignity and atmosphere of a Chabad Cheder and one that bears the name of the Rebbe.

The following dress code is required for students:

Grades Pre 1a – 5 Dress Code				
SHIRTS	PANTS	SHOES	SWEAT-SHIRTS	YARMULKA
<p>Button-Down Shirts: solid blue, solid light blue, or solid white.</p> <p>Polo Shirts: solid blue, solid light blue, or solid white with a collar and 2-3 buttons.</p>	<p>Black, dark blue or charcoal gray.</p> <p>No jeans, sweat pants, baggy pants, oversized pockets or roll ups are allowed.</p> <p>No pants with intentional rips at the knees.</p> <p>No elastic cuff pants.</p>	<p>Black oxfords or sneakers only. No: high-tops, light-ups or roller skate sneakers. No slippers or sandals.</p> <p>No Crocs.</p> <p>Note: Note: Sneaker laces must be black as well. NO NEON COLORS, YELLOW, RED, GOLD, GREEN, OR PURPLE ON THE SNEAKERS WHATSOEVER.</p>	<p>Cheder Menachem sweatshirt only.</p>	<p>No knit or leather Yarmulkas allowed.</p> <p>No caps, other than Cheder caps for outside during recess.</p>

Backpacks should not have any cartoon character or the like on them.

Grades 6 – 8 Dress Code

SHIRTS	PANTS	SHOES	SWEAT-SHIRTS	YARMULKA
<p>Button-Down Shirts: solid blue, solid light blue, or solid white.</p>	<p>Black, dark blue or charcoal gray.</p> <p>No jeans, baggy pants, oversized pockets or roll ups are allowed.</p> <p>No pants with intentional rips at the knees.</p> <p>No elastic cuff pants.</p>	<p>Black oxfords or sneakers only. No: high-tops, light-ups or roller skate sneakers. No slippers or sandals.</p> <p>No Crocs.</p> <p>Note: Note: Sneaker laces must be black as well. NO NEON COLORS, YELLOW, RED, GOLD, GREEN, OR PURPLE ON THE SNEAKERS WHATSOEVER.</p>	<p>Cheder Menachem sweatshirt only.</p>	<p>No knit or leather Yarmulkas allowed.</p> <p>Black or blue Yarmulkas only. No Designs or Logos.</p> <p>No caps, other than Cheder caps for outside during recess.</p>



- Bar Mitzva boys should have a black hat and blue, black or dark gray sports jacket in Cheder at all times.
- If your child needs to wear Crocs for medical reasons, you must provide a note from a medical doctor and only then black Crocs can be worn.
- Only acceptable Chassidishe haircuts using the same number cut all around with the required payos length are allowed.
- If a child is not wearing proper dress code, parents will be called to bring a change of clothing.

*Dress code applies throughout the year, including during the Yeshivas Kayitz program (for learning hours).

Even when out of school, students are encouraged to dress in a manner befitting a Talmid and Chossid of the rebbe; ensuring a Kiddush Shem Shomayim etc.

We expect all parents to respect the Rebbe's Cheder and the Torah & Chassidic values for which it stands by ensuring that appropriate dress and attire is worn when coming into the Cheder premises, at any time.

ARRIVAL

- The school day begins at 8:30 AM. Children should arrive on time.
- Upon arrival children should proceed to the lineup area and prepare for lineup.
- There will be yard supervision from 8:15 a.m. Please do not bring your children before 8:15 AM as there is no supervision prior to this time. Optional early supervision from 7:45 am is available for a fee. See registration forms.
- Children arriving after 8:40 AM and 9:10 AM on Sunday will have to enter through the main door on La Cienega.
- Students in Grades 6-8 are expected to come to the Cheder Minyan. If a student will not be participating in the Cheder Minyan for the year, this needs to be cleared with the Cheder administration before the year begins.
- Students who consistently come late to Minyan or class will be addressed.



ATTENDANCE - ABSENCE & LATENESS

Regular attendance and punctuality are prerequisites for academic success. Students who are chronically late or absent are at a distinct disadvantage and tend to fall behind in their performance at school. Please stress the importance of this life skill and demonstrate its importance by example.

