



Dear FJA Students and Parents,

Welcome to another wonderful year at Frankel Jewish Academy, Michigan's premier Jewish college preparatory high school. Our administration, faculty, and staff look forward to engaging you in our Mission as an Open, Halachic, Zionist, American school. We are excited to embark on another year filled with new opportunities and growth as we continue to celebrate the great open Western intellectual tradition, Jewish practice and heritage, the State of Israel, and the values of the United States of America. We know that you are also eager to reunite with old friends and meet new ones in the special warm and welcoming environment that makes FJA so unique.

The great strength of Frankel Jewish Academy is that we are more than a school; we are a community. As a community, we are united by common principles, goals, and behaviors. This handbook will guide you through the values and practices of our school. We have put these guidelines in place in order to create a culture of virtue within our school. As a community we seek to uphold a standard of moral, religious, and academic excellence. We strive to be a school where learning can take place in a respectful atmosphere brimming with goodness and kindness.

Together we will make this a year of great intellectual and personal growth for every one of us.

Sincerely,

Rabbi Azaryah Cohen  
Head of School  
Frankel Jewish Academy  
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# MISSION, PHILOSOPHY, CORE VALUES, & DISCIPLINE

## **Mission**

Frankel Jewish Academy is a high school that functions as both an academic and religious institution. It is built upon a dual curriculum of the highest-level college preparatory general studies and classical text-based Jewish studies while operating within a framework of Jewish law.

Our mission is to provide an environment that both educates towards and engenders an appreciation of living a traditional Jewish lifestyle, a relationship with God, and a commitment to the Jewish people, the State of Israel, and the United States.

We envision our graduates acquiring an appreciation for the values of Torah and Western Civilization that will empower them to become leaders of the Jewish community and society at large.

## **Philosophy**

Frankel Jewish Academy is an Open, Halachic, Zionist, American school. We provide a diverse and open academic environment both inside and outside the classroom, welcoming Jewish students from all religious and ideological backgrounds. FJA is committed to the ethical and ritual principles of Jewish law (halacha), and students are taught Jewish law, texts, and tradition. Our support of the modern State of Israel as a fulfillment of the Zionist aspirations of the Jewish people is an integral part of the daily life of Frankel Jewish Academy. FJA is steadfast in its patriotism to the United States of America and promotes the uniquely American vision of individual freedom.

## **Core Values**

Frankel Jewish Academy strives to create and maintain a positive learning environment in which all students have the opportunity to grow academically, religiously, and socially. At FJA, we believe that a high standard of academics goes hand in hand with a high standard of ethics. In support of this belief, we have created a set of Core Values that guides our school community.

Our Core Values apply to everyone in the school community at all times, without exception. We hope our students will internalize these Core Values, drawing upon them to guide their behavior both inside and outside the walls of Frankel Jewish Academy.

All students, parents, and staff in the FJA community must support and commit themselves to the following Core Values:

- Supporting the mission and philosophy of Frankel Jewish Academy.
- Respecting the importance of Jewish values, mitzvot, and daily prayer.
- Acting with derech eretz.
- Pursuing excellence in Jewish and general scholarship.
- Committing to honesty, integrity, accountability, and personal responsibility inside and outside the classroom and in the general community.
- Accepting diversity.
- Respecting all members of the FJA community and all human beings as created in the image of God.
- Participating in and serving the FJA community and the larger Jewish and general communities.

## **Partnering with Parents**

Successful education hinges upon a supportive partnership between students, parents, and staff. Each must be fully committed to the school's Mission. Disregarding this partnership teaches children to disregard authority at school and at home.

Examples of past parental undermining of the Mission of the school:

- Scheduling appointments (e.g. medical, dental, etc.) during school hours.
- Calling a student out of Minyan, only to have the student return for the next period of school.
- Calling a student out of class because the student is not prepared for an assignment or exam.
- Calling a student out of Town Hall only to have the student return for the next period of school.
- Calling a student out of PAL to work with another teacher or for appointments that could be scheduled outside of school hours.
- Calling a 9th or 10th grade student out for lunch so the student can go to lunch with an 11th or 12th grade student.
- Calling a student out for lunch on closed campus lunch dates.
- Not paying attention to a student's clothing or dress to ensure modesty/conformity prior to leaving for the school day.
- Communicating with a student on his/her cell phone during class time.

### Safe Home Environment

Parents are expected to provide a safe home environment for our children by:

- Actively chaperoning at-home activities and not allowing opportunities for high-risk behaviors.
- Not allowing alcohol, tobacco, or other drugs to be consumed by minors in their home.
- Communicating with other parents to verify active chaperoning of student gatherings in order to promote a safe experience.
- Monitoring behaviors that lead to improper actions on social networks.

It is our hope that each student will embrace our Core Values and in the process achieve a life of virtue dedicated to moral, intellectual, and spiritual growth.

### **Discipline**

As much as Frankel Jewish Academy strives to help all students embrace our Core Values and grow to be productive citizens and leaders in the community, we recognize there will be times when students will fall short of this endeavor and subject themselves to school discipline. Mistakes will happen and they, too, are opportunities to learn.

The word "discipline" actually has an educational root. From the Latin word disciplina, it carries the idea of a pupil who is learning from a teacher. Though discipline is most commonly thought of as punishment, its extrapolated meaning and the intended use of it at Frankel Jewish Academy is training that corrects, molds, or perfects the moral character of every student.

Frankel Jewish Academy believes in the concept of progressive discipline. Often used in an employment or human resources context, the idea is that the penalties increase as the frequency or severity of the offense increases. The Student Handbook outlines rules that help to ensure a safe and orderly educational environment. Students who fail to follow these rules will subject themselves to progressive discipline.

The levels of progressive discipline at FJA are as follows:

1st Violation: A warning will be given to the student.

2nd Violation: The student will be placed on probation and parents will be notified.

3rd (and subsequent) Violation(s): The student will receive a suspension of at least one day up to expulsion.

At any step in the progressive discipline process, a student may be required to serve the school community on a Wednesday morning from 8:00-9:00 am.

The level chosen for a particular offense may depend on a variety of factors that will include:

- the severity of the offense
- the extent of the student's involvement
- the academic and discipline history of the student
- the effect of the incident on the overall school community

# JEWISH & RELIGIOUS LIFE

## Religious Philosophy

FJA's religious philosophy reflects our overall Mission, Philosophy, and Core Values and infuses our students' lives with the laws and traditions of Judaism. The policies that emerge from this philosophy conform with the school's purpose to serve as a religious, halachic institution. We believe that halacha both guides and sanctifies the Jewish people as individuals and as a community. As our students come from diverse backgrounds, we seek to inculcate a belief in God and knowledge and appreciation of traditional Judaism within a spirit that transcends denominational boundaries.

Students are required to uphold FJA's religious philosophy at school and on all school-sponsored trips, outings, sporting events, and retreats. In all matters of Jewish law and philosophy, the Head of School serves as FJA's mara d'atra (religious authority).

We hope that the light of Torah will inspire our students to lead lives of mitzvot as they become leaders in the Jewish community and model citizens in society at large.

## Kashrut

In keeping with halacha, FJA maintains a strict kashrut policy in our school facility and for all school-sponsored events. The kashrut policy of the school also serves an educational and social function, familiarizing FJA students with the traditional Jewish dietary laws and strengthening a sense of community so that while school is in session, the eating and sharing of food does not become an activity that creates tension among students.

