

WELCOME TO BRURIAH!

STUDENT HANDBOOK

2017-2018/5777-5778

#MAKEYOURMARK

Welcome to Bruriah! We are so happy that you are part of the Bruriah family and we cannot wait for an amazing year of personal, spiritual, academic, and social growth. We are privileged to have one of the best teams in Jewish education here to serve you every day. Never feel like you are alone. Our faculty, administration and guidance staff are here to help you every step of the way.

In this Handbook you will find some policies and procedures that will help you make the most of your Bruriah experience. If after reading this Handbook you have any questions, please do not hesitate to ask. We are looking forward to an incredible year!

1. **ARRIVAL SCHEDULE:** School begins in the ballroom with Tefilla at 8:30 am, Monday - Friday.

2. **DISMISSAL SCHEDULE:**

A. MONDAY THROUGH THURSDAY SCHEDULE:

Grades 7 and 8..... 4:25 pm

Grades 9, 10 and 11..... 5:10 pm

Grade 12..... 4:25 or 5:10 pm, in accordance with individual schedule

\*IMPORTANT: On the days when 7th and 8th graders are dismissed at 4:25 PM, if they take a 5:10 bus, they must remain in school and are not allowed to leave the school campus.

B. FRIDAY DISMISSAL:

All grades,.....12:42 pm

Carpools: Please note - an administrator stays in the school building on Weekdays only until 5:30 pm and on Fridays only until 1:15pm. Please make sure to pick up your carpool on time.

3. **STATE LOAN BOOKS :**

Each student receives several general studies textbooks on loan from the State of New Jersey at the beginning of the school year (at a \$60 to \$150 savings per student). These books must be returned in the same condition as when they were distributed. Students are responsible for any loss, theft, damage or defacement of books.

4. **LOCKERS:**

Lockers are to be kept neat and clean. Please do not write or hang anything on the outside of your locker.

5. **MORNING ARRIVAL**

All high school students daven together in the ballroom at 8:30 am. 7th and 8th graders daven in the ROC Monday through Thursday. All classes start at 9:00 M-Th (Fridays at 9:25). Students arriving after 8:30 AM should go straight to davening. Each student is expected to bring her own siddur daily. We recommend that each student keep her personal siddur in her backpack. Students may purchase a small lightweight pocket size siddur from the office (\$2) to keep in their backpack in the event they arrive to school too late to go to their locker.

7<sup>th</sup> and 8<sup>th</sup> grade students daven in the ROC M-Th.

Any senior who drives to school and arrives late repeatedly may face suspension of driving privileges.

Seniors who drive should leave home early enough to allow for occasional traffic and to find parking off site. Parking in the lot is for faculty and visitors.

## 6. **ATTENDANCE:**

A. Appointments, personal business, and routine medical and dental visits should be scheduled during non-school hours/days.

Only the following reasons are considered excused absences:

- Illness
- Doctor appointment, when no other time is available for scheduling. A note should then be submitted on the doctor's stationery. For your daughter's safety she must be signed out by a parent/guardian at the office before leaving the building for the appointment.

Planned absences for any other reason should be discussed with an administrator before the date of the absence. Please speak to Mrs. Greenwald (7th and 8th Grades), Mrs. Krupka (9th – 10th Grades) or Mrs. Peikes (11th and 12th Grades).

### B. PROCEDURES FOR REPORTING ABSENCES:

Parents should call the Bruriah Attendance Box (x6299) before 8:30 A.M. on the morning of the student's absence. Students may not call in "sick" themselves. Absences are recorded as "unexcused" if no phone call has been received. The school may call to inquire about the absence. This is an added safety feature for your traveling daughter.

Each student will be allowed one "no questions asked" ("nqa") day per half of the school year. These days are discretionary days to be used when a student takes off a day of school for reasons other than sickness (preparation for a family simcha ...). These "nqa" days cannot be connected to vacations, midterms or finals, AP exams, or major assignment (term paper, etc) due dates and cannot be on the day of a special trip or program (such as a Yom Iyun) or planned as a day to be taken off with a friend. Parents are still expected to call the Attendance Box (x6299) to let us know when a student is absent and using a "no questions asked" day.

