



ICJA STUDENT HANDBOOK

5787 | 2026–2027

Inspiring Bnei & Bnot Torah to Thrive in the Modern World

IDA CROWN JEWISH ACADEMY

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PART ONE Welcome

A Letter from the Administration

Dear ICJA Students,

Welcome to a new year at Ida Crown Jewish Academy.

The Mishnah teaches, “Hafoch bah v’hafoch bah, d’kula bah” — “Turn it over and turn it over, for everything is in it.” Torah is not simply something we study; it is a guide that helps us understand ourselves, our community, and the world around us.

At ICJA, we strive to inspire Bnei and Bnot Torah to thrive in the modern world. This vision comes to life not only in our classrooms, but in our Tefillot, our chesed projects, our athletic teams, our clubs, and our relationships with one another. We believe that meaningful growth comes through learning, responsibility, kindness, and commitment to our values.

As members of the ICJA community, you are expected to pursue excellence in your studies while demonstrating Derech Eretz, integrity, and concern for others. The choices you make each day — how you treat a classmate, how you approach your learning, and how you contribute to our community — help shape both your character and our school culture.

This handbook is designed to help you understand the expectations, opportunities, and resources that are part of life at ICJA. I encourage you to read it carefully and use it throughout the year.

The years you spend at ICJA are an opportunity to learn, grow, lead, and strengthen your connection to Torah, Klal Yisrael, and Medinat Yisrael. I hope you approach this year with enthusiasm, curiosity, and a commitment to becoming the very best version of yourself.

I look forward to all that we will accomplish together.

B’vracha,

Rabbi Leonard A. Matanky

Dean

About This Handbook

This handbook serves as a guide to student life at ICJA. It outlines the expectations, opportunities, resources, and responsibilities that are part of membership in the ICJA community.

Students and families are expected to review the handbook carefully and refer to it throughout the school year. While no handbook can anticipate every circumstance, the policies contained here are intended to help create a safe, respectful, productive, and Torah-centered environment where students can learn, grow, and thrive.

The administration reserves the right to interpret and apply school policies as necessary to support the mission and values of ICJA.

Mission & Values



**INSPIRED BY TORAH.
PREPARED FOR LIFE.**



OUR MISSION

As a co-educational Modern Orthodox high school, our mission 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 Bnei and Bnot Torah to become contributing members of 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 CORE VALUES



TORAH U'MADDAH

We seek to bring a synthesis of Torah Studies and General Studies, integrating Torah values with knowledge and understanding of the world.



DERECH ERETZ

We focus on educating the whole child, with emphasis on moral sensitivity and human decency, which must permeate the culture of our school.



COMMUNITY SERVICE

We empower every student to feel a sense of responsibility for others and to make a meaningful difference in our community and beyond.



CENTRALITY OF MEDINAT YISRAEL

We strive to make Israel an integral part of the Jewish persona, fostering a deep connection to Medinat Yisrael and Klal Yisrael.

*Inspiring Bnei and Bnot Torah
to Thrive in the Modern World*





PART TWO Daily Life at ICJA

The ICJA School Day

Life at ICJA is built around learning, Tefillah, community, and personal growth. While every day follows a similar structure, there are some unique features to the ICJA schedule that help students balance a rigorous academic program.

Tefillah and the Start of the School Day

The school day begins with **Shacharit at 8:05 AM**. Students should report directly to their assigned Tefillah location upon arrival at school.

Following Tefillah, students have breakfast and time to prepare for the academic day before the first bell rings at **9:00 AM**. First period begins at **9:05 AM**.

Tuesday & Wednesday Skip Schedule

To help balance the long day during the week, ICJA uses a rotating skip schedule on Tuesdays and Wednesdays.

- On **Tuesdays**, one Judaic Studies period is skipped.
- On **Wednesdays**, one General Studies period is skipped.
- The skipped period rotates throughout the year so that students do not consistently miss the same class.
- The skip schedule is published on the school website and can be added to your Google Calendar.

On both Tuesdays and Wednesdays, the school day ends at **4:57 PM**.

Friday Schedules

ICJA operates on two different Friday schedules throughout the year.

FRIDAY CLASS ROTATION

On **all Fridays**, General Studies classes rotate weekly:

One week, students attend periods **7, 8, and 9**

The following week, students attend periods **10, 11, and 12**

This rotation continues throughout the year to ensure that all General Studies classes meet an equal number of times.

