



# Middle School Handbook 2025-2026

*Ruth E. Cohan Early Childhood Center  
Lubavitch Hebrew Academy Elementary School  
Hersch ben Yehuda Middle School*

Rabbi Yossie Denburg  
Dean

Rabbi Yaakov Sheinberger, MS Ed  
Dean, Judaic Studies

Mrs. Rivka Denburg, MS Ed  
Head of School

Rabbi Shneur Wilhelm  
Principal, Judaic Studies

Mrs. Goldie Rodman  
Director Early Childhood

Mrs. Chaya Minsky  
Principal, Judaic Studies

Rabbi Yisroel Hecht  
Principal, General Studies

1500 North State Road 7 Margate, FL 33063  
[info@hebrewacademy.org](mailto:info@hebrewacademy.org)

P: 954- 978-6341  
[www.hebrewacademy.org](http://www.hebrewacademy.org)

## Table of Contents (by page number)

<b>MISSION STATEMENT</b>	<b>3</b>
<b>VISION STATEMENT</b>	<b>3</b>
<b>WELCOME TO MIDDLE SCHOOL</b>	<b>4</b>
<b>Arrival</b>	<b>4</b>
<b>Attendance/Absences</b>	<b>4</b>
<b>Bar/Bas Mitzvah Policy</b>	<b>5</b>
Scheduling	5
Hanochas Teffilin	5
Bar Mitzvah	5
Bas Mitzvah	6
<b>Books/Valuables/Personal Items</b>	<b>6</b>
<b>Chessed - Community Service</b>	<b>7</b>
<b>Cleanliness</b>	<b>7</b>
<b>Code of Conduct</b>	<b>7</b>
<b>Dress Code</b>	<b>9</b>
Uniforms	9
Girls' Dress Code	9
Boys' Dress Code	10
<b>Hallways</b>	<b>10</b>
<b>Internet Safety</b>	<b>10</b>
<b>Lockers</b>	<b>10</b>
<b>Morning Minyan</b>	<b>11</b>
Student Expectations	11
<b>Report Cards/Grades/Awards</b>	<b>11</b>
Honor Roll & Dean's List	11
Homework/Home Review	12
Student Council	12
<b>Appendix A: Statement of Understanding</b>	<b>13</b>
<b>Appendix B: Chessed Form</b>	<b>15</b>
<b>Appendix C: Student Chromebook Protocols Agreement</b>	<b>16</b>
<b>Statement of Understanding to be signed and returned</b>	<b>17</b>

## Table of Contents (with hyperlinks)

[MISSION STATEMENT](#)

[VISION STATEMENT](#)

[WELCOME TO MIDDLE SCHOOL](#)

[Arrival](#)

[Attendance/Absences](#)

[Bar/Bas Mitzvah Policy](#)

[Scheduling](#)

[Hanochas Tefillin](#)

[Bar Mitzvah](#)

[Bas Mitzvah](#)

[Books/Valuables/Personal Items](#)

[Chessed - Community Service](#)

[Cleanliness](#)

[Code of Conduct](#)

[Dress Code](#)

[Uniforms](#)

[Girls' Dress Code](#)

[Boys' Dress Code](#)

[Hallways](#)

[Internet Safety](#)

[Lockers](#)

[Morning Minyan](#)

[Student Expectations](#)

[Report Cards/Grades/Awards](#)

[Honor Roll & Dean's List](#)

[Homework/Home Review](#)

[Student Council](#)

[Appendix A: Statement of Understanding](#)

[Appendix B: Chessed Form](#)

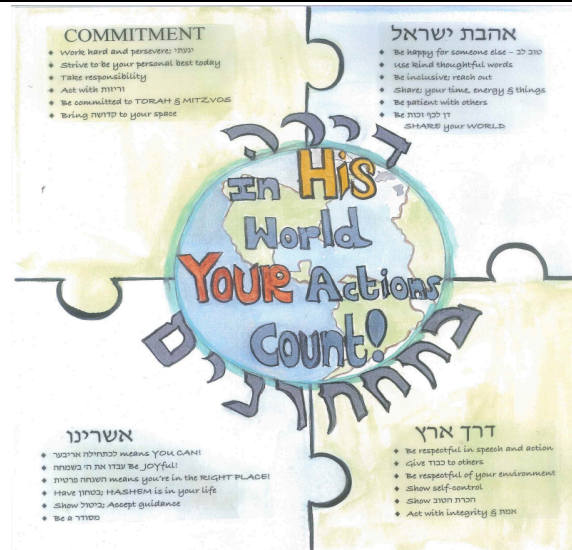
[Appendix C: Student Chromebook Protocols Agreement](#)