If no reason is given when a parent calls the Bruriah Attendance Box (x6299) that missed day will be considered a "nqa" day.

1. Any student who misses more than 12 days of school:

- May result in points being deducted from the students' grades. Obviously, any excused absence due to prolonged illness will be handled separately.
- Cannot run in the current year G.O. elections
- May be suspended from team participation

2. Any student who misses more than 18 days of school (including "nqa" days) may not receive credit for the school year. (Any absence due to prolonged illness will be handled on an a case by case basis.)

### C. SCHOOLWORK DURING ABSENCES:

It is the student's responsibility to make up all assignments, class notes, projects, and tests she missed during her absence. Grade co-ordinators are available to help work out these arrangements. Make up tests will be taken during a designated time and place. Missed quizzes will be made up during scheduled class periods. Students may not miss another teacher's period in order to make up a missed quiz.

After a 1 day or 2 day absence the student will take the test on the next scheduled make-up test day after they return.

After an absence of 3 or more days students should meet with her grade coordinator to schedule making up missed tests.

If a student makes up a test later than indicated above, 5 points will be deducted from the score on that test for each scheduled make-up session missed.

If a student has special circumstances that make it impossible for her to make up missed tests on schedule, please discuss the issue with an administrator before the time expires.

#### D. LATENESS

- All students are expected to be in school on time (8:30 AM). Any student arriving AFTER 8:30AM should sign in at the office.
- Students are expected to be in class on time. Anytime a student is late it will be recorded and be visible in your daughter's 360 account. If you believe the recorded late (or period absence) is a mistake you must inform Ms. Tucker within 1 day of the recorded late (or period absence). Three unexcused "lates" per year in any given class result in 3 points off the report card grade for the term in which the 3<sup>rd</sup> late for that subject occurred. Each additional late per subject will incur a 1 point penalty in that semester's grade.

#### E. REQUEST TO MISS CLASS

No student is excused from class to work on any extra-curricular activity or to meet with a faculty member without permission from her teacher. The teacher does have the prerogative to *not* allow the student to miss class. If the proper procedure was not followed by the student and she misses class, this may be recorded as a "missed class without an excuse".

#### F. MISSING A CLASS WITHOUT AN EXCUSE:

Missing a class without a valid excuse (cutting) results in a 3 point deduction on your report card grade for that subject, that semester. Missed class are recorded and visible in your 360 account. Any student who misses class three times without a valid excuse will face suspension and not be allowed back in school without a parent meeting with an administrator. If a student leaves class for 15 minutes or more, it will be counted as an unexcused absence.

### 7. TESTING POLICY:

We have a detailed testing schedule whereby every subject is assigned specific dates for testing. This has helped to evenly distribute the tests over the marking period and thereby lessen the pressure of tests. Individual copies of the test schedules for each grade are available from the Grade Coordinators. The test schedule for grades 7 and 8 is posted outside Mrs. Greenwald's office. The test schedule for grade 12 is posted outside Mrs. Peikes' office.

To ensure fairness to all students, any student arriving at school after AM1 on a test day without a doctor's note will have 10 points deducted on any test given that day. If a test has already been missed, the makeup test will automatically have a 10 point deduction as well. Students who are not well enough to attend school a full day should not come to school at all that day.

All cell phones must be placed on the teacher's desk before the administration of any test. Any student found texting during a test will have her phone confiscated, and will receive a zero on the test.

#### CHEATING:

While this is not a major issue in Bruriah, we must make it quite clear that any student who is found guilty of cheating, whether by giving or taking information, will:

- Receive a zero for the exam in question and a call home notifying parents. A letter regarding this infraction will be placed in the student's file. If there is no other cheating incident over the remainder of the student's high school career, this letter will be expunged.

