



Parent/Student Handbook

Bais Chaya Mushka / Bais Rebbe



תשפ"ו

2025-2026

Dear Parents, שיחיו,

With joy and gratitude to Hashem we are delighted to welcome you, our Bais Rebbe family, to the new school year!

Our focus on each student's individual growth is with an emphasis on מידות טובות and their personal connection to the service of Hashem. This will be carried out through the teachings of Torah as illuminated by the light of חסידות.

In this handbook you will find clear expectations and procedural guidelines that will be implemented throughout the school year. These guidelines help set the foundation of a safe and orderly learning environment which allows for growth and healthy development.

Please review the following guidelines with your daughter/s and discuss their role and responsibility in utilizing the Bais Rebbe experience, doing their part in creating a meaningful and successful school year.

We look forward to working together!

Wishing you much nachas in the coming year,

Mrs. A. Chazan
Bais Chaya Mushka Principal

Mrs. C. Feyershtain
Assistant Principal

Mrs. C. Pinson & Mrs. C. Zaetz
Bais Rebbe Principals

Mrs. S. Mirman
General Studies Principal

Mrs. M. Pinson
Assistant Principal

Mrs. Y. Blauner
Director of Administration

September			
3	ל' אב	Tues	Bais Rebbe Orientation
4	א' אלול	Wed	BCM/BR- First Full Day
11	ה' אלול	Wed	Back to School Night- BR
18	ט"ו אלול	Wed	Back to School Night- BCM
October			
2-4	כ"ט אלול-ב' תשרי	Wed-Fri	Erev Rosh Hashanah - Rosh Hashanah Break
7	ה' תשרי	Mon	School Resumes
11-12	ט'-י' תשרי	Fri	Erev Yom Kippur - Yom Kippur
14	י"ב תשרי	Mon	School Resumes
15-25	י"ג-כ"ג תשרי	Tues-Fri	Erev Sukkos - Sukkos Break
28	כ"ו תשרי	Mon	School Resumes
November			
28	כ' חשוון	Thurs	No General Studies - Early Dismissal
December			
6	ה' כסלו	Fri	End of Term I
17	ט"ז כסלו	Tues	Parent Teacher Conferences- student free day
26-30	כ"ה-כ"ט כסלו	Thurs-Mon	Chanukah Break
31	ל' כסלו	Tues	School Resumes
January			
10	י' טבת	Fri	Asara B'Teves Regular Friday Schedule
February			
6	ה' שבט	Thurs	BR Performance
11	י"ג שבט	Tues	Teacher In-Service Day
12-14	י"ז-ט"ז שבט	Wed-Fri	Mid-Winter Break
17	י"ט שבט	Mon	School Resumes
March			
7	ז' אדר	Fri	End of Term II
12	י"ב אדר	Wed	Carnival
13	י"ג אדר	Thurs	Taanis Esther- 12:30 Dismissal
14	י"ד אדר	Fri	Purim Break
18	י"ח אדר	Tues	Parent Teacher Conferences 6:30- 9:30PM
April			
7-21	ט' ניסן - כ"ג ניסן	Mon-Mon	Pesach Break
22	כ"ד ניסן		School Resumes
May			
16	י"ח אייר	Fri	Lag B'Omer - Special Program
28	א' סיון	Mon	1st Grade Chumash Party (1A)
29	ב' סיון	Tues	1st Grade Chumash Party (1B)
June			
2-3	ו'-ז' סיון	Mon-Tues	Shavuot Break
4	ח' סיון	Wed	Late Start 9:15
9	י"ג סיון	Mon	Last Day of Classes for 8th Grade
10	י"ד סיון	Tues	8th Grade Bais Rebbe Graduation- Evening
16	כ' סיון	Mon	Pre-1A Siddur Party
17	כ"א סיון	Tues	5th Grade Mother-Daughter Celebration
18	כ"ב סיון	Wed	5th Grade last day
19	כ"ג סיון	Thurs	Last Day of School (Friday Schedule)

DAILY SCHEDULE

Monday - Thursday		Friday	
תפילה	8:40 AM-9:25 AM	תפילה	8:40 AM-9:25 AM
P2	9:35 AM-10:25 AM	P2	9:35 AM-10:25 AM
P3	10:30 AM-11:15 AM	P3	10:30 AM-11:15 AM
Recess	11:15 AM – 11:30 AM	Recess	11:15 AM – 11:35 AM
P4	11:35 AM-12:15 PM	P4	11:35 AM-12:15 PM
Lunch	12:15 PM -12:40 PM	P5	12:20 PM -12:55 PM
P5	12:45 PM - 1:25 PM		
P6	1:30 PM - 2:10 PM		
Mincha	2:10-2:15 PM		
Recess	2:15 PM - 2:30 PM		
P7	2:35 PM - 3:15 PM		
P8	3:20 PM - 4:00 PM		

ARRIVAL

One of the keys to maintaining the calm and purposeful atmosphere of school is a punctual, unhurried start to each school day. School begins promptly at 8:40 am each morning, so please plan to arrive between 8:20 and 8:40.

