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# Welcome to the Ida Crown Jewish Academy

As a student of the Ida Crown Jewish Academy, you are a part of a great tradition of more than 60 years of excellence. Our graduates, your predecessors, have distinguished themselves as leaders of the Jewish and General community, making the world around them a better place through their service to G-d, to the Jewish community, and to humanity. Now it is your turn to follow in their footsteps.

How? Make a **commitment to the tradition of excellence:** in study, in behavior and in achievement.

Take great pride in being an Academy student! Be serious about your Jewish identity, observance, scholarship and service.

Please read this guide carefully. It will tell you of many opportunities available to you as well as the responsibilities you are expected to fulfill. It will direct you to the proper person to answer your questions and help you make the most of your years as a student at Ida Crown Jewish Academy.

## IDA CROWN JEWISH ACADEMY

The Ida Crown Jewish Academy is a secondary school providing a quality education, integrating General and Jewish subjects. The Academy is an affiliate of the Associated Talmud Torahs, the central agency for orthodox Jewish education in Chicago, and a beneficiary of the Jewish Federation of Metropolitan Chicago.

The Academy prepares young men and women to live in accordance with Torah values. Students take an intensive Judaic Studies program, which provides not only the basic information and skills required for life-long religious reflection, study and practice, but also imparts the values of “Torah u’Madda”—an understanding that general knowledge enhances the appreciation of Torah. Commensurate with its emphasis on academic excellence, the Academy offers a comprehensive college preparatory program in the sciences, mathematics, social studies, English and Fine Arts.

### MISSION STATEMENT

*Our mission, as a co-educational Modern Orthodox high school, is to create an environment conducive to the intellectual and emotional growth of each student, and to afford him or her the opportunities necessary for self-actualization. We are dedicated to a path of excellence in education, emphasizing high ethical standards, a commitment to Chesed, and a love for Medinat Yisrael. We seek to inspire B’nei Torah to become contributing members to society. Our goal is to prepare our students with life-long learning skills necessary to continue their education after graduation at various Yeshivot, seminaries, and universities.*

*Our philosophy is based on four basic values: Torah u’Madda, Derech Eretz, Community Service, and the Centrality of Medinat Yisrael.*

- ✧ *Torah u’Madda seeks to bring a synthesis of Torah Studies and General Studies.*
- ✧ *Derech Eretz focuses on educating the whole child, with emphasis on moral sensitivity and human decency, which must permeate the culture of our school.*
- ✧ *Community Service enables every student to feel a sense of responsibility for others.*
- ✧ *Centrality of Medinat Yisrael strives to make Israel an integral part of the Jewish persona.*

# Ida Crown Jewish Academy

## Schedule of Classes

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2008-2009 Academic Year

**Beginning of School Day:** 8:00 a.m.  
**Tefillah:** 8:05 a.m.

### Regular Schedule

#### Judaic studies (Mon. & Thurs.)

First Bell 9:12 a.m.  
 Period 1 9:15—9:52  
 Period 2 9:55—10:32  
 Period 3 10:35—11:12  
 Break  
 Period 4 11:17—11:54  
 Period 5 11:57—12:33 p.m.  
 Period 6 12:36—1:12

#### Judaic Studies (Tues. & Wed.)

First Bell 9:02 a.m.  
 Period 1 9:05—9:43  
 Period 2 9:46—10:24  
 Period 3 10:27—11:05  
 Break  
 Period 4 11:10—11:48  
 Period 5 11:51—12:29 p.m.  
 Period 6 12:32—1:10

#### General Studies

Period 7 1:17—1:56  
 Period 8 1:59—2:38  
 Period 9 2:41—3:20  
 Mincha 3:23—3:33  
 Period 10 3:36—4:15  
 Period 11 4:18—4:57  
 Period 12 5:00—5:39

### Friday Schedule

#### Regular

#### Judaic Studies (Mon. & Thurs.)

First Bell 9:02 a.m.  
 Period 1 9:05—9:43  
 Period 2 9:46—10:24  
 Period 3 10:27—11:05  
 Break  
 Period 4 11:10—11:48  
 Period 5 11:51—12:29 p.m.  
 Period 6 12:32—1:10

#### General Studies

Period 7 (10) 1:13—1:58  
 Period 8 (11) 2:01—2:46  
 Period 9 (12) 2:49—3:34

### Friday Schedule

#### Early dismissal\*

#### Judaic Studies

First Bell 9:02 a.m.  
 Session 1 9:05—9:35  
 Session 2 9:38—10:08  
 Session 3 10:11—10:41  
 Period 5 10:44—11:14  
 Period 6 11:17—11:47

#### General Studies

Period 7 (10) 11:52—12:32 p.m.  
 Period 8 (11) 12:35—1:15  
 Period 9 (12) 1:18—1:58

**\*Early Dismissal Fridays - October 24 through April 13th.  
 On fast days school will be dismissed @ 2:30 p.m.**

## Questions, Comments, Needs... To Whom Do We Go?

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### GENERAL SCHOOL ISSUES

#### YOUR TEACHER

ALWAYS start by talking to your teacher!!

DR. KAHAN, Assistant Principal

All concerns regarding Judaic and General Studies, including:

- ✧ Curriculum
- ✧ Placement
- ✧ Scheduling

MR. HARRIS, Associate Principal

- ✧ Day to day operations
- ✧ Scheduling
- ✧ Student records
- ✧ Daily discipline / detention
- ✧ Drivers' education

RABBI GUTSTEIN

- ✧ Tefillah

### ISRAEL PROGRAMS, COLLEGE AND TRANSCRIPTS

RABBI FLIEGELMAN

MRS. LEVIN AND DR. HEIN, Guidance Dept.

- ✧ Class changes and concerns
- ✧ College Guidance
- ✧ Testing (SAT, ACT, AP, etc.)
- ✧ Academic records

RABBI MATANKY

- ✧ Israel Programs

MS. GEIGER

- ✧ Transcripts
- ✧ Lockers

### FINANCES AND BUILDING NEEDS

MR. LONDON

- ✧ Tuition and Scholarship
- ✧ Give or Get
- ✧ Building or equipment needs
- ✧ Scheduling of building or equipment use

### CLASS ADMIT SLIPS, BOOKS, LOCKERS AND VENDING MACHINES:

MRS. MARIS

- ✧ Book Room
- ✧ Vending machine refund
- ✧ Admittance to class following absence
- ✧ Admittance to class following late arrival

## Attendance and Punctuality

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Regular student attendance in classes is important for both the individual and the class. Although students also study on their own, the classroom offers the intellectual stimulation of both peers and teachers. Frequent absences can adversely affect a student's academic progress, grade and even credit for the course.

