



YESHIVA TORAS CHAIM TORAS EMES  
ROHR MIDDLE SCHOOL

# OFFICIAL HANDBOOK

## GRADES 6-8

תשפ"ד • 2023-2024



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August 2023

Dear Parents and Students,

We are excited to welcome you to our 2023-2024 school year. The Rebbeim, Teachers and Administrative Staff are looking forward to the upcoming school year and the many opportunities which our school provides its students. Our curriculum and programs are constantly being improved and refined, to give our students a high quality and well-rounded education. This is implemented by our dedicated and talented Rebbeim and Teachers who are engaged in ongoing professional development.

**Please review the information contained in this Handbook.** You will find it informative and essential as a guide throughout the year. **There are also some changes from last year, so please review it carefully.**

As always, we are available should you have any questions or comments to share with us. Please feel free to call the school and arrange for an appointment. We look forward to working with you, hand in hand, as we provide your son with an exciting, engaging and sound educational experience.

Sincerely,

Rabbi Gavriel Grossman

Rabbi Noach Rabovsky

Rabbi Fladen, Mashgiach

## I. School's Responsibilities

### OUR GOALS:

- To instill an appreciation for Torah values within each student.
- To meet the individual needs of each student.
- To encourage each student to pursue his own strengths and interests, while confronting and strengthening areas of weakness.
- To help each student understand that he is a leader when he makes good choices.
- To provide a secure environment in which each student can actualize his full potential.
- To value a student's personal growth as well as his academic achievements.
- To promote healthy and enduring relationships between students and Teachers.
- To help each student in the process of self-discovery and the development of self-esteem.
- To instill the value of team building and underscore the importance of contributing to and participating in a community.

**PARENTAL**  
**RESPONSIBILITIES**

## II. Parental Responsibilities

### ABSENCES

It is imperative that every effort is made to schedule family vacations during scheduled school breaks. All students are expected to attend school until the last day before a break begins and to return as soon as school resumes. In the event of extenuating circumstances, parents may request a waiver of the above stated attendance policy. Adequate justification should be provided (in writing and submitted) at least 2 weeks in advance of the planned absence. The request will be reviewed by an Administrator and if permission is granted the absence will be designated "excused." However, missed work, quizzes, and tests must be made up in a timely manner when the student returns.

### ANTI-BULLYING POLICY

At RMS, we strive to create a nurturing environment conducive to our students' growth. Students are expected to treat each other with respect as dictated by the Torah. **Therefore, bullying cannot be tolerated and all incidents will be taken very seriously.** If parents suspect that their child is being bullied or otherwise involved in a bullying situation, please notify the Administration immediately. Bullying, if left unaddressed, can have a profound impact on all of the students, both those directly and peripherally involved.

### ARRIVAL AND DISMISSAL/SCHOOL HOURS

DAY	TIME
Sunday	9:00 A.M.-12:05PM
Monday	8:10 A.M.-4:45PM
Tuesday	8:10 A.M.-4:45PM
Wednesday	8:10 A.M.-4:45PM
Thursday	8:10 A.M.-4:45PM <i>Extended Learning/Mishmar: Dismissal 5:30PM</i>
Friday	8:10 A.M.-2:00PM

**Students should arrive at school between 8:00 and 8:10 A.M. (8:50 A.M. on Sundays)** in order to properly prepare for the day. Because most students arrive by carpool, it is of the utmost importance that parents make every effort to bring students to school on time. The training of children in all *middos* is a joint venture that requires a unity of purpose and effort. Since the school makes every effort to ensure that each moment of instruction is purposeful and important, parents are asked to limit the number of outside appointments.

If a student comes to school late, or returns to school after an appointment, the student must come into the office to sign in. This is intended to ensure the safety of all students.

### ATTENDANCE

Prompt arrival and regular attendance are critical to a student's success. The Rohr Middle School is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement and the Association of Independent Schools of Florida. As such, it is required to follow very specific guidelines concerning student

attendance. Therefore, **excessive absences, 15% or more of the school days, could affect a student's standing and promotion to the next level.**

## **DISMISSAL PROCEDURE**

If parents need to have their son dismissed from school before the regular dismissal time, the office must have documented permission from the parent. This must be in the form of a physical signature or an email. Along with the documentation, a parent must call the school office when they have arrived at the school and their son will be sent down to their car.

## **Dress Code**

**Pants:** Black or navy pants in good condition (twill or chino fabric)

Not Acceptable: denim, jeans style, sports pants, tyros, cargos, tight-fitting pants.

