

STUDENT & PARENT HANDBOOK



Frankel Jewish Academy

6600 West Maple Road | West Bloomfield, MI 48322 | 248-592-5263 | www.frankelja.org

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MISSION, CORE VALUES, & PARTNERSHIP

Mission

Frankel Jewish Academy is a rigorous college preparatory high school pursuing academic excellence and Jewish literacy. We inspire students to think critically, creatively and compassionately; to dedicate themselves to Jewish tradition, peoplehood, and the State of Israel; and to become lifelong learners and leaders.

Core Values

Frankel Jewish Academy strives to create and maintain a positive learning environment in which all students have the opportunity to grow academically, Jewishly, emotionally 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, families, 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 Families

Successful education hinges upon a supportive partnership between students, families, and staff, with each being fully committed to this end.

All portions of the school day are important whether they are formal class time or community activities. Please work with us to ensure that students are present and participating during the duration of the school day.

* See glossary

JEWISH LIFE

FJA's mission guides Jewish life at our school.

Students are required to uphold FJA's core values and Jewish observance at school and on all school-sponsored trips, outings, sporting events, and retreats.

Kashrut *

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 while school is in session.

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. No meat or poultry products may be brought into the school, even if the food is meant only for personal consumption. (Meat is permitted when served at school provided lunches or sold at school by approved kosher vendors.)
- Fish, non-meat foods, and fresh produce may be brought to school. Shellfish, seafood, and fish lacking fins and scales may not.
- Meals and snacks provided for the school community will be strictly kosher according to one of the approved kashrut certification agencies and overseen by school rabbinic leadership.
- Food prepared at home may not be served in school to other students or for school functions. All snacks served in school for the community must be certified kosher and brought to school in their original wrapping.
- 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.
- Students are encouraged to bring food for their personal consumption that bears a kosher symbol. Below are a few examples of common kashrut symbols, but they are not an exhaustive list.



If you have any questions, please contact Rabbi Elliot Pachter, Rabbinic Advisor.

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

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.

*See glossary

Kippah*

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

Zman Kodesh

One of the hallmarks of the FJA experience is a time set aside most school days for “Zman Kodesh” or Sacred Time. This time may include traditional daily prayer experiences or other opportunities for reflection, meditation, or introspective study. Zman Kodesh takes place on Monday - Thursday mornings and students have the opportunity to select their most preferred Zman Kodesh experience each quarter. During traditional prayer experiences, students will be expected to wear tallit* (or tzitzit*) and tefillin*.

Jewish Holidays, Shabbat, and Chagim*

The FJA academic calendar supports the observance of Shabbat, Chagim*, 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 (Hanukkah, Purim, Yom HaShoah, Yom HaZikaron, Yom Haatzmaut, etc); school is normally in session during these days and teachers may assign homework. On most fast days, class is in session but physical activity does not take place (e.g. a sports team may have a meeting rather than a practice).

Due to the sanctity of Shabbat and Chagim, school is never in session on these days. 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 conducted on Shabbat or Chag.

Teachers will not assign homework, including reading, to be completed over Shabbat and Chagim. Moreover, no long-term assignments will be due the day following a Chag and tests or quizzes may not be scheduled for the day after a Chag. However, if there is an intervening time that is not Chag – for example, if Chag 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. Please note Friday dismissal is at 2:55 pm throughout the year.

