

**Address**322 North Corona Ave.  
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Dear Students,

Welcome to another new year at Cheder at the Ohel! All of us, children, adolescents and adults alike need to know what is expected of us in whatever setting we find ourselves. Students in school also need to be told clearly what behavior is appropriate and what is not. To this end, you are presented with this booklet. Here you will find the school rules and regulations for most situations. Carefully read through the booklet. It will also be discussed in class. You will find that much of what you read is just plain common sense. The rest will make sense (even the consequences of undesirable behavior) when you give it a little thought. We hope you will make every effort to follow the guidelines presented to you and that you will enjoy a happy and successful year.

As always, the administration is open to your suggestions and ideas. We are confident that you will be a source of **נחת** **הסדישער** for your parents and teachers.

#### ACHIEVEMENT / EFFORT

The **הכמים** teach us that there is no substitute for hard work. If we want to achieve, it will take effort. Success is determined by the effort we put in. Effort comes from the student alone. It can never be the responsibility of the parent or teacher. With the proper effort, support will also be provided to help achieve success.

#### ATTENDANCE

Regular attendance at school is a prerequisite to any kind of achievement. Students may find an excuse for failing to attend school for a day, or a particular class at one time or another. Ultimately, it is the student that loses. You are expected to adhere to the following rules:

1. If you are absent for a day or two, a note must be brought to school, signed by a parent.
2. Material and time missed due to unexcused absence or lateness must be made up. Your teacher and/or principal will decide if this will be during recess or as homework. Our Middle School Students – Grades 5, 6, 7 and 8 must show their responsibility by being punctual about school attendance.

#### BAR MITZVAH

The Bar Mitzvah Bachur is welcome to invite his classmates to Ohel to celebrate the simcha of his putting on tefillin for the first time before his Bar Mitzvah. When planning your Bar Mitzvah celebration, please make sure all of your classmates are invited. When making a Bar Mitzvah celebration on a school night, please schedule the event in a manner that all children can be home at a reasonable time (around 10:00 PM) so that they can function properly the next day in Cheder. Being out late at a classmate's Bar Mitzvah is not considered grounds for excused lateness or absence.

#### BIRTHDAYS

The Chassidishe way to celebrate a birthday is to have a farbrengen. If you wish to make a birthday farbrengen at Cheder, kindly ask your parents to notify either your teacher or Rabbi Margolis to arrange a

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date and to discuss appropriate refreshments. A cake or cupcakes, one nosh and a drink is sufficient. A “prize” under \$1 may be distributed but no pekelach, please! Please make sure all nosh is bishul yisroel, pas yisroel and cholov yisroel. No homemade food may be brought to Cheder. Any additional or inappropriate items will be sent home. A donation of a book, audio CD or educational DVD may be made to the library for use by your class in honor of your birthday. If you wish to have a birthday farbrengen at home, your parents should please contact Rabbi Margolis or your teacher for ideas of how to make this special day even more meaningful. Please do not schedule sleepovers for more than two friends on a school night. When having a birthday farbrengen, invite either the entire class or just two friends. Events in public facilities, (e.g., ice skating, bowling, etc.) should be fully discussed with the hanhala prior to arrangements being made. The Birthday farbrengen is a time to strengthen ourselves in kedusha and chassidishkeit. As such, please make sure that all activities associated with the farbrengen are appropriate for a talmid of a chassidishe cheder.

**BOOK BAGS**

Please make sure you bring your book bag to and from school every day, give your parents all notes from school and keep your book bag clean and orderly.

**BOOKS**

ספרי קודש must be treated with care and respect. One may not write or draw etc. in a ספר, even on the cover pages or binding.

**BUSING**

Students must observe all safety rules pertaining to busing:

1. Be at the bus stop 5 minutes early when coming to Cheder.
2. Enter the bus/van quickly and find a seat.
3. Remain seated at all times, when the bus/van is moving.
4. Keep head and arms inside the bus/van.
5. Speak in a low voice; no shouting.
6. Not shout to anyone in the street.
7. Leave the bus/van in an orderly fashion; no pushing.
8. Obey all directions of the bus driver/teacher.
9. Help keep the bus/van in a clean and good condition.
10. Be courteous to other students; no fighting.
11. Be courteous to the driver.

Safety in the bus is very important. A student that does anything dangerous such as stand up, take off the seatbelt (in the vans), throw something in across the bus/van, open a door while the bus/van is moving the student will be suspended from the bus/van for the morning ride.