LONG FRIDAYS

From the beginning of the school year until Sukkot and from Pesach until the end of the school year, students follow the Long Friday schedule. The school day ends at **3:34 PM**.

SHORT FRIDAYS

Between Sukkot and Pesach, students follow a shortened Friday schedule. The school day ends at **1:58 PM**, allowing students and families additional time to prepare for Shabbat.

During the Short Friday schedule (between Sukkot and Pesach), one Judaic Studies period is also skipped each week on a rotating basis so that students do not consistently miss the same class. Judaic Studies periods are shortened to accommodate the earlier dismissal.

Students should regularly check the school calendar and published schedules to stay informed about which periods are meeting each Friday.

Rosh Chodesh and Selichot

On Rosh Chodesh and during Selichot, the morning schedule is adjusted to allow additional time for Tefillah. As a result, classes begin later and morning periods are shortened.

Assembly Days

Several times throughout the year, students participate in assemblies, guest speakers, school-wide programs, and special events. On these days, the schedule is modified to accommodate the program while ensuring students continue to attend their classes.

Fast Days

On fast days, ICJA follows a modified schedule designed to support students throughout the day while maintaining instructional time.

- A shortened break period is scheduled in the morning in place of lunch to provide students with an opportunity to rest and recharge before afternoon classes.
- Only three General Studies periods meet in the afternoon.
- The afternoon schedule continues the regular Friday rotation — 7, 8, 9 or 10, 11, 12.
- School concludes at **2:30 PM**.

School Schedules

A complete reference of daily start times, period lengths, and dismissal times for every schedule variation is shown below.

ICJA Daily Schedules

Monday & Thursday	
Shacharit	8:05 AM
First Bell	9:00 AM
1st period	9:05-9:43
2nd period	9:46-10:24
3rd period	10:27-11:06
4th period	11:11-11:50
5th period	11:53-12:32
6th period	12:35-1:13
7th period	1:17-1:56
8th period	1:59-2:38
Mincha	2:41-2:51
9th period	2:54-3:33
10th period	3:36-4:15
11th period	4:18-4:57
12th period	5:00-5:39

Tuesday	
Shacharit	8:05 AM
First Bell	9:00 AM
1st session	9:05 - 9:43
2nd session	9:46-10:24
3rd session	10:27-11:06
4th session	11:11-11:50
5th session	11:53-12:32
7th period	12:35-1:13
8th period	1:17-1:56
9th period	1:59-2:38
Mincha	2:41-2:51
10th period	2:54-3:33
11th period	3:36-4:15
12th period	4:18-4:57

Wednesday	
Shacharit	8:05 AM
First Bell	9:00 AM
1st period	9:05 - 9:43
2nd period	9:46-10:24
3rd period	10:27-11:06
4th period	11:11-11:50
5th period	11:53-12:32
6th period	12:35-1:13
7th session	1:17-1:56
8th session	1:59-2:38
Mincha	2:41-2:51
9th session	2:54-3:33
10th session	3:36-4:15
11th session	4:18-4:57

PM Assembly	
Shacharit	8:05 AM
First Bell	9:00 AM
Judaic Studies & Lunch	9:05 - 1:13
Assembly	1:15-1:48
7th period	1:51-2:24
8th period	2:27-3:00
Mincha	3:03-3:13
9th period	3:16-3:49
10th period	3:52-4:25
11th period	4:28-5:01
12th period	5:04-5:39

Friday (Pesach to Sukkot)	
Shacharit	8:05 AM
First Bell	9:00 AM
1st period	9:05-9:43
2nd period	9:46-10:24
3rd period	10:27-11:06
4th period	11:11-11:50
5th period	11:53-12:32
6th period	12:35-1:13
7th period	1:16-2:00
8th period	2:03-2:47
9th period	2:50-3:34

Rosh Chodesh/Selichot	
Shacharit	8:05 AM
First Bell	9:30 AM
1st period	9:33-10:07
2nd period	10:10-10:44
3rd period	10:47-11:21
4th period	11:24-11:58
5th period	12:01-12:35
6th period	12:38-1:12
7th period	1:17-1:56
8th period	1:59-2:38
Mincha	2:41-2:51
9th period	2:54-3:33
10th period	3:36-4:15
11th period	4:18-4:57
12th period	5:00-5:39

or	
10th period	1:16-2:00
11th period	2:03-2:47
12th period	2:50-3:34

Friday (Sukkot-Pesach)	
Shacharit	8:05 AM
First Bell	9:00 AM
1st session	9:05-9:35
2nd session	9:38-10:08
3rd session	10:11-10:41
4th session	10:44-11:14
5th session	11:17-11:47
7th/10th period	11:52-12:32
8th/11th period	12:35-1:15
9th/12th period	1:18-1:58

PART THREE Student Support

ICJA has a dedicated team ready to help with everything from schedule changes to social-emotional support. Use the guide below to find the right person for your question.



