

Beth Tfiloh Dahan  
**Middle School**

**Parent/Student  
Handbook**



**2011-2012**  
**תשע"א-תשע"ב**

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*Accredited by the Association of Independent Maryland Schools (AIMS) and Middle States Association of Colleges and Schools (MSCS) Certified by the State of Maryland*

# MIDDLE SCHOOL PARENT/STUDENT HANDBOOK

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## **Introduction**

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Middle School is a time of transition, development and growth. We look forward to working with each family and each student to ensure that they are achieving at their highest level of success in every area of school life. Our program affords opportunities for students to have a variety of experiences. Students will be able to participate in performing arts, visual arts, and inter-school athletics – besides their regular rigorous General Studies curriculum and spiritual and thought provoking Judaics curriculum. The Administration, Faculty and Staff of the Middle School are committed to helping each child succeed.

Our environment is one in which the positive middot (values) of kavod habriut (respect of others) and derech erez (proper conduct) are engendered. Students are encouraged to self-advocate when appropriate and to seek advice or assistance from their teachers and advisors.

Relationships are a critical component of middle school life. No school relationship is more important than a student's relationship with his/her advisor and we encourage each student and parent to help that relationship develop through regular communication.

We look forward to working together with you, as partners, in transitioning our students from elementary school to high school. Please take a few minutes to look through this handbook so that we can maximize you child's experience in Middle School.

## Absence from Class

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**Absence Due to Illness** - For absences of two days or fewer, all missed work and tests and quizzes taken, must be handed in after the day the student returns to school. Students are accountable for all tests, quizzes and assignments scheduled prior to and during the absence..

For students with prolonged absences or special circumstances, arrangements may be made with individual teachers to complete missed work. Please contact your child's advisor to help facilitate this.

If a student arrives late or leaves early from school, it is the student's responsibility to submit all work and take all tests that are scheduled for that day. As with any absence it is the student's responsibility to check for homework assignments on the school website.

**Chronic absenteeism is a serious detriment to academic success and will be addressed by the administration.**

**Elective Absences** - In the event that a family has decided to remove a child from the academic schedule for a family simcha, vacation, or other elective leave, parents should contact the administration. The school will make a reasonable effort to see to it that the child has work. However, parents must understand that not all work will be available before the elective absence from school and teachers have limited availability in their schedule to re-teach, tutor, or re-administer tests. Elective absences are a serious detriment to the academic success of children and an unfair burden on teachers. They should only be pursued after much thoughtful consideration.

## Administration and Resource Personnel

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**OLD COURT CAMPUS**  
**(410) 486-1905**  
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Rabbi Mitchell Wohlberg .....	Dean.....	Ext. 215
Mrs. Zipora Schorr.....	Director of Education .....	Ext. 305
Rabbi Mordechai Soskil .....	Middle School Principal .....	Ext. 407
Mrs. Arleen Wien .....	Asst. Principal, General Studies .....	Ext. 432
Mrs. Donna Meliker.....	Office Manager.....	Ext. 311
Mrs. Bayla Hefter .....	Administrative Assistant .....	Ext. 431
Ms. Susan Holzman .....	MS Secretary .....	Ext. 431
Mrs. Elana Vogel .....	Hebrew Language Chair .....	Ext. 428
Mrs. Judy Elbaum.....	School Nurse.....	Ext. 319
Mrs. Cherie Brownstein.....	Youth Director .....	Ext. 220
Mrs. Laurie Kott .....	Director of Admissions.....	Ext. 308
Mrs. Fran Goldberg.....	Admissions Associate.....	Ext. 323
Mrs. Joan Feldman.....	Director of Administration & Communications .....	Ext. 312
Mrs. Harriet H. Rosen.....	Director of Human Resources .....	Ext. 310
Mrs. Debbie Disney .....	Director of Student Support Services .....	Ext. 326
Mrs. Allison Magat.....	Transportation Consultant .....	Ext. 242

## **Administrative Procedure for Conduct Problems**

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The administration of the Middle School is of the belief that in an environment of respect and trust most disciplinary issues can be avoided or easily resolved with a conversation and a reminder. Nonetheless, there may arise a time when a consequence for misconduct is appropriate. Student misconduct will be dealt with in a commonsense fashion dependent on the seriousness, frequency, and circumstances of the problem. Every effort will be made by the administration to understand the exact nature of any reported infraction before issuing a disciplinary consequence. With the exception of minor sanctions, such as a lunch detention, parents will be informed of and/or asked to be part of a meeting designed to find solutions to the student's problem.

### **Consequences**

**Lunch Detention** – If a student is removed from class, davening, or an assembly for disruptive behavior, or for similar first time minor infractions, that student may be issued a Lunch Detention. Generally, there are two forms of lunch detention that are assigned, “silent lunch detention” or a “working lunch detention.” In the event that a student has been given a *silent lunch detention* that student will eat his/her lunch in complete silence in the designated area. It is possible that a student will receive a *working lunch detention* during which he/she will be assigned a task to accomplish in order to add value to the community. Student will eat his/her lunch in the designated area and the student will engage in constructive activity for the benefit of the school community. If detentions are assigned for more than one day parents will be notified.

**In School Suspension** – In the event of repeated minor infractions or a first time instance of a major infraction the administration of the middle school may choose to issue an In-School Suspension. During an In-School Suspension the student will spend all or part of the school day in a silent detention, removed from his or her peers. Scheduled tests and quizzes will be administered in the Middle School Office. The student will be required to make up all missed class assignments. In addition, there may be an assignment of a corrective or punitive nature to accomplish during this suspension. Parents will be notified in the event a student has been issued an In-School Suspension and may be required to meet with the administration before the student is allowed to rejoin the community.

**Out of School Suspension** – An Out-of-School Suspension is issued in the event there have been repeated minor infractions or a first time instance of a major infraction. These may include, but are not limited to fighting, disrespect or insubordination toward a member of the administration, faculty or staff, sexual harassment, violation of the Honor Code (see page 17), or instances of theft. During an Out-of-School Suspension the student is required to remain at home for a period of time from one to four days. During this time the student will need to stay abreast of the work he/she is missing from school via the website and by calling a peer. They will also be responsible to make up missed quizzes, test, or assignments. In addition there may be an assignment of a corrective or punitive nature to accomplish during this suspension. Parents will be required to meet with the administration before the student is allowed to rejoin the community.

## **Cases of Special Concern**

### **Bullying and Harassment**

As a community it is incumbent upon each of us to protect the dignity of each of our members. Therefore any allegations of bullying or harassment, be they verbal, physical, electronic, emotional, or sexual, whether as a result of an incident in school and during school hours, or as a result of an incident that involves a Beth Tfiloh student outside of school, is a concern to the school community and will be addressed by the administration pursuant to the guidelines set forth in our school's Bullying Protocol, which provides a means of intervening and responding to incidents of alleged bullying. Ensuring the safety and well being of the children in our school community is the highest priority of the school. Every possible step will be taken to see to it that each child feels safe and secure in our educational setting.

### **Technology Acceptable Use Policy**

As is noted in the *Acceptable Use Policy for Students Using the School Computer Network and the Internet* the use of computers, the internet and network resources in school is a privilege. **Students and parents have signed this policy and are asked to refer to it** (see page 24). Students are reminded that they are solely responsible for the security of their laptop. Laptops are, at all times, required to be either with them or locked in their locker. Under no circumstances should laptops be left in school overnight. Beth Tfiloh accepts no liability for students' laptops.

Students are permitted to use their laptops during class in compliance with the explicit instruction of their teacher only. Students that are using their laptops "off task" during class time will be referred to the administration for disciplinary consequences. These may include the suspension of technology privileges for a time deemed appropriate by the administration. Students that use their laptop, the internet, or e-mail, to bully or harass will be referred to the administration, regardless whether bullying happens during school hours or not.