FRANKEL JEWISH ACADEMY WEEKLY SCHEDULE

Monday	Tuesday	Wednesday	Thursday
A 8:30-9:30am (60 minutes)	E 8:30-9:30am (60 minutes)	B 8:30-9:30am (60 minutes)	F 8:30-9:30am (60 minutes)
Minyan 9:35-10:15am (40 minutes)	Minyan 9:35-10:15am (40 minutes)	Minyan 9:35-10:15am (40 minutes)	Minyan 9:35-10:15am (40 minutes)
B 10:20-11:50am (90 minutes)	F 10:20-11:50am (90 minutes)	A 10:20-11:50am (90 minutes)	E 10:20-11:50am (90 minutes)
Lunch 11:50am-12:40pm (50 minutes)	Lunch 11:50am-12:40pm (50 minutes)	Lunch 11:50am-12:40pm (50 minutes)	Lunch 11:50am-12:40pm (50 minutes)
C 12:40-2:10pm (90 minutes)	G 12:40-2:10pm (90 minutes)	D 12:40-2:10pm (90 minutes)	H 12:40-2:10pm (90 minutes)
D 2:15-3:15pm (60 minutes)	H 2:15-3:15pm (60 minutes)	C 2:15-3:15pm (60 minutes)	G 2:15-3:15pm (60 minutes)
X 3:20-3:45pm (25 minutes)	X 3:20-3:45pm (25 minutes)	X 3:20-3:45pm (25 minutes)	X 3:20-3:45pm (25 minutes)
Friday 1	Friday 2	Friday 3	Friday 4
A 8:30-9:30am (60 minutes)	E 8:30-9:30am (60 minutes)	B 8:30-9:30am (60 minutes)	F 8:30-9:30am (60 minutes)
Town Hall 9:35-10:05am (30 minutes)	Town Hall 9:35-10:05am (30 minutes)	Town Hall 9:35-10:05am (30 minutes)	Town Hall 9:35-10:05am (30 minutes)
B 10:10-11:40am (90 minutes)	F 10:10-11:40am (90 minutes)	A 10:10-11:40am (90 minutes)	E 10:10-11:40am (90 minutes)
Lunch 11:40-12:20pm (40 minutes)	Lunch 11:40-12:20pm (40 minutes)	Lunch 11:40-12:20pm (40 minutes)	Lunch 11:40-12:20pm (40 minutes)
C 12:20-1:50pm (90 minutes)	G 12:20-1:50pm (90 minutes)	D 12:20-1:50pm (90 minutes)	H 12:20-1:50pm (90 minutes)
D 1:55-2:55pm (60 minutes)	H 1:55-2:55pm (60 minutes)	C 1:55-2:55pm (60 minutes)	G 1:55-2:55pm (60 minutes)

Graduation Requirements

A student enrolled at FJA must take eight courses every year.

Note: One credit is equal to two semesters.

4 credits of English
4 credits of Mathematics
3 credits of Hebrew Language
3 credits of History/Social Studies
3 credits of Science
4.5 credits of Jewish Studies⁽¹⁾
5.5 credits of Academic Electives
2 credits of Arts and Activities⁽²⁾
Other Possible Courses (Study Hall, Independent Study, Internship, etc.)
4 Years of Minyan

(1) Jewish Studies

Jewish text overview track (one Jewish Studies course) in 9th and 10th grade OR
Beit Midrash intensive track (separate Bible and Rabbinics courses) in 9th and 10th grade. Students must also take 0.5 credit (one semester) of Jewish History and 0.5 credit (one semester) of Arab- Israeli relations as part of their 4.5 credits of Jewish Studies.

(2) Arts and Activities

Student participation in many school activities (and some extracurricular activities) count toward fulfilling this requirement.

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

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

Students interested in joining the National Honors Society must fulfill 20 hours of community service during the academic year prior to becoming a member and during each year of membership.

Synagogue Attendance

Students are required to complete ten synagogue attendance visits per year where they attend religious services. These can include Shabbat, holiday, weekday services, shiva minyanim, or b'nai mitzvah services. FJA Shabbatonim and youth group Shabbatonim can count for up to two synagogue visits. These visits must be completed during the school year.

Students must submit Community Service Hours and Synagogue Attendance Visits by following the links on Schoology.

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 decision as to whether dual enrollment is in the student's best interest will be made on an individual student basis by the Principal.