WHO DO I GO TO?

We're Here to Help!

I NEED HELP WITH...	GO TO...
 School-Wide Concerns	Rabbi Leonard Matanky
 Attendance, Absences, Early Dismissal, Late Arrival	Front Office
 Scheduling or Course Changes	Mrs. Chavee Gottlieb
 Clubs, Sports, or Student Activities	Mrs. Alise Gold
 College Planning or Testing	Ms. Susan Weiss
 Academic Support	Mrs. Marisa Loebmann
 Social Emotional Support	Mrs. Rebecca Bromberg
 Israel Programs or Gap Year Planning	Mrs. Lynn Kraft or Rabbi Shmuel Oren
 Technology Questions or iPads	Rabbi Binyomin Segal
 School Payments or Fees	Mr. Yona Bildner
 Student Records or Transcripts	Mrs. Rebecca Gorenstein
 School, Social, or Personal Questions	Your Mechanech/Mechanechet - Rabbi Mayer Simcha Stromer - Rabbi Menachem Rosenbaum - R' Mordy Greenland - Mrs. Lynn Kraft - Mrs. Ayala Zimmerman - Mrs. Alise Gold



NOT SURE WHO TO CONTACT?

Email agold@icja.org
or find one of your Mechanchim/Mechanchoth.



PART FOUR Student Expectations

Tefillah Expectations

STUDENTS ARE EXPECTED TO:

- Arrive on time for Tefillah (8:05 for Shacharit and 2:41 for Mincha).
- Participate respectfully — no talking.
- Remain in their assigned location until Tefillah has ended.
- Follow faculty directions.

Accountability

If...	Then...
A student arrives late (8:15 or later), leaves early, or misses Shacharit five times in a quarter	The student receives a detention. Upon the sixth time, a parent meeting will be required. *Please note, your grade for Tefillah is dependent on attendance, so grade will be impacted with multiple absences/tardies.
A student arrives late, leaves early, or misses Mincha five times	The student receives a detention. Upon the sixth time, a parent meeting will be required.
A student is disruptive during Tefillah	Administrative intervention may occur.

Shacharit Options

ICJA offers a variety of Shacharit experiences designed to meet the needs of students at different grade levels and stages of their spiritual growth.

FRESHMAN BOYS — ROOM 318

All freshman boys participate in a grade-level Shacharit minyan in Room 401. This setting helps students transition successfully into high school while developing strong Tefillah habits and routines.

FRESHMAN GIRLS — 300 HALLWAY ROOMS

Freshman girls participate in small-group Tefillah experiences led by senior student leaders. These groups meet in various classrooms in the 300 hallway and provide opportunities for mentorship, relationship-building, and meaningful engagement in Tefillah.

BEIT MIDRASH MINYAN

10–12 grade students can participate in the Beit Midrash minyan, which emphasizes independent growth in Tefillah and greater ownership of the davening experience.

ROOM 313 LEARNING MINYAN

11–12th grade. The Room 313 minyan combines Tefillah with learning and explanation. Students have opportunities to explore the meaning, structure, and purpose of Tefillah while participating in Shacharit.

GIRLS' TEFILLAH WORKSHOP — GRADES 11–12 — ROOM 401

The Girls' Tefillah Workshop provides students with a meaningful environment that combines learning and davening. Through discussion, reflection, and guided study, students deepen their understanding of Tefillah while strengthening their personal connection to prayer.

Mincha Locations

Mincha is held in several locations throughout the school and is organized alphabetically to allow for manageable group sizes and meaningful participation. Mincha groups meet in:

- The Math/Science Commons
- Room 313
- Room 401
- Beit Midrash

Student assignments rotate each quarter, allowing students to experience different Mincha environments throughout the year while maintaining balanced group sizes.

Attendance & Punctuality

STUDENTS ARE EXPECTED TO:

- Arrive to school and class on time with required learning materials.
- Follow classroom expectations as set by each teacher.
- Attend all scheduled classes, school programs and speakers.
- Notify the office in advance if you know you will be absent or if you are sick.