- Sunday is a formal school day in session until 1:00 p.m. with Rebbes conducting and pursuing the established curriculum and course of study. All students are expected to be in school just as they are on any other day.
- Students are expected to arrive on time every day. Regular unexcused lateness will result in a parent meeting.
- Students may not be picked up and taken out for lunch, without permission from the Cheder administration.
- Students arriving after 8:45 am must get a late note from the office in order to be let into class. Students who consistently come late will result in a parent meeting.
- If your child will be absent for any length of time, please notify the office, in writing, so that assignments may be sent home in order to assist your child in keeping up with the rest of the class.
- All required work and tests must be made up.
- Yeshivas Kayitz attendance in the summer is mandatory for all students in Grades 1-4, students in grades 5-7 attending overnight camp for 2 months may do so. If attending overnight camp for one month only then Yeshivas Kayitz is mandatory for the 1st month.

PICK UP / DISMISSAL / CARPOOL

Pick up for Grades Pre 1a – 6 begins at 4:30 PM and ends at 4:50.

- If you arrive later, the Pickford PI gate will be locked and you must ring the bell at the front door and come into the front office to pick up your carpool.
- There will be a late charge of \$5.00 for every 5 minutes you are late. On Fridays the charge will be \$10.00 for every 5 minutes that you are late.

Dismissal for Grades 7 & 8 is at 5:30 PM.

- Carpool is until 5:40 PM. If you arrive later, the Pickford PI gate will be locked and you must ring the bell at the front door and come into the front office to pick up your carpool.

Uber/Lyft

- In keeping with the policies for Uber, Lyft etc., Cheder cannot allow for students under 18 to take an Uber or Lyft from Cheder.

Early Dismissal & Pick Up During School Time:

- For those parents who live far and wish to pick up their child every day at the same time, arrangements can be made with the office for a pick up of either 3:10 pm or 3:40 pm . The consent form emailed for this purpose must be completed in order to have that arrangement formalized. Students cannot be picked up regularly at any other time.
- Parents are requested to arrange medical, dental and all other appointments for their children after school hours.
- If you must take your child out during school time, you are required to come into the office and check out your child by signing out the "Sign Out Form". The office staff will arrange for the student to come out of class.
- Parents may not go to the classrooms themselves to take the child out.
- Calling from the car is not an option to sign out your child. The office cannot send your child to wait outside without you signing them out.

Transportation & Carpool:

- All children must be picked up at the South gate or by a Parent/Carpool member walking in through the La Cienega entrance.
- If you wish to park your car and come pick up your child/ren by foot or are sending someone to get them, please do not park in red zones or block drive-ways. Let's be considerate to our neighbors and neighborhood.
- Children are not allowed to wait anywhere outside of the Cheder premises.
- Please do not cross the street on Pickford Pl. anywhere in the middle of the block. It's simply dangerous. If you are taking children by foot. Please cross at the corners only.
- If you wish to have your child/ren walk home, please send a permission waiver to the office.
- Children may not change carpools without the written approval of parents presented to the office.



CARPOOL INSTRUCTIONS



Turn on Airdrome from Crescent Heights
Please do not turn down Airdrome from La Cienega.

Turn North on Alvira St

Line up on Alvira St. between Airdrome and Pickford Pl. from South to North (alongside the public school yard).

- Do not turn down Pickford Place from La Cienega
- Please follow Cheder staff instructions for turning onto Pickford Pl.
- When you are instructed to turn West on Pickford Pl, please pull up slowly and cautiously. Please do not block red zones and/or neighbors' driveways as you will be ticketed.

VISITORS:

- Parents are most welcome visitors to the school, however we do require that prior arrangements be made with the principal.
- All visitors are required by California law to check in at the office, and receive a visitor's pass.
- Parents may not disturb class for any reason. You may leave a message in the office if it is necessary.

LEARNING/ASSIGNMENTS/HOMEWORK/TESTS & ASSESSMENTS

Cheder student expectations for academics:

- Be punctual for every class.
- Have all the necessary books, materials and supplies for every class.
- Achieve the learning goals set out in every class for every subject.
- Complete all class work and assignments that the teacher instructs the class to do.
- Complete all homework assignments and review as instructed by the teacher.
- Students will be held accountable for failing to do any of the above.
- Students will be assessed regularly on all subjects learnt. Students are expected to be prepared for and pass all tests and assessments.
- An absence is not an excuse for failing a test. Absent students are required to make up whatever they missed in class.