### **Alcohol and Substance Abuse**

Parents are cautioned to supervise their children or ensure that another responsible adult is supervising their children at all times. This is especially true in an environment when alcoholic beverages may be available, such as at a Bar or Bat Mitzvah, Purim Seudah, or Kiddush. The students of Beth Tfiloh Dahan Community School are expected to conduct themselves within the parameters of Federal and State laws at all times, and the consumption of alcohol by a minor is a violation of both. Consumption of alcoholic beverages or the illegal use of controlled substances are considered as very serious offenses within the disciplinary code of Beth Tfiloh Dahan Community School, whether that consumption was during school time, at a school sponsored event, or not. **Any** confirmed use of alcohol or a controlled substance, including tobacco, by a student of the Beth Tfiloh Dahan Community Middle School will be handled by the Administration with a variety of possible consequences, which may include, but are not limited to:

- a) an Out-of School Suspension for one or more than one day
- b) removal from any leadership position within the Middle School, for example Student Council
- c) a suspension from participation in sports team and extra-curricular activities
- d) participation with parents in a seminar on alcohol and substance abuse
- e) or at the administration's discretion - immediate expulsion.

## **Advisor Program**

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The Advisor program in the Middle School is critical to our overall success. The Advisor program will focus on the Academic and Social support of our students and will create an environment that will enhance students/ teacher relationships. Advisors will have office hours that will be posted for students to make appointments or too just “drop” by. If issues arise larger in scope than an individual class, then parents are encouraged to call the advisor for guidance and support. The grade Advisor team will coordinate class trips, test schedules and enhance the student life of our Middle School students.

## **AIMS Parents and Independent Schools**

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To be successful, every independent school needs and expects the cooperation of its parents, who must understand and embrace the school’s mission, share its core values, and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty, & respect.

In practice, the greatest impediment to effective teamwork between independent schools and parents grows out of misunderstandings about school decision-making processes: Who makes decisions in independent schools? How are those decisions made? Independent schools must communicate their procedures to parents, who, in turn, share the important responsibility to become informed members of the school community.

### **PARENTS AND THE BOARD OF TRUSTEES**

In most independent schools, decision-making authority at the highest level resides in a volunteer Board of Trustees whose membership often includes current parents. The Board of Trustees does not intervene in the daily affairs of the school, such as curriculum development and hiring, evaluating, or firing of faculty and staff. Instead, the Board focuses on three areas critical to the success of any independent school: it selects, evaluates, and supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being of the school. In the conduct of its official business, the Board acts only as a whole; individual Trustees, including the Board Chair, have no authority to act unless specifically authorized to do so by the Board acting as a whole.

- AIMS encourages parents who are interested in high-level decision making to stay informed about the work of the Board of Trustees by reading school publications, talking to the Head of School, and attending appropriate meetings.

- Parents with concerns about the school or with decisions made by the administration or faculty are encouraged to inquire about and follow the school's review process, but they should not expect the Board of Trustees to act as an appeals board. In a day school, trustees often interact with others within the school community and hear concerns about the daily operation of the school. As a matter of good practice, the trustee reports those concerns to the Head of School.

## **PARENTS AND THE FACULTY AND ADMINISTRATION**

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events.

The relationship between parents and the faculty and administration is formally governed by the school's written enrollment contract and handbook, in which its procedures are spelled out. When parents choose to enroll their child in an independent school, they agree to subscribe to its mission, follow its rules, and abide by its decisions. However, most teachers and administrators would agree that trust and mutual respect are the most essential underpinnings of effective working relationships with parents.

- AIMS encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions should be welcomed by the school. It is incumbent upon the school to provide parents with timely and pertinent information.
- Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents will be viewed by the school as counterproductive.
- While parents may not agree with every decision by the school, in most cases, the parent and school will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the school should consider whether another school would be a better match for the family.

## **THE PARENTS' ASSOCIATION AND THE SCHOOL**

The Parents Association in an independent school provides a vital and much-appreciated service to school leadership and the entire school community. Because the Parents Association is so important, and its volunteer activities potentially so wide-ranging, AIMS recommends the following steps to structure and clarify the Association's role.

- The Board of Trustees, in consultation with the administration, should develop a set of written by-laws for the Association that make clear its procedures and role as a service organization.

- The by-laws should clearly state the Association's mission to support the decisions and policies of the Board and administration. The Parents Association neither participates in policy-making by the school, nor functions as a lobbying group.
- The finances of the Parents Association should be supervised and regularly monitored by the school and should be part of the school's annual audit process.
- The Head of School should be closely involved in the Association nominating process. Cooperation and teamwork between the Head of School and the officers of the Parents Association are crucial to the health of the school community.
- It is appropriate that the Parents Association advertise its activities and events. However, the Association is not a public relations arm of the school and should play no role in the school's efforts to communicate about itself.

*The Association of Independent Maryland Schools (AIMS) is an association of more than 100 independent, college preparatory schools in Maryland and the District of Columbia, representing more than 40,000 students and more than 5,000 teachers, administrators, and staff. It was organized in 1967. AIMS works in cooperation with the Maryland State Department of Education and is a member of the Maryland chapter of the Council for American Private Education and the National Association of Independent Schools*

## AIMS Statement of Confidentiality

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As an AIMS (Association of Independent Maryland Schools) member school we agree to abide by the procedures and statement expressed below.

- ◆ The Family Rights and Privacy Act (Buckley Amendment) does not apply to Admission Folders.
- ◆ All information provided on a recommendation form will be held in strictest confidence and will not be shared with students, parents or guardians.
- ◆ If a student is rejected for admission, the recommendation will be destroyed.
- ◆ If a student is admitted and if the school wishes to retain the recommendation, it will be filed separately and not added to the student's permanent record folder.

## Attendance and Lateness

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Students are required to attend all Tfilot, classes and special events. It is not always reasonable or feasible for a teacher to repeat or duplicate class work for a student who has been absent. It is, therefore, the responsibility of a student who misses a class to keep abreast of all material either covered in class or assigned for homework. Absence is not an excuse for missed work or unpreparedness.

Please see the *Absence from Class* section of this handbook, page 5 for more details.

## Bells

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Bells ring to signify the beginning and end of each period of the middle school day.

A modified bell schedule will be in effect for Rosh Chodesh, Chol HaMo'ed Sukkot, Chanukah, Purim, Yom Hashoa, Yom HaAtzma'ut, and fast days in order to accommodate the longer Tfilah.

## Books

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Textbooks will be distributed during the first days of classes. Students are responsible for covering and properly caring for all school-issued texts and for returning them in good condition at the end of the school year. A fine will be charged for all lost or damaged books.

We will also require students to purchase additional texts. We believe that when our students have a personal copy of their book, they can take individual notes and highlight significant quotes.

## Building

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The Bliden Middle School is located on both floors of the middle wing of the school building on the Sara and David S. Brown Campus. Grades 5 and 6 occupy the upper level and Grades 7 and 8 occupy the lower level. The Middle School Administrative Office is located on the Lower Level. In addition to spacious, climate-controlled class rooms, with new computer-friendly desks and wireless network connectivity, the Middle School wing includes the Tuvin Middle School Library, a Beit Midrash, two fully-equipped science labs for basic and advanced science, a fully computerized writing lab, locker areas, and faculty offices. Middle School students will also utilize a variety of special purpose studios in the H. Morton Rosen Performing Arts Center for art, vocal and instrumental music, dance and theatre. Physical education classes will take place in the Russel Athletics Center.