- On the second occasion, student will receive a zero for the exam in question, and be immediately suspended from school. She can return to school only after parents have met with the administration. A letter regarding this infraction is placed in the student's permanent file.
- On the third occasion, student may be expelled from Bruriah.

### **PLAGIARISM:**

Bruriah High School takes plagiarism very seriously.

All of the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone or someplace else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing the basic words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
- Believe it or not... changing the words of an original source is not sufficient to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.

The consequences for plagiarism are:

- First offense – student receives a zero as a grade and has to redo the assignment in order to receive credit.
- Second offense – a zero on the assignment. The student will have to redo the assignment. Parents will be called in. Possible suspension.
- Third offense – a zero on the assignment. Student has to redo the assignment. Possible expulsion.

## 8. REASONS FOR SUSPENSION

Although suspension is not a usual occurrence at Bruriah, it is important for a student to know what the expectations are. The following is a list of the reasons why a student may be suspended:

- Absence totaling more than twelve days. (Barring any extenuating circumstances.)
- Three cuts.
- Leaving the building without permission.
- Second occasion of cheating or plagiarism.
- A total of 5 infractions of any kind.
- Students may also be suspended for what the administration considers an egregious offense.

## 10. **RULES OF SUSPENSION**

In order to avoid any misunderstanding the following rules apply:

- Students are responsible for all work which includes but is not limited to notes, tests, quizzes and assignments.
- Suspension will result in 10 points taken off of any exam given on that day.
- A student who is suspended may not participate in any after-school activity that evening.
- After two suspensions a student may be asked to leave the school.
- A letter of suspension will be placed in the student's file.

- A sports or academic team member who is suspended from school must sit out the next two games/meets.  
A parent will be required to meet with an administrator before the student may return to school.

**11. REPORT CARDS:**

A. DISTRIBUTION: Report cards are posted online three times a year.

B. INCOMPLETE OR MISSING COURSEWORK: All missed tests and assignments will be factored as a "0" into the average for that course. Please note that failure to take a final exam or submit a major project will result in a year-end grade of "F" for that course. Term and Annual grades will be recalculated and entered once work has been completed.

C. CITIZENSHIP GRADES: Behavior and Work Habits grades are noted each trimester in each class the student is enrolled in, as follows:

E = Excellent

G = Good

NI = Needs Improvement

U = Unsatisfactory

**12. FAILURES FOR THE YEAR:**

A. GENERAL STUDIES

When a student fails a subject in the General Studies Department, this subject must be made up either by taking the course in an accredited school or credit recovery program. A diploma will be issued upon satisfactory completion of missing coursework.

B. JUDAIC STUDIES

If a student fails any of her Judaic Studies, online coursework or special summer work will be assigned.

When work is completed, the student's grade will be changed with appropriate penalty for lateness taken into account.

Please note: Transcripts to colleges and seminaries are sent out in November of the senior year. Courses not completed by that time will appear as an F on the transcript.

**13. NATIONAL HONOR SOCIETY:**

Students are eligible for induction into Bruriah's chapter of the National Honor Society in their Senior year. The following qualifications are necessary for eligibility and to remain a member in good standing :

- "Scholarship" - At least a 90 average (this includes both general and Judaic studies).
- "Citizenship" Grades are taken into account.
- School or Community Service
- Good Character and Leadership
- Good Attendance Record

If a student has been suspended from school for any reason, she will be ineligible.

**14. עולם חסד יבנה CHESSED PROGRAM:**

עולם חסד יבנה. In order to make sure that Chessed becomes second nature to our girls, beginning in the freshman year every Bruriah student is required to do 30 hours of Chessed each year of high school. Our Chessed coordinator, Mrs. Ellen Azizollahoff, will help each girl find appropriate Chessed opportunities. The girls are expected to log their hours and submit the list to Mrs. Azizollahoff. Chessed hours fulfilled will be noted on the report cards. Completing Chessed hours is a prerequisite for being on

G.O., academic, or sports teams. Graduation diplomas will only be awarded to a student after she has completed her Chessed hours requirement.