## ABSENCES

Following any absence, whether a full day or even a single class, students are required to have a parent:

- a) submit a note excusing the absence; or
- b) call the school excusing the absence.

Once this communication has occurred, the school will issue an “Admit Slip” to the student—to be presented to every teacher from whose class the student was absent.

***You will not be readmitted to class without an “Admit Slip” from the office.***

## ABSENCE HOTLINE

▀▀▀ **If you will be tardy or absent from school, your parents must call the absence hotline: 773/973-1450—before 7:45 a.m. Calls can be made to this number 24 hours a day and will serve to excuse the absence.**

## UNEXCUSED ABSENCES

Unexcused absences interfere with learning and undermine student morale. Students who miss (“ditch”) class without permission from a parent or administrator will suffer an automatic loss of a grade symbol for the quarter (i.e., A- to B+) and any work for that day will be assigned an automatic “0”. Also, a student who is absent from one class period without permission will be given a 3-unit detention. A full day absence without permission will result in a 9-unit detention.

▀▀▀ **If you are in doubt whether you are authorized to miss a class... CLEAR IT WITH MR. HARRIS!**

## EXCESSIVE ABSENCES

**Excessive absences will affect your grade.**

Except for a school-sponsored trip (e.g. March of the Living, Panim el Panim, etc.) students are allowed only 6 absences per semester. Each additional absence over 6 will result in a grade reduction by one full grade. For example: If a student has more than 6 absences his/her grade will be lowered by one full grade (i.e. A to B).

In addition, no student may miss more than 6 school days per semester due to attendance at school sponsored programs such as basketball tournaments, Panim el Panim, etc. Students attending the March of the Living may attend only one other such event during the school year. Students traveling to Israel will be granted an additional 6 days per year of excused absence.

## PLANNED ABSENCES

When you know of an upcoming extended absence, whether personal or school-related you must:

a) Be current in your work in all classes and present a note, signed by ALL of your teachers.

b) Make up all work and tests according to a schedule pre-arranged with each teacher.

c) Return to classes promptly at the time designated by the school prior to the trip.

d) Absences due to participating in the “Challah and Grape Juice” committee will be counted toward the maximum allowed absences per semester.

e) Absences due to participation in school-time meetings (i.e. Student council, mashpiim, mashpiot, etc.) will not be excused if a test has been scheduled for that period(s).

▀▀▀ In addition, students must receive special advance permission if planning to participate in more than one sports-related and one educational trip. Failure to do so will result in those additional absences being considered regular excused absences.

#### LATE ARRIVALS TO CLASS

Students arriving late to class are disruptive to the learning process. Therefore, it is every student's responsibility to be on time and prepared to learn when class begins. Three tardies per quarter to any class will be reported to the office and result in one unit of detention. Excessive tardiness may also result in a reduction in grade or other severe disciplinary action.

#### LATE ARRIVALS TO SCHOOL

Students arriving late to school must bring a note from home explaining the circumstances for the lateness and upon arrival immediately sign in on the form located on Ms. Geiger's desk. Students will not be admitted to class without a note from the office. On the following day, the student must present a note to each teacher whose class was missed (see Absences Policy—page 5). Three tardies per quarter will be treated as one absence.

▀▀▀ If you are late or absent from davening you must see Rabbi Gutstein before 5th period to explain the reason for this. Failure to do so will result in your name being added to a list of students ineligible to take any test for the remainder of that school day.

#### EARLY DISMISSAL

Students desiring to leave early due to illness must first obtain permission from Mr. Harris, or if he is unavailable, from one of the secretaries. A student will not be released from school until a legal guardian has first been contacted by a secretary in the office. Students leaving early for reasons other than sickness must bring a parental note to Mr. Harris in advance of the absence.

#### CLOSED CAMPUS

The Academy is a "closed campus" for all freshmen and sophomores. In practical terms this policy forbids all 9th or 10th grade students from leaving school property from the beginning until the end of their school day. However, students are allowed to be outside of the building on the front plaza or the parking lot, and if their classes conclude before the end of 12th period, they may leave campus at the end of their final class. Violation of this policy may lead to suspension.

## HOMEWORK POLICY

Students should not receive any homework over the three major vacation periods, so that they may relax, rest and recharge. Homework should not be due on the day after Chanukah Revue and the night of Yom HaAtzmaut. No written assignments/exams can be scheduled, or major assignments due during the first two days after returning from vacation. Exceptions to this policy are AP coursework, English department reading assignments, and extra credit programs for voluntary Torah study.

## TESTING SCHEDULE

In order to ease the burden of excessive testing and allow students to plan ahead, the Academy has instituted a “test day” program for all major subjects. (If a test day is not available due to a holiday or an assembly, an alternative day may be assigned.)

	Judaic Studies Subjects	General Studies Subjects
Mondays:	Bible—חומש	Science
Tuesdays:	Talmud / Oral Law	History
	Jewish Thought (girls)	
Wednesdays:	Talmud (boys)	English
Thursdays:	Hebrew Language	Math
Fridays:	Prophets—נבי	

Students who are not in attendance in the morning may not be allowed to take a test in the afternoon for full credit.

Rather, their score will be automatically reduced by 1/2 grade (5 points on a 100-point scale).

Make-up tests may be given on a different day than listed above. Semester final make-ups will be given on the Friday of finals week. While testing may occur on fast-days, teachers will attempt to avoid this.

## General Guidelines for Behavior During the School Day

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### תפילה/PRAYER:

Perhaps more than anything else, the way we conduct ourselves during תפילה is an indication of our religious persona. As such, תפילה is an important part of our school day, a requirement for all students and an opportunity to strengthen your relationship with G-d.

### ▶▶▶ Please follow the guidelines listed below to help make תפילה meaningful:

✧ תפילה begins at 8:05 a.m. you are expected to be at תפילה on time, ready to participate. All students who travel in car pools must ensure that they leave their communities on time so they can arrive at school on time for services.

✧ In each תפילה, classes will be assigned sections where they may sit. Throughout תפילה, students are expected to sit or stand by their seats. Standing in the aisles is not permitted.