The student must obtain signed approval from FJA's Director of College and Academic Counseling. 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 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 the student must arrange for a transcript to be sent to FJA. Credits will be awarded accordingly.

Note: 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.

The cost of such courses will not be reimbursed by FJA.

Internships

Seniors may petition the Principal and the Director of College and Academic Counseling to participate in an internship. Details of the program must be discussed with the Principal and the Director of College and Academic 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.

Teacher Assistantship

Seniors can take a teacher assistantship 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.

A teacher assistantship is completed under the supervision of a teacher or staff member. When a teacher or staff member determines that they would like to have a teacher assistant, the staff member creates a job description for the position 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 Pass/Fail grade based on their successful completion of those defined job descriptions.

Academic Support Services

FJA's Learning Specialists provide support for students with documented accommodations. Appropriate academic plans are developed from testing results, student observations, and input from families and teachers. FJA's Learning Specialists meet with individuals and small groups of students to provide strategies to help guide them toward academic success. In addition, after-school tutoring, X-Block, and peer tutoring is available and students are encouraged to avail themselves of these opportunities.

Frankel Jewish Academy Property

Frankel Jewish Academy comprises the entire top floor and a portion of the lower level 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, weightlifting, Town Hall, etc.). While these locations are being utilized, they are considered part of FJA.

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

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

Textbooks (Hard copy)

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/families 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.

Study Hall

FJA students may enroll in a study hall 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 shall report to and remain in their assigned study halls at all times unless issued a pass. Study hall violations invite progressive discipline.

Attendance Policy

The following describes attendance policies and potential consequences for excessive absences and/or tardies:

Tardies

Each class is separate from another when tardies are being counted. Once a student reaches their 3rd tardy, both parents/guardians and the student will be notified. Once a student accumulates 5 tardies (in a particular class), they will receive a detention. Any student who exceeds 5 tardies will be subjected to progressive discipline.

Students in grades 11 and 12 who are tardy 5 times immediately following the end of lunch, will have their off-campus lunch privileges revoked in a progressive manner. (All tardies are calculated by semester.)

Absences

For courtesy and safety, a parent/guardian should call the attendance line to report in advance that a student will be absent. After 3 absences (per semester) in any class or minyan, parents/guardians and students will be notified. A student who accumulates 4 absences in a class or minyan in a semester may be called to a meeting with an administrator. Absences due to suspension or for school-sanctioned activities (athletics, Quiz Bowl, field trips, etc.) do not count toward student totals. A student with a pattern of absences will face progressive discipline. The Administration will consider prolonged absences due to exceptional circumstances on a case-by-case basis. A doctor's note may be required. A prolonged absence is considered to be four or more consecutive school days.

Outpasses

Students are not permitted to leave school for any reason without an outpass from the school receptionist. An outpass requires a parent/guardian to contact the FJA attendance line (248) 592-9917 prior to the student's exit from the school. Students leaving the school without prior authorization from the school receptionist invite progressive discipline. Students may pick up an outpass before classes begin, between classes, or during lunch. Students leaving the building must check out at the front desk prior to leaving. Students who are called out of school for any reason are required to leave JCC property promptly.

Make-Up Work

It is the student's responsibility to obtain and complete material missed upon return from an absence. Students will have the number of days they were absent to complete the work they missed. For example: if a student is absent for three days, they have three days to complete their work. Exceptions to this can be arranged with individual teachers.

Emergencies

Understanding that there are circumstances beyond our control, we do ask that families try to minimize disruptions/interruptions of classes except for true emergencies.

Grading and Reporting Student Progress

The school uses a semester system and a report card is sent at the end of each semester. Students and parents/guardians 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. PowerSchool will go offline at the end of each semester during finals week and will remain off line for the summer. Academic 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:

Letter Grade	Value	Letter Grade	Value	Letter Grade	Value	Letter Grade	Value
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 six 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 receive credit, the student may take an equivalent course and complete the course of study. Additional classes or courses of study will be taken at the family's expense. All options must be pre-approved by the Principal. Summer school transcripts must be sent directly by the institution to FJA. Failure to complete all necessary credits may preclude graduation from FJA.

