

# Lubavitch Educational Center

## MIDDLE SCHOOL GIRLS

### STUDENT MANUAL

#### **2021-2022**

Welcome to Lubavitch Educational Center Middle School. Here in Middle school, your daughter is motivated to achieve her personal best and empowered to build her spiritual, social and emotional well-being. We look forward to the opportunity to educate your child. Our work requires your support and cooperation, so please spend time familiarizing yourself and your children with Lubavitch Educational Center Middle School's policies and expectations.

**PLEASE NOTE: The Administration reserves the right to amend school policies when necessary. If a parent is uncertain whether something is permitted in the school, they should contact the school office for clarification. In all matters of school policy, the Administration remains the final arbiter.**

Students come to school to learn. To foster maximum results in all areas of a child's growth, students need an environment which promotes and enables intellectual and emotional maturity—calm, organized, positive and stimulating. Within that environment, it is essential for students to understand which behaviors enhance the learning atmosphere and which behaviors detract from it. Ultimately, **behavior matters**. Positive behaviors result in good learning (and rewards, where appropriate), while negative behaviors limit possibilities for learning and often result in negative consequences for the student. Ultimately, behavior is a key factor in a student's educational success.

A strong framework for growth is a clear set of rules that define, regulate and encourage appropriate and responsible behavior. We feel that clear and consistent guidelines will give students the structure and security of knowing what to do and what to expect in school. Please read the rules carefully with your child, so we can all work together to achieve our mutual goals.

## ATTENDANCE

- **DAILY SCHEDULE**

Monday-Thursday: 8:15 AM - 3:45 PM

Friday: 8:15 AM - 2:00 PM

**PLEASE NOTE:** The earliest time to drop off your child is 7:45 AM through the carpool lane. Starting at 8:05 AM, 6th grade students may proceed to their classrooms and 7th and 8th grade students may proceed to their davening room as soon as they arrive.

- **PUNCTUALITY AND ATTENDANCE**

Punctuality and attendance are fundamental to the success and safety of any student. All students are expected to be seated in their classroom and prepared for davening by 8:15 AM. Our Middle School's attendance system is an online scanning system. Each student is responsible to have her scanning card with her and scan into the correct class for every period. Being tardy for class two times will equal cutting class. Tardy is defined as being up to 5 minutes late for

class. Being out of class beyond 10 minutes constitutes cutting a class. The consequence for cutting a class is a referral (see Disciplinary Actions below). No matter what time of the day, being on school premises and not being in an assigned class constitutes cutting class.

- **ABSENCES**

The school calendar is emailed prior to the beginning of the school year and is posted on the school’s website. **Because of the importance of maintaining the integrity of the academic day, LEC Middle School does not endorse absences requested for the purpose of family convenience, social activities or extended vacation time.**

Excused absences are those during which the student misses one or more classes for reasons mutually acceptable to both the parents and LEC Middle School. For absences due to personal reasons other than illness, advance permission must be obtained from the school. The administration is usually sensitive to all legitimate requests. Taking a student out of school without asking prior permission will adversely affect the student’s grades. Generally, it is not good *chinuch* to prolong an absence, even for a family *simcha*.

## **ACADEMIC STANDARDS**

- **ACADEMIC INTEGRITY**

Academic integrity is essential to our Middle School. As such, educating our students to have a strong commitment and demonstration of honesty, trust, fairness, respect and responsibility in an academic setting are of utmost importance for their personal growth.

Students will be encouraged to trust the value of their own intellect, demonstrate and celebrate their own achievements, accept corrections as part of their learning process, and showcase their own abilities.

Middle School has a zero tolerance policy for academic dishonesty. Any behavior which can be defined as cheating, or enabling another student to cheat in any way, represents a violation of mutual trust and respect. Students who cheat will receive the following consequences: a zero grade on the assignment or exam, notification of parents, and an acknowledgement form that must be signed by the student and will be placed in the student’s permanent record.

- **REPORT CARDS AND GRADING POLICIES**

Our Middle school’s year has two semesters, which equals four quarters. Report cards are issued twice a year. To keep parents aware of their daughter’s progress in the interim, teachers will submit a progress report which will go to the parents **at the end of the first and third quarters.**

We use an online grading system called Thinkwave. Students and parents have access to all grades as they are posted, and should use this important tool to keep track of the student’s progress. All students should regularly check Thinkwave.