COMMUNICATION - PARENT/SCHOOL:

The school administration and faculty share a common goal with the parents – the desire to have the child succeed in Cheder and excel to the best of his abilities. It is, therefore, of utmost importance to keep the lines of communication open between parents and faculty. To facilitate our common goal and to keep open communication clear – the following procedures have been established:

- Tests/quizzes/assessments are emailed regularly
- Report Cards: will be sent to parents three times a year. They represent the teacher's best efforts to evaluate a student's progress based upon on-going assessments of the students' work.
- Back to school night is an opportunity to meet the teachers, hear their expectations, class schedules and preferred means of communication etc.
- Parent Teacher Conferences: are scheduled twice during the year. Please refer to the School Calendar.

- Keep in touch with your child's teacher. Contact the teacher immediately when you see a problem developing (most teachers are available via email etc.) Discussing it with other parents will not improve the situation and is not encouraged.
- For special needs or issues that may arise, parents should communicate with the Cheder using the following guidelines:
 - 1. First discuss the problem with the teacher.
 - 2. If further communication is needed, parents should contact the principal.
- If you need to speak to your child's teacher, please call the office and leave a message for the teacher. The school secretaries will be happy to assist you in arranging an appointment with any member of the faculty and administration.
- Our office staff has been instructed not to accept messages for students during school time unless it is of great importance.
- Students are not permitted to use the office telephone without special permission granted by a teacher or office staff for a valid reason.

CELL PHONES, ELECTRONICS & MEDIA:

We are all aware of the negative influence of television and all forms of electronic media on our youth and society at large. It is certainly not conducive to a proper Frum and Chassidische Chinuch. Its effects are detrimental to the spiritual growth of our children. The Cheder strongly discourages having these influences be a part of our students' lives. We go to great lengths to impart these ideals to our students.

When you enroll your children in the Cheder, it is expected that you share our goal of teaching and raising Torah Frum and Chassidische children. To that end your support in this matter is necessary in eliminating these influences from your homes ... as we are taught,

מקרבך

Additionally, it is imperative for the home to limit internet use for children and certainly ensure security is in place. The negative impact of extended internet use, and even more so of unsupervised internet use is clear and well known, impacting students in their behavior as well as academics.

- Students may not bring cell phones to Cheder. Should a student bring a cell phone to Cheder it will be confiscated, until the end of the year.
- If a parent feels it necessary for their child to have a cell phone for after school purposes, the cell phone must be checked into the office first thing in the morning and can be picked up at dismissal. If a student has a cell phone which was not checked in, it will be confiscated.
- **The only cell phones allowed to be brought and checked in must be a "non smart phone" Smartphone's will be confiscated.**



- Ipods, Ipads, DSIs, MP3 Players and the like are not allowed to be brought to the Cheder. If they are brought they will be confiscated.
- Any device with Internet access, such as an ITouch will be confiscated and will not be returned.
- Discussions of material from television, movies and the like are not acceptable. Students who discuss T.V., movies and the like will be warned once. Should a student be heard discussing these matters a second time - by any faculty member- the student will be sent home for the day. We cannot allow negative influences to spread from one student to the next.

SNACKS & LUNCH / BIRTHDAY PARTIES:

- Please supervise the contents of your child's food, to provide proper nutrition. Students learn and maintain focus best with a high protein meal and healthy snacks.
- Please do not send any Fleishig (meat) food to school. Dairy-**Cholov Yisroel** or Pareve Lunches only.
- Students will eat their lunches under teachers' supervision.
- **1.** Students are not allowed to order food from restaurants. **2.** Any food that is delivered from a restaurant will be confiscated by the school. **3.** If food needs to be ordered, the parents should pick it up and drop it off in the school office. **4.** Parents may not order food from restaurants to be delivered unless in extreme circumstances with approval from the office.

- Please do not send glass bottles.
- At least 2-3 snacks should be provided. We discourage including sweets with lunches.
- Littering and deliberate messiness will result in the student having to clean the lunch area or classroom.
- Sunflower seeds are forbidden in Cheder. Please don't send them as a snack.
- We welcome all parents to make birthday parties for their child/ren during lunchtime. Menu: Pizza or pareve only, no meat. Snacks: **Cholov Yisroel**, Pas Yisroel with a reliable Hechsher. No home baked products allowed. Please do not bring sweets and candies.
- Birthday parties must be arranged with the teacher a few days in advance.