- A staff member will be on duty to supervise students beginning at 8:20 a.m. daily. Please do not drop off your child before 8:20 a.m., as there will be no supervision at that time.
- Morning drop-off is through the Wetherly door or the Basement.
- No stopping is allowed before 9:00 a.m. on Pico Blvd. Not adhering to this is illegal and, chas v'shalom, can create a hazard for you and our students.
- Upon arrival, students go directly to the third floor for line-up.
- Students who arrive after line-up are considered late and will report directly to the office to be signed-in before attending class.

Attendance is recorded and considered permanent. Consistent latenesses will be addressed.

DISMISSAL

Pick up time is from 4:00 pm - 4:15 pm, Monday through Thursday; Friday, 1:00pm - 1:15pm.

Carpool pickup is from the basement or from the side door on Wetherly only. Parents may sign a permission waiver for their Bais Rebbe child/ren to walk home with an exit pass. Parents of Bais Chaya Mushka students may request a waiver for their daughter to receive a pass to leave the building with a Bais Rebbe student.

Parents arriving after pickup times will enter through the main lobby and wait for their child to be signed out and sent down.

CLASS ATTENDANCE

One of our goals is for students to take responsibility to be in the right place at the right time. Therefore, attendance and keeping to schedule is of top priority.

To fully utilize their time in class, students should get ready for the upcoming class when the bell rings. Once class has started, students must stop by the office to get a late note before entering the classroom quietly.

Latenesses are recorded and remain on record. Students with 3 latenesses or a cut to class or davening will have to sit out their lunch at the office with work to complete.

ABSENCES AND EARLY PICKUP

Parents are encouraged to minimize student absence by refraining from taking them out of school, except for emergencies. Please try to schedule appointments for non-school days or at times that disrupt learning as little as possible.

- Early year-long pickup for students with a long commute will be at 3:15pm ONLY and will be pre-arranged with the office before the start of the school year by signing a consent form.
- Please email the school office in advance if you are planning to take your daughter out of school. If your daughter needs to be picked up early, please arrive **before 3:30 PM (M-Th) /12:30 PM (Friday)**.
- When picking up early, your child will be sent to the lobby with an exit pass. Take the time to look when classes are on break and plan accordingly.
- It is the student's responsibility to arrange for make-up assignments and tests directly with teachers.
- When a student returns to school after an appointment, she will need to stop by the office to get signed back into school before going back to her class with a late note.

COMMUNICATION

Our students' Chinuch is a shared endeavor between our parents and school. A key component is consistent and open communication. We encourage you to reach out throughout the year with any questions, concerns or feedback.

Keep in touch with your child's teachers and principals via email or leaving a message with the school office. Please respect teachers' time and allow for response time.

TELEPHONE CALLS/MESSAGES

Main Office: 310-859-8840, Email- broffice@bcmla.org

Students may not receive personal calls or make calls from the office phones.

- Please be advised that in the event that the Bais Rebbe phone lines are down during an emergency י"ה, we have an arrangement with the office staff of Cheder Menachem to field Bais Rebbe related phone calls.
- The Cheder office will be updated with as much information as possible under the circumstances at the time. Their phone number is 310-623-1470.

If phone access is unavailable you can communicate via broffice@bcmla.org.

PARENT-TEACHER CONFERENCES

- Formal Parent-Teacher Conferences are scheduled twice a year as indicated on the school calendar.
- At other times, a conference can be arranged by contacting the office to request one.

REPORT CARDS

- Report cards are issued three times during the year and will be available through our portal.
- Report cards reflect your daughter's general and academic accomplishments during each grading period.
- Report cards are an opportunity to reflect on the past and set goals for the future.

GRADE PROMOTION REQUIREMENTS

Bais Rebbe has set basic requirements for all students to meet before being promoted to the next grade level. Receipt of diploma is contingent on maintaining passing grades in all subjects. Parents will be notified before the end of a term if their child is not maintaining a passing grade in any particular subject.

Students who have incomplete or failing grades in any class will be required to make up the work before entering the next grade level. Written communication will be provided with the specific requirements for the student to fulfill in order to pass or make up a class.

SCHOOL PORTAL

- Parents may access the portal to conduct school business such as admissions, registration, submitting immunization records, reviewing students' grades, viewing report cards, or signing up for parent-teacher conferences.
- Parents can access the portal by signing into their account at <https://bcm.graphiteeducation.com>
- Please contact the office if you have any questions about your account or login information.

MIDDOS TOVOS, DERECH ERETZ, AND RESPONSIBILITY

Midos Tovos are the foundation of a good chinuch. Spending every day in an environment of positivity and respect benefits everyone in the school.