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Misbehavior on the bus is a serious offense. After the first incident, the student will receive a warning notice and parents will be notified. After 2 incidents, the student will be suspended from the bus for the next morning ride. Please remember at all times to make a kiddush Hashem.

**Buses-** As per district policies, children are permitted to ride only on their designated route. Alternate transportation arrangements must be made in advance. The Cheder does not have the authority to make changes in bus transportation. If a student that does not go on the Crown Heights vans regularly would like to get a ride to Crown Heights his parents have to speak to Rabbi Margolis. The Cheder accommodates rides to Crown Heights and the spots are given in a first come first serve base. Rides in the Crown Heights vans should be arranged at least a day in advance.

**Crown Heights Vans-** In our cheder the teachers drive the vans from and to Crown Heights. Prior to the first day of Cheder parents will be notified of the times and stops for the Crown Heights vans. The vans will not wait for students and will not come back to pick up a student if he missed the van. Being on time on the stop is a responsibility of the student.

### CARING

There is nothing that a student needs to learn more about than the value of concern for another person. All education is meaningless unless one learns how to be a "mentch." A student can show he cares, by:

1. Helping a friend deal with a problem.
2. Helping a classmate understand something he missed in the day's lesson; this does not mean sharing answers.
3. Offering a compliment to a friend about something positive.
4. Calling a classmate who is not well to wish him a רפואה שלימה
5. By being careful not to say things that hurt other people's feelings and so much more.

A teacher may ask a student to leave the room, if he makes an inappropriate remark to another student. Every student wishes to feel safe from any form of harm when they are in school. The Cheder has therefore adopted a zero tolerance policy concerning bullying. Bullying can include fighting, hurting another student's feelings, not respecting a student's privacy, threatening others or any other type of behavior that may bother or annoy another student. The Cheder will deal with bullying in a very strict manner: The first time that the behavior happens the student will get an assignment. The Second time the student will get an assignment and his parents will be notified. The Third time the student will be suspended with an assignment for the next day and will be responsible for all the material learned in the class for that day. Repeated bullying will cause the Cheder to remove the student from Cheder. When students care about each other's feelings, the entire environment becomes one of caring and טובות מדות.

### CLASSROOM

An attractive classroom is a nice place to spend the day; a disorderly or dirty one is not. While classrooms are cleaned daily, it is incumbent upon the students to maintain order and cleanliness within the classroom during the school day. Prior to the end of any given learning period, students must spend a moment

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tidying the room, discarding refuse and straightening furniture. The Cheder has a zero tolerance policy for any form of vandalism. A student who purposely litters or dirties his environment or defaces school property, such as a desk or chair, will face immediate disciplinary consequences and pay for any expenses associated with the damage. Upon first offense student will be required to pay for all damages (amount determined by Cheder) and give an additional \$20.00 deposit to be returned at the end of the school year if no further incidents of vandalism occur. Upon second offense student will forfeit their \$20.00 deposit, pay for damages and pay an additional \$40.00 fine. Upon third offense student will be suspended from Cheder (in addition to paying for damages) and parents will be required to meet with principal before student returns to Cheder. A student who purposely litters, throws water or dirties his environment or defaces school property, such as a desk or chair, will face harsh disciplinary consequences and pay for any expenses associated with the damage.

### CLASSROOM BEHAVIOR

Derech erez is expected of all students. It precedes any learning and preempts any academic subject. It is incumbent upon every student to speak properly to teachers and classmates, not to interrupt a teacher or another student and in general to be civilized in their behavior. Students may be subject to serious consequences for exhibiting a lack of derech erez - more than for any other infraction. By the time students reach Grades 5-8, they should already know the behaviors that are appropriate in a classroom and the behaviors that are not. In the interest of brevity, only some very general rules follow. A student is expected to:

1. Give a teacher his full attention and not be distracted; of course, a student must not distract anyone else.
2. Speak only when called upon and indicate a wish to be heard by raising a hand; of course, a student must not interrupt the teacher or another student at any time.
3. Do only assigned work and be diligent about it.
4. Be courteous and respectful of the teacher and of fellow students.
5. If the above rules are not adhered to, consequences will follow.

### DANGEROUS BEHAVIOR

The School grounds are private property over which the school exercises full authority in addition to full responsibility for all students. Leaving the school premises without written permission is a serious infraction for which a student may be suspended from school.