[Statement of Understanding to be signed and returned](#)



## MISSION STATEMENT

LHA will foster within each child the understanding that they have a personal and communal commitment to their role in creating a Dirah Bitachtonim. Through providing excellence in Torah and Chassidus based learning, encouraging leadership, and cultivating character we will prepare our students for their role as future leaders wherever they may be.



## VISION STATEMENT

"If we wish to have a future generation of identifiable, Torah observant Jews, we must involve ourselves in the guidance of children from the youngest age in the proper Torah path."

(Hashlichus Hachinuchis B'igros Ha'Rebbe)

LHA, founded at the behest of the Lubavitcher Rebbe, believes that every Jewish child has a "birthright" to an authentic Torah education of the highest academic standards, along with an excellent general education to enable him/her to grow into a productive, successful, and committed member of the larger Jewish and world community. As emissaries of the Lubavitcher Rebbe, the world view of Chabad philosophy guides our vision and propels us forward.

Our vision is a school where any Jewish child, regardless of affiliation, can receive instruction at his/her level with the view to advancement in all areas. Different backgrounds and levels of knowledge and observance should enrich the school population and nurture our empathy and acceptance of all Jews as expected of us in the verse, "ואהבת לרעך כמוך".

Until recently a Jew could be isolated from or assimilated into the world. Our vision is not a compromise between these two. It is a bold new course charted by the Rebbe's view of a Jew's place in the world. Our goal is to educate children to be more than personally observant, rather that they will see themselves as G-d's personal ambassador to perceive the good in the world, and to bring their own corner of the world closer to the purpose for which it was created.

## WELCOME TO MIDDLE SCHOOL

Middle School is a time of personal change and social growth. There are more classes and teachers, challenges and responsibilities. Most importantly, the Middle School students are the role models serving as examples of what LHA students should aspire to be.

A strong framework for growth is a clear set of expectations that define, regulate and encourage appropriate and responsible behavior. We feel that clear & consistent guidelines will give you the structure and security of knowing what to do and what to expect in school.

### Arrival

**Boys campus:** Dropoff begins at 8:00, with Davening starting at 8:15. Pickup begins at 3:55 [Friday, 2:10].

**Girls and EC campus:** Dropoff begins at 8:15, with Davening starting at 8:30. Pickup times: EC/Kindergarten: 3:25-3:40, Girls 1st-8th pickup begins at 3:45 [Friday: EC/Kindergarten 1:45. 1st-8th girls: 2:00].

Students arriving after class has begun must be accompanied by a parent/guardian to the office to receive a late pass or the child will not be admitted into class.

The same procedure is set for any students leaving early. Teachers may NOT release children directly to a parent/guardian from a classroom. Adults picking up for early release need to come to the school office to sign children out.

### Attendance/Absences

It is of utmost importance to maintain regular attendance in school in order to achieve success. Unless you are ill, any absence is unexcused and interferes with your learning. When you are absent, you are fully responsible for the learning and assignments of that day. Make sure to be in touch with a classmate to review material missed.

The following are considered excused absences:

- Illness
- Serious illness or death in the immediate family
- Medical or dental attention

Excused absences of three or more days must be approved in advance by the administration. Absences due to illness extending beyond three days, must be cleared with a signed note from a healthcare practitioner.

The following are considered unexcused absences:

- Vacations
- Travel Days
- Disciplinary Action
- Any other absence that does not qualify as excused

Students who miss class as a result of an unexcused absence will need to see their teachers directly to discuss opportunities to make up missed work. This opportunity is granted at the discretion of the classroom teacher.