## Bullying and Harassment

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It is fundamental to the values of Beth Tfiloh Dahan Community Day School that we create and ensure for students a “warm, welcoming and secure learning environment”. Bullying may come in various forms and can leave victims hurt, distressed and frightened, preventing successful learning from taking place. Bullying is clearly at odds with these values and will not be tolerated.

**Prohibition against Bullying and Harassment:** Bullying of students occurring in the school is prohibited and will not be tolerated. Our Code of Conduct outlines the positive behavior we want to see and the negative behavior that is not acceptable. For the purposes of this policy, "school" includes school buildings, school grounds, school sponsored activities, including social events, field trips, sports events, and similar school sponsored events and functions, and travel to and from school and/or school sponsored events.

**Definition of bullying:** Typically, bullying is a continuing pattern of intimidation or abuse by one or more persons against another person or persons, through verbal, physical, mental or written interactions in an attempt to gain dominance over another. It can take many forms and occur in virtually any setting. Bullying includes, but is not limited to, the following types of behavior:

- Physical or emotional aggression against students
- Assaults on student property
- Cyber-bullying
- Oral or written threats, including by electronic means
- Threatening or demeaning looks or gestures
- Teasing, name-calling or putdowns
- Cruel rumors
- False accusations
- Social isolation, such as exclusion
- Other forms of intimidation or extortion

**Intervention and Response to Alleged Bullying:** Beth Tfiloh takes allegations of bullying seriously and will respond in a timely way to complaints and allegations of bullying. If it is determined that bullying has occurred, school officials will act promptly to impose corrective action as necessary. A school employee who observes, suspects or becomes aware of an act of bullying is expected to notify the school administration. (See chain of command addendum.) The offense is then immediately referred to the school response team. Depending upon the severity of the incident, school officials may implement a student safety plan; separate and supervise the students involved; provide staff support for students; and/or develop a supervision plan with parents. In addition, school officials may require the offender(s) to work with school personnel on better behavior; recommend that the offender(s) obtain counseling or other therapeutic services; impose disciplinary action. In addition, the parents of students who bully others may be brought to school to seek their support to change the behavior of their child.

**Possible Consequences:**

- Conference with the student to provide him/her with corrective feedback
- Re-teach behavioral expectations
- Mediate conflict between student or students and staff
- Create behavior contracts that include expected behaviors, consequences for infractions, and incentives for demonstrating positive behaviors
- Student completion of community service tasks
- Development of an open communication system between parents/guardians and school officials in order to address issues the student may be facing in a collaborative manner.
- Reflective activity, such as writing an essay, about the offense and how it affected the student, others, and the school.
- Loss of a privilege.
- Adjust the student's class schedule or placement to maximize behavioral improvement.
- Create a check-in/check-out intervention plan for the at-risk student with a caring adult in the school who tracks the student's behavioral progress and addresses his/her individual needs on a daily basis.
- Require daily or weekly check-ins with an administrator for a set period of time.
- Refer student to counselor, social worker, outside support source.
- Work with the student to choose an appropriate way for him/her to apologize and make amends to those harmed or offended.
- Arrange for the student to receive services from a counseling, mental health, or mentoring agency.
- Detention or in-school suspension, during which the student completes his/her work.
- Expulsion
- Police report

We are committed to the view that ALL members of the school community: students, staff and parents - have a shared responsibility to ensure that a climate exists where bullying is unacceptable and will not be tolerated. In the event that the school administration deems a child's behavior as detrimental to the safety of other members of the school community the most severe consequences will be imposed.

**Advice for Parents**

Parents can help by discussing bullying with their children, particularly these key points

- NO person should suffer physical harm or personal abuse.
- It is an act of courage to report bullying, if it is happening to you OR if you see it happening to someone else.
- Bullying is NOT a part of the normal growing up experience.
- Fall-outs and changes of friendship groupings are not uncommon in young people but efforts should be made by all to ensure this does not lead to the isolation of any individual.
- The school always takes reports of bullying seriously and is always prepared to discuss the matter in confidence.
- Each case is treated individually - some require no more than a quiet word but extreme cases will result in firm action, including police involvement if necessary.

#### **Advice for all students**

- **SHARE** any problems by telling someone - your parents, any teacher, or any of the support staff.
- **WRITE** it down if initially you do not feel able to talk about your experience.
- Post it into the **CONFIDENTIAL POST BOX**.
- **EMAIL** us about it.
- **REMEMBER** the school will investigate claims of bullying but will do so in a sensitive way so those concerned are treated fairly and justly.
- **ELIMINATE** bullying by **REPORTING** incidents you see. Do not join in with bullying.
- **SUPPORT** those who experience bullying.
- **VALUE** the diversity which exists in our students and do not let differences give rise to inappropriate behavior.

#### **If you are being bullied –**

- **TELL** someone that you can trust. You have the right to be and feel safe.
- If you are being bullied – **IT’S NOT YOUR FAULT!**

#### **If you are bullying someone -**

- Do you know why and how you are bullying others?
- Bullying at school will not win you any real friends.
- Ask for help to stop your bullying of others – try talking to an adult you trust

#### **ADDENDUM- Chain of Command**

Teachers must report incidents of bullying to:

1. Division Principal or school counselors
2. The Principal is then obligated to promptly share information with the Director of Education who will confer with the school response team.

**SOURCES:** for sources used in this protocol please see our website.

## **Celebrations**

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**At Home Celebrations** - Middle School is a difficult and awkward time for children as they learn social skills and experience the joys and difficulties of peer relationships. As such, every effort should be made on the part of parents to see to it that no child feels “left out” of an activity. This means being aware of the children that are invited as well as being sensitive to the timing of, activities engaged in, and food served at parties. Food served at parties should comply to the same standards of Kashrut as In School Celebrations so as to create a comfort level for students of every level of observance. Parents are asked to be sensitive to the beginning and ending times of Shabbat and Holidays when planning a party so as to not exclude children. And of course, parties should not take place on Shabbat or Yom Tov. For clarification or advice on planning a Kosher party please feel free to contact Rabbi Soskil.

As a general rule middle school aged children should not be left unsupervised. This is also true during get-togethers, study groups, parties, and sleepovers. Children left unsupervised often make poor choices that can be harmful to themselves or others and the host parents are morally and legally obligated to supervise all activities in their homes. In planning a party or event please speak with your child to make certain that you and he/she are aware of what activities are planned and where they will be taking place so that you can provide adequate supervision for the children in your care.

Sleepover parties are notoriously situations that are poorly supervised, occasionally resulting in physical or emotional harm to either a participating child or their peer. If you are hosting a sleepover please be vigilant regarding supervising access to the internet, cell phones (especially if they are internet capable and have cameras), alcohol, and other potentially harmful situations. As a rule co-ed sleepovers are totally inappropriate for a middle school child.

**In School Celebrations** – All in school celebrations, be they class parties in celebration of reaching a milestone (a siyum) or individual birthday parties are required to conform with the Kashrut Policy of Beth Tfiloh. Please see page 20.

## **Cell Phones**

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Any student that has a cell phone must keep it turned off and locked in their locker during the school day. Students are not permitted to have their cell phones on them or in their pockets during school hours. If a member of the administration, faculty or staff becomes aware that a student is in possession of a cell phone during school time (including during lunch, study halls, etc.) the phone will be confiscated and placed in our safe until there has been communication between the student’s parent and the school administration.

This rule is true regardless of whether the student using a cell phone during school hours is the owner of the phone or not. In either situation the phone will be confiscated until the parent of the owner of the phone communicates with the school administration.

## **Child Abuse Law**

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A copy of the Child Abuse Law of the State of Maryland has been distributed to and discussed with all members of the staff of Beth Tfiloh School. This is in accordance with Maryland State Department of Education (Article 27, Section 35A, Annotated Code of Maryland).

