

2018-2019 / 5779

Dear Student and Parents:

Welcome to the Bergen County High School of Jewish Studies (BCHSJS)!

BCHSJS is a Jewish community of teens in Northern New Jersey with academics, social programs, community involvement projects and Shabbaton retreats. The more you involve yourself in activities and programming, the better our community becomes!

This handbook has been designed to familiarize you with our school. **Please read it carefully to get familiarized with new and revised policies.** Should you have any questions, visit our website at: www.bchsjs.org, call, or e-mail us.

Our best wishes for a happy, healthy, and productive year,

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► STATEMENT OF PURPOSE

The Bergen County High School of Jewish Studies – a supplementary regional Hebrew high school for students in grades 8-12 – creates a vibrant and warm community of Jewish teens who are engaged in Jewish study and socially connected to one another. We strive to deepen the Jewish identity and Jewish commitment of our students and to instill the values of:

<i>Klal Yisrael</i>	(Jewish pluralism)
<i>Tikkun Olam</i>	(Mending the world)
<i>Derech Eretz</i>	(Respect for others)
<i>Ahavat Yisrael</i>	(Love of Israel)

The core of BCHSJS is a weekly three-hour elective program that is supplemented with a full calendar of social programs and community activities. Through their participation, our students explore a wide-range of Jewish topics that raise historical, contemporary, cultural, and ethical questions. BCHSJS expands our students' knowledge and love of Judaism in their journey toward becoming responsible Jewish adults.

BCHSJS is sponsored by twenty-one congregations and by the Jewish Federation of Northern New Jersey.

► ASSEMBLIES

Scheduled assemblies are held several times each year. They are typically held on Chanukah, Purim, Yom HaShoah, and Yom Ha'aztmaut and on other occasions. Assemblies usually take place after second period and before the break. Attendance at assemblies is mandatory.

► ATTENDANCE

Students must make every effort to attend regularly. **Parents should call the school office during the week (201-488-0834), or on Sunday (201-410-9105), or e-mail us at office@bchsjs.org to inform us of a student's absence.**

Any student who has missed more than four (4) of his/her classes in a semester will receive an "X" denoting excessive absences. Given the brevity of each semester, we will make no distinction between absences. However, a student who has missed no more than half of the sessions, in consultation with the Principal, may complete a written assignment known as an "X" Project and receive a grade provided that the project/assignment is submitted by the end of the following semester and that the student completes any other outstanding work.

Students are expected to arrive ready to learn which means arriving on time, entering the first period classroom before the period has begun and having the necessary materials to begin class – e.g. books, notebook, pen or pencil, or other material necessary for classes. Once students are dropped off they should proceed directly into the building. Even if they arrive early, they may not leave the school grounds.

Punctuality at the beginning of each period is imperative to take full advantage of the learning experience and arriving late often causes a disruption to the class. Students arriving more than 10 minutes after classes have begun must get a **Late Pass** noting the time of arrival. Upon entry to class they must give the pass to the teacher. (Arriving over 10 minutes late to class more than 5 times will result in one absence in that class.)

In the event that a student must leave school early, a note signed by the parent must be brought to the office before classes begin. The student will then get a note from the office, which he/she should give to the teacher of the class he/she must leave early. **When the student is picked up, the parent must stop by the office to sign the student out.**

STUDENTS ARE NOT PERMITTED TO LEAVE THE BUILDING DURING SCHOOL HOURS!
BCHSJS is not responsible for any student who leaves the building without permission.

IF YOUR CHILD WILL BE ABSENT:

CALL 201-488-0834	DURING THE WEEK
CALL 201-410-9105	ON SUNDAYS DURING SCHOOL HOURS
OR E-MAIL BCHSJS AT:	office@bchsjs.org

► AWARDS

Achievement awards are given on the recommendation of the faculty to students who have excelled in their studies. Students receive awards at closing exercises, which will be held the last day of classes. Additionally, special awards are given to seniors at graduation, which will be held on Tuesday, May 21, 2019.

► BATHROOM

In most cases there should be no need for students to go to the bathroom during class time. Students should utilize the time before school begins, between classes, and during the break for personal needs.