The following are the kashrut guidelines that must be observed by all individuals in the FJA community:

- Only dairy or pareve food may be brought into the school building, even if the food is meant only for personal consumption. No meat or poultry products may be brought into the school.
- Fish, non-meat foods, and fresh produce may be brought to school. Shellfish, seafood, and fish lacking fins and scales may not be brought.
- Packaged food brought to school, even for personal consumption, must come from packages with one of the following commonly accepted kashrut symbols:



This is by no means an exhaustive list; other authorities may be acceptable. If you have any questions, please contact Rabbi Elliot Pachter, Director of Student Services and Programming. A "K" without other markings is not acceptable.

- Food prepared at home may not be served in school or for school functions. All snacks served in school must be certified kosher and brought to school in its original wrapping. Families who would like help in understanding these expectations should make an appointment with Rabbi Pachter.
- Food wrapped or packaged in containers from non-kosher establishments may not be brought into the school building (including the entire JCC), even if the food itself is dairy or pareve.

For the comfort of our students, and out of respect for the values of our community, we ask our families to observe FJA's standard of kashrut at private social affairs outside of school to which FJA students are invited.

During school-organized trips and Shabbatonim, students are expected to observe the same practices as those required on the school campus.

All food served at events run by FJA is under the supervision of Rabbi Azaryah Cohen. This includes both food served on campus and food provided at school-sponsored events such as school trips, Parent Council events, and Shabbatonim. Rabbi Cohen's supervision is, in addition to and irrespective of, any other supervision that may be provided.

### **Kippah**

During Minyanim (prayer services) every day and the entire school day on Friday, male students are required to wear a kippah. At all other times, male students are required to wear a head covering that conforms to the dress code in the school building and on all school-sponsored trips and retreats. A hood that is attached to a shirt or jacket is not an acceptable head covering. Violations invite progressive discipline.

### **Minyan**

Daily prayer is a significant part of the life of our school community. Certain prayer experiences are held on a school-wide basis. Guided by the religious needs of our students, different types of Minyanim may be created that incorporate the fixed prayers consistent with the religious philosophy of the school.

All FJA students attend Minyan, which includes both formal prayer and an educational component. Minyan takes place on Monday, Tuesday, Thursday, and Friday mornings and on the afternoons of fast days and Rosh Chodesh. During shacharit prayers, tallit (or tzitzit) and tefillin are required for males and optional for females. Minyan is marked as a Pass/Fail class; the mark is based on attendance. Violations of Minyan expectations (including failure to wear tallit and tefillin) are subject to progressive discipline.

### **Jewish Holidays, Shabbat, and Yom Tov**

The FJA academic calendar supports the traditional observance of Shabbat, yom tov (major festivals), and all other Jewish holidays and commemorations at home and in the synagogue. Some Jewish holidays are festival days for celebration and commemoration of significant events in Jewish history (e.g. Chanukah, Purim). School is normally in session during these days and teachers are permitted to assign homework. Teachers are asked to be sensitive to the time constraints due to the holidays. On most fast days, class is in session but physical activity does not take place (e.g. a sport team may have a meeting rather than a practice).

Shabbat and yom tov (e.g. Rosh Hashanah, Yom Kippur) are days on which normal weekday activities are forbidden. Due to the sanctity of these days, school is never in session on yom tov. Social events and parties should not be held on Shabbat or yom tov. Athletic practices and competitions, performing arts rehearsals and performances, travel for retreats, and any other events in which students appear as representatives of FJA are not allowed on Shabbat or yom tov.

To honor the sanctity of Shabbat and yom tov, teachers will not assign homework, including reading, to be completed over the holiday. Moreover, no long-term assignments will be due the day following a yom tov and tests or quizzes may not be scheduled for the day after a yom tov. However, if there is an intervening time that is not yom tov – for example, if yom tov ends Saturday night and school does not resume until Monday morning – homework that can be completed on the intervening day may be assigned. Similarly, homework may always be assigned over a regular weekend since it can be completed on Sunday rather than Shabbat.

Teachers may give exams on the Friday before a school-sponsored shabbaton, and students are responsible for work due the Monday after a shabbaton. Students are responsible for making up all work if they attend non-school related events and Shabbatonim.

# ACADEMICS

## Weekly Schedule

Frankel Jewish Academy functions on a block scheduling system. The chart below provides our regular weekly schedule. AP students should consult the AP calendar. Please note Friday dismissal is at 2:55 pm throughout the year.

## Frankel Jewish Academy - Weekly Schedule

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>1<sup>st</sup> Period</b> 7:30-8:20am (50 minutes)	<b>1<sup>st</sup> Period</b> 7:30-8:45am (75 minutes)	<i>Late Start</i>	<b>1<sup>st</sup> Period</b> 7:30-8:45am (75 minutes)	<b>2<sup>nd</sup> Period</b> 7:30-8:45am (75 minutes)
<b>Minyan</b> 8:25-9:05 (40 minutes)	<b>Minyan</b> 8:50-9:30am (40 minutes)		<b>Minyan</b> 8:50-9:30am (40 minutes)	<b>Minyan</b> 8:50-9:30am (40 minutes)
<b>2<sup>nd</sup> Period</b> 9:10-10:00am (50 minutes)	<b>3<sup>rd</sup> Period</b> 9:35-10:50am (75 minutes)	<b>2<sup>nd</sup> Period</b> 9:15-10:30am (75 minutes)	<b>3<sup>rd</sup> Period</b> 9:35-10:50am (75 minutes)	<b>Town Hall</b> 9:35-10:10am (35 minutes)
<b>3<sup>rd</sup> Period</b> 10:05-10:55am (50 minutes)	<b>4<sup>th</sup> Period</b> 10:55-12:10pm (75 minutes)	<b>4<sup>th</sup> Period</b> 10:35-11:50pm (75 minutes)	<b>5<sup>th</sup> Period</b> 10:55-12:10pm (75 minutes)	<b>4<sup>th</sup> Period</b> 10:15-11:30am (75 minutes)
<b>4<sup>th</sup> Period</b> 11:00-11:50am (50 minutes)	<b>Lunch</b> 12:10-1:00pm (50 minutes)	<b>Lunch</b> 11:50-1:00pm (70 minutes)	<b>Lunch</b> 12:10-1:00pm (50 minutes)	<b>Lunch</b> 11:30-12:20pm (50 minutes)
<b>Lunch</b> 11:50-12:40pm (50 minutes)	<b>5<sup>th</sup> Period</b> 1:00-2:15pm (75 minutes)	<b>6<sup>th</sup> Period</b> 1:00-2:15pm (75 minutes)	<b>7<sup>th</sup> Period</b> 1:00-2:15pm (75 minutes)	<b>6<sup>th</sup> Period</b> 12:20-1:35pm (75 minutes)
<b>5<sup>th</sup> Period</b> 12:40-1:30pm (50 minutes)	<b>6<sup>th</sup> Period</b> 1:35-2:25pm (50 minutes)	<b>7<sup>th</sup> Period</b> 2:20-3:35pm (75 minutes)	<b>7<sup>th</sup> Period</b> 2:20-3:35pm (75 minutes)	<b>PAL Day B</b> 1:40-2:55pm (75 minutes)
<b>6<sup>th</sup> Period</b> 1:35-2:25pm (50 minutes)	<b>7<sup>th</sup> Period</b> 2:30-3:20pm (50 minutes)	<b>PAL Day A</b> 2:20-3:35pm (75 minutes)	<b>PAL Day A</b> 2:20-3:35pm (75 minutes)	<b>Early Dismissal</b>
<b>7<sup>th</sup> Period</b> 2:30-3:20pm (50 minutes)	<b>Early Dismissal</b>			

## **Graduation Requirements**

A student enrolled at FJA must take the equivalent of seven academic courses every year, including two Jewish Studies classes and Hebrew Language. Students are expected to be in school the entire school day. For further explanation, please refer to the Curriculum Guide.