✧ Students are expected to participate fully in תפילה, and to refrain from talking while davening. Students may receive one

or more units of detention for talking during תפילה. In addition, behavior during תפילה may be counted as part of your halacha grade.

▣► **Please note: The rules of attendance apply to תפילה as they do to any class. Students who are late for תפילה three times in a quarter will be required to attend a 7:20 a.m. detention in the ICJA Beit Midrash. In addition, for each subsequent lateness during that quarter, students will be required to attend an early morning detention.**

✧ Students chronically late or absent from תפילה (10 or more times per semester) may receive a failing grade in תפילה, will be ineligible for participation in school programs such as team sports, Senior leaders, and the Torah Chapter of the National Honor Society, and may face suspension from the school.

#### **מנחה/MINCHA**

All students are required to attend Mincha promptly at 3:23 p.m. (following 9th period.)

#### **CONDUCT IN THE HALLS**

While the Academy does allow our students to study in the hallways, inappropriate behavior (e.g. loud talking or running) is disruptive to classes that are in session and detracts from the general academic atmosphere of our school.

✧ For the comfort of students, we have installed benches in the halls. Sitting on the floor is not permitted.

✧ Eating and drinking in the hallways is prohibited, as is running or other boisterous behavior.

✧ Electronic devices (cell phones, PSP's, etc.) are not permitted in halls or in classrooms but may be used in the student lounge and main lobby.

✧ Jewish law prohibits gambling, and such behavior will not be tolerated in the hallways or on school grounds. Students who violate these rules will be subject to a minimum consequence of one unit of detention.

#### **LUNCHROOM BEHAVIOR**

✧ All students are expected to express their awareness of G-d prior to meals by washing and reciting the appropriate bracha both before and after the meal. Benchers will always be available in the lunchroom.

✧ To maintain Kashruth standards, no student may remove dishes or food from the lunchroom without the express consent of Mr. Harris.

✧ Out of respect for others, no student may enter the lunch line anywhere but at the end, and at the conclusion of the meal all garbage must be placed in the receptacles provided.

Student Council, as representatives of the student body, will be held accountable for general lunchroom cleanliness. Those who fail to maintain rules of cleanliness and dignity within the lunchroom may lose lunchroom privileges and/or face detention.

#### **כשרות/KASHRUTH**

All food brought into the building must be Kosher in accordance with proper school-sanctioned certification (e.g. cRc, u-o, Kaf-K, o-K). A "K" is not necessarily a valid symbol of Kashruth and therefore is unacceptable. All food purchased off-campus during

school hours must adhere to school standards of Kashruth, and all restaurants frequented must be under orthodox rabbinical supervision.

#### **DRESS CODE**

One of the hallmarks of Jewish behavior is modesty of dress. Part of being an Academy student is an understanding that, as Jews, we need not adopt the improper fashions and lifestyles of the world at large—no matter how popular they may be. Our pride and positive self-image are reflected in how we dress.

The following dress regulations are in effect for the entire student body whenever entering the building during regular school hours, finals week, vacations, extra-curricular activities, after-school classes, or committee meetings.

#### **GENERAL GUIDELINES:**

- A. All clothing must be neat and clean. Torn clothing (even if “fashionable”) is unacceptable.
- B. No slogans, symbols or illustrations are acceptable on clothing. The only exceptions to this rule are small inconspicuous designer or manufacturer’s labels, and logos for ICJA, provided such labels do not violate the general Academy guidelines of good taste.
- C. Tight clothing, shorts or sweat pants are never permitted at any school function.
- D. Hats may not be worn during the school day.
- E. Students who must change into clothing not in conformance with the dress code, must do so in the lower level washroom and enter or leave from the lower level.
- F. Tops must be long enough to fully cover the entire torso at all times (whether the student is sitting, standing or bending).
- G. Students may wear sandals and sneakers. Slippers, “flip-flops” or other similar footwear may not be worn.

If a student arrives to school dressed inappropriately the student will be required to change into proper attire prior to re-entering classes, a conference with a student’s parents may be arranged and a 1-day in-school suspension may be imposed

**▀▀▀ Students who frequently violate the code or who show blatant disregard for school standards face suspension and possible expulsion from the Academy.**

#### **GIRLS**

- A. Girls are expected to wear dresses or skirts that cover the knee while sitting. Slits in dresses and skirts may not be open above the base of the knee.
- B. Tops must be modest and must have sleeves that reach the elbow. Necklines must be at the neck. Low-cut blouses (in the front or back, more than 2 inches) are unacceptable, as are “scoop” necklines. Blouses exposing the midriff, shoulder, halter-tops or tight fitting tops are also prohibited. No v-neck tee shirts or boat-neck blouses are permitted.
- C. The fabric of girls’ clothing must be of such thickness as to promote modesty. Girls may only wear crew neck tee shirts with a thick fabric.

## BOYS

- A. Boys are required to wear tzitzit under their shirt and a kippa at all times.
- B. All shirts must have a collar and a minimum of two buttons at the top. The sleeve must extend to mid bicep. Boys must be sure that all shirt buttons are buttoned. (The top button may be left unbuttoned.) Turtlenecks are acceptable as collars. While sweaters may be worn, collared shirts must be worn underneath.
- C. Boys must wear full-length pants (no shorts, sweat pants or “baggy pants/hip-hop pants”).
- D. Hair must be neat, of appropriate length and in consonance with halacha. Halacha requires that the sideburns extend below the upper juncture of the ear to the head. Tiered haircuts are not permitted, nor are extremely short haircuts. Of course, boys may not wear earrings.

▀▀▀ **It is understood that not all contingencies of fashion can be covered in a list such as this. Students are encouraged to follow and will be held accountable for the spirit, as well as the letter, of these regulations.**

## VISITORS

Students who are considering attending Ida Crown Jewish Academy for high school are encouraged to visit the school and “shadow” a current Academy student for the day. To make arrangements for a visit, please contact Mrs. Rabin, Office of Admissions. Students are not permitted to visit for the day if they wish to visit a current Academy student, but are not considering attending the Academy for high school.

## TEACHER ABSENCE

Students must report to all classes and assume the teacher or a substitute will come. They are not to leave the classroom unless authorized to do so by the office.