FJA transcripts will reflect when the course was repeated. On the transcript, the original failing grade will be replaced with "R". The "R" is excluded from GPA and is given no credit. The new course is listed on the transcript with a grade. That new grade is included in the GPA and awarded credit.

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 and Academic Counseling and/or the Principal, submit course requests each spring for the following academic year. Students are permitted to request scheduling changes within the first two weeks of each semester via consultation with the Principal.

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.

As digital citizens at FJA, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- Respect yourself. Select online names that are appropriate. Consider the information and images that you post online.
- Protect yourself. Do not publish personal details, contact details or a schedule of your activities.
- Respect others. Do not use technologies to bully or tease other people.
- Protect others. Protect others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect intellectual property. Suitably cite any and all use of websites, books, media, etc.
- Protect intellectual property. Request to use the software and media that others produce.

Before the start of each school year, all students and parents/guardians must sign the FJA Acceptable Use Policy, agreeing to and abiding by its terms. This policy may be found on the FJA website and is part of the summer re-enrollment process.

Standardized Testing

FJA adheres to the following schedule for standardized testing:

- 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 and 12th graders take the ACT.
- 11th or 12th grade students may also elect to take SAT I (Scholastic Aptitude Test) and/or SAT II Subject Tests.
- AP (Advanced Placement) tests are offered in May for students who have taken AP courses.

In order to take these exams:

- Students must sign up with the appropriate testing organization (College Board, ACT, AP).
- Students are responsible for all expenses related to these standardized tests.

Frankel Jewish Academy requests that students do not take standardized tests on Shabbat and Jewish holidays.

- PSAT tests are given at FJA on the Wednesday test date.
- ACT tests are given through FJA periodically throughout the year.

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

STUDENT LIFE & EXTRACURRICULAR ACTIVITIES

Student Life works closely with FJA students, families, teachers and staff to help ensure a strong and productive high school experience for the students.

Leadership Opportunities

Students are encouraged to develop their leadership skills by participating in Student Government, National Honor Society and Clubs.

Student Government

Student Government officers represent the student body and must exemplify the core values 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.

National Honor Society

The National Association of Secondary School Principals sponsors the National Honor Society (NHS). NHS recognizes outstanding students for their scholarship, leadership, service, character, and citizenship. Students are invited to apply for admission in the spring of their 10th or 11th grade year if their unweighted cumulative GPA is 3.5 or above. A faculty committee reviews the applications and determines membership based on the following criteria:

- Scholarship: an unweighted cumulative GPA of 3.5 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. Community service hours should be submitted to the Student Life Coordinator.
- 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.

Clubs

There are numerous opportunities available for FJA students to become involved in clubs and activities that interest them. A list of current clubs and activities can be found in the Student Life office. To form a new club, students should fill out a New Club Application Form which is also available in the Student Life office.

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.

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. 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).

Additional Spirit Activities:**Shabbatonim**

FJA sponsors Shabbatonim at various times throughout the year. They 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 invite progressive discipline.

Spirit Week

Student Government works in conjunction with the Student Life Department to organize and implement in spirit week.

School Dances

Student Government sponsors school-wide dances at various times throughout the year. Guests may attend – but they must complete and submit the Guest Application form to the Student Life Coordinator at least 48 hours prior to the dance. Students may obtain the form from the Student Life Office. Students who choose to violate this guideline invite progressive discipline.

Fundraisers

Students are encouraged to work with the Student Life Coordinator to Implement school fundraisers.

Senior Class Activities

Students assist in the planning of Senior Prom and participate in the senior Israel trip in the spring.

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 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 individuals 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 referred to and handled by the Administration.