**Please note that all progress and report cards will be sent by email. Teachers’ comments can constructively guide a student and/or family so please give them your attention.**

Scholastic grades are represented as follows:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 68-69	F = 64 or below
A = 93- 96	B = 83-86	C = 73-76	D = 67	M= modified course
A- = 90- 92	B- = 80-82	C- = 70-72	D- = 65-66	Inc= Incomplete course

Note: Some courses are graded with a **P for Pass** or an **F for Fail**.

Conduct grades reflect a student's character traits, attitude, and behavior.

A = Excellent

B = Good

C = Needs Improvement

D = Poor

F = Unacceptable

- **ASSESSMENTS**

Assessments are a crucial part of the learning process. Throughout the school year, students will be assessed in various ways, to ensure that educational goals are being met. Students will be encouraged to focus on their learning, achievements and personal progress.

**Formative assessments** are a wide variety of ongoing evaluations given regularly throughout the unit of study.

**Summative assessments** are formal evaluations given at the end of a lesson or unit of study.

- **HOMEWORK**

Homework is an integral part of the school experience. Homework helps reinforce what is taught in class, demonstrates mastery of material without the assistance of the teacher, enables parents to actively engage in their child's education and teaches fundamental executive functioning skills, such as time management, organization, task completion and responsibility. If a parent notices that homework is causing adverse results in their child, please contact the principal.

Students are expected to complete their homework assignments to the best of their ability and turn them in on time and in an acceptable manner to their teacher.

- **MAKE UP WORK AND MAKE UP EXAMS**

In the event of an absence, regardless of the reason, the student is responsible for all schoolwork, including homework assignments and exams. An absent student is expected to be fully prepared for class upon her return to school. The following rules will be strictly enforced to aid the student in keeping abreast of her course work:

One hundred percent attendance is expected for all students on days when tests are given.

***Make up exams will receive full credit with a signed doctor's note (This physician may not be a parent or family member) or a signed parent's note, in the event of a family simcha or an extenuating circumstance.***

Upon return to school, the student is responsible for confirming her make-up test day with her instructor. It is mandatory for the student to take the exam **within one week** of the absence. After one week, the teacher may return the test, and no other student may take it.

All make-up exams will be proctored during lunch on **Wednesdays**.

- **FAILURES**

If a student receives an "F" on the semester report card in any subject, she must make up all the coursework and pass all exams during the summer **before** the next academic year begins.

The student and her parents must make arrangements with the teacher before making her summer plans. Last minute schedules cannot be accommodated, as teachers have their own summer plans.

**Please note:** Your child's success and emotional well-being is our top priority. If you feel like your child needs to have a course modified for them, please discuss this with your child's teacher to make proper adjustments.

## • HONOR ROLL & AWARDS

Honor roll status is earned in recognition of superior academic achievement and excellent conduct at the end of the first and second semester.

**Gold Certificate** is awarded on a constant basis to students who demonstrate exceptional effort in the areas of Derech Eretz, Ahavas Yisroel and academic achievement.

**Academic Honor Roll** is awarded to a student who earns 88% and above in each of her classes during a given semester. All conduct grades for the semester must be no lower than a B.

**Conduct Honor Roll** is awarded to a student who earns 88% and above in conduct in each of her classes during a given semester.

## POLICIES AND PROCEDURES

### Student Decorum

LEC Middle School's objective is to provide every student with a positive educational experience, leading them in the ways of the Torah and Chassidus. This objective is achieved through students acquiring responsibility by taking ownership of themselves and acknowledging their power to choose their behaviors, actions, attitudes, mindsets and accountability for the consequences of their choices.

Students are expected to behave responsibly, appropriately and respectfully, in accordance with the Middle School guidelines both in and out of school.

This section will list specific policies and consequences for expected behavior. Though consistency is extremely important, slight differences in disciplinary actions might be taken by the teacher or administrator present at the moment or made aware of the incident.

### Seder

Organization and cleanliness of a student's desk and classroom create a positive learning environment, reduce stress and promote a productive and focused work environment.