Note: One credit is equal to two semesters.

- 4 credits of English
- 4 credits of Mathematics
- 4 credits of Hebrew Language
- 3 credits of History/Social Studies <sup>(1)</sup>
- 3 credits of Science
- 3 credits of Bible
- 3 credits of Rabbinics
- 2 credits of Upper Level Jewish Studies <sup>(2)</sup>
- 1 credit of Athletics <sup>(3)</sup>
- 1 credit of Performing/Visual Arts (beginning with class of 2017 1.5 credits) \* <sup>(4)</sup>
- 0.5 credit of Health and Wellness <sup>(5)</sup>
- Community Service/Synagogue Attendance <sup>(6)</sup>
- 4 Years of Minyan

### **(1) History/Social Studies**

Government/Economics is a graduation requirement. AP Government will also satisfy this requirement.

### **(2) Upper Level Jewish Studies**

Upper Level Jewish Studies must include 1.0 credit (two semesters) of Jewish History that must include at least 0.5 credit (one semester) on Israel. The other credit may be fulfilled by taking any other Upper Level Jewish Studies courses. Bible IV and Rabbinics IV can be considered upper level courses and may be used to fulfill this requirement in the 12th grade year.

### **(3) Athletics:**

Each student is required to earn 1.0 credit of Athletics. Each season of participation on an FJA sports team, or one semester athletic PAL class, fulfills 0.5 credit of the Athletics requirement. The two 0.5 credits may not be earned in the same sport.

Beginning in 2015-16, participation in the cast of an FJA musical may earn 0.5 athletic credit provided the student does not also earn 0.5 performing arts credit for the same musical.

### **(4) Performing/Visual Arts:**

Students in the class of 2016 are required to fulfill 1.0 credit of Performing/Visual Arts. Art literacy taken during the Freshman Seminar counts as 0.5 credit. Participation in school plays does not fulfill this requirement.

Beginning with the class of 2017, students are required to fulfill 1.5 credits in Performing/Visual Arts which may include participation in a school play or musical provided the student does not also earn 0.5 athletic credit for the same musical.

### **(5) Health and Wellness:**

This module, offered during Freshman Seminar for 9th graders, provides students with information and insights on relationships, sexuality, nutrition, self-esteem, and stress management. Through facilitated discussions, students explore how to develop habits of life-long wellness.

### **(6) Community Service/Synagogue Attendance**

Each school year, students are required to participate in a minimum of 15 hours of community service, as well as attend a minimum of 10 religious services per school year outside of school.



## **Senior Date of Completion**

Seniors are required to fulfill all graduation requirements by the last day of formal classes for seniors. Seniors who have not fulfilled their graduation requirements by that date will not participate in graduation exercises or receive a diploma from Frankel Jewish Academy.

## **Community Service and Synagogue Attendance**

Students are responsible for setting up their own community service opportunities to fulfill the required yearly 15 hours of community service. A minimum of 10 of the 15 total hours must be completed during the school year. These hours must be completed over a minimum of 3 separate dates during the school year. From time to time, various community service opportunities may be announced in school and/or posted on Student News.

Students are required to have 10 synagogue attendance visits per year on which they attend religious services. These visits may include attending Shabbat, holiday or weekday services, or Shiva minyan, where an amidah is said. Attendance at an FJA Shabbaton may count for up to two synagogue visits. Attendance at an all school shabbaton may count for up to three synagogue visits. Synagogue attendance completed during the summer months does not count toward these requirements.

Students interested in joining the National Honor Society must fulfill 20 hours of community service during the academic year prior to becoming a member and during each year of membership. Please refer to the National Honor Society information in the Student Life section of this handbook for further details.

Students must submit Community Service Hours and Synagogue Attendance Visits to the Student Life office. Instructions for how to submit hours and visits are on the Student Life page of the FJA website. Students must complete these requirements by the last Friday in May.

## **Dual Enrollment Policy**

Dual enrollment is a policy of the State of Michigan whereby high school students may take college courses as part of their overall schedules. Under the FJA policy of dual enrollment, the following stipulations are made:

- The student must have attained junior status.
- The student must be registered as a full-time student at FJA.

The student will be able to select a college course at an accredited institution only if he or she has exhausted the course offerings at FJA in a department. Dual enrollment courses may not include Jewish Studies. Where an AP class is offered at FJA, the AP class must always be taken in lieu of a comparable college course.

The student must obtain signed approval from FJA's College Counselor and Academic Director. This is a requirement of the institution and the signature appears on the guest application. High school dual enrollment or guest students must submit a new application every semester they intend to take classes.

The decision as to whether dual enrollment is in the student's best interest will be made on an individual student basis by the Academic Director and documentation will be placed in the student's file.

Upon successful completion (C or better) of the college course, the student must request that the institution send an official transcript to FJA for reimbursement for the course at the community college rate and for award of credit. The student decides whether he or she is taking the college course for college credit, high school credit, or both.

If the student is taking the course for high school credit, a Pass/Fail (P/F) grade and credits will be awarded accordingly.

If the student is taking the course for college credit, he or she is responsible for requesting that the college send an official transcript to a university to obtain college credit. Four-year colleges and universities have varying policies on whether they accept dual enrollment credit and it is the student's responsibility to be aware of the policy of the college or university he or she plans to attend. A student who earned dual enrollment college credits is still considered "first time in any college," and not a transfer student.

There is also a provision for a student to take a college course as a high school guest outside of the regular school calendar, such as summer courses at local colleges or online classrooms (e.g., Michigan Virtual University). To take such a course, the student needs written permission from an FJA Academic Director.

The cost of such courses will not be reimbursed by FJA. The student is responsible for having the official transcript sent to FJA. If FJA credit is desired, a Pass/Fail (P/F) grade and credits will be awarded for successful completion of the course.

### **Internships**

Seniors may petition the Director of Student Services and the Director of College Counseling to participate in an internship. Details of the program must be discussed with the Director of Student Services and the Director of College Counseling and may not conflict with the school's programs. Student interns work at a particular work site and are supervised by a member of that community. Past placements include schools, professional offices, newspapers, services for the elderly, and political campaigns.

### **Experiential Learners**

Students in the 12th grade can take either a learning experience or an online class if all requirements have been met or if there is a legitimate scheduling conflict that precludes them from taking a regularly scheduled class at Frankel Jewish Academy.

An experiential learning experience is completed under the supervision of a teacher or staff member. When a teacher or staff member determines that they would like to have an Experiential Learner, the staff member creates a job description for the position(s) and gets approval from the administration. Students are either requested by that teacher or staff member to fulfill the position or students may apply for that position. Each position has a description of the requirements that are part of that position. Students are given a letter grade based on their successful completion of those defined job descriptions.

Students may elect to take one online course per semester through a school-approved accredited online program. Students will receive a Pass/Fail according to their grade and completion in the online course.