PLAYGROUND

- Students are required to walk to and from the yard. Running in or out can be dangerous and is not acceptable. Students seen running in or out will be disciplined.
- A Yarmulka must be worn at all times on the playground. Any student found playing without a Yarmulka, will not be allowed to continue playing in the yard unless he is wearing a Cheder cap.
- Cheder caps will be available at the office for purchase. No other caps will be allowed to be worn.
- Language must be clean and refined at all times. Any student heard using improper or unclean language in the yard, will be removed from the game for the remainder of the recess. An additional assignment may also be necessary depending on the situation.
- All forms of aggressive physical play and/or fighting will not be tolerated in the yard. Students that are seen being physical with each other will be sent off the yard. There will be additional consequences as spelled out in the Bein Adam Lachaveiro policy at the end of this handbook.



ILLNESS & MEDICATION / MEDICAL FORMS

- Please keep your child at home if he has any signs of illness. Any child with a fever should be kept home. Children must be 24-hour fever free before they can return to school.
- If your child becomes sick during school hours, we will notify a parent to take the child home from school. Once you receive a call from the office, we urge you to pick up your child immediately or make alternate arrangements.
- Any contagious diseases (i.e. chicken pox) should be reported to the school office as a courtesy to other parents of the school. A doctor's note is required for re-admission to class.
- Any student absent from school (even for one day) must bring a signed note explaining the reason for his absence.
- The office staff is not permitted to administer or dispense aspirin or any other medication without parental permission.
- Teachers and the office must be notified if your child needs to take any form of medication on a constant basis, or if they have any allergies. The appropriate medication form must be filled out.
- First year students, students entering Pre 1A and students entering Seventh Grade must turn in their immunization record prior to the start of the school year by law.

HANOCHAS TEFILLIN

- Please notify the office at least a day before the Hanochas Tefillin.
- Doughnuts and Mezonos products should be bought from Café Elite, Schwartz's Bakery or Eilat Bakery only.
- All dairy products (such as cream cheese, etc.) must be Cholov Yisroel with the Hechsher clearly marked.
- Classmates are not allowed to attend a Hanochas Tefillin if it does not take place in the Cheder.

BAR MITZVAH

- Please see the Cheder's detailed Bar Mitzvah policy guidelines attached.

MIVTZOIM

WINTER SCHEDULE: 12:00 PM | SPRING SCHEDULE 1:00 PM

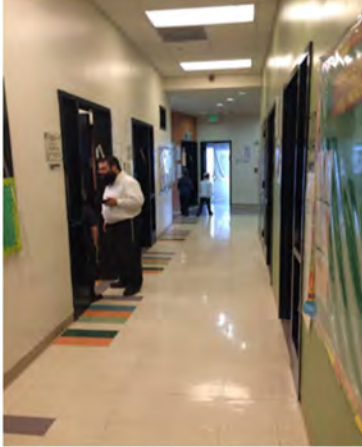
- Eighth Grade Students – selected by the Cheder will be allowed to go on Mivtzoim on Fridays. Written parental permission will be necessary for these students to go on Mivtzoim.

SCHOOL SAFETY & PROCEDURES

PROPERTY & GROUNDS:

- The school grounds are private property. The Cheder exercises full authority in addition to full responsibility for all students.
- Leaving the premises, without written permission from the office or a teacher, is a serious infraction which can result in suspension from school.
- The school is not responsible for any children on or off campus grounds after school hours.

HALLWAYS:

- The Cheder hallways are meant to be a corridor through which one can walk safely and undisturbed from one place to another. Running in hallways is unsafe and will not be tolerated.
 - Any student that is found running in the hallway during recess will be detailed for a few minutes.
 - In general, students may not be in the hallways without a hall pass.
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- When students are in the hallway, even with permission, care must be taken to keep the noise level down, as classes are in session at all times.
 - We take pride in our school's cleanliness. Therefore, eating or littering in the hallways will not be tolerated.
 - Any child found littering or eating in the hallway will be required to clean the hallway for a significant period of time.
 - Jumping to touch the exit signs or top of doorway etc. will result in a \$10 fine after being warned once.

ELEVATOR:

- The elevator is off limits to any student.
- Students riding the elevator will be suspended and a parental meeting will be necessary prior to returning to school.
- Additionally, students may not play with the elevator button. Students playing with the button will be fined.



EMERGENCIES

- Please be advised that in the event that the Cheder phone lines are down during an emergency ,l"nwe have an arrangement with the office staff of Bais Chaya Mushka to field Cheder Menachem related phone calls.
- The Bais Chaya Mushka office will be updated with as much information as possible under the circumstance at the time. Their phone number is 310-859-0770/Rabbi Danny's office.
- If email access is available you can communicate via chederemenachem@gmail.com
- Additionally, in the event of a citywide catastrophe ,l"nwhere local land line phones are down, we have an arrangement with Yeshiva Schools of Pittsburgh to update our parents. Their number is (412) 422-7300 x 1210.