Students are to maintain an orderly and clean classroom on a period-to-period basis. Textbooks, notebooks, and other supplies needed for class should be readily available and stored under the student's desk or inside the locker.

All floor space must be kept clear of a student's belongings at all times.

Students are not permitted to post anything on a wall or bulletin board without permission from a faculty member.

### Classroom Expectations

Middle school functions with two sets of policies: individual classrooms and school-wide. Within the first day or two of the school year, each teacher will provide their class with specific class rules and regulations. **In addition to these**, the following school-wide rules must be observed:

- All students must be prepared and at their desks at the beginning of each period. This includes having text, notebook, pen, and/or anything else that is required on their desk when the teacher is ready to begin.

- Each student must stand up next to her desk when an adult enters the room.
- Each student is responsible for her Sforim, textbooks and booklets. If any of these items are misplaced or lost, it will be the parents' responsibility to replace them. New purchases can be made through the Middle School office.
- If a student is too ill to remain in class, she must be picked up and taken home by a family member. **For security reasons, the family member must sign the student out.**
- Student homework assignments are not to be faxed or emailed to any LEC administrative office **under any circumstance.** In addition, all student homework assignments must be printed at home, not on school premises.
- The teacher's desk and chair are for the **exclusive** use of the teacher. Use by a student, without express permission from a teacher, will result in a referral (see discipline policy).
- During class time, a student may not exit the classroom without a teacher's hall pass. As well, a student should never leave any Middle School floor during class time without the express permission of an administrator. Any student found in the hallway during class time without an appropriate pass will be given a referral.
- During the school day, a middle school student is to use the bathroom facilities **only** on the floor where her class is being held.
- Non class-related material will be confiscated, regardless of who it belongs to.
- Doing work for another subject during class will result in a zero for the period in both classes as well as a zero for the assignment being done. If a student is studying for an exam during another class, 10 points will be deducted from that exam grade.
- Students are prohibited from chewing gum, eating, putting heads down on desks or sleeping during class time.
- Students are permitted to have water bottles at their desks. Any drink other than water is not permitted in the classroom.
- Students must eat lunch in the lunchroom regardless of whether it is a school lunch or a lunch brought from home.
- Students are required to be under constant supervision during gym/recess time in their designated indoor or outdoor area. Students may not remain in their classroom or upstairs, unless permission is given by an administrator. Any student found in the lobby/hallway/classroom/upstairs during gym/recess time without an appropriate pass will be given a referral.
- Students may not use the elevators. In the event of a medical necessity, the student must provide a doctor's note indicating the need and necessary length of time. The student must obtain an elevator pass from an administrator for use of the elevator. Unauthorized use of the elevator will result in a referral.
- Any phone calls that need to be made from school during the day may only be made from the front office with the express permission of the secretary.

### **School Wide Expectations**

**Food:** All food and snacks must have a reliable Hechsher acceptable to the school administration. All dairy foods must be Chalav Yisrael. All breads and snacks must be Pas Yisrael. No prepared food may be brought from home to be shared with the class.

**Cell Phones:** If a family deems it **absolutely necessary** for a student to have a cell phone in school, the phone must be left in the office for storage **before davening in the morning**, and it must be picked up **at the end of the school day**. Middle School will not be held responsible for any cell phone left in the school office. **Students are not permitted to use cell phones on school premises.** Upon the first infraction of this rule, the phone will be confiscated and may be retrieved one week later. A second infraction of this rule will result in the phone being confiscated and returned at the end of the quarter. Any phone that is confiscated will be examined before it is returned. Middle School takes no responsibility for phones that are confiscated.

**Radio, Television, Videos, and Movies:** In-school discussion of the aforementioned is not permitted, as we expect an environment in our school that is positive for every student.

**Reading Materials:** Students may not bring to school any unauthorized secular books. These items will be confiscated.

**School Property:** Every student shares the responsibility for maintaining the cleanliness of the entire building and school grounds. Absolutely no writing or defacing school property is permitted, including walls and desks. Trash should be disposed of in garbage cans. When in the lunchroom, students are to be considerate of others by cleaning up their eating area.