## DRIVING AND PARKING PRIVILEGES

Students with valid drivers’ licenses may use our parking lot under the following conditions:

- A. For permission to park any vehicle in the parking lot students must have their license plate numbers and vehicles registered on a Parking lot Registration card with the office and display a purple “Parking Permit” in the rear window of the car.
- B. Entrance into the parking lot is only from Pratt Avenue. Students may only exit the parking lot via the alley that leads to California Avenue.
- C. Drivers may never exceed 10 m.p.h. while on school grounds or while driving on the alley leading to California Avenue.
- D. All spaces along the fence on the east side of the building are reserved for ICJA and ATT faculty. (Spaces along the fence, surrounding the north side of the school building, are reserved for faculty parking until 1:00 p.m.)
- E. Illegal parking may result in a warning or the student’s car may be towed.

▀▀▀ **ALL towing costs and fines will be YOUR responsibility.**

- F. Unsafe driving practice is strictly prohibited and will result in

suspension of parking privileges and/or detention.

*Failure to comply with any of the above rules may result in suspension of parking privileges on Academy grounds, fines and detention.*

#### **INTEGRITY AND HONESTY**

Cheating and stealing have no place in a Torah setting where relationships and honesty are cherished. Any form of plagiarism, or cheating on tests, quizzes, projects or papers will result in a zero on the assignment, disciplinary probation, loss of candidacy for National Honor Society and other honors.

The report of the violation will be placed in the student's permanent record and may result in suspension and possible expulsion.

In order to prevent plagiarism, all major written assignments must be submitted electronically to a service, Turnitin.com, which assesses each paper for originality. Students will be given the necessary information for registering for each of their classes in order to submit written work.

#### **RESPECT FOR OTHERS AND FOR YOUR SCHOOL**

**▀ In a school where Torah study plays a central role in your learning, it is expected that you not only strive to excel in your studies, but that you also demonstrate how one lives in accordance with Torah and Mitzvot.**

Therefore, it is expected that at all times you will act with courtesy towards the staff as well as your fellow students. Foul language is prohibited at all times. Harassment or "bullying" of any kind, whether verbal, physical or electronic even when in jest, will not be tolerated. If there is an accusation of such, the student may be called to appear before the Associate Principal. The Associate Principal has the authority to determine the appropriate action—i.e., detention, suspension or dismissal.

# Ida Crown Jewish Academy

*Rubrics for Assessing "Derech Eretz"- Meeting acceptable Social Standards*

CHARACTERISTIC	EXEMPLARS
<b>Kavod La'Zulat</b> <i>Respect for peers</i>	Is positive and supportive of other students; sensitive to the feelings and opinions of others; works for the betterment of fellow students; actively avoids Lashon Ha'Ra; interacts with peers helpful to others; disagrees respectfully; speaks appropriately in class; avoids derisive or physical assaults; responds to teacher intervention
<b>Kavod La'Moreh</b> <i>Respect for teachers</i>	Listens carefully to oppositional opinions; recites appropriately; is punctual and remains in class for the entire period; avoids "chutzpadic" behavior and tone; avoids being argumentative; volunteers to help teachers
<b>Kavod La'Chomer Ha'nilmad</b> <i>Respect for subject matter</i>	Gives undivided attention to the subject matter of the class; comes to class prepared to learn; neatly completes homework on time; takes initiatives; comes to class with necessary material and supplies; attends to developing lesson; asks pertinent and appropriate questions
<b>Kavod L'Beit Ha'sefer</b> <i>Respect for school property and rules</i>	Follows dress code; respects school property and equipment; avoids making messes; focuses on actions that are ideal; avoids distractions and disruption of classes

## INAPPROPRIATE BEHAVIOR

It is assumed that students will be respectful to teachers and peers. Students are expected to follow teachers' directions at all times. If, for any reason, a teacher asks a student to leave the classroom, that student is expected to go directly to Mr. Harris, and wait until an administrator issues a readmit note. (The teacher is not required to state this fact explicitly.)

What Academy students do outside of school is our concern. When students seek admittance to the Academy, they accept upon themselves a standard of conformity to halacha. Therefore, all events that involve Academy students must conform to halachic standards (e.g. Shabbat, Kashrut, appropriate male/female interaction and modesty). Any student sponsoring an event in violation of this norm will face suspension and possible expulsion from the school.

The internet offers great opportunities and poses great dangers. We will allow families to supervise student internet use. ICJA will hold students responsible for what they post to the internet, both in and out of school.

The consumption of any illegal substance, such as drugs or alcohol, or the smoking of cigarettes, either on school premises or at any school activity, is prohibited. Any student found possessing, consuming, or selling alcoholic beverages or any other controlled substance, either on school grounds or during school activities will face expulsion. ICJA students will be required to participate in a program of random drug-screening tests.

In addition, it should be understood that the possession of any object that may be construed as being dangerous (e.g. pen knife, gun, fireworks), either on school grounds or during school activities, is prohibited. Any student found possessing such an object will face suspension and possible expulsion from the school.

## REGINA RUTH MILSTEIN STUDENT LOUNGE

The Regina Ruth Milstein Student lounge, located in Room #108, was a gift of the Milstein family to provide students with a place to relax during free periods. The lounge must be maintained and kept clean by students who use the lounge. Snacks and soft drinks are permissible in the lounge provided it is kept clean and presentable for all students. Students who abuse the lounge by rowdiness, littering or by entering the lounge when they must be in class or at another school function may be barred from the lounge and may face other penalties.

## LOCKERS

Each locker is equipped with a combination lock. **Please keep lockers locked at all times.** We suggest that students not give out their combinations and keep lockers locked at all times, to insure the safety of one's valuables. (If you have any questions or have trouble opening your locker, see Ms. Geiger.) ICJA lockers belong to the school and from time to time may be checked. Any decorations inside must conform to school standards. The administration will require removal of inappropriate material with penalty for offensive material.

## STUDENT CONDUCT POLICY

We have attempted to cover many of the important areas of school life vis-a-vis halacha. however, new areas and issues always arise. In cases that are not covered by this handbook, the Shulchan Aruch and the ruling of the Dean will be the final decision.

## General Information

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### GRADE POINT ASSIGNMENTS

Ida Crown Jewish Academy assigns course grade points as follows:

#### MODIFIED & REGULAR

A = 4.0  
B = 3.0  
C = 2.0  
D = 1.0

#### HONORS & ACCELERATED

5.0  
4.0  
3.0  
2.0

### GPA CALCULATION

Grade point average is calculated based on the final semester grade only. Minus (-) or plus (+) has no effect on GPA calculations.