BICYCLES / SCOOTERS / SKATEBOARDS RIPSTICKS / ROLLERBLADES

- Students who come to school with a bicycle must park their bicycle in the designated area for bicycle parking. The bicycles should be chained and locked. The Cheder does not assume responsibility for the bicycles.
- Students may not use their bicycle to ride around the yard during recess or dismissal. Should a student use his bicycle in the yard at any time during the day other than arrival or dismissal, that student will no longer be allowed to bring a bicycle to school.
- Skateboards, rip sticks, scooters and rollerblades may not be brought to school.



HAZARDOUS MATERIAL:

- Hazardous materials or materials that can cause damage such as lighters, fire-crackers, fireworks, party snappers, laser pointers, screwdrivers and any similar objects are forbidden from being brought to school.
- Should a student bring any such objects to school, they will be confiscated and will result in suspension from school.
- Items that are not necessarily hazardous in nature, but can lead to wild or dangerous activities, such as water balloons, confetti spray, etc. are forbidden and are not to be brought to school.

RESPECT FOR SCHOOL ENVIRONMENT

BOOKS, WORKBOOKS & SCHOOL SUPPLIES:

- Yehadus Books, Girsah Seformim, General Studies textbooks and workbooks are issued by the school. The text books are the property of the school, and are on loan to the students for use during the school year.
- Textbooks must be returned in good condition at the end of the school year.
- Parents will be responsible for replacing any lost or damaged books.
- Please make sure that your child has all the supplies listed for school.

CLASSROOMS:

- Students are responsible to maintain order and cleanliness in their classrooms.
- A student who willingly litters and dirties his environment may be required to clean up an area of the Cheder.
- A student who defaces school property, such as a desk or chair, will be required to scrub clean a number of desks or chairs in the classroom, or pay for a new comparable item of which they defaced.

DAMAGES:

- Should a student damage any Cheder property intentionally or even unintentionally, they will be subject to a fine reimbursing the Cheder for the damage and labor involved in repairs.
- The Cheder has invested in expensive technology such as laptops, smart boards ipads etc. Should a student damage any such equipment they will be required to reimburse the Cheder the full amount of the damages.
- In the event of intentional damage to school property, a security deposit in equal amount will also be required. The security deposit will be returned at the end of the year provided that no further damage is done by the student.

DERECH ERETZ & MIDDOS TOVOS

Please discuss the importance of Derech Eretz with your children. Chazal state, "Derech erez Kodmo L'Torah." Students need to be taught that it is incumbent upon them to speak in a refined proper manner to teachers and classmates, and in general, be civil in their behavior.

DERECH ERETZ:

Derech Eretz includes but is not limited to:

1. Following teacher's instructions the first time (his own teacher as well as any other teacher or faculty member).
2. Speaking and behaving with respect towards all teachers, administrators and faculty members. (I.E. Not arguing , not interrupting, not raising ones voice, no silly or immature comments)
3. Give a teacher full attention, not allow himself to be distracted, and certainly not to distract anyone else..
4. Stand up when any adult enters the room.
5. Speak courteously to any adult
6. Pass by adults in a respectable manner
7. Open the door for an adult when presented with the opportunity

CHUTZPA:

- Chutzpa includes but is not limited to: disrespectful remarks made by a student to any teacher or faculty member, or made in the presence of any teacher or faculty member.
- This includes, but is not limited to, remarks about the teachers' person, style of teaching, grading and disciplining – as well as vulgar or foul language of any sort.
- The refusal to obey a direct request or order from a teacher or a faculty member.
- If a student displays Chutzpa the consequences will range from assignments to suspension from school for 1 to 2 days depending on the level and frequency of the student's aggressive behavior.

Should there be any ongoing persistent challenge with these issues, there is cause to involve professional help to work on student behavior management before allowing student back into school.

In circumstances of extreme chutzpa, parents will be called to pick up their child right away. If parent lives a distance from Cheder, parents will need to arrange pick up with their emergency contact.