Any kind of dangerous behavior, such as going on the roof, lighting fire etc. or any behavior that endangers the students or his friends will be disciplined by a suspension.

### DAVENING

Shabbos – Talmidim, grades 5 and up, are expected to daven with a minyan all of the Shabbos tefilos including krias hatorah. They should conduct themselves in shul according to halacha (e.g. not talking during davening, etc.). Boys of grades 4 and below should try to daven as much as they are able.

Weekdays – Boys of grades 6 and up are expected to daven all tefilos with a minyan during the week

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even when not in Cheder. Boys of grades 5 and below should be encouraged to daven with a minayn whenever they are not in school. Behavior in a shul, or in a room designated as a shul, demands recognition of its קדושה and its special place in Jewish life.

### DRESS CODE

Proper dress plays a very important role in the dignity and atmosphere of the Cheder. As Chabad chassidische young men, students, by the way they dress, reflect the standards that the halacha sets for our appearance.

1. Boys must wear a talis katan and yarmulka at all times. No knitted or leather yarmulkes allowed. Yarmulkas with non-jewish logos or designs are not allowed.
2. Students must wear navy blue or black pants of relaxed fit. (no jeans, very skinny pants, or oversized-cargo pockets).
3. A button down shirt (white or blue, no T-shirts or polo shirts).
4. No sandals, crocs, backless shoes or heelies allowed.
5. On Chassidische Yomim Tovim, boys should wear white shirts.
6. Uniform for boys who have reached Bar Mitzvah age:
  - a. White shirts.
  - b. Plain dark blue or black yarmulka without any writing
  - c. Dark colored shoes without any light or any bright colored designs or soles
  - d. Must come to Cheder every day with a hat and a dark colored suit jacket or blazer for davening and bentching, even when not 13 davening in Cheder. Zippered jackets or sport jackets are not acceptable. Good grooming is expected. Children must bathe or shower regularly and arrive with clean bodies, neatly-groomed short hair and clean clothing. If a child arrives at school not dressed according to the Cheder dress code, he will need to wait in the office for parents to bring proper clothing.

### FRIENDSHIP

Friends made during the early years of school frequently last a lifetime. This is why the friendship of classmates should be cherished and cultivated.

1. Friends can disagree, but must not allow a verbal "fight" to become a "war."
2. Friends don't always see things the same way, but shouldn't permit differences to come between them.
3. Friends know each other's strengths and weaknesses and try to bring out the best in each other; they must not encourage the worst.
4. Friends help each other, but also allow each other to shoulder separate responsibilities.
5. When choosing a partner to work with, choose the person who is the best working partner it may not always be your best friend.
6. Friends who know the value of friendship don't allow unimportant issues to spoil a good relationship.
7. Cliquishness and choosing of sides is an indication of immaturity and interferes with true friendship. Students should try to refrain from this behavior. Although you may have a "best friend" or group of

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friends, it is important not to leave someone else out; leaving someone out can hurt that person's feelings and damage his self-esteem.

### GOING OUT

1. Students can only attend functions with a מְהִיצָה. Students may not partake in any "mixed" functions or activities, i.e. parties, ice skating, professional ball games, shows, etc.
2. Students should dress in a dignified and modest manner. The dress must conform to chassidishe standards also while not in school.
3. Shopping malls contain many stumbling blocks to a chassidishe bochur. Students may go only with parental approval and with another person, preferable an adult. Malls should not be visited just to spend time.

### HALLWAYS AND STAIRWELLS -THE TEMPLE BUILDING

School hallways and corridors have only one purpose: to lead people from one place to another efficiently. We must keep them clean and free of litter, so they are safe for passage. It is inappropriate to play, shout or speak noisily in a hallway or stairwell, especially when other classes are in session, but even when they are not. Running in the hallways or stairwell or jostling with one another is inappropriate and downright dangerous and will not be tolerated. Ball playing in any place other than the gym or outside is not appropriate and may be dangerous. Cheder will confiscate any ball being played with in the building.

The places that the students are allowed to be at are:

- a. The classrooms and bathrooms upstairs
- b. The gym, the lunchroom, and the bathrooms near the gym
- c. The kitchen for washing for hamotzi and the downstairs hallway to go to and from the gym and kitchen.

Any other area in the building are not for the students to be. Students that are found in areas that they are not allowed to be will be disciplined.