**Shirts:** Solid, light-colored button-down shirt with a collar.

**Tzitzis:** Tzitzis are to be worn at all times.

**Shoes:** BLACK SHOES OR BLACK SNEAKERS.

Complete black uppers, Logos are acceptable.

Soles and shoelaces can be any color. Check out the samples below.

**Sweatshirts:** Black or navy sweatshirts (no text, logo, or graphics) are allowed. Additionally,

RMS Sweatshirts are available for purchase at [www.ytcte.org/store](http://www.ytcte.org/store)

**Socks:** Socks must be worn at all times and are required to be visible above the ankle.

**Belt:** Solid dark color (black, brown, blue)

**Yarmulka:** Yarmulka must be a solid, dark color and proper size.

Please provide your son with an extra yarmulke in his backpack and clips for recess time.

**Jewelry** is not permitted; this includes necklaces, bracelets, or wristbands of any kind.

**For Davening, students above the age of Bar Mitzvah are required to wear a sport jacket and hat. All students are requested to have their full name inside their jacket and hat.**

It is suggested that boys bring deodorant for hygiene purposes to be used after PE. No spray deodorant or body sprays are allowed in school. Button down shirts are worn throughout the day. For PE Boys are welcome to bring in a Black or navy T-shirt (no text, logo, or graphics) to change into.

ACCEPTABLE:



NOT ACCEPTABLE:





## EARLY DISMISSAL DAYS

There are certain days during the course of the year (fast days, legal holidays, and Teacher conferences) when there is an early dismissal from school. On these days, please make sure to make arrangements to pick your son up in a **timely** fashion. For your convenience, we have listed the applicable dates and times of dismissal below so that you will have a quick and easy reference.

DAY	DATE	EVENT	DISMISSAL TIME
Monday	September 4, 2023	Labor Day	12:05pm
Monday	September 18, 2023	Tzom Gedalya	12:05pm
Wednesday	September 27, 2023	Succos Break	12:15pm
Tuesday	November 3, 2023	Professional Development Day	11:30AM
Thursday	November 23, 2023	Thanksgiving	12:20pm
Friday	November 24, 2023	Thanksgiving	12:05pm
Friday	December 22, 2023	Asara B'Teves	12:05pm
Monday	January 1, 2024	Legal Holiday	12:20pm
Monday	February 19, 2024	Annual Learnathon	2:15pm
Thursday	March 21, 2024	Taanis Esther	12:05pm
Monday	May 27, 2024	Memorial Day	12:20pm
Wednesday	June 19, 2024	Last Day of School	12:05pm

## EMERGENCIES

In case of an emergency, parents will be notified immediately. The school reserves the right to take emergency action on behalf of the student if parents cannot be reached, and/or if a delay would jeopardize the student's health or safety.

## HEALTHCARE AND SAFETY

Before school starts every student must have the health portal completely filled out, with up to date emergency contacts, medical history, medical protocols, including but not limited to medical conditions, allergies and administration of medicine directives, consent to treat and signatures, etc. including the most up to date immunization forms and doctor checkups for each and every child. These forms must be completed before the school year begins on August 25. Florida state law mandates each student to have a completed and submitted medical portfolio with all required forms. The State of Florida mandates that all students are required to have up-to-date immunization forms (Form 680) and physical examination forms (Form 3040) on file by the first day of school.

Should your son be injured at school, ch"v, an accident report detailing the time/date/circumstances surrounding the injury will be completed. Parents will be notified immediately by school personnel.

If your son feels ill during the school day, he should report to the office and school personnel will contact you immediately.

If your son is taking medicine on a regular basis during the school day, or he needs to finish prescribed medicine after an acute illness, **we must have the medication in the original container, listing the correct dosage and times, the doctor's name, and name and phone number of the pharmacy.** In addition, we are also required to have the information along with a signed physician's form uploaded to the health pages on the parent portal.

## HOMework

Thoughtfully constructed homework is a meaningful part of a student's education. In addition to reviewing content, homework teaches children to organize their time, fosters the development of independent work habits, and provides the opportunity to pursue creative projects and utilize research skills. Homework is due on the date designated by the Teacher. Failure to turn in homework in a timely manner can result in a lower grade for the assignment and affect the student's overall grade for the class. However, it does not excuse the student from completing the assignment. Each boy is expected to write down all homework assignments as well as upcoming quizzes and tests in his planner. We highly recommend to all parents that they review the planner with their son on a regular basis in order to better monitor and understand home and school responsibilities.

**A student who is absent is responsible to call another student for any homework or missed assignments.** If your child is absent from school and you wish to have homework assignments and books brought home with another student or sent to the office for you to pick up, please telephone the school office as early in the day as possible.