► BCHSJS ANNOUNCEMENTS

BCHSJS Announcements are e-mailed each Friday to parents and students. It includes announcements for the week and other information. **Please make sure that the office has your correct e-mail address.**

► BOOKS

Textbooks and folders are distributed at the beginning of each semester and are paid for by the student's family. Students are encouraged to keep their books for reference and to build their personal Judaic library. In the event that a student changes classes, he/she will be charged for the books issued in both classes unless the text(s) from one of the classes is returned **in perfect condition.**

► BREAK

The *Break* is after second period. During that time students may purchase snacks and socialize, take care of bathroom needs, or may use the time to speak to a teacher.

► BULLYING

The Bergen County High School of Jewish Studies (BCHSJS) is deeply concerned about the potential impact of bullying on its community and on its individual students. Therefore, BCHSJS has formulated the following policies and guidelines relating to allegations and acts of bullying.

Bullying is defined as any verbal, written (e.g. text messages, e-mails, or posts on the internet or social media), or physical acts by a student/group of students against another student/group of students or staff member that is intended to hurt (physically or emotionally) or intimidate.

Bullying is distinct from other forms of negative behavior in that it refers to a pattern of behavior repeated over time, and it involves the imbalance of strength or power.

Acts of bullying may not take place at school, school sponsored events, or on a bus (to or from an event). Students are expected to show respect for the rights and well-being of other students at all times.

If students observe a peer being bullied, they are encouraged to support their peer right away by stopping the act. If they are unable to stop the bullying behavior, the observers should help the victim walk away from the exchange.

If students or parents/legal guardians wish to report a violation of the Bullying Policy, they should report to a teacher or the Principal/Director of the school, who will follow the procedures set forth in accordance with this policy.

Reports may be made anonymously, but cannot be the sole basis for corrective action.

► CALENDAR AND SCHOOL HOURS

BCHSJS meets on Sunday mornings from 9:30 a.m. to 12:45 p.m. Classes begin in September and conclude in May. BCHSJS will follow the calendar which is part of the registration packet or it can also be found on our website - www.bchsjs.org. Please be sure to check your email for any changes.

Classes are held at the Moriah School, 53 South Woodland Street in Englewood.

► CELL PHONES

All student's cell phones are to be put on vibrate or turned off and put into a basket upon entering a class. The phone will be returned at the end of class. This does not apply when teachers allow students to use their phones as part of a lesson. Of course, students may use their phones during the break. If parents must reach their child during school hours, please call the front desk (201-410-9105) and we will relay the message.

► CLASS SELECTION

Prior to each semester students receive a *Course Registration Form*. It lists all classes for the semester by the period they are taught. Students must choose one class each period. Consult the *Course Catalog*, which is found online at www.bchsjs.org.

Students choose their own classes. The earlier the application is in, the better the chance that there will be space in the chosen classes. **Note that priority (by date that the application for this school year was received) for class choices for 9th-12th graders in classes that are over-registered is only valid until September 9, 2018 for the fall semester.** For the spring semester the date is **January 8, 2019** for all students. If class choices have not been received by the listed date(s), BCHSJS will no longer hold the registration slot open for students. Should the need arise, the Administration maintains the right to assign students to classes.

► CODE OF STUDENT CONDUCT

Students enroll at BCHSJS in order to learn and to spend quality time with Jewish peers. For effective learning to take place and for quality social programs and community activities, a respectful and safe environment is necessary. No student has the right to interfere with the education or safety of another student or faculty member. Students and faculty members are expected to conduct themselves in an appropriate manner and to treat each other with dignity and respect at all times. The BCHSJS accepts only the highest moral standards.

BCHSJS students are expected to:

- ◆ Use appropriate language when interacting with faculty, administration, and peers.
- ◆ Resolve interpersonal conflicts without using aggressive physical behavior or inappropriate language.
- ◆ Respect the privacy of others.
- ◆ Show respect for all facilities used by BCHSJS and for the personal property of others.
- ◆ Refrain from disrupting the learning process through inappropriate behavior.
- ◆ Turn off and put away music playing devices, and/or all electronic devices before entering class.
- ◆ Turn off or put cell phone on vibrate and put into basket upon entering a class to be retrieved when leaving the class. This does not apply when students use the cell phone when guided by the teacher.
- ◆ Students are encouraged to wear a kippah in school.
- ◆ Enter the building when they are dropped off. Even if they arrive early, they may not leave the school grounds.
- ◆ Leave the school or any of its programs only after having received approval from the administration after handing in written permission from a parent or guardian.