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

The following violations as well as others not named (listed alphabetically not in order of severity) invite progressive discipline, including suspension or expulsion:

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

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.

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. Though discipline is most commonly thought of as punishment, its 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. 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: Parents/guardians will be notified and the student will be placed on probation. This probation may include loss of privileges and removal from clubs and societies such as NHS, StuGo, athletics and arts programs, etc.

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

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

Suspension

Students may be asked to serve in school or out of school suspensions at the discretion of Administration. Students and families 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 -- may request a letter of recommendation from the Principal or the Head of School that would accompany the college application.

In school

- Student will serve suspension in the school building.
- Student is responsible for making up the work missed while serving the suspension. Assignments, quizzes and tests missed may not be made up during class time.
- Student will spend time reflecting on their behavior/conduct, as well as doing school work.

Out of School

- Student will serve suspension at home.
- Student is responsible for making up the work missed while serving the suspension. Assignments, quizzes and tests missed may not be made up during class time.

Expulsion

In certain instances, 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 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 community members at all times. Students may be unhappy with a decision, 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.

Disruptive or Disorderly Conduct

The learning environment is sacred. Therefore, it is 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.

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. Eleventh and twelfth 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. Tenth 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.

Cellphones

The use of cellphones in school will be allowed as follows:

- before or after school hours
- during lunchtime
- during passing time
- with teacher approval during class time

Students may not use a cellphone 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 cellphone policy invite progressive discipline. This may include confiscating the cellphone and/ or losing cellphone privileges.

Dress Code

The Frankel Jewish Academy dress code reflects several important Jewish values: tzniut (modesty), kevod habriot (honor to God's creations), derech erez (decency), and the kedushah (holiness) of learning.

In adhering to the dress code, all students are to abide by the following rules:

- No exposed shoulders, thighs, or midriffs. This includes ripped jeans or leggings with mesh panels above the knees.
- No blue jeans on Fridays. Black jeans are acceptable.
- No sweatpants allowed except on officially designated Dress Down Days. For example, the first day of a month (unless it falls on a Friday) or fundraising days designated by the Student Life Office.
- Friday dress should be "dress up" for all students. Ties and dress shirts are mandatory for male students. Female students should dress up as well.
- Kippot are required Fridays. Head covering (hat or kippot) are required on all other days.

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 Administrators reserve the right to judge appropriate appearance and dress code conformity.

Note: If a student, family, teacher, or faculty member is unsure whether or not a rule has been broken, an administrator will have the final say.

Dress Down Days

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

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 Principal.

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 serve a detention and be placed on probation.

3rd violation: Student will receive a zero for the assessment/assignment and will be required to redo the assessment/assignment for no credit. 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 unwelcome, unwanted, or uninvited comment or conduct 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.

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.

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 dashboard 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.
7. Students may not leave campus during the day in their vehicles unless they have permission to do so
8. (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
11. reported immediately to the Director of Security. Students changing vehicles during the school year may transfer the hang tag to the new vehicle by submitting a new registration to the Director of Security.
12. 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 student's a purse.

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.

Health Forms

All matriculating students, regardless of grade, must submit a standard school health form signed by a physician indicating the results of a comprehensive health assessment (history and physical exam) within 12 months of the date of matriculation. Families are asked to update the school regarding any significant health changes of which the school should be aware.

Immunizations

Documentation of up-to-date immunization per Michigan Law must be also provided to the school OR Waiver of Immunization must be issued only by the Michigan Health Department.

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.

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/vaping, cigarettes, or drug/vaping 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.

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 one of 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 FJA event, e.g. Grandfriends' Day.
- The guest is an Alumnus of Frankel Jewish Academy and their visit schedule has been approved by the Advancement Department in advance.
- 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 the completion of the Guest Speaker Form.

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.

ADDITIONAL INFORMATION

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 8:00 am to 4:00 pm.
- Friday from 8:00 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 local radio and television stations and online.
- FJA will also utilize a communication (text and email) service to deliver important information quickly and reliably. A message will be sent to families 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.