### **Academic Support Services**

FJA employs a full-time Learning Specialist, who provides alternative testing conditions for students with documented accommodations. Our Learning Specialist also meets with individuals and small groups of students to provide strategies, organization, and tutoring to guide students toward academic excellence. We offer after-school tutoring and peer tutoring. Students are encouraged to avail themselves of these opportunities.

### **Frankel Jewish Academy Property**

Frankel Jewish Academy comprises the entire top floor of the Jewish Community Center. This is considered the main campus of FJA. Depending on the class, there are times when FJA utilizes other space within the JCC (e.g. intramurals, ceramics, yoga, zumba, woodworking, weightlifting, dance, Town Hall, etc.). While these locations are being utilized, they are considered part of FJA as satellite space.

Students will remain on the main campus of FJA during the entire school day. Exceptions would include lunch, an authorized event such as Town Hall, or to attend an assigned PAL class at a satellite FJA location.

Students will not leave the main campus to access unauthorized parts of the JCC. This would include Jerusalem Pizza, the coffee shop, the JCC restrooms, changing rooms, etc. Jerusalem Pizza and the coffee shop are open to students at lunchtime only. Accessing these locations, or other unauthorized space within the JCC, while on the way to or during PAL or Town Hall for example, is forbidden.

Students who leave the main campus of FJA without authorization are considered to be skipping and thus invite progressive discipline.

## **Study Hall**

FJA students are encouraged to enroll in a study hall during PAL in order to maximize successful learning. The study hall period allows students to work with teachers on school subject matter or to complete homework or other assignments. Students are limited to one study hall per semester.

Students shall report to and remain in their assigned study halls during PAL at all times unless issued a pass for one of the following reasons:

1. Educational:

- Students may work collaboratively on a project or meet with a teacher.

2. Non-Educational

- Examples of non-educational purposes would include using the restroom, going to the drinking fountain or vending machine, or retrieving something from one's locker.
- Only one student at a time may leave their study hall for non-educational purposes.
- Students must have a pass from their study hall teacher in their possession.

Study hall teachers may allow students to sit outside of the classroom as long as they are working constructively and quietly and remain in close proximity of their assigned study hall room. Close proximity should be considered a distance where the teacher could step outside the class and be able to see, hear, and monitor the students' activities. Students who abuse this privilege will not be allowed to study outside the class for the remainder of the semester.

Study hall violations invite progressive discipline. Without proper permission, students not in their assigned study hall are considered to be skipping.

## **Attendance Policy**

Every student is required to attend and be on time for classes and other activities, including Minyan, PAL, and Town Hall. Attendance is taken at the beginning of each period. Parents are asked to schedule appointments (e.g. medical, dental, etc.) outside of school hours.

The attendance policy for all classes is as follows:

- Absences exceeding eight per semester will result in the reduction of one half grade (i.e. A- to B+).  
In P/F classes, absences exceeding eight per semester will result in a failing grade.
- Prolonged absences due to exceptional circumstances will be considered on a case-by-case basis by the Director of Student Services. A prolonged absence is considered to be four consecutive school days or more and the student must provide a doctor's note to be considered.
- Every three tardies accumulated within a semester will be considered an absence.
- To avoid being considered absent, students arriving late for any class are required to receive a pass from the front desk.
- Students arriving later than 10 (15 for the first period of the day) minutes from the start of class will be considered absent. In such situations, students should still go straight to class in order to keep up with the lessons and earn participation points.
- Students who miss 10 or more minyanim per semester will receive a grade of "Fail."
- In PAL classes, grades are lowered when absences exceed five per semester. For a PAL class that is graded "Pass/Fail," students whose absences exceed five per semester will receive "No Credit" in the grade book.
- Seniors who have completed their arts and athletic requirements are not required to enroll in PAL classes for the second semester.

For safety and security reasons, parents are asked to call the Attendance Hotline at 248-592-9917 before 7:30 am to report an absence or carpool delay and leave the names of all students involved.

For safety and security reasons, it is critical for students to be in their assigned classes at all times, with limited exceptions (bathroom break, lunch time, etc.).

Students who are called out of school for any reason **MUST** sign out at the front desk prior to leaving. Students who are called out of school for any reason are not to remain on JCC property.

Students who are more than 10 minutes late for class and marked absent are still to report to their assigned class without further delay.

It is the student's responsibility to complete and receive material missed upon their absence. If a student misses one school day, he/she has until the next class meeting to schedule a time with the teacher to set a completion date(s) for any assigned work, including quizzes and tests. Wednesday mornings from 8:00-9:00 am have been set aside to allow students to make up tests and quizzes; however, an alternative time may be arranged at the discretion of the teacher.

Attendance violations invite progressive discipline. Without proper permission, students not in their assigned class are considered to be skipping.

### **Grading and Reporting Student Progress**

Students and parents may check the status of their grades for each class at any time during the academic year using the secure online web portal PowerSchool. Students are responsible for tracking their own performance. PowerSchool is active from the first day of class through the last day of class. A report card and transcript will be sent home at the end of the school year.

The school uses a semester system; a report card is sent at the end of each semester. Report cards consist of letter grades and comments in each discipline. Parent-teacher conferences are held once per semester.

To determine a student's grade point average (GPA), the numerical value of each grade is added together and divided by the number of classes taken. An additional 0.25 for any honors class and an additional 0.50 for any AP class is added before dividing by the number of classes.

The school uses a letter scale with the following numerical value equivalents:

<b>Letter Grade</b>	<b>Value</b>	<b>Letter Grade</b>	<b>Value</b>	<b>Letter Grade</b>	<b>Value</b>	<b>Letter Grade</b>	<b>Value</b>
A+ (97-100%)	4	B+ (87-89%)	3.3	C+ (77-79%)	2.3	D+ (67-69%)	1.3
A (93-96%)	4	B (83-86%)	3	C (73-76%)	2	D (63-66%)	1
A- (90-92%)	3.7	B- (80-82%)	2.7	C- (70-72%)	1.7	D- (60-62%)	0.7
						E (00-59%)	0

No credit is given for a failing grade of E, although the grade does figure into the GPA. Pass/Fail (P/F) courses are not averaged into the GPA, but are added into the credits earned. If a student has earned an Incomplete, the GPA will not be calculated until work is made up and a grade is recorded on the transcript. All Incomplete grades must be resolved within four weeks of the end of the marking period. All Incompletes that remain after this date will automatically be registered as an E.

### **Loss of Credit**

Any student who earns a failing grade of E in any General or Jewish Studies class will not receive credit for that course. In order to earn credit, the student may take an equivalent summer school course, complete a course of study followed by a proficiency exam, or take an accredited online class. All options must be pre-approved by the Director of General Studies and/or Director of Jewish Studies. All classes or courses of study must be completed the summer immediately

following that academic year at the family's expense. Summer school transcripts recording the student's performance must be sent to FJA. FJA transcripts will reflect when the course was repeated. The original failing grade will remain on the transcript, but credit will be given toward FJA graduation. Failure to complete a summer class or proficiency exam may jeopardize FJA re-enrollment.

Seniors are required to fulfill all graduation requirements by the last day of formal classes for seniors. Seniors who have not fulfilled their graduation requirements by that date will not participate in graduation exercises or receive a diploma from Frankel Jewish Academy (see Graduation Requirements).

### **Student Schedules**

Students, in consultation with the Director of College Counseling and/or the Director of Student Services, submit course requests each spring for the following academic year and in the fall for the following semester's PAL classes only. Students are permitted to request scheduling changes within the first five days of each semester via consultation with the Director of Student Services for 9th and 10th grades or the Director of College Counseling for 11th and 12th grades.