### HOMEWORK

Teachers will ensure that:

1. Homework assignments will be explained clearly, so that every student understands what is expected of him.
2. Homework will be at the ability level of the student, to promote independent work.
3. Homework, when completed and turned in, will be graded or otherwise marked in a timely fashion.

Teachers have a right to expect from students that:

1. Homework will be done neatly.
2. Homework will be done on time and turned in on time.

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3. A student will put forth his own best effort and will not “borrow” a classmate’s or friend’s completed homework assignment, transcribe it and present it as his own.

Unsigned homework will be marked “incomplete.” If your homework is not complete because either you did not have time or it was too difficult, a note must be sent in by your parents.

### MEALTIME

The time a student spends eating breakfast or lunch is meant for eating and no other activity. A student is expected to:

1. Sit down and eat his breakfast or lunch.
2. Be ready to recite המזון ברכת or אהרונה ברכה at the proper time and wait to be dismissed.
3. Keep the eating area litter-free; deliberate littering or rowdiness will not be tolerated.

### NEATNESS

During the formative years, students need to learn to be neat and organized, so that they can learn better and function better as adults. Unkempt appearance, messy notebooks and disorganized loose leaf notebooks prevent a student from reaching his full potentiality. Therefore, the Cheder requires students to dress neatly and maintain a semblance of organization about them. Teachers will require students to tuck in a shirt, button a shirt or lace their shoes. They may require students to clean up a mess in their immediate classroom environment, so as to help them function better. Teachers will not accept assignments and papers that are not neatly written and properly presented.

### ODDS AND ENDS

No hard baseballs, baseball bats or hockey sticks allowed. No skateboards, rollerblades, scooters, unicycles or bikes are allowed in the building. Your teacher may give you permission to bring them for a day that the class is going to the park. No trading or selling of toys, food, etc. Sports cards, such as baseball cards etc. are not appropriate and should not be brought to Cheder. Except for a few coins for tzedakah or trip and book money (in a labeled envelope), children should not bring money or other valuables to school. Cheder takes no responsibility for lost money, valuables or other items.

### OFFICE

The teachers office is a place for the teachers, students are not allowed to be there unless a teacher gives him permission. If a child feels that he must call home during the day, he must first get a written note from the teacher. The school’s phone is for emergencies only.

### RECESS TIME

Recess is an opportunity for students to relax and get a breath of fresh air. Students may be in the gym only with teacher supervision. Children’s play must be civilized; fighting is never allowed. If an altercation does occur, the teacher should be called. If an accident, should happen or a child is hurt, a

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teacher must be told immediately. Recess is a time when students may engage in physical activity and games. When students are outside an adult must always be present.

### GYM TIME

We organize sport games for the students in the gym. The purpose of playing sports is to let out energy in a safe and healthy way. The only way to play sport in our Cheder is with good sportsmanship.

The meaning of good sportsmanship is:

1. playing fair
2. following the rules of the game
3. respecting the judgment of referees and officials
4. treating opponents with respect

Boys that don't have good sportsmanship during a game will be asked to sit at the side until they are ready to go back to the game.

### RESPONSIBILITY

In a school environment, responsibilities are divided among many people. The administration has its set of responsibilities; the janitorial staff has its responsibilities. The teachers, of course, carry most of the responsibility for educating students. And finally, there are the responsibilities of the students. Some of the major student responsibilities are:

1. To be at the bus stop or ready for carpool on time.
2. To arrive at school on time and be ready to learn.
3. To come to school with all the necessary educational implements: ספרים books, papers, notebooks, pencils, etc. It is not the school's responsibility to provide any of these items.
4. To pay attention, to ask questions and to make sure that he is learning; it is not the responsibility of the teacher to jar a student from a daydream or to put on a show to maintain his interest.
5. To do all assigned work (class work, homework, etc.) and to do so in the manner prescribed. If a student misses an assignment, he must talk to the teacher and get an extension, if possible.
6. To be responsible for his own behavior; it is never acceptable for a student to say, "I was provoked into doing ...," "I didn't know the rules ..." or "he also did it..."
7. To participate in student activities, such as plays, trips, chesed, choir, and other special events which are responsibilities shared between teachers and students. Students should not expect teachers to shoulder all the responsibility for student activities, nor will the students be expected to shoulder them alone; student activities function as a partnership between faculty and students.
8. If a student misses or fails a test, he will be held responsible to make it up during recess.