## Bar/Bas Mitzvah Policy

---

### Hanochas Tefillin

---

We invite parents and extended family to join the students minyan on the first day that your son puts on Tefillin. Please schedule one month prior with the office. At the Hanochas Tefillin, your son has the opportunity to say (part of) his Bar Mitzvah Ma'amar and the father is invited to share a few words.

Parents may wish to offer students light refreshments at breakfast for this event. Typically this would include bagels, cream cheese, & orange juice. Please take note of the following:

1. The student's class is invited. Other classes davening at the Minyan may be invited, though not a requirement.
2. Siblings are welcome to attend.
3. Food products must be store bought, Pas Yisroel or Cholv Yisroel. Caffeinated beverages and candy are not permitted.
4. Allergies: Peanut items and by-products (such as Bamba and peanut butter granola bars) are not allowed.
5. Set up/cleanup, food, tablecloths, and serving utensils are to be arranged by the family.

### Bar Mitzvah

---

A Bar Mitzvah and its celebration set a foundation for the life of your child and his friends who are celebrating together with him.

- **Chaperone:** We encourage parents to have a chaperone to supervise the boys.
- **Chassidishe Ruach:** It is important that the atmosphere of these celebrations and its results are such that they promote positive, Torahdik and Chassidishe values. We ask that in planning your child's Simcha, you make every effort that the atmosphere at this auspicious event is within the parameters set by Halacha and in a Chassidishe ruach; including a proper Mechitzah, appropriate music and entertainment.
- **Food:** Please ensure the food is up to the acceptable standard of Kashrus and that classmates have no access to alcohol. Please call with any questions.
- **Invitations:** Please ensure all classmates are invited.
- **Scheduling:** The Bar Mitzvah celebrates the child as he begins to assume the responsibilities of a Yid, Tefillah B'tzibur and Limud Hatorah. 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 P.M.) so that they can be on time for Minyan and focus in class the next day. Being out late at a classmate's Bar Mitzvah is not considered grounds for excused lateness or absence.
- **Student Guidelines:** 1) Safe behavior, 2) Ahavas Yisroel [ensuring all are included], 3) Being seated and quiet during the program, and 4) Participating in the dancing.

## Bas Mitzvah

---

A Bas Mitzvah is an important milestone for your daughter, and the celebration of this occasion should be reflective of the significance of this day.

- **Invitations:** Please ensure all classmates are invited.
- **Chassidishe Ruach:** It is important that the atmosphere of these celebrations and its results are such that they promote positive, Torahdik and Chassidishe values. We ask that in planning your child's Simcha, you make every effort that the atmosphere at this auspicious event is within the parameters set by Halacha and in a Chassidishe ruach; including a proper Mechitzah, appropriate music and entertainment.
- **Food:** Please ensure the food is up to the acceptable standard of Kashrus and that classmates have no access to alcohol. Please call the school with any questions.
- **Scheduling:** When making a Bas Mitzvah celebration on a school night, please schedule the event in a manner that allows all children to be home at a reasonable time (around 10:00 P.M.) so that it doesn't have a major impact on the following day. Being out late at a classmate's Bas Mitzvah is not considered grounds for excused lateness or absence.
- **Supervision:** We encourage parents to have a chaperone to supervise the girls during the celebration.

### Books/Valuables/Personal Items

---

Students are expected to treat all school items, including books, computers, Smart Boards etc. with respect.

***Lost or damaged items will be charged a replacement cost to your family.***

Every student will have a book number for the majority of his/her books. Books not needed for homework/studying should be put away in your locker by the end of each day.

YOU are responsible for the condition of the books. Loss or excessive damage to any school property, including boards, desks and lockers, will result in replacement or repair charges. Books found on our school campus or outside lockers will be confiscated by a Principal who may levy a fine for their return.

**Any personal books brought to school must be from a frum publishing house.**

Playing cards, and sports cards, are not permitted to be brought to school.

Electronics, including any internet-capable watches/devices, are not permitted.

Manipulatives/fidgets are allowed to be brought to school and are permitted in class with the following conditions:

- They fit in the palm of your hand
- They do not make noise
- They do not require your focus
- They do not create a disturbance to other members of the class

Any other items may be permitted at the discretion of the Principals.

Any confiscated items may or may not be returned to this student.