### GRADE CORRECTIONS AND CHANGING "INCOMPLETES"

Students receiving a grade of Incomplete at the end of a quarter or semester have 6 weeks (30 school days) to make up the required work. During that period, penalties, if any, are at the discretion of the teacher. After the allotted period, the student's grade is changed to an "F". Once this occurs, a grade can only be changed if it was as a result of clerical or teacher error.

Students have 3 weeks (15 school days) from the receipt of their report card to contest grades. The request should be made with the student's teacher. The teacher will respond within one week of the student request. The teacher's determination of a grade is final and not subject to appeal.

## REQUEST FOR PROGRAM OR CLASS CHANGE

Students wishing to change classes must submit a completed "class change" form (co-signed by his/her parent) to Guidance Dept. As a rule, students will have an initial response within 2 class days. Students may initiate petitions for course changes according to the following schedule:

- ✧ To add a course - the first 10 days of instruction
- ✧ To drop a course - the first 15 days of instruction
- ✧ To change levels in a subject - the first 20 days of instruction

At their discretion, faculty and administration may initiate changes after these deadlines. If a class is dropped in such an exceptional circumstance a "W" will appear in the transcript.

## DRIVER'S EDUCATION

Driver's Education classroom instruction is part of the school graduation requirement. Dates for the driver's education classes for the 2008-2009 school year will be announced in the Spring.

Students who are 15 years of age by the beginning of the course are eligible for enrollment. The oldest 30 students who register will be permitted to enroll (with a minimum of 15 students). In addition to the classroom instruction, students interested in licensing must take "Range and Traffic".

Students have permission to be absent from classes at ICJA in order to attend Range and Traffic. We encourage students to arrange these meetings in a way that does not interfere with ICJA classes. On these days, students must sign out as per the regular procedure.

"Range" may only be taken during school time provided the student has maintained a 3.0 average (un-weighted), with no grade lower than a "C" during the previous quarter. Furthermore, students may be restricted from taking "Range" if it is deemed that it will jeopardize their academic work.

Students who fail "Range" may not retake this program during school hours. Driver's Education class will be offered at ICJA in the Spring.

## Consequences for Violations of the Rules

To make the most of your high school experience, you need to know and follow the rules and guidelines of our school. We expect that you will follow these rules that are intended to help all students to have the best possible learning experience.

Sometimes rules are broken. If there is a reasonable explanation, you will find that teachers and the administration will try to understand your situation. However, sometimes rules are broken deliberately, or due to negligence or indifference. When this occurs, penalties are imposed. The purpose of a penalty is to convince the student that it is far more beneficial to maintain the rule than to violate the rule.

## WHAT HAPPENS WHEN YOU VIOLATE A RULE?

You might receive a warning. Your parents might be called. You might be placed on detention.

Many common violations of rules have standard penalties. If you know the penalty for a given violation, you will be less likely to act in an inappropriate manner.

## DETENTION

As you review the guide, you will note that violation of school rules often results in units of detention. A DETENTION UNIT IS ONE AND ONE-HALF (1 1/2) HOURS spent in the detention room on Sundays or during non-school hours. The days of your detention are set at the discretion of the administration. During detention, you must sit quietly. No talking is permitted. You will only be permitted to do school work. Failure to report to detention, or inappropriate behavior during detention, will double the penalty. When Mr. Harris determines that you are to receive a detention, he will give you a form that must be signed by parents and handed to the detention officer at the beginning of your detention. That form will be kept in your file for future reference.

## SUSPENSION

You can be suspended from school if:

- ✧ You willfully or negligently bring physical harm to others, engage in malicious harassment of another student or any employee of ICJA

- ✧ You display a gross lack of concern for basic behavior or religious standards (e.g., dress code).

- ✧ You fail to correct a deficiency after repeated efforts by teachers and administrators.

- ✧ You show gross disrespect for the school and/or school authorities.

## SUSPENSION CAN TAKE TWO FORMS:

IN-SCHOOL SUSPENSION—requires that you attend school for the entire day, but you may not participate in classes. You must sit in a designated location and you may not interact with students or teachers.

HOME SUSPENSION does not allow you to enter the building.

**▀▀▀ Students on suspension receive a zero on all tests and assignments scheduled/due for that day.**

## PROBATION

When a student's behavior or academic performance is well below standard, (s)he may be placed on probation. Probation is a serious matter. Students on probation must make substantial improvement in their behavior and/or academic achievement to remain in ICJA.

Probation is usually for one semester, but it could extend for as long as one year. Students on probation generally must maintain a minimum grade of "C" in every subject and strictly abide by all rules of behavior and religious conduct.

## **DISMISSAL**

Attendance in Ida Crown Jewish Academy is a privilege. Poor behavior, blatant disregard for religious standards, substance abuse, harassment, demeaning of another person verbally or in writing, and poor grades due to lack of effort are among behaviors that can result in the revocation of the privilege of attending the Ida Crown Jewish Academy.

Students who are dismissed from the Academy may request an appeal through the President of the Board of Governors.

## **PROCEDURE FOR DISMISSAL**

In extreme situations, students may be dismissed from school without prior notification. However, in most situations, students whose behavior or academic achievement is greatly below standard are first placed on probation. Failure to remedy the problems that led to probation will lead to suspension for the purpose of dismissal. The Dean informs the Chairman of the Board of the action. The Dean responds to all questions and considers the recommendations of the above officers.

If the Dean feels that dismissal is still warranted, that action is taken in accordance with the procedures listed below. Parents are notified in writing of the decision.

## **APPEAL PROCESS FOR STUDENTS DISMISSED FROM IDA CROWN JEWISH ACADEMY**

Students dismissed from the Ida Crown Jewish Academy may request an appeal. Upon formal request to the Chairman of the Board, a commission will be convened consisting of the Dean, the President of the Board (or his/her designate on the Board), the Chairman of the Board (or his/her designate on the Board) and a parent observer (selected by the commission members). The parent observer is an ex-officio member of the commission.

## **HEARING PROCEDURE**

1. The student must submit his/her appeal in writing to the commission for review.
2. Parents are permitted to attend the appeal session of their child. The student and parents will be designated a set period of time to make the case for reinstatement.
3. The student and family will be notified in writing within one week of the appeal as to the commission's decision.
4. The decision of the commission is final.