Accountability

If...	Then...
A student is tardy to the same class three times in a quarter	The student receives a detention.
A student has an unexcused absence from class or school program (ditching)	The student receives a detention and other consequences may follow.
A student accumulates more than four absences in a quarter	Beginning with the fifth absence, the student's grade will be reduced by one grade symbol (ex. A to A-, A- to B+).

Excused, Exempt & Unexcused Absences

Excused Absences: Any absences that may occur during the quarter due to illness, family trips, appointments, mental health days. Each student is permitted to take up to **4 excused absences per quarter**.

Exempt Absences: These include absences that do not count towards the 4 per quarter — prolonged illness (must be documented with a doctor's note and discussed with administration), Shabbatonim (excused for up to two additional absences — Fridays prior to the event only — beyond the original four per quarter), Student to Student (1 per quarter), and College Visits for 11th and 12th grade only (must be approved by Ms. Weiss).

Israel Trips: Students are excused for an additional four days during a quarter (total of 8 days). Limited to one trip per semester.

Unexcused Absences: Ditching classes.

School Programs and Assemblies: Ditching a school program or assembly counts as an absence and detention for cutting class.



ICJA Dress Code

STUDENTS ARE EXPECTED TO:

- Arrive at school dressed appropriately and follow the ICJA dress code throughout the school day.

Girls' Dress Code

SHIRTS

Students may wear:

- Any solid-color **crew neck** shirt with 3/4-length or long sleeves
- Jewish organization sweatshirts
- College sweatshirts
- ICJA swag

Students may not wear:

- Any non-crew-neck shirt (V-necks, henleys, boat necks, or similar styles)
- Shirts with designs or patterns not in the approved categories (Jewish organizations, colleges, or ICJA swag)
- Shirts with inappropriate graphics or wording
- PJ pants or sweatpants under skirts

SKIRTS

Students may wear ICJA uniform skirts, or black, navy, or gray flowy skirts (BGDK or Miamod style). Skirts must cover the knee while standing and while sitting.

Students may not wear pencil skirts, Mimu maxi (skirt-legging) styles, skirts with slits (front or back), torn or ripped skirts, or skirts that do not meet length requirements. For athletics and physical activities, skirts or shorts must cover the knee.

Boys' Dress Code

SHIRTS

Students may wear:

- An approved ICJA uniform shirt (black, navy, maroon, white, gray, or light blue) and have a visible collar at all times.
- Students may wear over their uniform shirt: solid-color sweaters, hoodies or sweatshirts; Jewish organization sweatshirts; college sweatshirts; or ICJA swag.

Students may not wear:

- Clothing with inappropriate wording or graphics.

PANTS

Students may wear full-length black, gray, navy, or khaki pants.

Students may not wear blue jeans, sweatpants, pants with elastic at the ankle, or pants with drawstrings at the waist.

HAIR, HEAD COVERINGS & SHOES

For boys — Tzitzit and Kippah must be worn at all times. Hats or hoods may not be worn during school.



Hair must be neat, of appropriate length, and in consonance with halacha. Halacha requires that boys' sideburns extend below the upper juncture of the ear to the head. Students may not have extreme hairstyles or unnatural hair color.

Neither male nor female students may wear flip-flops.

RELAXED DRESS CODE EVENTS

- During school events and activities **outside of the school day**, maintain relaxed dress code.
- Relaxed dress code for girls: any top with sleeves reaching the elbow and neckline covering collarbone. Skirts must reach the knee when sitting and standing.
- Relaxed dress code for boys: any appropriate t- shirt and any type of pants.

Accountability

If...	Then...
A student violates dress code for the first or second time; or a female student is wearing a non-ICJA-approved skirt	The student is warned and asked to correct the issue. The student will be given an ICJA skirt to change into and charged \$25.
A student receives a third dress code violation in a semester	The student receives a detention.
A student receives a fourth dress code violation in a semester	The student receives a detention.
A student receives a fifth dress code violation in a semester	A parent meeting will be scheduled, and the student cannot return to school prior to the meeting.

Technology & Digital Citizenship

Technology is an important tool for learning at ICJA. Students are expected to use school technology responsibly and in a way that supports learning, focus, and personal growth. To help create a distraction-free learning environment, ICJA maintains a phone-free school day.