**Other valuable items such as Tefillin should not be left in school. LHA does not take responsibility for items left here overnight.**

### **Chessed - Community Service**

Each student in Middle School is required to perform Chessed hours of volunteer service to the community during the school year.

- 6th graders – 25 hours
- 7th & 8th graders – 30 hours

Students may volunteer at schools, synagogues, hospitals, community events, charities, nursing homes, shelters, etc. or by providing unpaid help to individuals. Helping out at home or in businesses or professional offices does not constitute Chessed hours. Your progress in incurring Chessed hours will be shown on your report card. 1/3 of your required Chessed hours must be completed before the end of each marking period.

Make sure to submit your properly filled out Chessed Hours Community Service Log form, found at the end of this Handbook, to the office one week before the end of each marking period.

Students who have not completed this requirement are ineligible for inclusion in the Honor Roll/Dean's List/Dugma Chaya awards, participation in trips, camping, or Student Council.

### **Cleanliness**

Learning is most successfully achieved in a pleasant environment. It is the responsibility of each group of students to leave their classroom in a clean, uncluttered condition. This includes picking up any garbage from the floor, leaving desks and chairs in order and making sure that any personal items (such as Tefillin) and siddurim are neatly placed in an appropriate spot. There are garbage receptacles in the hallways and playground. Please use them.

### **Code of Conduct**

***All Middle School Students will:***

- Show Derech Eretz - respect to all staff, faculty, and employees at all times.
- Show consideration for other students and treat others with the accepted standards of consideration, as they themselves would like to be treated.
- Use appropriate language at all times. Use of profanity, substitute for profanity, profane gestures or substitute gestures, racial or homophobic slurs and any other demeaning statements will be grounds for immediate suspension without additional warning.
- Never strike, hit or harm another person with words or physical action. Doing so is cause for immediate suspension and you may be asked to leave the school.



- Behave according to class/school rules and routine.
- Respect school property. It is unacceptable to deface walls, desks, furniture, sidewalks, textbooks, clothing etc. You will be charged full replacement/repair cost if involved in damaging school property and may be suspended or asked to leave the school.
- Not damage another student's property. You will be charged full replacement/repair cost if involved in this type damage and may be suspended or asked to leave the school.
- Should students cause damage to school property, whether intentional or by mistake:
  - Parents will be charged the replacement charge.
  - A deposit of \$100 will be provided, to be returned at the end of the year, if there is no further damage.
- Behave appropriately on school trips and outings.
- Refrain from talking about the other gender [unless within learning, under teacher supervision]
- Refrain from any illegal activity, including but not limited to: smoking, drugs, and vaping are expressly prohibited even outside of school hours and grounds. They will result in an immediate parent meeting and possible suspension and even expulsion.
- **Not bring smartphones to school or school functions.** Phones that just have the capacity to call and text ("dumb phones") can be used for **only** carpool related situations. If such a phone is being brought to school, it must be handed in to the office at the start of the day. **If a student brings a phone to school, or school function, the phone may be confiscated and not returned.** Any other items may be permitted at the discretion of the Principals.
- Not cut class, hide or depart campus without permission, even as part of a prank.
- Not engage in pranks of any kind (i.e. Chodesh Adar/Purim).
- Demonstrate an understanding that as part of our curriculum you may have access to the Internet and will be taught to use this learning tool in an appropriate manner in accordance with our school philosophy. Students will be responsible for using this media in an appropriate manner. Students will NOT use school computers unless a faculty member is physically present in the room. Students will adhere to the Chromebook Protocols Agreement.
- Not bring any electronic devices to school.
- Not bring to school any inappropriate materials and/or items considered dangerous or disruptive to learning. This includes, but is not limited to: knives or play guns, which will be confiscated; and disciplinary action forthcoming.
- Respect LHA as a Chabad Orthodox Jewish institution.
- All physical contact including hitting, tackling, and horsing around is not allowed. Fake fighting is also not allowed.