## **Classroom Visitation**

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We welcome parent involvement in all aspects of the Middle School community. Although our classrooms are open to parent visitation, appointments must first be made with the Middle School office.

## **Conduct/Honor Code**

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The Beth Tfiloh Dahan Middle School is an educational community composed of students, faculty, parents and staff. At the core of our community is a commitment to the human values that have been the hallmark of our Jewish tradition for thousands of years. These values include: honesty, tolerance, modesty, respect for others and their property, and a general concern for the well-being of one's self and of others. As our sages teach us, "Derech Eretz Kadma laTorah, Proper conduct is the foundation of Torah," (Vayikra Raba 9:31), or as Rabbi Elazar ben Azariah said, "If there is no Torah, there is no proper conduct, and if there is no proper conduct, there is no Torah." (Pirkei Avot 3:21)

Under no circumstances should a student:

1. Strike or physically abuse another member of the school community.
2. Verbally abuse or speak disrespectfully to any member of the community.
3. Use or display any inappropriate language or symbol.
4. Damage, tamper with or take any property that is not his/her own.
5. Cheat or plagiarize on any test, quiz, homework or paper.
6. Lie, misrepresent or deliberately deceive.
7. Buy, sell or use any tobacco, alcohol or illegal or harmful substance or associated paraphernalia.
8. Participate in any inappropriate sexual contact during school or at school-sponsored events.
9. Bring to school or any school-sponsored event pornography, knives, or weapons.
10. Violate the school's written policies on attendance, lateness, Kashrut, or dress code.

**Violation of the above code will result in serious consequences, as detailed in the Administration Procedures for Conduct Violation section of the handbook. Please refer to pages 5-7**

At all times, we urge the members of the school community to be mindful of Hillel's dictum: "What is hateful to you, do not do to your fellow human being; this is the entire Torah, all the rest is commentary."

Talmud Shabbat 31a) It is our hope that in the coming year, we will witness a growing sensitivity to how we treat others and a greater respect for the Divine image in each of us.

## Copier/Telephone

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The office copy machine is for the use of teachers and administrators only. Students are not permitted to use the copy machine or request copies without a note from a teacher.

We must stress that students will not be permitted to use the school telephones except in **true emergencies**. Traffic and noise in the administrative office prevents needed school business from being completed efficiently.

## Dress Code

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### TOPS

- Shirts - Students will wear “polo” style or loose-fitting oxford (button down) shirts in approved colors with a Beth Tfiloh logo available through our vendor, Lands’ End. Lands End brand shirts labeled “Fit for Her” are not approved as part of the Beth Tfiloh dress code.
- Turtlenecks & undershirts (long and short-sleeve) in approved colors are allowed to be worn under a loose-fitting uniform shirt.
- Sweatshirts - Beth Tfiloh school logo sweatshirts, sweaters, vests, and fleece tops in approved colors available through our vendor, Lands’ End will be allowed to be worn over a uniform shirt.
- Fleece Jackets - Beth Tfiloh team, tournament or organization sweatshirts or jackets, provided they have not been altered in any way in BT approved colors will be allowed to be worn over a uniform shirt.
- Outerwear - No outdoor-type jackets may be worn in the building during the school day.

### BOTTOMS

- **Pants-** Only the approved uniform pant styles specified below may be worn. In addition, pants must be loose-fitting, ankle-length, and may not drag on the floor or have frayed bottoms.

The following approved pants may be worn in Khaki or Navy:

- CARGO PANTS – All vendors approved, provided they are loose-fitting.
- CHINO PANTS – All boys’ style chino pants are approved, provided they are loose fitting. Girls’ style chino pants are limited to the specific vendors and styles listed below:

#### **Lands’End (khaki,classicnavy):**

- Women’s School Uniform Women's Regular Plain Front Blended Chino Pants  
Item # 403664
- School Uniform Women's Stain Resistant Stretch Flare Pants  
Item # 403737
- School Uniform Girls' Regular Stain Resistant Stretch Boot Cut Pants  
Item # 403733
- School Uniform Girls' Plain Regular Front Stain Resistant Stretch Chino Pants  
Item # 403673
- School Uniform Girls' Straight Leg Chino Pants  
Item # 403668

**Old Navy:**

- Women's Perfect Khakis (khaki) -#595183
- Women's Ultra-Flared Perfect Khakis (khaki, classic navy) - #675504
- Girls Stretch-Khaki Uniform Pants (khaki, uniform blue) - #656300

**Target:**

- Girls' School Uniform Cherokee Core Pant or Pleated Pant
- Note: Target Capri, Stretch Capri and Leggings are not approved

- **Skirts & Jumpers**

Knee-length or longer skirts may be worn, without slits (solid colors only). Uniform jumpers may also be worn – khaki and navy, knee-length or longer. Plain, solid color leggings may be worn under skirts as long as the skirt meets the uniform standards.

**SHOES** - Sneakers and closed toe shoes are acceptable. Open-toe sandals, mesh slides, flip-flops, pool shoes, sport sandals, moccasins or any shoes resembling bedroom slippers are not permitted.

**JEWELRY** - Modest amounts of jewelry are acceptable. Girls may wear earrings, but no other body piercings. Boys may not wear earrings or body piercings.

**HAIR** - Hair must be kept neat and clean, and may not be dyed unnatural colors or shades.

**APPROVED COLORS**

**Polo Shirts – Mesh or Interlock – Long Sleeved or Short Sleeved – with BT Logo**

Black, Chambray Blue, Classic Navy, Cobalt, Grey Heather, Ice Pink, Maize, White

**Turtlenecks and Undershirts – Long and Short-Sleeved – To be worn under polo shirt**

Black, Chambray Blue, Classic Navy, Cobalt, Grey Heather, Ice Pink, Maize, White

**Oxford Shirts for Her with BT Logo**

Blue, White

**Oxford Shirts for Him with BT Logo**

Blue, French Blue, White, Long Sleeve Pattern Oxford – Blue/White, Long Sleeve Chambray – Bleached Indigo

**Sweaters with BT Logo**

Classic Navy, Maize, White

**Fleece / Sweatshirts with BT Logo**

Black, Classic Navy, Cobalt, Grey Heather

**Skirts & Jumpers**

Navy, Khaki, Denim (skirts only)

**Pants**

Navy, Khaki

**Official Dress Down Policy**

Jeans in good condition (no holes).

Long or short sleeve shirts (no cropped sleeves).

T-shirts should have no inappropriate writing.

Shirts must reach the waistline.

For girls, shirts should be close to the collarbone.

No flip flops or sandals.  
No sweat pants or sport pants.  
No shorts unless otherwise specified.  
Boys must wear kippot.

### **Exceptions to the Dress Code**

Certain days will be designated as Relaxed Dress Code days. Expectations for proper attire for students will be communicated in advance. **Any student not in compliance with the expectations cannot participate in programming or attend the classes.** Please see the Relaxed Dress Code section of this handbook, page 26, for more information.

Certain special “game days” or “performance days” may be designated by the Administration for special athletic or arts events; in such cases, team players or cast members will be allowed to wear certain uniforms or costumes to school.

### **P.E. Uniforms**

Physical Education students are required to change into the Beth Tfiloh P.E. uniform before class. After class they must change back to their school clothes. For those who need to purchase a uniform, they will be on sale at the Bookstore. **Do not leave valuable items in the locker room.**

### **Early Dismissal**

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Notes for early dismissal must specify the reason for the request and must be presented to the office upon the student's arrival to school. These notes must include a telephone number where the parent or guardian can be reached during the day. The final decision, however, is in the hands of the school administration. **All students leaving the building must be picked up and signed out in the Middle School Office and sign in again upon their return.**

**Students are not permitted to leave class until dismissed by the teacher.** Students should anticipate the occasional possibility that they will finish the required class work or a test before the end of the period. They should be prepared to use the time for quiet study, homework or reading.