MIDOS TOVOS

- Students are expected to speak and act with respect to other students and to faculty.
- No fighting or physical interaction with other students.
- No Bullying (using one's clout or position of strength to exclude, intimidate or harm anyone).
- Should a student bully another student (as defined) he will immediately be sent home for suspension and will only be allowed to return after a meeting with the parents and administration takes place.
- If a student displays aggressive behavior towards, or verbally abuses another student, the consequences will range from assignments to suspension from school for 1 to 2 days depending on the level and frequency of the student's aggressive behavior.
- A monthly "Middos Report" is sent home to update parents on their son's level of Derech Eretz, Ahavas Yisroel and use of refined and appropriate conversation.

SCHOOL WIDE POSITIVE REINFORCEMENT FOR DERECH ERETZ AND MIDDOS TOVOS

- The Cheder has a weekly Talmid HaShavuah for Midos Tovos. This gives every child the opportunity to be publicly recognized in the weekly Newsletter.
- General Studies Student of the Month for Midos Tovos and academic effort. recognized in monthly General Studies newsletter.
- A Talmid for each grade will receive the monthly "Cheshek Award" for Middos. Seforim are given as a reward and their pictures are published in the Cheder newsletter.
- Mentchlichkeit MVP Awards are given weekly and monthly for talmidim in grades 1st – 4th who display Mentchlichkeit & good Midos in the yard and during P.E. period.
- Incentive systems such as Rebbe card collection and Tzivos Hashem missions and points are awarded for display for good middos as well.

LANGUAGE

- If a child uses or writes inappropriate words, expressions, etc. he will receive an assignment relating to Chazal and their teachings about "using refined language". They will be told that this is a warning.
- Children who claim that this was "an accident" will be given the same assignment.
- A second occurrence will result in one hour detention.

EXPULSION:

If the Cheder feels that despite its best efforts and after having gone through all the discipline measures outlined in this handbook, a student's behavior is still beyond the scope of acceptable behavior, it reserves the right to expel that student since it can no longer service his needs.

Additionally, if a student's behavior is determined to be detrimental to the school environment, which the Cheder strives to maintain, the Cheder reserves the right to expel that student for the benefit and safeguarding of all the students in the Cheder.

CHEDER MENACHEM PARENT-STUDENT HANDBOOK 2017/2018

I HAVE READ THE PARENT-STUDENT HANDBOOK AND HAVE REVIEWED THEM WITH MY CHILD/CHILDREN.

(print) NAME OF PARENT

Date

(print) NAME OF STUDENT

GRADE

(print) NAME OF STUDENT

GRADE

Please return to the Cheder office no later than Wednesday, September 5th.

Thank you for your cooperation.

Cheder Pride		
Derech Eretz	Ahavas Yisroel	Midos Tovos
All The Time and Everywhere	Be respectful to all adults Be polite, kind & courteous to all Keep hands & feet to yourself Keep your language clean and refined Maintain a positive attitude Put forth your best effort Wear proper school uniform Be punctual Be safe. Do not do anything that may endanger you or anyone else Keep your surroundings clean and neat No selling things No electronics Report problems to an adult Respect all school property.	
Hallway & Stairs	Walk on right side of the stairs Walk. No running Talk quietly Obtain a pass to enter hallway No bouncing or playing ball Elevator is off limits No jumping to touch exit signs or door posts	

<p>Classroom & Learning</p>	<p>Follow teachers instructions properly Have all the seforim, books and supplies that you need for class. Put forth maximum effort in all subjects Behave only in a way which helps you and those around you learn best. Complete all assigned tasks and written work No playing ball and no bouncing ball Keep floors, desks, cubbies, shelves and sills clean Respect all school property, furniture etc. Classrooms must be left clean and organized at the end of every period.</p>
<p>Restrooms</p>	<p>Leave restroom clean & orderly. Keep floors dry and clean Wash hand with soap & water before leaving. Use paper & water wisely Restroom is not a place for socializing Say אשר יצר</p>
<p>Recess</p>	<p>Walk out to recess with teacher No remaining behind in the classroom without supervision No hanging out in the shul, hallways or area in front of the office Be inclusive in your games Use considerate and appropriate language and tone of voice Play fair & follow the rules</p>
<p>Lunch</p>	<p>Remain in designated lunch area the entire duration of lunch Do not share food Clean up after yourself Wash for Hamotzi and Bentch after eating</p>
<p>Shul & Davening</p>	<p>Only for Davening and learning. Off bounds all other times of day No eating, running, socializing, playing games etc. Must have a hat and jacket for davening Remain in your place throughout davening No talking during Davening All students are encouraged to be Chazzan</p>

HAT & JACKET:

Bar Mitzvah boys

HAT: black

JACKET: Suit jacket only – Bar Mitzvah boys must bring their hats & jackets to Cheder daily.

