

## LYA Middle School Policies 2015-16

Welcome to a great Middle School year. This year the staff has planned consistent policies that will be throughout middle school. Please take the time to read through the policies and ask questions for clarification. Parents, teachers and students are responsible to read and to sign their names at the end of these policies in each planner within the first week of school. Policies are listed in alphabetical order. Sixth grade students will be provided with more time in the classroom with each teacher for organizational purposes and to review individual teachers' procedures.

We are looking forward to a successful year.

Middle School Staff

### Absences/Make-Up Work

- Parents are responsible to notify LYA by 10:00 a.m. when students are absent, **each day they are out** and/or notify the administration of a long term absence.
- **Students are responsible to email their teachers directly within one day of an absence in order to obtain missing assignments. Emails are located in the planner under specific teacher's policies.**
- **Students who miss school are expected to meet individually with teachers as soon as possible after they return and create a realistic timeline for completing missed work. Students will be responsible to record the work with the support and involvement of their teachers in their planners in the section designated for missing work.**
- Students who miss quizzes and tests due to absences will speak directly to the teacher and will have up to one week to make up the quiz and/or a test either during class time or "Labs of Learning" (LOL).
- Students are responsible to complete classwork missed while making up quizzes and/or tests due to absences with a timeline worked out with the teacher.



### Davening

Davening is an integral component of how a student at LYA begins their day and a lifelong skill. The daily minyan begins at 7:40 (7:30 a.m. on Rosh Chodesh). All local middle school students from Springfield/Longmeadow area will be required to arrive to the auditorium no later than 8:00 a.m. ready to begin davening. Middle school students from outside the Springfield/Longmeadow area will be required to arrive in the auditorium no later than 8:15 a.m. ready to begin davening at that time.

- Students are expected to enter the auditorium immediately upon arrival at LYA.
- Students are not allowed to go to their classrooms before davening.
- Students are to leave their backpacks in the hallway in front of the auditorium doors.
- Students are expected to take a siddur and daven regular morning Shacharit davening.
- Students are expected to spend their time davening out loud from a siddur and should not be talking to friends.
- Students are not to engage in personal conversation in the auditorium after davening.
- Students are expected to follow along from the back of the siddur when the Torah is being read on Mondays and Thursdays.
- After davening is completed students are expected to go immediately to the cafeteria with their supplies for morning news announcements.

This is a rubric that will be used as an assessment tool, as well as a tool to enhance davening.

1-All of the time			
2-Most of the Time			
3-Some of the Time			
4-Rarely			
<b>Attendance</b>	<b>Effort</b>	<b>Participation</b>	<b>Participation</b>
Arrive on time			
Davening begins at 7:40.	Daven, looking inside the siddur.	Take a siddur and proceed to your place.	Boys wearing Tefilin should put them on right away and begin davening.
Students living within 10 miles of LYA need to be present no later than 8:00.	Follow Torah reading from a siddur or a Chumash.	Go to your place without disturbing anyone. Do not stop to talk to others.	
Students living beyond 10 miles of LYA need to be present no later than 8:15.	If you finish early, add more tefilos if you are currently not saying everything.	Stand and sit at the appropriate times.	
Proceed directly to shul when arriving at school and begin davening.	If you finish early, say Tehilim or other Jewish text. Do not talk to other students.	Answer <i>amen, amen yehay shmai rabba, borchu, kedusha</i> , etc.	
The school bell rings at 8:25.	Return your siddur to the bookshelf and put your chair to its original place.	Daven with the minyan, don't rush ahead.	
		Remain davening in your place until after the last kaddish.	
Students arriving late must obtain a note from the office.			
If student davens in another synagogue, parents are required to inform the school.			

## Engrade

Engrade is the secure online system which LYA staff uses to input students grades.

- LYA will set up a grading system on Engrade.
- Parents and students will receive an email invite to join.
- Parents and students will need to log in and create their own password and keep the password in a safe place.
- For troubleshooting on Engrade please email Morah Kosofsky at [morahk@lya.org](mailto:morahk@lya.org).
- Students grades will be posted on Engrade by middle school staff.
- Students and parents should check Engrade weekly.
- A blank space on an assignment in Engrade means that teacher did not correct that assignment yet. An "M" means that the assignment was collected and corrected by the teacher and the student did not hand in the assignment. The student is responsible to talk with the teacher and create a timeline for completion. A "0" on an assignment means that the student did not follow through with the timeline and did not receive credit for that assignment.
- Students will have a designated place in their planner to record missing work. It is their responsibility to write the work down and complete it according to the planned timeline.



## Heading

- A proper heading will count as part of the grade for each assignment.
- Complete name and correct date are required on Judaic and secular worksheets.
- Secular heading for all subjects include:
  - Complete Name
  - Correct Secular Date
  - Assignment Title
  - Justified Left

Example:

Sarah Jones

9-1-15

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- Judaic heading for all subjects include:
  - Complete Name
  - Proper Hebrew Date
  - Assignment Title/Subject
  - Justified Right

Example:

## Homework:

- Homework may be assigned daily, including Friday to be done on Sunday.
- Teachers will provide time in class for students to record their homework in planners.
- Teachers are responsible to record homework daily on the homework board.
- Students are responsible to accurately record their homework during the class in which it is given.
- Each teacher will explain at the beginning of the school year:
  - their homework collection policy to their classes
  - homework grading policy
  - late homework policy
- Students are responsible to use their homework folders and clean out these folders weekly.
- Emphasis will be placed on daily organizing and instructing the sixth grade in successfully utilizing their planner.