### **Electronic Devices**

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I-pods, I-pads MP3 players, video gaming devices and other personal electronic devices whose main function is leisure oriented, should be kept locked in a student's locker during the school day. They are permitted to be used during lunch.

**The school accepts no liability for these personal devices.**

## Emergency Communications

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In the event of an unscheduled school closing or other event requiring emergency communication with members of our school community, Beth Tfiloh may utilize the following avenues of communication, as appropriate for the particular circumstances:

- **Information Hotline:** 410-413-2345
- **Website Information Hotline:** <http://www.BethTfiloh.com/MyBT>
- **Parent email:** We will use the e-mail address(es) listed in parents' Beth Tfiloh website *Profile* for these messages. It is the responsibility of parents to make sure that their e-mail address is current. Go to [www.BethTfiloh.com/MyBT](http://www.BethTfiloh.com/MyBT), log in, click on "My Profile"; your e-mail address is listed under "Internet Information".
- **Radio:** WBAL Radio 1090 AM
- **Text messaging:** We have implemented a new text message alert system for parents, teachers and students in the event of an unscheduled school closing or other event requiring emergency communication with members of our school community. Text messages are short messages sent to a mobile phone and are limited to approximately 150 characters, depending on the phone carrier. You may or may not be charged for the text message by your mobile carrier, depending upon your phone plan. To register your mobile phone to receive Text Message alerts from Beth Tfiloh go to [www.BethTfiloh.com/Register](http://www.BethTfiloh.com/Register) and follow the link for "Text Message Registration".
- **AlertNow System:** Beth Tfiloh Dahan Community School is a member of the ALERTNOW Rapid Notification System. This secure and reliable off-site service enables us to quickly and efficiently launch an emergency telephone message to hundreds of parents in our school within literally a few moments. Depending on the nature of the emergency, the service will either call your home phone number or both your home and business numbers (as noted on your child's Emergency Card). We currently anticipate using this service only in the event of an emergency requiring immediate contact with our parents, and will continue to use our existing Hotlines, WBAL radio and our Emergency Closing Phone Chain for normal weather-related closings.

## Enrollment Policies

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### ADMISSION

Beth Tfiloh Dahan Community School as a member of AIMS (Association of Independent Maryland Schools) abides by the following policy on admission: AIMS Schools are committed to the principle of non-discrimination on the basis of race, color, national and/or ethnic origin.

#### Procedure for admission is as follows:

1. Children who celebrate their fifth birthday before September 1<sup>st</sup> may apply for Kindergarten. Children who celebrate their fifth birthday between September 1<sup>st</sup> and December 31<sup>st</sup> may apply for K-Prep (Gan Aleph).
2. Beth Tfiloh PreSchool students applying for Kindergarten must complete an Application for Admission and submit a \$220.00 non-refundable/non-transferable application/testing fee. Students will be tested during school hours.

3. Students new to Beth Tfiloh applying for Kindergarten through Grade 4 must complete an Application for Admission, a Records Release and submit a \$220.00 non-refundable/non-transferable application/testing fee. A test date will be arranged after the Application for Admission has been received.
4. New students entering Grades 5-12 are required to submit an Application for Admission, a Records Release, and a \$50.00 non-refundable/non-transferable application fee. A campus visit and an interview will be arranged on an individual basis. Students are required to take the Independent School Entrance Examination (ISEE), a national admissions test used by many independent schools. Students only need to test at one site. Beth Tfiloh's testing date is Sunday, January 10, 2010.
5. Admissions decisions are made after careful evaluation of each student's application materials. Notification of admissions decisions will be mailed to parents by March 2010.
6. Beth Tfiloh students will be mailed re-enrollment contracts at the end of January. A \$700.00 re-enrollment fee must be submitted with each student's re-enrollment contract. This fee will be applied towards tuition.
7. Financial Aid – Indicate your intent to apply for assistance on the application form and information will be sent to you.

**Please use the following checklist to ensure that you have completed all the necessary steps for admission:**

- Parent Visit – Please call the Admission Office to schedule an appointment to visit the school.
- Completed Application for Admission
- Application/Testing Fee
- Records Release Form – Please submit with completed application.
- Student Interview/Campus Visit (Grades 2-12)
- ISEE Test (Grades 5-12)

For further information, please contact the Admission Office at 410-486-1905 or [admission@bethtfiloh.com](mailto:admission@bethtfiloh.com).

## **Extra-Curricular Activities and Clubs**

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The school provides a wide range of extra-curricular activities and special interest groups under the supervision of various faculty advisors. From time to time, special programs will be planned which will serve to focus on the basic values, practices, and holidays of Judaism. These will include *shabbatonim*, trips, and various *Chesed* projects. These programs touch on the very essence of a Beth Tfiloh experience, and it is expected that each student will participate in the planning and implementation of at least some activity.

In addition to the regular school clubs and activities, students are encouraged to participate in national youth groups such as NCSY, USY, B'nei Akiva and other groups sponsored by students' synagogues. Beth Tfiloh maintains an extensive Youth Activities department directed by Cherie Brownstein.

## **Field Trips**

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During the school year students will go on field trips away from the campus which enhance the instructional program. Attendance to field trips are required for all of our students. Permission forms are expected to be signed by parents and returned to the Middle School office. If the form is not returned, the student may not participate in the field trip. Telephone calls and forms other than the specified form are not acceptable. Students are expected to maintain the same high standards of behavior during a field trip as expected when in school. Kippot must be worn and Kashrut laws must be followed. If during a field trip a student's behavior warrants dismissal from the field trip, it is the parents' responsibility to provide transportation for that student's return. Parental chaperones are asked to conform to the dress policies and Kashruth policy of the school while accompanying students on trips.

## **Grading Policy**

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Middle School students are graded according to proficiency in skills and mastery of content in each section. Thus an A indicates that a child has successfully mastered the educational objectives for his or her class, without comparison to other sections within the grade.

## **Gym/Performing Arts Center**

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Through the Creative Arts Department, every student will be exposed to a strong Arts foundation education, which will include music, visual arts, theatre, and dance. We invite and encourage each student to explore enrichment opportunities in areas of individual strength and interest. These opportunities will be available as extra and co curricular activities offered after school and in the evenings in the form of musicals, dramas, concerts, recitals, workshops, and much more. Arts is a wholesome venue in which to strengthen the mind, body, and spirit. The Beth Tfiloh Creative Arts Department's curriculum and philosophy will provide a comprehensive foundation of Arts education which will produce a "well-rounded" creative student and begin the journey of "life-long learning" in the Arts.

The Beth Tfiloh Community School Arts Center and Gymnasium provides an exceptional facility in which all genres of the arts will be fully supported.

## **Homework on the Web**

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Homework on the web enhances communication between the school and home and helps our students achieve at their highest academic ability. You will be able to view your child's homework each night from any computer that has Internet access by logging onto your MyBT Portal page on the Beth Tfiloh website

## **Hotlines**

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**Weather/Announcement (410) 413-2345 / [www.bethtfiloh.com/hotline](http://www.bethtfiloh.com/hotline)**

**Sports Information – (410) 486-1900 menu option 6 then 4**

**Transportation Information (410) 486-1900, menu option 6, then 5**

**Trip Information (410) 486-1900, menu option 6, then 3**

## **Hallways**

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When passing through the halls at all times during the school day or while at their lockers, students are responsible to maintain the quiet and orderly tone of the school. Running, shouting, fighting, eating, or playing ball in the hallways is unacceptable. Sitting or lying in the hallways is similarly inappropriate. Public areas are ultimately the jurisdiction of the Administration, to whom a student will report in the event that these areas are misused.