CELL PHONES & SMARTWATCHES

- Store cell phones and smartwatches in their assigned grade-level phone cart upon arrival at school.
- Leave phones and smartwatches in the phone cart for the entire school day.
- Hand phones directly to the front office if arriving after 8:15 AM.
- Follow all school procedures regarding phone collection and retrieval.

SCHOOL-ISSUED DEVICES

- Bring a charged school-issued iPad to school each day.
- Use only school-issued iPads during class unless otherwise directed by a teacher.
- Care for school-issued technology responsibly.

PERSONAL DEVICES

- Refrain from using personal laptops or tablets during class.
- Use personal laptops or tablets only during free periods in common areas.
- Follow all teacher and school technology expectations.

DIGITAL CITIZENSHIP

- Use technology ethically and respectfully.
- Demonstrate Derech Eretz in all online interactions.
- Follow teacher expectations regarding Artificial Intelligence (AI) and digital resources.

Phone-Free School Day

Beginning with the 5787 school year, students may not use cell phones or smartwatches during the school day, including class periods, hallways, lunch, breaks, common areas, and anywhere on ICJA's extended campus.

Phone carts will be collected at 8:15 AM and secured in the front office. Phones will be returned at the end of the school day.

Accountability

IF A STUDENT FORGETS TO HAND IN THEIR PHONE:

If...	Then...
1st occurrence	Warning
2nd occurrence	Sunday morning detention
3rd occurrence	In-School Suspension

IF A STUDENT KEEPS THEIR PHONE AND USES IT DURING THE SCHOOL DAY, OR TURNS IN A “BURNER PHONE”:

If...	Then...
1st occurrence	One-day Out-of-School Suspension
2nd occurrence	Two-day Out-of-School Suspension
3rd occurrence	Three-day Out-of-School Suspension

IF A STUDENT USES A PERSONAL LAPTOP OR TABLET DURING CLASS:

If...	Then...
1st occurrence	Sunday morning detention
2nd occurrence	One-day Out-of-School Suspension
3rd occurrence	Two-day Out-of-School Suspension

Exceptions

Requests for exceptions related to medical needs, appointments, or unique family circumstances should be directed to Mrs. Alise Gold. Approved accommodations will be handled on an individual basis.

Emergencies

If a family emergency occurs during the school day, parents should contact the school office. School staff will locate the student and connect them with their family using a school phone.

Technology as a Privilege

Technology supports learning when used responsibly. Students who demonstrate responsible use help create a focused, respectful, and productive school environment for everyone.

Academic Integrity

STUDENTS ARE EXPECTED TO:

- Complete their own work honestly.
- Properly cite sources.
- Follow teacher expectations regarding collaboration.
- Use technology and AI ethically based on classroom policies.

Accountability

If...	Then...
A student cheats on a test, quiz, project, or assignment — this includes plagiarizing	The student will receive a zero on the assignment, disciplinary probation, and parent notification.
A student repeatedly violates academic integrity expectations	Suspension, ineligibility for NHS and Senior Leader program, or additional disciplinary action may occur.

Derech Eretz & Conduct

STUDENTS ARE EXPECTED TO:

- Treat peers, faculty, staff, and visitors with Derech Eretz.
- Use appropriate language.
- Follow directions from faculty and staff.

Accountability

If...	Then...
A student behaves disrespectfully toward another student or staff member	Administrative intervention will occur.
A student repeatedly disrupts class or school activities	Progressive disciplinary consequences will be assigned.
A student uses profanity directed at another person	Suspension will occur.
A student engages in bullying or harassment	Detention, suspension, or expulsion may occur.

Bullying & Harassment

Bullying and harassment are treated as serious violations of ICJA's Derech Eretz expectations, as outlined above, and may result in detention, suspension, or expulsion.

Student Conduct & Accountability

STUDENTS ARE EXPECTED TO:

- Respect school facilities and equipment.
- Clean up after themselves.
- Help maintain a positive school environment.
- Follow school rules and procedures.
- Represent ICJA with integrity both in and out of school.
- Participate only in events that reflect ICJA's standards of safety and Halacha.
- Refrain from the use or possession of drugs, alcohol, tobacco, vaping products, or other controlled substances.
- Use technology and social media responsibly and respectfully.
- Help maintain a safe school environment by never bringing dangerous objects to school or school-sponsored activities.