Infractions include, but are not limited to, acts of vandalism, use or possession of weapons, smoking on school grounds, use or possession of drugs or alcohol, leaving the school grounds without the approval of the BCHSJS administration, fighting, sexual or physical harassment, bullying, cheating, and plagiarism.

If an infraction occurs, a conference will be scheduled with the parent(s)/guardian(s), the BCHSJS Principal or representative, as well as any other relevant parties.

BCHSJS reserves the right to suspend or expel students for any of the above listed infractions and should this occur tuition will not be refunded.

A student and his/her parent(s) will be held financially responsible for any property damage that the student may cause.

► COLLEGE CREDIT

BCHSJS participates in the Fairleigh Dickinson University's Middle College Program which allows juniors and seniors to earn college credits while taking classes at the BCHSJS. *Judaism and the Modern World* is being offered during the 2018-2019 academic year.

Note that the class must be taken for both the fall and spring semesters in order to receive college credit and there is an additional fee of \$400 for the class.

Students taking a course for college credit will have preference over those students who are taking the course without college credit.

BCHSJS students who take courses for middle college credit at BCCHSJS:

- ◆ Must complete extra assignments, papers, and/or projects and may have to participate in out-of-class experiences.
- ◆ May be absent no more than five (5) class periods *during the entire year*.

A list of colleges that have accepted Middle College credits may be found at www.fdu.edu/middle.

Note that it is the responsibility of the student to contact the college of his/her choice to determine their policy of acceptance of Middle College credits and the maximum number of credits allowed.

► COMMUNICATION WITH PARENTS

Our primary form of communication is e-mail. Please be sure to keep us updated with a valid e-mail address that you frequently check and read the BCCHSJS Newsletter each Friday during the school year.

A yearly calendar and other information are sent to students and parents during the summer. Each week the BCCHSJS Newsletters are e-mailed to parents and students. Please feel free to call us with any questions or to clarify anything about BCCHSJS.

► COMMUNITY PROGRAMS AND TZEDAKAH

BCCHSJS students and their parents are encouraged to participate in various community projects throughout the school year. (*See Tikkun Olam Opportunities.*)

Giving tzedakah is an integral part of our program. Tzedakah is collected each week in the third period class.

► DRESS POLICY

In order to maintain an atmosphere that is conducive to learning and out of respect for fellow students and faculty, students are expected to dress appropriately at all times. (For example, low-cut tops or low-riding pants that show underwear are inappropriate.) Please use your best judgment.

► EMERGENCY CLOSING

To find out if school is closed:

Check your e-mail and the BCCHSJS website.

► FACULTY

We work hard to find the best teachers for our faculty. Many of this year's faculty members have been with us for years, while others are just joining our staff. To read faculty bios and to see their photos, go to the school's website, www.bchsjs.org, where you will find the appropriate link.

► FOOD

All food that is brought into the building must be kosher. During the **Break** students may purchase snacks sold by parent volunteers. Please let us know if your child has any food allergies.

► GRADES

The grading system, based on multiple formal and informal assessments administered throughout each semester, is as follows:

A	=	Superior work and classroom participation.
B	=	Average to above average work and/or classroom participation.
C	=	Below average to average work and/or classroom participation.
D	=	Minimum work done and/or poor performance on classroom assessments.
F	=	Fail
S	=	Satisfactory for <i>Arts</i> and several other classes that do not use the above grading.
U	=	Unsatisfactory
I	=	Incomplete: Cannot evaluate at this time as work is missing. A student may receive a grade if he/she completes the missing work by the end of the following semester. To do so, call the office.
X	=	Excessive absences - for students who have been absent for five (5) or more class sessions. (A student who has missed no more than half of the class sessions, in consultation with the Principal, may complete a written assignment known as an "X" Project and receive a grade provided that the project/assignment is submitted by the end of the following semester and that the student completes any other outstanding work.)