## HOT LUNCH PROGRAM

As a convenience to parents, we are pleased to offer a hot lunch program for students at an additional fee. Hot lunch must be ordered in advance and is not otherwise available for purchase. To order lunch for your son(s), please go to

ytcte.org/lunch. Please make sure you have either purchased a lunch or sent one from home **every day**, since we have no provisions for students without lunch. Please be aware that there are certain days during the year when there is a regular school day, but NO HOT LUNCH IS AVAILABLE. Additionally, there is NO HOT LUNCH on any day in which dismissal occurs before 12:30P.M.

Hot Lunch will be provided byJ- Cafe (KM Supervision) on Monday through Thursday. Lunch includes side dishes and dessert. IT DOES NOT INCLUDE DRINKS (Children should bring their own drink, NOT in glass bottles).

If you have any questions regarding our Hot Lunch Program, please call the school office at 305-947-7779.

**[Please note that we do not allow personal deliveries from local restaurants.]**

## **LEGAL CUSTODY NOTIFICATION**

In the case of divorce, Florida State Law mandates that parents provide the school with documentation specifying who has legal custody of the child. If there is no legal documentation, then both parents have the right to access records and pick up their son. It is the responsibility of the custodial parent to provide legal documentation verifying custody arrangements and notifying the school in writing of any special circumstances regarding the rights and obligations of the non-custodial parent. This includes providing written permission for the non-custodial parent to pick up a student on a regular basis or for a special occasion.

## **LOST AND FOUND**

Please mark your son's personal items, including supplies and textbooks, with his first and last name. If an item is left unattended, all reasonable efforts will be made to return it to its rightful owner. If the ownership of an item left lying around is unclear, it will be placed in the Lost and Found. This is a place where items will be **temporarily** stored until the rightful owner comes to claim it. At the end of each month, there will be a "Last Call" for all items still remaining in the Lost and Found. Students will have an opportunity to survey the contents to find any missing items. Anything not claimed at that point, will be donated to a *gemach* or discarded. All seforim or books left unclaimed after the school year will be considered *hefker* (ownerless) and will be treated accordingly

## **PARENT-SCHOOL COMMUNICATION**

We have a number of formal methods of communicating student progress to parents, including Report Cards and Parent-Teacher Conferences. However, we believe that ongoing communication between the school and home is vital to the success of each student. During the course of the year, if you have any concerns about your son's progress, we encourage you to initiate a call to the Rebbeim, Teachers or Administrators. Very often, the parent is the first to realize that a child needs some extra help or attention. Rather than wait until it has had a negative impact on his performance, please let us know and we will work together to resolve the issue. Please call the office and leave a message and your call will be returned promptly. We also encourage parents to communicate with Teachers via email, which is a quick and efficient way to exchange important pieces of information.

A list of faculty email addresses is in the back of this handbook. Please set up your email account so that you can receive emails from ytcte.org addresses. We will be sending reminders about important upcoming events and any scheduled calendar changes through email.

## **PARENT-TEACHER CONFERENCE**

Parent-Teacher Conference sessions will be held November 7 & 12, and February 13 & 18. At these conferences, parents will have the opportunity to meet individually with each of their son's Teachers to discuss his academic, social, and emotional growth. Parents are strongly encouraged to attend these conferences. Approximately 10 days in advance of Parent-Teacher Conferences, parents can use our new computerized program, DDC-360, to schedule a 10-minute appointment with each of their son's Teachers. An email containing all of the pertinent instructions on signing up will be sent approximately two weeks prior to Parent-Teacher conferences.

## **VISITOR ATTIRE**

A Yeshiva has the inherent holiness of a Torah Institution. Therefore, parents and all visitors, including childcare providers, who come onto the campus need to come dressed in a way that gives proper reverence to a Makom Torah. Women should wear dresses or skirts that cover the knee, blouses that cover the collar bone, and sleeves that cover the elbow. All garments should not be form fitting or tight. Men should wear long pants and a yarmulke. Parents must take responsibility for the dress of their child's caretakers, and babysitters when sending them to school. Similarly, all parents and guardians accompanying classes on trips need to represent the standards of the Yeshiva and dress with modesty.

## **VISITOR POLICY**

Due to security concerns and to enable the smoother functioning of our school day and the children's emotional well-being, parents are only allowed on campus for a previously scheduled meeting or a special class or school event. This includes the first day of school. Our security personnel will assist with late arriving and early departing students, as well as delivering lunches and other situations.