**By following this Code of Conduct, students contribute to the safe and mutually respectful learning environment that is paramount to the LHA community.**

**LHA, in the interest of school safety and security, has, at the discretion of the administration, the right to inspect any bags or lockers at any time.**

Should a student fail to conduct him/herself according to these expectations, consequences may include:

1. Loss of privileges
2. Working lunch, extra assignment or community service at school.
3. At-home suspension
4. Expulsion

**Food & Drink in The Classroom:**

- Only water is permitted during class time. Refilling water bottles is to be done during breaks, and not during class.
- Outside of class time, healthy drinks [low sugar, and non caffeinated] are allowed. No cans.
- It is our school policy that children should not be eating during instructional time.
- Students may not bring candy, even if it's just for themselves, to school.
- Teachers may not serve any food or drinks to children unless approved by a Principal in advance.
- Soda and slurpees are not allowed

**Students may not sell any items in school without express permission from the Principals.**

## **Dress Code**

**This dress code applies at school, school trips, and all school sponsored events.**

LHA administration reserves the right to determine appropriateness of student appearance and will determine the acceptability of adornments. Students are expected to arrive at school daily clean and well-groomed. Parents will be notified if a child is not properly attired in uniform and will be asked to bring a change of clothes or will be provided and billed from the front office.

### **All Students**

- **Sweaters/Sweatshirts:** solid color sweaters only. [No words, designs, pictures , or logos, including camps, & Bar/Bas mitzvahs]. No denim jackets allowed. *Chidon and 8th Grade school sweaters are the only exception.*
- **Caps:** Caps and hoods are allowed only during recess/PE.
- **Backpacks & Lunch Boxes:** No pop culture designs or characters.

### **Girls' Dress Code**

- **Grades 3 – 8:** navy blue pleated skirts and **monogrammed** uniform long sleeved polo shirt. Only the top button may be open.
- All skirts and jumpers must fully cover the knee while sitting and standing.
- **Legs must be fully covered at all times.** Knee socks, tights, stockings, or leggings with crew socks that fully cover the bottom are acceptable.
- **Make-up** that is noticeable is not permitted at school.

- **Nail polish at school:** Only light pink and beige may be worn in school.
- **Jewelry** should not be ostentatious or noisy. No multiple earrings allowed.
- **Shoes:** Slides/slippers are not allowed in school. Sneakers or closed shoes are required for PE days.
- **Hair:** Long hair should be held back from falling in a child's face.

### Boys' Dress Code

- **Shirts:** Monogrammed white, light blue, or navy polo school shirts.
- **Pants:** Long navy blue or black school pants. *NO multi zipper/pocket, cinched-cuffs, sports/cargo pants, jeggings, jeans, shorts.*
- **Socks:** Crew socks are required.
- **Shoes:** Closed-toe and closed-back shoes are required. *No crocs or sneakers with wheels.*
- **Hair:** Short haircut, same length all around. *No bangs or styled cuts.*
- **Bar Mitzvah Boys:** Black hats & jackets are to be worn for Davening. White Oxford shirts are acceptable.
- Accessories are not allowed

### Special Days

On selected days, students may be invited to wear Shabbos clothes. These days are special events and they are to serve as a ***dress up***, not a ***dress down*** day. **Tznius guidelines must be adhered to.** All standard dress code rules apply. Students who choose not to wear Shabbos clothing must wear their school uniforms.

### Hallways

Classroom changes may take place while other classes are still in session. It is of utmost importance to walk through the hallways quietly and respectfully with consideration for others in school.

### Internet Safety

It is the policy of LHA to:

- prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
- prevent unauthorized access and other unlawful online activity
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- comply with the Children's Internet Protection Act
- teach safe internet usage, including anti-cyber bullying

***The School regards any behavior of a student that is not in the best interests of the School and its expectations of its Torah values, whether at School or elsewhere, including our Jewish communities, the general public and cyberspace. Misuse is sufficient grounds for a disciplinary response, including expulsion.***

All students will recognize that use of the Internet and electronic devices in any form, including research or social media, **MUST** be used appropriately. Social media usage that is in opposition to LHA standards may lead to a parent meeting including review of the social media posts, and possible grounds for suspension or expulsion.

## **Lockers**

Every student is assigned a locker in which to keep his/her belongings. Students should go to their lockers in the morning, at recess, at lunch and at the end of the day. If a student would like to bring a lock for their locker, they must provide the office with the combination.