## Hours of Operation

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The school is in session daily Monday through Friday. The class hours for students are summarized below.

### ARRIVAL PROCEDURES

Students should arrive at school by 7:50 a.m. in order to begin Tfilah promptly **at 8:00 a.m.** Students that arrive after 8:00 a.m. will report to the office for late sign in. A student may not go to Tfilah without a note from the office. All notes of excuse for lateness should be turned in to the Middle School Office.

### DISMISSAL PROCEDURES

School ends normally at 4:00 p.m. for the Middle School. Friday dismissal is at 2:15 p.m. Unless enrolled in an after school activity or a planned appointment with a staff member, students are not to be in the building after school hours.

## Inclement Weather

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If it becomes necessary to delay the opening or close school due to inclement weather (snow, ice, etc.), information will be announced on the Beth Tfiloh Weather Hotline number: **410-413-2345** and posted on our website. In addition, you may tune in to Radio Station WBAL, 6:30 A.M. to 8:20 A.M.

Boys are reminded to bring home their Tefillin if there is an expectation of snow.

## Kashrut

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Kashrut is an important concept of Judaism that is taught at Beth Tfiloh. It is approached with sensitivity, especially because there are so many different levels of Kashrut observance represented among the Beth Tfiloh school population. Our goal at Beth Tfiloh is to ensure that every child, whatever his/her background, be comfortable at our school and feel an important part of the Beth Tfiloh family.

**No homemade products may be served.** All snacks or cakes brought in to school for parties, special activities or celebrations must have an approved Kosher certification. Only packaged goods with the following Kosher symbols are permissible. “D” next to any of the symbols indicates that the item is dairy:



If you want to bring dairy food items, they must be served either in the morning before lunch or on a day where our hot lunch is dairy. All foods served after lunch on a meat hot lunch day must be pareve.

Baked goods from the following bakeries and companies are **dairy**:

- Dunkin Donuts (Reisterstown Road and Colonial Village)\*

- Dunkin Donuts (Reisterstown Road and Old Court Road)\*
- Entenmann's

\*These locations are the only kosher locations of these shops in the area.

**Pareve** cakes and baked goods can be purchased at the following bakeries:

- Goldman's – 6848 Reisterstown Road (Fallstaff Shopping Center) (410)358-9625
- Schmell & Azman's – 7006 Reisterstown Road (410)484-7343
- Pariser's – 6711 Reisterstown Road (410)764-1700
- Sion's – 302 Reisterstown Road (443)548-0372
- Seven Mile Market – 4000 Seven Mile Lane (410)653-2000

Please be advised that manufacturers can put a regular "K" on any food without having rabbinic supervision that the food is Kosher. If you have a question about a particular product or about any other Kosher symbol, please call Rabbi Soskil.

## Meal Arrangements

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Students are allowed to bring only dairy or pareve lunches to school. Only those packaged items which bear Rabbinic certification are to be brought into the school building. Food is to be eaten only in the Multi-Purpose Room. Food is not to be consumed in any other area of the school buildings. It is of course understood that students are expected to assume responsibility for the cleanliness of the areas in which they have eaten, as well as for the school building in general.

Hot lunches will be available for purchase in the Multi-Purpose Room. Generally, meat and dairy meals alternately are available through the hot lunch program. Our program observes the guidelines of the Star-K. Details will be forthcoming at the beginning of the school year.

## Medical Needs

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The school office will not administer any medication, including over-the-counter drugs (such as aspirin) without express written consent from a physician. A nurse is available in the Health Suite, which is located on the upper level near Middle School 5<sup>th</sup> grade wing. Students needing to see the nurse **must first obtain permission from their teacher**. A more limited visiting schedule may be needed for students frequenting the Health Suite too often during class time.

Notify the nurse at extension 319 if your child is taking medication regularly and provide the name and dosage of this medication.

## **Mission Statement**

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### **O**verview

Beth Tfiloh Dahan Community School is a Jewish, co-educational college preparatory school; its purpose is to educate Jewish students from preschool through high school. The student body is diverse, including families with varying religious, economic, and social backgrounds. Since its inception, Beth Tfiloh Dahan Community School has been unique in philosophy and curriculum, stressing the values and traditions of our rich Judaic heritage and American democratic ideals, while preparing students to meet the challenges of contemporary society.

### **S**haping the next generation

Beth Tfiloh Dahan Community School is committed to a modern approach to traditional Judaism and welcomes children from a broad range of backgrounds and beliefs, recognizing and respecting the spiritual dignity of those beliefs. Emphasis is placed on Torah, the love of G-d and love of humanity in an atmosphere that encourages social consciousness, community leadership, and a commitment to the highest standards of ethical behavior. Beth Tfiloh Dahan's responsibility to the Jewish community is to educate generations of American Jews who are committed to Jewish practices and beliefs, knowledgeable about their heritage, and devoted to the Jewish community and the State of Israel.

### **A** commitment to academic excellence

We strive to combine the best secular and Judaic education possible in a quality program which develops each individual's intellectual capabilities. There is an emphasis within the curriculum on skill development, content mastery, critical thinking, fostering creativity, acquiring self-knowledge, encouraging good interpersonal relationships, and developing independence within an environment that is nurturing and supportive. The school offers a balanced education, including an emphasis on Judaic Studies and Hebrew language, providing each student with the fundamental skills essential to future learning. It is the goal of the school to develop in each child a love of learning. The school provides opportunities to grow as an individual, to reach one's full potential, and to interact effectively with peers. To this end, a comprehensive arts program and athletics program are integrated into the school day, with technology supporting and underpinning the academic offerings.

### **F**ocusing on the individual

At Beth Tfiloh Dahan, the needs of the individual are paramount. The school recognizes differences in learning styles and has an academic support program and a program of social and emotional support in place in every division, thus meeting individual needs. A faculty of trained and caring professionals is available to see to the personal concerns and general growth and development of each student. Small class size allows for honors, standard, and special needs groupings, and a variety of electives in both Jewish and General Studies helps to tailor the educational program to the needs and interests of each student.

### **C**ommitment to the State of Israel

Beth Tfiloh Dahan recognizes and affirms that the creation of the State of Israel is one of the seminal events in Jewish history. Recognizing the significance of the State and its national institutions, we seek to instill in our students an attachment to the State of Israel and its people, as well as a sense of responsibility for their welfare.

## Parent Association

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The Beth Tfiloh Dahan Community School Parent Association (PA) is dedicated to serving the needs of our children, through a variety of education, communication, social events, services and hospitality activities; and to raise funds to support these activities. An important component is to interact with the School Administration on issues that pertain to students, parents and faculty, providing an open forum for discussion regarding the well being of our children.

Each parent is encouraged to take an active role in the PA. The success of the PA is measured by the participation of parent volunteers in the form of time, materials, skills, communication and commitment. By involving as many parents as possible, the PA will ensure that our School continues to be an enriching experience for all our children and their families.

### **2011-2012 Parent Association Activities**

<b>Educational Events</b>	<b>Fundraising events</b>	<b>Service Events</b>	<b>Social Events</b>
Adult Education	BT Bookstore	Got Shabbat	Parent Social
	Mishloach Manot	Ice Cream	Volunteer Breakfast
	Mitzvah Cards	Teacher Appreciation	Chaunukah Bingo Party
	General Mills Box Tops	Family Programming	Purim Carnival/Seudah
	Spirit Wear	Student Directory	
	Dreidel Shop	Tikun Olam	
	Giant A+ Bonus Bucks	Chessed	
	Race for the Cure		

PA dues of \$18 is included in your regular Beth Tfiloh statement. Therefore, all families will receive a printed student directory. Active participation offers many opportunities to make a lasting contribution to the students and to Beth Tfiloh Dahan Community School, as well as getting to know fellow parents and members of the school community.