NO baseball caps

Plain black or blue velvet yarmulkas only, without any logos imagery or design of any kind

NO leather or knitted yarmulkas

NO jean or leather jackets

BAR MITZVAH

A Bar Mitzva, is when the G-dly soul enters the body of the young adult and is the time when he enters the age of Mitzvos. It is by its very definition a day of spirituality and holiness. This is the reason why our Rebeim treated it as a Yomtov and celebrated it in a spirit of holiness through the recitation of Chassidus and by conducting a Farbrengen. This is also reflected in the traditional Bracha giben by the Rebbe for a Bar Mitzva: "May he merit to grow to be a true Chossid, Yirei Shomayim and Lamdan.

Here are a few of the many statements made by our Rebeim regarding a Bar Mitzva: Shulchan Aruch HaRav: "The main entry of the holy soul in man is at the age of 13 years and one day (and the age of 12 for a female), for it is at this age that they are biblically obligated to keep the commandments and that they become liable to punishment for their sins."

Yechidus, 24 Nissan 5747: "The day of the Bar Mitzva can be considered an individual's "Mattan Torah," the day on which G-d fully entrusts and empowers him to keep the mitzvos. The obligation to keep mitzvos comes with the power enabling him to keep the mitzvos - if he has been commanded to keep them, he surely must have the ability and potential to keep them. This includes doing the mitzvos with joy and gladness of heart. Following the principle that "one mitzvah draws another," the day of the Bar Mitzva is the first day of keeping mitzvos which will draw other mitzvos ad infinitum. It can therefore be seen as the first in a long chain of mitzvos - the beginning of an endless process."

Yechidus, 13 Shvat 5746: "Make for Me a Sanctuary so that I may dwell among them,"

- in each one of them. The heart of each Jew constitutes an inner sanctuary. **The dedication of his sanctuary takes place on the day of his Bar Mitzva**, when he becomes obligated to keep all the mitzvos. It follows therefore that on this day there is an extra flow of blessing from G-d - similar to the additional sacrifices that accompanied the dedication of the Tabernacle and the Temple."

In light of all this and especially as your son is a student in the Cheder Menachem - a school that bears the Rebbe's name and whose standards represent the highest of Yiddishe and Chassidishe values, we strongly encourage you to plan a Bar Mitzva that reflects this spirit.

Here are a few guidelines to take into consideration when preparing the Bar Mitzva:

1. As these events are generally considered a **סעודת מצוה** (and often involve music and dancing), a proper Mechitza is most appropriate.
2. All music should be Jewish and refined. (Please understand that not all songs with Hebrew words are Jewish.) Use of a D.J. to provide the music has generally proven to be not in the spirit of what a **בר מצוה** celebration should reflect, and is strongly discouraged.
3. The likes of disco lights, arcade game etc. undermine the spirit of a Bar Mitzva and are discouraged.
4. Dress up clothes, hats, glasses and inflatable props are unnecessary. B"h as good Chabad Bochurim, our Talmidim are lively and full of Chayus and don't need any external effects to help them dance. On the contrary, these effects only tend to undermine the atmosphere of true and real Simcha.
5. Any theme based parties are discouraged. Should a theme event be planned it should be centered on themes of Torah, Yiddishkeit and the ways of Chassidus.
6. Party buses are not appropriate for setting the tone and spirit of a **בר מצוה** celebration.
7. Classmates attending a friend's Bar Mitzva are permitted to participate until 10:00 PM. Please plan accordingly.
8. It is strongly recommended that when planning a Shabbos (sleepover) Bar Mitzva that Bochurim/counselors be arranged and an itinerary of planned appropriate activities organized. Additionally, if hosting boys in a Shul for Shabbos, ensure that the Shul has enough seating for your guests in Shul for davening and at the Kiddush etc. Care must be given to what your guests will be doing on Shabbos afternoon.
9. Classmates tend to arrive at a **בר מצוה** at the exact time it is called for. If you know that your program will not start until sometime later, it is highly advisable to tell the classmates to come at that time. Having the classmates sit around the hall or venue with nothing to do is not conducive for anything positive.

In connection with the above, we would also like to bring the following to your attention.