Lockers should be kept clean, orderly and closed at all times. **Lockers must be cleaned out completely before every lengthy school holiday (i.e. Sukkos, Winter Break and Pesach) so that cleaning and pest control may take place.**

**The administration reserves the right to search student lockers, backpacks, or desks at any time.**

## **Morning Minyan**

### **Student Expectations**

- **Davening Norms:**
  - a. Sitting respectfully
  - b. Looking inside the Siddur
  - c. Participating with the Minyan
- **Teffilin:**
  - a. **On:** by 8:22.
  - b. **Can Be Removed:**
    - i. Rashi: Following Tehillim. *[Before Bar Mitzvah it can be removed after U'Va Litziyon]*
    - ii. Rabbinu Tam: following it being concluded aloud.
- If the bathroom is in use, wait in your place. *No congregating around the bathroom.*
- During Davening, no eating or drinking.
- Only your Teffilin and Siddur are on the table.

## Report Cards/Grades/Awards

### Honor Roll/Dean's List/Dugma Chaya

Students in 4th-8th grade who excel in both Derech Eretz and academic performance, without any modifications, are recognized in the following ways:

- **Honor Roll:**
  - Academic subject grades are 'B+' and above.
  - Non academic grades are 'S' or above.
- **Dean's List:**
  - Academic subject grades are 'A' and above.
  - Non academic grades are 'S+' or above.
- **Dugma Chaya:** Non academic grades are all 'E'.

To be recognized in the above categories, all required chesed hours for that term need to have been completed and handed in.

### Classroom Awards Options

1. **Academic Excellence:** For Diligence and Consistency in Achieving Excellence
2. **Diligence:** Student who shows the desire to do well and puts in the most effort.
3. **Menschlichkeit:** For Having Good Middos and Interactions with Adults, Children and the World.
4. **Oved Hashem/Dugma Chaya:** For Being a Dugma Chaya of How a Chossid Davens, Learns, and Behaves.
5. **Honor Graduate:** For outstanding Middos, Conduct & Academics, **8th Grade only**. *Awarded to students who have been present at LHA in 7th & 8th grade.*

**Scales Breakdown:** A student's grade in each subject includes numerous categories, such as classwork/participation, homework, quizzes, and tests. Faculty use these categories when inserting the data:

1. **Davening:** Being on time, Behavior, & Participation
2. **Academic Subjects:** Classwork & Participation, Homework, & Quizzes/Tests. *A quiz is unique from a test in that 1) students are not expected to study in preparation, and 2) it is on a small amount of material.*
3. **Failing:** If a student earns an 'F' in any subject, a Principal approved assignment will be given to the student to complete within a specific time frame.

### Homework

---

We believe that children need review of material they have learned in class in order to integrate the subject matter appropriately. Homework should only be on material that has already been taught in class. Homework will count for up to 10% of the overall grade. Teachers will provide corrective feedback and will be graded based on **completion**, not on accuracy.

In Grades 6, 7, and 8: 10 minutes of Math Review should be expected nightly. It is also expected that students should be spending 5-10 minutes per subject reviewing information that was learned

on the relevant days. The expected amount of time spent on home review should be 30 minutes each for Judaic Studies & General Studies.

This does not include Tests & Projects.

### **Student Council**

---

Selection as a representative/officer of the Student Council is a privilege that includes extra responsibilities.

These responsibilities include but are not limited to maintaining acceptable levels in academics, behavior, and overall good standing in school.

Elections are held at the end of the school year for the following year. When determining approvals for candidacy, the principals will review the student's performance from the entire school year.

Academic: will maintain a minimum of a C grade in academic grades.

Behavior/Conduct: Will maintain a minimum of an 'S' grade in behavior/conduct, both in and out of the classroom.

Attendance: Will maintain an acceptable level of attendance, not having more than 5 unexcused absences per trimester

Chesed Hours: Will fulfill my required Chesed hours.

**Failure to uphold these requirements may result in removal from Student Council.**

## Appendix A: Statement of Understanding

**Middle School students are expected to read the Middle School Handbook and submit the following Statement of Understanding:**

I understand that the following is a summarization of the list of rules and code of conduct that will be in effect during the school year.