### **Technology Overview**

Frankel Jewish Academy is a one-to-one digital learning environment. Technology usage is taught within the context of meaningful work connected to the curriculum.

Frankel Jewish Academy has a rich technology infrastructure designed to support the learning process. School MacBooks, iPads, and other devices such as printers, cameras, and software are to be used for educational purposes only (not commercial or private).

Computers are loaned to students and used during class time, with teacher or staff member approval. Other personal electronic devices, including computers, are not allowed on our network. A student may bring in a personal iPad that meets school requirements as long as a profile is installed on the device. FJA loans iPads to each individual student for their school and home use.

Before the start of each school year, all students and parents must sign the FJA Acceptable Use Policy, agreeing to and abiding by its terms. This policy may be found on the FJA website.

At the beginning of the school year, students receive training on our computing systems and are provided with a unique login name and default password to access school electronic systems. Upon first login, students must change their passwords to avoid identity and data theft. Students are expected to read Student News and their Online Classrooms on a regular basis to remain informed of important school and classroom happenings. Students will share their PowerSchool password with parents so that they may check grades.

The technology department reserves the right to monitor computer activities and review data stored on technology systems. The school has the right to share this information with parents, teachers, staff, and law enforcement officials. The school will cooperate fully with local, state, and/or federal officials in any related investigation.

Policies may change during the school year as emerging and/or new technologies are introduced on the market.

### **Standardized Testing**

FJA adheres to the following schedule for standardized testing:

- 10th grade students take the PLAN (a practice ACT exam) as well as a practice PSAT (Preliminary Scholastic Aptitude Test).
  - 10th and 11th grade students take the PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarships Qualifying Exams) in the fall. For 11th graders, the PSAT/NMSQT is used in the annual selection process of the National Merit Scholarship competition.
  - 11th or 12th grade students may also elect to take SAT I (Scholastic Aptitude Test) and/or SAT II Subject Tests.
- These exams may be repeated. Students must sign up with the College Board.
- Frankel Jewish Academy asks students to take standardized tests on days other than Shabbat and Jewish holidays.
- a. PSAT tests are given at FJA on the Wednesday test date.
  - b. ACT tests are given through FJA four to five times a year on a Sunday.

We have prepared for your use a letter to request Sunday testing dates. This letter may be obtained from the Director of College Counseling.

AP (Advanced Placement) tests are offered in May for 11th and 12th grade students who have taken AP courses. Students are responsible for all expenses related to these standardized tests.

**Textbooks (Hardcopy)**

Textbooks are loaned to students each year. Students are responsible for caring for all school-loaned textbooks and for returning them in good condition at the end of the school year. A fine is charged for all damaged or unreturned school-loaned books. Students/parents are expected to pay the replacement cost of any book that is lost. Students are permitted to purchase school-loaned textbooks if they desire. Report cards will be held at the end of the year until full payment is remitted.

# STUDENT LIFE & EXTRACURRICULAR ACTIVITIES

## Town Hall

On Fridays, FJA conducts an all-school assembly called Town Hall. Town Hall programs include guest speakers, school-wide celebrations, grade meetings, and student feedback sessions for constructive exploration of issues and ideas pertinent to the growth and well being of our school community. All students are required to attend. Town Hall attendance violations invite progressive discipline. Students absent from Town Hall without proper permission are considered to be skipping.

## Student Government, Clubs and Leadership Opportunities

Students are encouraged to develop their leadership skills by participating in Student Government and other clubs.

Student Government officers represent the student body and must exemplify the ideals and mission of FJA. Student Government elections take place in the spring for 10th through 12th grade offices, and in the fall for 9th grade offices. The administration reserves the right to revoke the Student Government candidacy and/or membership of any student who does not maintain FJA's academic and behavioral guidelines. Student Government officers must follow the rules and expectations described in the Student Government Constitution.

Additional leadership opportunities are available to any student by joining FJA's Leadership Committees (e.g. Frankel Zionists, Chesed Committee, Ambassadors Club, etc.) and/or special interest clubs (e.g. Spanish Club, Diversity Club, SADD, etc.).

To form a new club, students should fill out a New Club Application Form available at the Student Life Office.

## National Honor Society

The National Association of Secondary School Principals sponsors National Honor Society (NHS). NHS recognizes outstanding students for their scholarship, leadership, service, character, and citizenship. Students are invited to apply for admission in September of their 11th or 12th grade year if their unweighted cumulative GPA is 3.7 or above. A faculty committee reviews the applications and determines membership based on the following criteria:

- Scholarship: an un-weighted cumulative GPA of 3.7 or above.
- Leadership: a significant leadership role in at least one team, club, or activity and participation in at least three others (one can be outside of school, such as a youth group).
- Service: met all FJA community service and synagogue attendance requirements. For NHS, 20 hours of community service is required.
- Character: identified by his or her teachers as a student of exemplary character.
- Citizenship: must not have any suspensions during the past two academic years, and serve as a role model to the community.

New members are honored in the fall at an induction ceremony. The FJA chapter plans and implements several service projects that benefit the school or larger community. Students must maintain their GPA and other selection criteria throughout their 11th and 12th grade years in order to remain members. The NHS faculty committee reserves the right to revoke the NHS membership of any student who does not maintain FJA's academic and behavioral guidelines.

## Eligibility Requirements for Extracurricular Activities

All students who participate in school-sponsored athletics or other extracurricular activities must maintain a cumulative GPA of 2.3 or above, including the semester in which the students participate in extracurricular activities. Students who participate in extracurricular activities are expected to fulfill their academic responsibilities. All assignments must be completed on time. In all instances, students are required to be in attendance on the day of the activity in which school is in session, unless excused beforehand. If a student is absent from school on the day of a game or performance, he or she will not be eligible to play in that game or perform. There may be occasions when a student will have to miss class(es) due to a scheduled game or extracurricular activity. Students are responsible for informing the teacher(s) before the missed class(es).

**Athletics**

Students who are participating in athletics will abide by the Student-Athlete Code of Conduct.

**Shabbatonim**

FJA sponsors Shabbatonim at various times throughout the year. Shabbatonim give students the opportunity to enjoy an enriching and fun religious experience with their teachers and friends. FJA encourages the attendance and participation of all students in these informal, experiential, Jewish educational opportunities. Students are expected to sign and abide by the Shabbaton Behavioral Contract. Students who violate the terms of the Shabbaton Behavioral Contract are subject to progressive discipline.

**School Dances**

Student Government sponsors school-wide dances at various times throughout the year. Guests are invited to attend – but they must be Jewish, and they must complete and submit the Guest Application form at least 48 hours prior to the dance or they will not be admitted. Students may obtain the form from the FJA website. Students who choose to violate this guideline invite progressive discipline.

**Lockers**

Students are provided a locker for everyday use. Lockers are the property of the school. Only locks issued by the school office may be used. A \$25 lost lock fee is charged if the lock is not returned at the end of the school year. The school is not responsible for lost or stolen items.

**Lunchtime**

Students should be respectful of school and JCC property at all times. They are expected to clean up after themselves and dispose of all trash and recyclables appropriately. 11th and 12th grade students are permitted to leave campus during lunch, provided they have submitted their signed Off Campus Lunch Permission Form. The conditions listed on the signed Off Campus Lunch Permission Form are enforceable as part of this policy. 10th grade students will be permitted to leave campus during lunch after the last day of classes for seniors. Eligible students who wish to leave campus during lunch must submit an Off Campus Lunch Permission Form. Please note students are not permitted to leave campus on Closed Lunch days. Students choosing to disregard these rules invite progressive discipline.