## **Parent/School Communication**

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The following steps are taken by the school to keep parents aware of their child's progress:

- Report cards are distributed on a trimester basis during the school year.
- In the middle of each trimester every parent will receive by mail an informal, written report.
- Parent/Teacher conferences will be held during the 1<sup>st</sup> trimester.
- If there are specific, immediate, concerns you will be contacted by your child's teacher.

Bi-Weekly email of the Beth Tfiloh E-Tone is our primary mode of communication. Parents should be certain that the school has all relevant email address for the family to make sure that you will have up to date information regarding programs, trips, activities, and schedule changes.

The following are steps that we recommend for parents to ensure that the school and family are working together effectively:

- Communicate with your child's advisor regarding important changes in you child's life.
- If there is a specific concern about your child's experience in a class please speak with that teacher directly.
- If there are general concerns about you child's academic or social well being please contact your child's advisor.
- If there is an urgent issue or an emergency situation feel free to contact the Administration directly.
- Please check the Beth Tfiloh website regularly for up to date information regarding programs, trips, activities, and schedule changes.

## **Relaxed Dress Code Days**

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Certain days will be designated as Relaxed Dress Code days. These days might be initiated by either the student council or the school administration in order to fund-raise or to enhance school spirit. Please be aware that students can be excluded from the privilege of participating in these spirit building activities as a consequence for a violation of the Code of Conduct. (Please refer to the Administrative Procedure for Conduct Violation section of this handbook, pages 5-7.) As a general rule, on these days students are permitted to wear jeans and a non-offensive T-shirt. Students are never permitted to wear shorts on these days, even if they are over leggings or tights. It should be understood that while the Dress Code rules are relaxed on these days the expectations of modest dress are not. As such, any part of the body that is covered as part of the uniform (stomach, shoulders, chest, etc.) must be covered on these days as well.

Expectations for proper attire for students will be communicated in advance.

**Any student not in compliance with the expectations cannot participate in programming or attend classes.** Students in violation of expectations on Relaxed Dress Code days will sit an In-School Suspension (see page 7) until they are able to procure, either via a peer or a parent, appropriate clothing.

## Right of Privacy

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Access to and release of pupil's records must be with the written permission of student's parent or legal guardian or a student of 18 years of age and over. No records will be transferred without written permission of the student's parent or legal guardian or student 18 years of age and over. Only parents, legal guardian, or students 18 years of age and over will have access to the student records. This takes place only in the presence of a School Official. A log will be maintained concerning the name of the viewer, date accessed, and a description of the records viewed.

## Sports Program

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Beth Tfiloh offers a full program of competitive sports with schools in the area, including girls' and boys' basketball, tennis, girls' volleyball, boys' soccer, boys' baseball and girls' softball, track and field, cross country and lacrosse. It is a tribute to the determination and talent of Beth Tfiloh's athletes and coaches that we are members of the Maryland Interscholastic Athletic Association.

It is important to understand that at all sports events team participants and spectators are representatives of the Beth Tfiloh School. The highest values of good sportsmanship and Midot Tovot are to be upheld at all times. Boys are expected to wear kippot at all times.

Participation on team sports at Beth Tfiloh is regarded as a privilege, one which adds much to a student's character and sense of accomplishment, but a privilege nonetheless to be earned and not a right to which he/she is entitled. Accordingly, students involved in team sports who are absent, suspended or unexcused,

on the day of a game will not be permitted to participate in that day's game. In cases where a student experiences difficulty in maintaining academic standards, i.e. students who receive either two "D's" in one trimester or an "F" in any subject, he/she will be placed on academic probation and may continue on a team at the Principal's discretion.

Any student whose behavior in school is inconsistent with the standards and principles of Beth Tfiloh may be placed on behavioral probation and forfeit the privilege of participation on team sports at the discretion of the administration.

## Student Council

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Beth Tfiloh Middle School student body has a Student Council. The exemplary students who are elected to the Student Council serve as student leaders and are expected at all times to represent the highest level of Derech Eretz. The role of the Student Council is to ensure that students have a means by which to express their views, to plan student activities, increase school spirit and, most importantly, to help cultivate

leadership in our students to bring about school change. This council is composed of officers who are elected annually, as well as class representatives from each of the grades.

Students participating as officers and committee members will be working closely with our student council faculty advisor.

## **Student Services**

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Mrs. Debbie Disney, a licensed social worker, with 10 years clinical experience in the Baltimore School system, is available to our students and parents. Mrs. Disney provides guidance through group dynamics as well as through individual interaction with our students. She can be reached at extension 326.

## **Tardiness**

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School begins at 8:00 A.M. Students are to be in Tefilah at this time. If a Middle School student is more than 5 minutes late, he/she must have a note of explanation from a parent or guardian. Students who arrive late to school during any period, should report directly to the Middle School Office.

If a student arrived to school before 8:00 am but arrives to Tfilah after 8:05 am the student is marked for an unexcused lateness.

Students are expected to be in their seats with notebook, required textbook(s) and writing implements at the beginning of class, regardless of whether the teacher is present or not. A student who is not seated and fully prepared for class to begin at the start of the period will be considered late. Students, therefore, may lose academic credit for lateness or loss of preparation. If a teacher is more than five minutes late for a class, one student should notify the Middle School office. The class should remain in the room until they receive further instructions from the office.

## **Technology Acceptable Use Policy**

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### **Acceptable Use Policy for Students Using the School Computer Network and the Internet**

Beth Tfiloh Community School provides access to its computer network and the Internet for all students, faculty, and staff. Students must have permission from at least one of their parents or guardians to access the Internet at school.

The use of the Beth Tfiloh Community School Computer Network (hereinafter referred to as "BTCS CN") and the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. A student's activities while using the Internet in this school must be in support of education and research, and consistent with the educational objective of Beth Tfiloh Community School. In addition, a student accessing the Internet from a school site is

responsible for all online activities which take place through the use of his or her account. When using another organizations' networks or computing resources, students must also comply with the rules appropriate for that network. All files and e-mail created by a student on the BTCS CN shall be considered the property of Beth Tfiloh Community School, which shall have the unrestricted right to access such files at any time in order to ascertain that any and all rules and regulation set forth in this Acceptable Use Policy have been strictly complied with by the student.

I agree that the following actions (which are not exclusive) constitute unacceptable use of the BTCS CN and the Internet, whether that use is initiated from school or any other site:

- Using impolite, abusive, or otherwise objectionable language in either public or private messages;
- Placing unlawful information on the Internet;
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes;
- Using the Internet at school for non-school related activities (including but not limited the use of chat rooms and personal e-mail);
- Sending messages that are likely to result in the loss of the recipient's work or systems;
- Sending chain letters or pyramid schemes to list or individuals, and any other types of use which would cause Internet congestion or otherwise interfere with the work of others;
- Using the Internet for commercial purposes;
- Using the Internet for political lobbying;
- Changing any computer file that does not belong to the user;
- Sending or duplicating copyrighted materials without permission;
- Knowingly giving one's password to others;
- Using another person's password;
- Using Internet access for sending or retrieving sexually explicit or obscene material, inappropriate text files, or files dangerous to the integrity of the network;
- Circumventing security measures on school or remote computers or networks;
- Attempting to gain access to another person's resources, programs, or data;
- Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the Internet, and includes the uploading or creation of computer viruses;
- Falsifying one's identity to others while using the Internet;
- Changing any computer files that do not belong to the user;
- Any use which does not conform to the standards of conduct and ethical behavior befitting a student of Beth Tfiloh Community School, as determined by the Director of Education.