- As a Middle School student I have assumed more responsibility for myself and for my actions. I am aware that I am a role model for the younger students in the school.
- Class begins promptly. I understand my responsibilities concerning punctuality, having my books and materials ready and proper use of the lockers.
- Regular attendance is necessary for success. I am responsible for learning that takes place when I am absent.
- I will complete the number of community service Chessed hours required for my grade level.
- I understand and will abide by the rules and consequences of the code of conduct.
- I will follow the guidelines of the dress code throughout the entire year including special days.
- Respect for the building and its cleanliness and for those who are learning and working inside are of utmost importance and must be considered at all times, including during free time.
- I may be given access to the Internet. I understand that I will be responsible for using this media in an appropriate manner.

**I HAVE RECEIVED A COPY OF THIS HANDBOOK AND WILL HONOR ITS RULES.**

\_\_\_\_\_  
Student Name (Please print clearly)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Appendix B: Chessed Form

### Hersch Ben Yehuda Middle School Lubavitch Hebrew Academy

Chessed Community Service Log for \_\_\_\_\_  
Student Name Grade

#### CHESSSED HOURS DUE DATES:

*Please note that Chessed Hours must be completed and log turned in to the front office in a timely manner. Students who do not complete this requirement will be ineligible for inclusion in the Honor Roll, participating in trips, camping or Student Council.*

**Total Required Chessed Hrs: Grade 6 – 25 hours    Grades 7 & 8 - 30 hours**

FACILITY	ACTIVITY	DATE	HOURS	TOTAL HOURS	SUPERVISOR

Total Hours Worked: \_\_\_\_\_

Chessed Hours Due: \_\_\_\_\_

Log Received & Approved by \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix C: Student Chromebook Protocols Agreement

**Middle School parents and students are expected to read the Student Chromebook Protocols Agreement and submit the following Statement of Understanding:**

As a student at Lubavitch Hebrew Academy, I have the opportunity to use a school owned Chromebook in class. I agree to abide by the following procedures.

1. I will only take the Chromebook when instructed to by a teacher.
2. I will only log in to the Chromebook and network as myself.
3. I will always keep my login information private and not share with anyone else.
4. I will only use the Chromebook as a learning tool.
5. I will always carefully use the Chromebook that is assigned to me for the purposes for which it was assigned.
6. I will always treat others and their ideas with respect when working online.
7. I will always keep water and food off of my desk when using a Chromebook.
8. I will only use my school email for school purposes.
9. I will always close and carry the Chromebook carefully when moving from one area to another.
10. I will always promptly close the Chromebook when my teacher asks me to.
11. I will always inform my teacher if there is a problem with the Chromebook.
12. I will always log off and shut down my Chromebook at the end of the session.
13. I will always put away and carefully plug-in my Chromebook at the end of the session.

\_\_\_ I understand that I will be able to use a Chromebook by following these guidelines.

\_\_\_ I understand that not following the Chromebook rules will result in consequences.

\_\_\_ I understand that no rights of privacy exist in the use of technological resources provided by the school. School administrators will monitor online activities of students who access the internet via school owned computers.

## Statement of Understanding to be signed and returned

**Middle School parents and students are expected to read the Middle School Handbook and submit the following Statement of Understanding:**

I understand that the following is a summarization of the list of rules and code of conduct that will be in effect during the school year.

- As a Middle School student I have assumed more responsibility for myself and for my actions. I am aware that I am a role model for the younger students in the school.
- Class begins promptly. I understand my responsibilities concerning punctuality, having my books and materials ready and proper use of the lockers.
- Regular attendance is necessary for success. I am responsible for learning that takes place when I am absent.
- I will complete the number of community service Chessed hours required for my grade level.
- I understand and will abide by the rules and consequences of the code of conduct.
- I will follow the guidelines of the dress code throughout the entire year including special days.
- Respect for the building and its cleanliness and for those who are learning and working inside are of utmost importance and must be considered at all times, including during free time.
- I may be given access to the Internet. I understand that I will be responsible for using this media in an appropriate manner.

**I HAVE READ THIS STUDENT HANDBOOK AND WILL HONOR ITS RULES.**

\_\_\_\_\_  
Student Name (Please print clearly)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date