# BEHAVIOR, SAFETY & SECURITY

## Code of Conduct

A student's personal code of conduct should be consistent with the Core Values of the school and in keeping with the Mission and Philosophy of Frankel Jewish Academy.

The Code of Conduct applies:

- on the FJA/JCC campus at all times
- at all FJA-sponsored events and activities on or off the FJA campus, including field trips, Shabbatonim, athletic events, school dances and trips to Israel
- on any FJA-provided school bus or approved transportation
- to any misconduct toward any school employee or their property, whether on or off the FJA campus
- with respect to any off-campus misconduct of a serious and/or criminal nature which poses a likelihood of danger to the physical or emotional health of FJA students or staff (e.g. use or sale of drugs), or which reasonably makes the continued presence of the student in the school disruptive to the educational process (e.g. stalking, assault, or other serious or violent off-campus criminal activity)

## Discipline

All disciplinary matters are first referred to and handled by the Director of Discipline.

Please see the Discipline information in the Mission, Philosophy, Core Values, and Discipline section of this handbook for further details regarding our discipline philosophy.

The following actions invite progressive discipline, including suspension or expulsion:

- possession or use of illegal substances
- loitering near illegal substances
- harassment
- threatening or assaultive behavior
- possession of weapons or facsimile weapons
- cheating and plagiarism
- vandalism
- acts of moral turpitude
- skipping school activities, including class, Minyan, Town Hall, study hall, PAL, special programming
- use of cell phones during class time
- dress code violation
- gambling
- unapproved off-campus lunches
- lying
- lewd or profane language, gestures, or actions
- theft
- trespassing
- refusing a reasonable request
- disruptive or disorderly conduct
- disrespect to staff, students, or the institution

In the case of a violation, the administration reserves the right to address each offense on an individual basis. The administration will consider the actual misconduct, the extent of the student's individual involvement, and the student's record, both academic and behavioral, in determining an appropriate consequence. The administration reserves the right to determine the consequences of violations, including suspension and expulsion. The Head of School reserves the right to be the final arbiter in matters of discipline.

## Suspension

- Assignments, quizzes, and tests missed while serving a suspension may not be made up during class time.
- Absences will count toward the semester's total.
- Students and parents must be aware that all suspensions will appear on the student's permanent academic records.
- FJA must acknowledge suspensions when corresponding with colleges regarding student applications for admission.
- However, students who demonstrate exemplary behavior after a suspension – in other words, students who demonstrate that the disciplinary matter that caused a suspension was an isolated incident compared to an otherwise wonderful, Mission-appropriate time at FJA – may request a letter of recommendation from the Academic Director or the Head of School that would accompany the college application.

## Expulsion

Students may apply for re-admission for the following school year.

## **Refusing a Reasonable Request/Disrespect**

Frankel Jewish Academy staff have the right to make reasonable requests of students in accomplishing the Mission and Philosophy of the school and in order to ensure a safe and orderly educational environment. Students will immediately follow the direction or instruction of a staff member making a reasonable request. Any student who refuses the reasonable request of an FJA staff member invites progressive discipline.

Students will show a respectful attitude toward FJA staff at all times. Students may be unhappy with the decision of a staff member, but it is critical that they conduct themselves appropriately when voicing a concern or expressing themselves in a disagreement. Yelling, using inappropriate language or gestures, or sarcastic tone or phrasing are all examples of disrespect.

In the context of how much of the professional public and private sector world operates, refusing a reasonable request or disrespect toward someone in authority is akin to insubordination, a terminable offense. Therefore, students should know that refusing a reasonable request will likely begin with a suspension and could lead to expulsion.

The expectation that students will follow reasonable requests and show proper respect is extended to JCC staff as well.

## **Disruptive or Disorderly Conduct**

The learning environment is sacred. It is, therefore, imperative that students conduct themselves appropriately and that they are not the source of behavior contrary to a sound learning environment. Outbursts, speaking at inappropriate times, or repeated disruptions are examples of behavior that will invite progressive discipline. This also applies to non-classroom environments such as Town Hall and Minyan.

## **Dress Code**

Proper dress reflects the seriousness of the academic environment and an appreciation that learning and teaching are among the most sacred tasks in the Jewish tradition. The way one dresses also influences how one behaves. Proper dress reinforces the proper atmosphere of a Jewish day school.

The Frankel Jewish Academy dress code reflects several important Jewish values: tzniut, kevod habriot, derech eretz, and the kedusha of learning. Therefore, clothing should be neat, clean, and modest.

During Minyanim (prayer services) every day and the entire school day on Friday, male students are required to wear a kippah. At all other times, male students are required to wear a head covering that conforms to the dress code in the school building and on all school-sponsored trips and retreats. A hood that is attached to a shirt or jacket is not an acceptable head covering. Violations invite progressive discipline.

In adhering to modest standards, girls are to abide by the following rules:

1. When choosing a top, no undergarments, cleavage, or midriff should be exposed.
2. Temporary adjustments to clothing that include stretching or shifting will still be considered in violation of the dress code.

Students and parents are expected to check the appropriateness and conformity of their clothing at home prior to coming to school.

**The following are recommended:**

- Pants: khakis, dress slacks, jeans, cargo pants, capris.
- Tops: polos, button-down shirts, T-shirts, sweatshirts, sweaters, blouses.
- Skirts: skirts that come to the top of the knee cap or lower.
- Shorts: khakis, cargo shorts. Shorts should be at or near the knee.

**The following are examples of clothing and physical appearance items that are not permitted:**

- Pajamas, velour pants, dance pants, yoga pants, athletic shorts and pants, and sweatpants.
- Jeans, pants, or shorts that sag below the belt line.
- Shirts with inappropriate, offensive, or provocative words or pictures.
- Skin-tight clothing including pants, tank tops, halter tops, and tube tops. This includes leggings (without appropriate length skirt), jeggings, or any other nylon or spandex material.
- Bare shoulders and spaghetti straps, including basketball jerseys without T-shirts underneath. Midriffs should also be covered to the extent that if arms are raised, it would not be exposed.
- Sheer clothing that reveals inappropriate clothing underneath (e.g. a sheer blouse that reveals an inappropriate top or bra, a sheer full length skirt that reveals an inappropriate length skirt underneath).
- Hair dyed an unnatural hair color (e.g. blue, green, purple).
- Hairstyles that cause undue attention (e.g. mohawk).
- Clothing that is torn/distressed to expose skin that violates dress code (e.g. midriff, thigh).
- Visible body piercings (e.g. nose, eyebrow, etc.) except earrings.
- Visible tattoos.
- Visible undergarments.

**Students who violate FJA's Dress Code invite progressive discipline. Students will not be able to attend class until the dress code violation has been corrected.**

FJA Administration reserves the right to judge appropriate appearance and dress code conformity.

Friday Attire

In order to create a greater sense of consciousness of Shabbat, the school observes a special dress code on Fridays. Students and staff are required to dress up. Blue jeans or any denim pants, sweatshirts, T-shirts, hats, or shorts for example, are not permitted. On Friday, the kippah is the only head covering allowed.

- Boys: button-down shirt with a tie, khakis, or dress pants.
- Girls: blouse, dress pants, skirt, or dress of appropriate length.