Tuition Payments

FJA families pay tuition according to the terms agreed upon as set forth in the Continuous Enrollment Agreement and FACTS Tuition Management. Three payment options are offered: in full by August 1st, bi-annually by August 1st and December 1st, and a ten-month plan, due by a selected date (1st, 10th, or 15th) starting in August and ending in May.

Financial Holds

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

Family Support and Volunteers

There are a number of ways for families to be involved in the school. Whether volunteering at a holiday celebration, meeting with a prospective family or making a donation, your time and energy is essential to our school's success.

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/guardian 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 Julie Ohana, Director of Community Engagement johana@frankelja.org.

Parent Ambassadors work with the Admission staff to encourage application to Frankel Jewish Academy. They plan events in the community, network with prospective families and serve as ambassadors for the school in the community. To volunteer as a student ambassador, please contact Arielle Endelman, Director of Admission aendelman@frankelja.org.

Annual Giving Campaign enables Frankel Jewish Academy to provide the best quality education for our students. Our aim is to achieve 100% participation among families. With high family participation we are able to demonstrate to the community at-large that families are invested in the future of Frankel Jewish Academy. In advance, we thank you for your support and full participation. If you have questions or would like to make a donation, please contact Shana Kantor, Director of Advancement skantor@frankelja.org.

GLOSSARY OF COMMON HEBREW TERMS

Word/Term	Definition
Chag (plural: Chagim)	Jewish festival(s) or holy day(s) with prohibitions similar to Shabbat
Derech Eretz	Respectful and appropriate behavior
Erev	Literally “the eve of,” used to refer to the day prior to a Jewish holiday or Shabbat, e.g. Erev Rosh Hashanah
Havdallah	Ceremony concluding Shabbat and Holidays
Kashrut	Jewish dietary laws, including the prohibition of mixing of dairy and meat foods, and the eating of shellfish and certain meats
Kavod HaBriot	Respectful and dignified treatment of all creatures
Kedushah	Holiness
Kippah	Small brimless cap (often called a “skullcap” in English, or “yarmulka” in Yiddish)
Mazal Tov	Literally “Good Luck,” but commonly used as an exclamation of congratulations on happy occasions
Mincha	Afternoon religious service
Minyan (plural: Minyanim)	Prayer group or religious service; daily prayers include Shacharit (morning services), Mincha (afternoon services), and Ma’ariv (evening services)
Mitzvah (plural: Mitzvot)	Jewish laws, also called “commandments” or “good deeds”
Rosh Chodesh	Literally “head of the month,” used to refer to the celebration of a new Jewish month. Jewish months are Nisan, Iyar, Sivan, Tammuz, Av, Elul, Tishrei, Cheshvan, Kislev, Tevet, Shevat, and Adar.
Shabbat	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
Shabbaton (plural: Shabbatonim)	Retreat held during Shabbat
Shacharit	Morning prayers
Shiva Minyan	Prayer services at a house of mourning
Tallit	Ritual garment with tzitzit (special ritual fringes) worn during minyan
Tefillin	Ritual leather boxes, colored black, containing passages from the Bible that are attached to the head and arm during morning prayers
Tzniut	Modesty
Tzedakah	Charity
Tzitzit	Ritual fringes on the large tallit or tallit kattan (undershirt with ritual fringes)
Yishar Koach	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!”
Yom Tov	See “Chag”.

Major Jewish Holidays Rosh Hashanah, Yom Kippur, Sukkot, Shemini Atzeret, Simchat Torah, Pesach and Shavuot - prohibitions on these days are similar to Shabbat. (The intermediate days of Sukkot have fewer prohibitions and students attend school during these days).

Historical Jewish Holidays Hanukkah, Purim, Yom HaShoah, Yom HaZikaron, Yom Haatzmaut, are some examples that typically fall within the school calendar.