#### 15. **PARENT-TEACHER COMMUNICATION:**

At Bruriah, we understand the importance of Parent-Teacher communications

- You will have the opportunity to meet your daughter's teachers in classroom settings at "**Meet Your Teacher Night.**" Please refer to the school calendar for the date. This program is for parents of all students, grades 7 through 12.
- We have scheduled one formal conference during the school year. Please refer to the school calendar for the date.
- 360, our online grading program, offers you the opportunity to keep abreast of your daughter's progress in all her academic subjects. An email is sent at the start of the school year with instructions for accessing your daughter's grades. If you need further assistance please call or email the Bruriah office (908-355-4850, x6196 or bruriah@thejec.org).
- In addition, we encourage informal communication with the teachers and administrators as well. Feel free to contact the office during school hours and leave your number. The teachers will get back to you at their earliest convenience. We regret that we are unable to give out teachers' telephone numbers to parents.

#### 16. **FAMILY VACATIONS:**

All family vacation plans should be made in accordance with the school calendar. It is detrimental to the students' progress to miss substantial school time. It is also not always possible to make up missed classwork/projects. Special vacation issues must be discussed with the administration, well in advance of schedule conflicts. (Please refer to section 6 above for our policy regarding absences.) No student will be permitted to take an exam earlier because of a family vacation.

#### 17. **MID-YEAR BREAK:**

Please check the school calendar for the dates of intersession. We have scheduled our midyear break in a way that anyone wishing to go on vacation can spend as many as 2 Shabbatot away. If this is indeed your wish, please make sure to schedule your trip now so that you may schedule flights to/from your destination which will ensure that your daughter returns in time to start class on the first day of school after the break.

The last midterm will be over by 12 noon on the Wednesday, before the break, so please schedule your departure accordingly. No midterms will be administered earlier than their scheduled date. This is especially important for those people planning to visit Israel. A Wednesday late afternoon or evening flight will still get you to Israel by Thursday evening.

#### 18. **MIDTERM AND FINAL EXAM POLICY:**

No regular classes are scheduled for the high school during the weeks of midterm and final exams. There is a maximum of two finals per day

Absence for a midterm or final exam due to illness must be accompanied by a doctor's note. There will be a 10-point deduction for makeup exams not accompanied by a doctor's note. Makeup exams must be made up at the time designated by the school. No "make-ups" for early vacation or summer jobs.

**19. SCHOOL TRIPS and CO-CURRICULAR ACTIVITIES**

Educational school trips and co-curricular evening activities are scheduled throughout your daughter's school life. These are planned with an eye towards enriching their curriculum and expanding experiential horizons.

These trips are mandatory. If a student misses one of these trips or programs she needs to bring in a doctor's note. Any student missing an educational trip will have a makeup assignment that will be due within two weeks of the trip.

**20. ELIGIBILITY FOR G.O.**

Serving on the student G. O. Board is a privilege. As such, certain standards are expected:

A student is eligible for G. O. Office if:

- She represents the religious and moral values of Bruriah.
- She has at least an "83" average.
- She has not been suspended from school.
- She adheres to Bruriah dress code both inside and outside of school.
- She has no more than 5 infraction points on her record from the current year.
- She has not been absent from school more than 12 days in the current year.
- She has no "U"s and no more than three "NI"s on her report card during that year,
- She has at least half of the current year's Chessed requirement.

**21. ELIGIBILITY FOR SPORTS AND ACADEMIC TEAMS**

Being a member of a Bruriah team is a privilege.

To be a member of a team she must:

- Pay the \$ 100.00 team fee
- have completed 30 Chessed hours for the previous year.
- Hand in a current sports medical form (for sports teams).

The following guidelines apply to participation on sports and academic teams:

School suspension	miss 2 games/meets
2 U's on report card	miss 1 game/meet
4 NI's on report card	miss 1 game/meet
4 dress code infractions	miss 1 game/meet
6 lates to Tefilla	miss 1 game/meet
Exceeds 12 absences	miss 2 games/meets

**22. ELIGIBILITY FOR COMMITTEE HEADS**

Serving as a committee head is a privilege. A student is eligible to be a committee head if

She has at least a 75 average,

She has not been suspended from school.