Dress Down Days

On school-sponsored dress down days, students are expected to adhere to appropriate standards of modesty. Sleepwear is not permitted, but sweatpants are acceptable.

**Cell Phones**

The use of cell phones in school will be allowed as follows:

- before or after school hours
- during lunchtime
- during passing time

Students are encouraged to secure their cell phones in their lockers during class time. Students are not permitted to use cell phones during class time. Cell phones must not be visible, even when they are turned off. Use is defined as a cell phone that is out, a cell phone that is on, a cell phone that rings or makes an audible noise or vibration, or a cell phone that causes any type of classroom disturbance. Prohibition during class time includes times when students may be out of the classroom itself (e.g. retrieving items from a locker, getting a drink, going to the restroom, etc.). Class time includes Minyan, Town Hall, study hall, and PAL.

A teacher may allow a student to use a cell phone during class time to fulfill a specific educational purpose.

Students may not use a cell phone in any area where other students or staff have a reasonable expectation of privacy. This would include restrooms and locker rooms.

Students who violate the cell phone policy invite progressive discipline. This may include confiscating the cell phone and/or losing cell phone privileges.

### **Gambling**

Gambling and betting in any form is prohibited, even if no money changes hands during school hours. Donating the winnings to tzedakah does not change this policy. Violations invite progressive discipline.

### **Cheating and Plagiarism**

Frankel Jewish Academy is dedicated to the highest moral and ethical standards. Violations invite progressive discipline.

Consequences for cheating and plagiarism are:

1st violation: Student will redo the assessment/assignment. Credit is to be determined by the teacher and the appropriate Academic Director.

2nd violation: Student will receive a zero for the assessment/assignment and will be required to redo the assessment/assignment for no credit. Student will be placed on probation.

3rd violation: The student will receive a suspension of at least one day up to expulsion.

### **Harassment**

Every member of the FJA community (students and staff) is entitled to his or her personal dignity and is entitled to participate in our school community without fear for his or her safety or for the integrity of his or her personal space, physically or emotionally, inside and outside the walls of the school. Any unwelcomed, unwanted, or uninvited comment or conduct based on gender or race that threatens a person's dignity or personal space constitutes harassment and is an offense against our Core Values. People who feel they have been subjected to harassment should immediately report the incident to any FJA trusted adult. Violations invite progressive discipline.

### **Controlled and Illegal Substances**

Within Frankel Jewish Academy, including in and on the JCC campus, or at any school-sponsored activity or trip wherever it takes place, students may not be in possession of, consume any quantity of, be under the influence of, or provide others with alcohol, illegal drugs, cigarettes, or drug paraphernalia. Violations to the above may lead to suspension, expulsion, or dismissal from school-sponsored activities (e.g., Shabbaton, Israel Experience). The same consequences will apply to those students who are in the presence of those partaking in controlled and illegal substances. Students are required to remove themselves immediately from such situations and should report these and any other harmful behaviors to FJA staff. Violations invite progressive discipline. This may include the loss of all FJA driving privileges.

### **Identification**

All students are required to carry their identification badges at all times. Visitors are required to obtain a visitor sticker from the Front Desk.

### **Search and Seizure**

Any school administrator may conduct a reasonable search of a student, the student's locker, purse, or backpack on the school premises if there is reasonable cause to believe that he or she possesses an item that violates school policy. Findings invite progressive discipline.

## **Health and Wellness Policies**

The Health Policies of Frankel Jewish Academy are rooted in Michigan law and take into consideration prevailing customs of local school districts. They are designed to facilitate FJA's responsibility to provide a safe and healthy environment.

### Matriculation Health Forms

All matriculating students, regardless of grade, must submit a standard School Health Form, signed by a physician indicating the following:

- Results of a comprehensive health assessment (history and physical exam) within 12 months of the date of matriculation.
- Documentation of up-to-date immunization per Michigan law, or one of the following:
  - a. Documentation of a recent attempt to catch up with lapsed immunizations that indicates immunizations are as up-to-date as possible at this time, with subsequent doses anticipated as soon possible after the minimum period between doses has elapsed.
  - b. A signed "Physician Waiver of Immunizations" because of medical contraindications for that child.
  - c. A signed "Parental Waiver of Immunizations" which can be based on parental choice.

Parents are asked to update the school regarding any significant health changes of which the school should be aware.

### Sports Participation Health Forms

Students intending to participate in competitive sports must submit a physical exam form prior to the first day of team practice. This can be a standard School Health Form or a form focusing on sports participation. It must document an examination conducted no earlier than April 15 prior to the beginning of the current academic year. Students will not be permitted to practice or play until the form has been received.

## **Visitors**

Frankel Jewish Academy maintains a strict visitor policy aimed at the safety and security of our staff, students, and visitors as well as providing a comfortable learning environment. All visitors to Frankel Jewish Academy must register at the front desk. Visitors will be given a visitor badge that must be worn while in the school facility. All visitors will be escorted to their destination within the school; those unescorted will be asked to remain in the common area until an escort is available.

There may be occasions when friends and family of Frankel Jewish Academy students wish to visit the school. To avoid possible security problems and distractions during the school day, Frankel Jewish Academy students are not allowed to have visitors in the school unless the following exceptions apply:

- The guest is visiting FJA as a prospective student and the visit was coordinated with the admissions department as a shadow visit.
- The guest visiting FJA meets the approved criteria during a Frankel Jewish Academy event, e.g. Grandparent's Day.
- The guest is a guest speaker and/or is involved in the class curriculum and has been approved in writing at least three days in advance by one of the following personnel:
  - Head of School
  - Chief Operating Officer
  - Director of General Studies
  - Director of Jewish Studies
  - Director of Student Services
  - Director of Security

Visitors are not allowed to take pictures or video record the interior and/or exterior of Frankel Jewish Academy unless they have received permission from the Director of Security.

Visitors who do not conduct themselves in a proper manner and do not abide by Frankel Jewish Academy policies will be asked to leave.

# GOVERNANCE

## Accreditation

FJA is accredited by the Independent Schools Association of the Central States (ISACS). FJA is also a member institution of the National Association for College Admissions Counseling (NACAC) and the Michigan High School Athletic Association (MHSAA).

## School Office

The Front Desk is staffed daily during the school year:  
Monday through Thursday from 7:00 am to 5:00 pm  
Friday from 7:00 am to 3:00 pm

Summer hours for the Front Desk are:

- Beginning June 20th - Monday through Thursday from 8:00 am to 5:00 pm; Friday from 8:00 am to 3:00 pm
- July - Monday through Thursday from 8:00 am to 3:00 pm; closed Fridays
- August - Monday through Thursday from 7:00 am to 5:00 pm; Friday from 7:00 am to 3:00 pm

## Emergency School Closings

In the event of a school closure due to weather or any other unforeseen emergency, FJA will utilize a number of communication systems:

- Closings will be posted on television stations WJBK-TV (Fox 2), WDIV (Local 4), WXYZ-TV (Channel 7), WWJ-TV (CBS Detroit), and WKBD-TV (CW50).
- Closings will be announced on radio stations WWJ Newsradio 950 and Newstalk WJR-AM 760.
- FJA will also utilize a school-to-parent communication service used to deliver important information quickly and reliably. A message will be sent to parents and, in some cases, the listed emergency contacts to communicate information regarding emergencies, school closings, unplanned early dismissals, or important changes to our athletic or art events.
- Additional assignments (at the teacher's discretion) will be posted on Schoology during unexpected school closings.