## **POLICY ON THE INSPECTION OF STUDENT RECORDS**

Parents have the right to inspect, challenge and copy records of their child until the child reaches the age of 21.

1. Student records will be made available to parents and eligible students within three school days of the time a written request for review is submitted to the registrar.
2. Whenever access to student records is granted to parents or students, a member of the administration (Dean, Associate Principal or Assistant Principal) shall be present to interpret the information contained in these records.
3. Copies shall be provided to parents or students at a cost of 25 cents per page. No parent or student shall be denied a requested copy due to inability to bear the cost of such copying.

4. Upon payment for the designated copies, the registrar shall direct that copies will be made. Parent or student shall receive a copy of each document, leaving the original in the student's record.
5. Upon receipt of the copies, the parent and/or student shall sign a written statement that the school has complied in full with the request.

## Requirements for Graduation

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### JUDAIC STUDIES

1. Talmud/Halacha or Oral Law/Jewish Thought—4 credits
2. Chumash—4 credits
3. Navi—4 credits
4. Hebrew—4 credits

### GENERAL STUDIES

#### A. Majors (see note)

1. English—4 credits
2. Math—3 credits
3. Science—2 credits
4. History—3 1/2 credits
5. Electives (totaling 3 1/2 credits)—selected from English, Math, Science, Social Studies, or Spanish

*Beginning with the graduating class of 2010*

- 1) *All graduates must have 3 Science credits.*
- 2) *All students will be required to complete 4 General Studies Major classes each academic year.*

#### B. Minors

1. Physical Education
2. Art / Band
3. Driver's Education

### CHESED PROGRAM

As a Torah institution, we believe in the responsibility of the individual to the community. Therefore, all students are required to complete a minimum of 40 hours of volunteer chesed activities by the end of the sophomore year and another 40 hours of such activities prior to graduation—all at school-endorsed institutions. For further information regarding this program, please contact Rabbi Louis Fliegelman, director of the Chesed Program. (No more than 20 hours of chesed can be earned for a single activity and the total chesed experience must represent at least two separate organizations).

### COLLEGE AND ISRAEL GUIDANCE SERVICES

Mrs. Levin, Dr. Hein and Rabbi Fliegelman assist students on a wide range of academic and scheduling needs.

On a regular basis, sophomores, juniors and seniors will be provided information regarding college entrance examinations, deadlines for applications to universities and Israeli institutions, available funding for post high school experiences and opportunities for grants based upon scholarship, character or achievements.

Rabbi Matanky serves as the Israel Program Advisor. He meets with all juniors at the end of the academic year to review the process of program selection, application and acceptance. Individual appointments are scheduled for students and their parents during the fall (girls) and winter (boys) of their senior year to assist in the selection of Israel programs.

## ACADEMIC SERVICES

Mr. Ariel Zamarripa is the director of the Academic Services department. Students who have submitted an educational evaluation report may qualify for support sessions. A student who has not been evaluated for a specific learning need, but would like help in determining if a need exists, should speak to Mr. Zamarripa.

## SOCIAL WORK

Mr. Phil Zbaraz is the director of the Student Social Services department. Social workers are available to help students with concerns and problems, or just to “schmooze.” Students are free to drop in and say “hello” or to schedule an appointment. (All health records are protected by the Illinois mental health code.)

## LIBRARY

The Paul and Doris Rosenberg Library is designed to help students research projects and to satisfy curiosity about many topics. Mrs. Feder, the librarian is available to help students to learn and to find what is needed to complete a project. However, the library is not a social lounge. It may be used for quiet study and research. The librarian will determine when student activity does not conform to the atmosphere necessary for serious study.

## Honor Societies

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### ✧ NATIONAL HONOR SOCIETY—TORAH CHAPTER

The Ida Crown Jewish Academy sponsors the Torah chapter of the National Honor Society. Membership is granted only to those students selected by the faculty and is based on the following criteria:

- 1. Students** will be eligible for candidacy in the NHS at either the beginning or the end of their junior year. The selection of each member to the chapter shall be by a majority vote of the faculty.
- 2. Scholarship**—Students will be judged on a minimum weighted G.P.A. of 3.75. During their candidacy, and later as members of NHS, students will be expected to participate in regular Torah study beyond required classes.
- 3. Character**—Students are assumed to be of good character and will be evaluated on a scale of 1-3 (below average, average and above average) by the entire staff. In order to be eligible for consideration in NHS, a student needs an average of 2.5 in character traits. These traits include a commitment to Torah values, to Tefillah, courtesy, responsibility, maturity, and respect for property and people. Any act of cheating will disqualify a student from eligibility in NSH.
- 4. Service**—criterion for service is 20 service points by the end of 6 semesters. Students must turn in their service point sheets at the end of each semester or risk losing those points.
- 5. Leadership**—leaders take an active role in class, school, and community. Leaders will be evaluated as those who hold office or places of responsibility, either in the school or in the community. Students will need proof of leadership from sponsors of the various activities. A student will need a 2.5 average in leadership points.
- 6. The Torah Chapter of NHS** will elect officers and hold monthly meetings. Responsibilities include peer tutoring, hosting open house, and participating in school service projects

### ✧ MORDECHAI DAVID WEINFELD MEMORIAL TORAH SOCIETY

Torah study is the centerpiece of Jewish living. The Mordechai David Weinfeld Torah Society has been established to encourage Torah study beyond the required classes and times offered at the Academy.

#### **REQUIREMENTS**

Students who engage in at least 75 documented voluntary hours of study during each of their four years in the Academy will be inducted into the Torah Society upon graduation.

#### **WHAT CONSTITUTES VOLUNTARY**

Any Torah study that does not go toward receiving credit or grades will be accepted. For example, during the school year, one can receive Torah Society credit for attendance at any day or night class/chevruta with YU Torah Mitzion Kollel or attendance at youth group classes that are offered a minimum of once a week for a duration of no less than 3 weeks.

### ✧ DEBORAH KATZIN MEMORIAL CHESED SOCIETY

Through a generous endowment, the Academy has established a unique program of chesed in memory of one of our beloved students, Deborah Katzin, z"l, a member of the class of 1998.

#### **REQUIREMENTS**

Students in the sophomore and junior classes are eligible to apply to participate in this program.