1. On the actual day of a boy's **בר מצוה**, it is customary for the **בר מצוה** boy to recite the **מאמר** or a portion thereof in the presence of at least a **מנין** of people. Even if a celebration will be held a day or two later, the **מאמר** is recited on the day of the actual **בר מצוה**. The **בר מצוה** boy and his father should dress accordingly on this auspicious day, even if he is in Cheder on that day.

2. It is customary that the מצוה בר boy is called to the תורה at the first opportunity after his מצוה בר day. מנהג חב"ד is for that to be on either Monday, Thursday or שבת at מנחה. (If one's מצוה בר day is on a Friday or שבת the first עליה should not be שבת morning by (שחרית). After the 'עלי', the father of the מצוה בר boy recites מעונש הלזה ברוך שפטרני without 'ה's name.
3. Many Chassidim have the custom for their son's first 'עלי to be held at 770 either in the Rebbe's room or at the main מנין downstairs. To arrange that, please contact Rabbi Meir Harlig at 718-778-0668 or 718-200-2624 (cell) for the Rebbe's room, or Rabbi Yosef Y. Kratz 718-316-8994 for the downstairs מנין. If the מצוה בר is in New York for his 'עלי, it is certainly appropriate to utilize this special occasion to visit the אוהל. There is an idea to recite the מאמר at the אוהל as well.
4. It is not our specific custom for the מצוה בר boy to read the תורה or הפטרה for his בר מצוה פרשה. The Rebbe writes in letters that it is not worth pressuring a מצוה בר boy to learn the קריאה specifically of the מצוה בר. (This is not to say that knowing how to לייך is not a worthy skill to be learned at some point.)
5. It is very important (more important than the מאמר and קריאה etc.) that the מצוה בר boy be familiar with the laws of תפילין (as well as the הלכות necessary for day to day conduct as a איד), as now he is fully obliged to fulfill these הלכות. Note: הלכות תפילין is taught in Cheder as part of the 7th Grade הלכה curriculum.
6. Regarding the recitation of the מאמר, if a boy is not familiar with the אידיש language, there is no need to pressure him to specifically recite the מאמר with its אידיש translation. Saying the מאמר in לשון הקודש or with English translation is very acceptable as well.
7. Furthermore, if a boy has difficulty with learning "by heart", undue pressure is not necessary for him to be challenged to say the מאמר בעל פה.
8. It is customary to read the letter which the Rebbe would send to a מצוה בר at the בר מצוה celebration.
9. It is important that words of תורה are said at the מצוה בר celebration. Therefore, if the מצוה בר boy already said the מאמר earlier in the day, or the celebration is on a different day, parents should ensure that the מאמר is repeated. Alternatively, the בר מצוה boy, his father or someone else should say words of תורה at the celebration. It is also customary for the מצוה בר boy to recite a פלפול at the מצוה בר celebration.
10. It is customary that the parent of the מצוה בר boy say words of ברכה and חיזוק to his/their son and give thanks to 'ה at the celebration.

We have reviewed the Cheder's guidelines and expectations regarding Bar Mitzvah's and the Bar Mitzvah Celebration, and agree with these guidelines. We hope that parents will support these ideals, educating our children in the appropriate spirit of תורה & חסידות.

Rabbi Shimon Raichik
Rabbi Yosef Shusterman

CHEDER MENACHEM DRESS CODE

תשע"ח - תשע"ט / 2018-2019

PANTS:

SLACKS: dark only: navy blue, black, charcoal gray
NO jeans, pants with oversized pockets or cargo pants (with pockets running down the length of the pants-only pockets on the top-sides)
NO pants with intentional rips at the knee.
NO elastic cuff pants.

SHIRTS:

Grades Pre 1a - 5

SHIRTS: collar, button down: solid white, solid blue, solid light blue

or

POLO SHIRTS: collar and 2/3 buttons: solid white, solid blue, solid light blue

NO stripes or lines whatsoever.

Backpacks - no images or any type of characters allowed.



Grades 6 - 8

SHIRTS: collar, button down: solid white, solid blue, solid light blue
NO stripes or lines whatsoever

SWEATSHIRTS:

SWEATSHIRTS: Cheder Menachem sweatshirts **only**.

SHOES:

SHOES: black only SNEAKERS: black only. **Note: Sneaker laces must be black as well. NO NEON COLORS, YELLOW, RED, GOLD, GREEN, OR PURPLE ON THE SNEAKERS WHATSOEVER.**

NO high tops, light ups, roller skate sneakers or **CROCS**. **If your child needs to wear crocs for medical reasons, you must provide a note from a medical doctor and only then can black crocs be worn.**