**Office Equipment:** The photocopy machine and telephone are for school use only. Students are not permitted to use these items for personal use nor should they request that a teacher use them on their behalf. There is a designated phone for student use in the school office for emergency or time-sensitive matters. Permission must be granted before using it.

**School Internet Usage:** Use of the Internet at our school is for class-related research; it **does not** include chat rooms or anything of similar use. Students are to use the Internet only with permission from a teacher or an administrator and with adult supervision. Any infraction of this rule is cause for cancellation of in-school computer use and/or immediate suspension from school.

**Home Internet Usage:** While the Internet has many positive uses, there are many negatives that come along with it. It is therefore imperative that parents closely monitor the activities of their children while on the computer and cellphones. Studies continuously report that social media sites such as snapchat, instagram, tiktok and others can pose dangers to our youth. We request that parents who allow their children to have internet access should use a reputable filter and monitor their children's online activity. This is an opportunity to teach responsible and safe internet behavior.

### **Early Dismissal Requests**

For safety reasons, the office must know where our students are at all times. Teachers are instructed not to allow students to leave the classroom for dismissal unless they receive a signed note from the office. Under no circumstances is a parent allowed to go to the classroom. Any parent taking a student out of school during school hours must go to security to call their daughter(s) to the lobby. Security will ask the parent for a photo ID. Please note, early dismissal is until 3:30 PM. After that time, parents will be directed to the carpool lane.

**After-School Pickup:** All students must be picked up from school by 4:00 p.m. For safety reasons, once dismissal is over, a student must remain in the first floor lobby area with security and wait until she is picked up. Late pickups will be charged a fee of \$5.00 for every 15 minutes beyond 4:10 p.m. Should a student not report to or remain in the lobby, she will receive a referral.

**Carpools:** In the rare event a parent is unable to pick up their child or carpool from school at the end of the day, it is the parent's responsibility to make alternate arrangements and advise the school office of any changes by 3:00 PM. It is not the responsibility of the school office to make carpool arrangements or find rides for students. If for any reason your child will not be joining a carpool on any given day, please notify the carpool driver.

**Bullying:** Middle School promotes an environment in which each student feels comfortable, respected and safe at all times. Emotional and/or physical bullying, cyberbullying, harassment or any other type of aggression will not be tolerated under any circumstances. Any of these behaviors during school hours or after school hours can harm a comfortable school environment. School must be a safe place for all students. A violation of this basic human right will result in a meeting of administration with parents, counseling, and/or expulsion.

**First Offence:** The student will meet with the principals.

**Second Offence:** The student and her parents will meet with the principals. A student who is unable or unwilling to rectify this problem will be expelled from Middle School.

We expect every student, parent, staff member or anyone who witnesses or is aware of any such incident to report immediately to administration. Retaliation against any person making a complaint is strictly prohibited and should be reported immediately.

### **Disciplinary Actions**

The LEC Middle School discipline system follows a preventative approach. Through healthy and warm rapport between staff and students, we avoid many disciplinary issues. We are confident that a strong Keshar between teachers and students will be enough.

However, if necessary, we will incorporate our discipline system. Students are given clear expectations and held accountable for their behavior in school. If a student does not meet those standards, they are given a warning.

### **Warnings**

1st warning: Reminder

2nd warning: Teacher speaks to the student and records the event.

3rd warning: Students receive a referral.

### **Referrals**

1st referral: Lunch Suspension. Student takes responsibility for her actions and writes a letter describing the incident which occurred. This letter will be e-mailed to the staff member, parents of the student and Principals.

2nd referral: Principal-Student meeting

3rd referral= Principal-Parent-Student meeting

4th referral: In School Suspension

5th referral: Probation. Meeting with the student, parents and administrators.

The point system starts over once again the following semester.

### **Dress Code**

LEC Middle School dress code was established with the following goals in mind: maintaining elevated standards for a Bas Yisrael by following the Tznius guidelines, and achieving a neat and professional look. The standards of *tznius* and uniform at Middle School are determined by the administration and should be adhered to at all times, both in and out of school.