Students are required to speak and act with respect to all faculty, students, and their environment.

Proper classroom and school behavior will be established at the beginning of the year by teachers and principals. School policies and standards will be enforced throughout the school year. Our expectations at all times include:

- Listening to all staff at all times
- Speaking kindly
- Treating all property with care
- Adhering to the school schedule

Students who consistently have a hard time maintaining proper behavior at any time throughout the school day will have a special behavioral plan involving the student, her parents, teachers and administrators. If necessary, a student will be sent home.

SCHOOL SUPPLIES

Chabad/Atara's is located at 450 N. Fairfax Ave. will carry the books required on the book list.

General Studies textbooks will be provided for the students. All books are to be kept in good condition. No writing is allowed in the books. Books that are lost or damaged must be paid for or replaced.

A list of school supplies is emailed to parents before the start of school. Please make sure your daughter has all those supplies with her in school every day.

HOMEWORK

- In order to foster a strong home-school partnership and provide necessary review, students will be assigned homework that they are expected to complete on time.
- Please provide your daughter with a suitable work area and a regular time in which to do homework. Your involvement and support is instrumental in your daughter's progress and growth.

READING MATERIAL

We strive to maintain an environment that immerses our children with positive and holy imagery and content. Therefore, non-Jewish books cannot be brought from home unless they are for a school project and have been vetted by the teacher. If found, parents will be notified and the book will be held at the office until the end of the day.

UNIFORM

A uniform is important to help students keep focus on academics and it relieves social pressures.

Oxford Shirts	Students are required to wear a school uniform shirt. The Bais Rebbe uniform shirt is either a white or blue long-sleeved oxford shirt. Shirts should be buttoned appropriately and students' elbows must be covered at all times.
Skirts	The Bais Rebbe uniform skirt is the Fraylich gray pleated skirt. No other pleated skirts are acceptable. The skirt length must be midway between the knee and the ankle.
Hosiery	Bais Rebbe students are required to wear solid, opaque tights daily.
Sweatshirts and Cardigans	Only school sweatshirts may be worn.
Accessories	Nail polish, makeup, or excessive jewelry may not be worn. Students may come to school with only one pair of earrings. Students' general look should be refined.

Please note:

Do NOT get a gel manicure if you're not prepared to take it off before coming to school.

Students wearing any outerwear other than the school sweatshirt will be asked to bring it to the office until the end of the day.

Students who fail to comply with these guidelines will not be allowed into class until compliance is assured. Parents will be contacted to bring their daughter a change of clothing and it will result in a permanent comment on the student's record.

If parents are unable to come in, there is a uniform Gemach and tights in the office for purchase for \$10.

DRESS CODE FOR PARENTS, VISITORS, AND VOLUNTEERS

Parents and visitors on school grounds are expected to respect the goals and philosophies of the school and to dress according to the Halachic guides of Tznius. Walking into the school building is the same as walking into the home of the Rebbe and Rebbetzin. We ask all visitors to act and dress as befitting the sanctity of the Rebbe and Rebbetzin's home.

CELL PHONES AND ELECTRONICS

Cell phones and/or smart watches brought to school will be deposited at security as soon as students arrive at school and can be picked up at dismissal time. Parents will sign a cell phone agreement form at the beginning of the year, letting us know whether their daughter has a cell phone. Cell phones used on campus during school hours will be taken away and held at the school office.

The overuse of electronics has proven to have long-term detrimental effects on the spiritual, emotional, and cognitive development of our youth. Therefore, we strongly discourage any student from owning a cell phone at all.

Additionally, social media use by the students at home is strongly discouraged as the pitfalls for a child at this age are unavoidable and can have devastating effects. When students are allowed access to social media, it remains solely the responsibility of the parents to deal with any consequences that follow.

BAIS REBBE TECHNOLOGY POLICIES

Technology Classroom Norms:

- No food or drink while devices are out of the cart
- Students may not make any changes to device settings
- Devices remain on the desks unless instructed by teacher
- Students should only be on the app being used in class
- If a student breaks a device they are responsible for the full cost to purchase a new one.
- Smartboards should only be touched or used with express permission from a staff member, and under their supervision. If a student uses or plays with a Smartboard without permission and supervision, they will be required to bring a \$250 deposit, to be returned at the end of the school year, should there be no further incidents.

LOCKERS

Each student will be assigned her own locker to keep her belongings. The school will supply locks with a combination. Personal locks cannot be used. All personal items should be stored in your locker and not in communal spaces.

You are welcome to accessorize only the inside of your lockers. Please keep in mind that other students will use the locker after you, so treat it well. Stickers and double-sided tape may not be used on or inside the lockers. They are metal and magnets work well.

A deposit will be collected at the beginning of the year and will be returned after returning the locker and lock in the original condition.