She has not been absent from school more than 12 days in the current year,

She has no "U"s and no more than three "NI"s on her report card during that year,

She has successfully completed 30 Chessed hours for the previous year and at least half of the current year's Chessed requirement.

**23. LUNCH PROGRAM:**

A lunch program will continue to be available this year. Only dairy lunches may be brought from home. Arrangements for milk orders can be made at Orientation using a form which can be downloaded from our website. Please understand the importance of keeping our classrooms clean. Any classroom found to be excessively dirty after lunch will be locked for one week during lunchtime. Lunch bags are to be kept in the locker. Refrigerator space is unavailable for student lunches. Please do not bring food that

needs to be heated. There is no microwave available for student use. Students are not permitted to order food from an outside vendor during school hours.

**24. LEAVING SCHOOL GROUNDS:**

Your daughter's safety is of utmost importance to us. Therefore no student is allowed off Bruriah grounds during the school day unless she has obtained special permission from an administrator and has been signed out by her parent. Leaving school grounds without permission may be grounds for suspension. The exception is that 12<sup>th</sup> graders are allowed off grounds during lunch and free periods but must sign out and in on the senior sign-out sheet at the security desk. Any Bruriah girl off school grounds during the school day must adhere to all school rules. In order to be allowed to drive during these periods, senior drivers and passengers must both have filed permission slips signed by a parent. All seniors are expected back in time for their next class. Traffic delay is not a valid reason for tardiness and will not be considered an excused lateness.

**25. OUTSIDE FOOD:**

When arranging a class party, for any occasion, please note that no home baked goods may be brought to school. All food must be store bought and, naturally, be under proper hashgacha. Please be aware that any home baked goods which are brought in will be confiscated and stored for you to pick up at the end of the day. In order to avoid any potential embarrassment, no exceptions can be made. For any class parties, students must bring in all necessary supplies. The office cannot provide plates, cups, forks, etc. Proper cleanup after such events is mandatory and necessary for a proper learning atmosphere.

**26. PHYSICAL EDUCATION PROGRAM:**

**GYM REGULATIONS:**

The NJ State Law stipulates that only a doctor's note may be accepted as a valid reason for exemption from gym.

**GYM ATTIRE REQUIREMENTS:**

Every student must come prepared with the proper attire. Lack of preparedness will affect final grade. Girls are required to wear the Bruriah gym uniform, consisting of a Bruriah-imprinted shirt and sweatpants. Sneakers are part of the uniform. An additional gym shirt is a recommended purchase.

**27. VISITORS:**

Bruriah welcomes visitors to our school. However, in order to assure that the normal flow of the day is not disturbed, you are expected to adhere to the following rules:

No visitors (parents included) are permitted to go to the classrooms without first reporting to the office and getting authorization.

We request that all visitors (including parents) dress in accordance with the standards of our Bruriah dress code.

Students may not bring any visitors to the school.

**28. PROCEDURES FOR TAKING STUDENTS HOME EARLY:**

As stated earlier, routine appointments should be scheduled outside of school hours. If it is absolutely necessary to take a student home before the end of the school day, please follow these guidelines:

- If you are not picking up your daughter in person, for reasons of safety we cannot allow your daughter to leave the building without receiving prior written permission (note or email) informing us who is picking her up and at what time.

- Please do not go to your daughter's classroom or text her upon your arrival. Please call the office and we will call her for you.
- Please note that if you are having your daughter picked up by an UBER we cannot verify the identity of the driver.
- It is school policy that during school hours students may not get rides home with faculty.

29. **TEACHER ABSENCE:**

If a teacher is absent students are expected to stay inside their classroom (even if there is no substitute).

30. **ILLNESS IN SCHOOL:**

If a student becomes ill in school, she should report to the nurse's office or the school office. If a parent needs to be called, it will be done by one of the office staff. Students should not be calling home on a cell and having their parents call the office. Parents must pick up or make arrangements to transport the sick child home.