## Tests and Homework

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Homework is a natural and necessary part of the educational process. It is expected that students will do all assignments in a timely and complete fashion. Outright copying of another student's homework for submission is not only educationally unsound, but is morally wrong and will result in a zero, or the equivalent to a zero on quiz, for that assignment.

***It is expected that no school work will be done on Shabbat or Chagim.***

Every effort will be made to ensure that no Middle School student will have more than two major tests on the same day and no student is to have more than four tests a week. At times this will be unavoidable. We

trust that in these cases students and parents will be understanding. This policy does not apply to quizzes, which may be given at the discretion of the individual teacher.

Each Middle School advisor group maintains a master class test schedule. Middle School teachers are expected to list all tests and long range assignments. Priority will be given on a first come first served basis.

For absences of two days or fewer, all missed work and tests and quizzes taken, must be handed in after the day the student returns to school. Students are accountable for all tests, quizzes and assignments scheduled prior to and during the absence. Parents and students need to be aware of each individual teacher's policy regarding late or missed assignments.

For students with prolonged absences or special circumstances, arrangements may be made with individual teachers to complete missed work. Please contact your child's advisor to help facilitate this

If a student arrives late or leaves early from school, it is the student's responsibility to submit all work and take all tests that are scheduled for that day. As with any absence it is the student's responsibility to access the Homework Website

**Chronic absenteeism is a serious detriment to academic success and will be addressed by the administration.**

Needless to say, cheating or plagiarism, in any form, on a test (including the giving as well as obtaining of answers) or paper will be treated as a major breach of school regulations and will be grounds for immediate suspension. Please refer to the Administration Procedures for Conduct Violation section of the handbook, pages 5-7.

## Tfilah

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All students of the Middle School are expected to participate in Tfila b'Tzibbur, public prayer, according to the traditions of Jewish law. Our school sees as its obligation to provide all of its students with the skill to master the mechanics of Hebrew prayer, leaving it to the students themselves to invest each prayer with personal meaning. The school is also committed to provide a context in which the duties of every Jew can be fulfilled with dignity and integrity.

Boys nearing the age of thirteen are required to put on tefillin a month before their Bar Mitzvah. Afternoon Tfilah service, Mincha, is mandatory for students in the Middle School

## Transportation Department

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Transportation services for the 2008-2009 school year are being offered to our students between the Old Court and Glyndon Campuses. The school's transportation department has determined the safest bus stops and most efficient bus routes for the majority of our interested families.

If you have any questions please contact Mrs. Allison Magat, the school's Transportation Consultant. Her extension is 410-486-1900, ext. 242. The Transportation hotline number is 410-486-1900, 6, 5.

## Transportation Policy

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*The following policy and guidelines have been adopted by the Beth Tfiloh Community School to ensure that every trip to school, to extra-curricular activities, or to home is safe. It is the fervent hope of the Safe Transportation Committee that all members of the Beth Tfiloh community will follow these guidelines for all motor vehicle travel at all times.*

### **Part One: Drivers**

All drivers of vehicles transporting students shall comply fully with the provisions of the laws of Maryland which are applicable to these drivers.

Any school-age driver must be fully licensed. **No student with a learners' permit may transport other students, even if accompanied by a licensed driver.** The student must maintain a safe driving record. Students who drive irresponsibly on school property will be subject to disciplinary action, including revocation of driving privileges on campus. Students must register any vehicle driven to school with the Upper School Office.

### **Part Two: Vehicles**

#### **General Vehicle Requirements:**

All vehicles used to transport students shall meet school bus or passenger vehicle specifications, licensing, and inspection requirements as prescribed by the laws of Maryland.

**Occupant Protection:**

All passenger cars, station wagons, recreational vehicles, light duty trucks and vans will have a functional seat belt, i.e. lap shoulder harness combination or lap belt only, for each passenger. If the child being transported is under the age of four and weighs less than forty pounds, an approved and properly installed child safety seat must be provided.

The driver will assure that every passenger in every seating position is properly **seat belted**. No one will be transported unless he is properly belted. No one may be transported in the back of a station wagon, hatchback, van or recreational vehicle unless there is both a seat and a seat belt available. All heavy objects, books, and lunch boxes must be stored in the trunk or low on the floor to avoid their becoming missiles during a crash and causing injury.

**Insurance:**

All vehicles must be covered by a public liability and property damage liability insurance policy. It is recommended that the vehicle owner check his insurance policy to ascertain that there is sufficient coverage for a child-per-seat belt plus the driver if a crash should occur.

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## **Upper School Committee**

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As a sub-committee of the Board of Trustees, The Upper School Committee consists of Beth Tfiloh parents plus representatives of the faculty, school administration, Parent Association and congregation. The common link among this group is each individual's concern, interest and active participation in making the Beth Tfiloh Upper School the best it can be. The committee meets during the year to discuss highlights of our school, issues of policy and growth, curriculum, staff, calendar, finances, special events, and school-wide concerns.

Members of the committee serve as advocates for Beth Tfiloh students, teachers and administrators. The members act as a collective voice for parents of Beth Tfiloh students. The committee strives to be knowledgeable and objective about the school's policies, philosophy and direction.

Another purpose of the Upper School Committee is to bring issues of concern to the attention of the Administration and the Board of Trustees and to develop recommendations as to the directions that should be taken in resolving those issues. The committee:

- ◆ Functions as a partner with other committees of the Board in the decision making process of the School's lay leadership.
- ◆ Aids in the development of the school budget, providing recommendations, and reviewing the budget during its final deliberations.
- ◆ Supports the Admissions office in recruitment and retention activities.

The committee is open and accessible to the parent body. Parents should not hesitate to contact members of the committee to approach them with ideas and suggestions for making Beth Tfiloh even better.

A system of representatives for each grade (Grades 5- 12) has been established. The grade level representative serves as a liaison between parents and the administration.

## Website

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The Beth Tfiloh Middle School web portal provides access to announcements, news, events, flyers, forms and other resources specifically for Middle School parents. The Middle School Portal is a secure, private page which requires a login name and password. Parents may log in by going to [www.BethTfiloh.com](http://www.BethTfiloh.com) and clicking on the “MyBT Login” link OR by going directly to [www.BethTfiloh.com/MyBT](http://www.BethTfiloh.com/MyBT). Once you have successfully logged in, click on “**Portal Views**” and select “**Middle School**”.

In addition to the wealth of information available on our Middle School Portal, the Beth Tfiloh website includes the following helpful resources located on the gold left-hand menu bar:

**MY PROFILE** – please make sure your personal information is up to date. The e-mail address entered in your profile (under Internet Information) is used for all school e-mail communication.

**CALENDAR** – access customizable school and synagogue calendar with a choice of Views and a variety of formats

**DIRECTORY** – a searchable directory of Beth Tfiloh students, parents, faculty & alumni

**GROUPS - direct** links to your child’s class pages, team pages, and other group pages.

**ASSIGNMENTS** – a listing of homework assignments for Middle and High School students

**REPORTS** – access a selection of useful User Management reports, including a Parent Student Handbook, Grade List, Zip Code List, as well as Athletic reports with complete schedules, directions and coach information.

Our website also includes an **Information Hotline** located at the top of the page at [www.BethTfiloh.com/MyBT](http://www.BethTfiloh.com/MyBT), which includes school closings for inclement weather and other timely messages.

For login questions, use the **Login Help** link or contact Charlene Schimberg at 410-413-2217. For other questions about our school website, contact Joan Feldman at [jfeldman@btfiloh.org](mailto:jfeldman@btfiloh.org) or 410-413-2312.