A plus (+) or minus (-) may follow any of the above grades. A comment usually accompanies each grade.

► GRADUATION

Graduation for all students takes place at the end of the student's senior year in secular high school. In order to receive a graduation diploma a student must have been in attendance from eighth grade through twelfth grade. Students who enter BCHSJS in the ninth grade as eighth grade graduates of a Day School or Yeshiva or from another formal Jewish education high school program will graduate in the twelfth grade. Students who enter BCHSJS at any other grade level and continue through their senior year will receive a certificate of attendance at graduation. Seventh graders may enter BCHSJS in exceptional circumstances. However, their graduation will still take place at the end of the student's senior year in secular high school. There is a \$100 graduation fee which is paid at the beginning of the senior year. Awards are given to seniors at graduation, which will take place on **Tuesday, May 21, 2019**.

► GUEST POLICY

Students are welcome to bring guests to class. All visitors must stop at the office to receive a *Visitor's Pass*. They may then accompany the host student to classes.

► GUIDANCE COUNSELOR

Our *Guidance Counselor*, supported by a grant from the Jewish Federation of Northern New Jersey, provides students who exhibit learning and/or physical disabilities or social/emotional problems with the support and accommodations that they may require to assist their successful learning at BCHSJS. He will provide students with advice concerning appropriate courses and provide teachers with recommendations concerning accommodations required including effective interventions and materials.

The *Guidance Counselor* is also available to **all students** to assist with any concerns which may arise that may interfere with their having a positive learning experience.

The Guidance Counselor will be available to meet with students and/or parents each Sunday. Additionally, parents may schedule a consultation by phone or in our office on a mutually agreeable evening. To make an appointment, e-mail him at guidance@bchsjs.org or call the BCHSJS office (201) 488-0834.

In order to request accommodations to support your child's learning, please complete the appropriate section on the *Application* entitled *Health and Emergency Information*. You may also write to us with this information. The *Guidance Counselor* will then contact you to arrange a meeting.

► HOMEWORK

Teachers are cognizant of the multiple pressures on our students. Therefore, other than in the language classes or college credit classes, homework is given in small chunks or rarely given at all. In some classes a teacher may require a creative project, which will potentially have a modest amount of work required outside of class.

► MEDICINE

If your child is on medication in another school setting, we highly recommend that you keep your child on the same medical protocol during BCHSJS classes to enhance his/her learning at BCHSJS.

► OFFICE

The BCHSJS office is located at 475 Grove Street, Ridgewood, 07450. The telephone number is (201) 488-0834. All correspondence should be sent to: 475 Grove Street, Ridgewood, NJ 07450, faxed to us at (201) 488-2126, or e-mailed to office@bchsjs.org. On Sunday mornings when school is in session the telephone number is (201) 410-9105. Office hours are Monday through Thursday from 9 a.m.-3 p.m. and on Fridays from 9 a.m.-2 p.m.

► PUBLICATIONS

- ◆ *Memories* – a booklet in which seniors share memories of BCHSJS.

► REGISTRATION AND FEES

Registration is open to students in grades 8 - 12. Students whose parents belong to a sponsoring congregation automatically receive a \$100 subsidy towards tuition. This subsidy is paid by the synagogue directly to the school. Tuition is set by the Board of Directors of the BCHSJS and is reviewed annually. **Tuition payment and all fees are due with class registration and are non-refundable.**

There is an ad journal obligation of \$180 per family. These monies can be raised through ad solicitation by parents or paid directly by parents who may then place an ad in the Dinner Journal. Ad blanks will be provided by the school.

Financial aid is available to all families who present legitimate need. To receive financial aid, parents must request a financial aid application **after** registering and paying the initial non-refundable registration fee.

Registration begins during the spring semester for the following year and is ongoing until school begins in the fall. Students should send in their **Application** as early as possible. Students should be aware that in the event of a class being over-registered, for both semesters, priority is given to students whose applications were received at an early date, assuming the student registers for classes in a timely fashion.

► SCHOOL DAY

Students attend three classes. There are two class periods followed by a "break" and then a third period. During the break, snacks are available for sale. Food served at BCHSJS and on our programs and trips is kosher. The "break" is a period of time for relaxation and socializing. During this time meetings may take place as well as gatherings highlighting summer programs and campus activities.