#### **DESCRIPTION:**

The Deborah Katzin Memorial Chesed Program is a respite care program that involves a significant commitment of time, both in and out of school. Students will meet for orientation and training sessions during school hours. These sessions will be directed by the staff of Jewish Community and Family Service and Jewish Children's Bureau. Once adequately prepared, students will be assigned in pairs to approved Jewish homes seeking respite assistance. In this setting students will assist in a multitude of approved activities—ranging from homework assistance to “big brother/ big sister” type activities. Rabbi Fliegelman will supervise this program.

## **Student Activities and Services**

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Students may take advantage of many school activities. Some take place during school hours and some after school and on Sundays. Exact times and days will be announced during the school year.

ATHLETIC DIRECTOR, Mr. Mark Wax  
ATHLETIC SUPERVISOR, Mr. Joshua Cooper

### **BOYS SPORTS**

#### **Interscholastic Basketball**

Varsity, *Mr. Howard Braun*  
Jr. Varsity, *Mr. Jeremy Newman*

#### **Interscholastic Wrestling**

*Mr. Doug Klein*

#### **Baseball**

*Mr. Jeremy Newman*

#### **Soccer**

*Mr. Dave Koder*

### **GIRLS SPORTS**

#### **Interscholastic Basketball**

Varsity, *Mr. Mark Wax*  
Jr. Varsity, *Ms. Rifkie Litz*

### **STUDENT COMMITTEES AND ACTIVITIES**

- ✧ Student Council—Mrs. Susan Sennett
- ✧ Shul Committee—Rabbi Joel Gutstein
- ✧ Ham Radio Club—Mr. David Newman
- ✧ Office Assistants—Ms. Ayana Geiger
- ✧ Recycling Committee—Mr. David Newman
- ✧ Avira Committee (School Spirit)—Mrs. Miriam Jaffe
- ✧ Yearbook—Mrs. Tirza Kahan
- ✧ Chesed—Rabbi Louis Fliegelman
- ✧ Intramural Sports—Mr. Joshua Cooper
- ✧ Crown Prints—Ms. Sheri Goldstein
- ✧ Yom Ha Zikaron—Ms. Mara Goldblatt
- ✧ Yom Ha' Atzmaut—T.B.A.
- ✧ School Retreat—Mrs. Miriam Jaffe
- ✧ Mashpiim & Mashpiot—Mrs. Miriam Jaffe
- ✧ Model United Nations Programs—Mr. Joshua Cooper
- ✧ Library Assistants—Mrs. Debbie Feder
- ✧ Israel Awareness—YU Torah Mitzion Kollel
- ✧ Service Points Committee—Mrs. Marlene Wasserstrom
- ✧ "Challah and Grape Juice"—Mr. Daniel Harris
- ✧ National Honor Society—Mr. Phil Zbaraz
- ✧ Torah Awards—Mrs. Miriam Jaffe / Rabbi Shmuel Kurtz
- ✧ Senior Leaders—Mr. Phil Zbaraz
- ✧ Volleyball—T.B.A.
- ✧ SHAC - Mrs. Jaffe

Students may take the initiative of forming new committees by meeting two criteria:

- a) arranging an adult sponsor, and
- b) forming a group of a minimum of 10 interested students.

The Administration encourages and promotes student initiative.

# Ida Crown Jewish Academy

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DEAN ..... RABBI DR. LEONARD A. MATANKY  
 ASSOCIATE PRINCIPAL ..... MR. DANIEL U. HARRIS  
 ASSISTANT PRINCIPAL OF CURRICULUM AND INSTRUCTION .. DR. JEREMY KAHAN  
 ROSH KOLLEL, YU TORAH MITZION KOLLEL ..... RABBI REUVEN BRAND  
 DIRECTOR OF FINANCE ..... MR. MICHAEL LONDON  
 OFFICE MANAGER .....MRS. HELEN SANDLER  
 PROJECT CAMPAIN DIRECTOR ..... MRS. JANE BEST  
 SR. DEVELOPMENT ASSOC. ....MRS. MELISSA LIPSHULTZ  
 DIRECTOR OF GUIDANCE ..... MRS. CYNTHIA A. LEVIN  
 DIRECTOR OF COMMUNICATION ..... MRS. WENDY MARGDIN  
 GUIDANCE .....RABBI LOUIS FLIEGELMAN  
 COLLEGE GUIDANCE CONSULTANT ..... DR. VERNON HEIN  
 ISRAEL PROGRAMS.....RABBI DR. LEONARD A. MATANKY  
 DIRECTOR, ACADEMIC SERVICES ..... MR. ARIEL ZAMARIPPA  
 DIRECTOR, STUDENT SOCIAL SERVICES ..... MR. PHIL ZBARAZ  
 DIRECTOR OF ADMISSIONS .....MRS. RIVKAH RABIN

## JUDAIC STUDIES

Mrs. Rimma Berenshtein  
 Rabbi Yitzchak Falk  
 Ms. Annette Fankenthal  
 Rabbi Louis Fliegelman  
 Mrs. Mara Goldblatt  
 Rabbi Reuven Gottesman  
 Rabbi Reuven Gross  
 Rabbi Joel Gutstein  
 Rabbi Naphtali Hoff  
 Mrs. Miriam Jaffe  
 Rabbi Daniel Kroll  
 Rabbi Shmuel Kurtz, Talmud Dept. Chair  
 Mrs. Elyse Litwack, Mechanechet  
 Ms. Bracha Maranzenboim  
 Mrs. Orit Marmel, Hebrew Dept. Chair  
 Rabbi Moshe Miller  
 Rabbi Michael Myers, Bible Dept. Chair  
 Mrs. Sima Neiger  
 Mrs. Rachel Osher  
 Mrs. Beth Pollach-Purkel  
 Mrs. Sari Ray  
 Mr. Barry Robinson  
 Rabbi Stuart Rosen  
 Rabbi Binyomin Segal  
 Rabbi Zev Shandalov  
 Mrs. Netta Shuker  
 Mrs. Shelley Stopek  
 Mrs. Sarah Wainkrantz  
 Mrs. Beth Wiesenberg  
 Mrs. Kochava Yitzchak

## Library

Mrs. Debbie Feder

## Office Staff

Ms. Anna Carrasquillo  
 Ms. Ayana Geiger  
 Mrs. Joanne Maris  
 Ms. Ally Toll

## GENERAL STUDIES

### English

Mrs. Sheri Goldstein, Dept. Chair  
 Mrs. Marsha Arons  
 Mrs. Caryn Engle  
 Mrs. Tirza Kahan  
 Mrs. Stacey Masliansky  
 Mr. Tony Whitt