LUNCHES AND SNACKS

- Please provide your daughter with snacks, lunch and a water bottle.
- All dairy products must be Cholov Yisroel and all baked goods Pas Yisroel.
- Please do not send soda, candies and other heavily sugared foods for snacks.
- Please provide all necessary utensils for the lunches.
- Food brought to school for parties must be cleared through the office. No home baked goods.
- Deliveries are extremely disruptive to our students. Lunch is not allowed to be ordered and delivered to school.

FIRST AID

- Students requiring first aid will be referred to the school office.
- First aid is limited to cleaning and bandaging wounds.
- If there are any questions about care, the parents will be contacted at once.

IMMUNIZATION

In keeping with the state of California's immunization requirements, new students will not be admitted to school unless immunizations are up to date and a written immunization record is provided by a physician or the health department at the time of enrollment and before students may attend classes.

MEDICATION

- The parents/guardians of a student taking prescribed medication that need to be taken at school must inform the school in writing and dispense it through the office. It should be clearly marked with the student's name, time and amount of dosage. This information must be sent to the office on the first day that the medication is to be administered.
- No student, regardless of age, will be permitted to carry medication while at school – for the safety and protection of all students.

ILLNESS

- Please keep your daughter home if she shows any sign of illness.
- Students must be fever free for 24 hours before returning to school.
- Contagious or communicable illness must be reported to the school secretary. If your daughter is returning to school after a communicable illness, or uses crutches, has a cast, or leg brace, a release from her physician is required before she can be admitted to return to school. A student returning to school following a serious or prolonged illness, injury, surgery or other hospitalization must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.
- If your daughter becomes ill during the school day, you will be notified so that you can make proper arrangements for her to be picked up. Sick students must be picked up within one hour of being called.
- Please notify the school office at once if any of the emergency phone numbers for your daughter have changed.

BAS MITZVAH

Bas Mitzvah Scheduling:

- Motzei Shabbos Melaveh Malka is the preferred day as per the Rebbe's guidance.
- In order to make sure there are no overlaps in the Simchas, we keep a Bas Mitzvah calendar in the school office. Please email the Bais Rebbe office to schedule your daughter's Bas Mitzvah.
- Once the date is reserved, you will receive the Bas Mitzvah Questionnaire which should be submitted to the office.
- Once approved, you will receive an email informing you that invitations can be distributed to our students.
- Both Classes of the grade must be invited in the spirit of inclusion.
- When scheduling the Bas Mitzvah, pick up time should be no later than 9 p.m.
- Teachers and staff are delighted to receive an invitation and do their best to attend and join the simcha.

Day of Celebration:

- Should not be overly elaborate, so it keeps the social pressure down.
- The Bais Chaya Mushka building is available for our students' Bas Mitzvahs (for a nominal fee- Please contact the office for more information)
- The focus should be on the יראת שמים and the growth of the Bas Mitzvah girl rather than the party itself.
- For women only. Aside from the Bas Mitzvah girl's father and grandfather, no male relatives over nine years old may be in attendance.

Bas Mitzvah Girl:

- The outfit or dress should follow Halacha, covering the neckline, elbows, and knees. Legs should be covered in line with Halacha.
- All pictures / videos displayed at the Bas Mitzvah should be completely tznius as well.
- Prepare by learning Perek Yud Gimmel of Tehillim.
- Should make a Hachlata – accept a new responsibility or enhancement of a mitzvah.

Program:

- The Bas Mitzvah girl should prepare a D'var Torah and give out Tzeddaka.
- The Rebbe's letter to a Bas Mitzvah girl should be read.
- Bas Mitzvah Music:
- Music impacts the Neshama. A song composed by one who is lacking in Yiras Shamayim contains his essence and character traits.
- Event music should follow the above guideline.
- Male DJ's are not approved.
- Dancing, even when there are only women in attendance, must be done in a manner of Tznius and Aidelkeit.

Bas Mitzvah Activities:

- Projects and other activities must be in the spirit of a Bas Mitzvah, which should encourage spiritual growth.

The day of a Bas Mitzvah is the day when a girl's neshama becomes more complete, bringing in additional קדושה to the world. At Bais Rebbe, your daughters are prepared for this special day through our Bas Mitzvah program that combines in-school learning with special activities where the students have the opportunity to learn and discuss the spiritual significance of their special day and what it means to become a Bas Mitzvah.

We encourage our students to celebrate their special day with these guidelines set forth by our Rabbonim. This will enable the focus to remain on what we all hold important to us as Chassidim and Torah True families as our daughters join Klal Yisroel as Jewish women.

Following these guidelines enables every student to participate comfortably in each Bas Mitzvah.

Bais Chaya Mushka does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities and provides equal access to all.

Thank you for supporting our policies and procedures by adhering to all content of this handbook.