► SECURITY

If you come to BCHSJS during school hours, please do not be offended if someone questions you. Students who arrive more than 10 minutes late must check in at the front desk where they will be given a pass to enter class. Unless otherwise indicated, we ask that everyone use only the entrance to the Moriah Middle School for entry and exit during school hours. Display the *parking pass* provided on your dashboard.

► SHABBATON GUIDE

BCHSJS runs Shabbatonim (weekend retreats) each year. Shabbaton retreats are an integral part of our program, offering wonderful opportunities for our students to make new friends, participate in a Shabbat experience, and share in the camaraderie and community that is unique to BCHSJS.

COST: Each Shabbaton costs the school over \$300 per student. However, because the Shabbaton is integral to our program, the school and a grant from the Jewish Federation of Northern New Jersey underwrite a substantial part of the costs.

CANCELLATION POLICY: In the event a student is unable to attend a Shabbaton cancellations will be accepted until 2:00 p.m. of the Friday, *one week prior to the event*. **Cancellations after Friday will result in the forfeiture of the payment as BCHSJS must commit the number of students who will attend.**

DRESS CODE: All students must bring appropriate Shabbat clothing which is to be worn to services, meals and study sessions. Girls are encouraged to wear a dress or skirt (no mini-skirts) and blouse (no tank tops or belly shirts). Boys should wear a button-up shirt and slacks. Casual attire, as well as sneakers should be brought for other activities.

EMERGENCIES: In the event of a medical emergency, BCHSJS will attempt to reach parents and will secure medical help. Students will be taken to the closest medical facility. No student will be permitted to attend a BCHSJS weekend without a signed medical emergency form which is to be found on the Shabbaton application.

FLYERS: Flyers are available when classes meet or can be downloaded from our website - www.bchsjs.org.

MEALS: All food served at the Shabbaton is under strict Rabbinical supervision. Meat meals are served on Friday night and at Shabbat lunch. Vegetarian meals are only available upon request; you may indicate your preference on the application form. Also indicate any food allergies.

MEDICATION: Parents must notify the school in writing of a student's prescription medication. No unnecessary medication should be brought to a Shabbaton. The BCHSJS staff will not administer any kind of medication.

PROGRAM: Students are required to attend the entire Shabbaton. Great effort is invested in the planning and organization of this program and attendance at all events is mandatory.

RULES: The *Code of Student Conduct* applies to our Shabbatonim.

SUPERVISION: The Shabbatons are organized by the Principal and Student Activities Coordinator who are responsible for the overall planning and implementation of the program. In addition, faculty members and/or Shabbaton counselors from NCSY and USY staff our Shabbatons.

TIME: In accordance with our policy of Shabbat observance, our Shabbaton begins prior to the start of Shabbat. Students must arrive in a timely fashion. **Under no circumstances** will students be permitted to arrive after the start of Shabbat or allowed to leave before nightfall on Saturday.

TRANSPORTATION: Transportation to and from the local venues is the responsibility of the individual family. BCHSJS provides round trip bus transportation to other venues.

VENUE: The venue of each Shabbaton may be found on the flyer.

WHAT TO BRING: The Shabbaton flyer indicates what to bring to a Shabbaton. The BCHSJS is not responsible for personal property lost or damaged on our weekend retreats.

► SOCIAL ACTIVITIES

BCHSJS has an extensive calendar of diverse social activities.

BCHSJS conducts Shabbatonim (Weekend Retreats).

Flyers are distributed prior to all social activities and are available when classes meet or can be downloaded from our website - www.bchsjs.org. They indicate the date on which the permission slip and monies are due. This date also serves as the date until which refunds will be made except for the Shabbaton (See Shabbaton Cancellation Policy). No student is permitted to participate in social events without submitting a signed permission slip. Updated insurance information must be on record. All trips are on a first come, first served basis. Participation in our varied social events is an invaluable part of the BCHSJS experience and helps to fully integrate students into our school. Parents are urged to encourage their children to participate. A list of social activities can be found on our website: www.bchsjs.org.