### Foreign Language

Mrs. Marna Nitekman, Spanish

### Social Studies

Mrs. Susan Sennett, Dept. Chair  
 Mrs. Adina Castner  
 Mr. Joshua Cooper  
 Dr. Catherine D'Anna  
 Rabbi Michael Myers  
 Rabbi Shlomo Rosen

### Math

Mrs. Stephanie Pederson, Dept. Chair  
 Ms. Dana Ben Ezra  
 Ms. Andrea Lifton  
 Mrs. Marlene Wasserstrom

### Science

Mr. David Newman, Dept. Chair  
 Mr. Gregory DiFrancesco  
 Ms. Ruth Gleicher  
 Mrs. Chavee Gottlieb  
 Mr. Alan Sears

### Fine Arts

Ms. Kathleen Kelly, Art  
 Mr. Jeremy Newman, Gym  
 Mr. Stephen Pederson, Band

### Academic Services

Mr. Ariel Zamarippa, Director  
 Ms. Ann Dee Holland  
 Mrs. Shelley Stopek

# Ida Crown Jew

## School Calendar 5769

### August

New Student Orientation and Registration (Mandatory)	Thurs, Aug 21 & Fri, Aug 22
Returning Student Registration	Mon, Aug 25, 5:30 - 9:00 pm
Teacher In-Service	Mon & Tues, Aug 25 & 26
First day of classes (Daven @ KINS)	Wed, Aug 27

### September

Labor Day (NO CLASSES)	Mon, Sept 1
New Parent Orientation & Senior Parents Town Hall Meeting (EARLY DISMISSAL 4:30)	Mon, Sept 22, 6:30 pm
Parents Open House	Mon, Sept 22, 7:30 pm
Erev Rosh Hashana (NO CLASSES)	Mon, Sept 29
Rosh Hashana (NO CLASSES)	Tues, Sept 30 & Wed, Oct 1

### October

Tzom Gedalia (2:30 Dismissal)	Thurs, Oct. 2
Erev Yom Kippur (NO CLASSES)	Wed, Oct. 8
Yom Kippur (NO CLASSES)	Thurs, Oct. 9
(NO CLASSES)	Fri, Oct. 10
Erev Sukkot (NO CLASSES)	Mon, Oct. 13
Sukkot (NO CLASSES)	Tues & Wed, Oct. 14 & 15
Women's Luncheon	TBA
Chol Hamoed Succot (NO CLASSES)	Thurs-Sun, Oct. 16 - Oct. 19
Mandatory Minyan (See Note)	
Hoshana Rabba (NO CLASSES)	Mon. Oct. 20
Mandatory Minyan (See Note)	
Shmini Atzeret & Simchat Torah (NO CLASSES)	Tues & Wed Oct. 21 & 22
Classes Resume	Thurs, Oct. 23
ICJA Open House (prospective students)	Wed, Oct 29

### November

End of 1st Marking Period	Fri, Nov. 14
Parent / Teacher Conferences	Sun, Nov 16, 12:30 - 5:30 pm
Grades Due (NO CLASSES)	Mon, Nov 17
Senior Shabbaton	TBA
ICJA Concert	Saturday Night, Nov 8
A.T.T. Dinner	Sun, Nov 23
Freshman Parent Town Hall Meeting	Mon, Nov 24, 7:00 pm
Sophomore Parent Town Hall Meeting	Mon, Nov 24, 7:45 pm
Junior Parent Town Hall Meeting	Mon, Nov 24, 8:30 pm
Thanksgiving Recess (NO CLASSES)	Thurs & Fri, Nov 27 & 28

### December

Chanukah	Dec 21 - Dec 29
Winter Vacation (NO CLASSES)	Shabbat, Dec 20 - Sun, Jan 4



2828 W. Pratt  
Chicago, IL 60645  
773.973.1450  
www.icja.org

# Wish Academy

2008-2009

## January, 2009

Classes Resume	Mon, Jan 5
Asara b'Tevet (fast day) (EARLY DISMISSAL 2:30)	Tues, Jan 6
Boys' Shabbaton (NO CLASSES) "Professional Development Day"	Fri & Shabbat, Jan 9 & 10
1st Semester Finals	Mon - Fri, Jan 19 - 23
Grades Due	Mon, Jan 26
Freshmen Health Days	Wed & Thurs Jan 28 & 29

## February

Wellness Day	Wed, Feb 11
Girls Shabbaton (NO CLASSES) "Professional Development Day"	Fri - Shabbat, Feb 13 & 14 Fri, Feb 13
A.T.T. Teacher's In-Service (NO CLASSES)	Mon, Feb 16
Dr. Edward A. Crown Scholarship Dinner	Sun, Feb 22

## March

Taanit Esther (fast day) (DISMISSAL AT 2:30 PM)	Mon, March 9
Purim (NO CLASSES)	Tues, March 10
Shushan Purim	Wed, March 11
National Honor Society Induction Ceremony	Tues, March 17, 7:30 pm
End of 3rd Marking Period	Fri, March 27
Grades Due	Mon, March 30

## April

Sports Awards Banquet	Wed, April TBA
Pesach Vacation (NO CLASSES)	Mon, April 6 - Fri, April 17
Pesach	Wed - Sun, April 8- 16
Classes Resume	Mon, April 20
Yom HaShoah	Tues, April 21
Yom HaZikaron	Tues, April 28
Yom HaAtzmaut	Wed, April 29

## May

Lag B'omer	Tues, May 12
Oratory Fair	Mon, May 18, 7:00 pm
Torah Awards Banquet	Tues, May 19
Yom Yerushalayim	Thurs, May 21
Memorial Day (NO CLASSES)	Mon, May 25
Erev Shavuot (2:30 dismissal)	Thurs, May 28
Shavuot (NO CLASSES)	Fri & Sat, May 29 & 30

## June

Senior Retreat	Mon - Wed, June 1 - 3
Graduation	Sun, June 7, 1:00 pm
Final Examinations	Mon - Fri, June 8 - 12
All Faculty Meeting - Grades Due	Mon, June 15

\*Note: During Chol Hamoed Sukkot and on Hoshana Rabba, minyan is mandatory. School will be open for davening and breakfast. Those students who live a great distance from the school may attend services at their local synagogue. A note from the Rabbi verifying attendance must be submitted to the office.

as of 8/7/08