31. **USING SCHOOL PROPERTY AND EQUIPMENT:**

Computers, Chromebooks, SmartBoards and other technological equipment in the classrooms are fantastic innovative learning tools. It is important that they are treated with the proper care to ensure their long-term usage. Therefore, classroom technology is to be used ONLY by teachers. Students are not permitted to use equipment for any reason other than to assist a teacher.

Because technology equipment is very expensive and can easily break, students are not permitted to use any of the school's equipment for their own personal needs at any time during the day, including lunch and free periods.

32. **STUDENT ELECTRONIC EQUIPMENT**

Ipods/MP3 players, iPads Apple Watch and laptops for personal entertainment use are not permitted in the school building during school hours (even during lunches, "frees," or after-school functions). Ipods/MP3 players and all other listening-type devices (all with earphones) are allowed on school buses and/or school trips.

33. **CELL PHONE USAGE:**

Cell phones may only be used before school (until 8:30), during lunch break, or after school (after 5:10). They may not be used at any other time including during free periods. Any cell phones seen during the school day, whether in use or not, will be confiscated, except during lunch. The lunchroom is a cell free zone. It is cell free all day not just during lunch.

All cell phones must be turned off during class and put away. If there are special circumstances that dictate the use of a cell phone during school hours, exceptions may be granted with permission from an administrator.

34. **CHANGE OF ADDRESS:**

Since current information for each student is essential, all changes of home address, email address, or telephone number should be reported promptly to our school office and to the JEC Business Office. Cell phone numbers sometimes change; please make sure the office always has your current number and contact information.

35. **RULES OF HEALTH AND SAFETY:**

Bruriah believes that students have the right to a safe and healthy school environment complete with mutual respect, tolerance and acceptance. Bruriah will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass or bully another student through words or

actions. Such behavior includes: direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name calling and social isolation or manipulation, whether in person, in writing, or through digital or social media. Any reports of such behavior will be investigated in a thorough and confidential manner. If the behavior continues after the student is spoken to, the administration will call the student's parents into the school for a meeting and reserves the right to require the student to receive outside counseling. If the behavior persists, the student may be suspended or expelled from school.

As stated previously, as a strict matter of safety, no student (except for seniors) is allowed off Bruriah grounds during regular school hours, even if she has a free period, unless express permission is given by a Bruriah administrator.

Many of you have been notified by the school nurse regarding the urgency of complete immunization records for every child. We ask the cooperation of every parent (whether for a newly registered student or a returning student who has been notified by the nurse that records are not complete) to see to it that the health records are submitted before, or on, the first day of school. The state requires a medical form for each student in the school. Also note that in order to participate in school team sports, a special medical form must be completed and filed with the nurse. No student will be allowed on a team if the medical form has not been submitted. There are also requirements for special forms to be filed with the school nurse if a student needs medication during school (e.g. asthma meds, epi-pen, etc.). Please contact the nurse for further information.

New Jersey law requires all students enrolled in New Jersey schools to have a verification of adequate immunization. This form may be secured from the Bruriah website. According to New Jersey law, a student is not allowed to attend school without proof of immunization, including at least the first of the three Hepatitis B vaccines.

On orientation day there will be a lice check for all students. Any girl found to have nits or lice will not be permitted to attend school until she has brought a note from a certified lice checking professional.

### **36. SAFE SCHOOL POLICY**

Bruriah is committed to creating a safe and wholesome community for our students shaped and guided by Torah values. We work to help students develop the skills to make wise choices that are inspired by our core beliefs and that protect their physical and mental health.

Our first goal is education and prevention. Toward this end, students learn about the effects of drugs, alcohol, and tobacco as part of our curriculum. Additionally, they participate in educational programs about drug and/or alcohol abuse. Our grade advisors and guidance professionals run programs and conduct conversations throughout a student's high school career that focus on the broader goal of developing wise, confident, and safe decision-making skills.