## **WEATHER RELATED CLOSINGS AND EMERGENCIES**

In the event of an impending storm, the administration will decide on school cancellations on a case by case basis. There will be no school if a hurricane warning is in effect in Miami-Dade County. For any other set of circumstances or other emergencies, parents are encouraged to visit our website [www.ytcte.org](http://www.ytcte.org) and click on their child's division, or call the YTCTE Automated Information Line at 305-209-0495 for a message regarding schedule changes and school closures. This number is designed to work even if there is no power in the Yeshiva. In addition, a text or WhatsApp message will be sent directly to your cell phone, conditions permitting. Check for an email message as well.

After a school closure, the campus must be thoroughly inspected and electrical power must be restored before reopening. Information about resumption of classes will be made available through the website, and where possible, calls will be made and texts, WhatsApp messages and e-mails will be sent.

In the situation when the school opens, please exercise good judgment and common sense. If you feel travel is not safe in your immediate area, or there are other safety concerns, act accordingly.

If it becomes necessary to evacuate and send the children home, we will need to contact you. It is therefore imperative that you keep the school current as soon as you change a phone number or e-mail address.

# **STUDENT PRIVILEGES AND** **RESPONSIBILITIES**

### III. Student Privileges and Responsibilities

Students who do not receive a passing grade for the year in will be notified by the school. He will have to make up the work over the summer and pass a grade level assessment before advancing to the next level.

#### ASSESSMENTS

Regular assessments, which include tests, quizzes and projects, are administered by Teachers in all subjects. This regular feedback is essential to the instructional process and ensures that students are being properly prepared for high school.

However, in order to minimize the burden and anxiety that major tests may cause some students, a testing calendar has been created. This calendar applies to end of chapter or unit tests. All other quizzes or assessments may be assigned as needed. Pursuant to the schedule, a day of the week has been designated as the “testing day” for each individual subject. The schedule is as follows:

<b>Monday or Tuesday</b>	<b>Science</b>
<b>Wednesday</b>	<b>Humanities</b>
<b>Thursday</b>	<b>Math</b>

Additionally, Rebbeim will only schedule one major test on any given school day.

#### ATTENDANCE

Students are expected to attend a full day of school every day. If a student is absent for any reason, for all or part of the day, missed work must be made up. It is the **student's responsibility** to approach his Teacher for missed work on the day when he returns to school. All missed class work, homework, and assessments must be made up in a timely fashion. A missed assignment can result in the student receiving a zero, or no credit for the assignment. If a student is repeatedly absent and has been unable to complete the necessary coursework, the student may be required to make up the class(es) over the summer or repeat the grade.

#### CLEANLINESS

All students are responsible for helping to keep the school clean, inside and out. This includes cleaning up in the classrooms, lockers, and any common areas, such as the hallways or ball fields.

#### DERECH ERETZ

Students are expected to treat all Rebbeim and Teachers with proper respect. This applies equally inside and outside the classroom setting. Students are expected to demonstrate respect through both words and actions. Additionally, students are expected to treat their fellow students respectfully. In the classroom, students show respect for the Teacher and their peers by behaving in accordance with classroom rules. In common areas, outside the classroom, students are also responsible for responding respectfully when interacting or approached by a staff member. Treating others disrespectfully is a violation of Torah principles and undermines the collaborative learning community which

staff and students work hard to develop and maintain on a daily basis. Therefore, any disrespectful conduct or speech will result in disciplinary action

## FIRE DRILLS

Fire drills, and other emergency procedures are conducted regularly to ensure that students are well acquainted with all procedures associated with emergencies during the school hours. A fire evacuation plan is posted in each classroom and office. Students should study the plan and become familiar with it. It is essential that when the first signal is given, everyone obeys the instructions of the Teachers, clearing the building by prescribed routes as quickly as possible. Some further guidelines include:

- Every student must be accounted for during a drill. Classroom Teachers will take attendance.
- In case of a fire, students should immediately notify an adult.
- Students should never attempt to put out a fire themselves.
- No one should re-enter the building during a fire. No one may re-enter the building after a drill until the "all clear" is given by the Administration.
- Fire extinguishers and other safety equipment should never be handled by students.

## GRADING POLICY

When student work is evaluated by using the letter grades "A" to "F" scale, the grading scale is as follows:

A=90-100  
B=80-89  
C=70-79  
D=65-69  
F=64 or less

## LOCKERS

Each student will be assigned a locker at the outset of the school year for storage of books and school supplies. This space is provided so that students have an opportunity to practice critical organizational skills and learn to take responsibility for their books and other materials. **Students may purchase a lock from the school at the cost of \$10. These are the only locks permitted for use on the student lockers.** School lockers, like other furniture, equipment, and books, are school property and will be inspected by faculty and Administration on a regular basis. **Defacement of any kind will be considered vandalism and will result in administrative action.**

Valuables should not be stored in the lockers. Students store belongings at their own risk.