## Leadership Binders

- All students are required to keep their Leadership Binders in their lockers.
- Students are expected to use binders for tracking grades and leadership roles.

## Leaving the Classroom

- Students will always be allowed to leave the classroom to use the bathroom.
- One student will be allowed to leave at a time, unless the teacher specifies otherwise.



- Please be aware that other students might be waiting to use the bathroom and it is everyone's responsibility to his/her time in a respectful manner.
- Students will not be allowed to leave the room while homework is being written down or at times when important information is being discussed. Teachers may, at their discretion, request that students wait until a suitable break in the lesson before being allowed to leave the room.
- When switching classes, students are expected to first visit their lockers and put away supplies and then gather new materials needed for the next class.
- Students are expected to be prepared with the proper materials when entering class. Teachers will decide if the student has permission to go to his/her locker once the student is in the classroom.

## **Lockers**

- Students will each be assigned a locker.
- If a student notices that a locker is not secure or closing properly, that student should notify Miss Judi.
- Students are to use their lockers to store books, notebooks and supplies.
- Students are expected to have a shelf for their locker and are encouraged to bring other magnetic material for organizational purposes.
- Students will be allowed to visit their lockers between classes.
- Floors near the lockers and areas on top of the lockers are not appropriate locations for storage of students' belongings or work.
- Students are responsible for maintaining and organizing their lockers and keeping the area around the lockers neat.
- Students are encouraged to decorate the outside and inside of their lockers with appropriate decorations. Stickers are not an appropriate decoration as they are difficult to remove and leave a residue that is very difficult to remove.
- Only magnets are to be used to hang decorations on the inside and outside of lockers. Tape or magnetic strips with sticky back are not to be used as they leave a residue that is difficult to remove.
- All decorations must be removed before the school year is over and no stickers may be used directly on the locker since they are difficult to remove.
- Students will be allowed to lock their lockers with a combination lock only. A lock with a key will not be allowed.
- Before a lock may be used, students will write their name and the combination on an index card. The student will submit the index card to Mrs. Kosofsky and she will place the information in the student's file in the office.



## **Lunch/Recess Time**

- Students will not be allowed back into the classrooms during lunch/recess time.
- Students will be allowed to obtain items from their lockers during recess/lunch, with the permission of the lunch monitor and on an individual basis.

## **Planners**

- Each student will purchase a planner per term from LYA for recording homework, tests and long-term assignments.
- Students, staff and parents will review and sign the middle school policy section.

- The students are responsible to bring the planner back and forth from school to home and home to school.
- The students are responsible to record homework in the planner when the teacher indicates it is homework writing time.
- The teachers are responsible to record homework on the wipe off board and provide time for students to record homework in a timely manner each day
- Teachers will instruct students in the process of how to successfully record homework on the daily sheet, term at a glance, calendar and make-up work sheet
- Teachers will spot-check planners to review accuracy of homework recording
- The planner includes the following:
  - ✱ Daily sheet for homework recording
  - ✱ Monthly calendar for recording long term assignments and tests
  - ✱ A term at a glance sheet for organizing the term
  - ✱ Weekly sheets for recording make-up work
  - ✱ Middle school policies
  - ✱ Individual classes policies

## Recycle Bins

- Each classroom has a recycle bin.
- Students are asked to only place paper products in the recycle bin.
- Students are not to rip up and or crumple paper before placing it in the recycle bin.

## Snack

- Students are allowed and encouraged to drink water during class from a water bottle only.
- Lunch boxes will not be allowed in classrooms and will be stored in lockers
- Juices, diet drinks and soda are only allowed in class during a specific celebration.
- Healthy snacks are permitted to be eaten during class times based on individual teacher policy.
- Snacks are never to be eaten over a Judaic holy book.
- Healthy snacks include fruit, vegetables, granola bars and nuts.
- LYA does not provide cups, plates or cutlery for snack or parties.

## Supplies

- Students are required to have all the necessary school supplies in school throughout the year.
- Students will at times need these supplies at home while completing work. Please make sure the supplies are available and/or returned to school.
- Duplicate supplies for home are suggested.
- Loss of points on a specific assignment may occur when students do not have the necessary supplies needed to complete that assignment.



## Technology

- Students are encouraged to bring in laptops/notebooks and ipads for use in school.
- Students are encouraged to have extra chargers in their backpacks.
- Students are encouraged to properly use a flash drive and save their work to the flash drive and name files.

- Students are encouraged to do written work on Google drive. Miss Lewis will explain the process of using Google drive.
- Students are expected to keep track of their Engrade passwords.
- Students will never have permission from LYA or LYA staff to use electronic devices for non-academic purposes during instructional time.

### Test Re-takes

- Any student who would like to request a retake on a test or on any assignments due to underperformance is encouraged to speak to the individual teacher.
- Teacher and student will create a timeline and due date for completion.
- Both grades will be averaged together for the final grade for the test and or assessment.



Signature Section for the 2015-16 school year:

Please note if any policies are amended you will only be asked to initial those changes for the next term.

Student

\_\_\_\_\_ date: \_\_\_\_\_

Teachers

\_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_ date: \_\_\_\_\_

Parents

\_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_ date: \_\_\_\_\_