In addition to educational programming, Bruriah participates in the OU Uniform Drug Policy and The Safe Schools Yeshiva Network and therefore student use of alcohol (except for religious observance and within reason), tobacco, or drugs, at any time or place is strictly prohibited and may be subject to disciplinary action, including expulsion from school. Any use of a controlled substance at Bruriah or any JEC campus, or at any school-sanctioned event, is grounds for immediate expulsion.

To ensure that our school remains a safe and nurturing environment, free of such abuses, Bruriah has a policy of following up on all concerns or suspicions about substance use, in or out of school. Bruriah reserves the right to test any student at any time for drug or alcohol use without a need to justify the decision. The student may be asked to participate in such testing through the provision of urine, hair or

blood samples. The testing is designed to serve as both a deterrent and a method of detection. Any student who refuses to submit to such testing may be subject to disciplinary action, including expulsion.

If a student reveals her involvement in substance abuse to a guidance counselor or member of the administration prior to submitting to a drug or alcohol evaluation, we will consider it as if the student has asked for help and is making an honest attempt to prevent any recurrence of this type of behavior. We are committed to assisting such a student as long as it does not compromise the safety and health of others. Parents will be contacted and an intervention plan will begin, to ensure the student receives the help they need. The plan will require that the student be evaluated and treated by a counselor recommended or approved by Bruriah. Parents must give the counselor authorization to communicate with Bruriah about the student's treatment and progress and cooperate fully in the intervention plan. At the discretion of the principal, students may be suspended from participation in extra-curricular activities and trips. Bruriah reserves the right to mandate ongoing drug testing for students who have tested positive or have admitted to drug use in the past. The student may be asked to leave the school if she fails to follow through with the intervention plan or tests positive for prohibited substances in the future.

In the event that a student develops a substance abuse problem that affects her ability to participate appropriately in classes and school activities or that has a negative impact on other students, or if she refuses to follow her treatment plan or to be tested at the request of Bruriah, she may be subject to disciplinary action, including expulsion.

### 37. **BUS TRANSPORTATION:**

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Behavior standards are set by the school. These standards are designed to promote consistency in Torah standards and behavior, both in and out of the classroom. As in school, Shmirat Halashon is a requirement on the bus and at the bus stop as well. No student should consider a seat on the bus as her own, while relegating remaining seats to other students. In the few communities where only one bus is available for all JEC students, girls are to sit in the front of the bus, boys in the back. Only listening devices with earphones are permitted on the bus. Students do not have the right to impose noise or their choice of music on others.

Note: Permission must be received in advance to ride home on an earlier or different bus. In addition, Board of Education policy prohibits our issuing bus passes to West Orange or Teaneck.

### 38. **EMERGENCY CLOSING:**

The JEC website [www.thejec.org](http://www.thejec.org) has a link to school closing information. You may also call the JEC 908-355-4850 extension 6229 for any information about a change in schedule due to inclement weather. You can also text the message @jec to the number 81010 to receive alerts on your cell phone. As in the past, arrangements will be made with the Nachum Segal Network (from 6-9am) and News 12 New Jersey to announce school closings caused by inclement weather.

### 39. **TEFILA GUIDELINES**

- Every student should have her own siddur.
- No electronic devices are permitted.
- Gum, food, or schoolwork may not be brought into the Ballroom.
- It is your responsibility to go straight to the Ballroom when the bell rings for *Tefila*. Please arrange a time other than *Tefila* to speak to a teacher or anyone else.

- There is a separate Tefila grade on the report card based on attendance and lateness to Tefilla and maintaining proper decorum during *Tefila*.
- If your bus arrives after Tefila, make up Tefila before proceeding to class.
- Every student must sit in her assigned seat. This will help you avoid speaking to a close friend during *Tefila*. Anyone not sitting in her assigned seat may be marked “absent” from *Tefila*.
- Every student is expected to finish her *Tefila* with the school and be in class on time following *Tefila*. We understand how hard this may be for girls who may feel they need more time. In this case, it would be advisable for a student to speak with her Rabbi or teacher to determine which *Tefilot* she can say before coming to school.
- The “halachot” of *Tefila* require that one should use the bathroom before davening; therefore we expect that there will be few visits to the bathroom during *Tefila*.
- Immediately after PM 3 all students will daven Mincha in the Ballroom. All rules mentioned above apply to Mincha as well.