## PERSONAL HYGIENE

It is understood that personal hygiene is of utmost importance to our students and that after recess and/or PE there is a need to refresh oneself. With this in mind, please note that **spray deodorant or body spray is not allowed on school property.** Only roll-on or solid deodorant may be brought to school.



## **PROGRESS REPORTS (GRADES)**

Progress reports will be issued **three times** each academic year. (Please see School Calendar for the specific dates). Report cards will employ an “A” through “F” grading system. At their discretion, Teachers may also employ the following grades: P=Pass, N/A=Not Applicable and Inc=Incomplete.

There is a separate set of grades for skills and behaviors that support learning. Those categories are graded based on the degree of consistency. If a student has been assessed as “**Approaching Expectations**” or “**Experiencing Difficulty**” in one or more areas, it is likely to have a significant impact on his academic performance

## **PUNCTUALITY**

Punctuality means arriving to class at the beginning of the period **and** being prepared for class with the necessary materials by the time the bell rings. It is the student’s responsibility to arrive at class on time

## **RESPECT FOR PROPERTY**

School property, equipment, and materials that are used by students in the course of their work, must be treated with respect. Classroom telephones, desks, blinds, textbooks, and security devices, etc. should not be misused or damaged. The replacement cost of defaced or damaged items will be billed to a student’s parents.

We recognize that accidents do happen. All accidental destruction or damage should be reported and arrangements for repair will be made by the Administration. Accidents are different from **vandalism, willful damage, and unreported accidents**, which are **an affront to all school members** and will result in administrative action.

Stealing is a violation of the Torah, personal rights, and of the community’s sense of well-being. Any incident will be dealt with by the Administration, and will entail a severe consequence.

## **SALES AND DISTRIBUTION OF MERCHANDISE**

Students are not permitted to sell or distribute candy or other food items at any time. **No goods or services may be sold on campus.** All goods and monies exchanged will be confiscated. The Rohr Middle School is a gum-chewing free zone

## **SPORTS EQUIPMENT**

RMS provides top notch equipment sponsored by the Parent Teachers Association. As such, we request that personal sports equipment not be brought to school.

## STUDENT CONDUCT POLICY

As a middle school, we strongly embrace the belief that students have a responsibility to help create an optimum learning environment and a school community of which everyone can be proud. Students who follow school rules are setting good examples for themselves and others. Failure to follow the school rules or violate the Code of Conduct will result in disciplinary action. Disciplinary actions may include, but are not limited to: verbal warnings, loss of privileges, Parent-Teacher or Parent-Teacher-Administrator meetings, suspension, probation, or dismissal.

## TECHNOLOGY

The use of all technology at the Rohr Middle School, including classroom computers, and Chromebooks, is a privilege which is taken very seriously by the Administration, Rebbeim, and Teachers. Students will be given a Technology Use Contract to read and sign prior to using any computers on campus. A student's ability to benefit from technology use depends entirely on his ability to follow the expectations. Failure to do so will cause temporary or permanent suspension of said privileges.

Any device with an internet connection poses a great risk to our children. Our students have the right to be protected from influence caused by others' exposure to internet content and activity. Therefore, the Yeshiva's policy is:

- 1) Smartphones may not be owned by our students.\*
- 2) Each family is required to have at least one consultation each year with the local TAG (Technology Awareness Group) office.
- 3) Each family is required to install an effective filter/protection on any internet capable device (including cell phones) used by our students without supervision.
- 4) Even the most effective filters are not 100% foolproof. Therefore, students are to use computers and devices only in a public area of the home.

Parents must agree to and follow these conditions as a requirement for enrollment in Yeshiva Toras Chaim Toras Emes. In addition, parents are strongly encouraged to install effective filters/protection on all of their personal devices.

\*The smartphone policy is in effect for the 2023-2024 school year. It will be phased in for Grade 12 in school year 2023 - 2024. During the interim, those students for whom the policy is not yet mandatory, will nevertheless be greatly encouraged to conform.

The TAG Office is reachable at 561-614-4686, by e-mail [info@tagsouthflorida.org](mailto:info@tagsouthflorida.org) or their website: [www.tagsouthflorida.org](http://www.tagsouthflorida.org). The TAG technicians will guide and assist the parents, enabling them to comply with the requirements.

The possession of any cell phone will be considered a violation of this policy, and will, unfortunately, result in confiscation of the phone. The phone will be returned on June 14<sup>th</sup>, the last day of school.