## Student/Parent Handbook

This handbook may be updated periodically. The most current version is on our FJA website.

## Parking

FJA student drivers must park in the designated section of the JCC parking lot, near the Drake Road entrance. FJA student drivers who apply for and receive a parking hang tag will be allowed the privileges of parking in the student area of the JCC parking lot as long as the following rules are obeyed:

1. Only cars with authorized hang tags may enter and park in the student area of the JCC lot. FJA students may obtain hang tags from the Director of Security after completing the application process. Students must display their FJA hang tag while they are attending classes. Students who park in the student area of the JCC parking lot without obtaining an FJA hang tag will be subject to progressive discipline, which may include the loss of FJA driving privileges.
2. Students who have additional family cars and on occasion may drive these vehicles, only need one hang-tag. It will be necessary to show a vehicle registration for each vehicle assigned to your hang tag.
3. Students who are eligible to drive but do not have an FJA hang tag, must complete a daily parking pass form and place it on the dash board in the front windshield before the start of first hour class.
4. While on school grounds, the vehicle may only be driven by the student to whom the hang tag is registered.
5. Students are expected to follow all state and local ordinances. Speeding, reckless driving, ignoring posted signs, peeling of tires, driving on non-paved areas, parking in the fire lanes, passing vehicles while entering or exiting the parking lot, parking in handicapped spaces without authorization, etc. will not be tolerated.
6. Once students have arrived at school, they are not allowed to go to the parking lot without permission.

8. Students may not leave campus during the day in their vehicles unless they have permission to do so (e.g. lunch, called out). Any student who uses his/her vehicle to assist another student in leaving school grounds before the end of the school day will be subject to progressive discipline, which may include the loss of FJA driving privileges.
9. All students must park in the FJA student section of the JCC parking lot.
10. Any changes regarding student vehicles, like the type of vehicle, the license number, etc., must be reported immediately to the Director of Security. Students who get a different vehicle during the school year may transfer the hang tag to that vehicle by submitting their new registration to the Director of Security.
11. If an FJA hang tag is lost or stolen, it shall be reported to the Director of Security as soon as possible. Students requiring a replacement hang tag will be charged \$5.00.

### **FJA Bag-Tags**

All students are required to have a bag-tag affixed to their backpack, and/or computer case, and/or any other large bag while they are at FJA. The bag-tag(s) shall be the approved neon green FJA bag-tag with the FJA logo on one side and the other side blank. The name of the student shall be written on the blank side of the tag. The FJA bag-tag(s) can be obtained from the Director of Security.

This policy does not apply to the purse of a female student.

### **Tuition Payments**

FJA families pay tuition according to the terms agreed upon as set forth in the Enrollment Agreement signed for the current academic year. Three payment options are offered: in full by August 1, bi-annual due by August 1 and December 1, and an eight-month plan, due by the 1st of the month starting in August and ending in March.

### **Financial Holds**

If any student has an outstanding balance, no academic records will be distributed until the account is paid in full.

### **Annual Giving Campaign – Parent Participation**

The Annual Giving Campaign enables Frankel Jewish Academy to provide the best quality education for our students. Our aim is to achieve 100% participation among parents. With high parent participation we are able to demonstrate to the community at large that we are doing all we can to ensure a strong and vibrant educational environment. Each year we need to raise over \$800,000 from the community. By showing your support we make a more compelling case for community participation in our annual fundraising efforts. In advance, we thank our parents for their support and full participation.

### **Parent Council**

Parent Council sponsors events that enhance the educational experience for our students. Parent Council also plans and underwrites programs that recognize our dedicated faculty and staff, as well as host special parent education and social programs. The annual membership dues of \$36 support Shabbat and holiday programs as well as other general and Jewish student life activities. To get involved please contact Parent Council Co-Chairs Jodi Cranis, [scranis@comcast.net](mailto:scranis@comcast.net), Janice Traison, [jtraison@sbcglobal.net](mailto:jtraison@sbcglobal.net), or Nancy Reed, [imareed@comcast.net](mailto:imareed@comcast.net).

# GLOSSARY OF COMMON HEBREW TERMS

<b>Bentching</b>	Yiddish term for blessing, usually referring to Grace After Meals
<b>Chag</b> (plural Chagim)	Holiday
<b>Derech Eretz</b>	Respectful and appropriate behavior
<b>Erev</b>	Literally “the eve of” used to refer to the day prior to a Jewish holiday or Shabbat, e.g. Erev Rosh Hashanah
<b>Halacha/Halachic</b>	Jewish law/Adhering or pertaining to Jewish law
<b>Havdallah</b>	Ceremony concluding Shabbat and Holidays
<b>Kashrut</b>	Jewish dietary laws, including the mixing of dairy and meat foods, and the eating of shellfish and certain meats.
<b>Kavod HaBriot</b>	Respectful and dignified treatment of all creatures
<b>Kedushah</b>	Holiness
<b>Kippah</b>	Small brimless cap (often called a “skullcap” in English or “yarmulka” in Yiddish)
<b>Mara D’atra</b>	Local religious leader and authority
<b>Malzal Tov</b>	Literally “Good luck”, but commonly used as an exclamation of congratulations on happy occasions
<b>Mechitzah</b>	Divider between men and women during a religious service
<b>Milah</b> (Brit Milah)	Ritual circumcision, one of the requirements for conversion to Judaism for males
<b>Mincha</b>	Afternoon religious service
<b>Minyan</b> (plural Minyanim)	Prayer group or religious service; daily prayers include Shacharit (morning services), Mincha (afternoon services) and Ma’ariv (evening services)
<b>Mitzvah</b> (plural Mitzvot)	Jewish laws, also called “commandments” or “good deeds”
<b>Rosh Chodesh</b>	Literally “head of the month” used to refer to the celebration of a new Jewish month. Jewish months include: Nisan, Iyar, Sivan, Tammuz, Av, Elul, Tishrei, Cheshvan, Kislev, Tevet, Shevat and Adar.
<b>Shabbat</b>	The Jewish Sabbath, observed from Friday at sunset until Saturday at nightfall. Certain types of activities such as writing, shopping, and cooking are prohibited on Shabbat according to Jewish law.
<b>Shabbaton</b> (plural Shabbatonim)	Retreat held during Shabbat
<b>Shacharit</b>	Morning prayers
<b>Shva Minyan</b>	Prayer services at a house of mourning
<b>Tallit</b>	Ritual garment with tzitzit (special ritual fringes) worn during minyan
<b>Tallit Kattan</b>	Undergarment with Tzitzit usually worn all day
<b>Tefillin</b>	Ritual leather boxes, colored black, containing passages from the Bible, that are attached to the head and arm during morning prayers
<b>Tevilah</b>	Ritual immersion in a mikvah; one of the requirements for conversion to Judaism for both males and females
<b>Tzniut</b>	Modesty
<b>Tzedakah</b>	Charity
<b>Tzitzit</b>	Ritual fringes on the large Tallit or Tallit Kattan (undershirt with ritual fringes)
<b>Yishar Koach</b>	Literally “May your strength be firm”; used to acknowledge another’s effort or participation in specific rituals during worship services and other services. Another way of saying “Well done!”
<b>Yom Tov</b>	Jewish festival or holy day with prohibitions similar to Shabbat

Rosh Hashanah, Yom Kippur, Sukkot, Shemini Atzeret, Simchat Torah, Pesach, and Shavuot: Major holy days in the Jewish calendar.