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## SCHOOL GROUNDS

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## SNACKS

Students are encouraged to bring healthy snacks and bottled water each day. All snacks must be bishul yisroel, cholov yisroel and pas yisroel. Popcorn, pretzels, rice cakes, crackers, fruit and raw vegetables are appropriate. No shehakol snacks such as candies, chocolate, sugary snacks or soft drinks (even diet) will not be allowed. Due to food allergies that children may have and different levels of kashrus observance students may not share or trade food. Please note that cheder is a nut-free facility. Please do not send any snacks or food with nuts.

## TALKING

The mark of a refined and educated person is his speech. Every student should strive to learn how to speak appropriately. A student should use a respectful, natural tone of voice. Raising one's voice does not necessarily cause others to stop and listen. It is appropriate for a student to speak only when no one else is speaking. Students are expected to address teachers and all adults respectfully. Students are expected to refrain from interrupting each other.

נבול פה - foul language will not be tolerated at any time. Severe consequences will be given for the use of inappropriate language, including suspension.

## TEACHERS

Teachers are educated, dedicated people who have chosen the profession of teaching over other professions because of their love for children and for the teaching process. For this alone, teachers deserve the respect, admiration and thanks of every student. Remember:

1. A teacher may be a friend, but cannot be addressed as a "pal."
2. A teacher can be a trusted confidante, but should not share a student's gossip.
3. A teacher can help, guide, prod, probe or chastise, depending upon what the situation requires, but only when it is in the student's best interest.
4. A student would be wise to seek the advice of his teacher, as a mashpia, and carefully follow that advice. Most successful adults are fortunate to have had at least one or two teachers who inspired them and helped them to believe in themselves. Our school has more than its share of outstanding teachers who are eager to help students shape their lives properly.

## THE PARK

We have a state park near our Cheder and we try to bring the students there from time to time. The park is a public place therefore extra caution should be taken.

- a. Students should be within their teachers eyesight at all times.

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- b. Before crossing the street students should be in line and cross slowly with their teacher.
- c. Tree climbing is not allowed.
- d. Going near the stream is not allowed.
- e. Students should be aware that they are in a public place and strive to cause a קידוש השם while outdoors.

**TV, VIDEO, INTERNET**

Watching television and/or secular videos is **ABSOLUTELY NOT PERMITTED**. Most TV programs include material that is prohibited to be seen, according to halacha. It is general knowledge that watching TV and secular videos is bitul Torah, dulls the minds of children and creates insensitivity to issues of tznius and violence and destroys the aichelkeit of a Yid. Children who watch TV imitate the improper language and behavior they hear and see. As a result, they relate disrespectfully to their peers and their elders. Experience has shown that exposure to this form of entertainment “fills the head” of a child with information that directly hampers the child’s ability to fill his head with Torah and Chassidus.

Students who are found to be discussing these topics at Cheder may be asked to leave our school.

No electronic equipment is allowed in Cheder (cell phones, iPods, DS, Tablets etc.). Any item deemed inappropriate will be confiscated for one week upon first offense and confiscated for good upon second offense. Students may use these items at the bus/van.

3. It is unnecessary and inappropriate for a student in Cheder to own an iPod, cell phone or any other similar devices with internet access.
4. Children should not share or download from iPods, cell phones or other technological devices without parental permission.

Internet – very important! The Torah says, “Do not place a stumbling block before the blind.” The internet is today’s generation’s greatest stumbling block from both a halachic and chassidishe point of view as well as a waste of time. Children should refrain from using the internet. If using the internet is absolutely necessary the following policies should be kept:

1. It should never be used to randomly “surf the web” or to “kill time.”
2. Students who use the internet should do so only when supervised by an adult.
3. A computer that has internet access should be in a public area of the home (e.g., the kitchen, family room, etc.) and must be password protected.
4. Filters must be installed so that unacceptable and inappropriate websites cannot be accessed.
5. Email – Your parents need to be aware of your email accounts and passwords and read them regularly.
6. We would like to make you aware that many rabbonim are opposed to the presence of Internet in our homes.
7. Limit your time on the computer to no longer than 15 minutes a day.
8. Facebook, snapchat, twitter and other social networking sites are not acceptable. If you will be found to have a facebook or other social network account, you will not be allowed to return to Cheder before a parent meeting with the principal has taken place and necessary changes were made.

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**IN SUMMARY**

We look forward to an exciting and productive school year. With every student's help and cooperation in following the guidelines set forth in this Handbook, we will be able to work as a cohesive group and grow in learning, yiras shomayim, menshlichkeit and chassidishkeit.