► STUDENT LIFE

Efforts are made to ensure the successful integration of new students into the school community. In the event that a student experiences difficulty integrating into the school, it is imperative that parents contact us as soon

as possible.

►TIKKUN OLAM OPPORTUNITIES

- ◆ *Jewish Volunteer Corps*
Have the opportunity to be actively involved in volunteering with a group of seniors. This is for those interested in making a difference for the young at heart and building bridges to the generations that came before us. (Students in 9th-12th grade may participate.)
- ◆ *Tackle Kids Cancer Teen Supplies Drive - September 16, 2018 until October 7, 2018*
Students can participate in a collection of supplies for teens battling cancer. Bring in items that will help teens pass the time while they undergo treatment. Suggested items include arts and crafts supplies, earbuds, fidget spinners, and puzzles.
- ◆ *Chanukah Toy Drive - October 14, 2018 until November 11, 2018*
Bring in toys, games, puzzles for children who would not otherwise receive Chanukah gifts.
- ◆ *Clothing Drive for Israel - January 6, 2019 until February 10, 2019*
Donate new and gently used clothing to *Yad Leah*, an organization that sends clothing to Israel. Students will go to Yad Leah after-school February 10, 2019 where they will help sort and pack the clothing to be sent to Israel.
- ◆ *Super Sunday, Date to be Determined*
BCHSJS volunteers to participate in Jewish Federation of Northern New Jersey's Super Sunday. Students will receive training before making calls or help with filing and sorting. As a beneficiary agency of the Federation, it is important that we show our support on this day!
- ◆ *March Mega Food Drive - February 24, 2019 until March 31, 2019*
Students are asked to bring-in food to help stock pantries throughout Bergen County.
- ◆ *Winter Trip to New Orleans - February 17-20, 2019*
Join the BCHSJS trip to New Orleans over Presidents' Week break. Work with Habitat for Humanity to help the continuing recovery effort. This is a joint program with NCSY who helps underwrite the cost of the trip.
- ◆ *Weekly Tzedakah Collection*
Each week tzedakah is collected for a special BCHSJS tzedakah project.

We also ask parents to join us on most of our Tikkun Olam Opportunities.

►TRANSCRIPTS

A student may request that a transcript of his/her academic record be sent to other academic institutions. All requests should be submitted in writing to the Principal.

If requested, a letter of recommendation will accompany the transcript. The student should approach the administration and/or individual faculty members for such a letter.

Students who participate in the FDU College Credit Program may request their transcripts from FDU at www.getmytranscript.org.

►VOLUNTEERING

We ask that parents help by occasionally volunteering their time. We ask for help in preparing and selling bagels and snacks for the "break". When parents are finished preparing the bagels, they enjoy a cup of coffee and a bagel.

The Bergen County High School of Jewish Studies is the recipient of an allocation and grants from the Jewish Federation of Northern New Jersey.



We collaborate on several projects with NCSY who also provides us with a teacher.



The North Jersey Board of Rabbis provides us with teachers for a class.

NORTH JERSEY BOARD OF RABBIS

We collaborate on several trips and events with USY.



BERGEN COUNTY HIGH SCHOOL OF JEWISH STUDIES

IMPORTANT TELEPHONE AND EMAIL INFORMATION

BCHSJS OFFICE
MONDAY to FRIDAY
475 GROVE STREET
RIDGEWOOD, NEW JERSEY 07450
201-488-0834
FAX 201-488-2126
office@bchsjs.org

BCHSJS OFFICE ON-SITE ON SUNDAYS WHILE SCHOOL IS IN SESSION

201-410-9105

FRED NAGLER, PRINCIPAL/DIRECTOR
CELL PHONE

201-704-7566

E-MAIL ADDRESSES

FRED NAGLER, PRINCIPAL/DIRECTOR
principal@bchsjs.org

CHANAN STRASSMAN, GUIDANCE COUNSELOR
guidance@bchsjs.org

SUE DANIELE, ADMINISTRATOR
sdaniele@bchsjs.org

MARIE REICH, BOOKKEEPER/ADMINISTRATION
mreich@bchsjs.org

GALEET LIPKE, STUDENT ACTIVITIES COORDINATOR
studentactivities@bchsjs.org