Accordingly, the following guidelines must be maintained **every day**:

**Shirts:** Long-sleeve pink polo uniform shirts. Collarbone, elbows and back must be covered at all times.

**Skirts:** Navy pleated skirt which is 7-10 inches from the floor

**Sweaters:** We have three different sweater choices for our varying students' personalities. The choices are:

a. Navy or hunter green crew neck sweater (no V-necks)

b. Navy cardigan

c. Navy velour jacket from Clothes 'n Bows

**Legwear:** Knee socks or tights (so that no part of the leg or ankle is exposed at any time).

(Polo shirts, uniform skirts and solid color socks can be purchased from Clothes 'n Bows (305-947-9646 or [clothesnbows@gmail.com](mailto:clothesnbows@gmail.com))

If a student is not in compliance with knee socks, socks will have to be purchased from the school office for \$3.00 a pair before the student will be permitted to enter class.

**Shoes:** Clogs, backless shoes and slippers are not permitted in school.

**Makeup and Nail Polish:** Makeup and nail polish of any color are not permitted. If a student must remove nail polish, a fine of \$1.00 will be charged and a uniform infraction will be incurred.

**Jewelry:** Jewelry should consist of refined pieces. Only one earring at the center of each earlobe is permitted.

**Hair:** Hair must be tied back. Dyed hair is not permitted.

The decision as to the appropriateness or inappropriateness of Middle School's standards is at the sole discretion of the administration. Consistent compliance with the guidelines is required of each student. **Deviation from the guidelines will result in one or a combination of the following:**

1. An appropriate replacement item will be provided by the office for a fee. If a student has her own replacement item available, the fee will still be charged as a consequence for the infraction. All fees must be paid by the next school day or an additional \$1.00 per day will be charged until full payment is made.
2. Inappropriate or non school uniform items will be confiscated and returned at the end of the quarter. The office will dispose of any confiscated items that are not retrieved by the end of each semester.
3. A uniform infraction will be recorded.
4. A student must be picked up by a family member and taken home to remedy the uniform infraction.\*
5. A family member must bring the appropriate item(s) of attire to the school so that the student can change.\*
6. For each class period missed to resolve the matter, an academic zero will be recorded.

*\*If a family member is not willing or able to accommodate the student, the student will remain in the office for the remainder of the day and all missed classes will be recorded as unexcused absences.*

### **Search Policy**

LEC Middle School reserves the right to search the bags of a student who is in possession of inappropriate materials. A teacher or administrator may ask a student to open and empty her bags if notified of such a possibility. Should a student refuse, her parents will be required to immediately pick her up from school.

### **Personal Property Policy**

Any personal items brought from home are the responsibility of the student. **Lubavitch Educational Center Middle School assumes no responsibility for lost or stolen items, even if they have been placed in his cubby or backpack. THE TRADING, BUYING OR SELLING OF ANY ITEM AMONG STUDENTS IS NOT ALLOWED.** Such items will be **immediately confiscated.**

Electronic games, iPads, mp3 players, headphones, cellphones, or similar electronic devices are not permitted in school. Knives of any kind or any instrument considered a weapon, secular magazines and newspapers (unless authorized by the school) **ARE NOT PERMITTED IN SCHOOL.**

### **Birthday Celebrations and Parties**

Birthday celebrations may be arranged for students in school. Parents must contact the student's teacher in advance of the birthday and adhere to the following guidelines:

1. All parties/farbrenge must take place during the students' lunch period
2. Under no circumstances can any type of home-baked foods be served.

It is also LEC policy not to allow students to leave their class to come to a sibling's party in another class. Parents are asked **not** to request an exception to this rule.

## **Bas Mitzvah Celebration**

**Bas Mitzvah Calendar:** To help plan Bas Mitzvah celebrations without scheduling conflicts, we have created a Bas Mitzvah calendar. Please contact the Middle School office by emailing [middleschoolgirls@lecfl.com](mailto:middleschoolgirls@lecfl.com) to reserve the date you would like to celebrate your daughter's Bas Mitzvah.

### **Hosting a Bas Mitzvah Celebration:**

Bas Mitzvahs are an extremely memorable and important part of a young lady's life, both for herself and her friends. The following guidelines and recommendations are an integral part of making a Bas Mitzvah celebration for your daughter's classmates.