#### **40. DRESS CODE**

The Bruriah dress code is designed to create an atmosphere appropriate for a Torah educational setting. Towards that end, school policy dictates that ....

- Skirts and/or dresses must cover knees at all times, whether one is walking in the hallway or sitting in the classroom. Front and side slits are not permitted. Back slits must stop below the back of the knee.
- Sleeves must cover the elbows. The collarbone must be covered.
- Care should be taken that tops overlap skirts sufficiently so that no skin shows when sitting, bending over, or raising one’s hand.
- Clothing should be of appropriate size and not be tight.
- Any inappropriate printing on clothing is not allowed.
- No open toe or open back shoes without socks, stockings or tights. Please note that no leggings that show out from beneath a skirt may be worn.
- In cold weather, some students wear sweats or flannels under their skirts while waiting for the bus. These must be taken off when student reaches school.
- Makeup may only be worn by 11th and 12th graders and even then only in an understated matter.
- Only one earring per ear may be worn to school, on the lobe.
- No hats, caps, or bandanas may be worn.
- Parents and sisters are requested to adhere to this dress code when visiting Bruriah and attending school functions.

This dress code is applicable throughout the whole Bruriah day regardless of the teacher or subject taught. It is also applicable not only during school hours, but at all school functions as well, whether on or off the school grounds. (This includes Orientation Day, sports\_events, *Shabbatonim*, trips, evening programs, and the like.)

Please help us create the proper atmosphere at school by following the rules mentioned. As you shop for the new school year, please keep in mind what is appropriate Bruriah dress.

**41. OUTSIDE ACTIVITIES:** It is the expectation of the school that our students live in accordance with Halachic standards in all circumstances and that they abide by all laws, both in and out of school. We therefore expect that no Bruriah student would host or attend a party or event, or activity that includes Halachically objectionable activity.

It is further the expectation of the school that our students live in accordance with secular law in all circumstances and that they abide by the law, both in and out of school. We therefore expect that no

Bruriah student would host or attend a party or event that includes illegal activity, including but not limited to the presence of under-aged alcohol consumption, or the presence or use of illegal substances.

Should a Bruriah student make/host such a party or event, or be present at such a party or event hosted by others, said student will be subject to suspension and possible expulsion from school. Should a student find themselves at such an event unwittingly, it is the student's obligation to contact a responsible adult to inform them of the illegal activity and safely remove themselves from the party or event immediately.

**CONCERTS:** Although experiencing various types of activities broadens one's horizons, we don't have to experience everything that's "out there". Certain concerts and the "sub-culture" atmosphere that permeates these events are contrary to the atmosphere and experiences we recommend for our girls. Exposure to situations that compromise health, safety and Torah morality is to be avoided.

**SUMMER PROGRAMS:** Consistency is one of the key elements in effective child rearing. Consistency should be apparent in all areas of our life--the schools we attend, the shuls in which we daven, the recreation we choose, the vacations we take, and the way we spend our summers. Since you send your daughter to Bruriah for ten months out of the year, it would be only logical that her summer plans and outside-of-school activities complement and enhance this experience.

We do find a number of summer camps and Israeli teen tours to be inconsistent with our educational and/or religious goals. We have, unfortunately, seen too many two-month summer situations undermine the investment and growth of ten months of structured atmosphere. Every student has different needs, and recommendations would vary according to those specific needs and interests. Please feel free to call us regarding the suitability of the summer programs you are considering. We would welcome the opportunity to discuss these with you.

A summer setting in consonance with our, and your, values will effectively bond with the ten-month atmosphere you are choosing and providing for your daughter.