1. When making a Bas Mitzvah celebration and inviting students, Halachic standards of Kashrus, music and Mechitzah must be adhered to. If you are in doubt regarding specific details, please contact our office.
2. It is very difficult for children to behave maturely after their normal bedtime hour. Therefore, it can be helpful to specify a pick-up time for classmates on the invitation, generally around 9:00 pm.
3. Consider hiring someone to help supervise the event.
4. Consider hiring entertainment that is geared specifically towards the classmates and friends of the Bas Mitzvah girl.
5. Alcoholic beverages should be supervised and given only to guests above 21.

### **Invitation Policy:**

1. You may choose to invite your daughter's whole grade to the celebration or just her immediate class.
2. If you chose to invite just her immediate class, you may invite relatives or neighborhood friends from the other classes.
3. If you are not inviting the entire grade to the Bas Mitzvah celebration, please emphasize Ahavas Yisrael in creating your guest list. A guest list must be submitted to the Middle School office before invitations are sent out.
4. The school will not share parents' contact information. If you would like an email sent for your Bas Mitzvah celebration, please email it to [middleschoolgirls@lecfl.com](mailto:middleschoolgirls@lecfl.com) and we will gladly email and broadcast it for you on our whatsapp groups.
5. Please remember, when you are inviting a child without her parents to attend, you are in effect taking responsibility to supervise the child. Please ensure when planning to invite the class or entire grade that you have adequate security and supervision to ensure their safety throughout the entire evening.

### **Parents of students attending the simcha:**

1. Speak to your child about her expected behavior at the event and about her general safety.
2. Make sure to pick up your daughter before 9:00 pm, particularly if there is school the next day.
3. iPods, smartphones, and any other electronic devices should be used for communication only. Using these for other purposes during the event is not considerate of the celebration.

# COMMUNICATION

## **Parents and Teachers**

To communicate with a teacher, please email the teacher directly or leave a message with the office (305-653-8770, ext. 2045) to have the teacher call back at their earliest convenience. Parents should indicate times that are convenient for a call to be returned. *As a rule, when a parent has a concern regarding a particular class and/or teacher, the first attempt to resolve the situation should be made directly with the teacher.*

## **Parent-Teacher Conference**

An annual parent-teacher conference is held with the purpose of sharing personal information with the students and their parents. If the need arises, staff will arrange additional private meetings or phone conferences.

## **Parents and Principal**

If a student or parent has spoken to a teacher regarding a problem and the matter is not resolved, please contact Middle School's administrative office at 305-653-8770, ext. 2045 to make an appointment to meet with Mrs. Schechter or Mrs. Capurso. This is considered a priority matter and will be handled as soon as possible. *Please understand that parents should not come in unannounced, as the administration has prior commitments and cannot accommodate meetings without an appointment*

We request that parents maintain a positive attitude towards the school and never discuss the teachers, principals or school policies in a disrespectful manner, especially in the presence of their daughter(s). It benefits everyone to get a clear understanding of all situations before conclusions are drawn.

# MIDDLE SCHOOL GIRLS STUDENT CONTRACT

The guidelines of behavior in this handbook are expected from all LEC Middle School students. This is an explicit contract between each student and LEC Middle School Girls in maintaining all of the following standards:

As a Bas Chabad student of LEC Middle School, I will abide by all rules and regulations set forth in this handbook. If I am uncertain as to the appropriateness of a given item, I will confirm the item in question with Mrs. Schechter or Mrs. Capurso.

I will try to use my time appropriately as befits a Bas Chabad, giving *nachas* to the Rebbe and hastening the *hisgalus* of Moshiach now.

I am aware of my responsibility for the Bnos Chabad fee of \$175.00 for the year, and I am selecting the following payment arrangement: (circle one)

1. \$125.00 to be paid in full in cash at orientation
2. \$129.04 via the school website

I have read the above LEC Middle School contract, guidelines and standards. My signature indicates my understanding of all that has been written and my intention to comply, without requesting special exceptions, with all that has been stated therein.

Print Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent's Email Address \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Student's Email Address \_\_\_\_\_

**Email addresses will be used for future communications, including sending report cards and semester academic progress reports.**