Accountability

If...	Then...
A student damages or vandalizes school property	Restitution, disciplinary action and suspension may be required.
A student creates an unsafe environment	Immediate administrative intervention will occur.
A student sponsors or organizes an event involving ICJA students that violates ICJA's standards of safety, Halacha, Shabbat, Kashrut, appropriate male/female interaction, or modesty.	The student will face suspension and may face expulsion from school.
A student participates in an event involving ICJA students that violates the expected standards of conduct of an ICJA student.	School disciplinary consequences may be assigned.
A student possesses, consumes, distributes, or sells alcohol, illegal drugs, or any controlled substance on school grounds or during a school-sponsored activity.	The student will face expulsion.
A student's online behavior or social media activity is inconsistent with the standards expected of an ICJA student.	School disciplinary consequences may be assigned, even if the conduct occurred outside of school.
A student possesses a dangerous object (including, but not limited to, a knife, firearm, fireworks, or other weapon) on school grounds or during a school-sponsored activity.	The student will face suspension and may face expulsion.

PART FIVE Academics

Homework Expectations

ICJA recognizes that students balance a rigorous academic program with extracurricular activities, family responsibilities, athletics, Tefillah, and personal well-being. Homework is intended to reinforce learning, build skills, and prepare students for future lessons — not overwhelm students.

STUDENTS ARE EXPECTED TO:

- Complete assignments on time.
- Use homework as an opportunity to review, practice, and extend classroom learning.
- Communicate with teachers if they are struggling to complete an assignment prior to the due date.
- Use their time responsibly and plan ahead for long-term assignments.

Homework Guidelines

To help students maintain a healthy balance between school and life, ICJA expects an overall average homework load of no more than **2.5 hours per night**. While some nights may be heavier or lighter than others, teachers generally assign an average of no more than **20 minutes of homework per class per night**.

Vacation Policies

Students should not receive homework during the three major vacation periods so they have an opportunity to rest and recharge. Additionally:

- Homework may not be due the day after Purim or the day after Yom HaAtzmaut.
- No written assignments or exams may be scheduled during the first two days after returning from vacation.
- Major assignments should not be due immediately after vacation if they could not reasonably be completed after students return.

Exceptions

- AP coursework
- English Department reading assignments
- Voluntary Torah learning and extra-credit programs

Testing Day Program

ICJA students take a challenging course load. To help students balance their academic responsibilities and plan ahead, ICJA uses a Test Day Program, whose goal is to schedule major tests and major assignments on designated subject-area testing days.

A student can only have two tests per day — one Judaic Studies and one General Studies.

The above rules do not apply to quizzes, which may be given during any class period, announced or unannounced. For these purposes, a quiz is distinct from a test in that it addresses less than the past week of material, is completed in less than twenty minutes, and counts as less than a quarter of a test grade.

STUDENTS ARE EXPECTED TO:

- Be aware of their subject testing days.
- Plan ahead for exams and major assignments.

- Communicate with teachers if they will be absent on a testing day. This includes student athletes who will be missing a test due to school sports.

Testing Schedule for 2026–2027 School Year

Day	Judaic Studies	General Studies
Monday	Bible	Science
Tuesday	Talmud / Advanced Jewish Studies	History
Wednesday	Prophets (Navi)	English
Thursday	Hebrew Language	Math
Friday	Make-up Testing Day	Make-up Testing Day

Additional Testing Guidelines

- If a testing day falls on a holiday, assembly, or skipped period, an alternate testing day may be assigned.
- Make-up tests do not have to follow the same testing schedule and follow the classroom policies for making up tests.

Attendance on Testing Days

Students who arrive late to school on the day of a test may not be eligible to receive full credit on that test and should be sure to have the absence excused.

Senior College Application Week

No major tests or papers are scheduled for seniors during the designated college application week each fall.

Testing Center & Academic Support

ICJA's Testing Center provides students with a structured environment to make up missed assessments. The Testing Center is located in **Room 401B** and is open Monday through Thursday during 5th and 6th periods.

When should I use the Testing Center?

If you miss a test, quiz, or major assessment due to an absence, your teacher may place a make-up copy of the assessment in the Testing Center. Students are responsible for checking with their teacher and completing the assessment by the due date set by the teacher.

STUDENTS ARE EXPECTED TO:

- Communicate with teachers regarding missed assessments.
- Report to the Testing Center at the scheduled time.
- Bring all required materials.
- Follow Testing Center rules and expectations.

Extended Time & Accommodations

Students who receive approved testing accommodations through Academic Services may also use the Testing Center for testing and other approved accommodations. Students may not miss class in order to make up a test — this must be done during a free period or lunch.

Grading Scale

Grades provide students and families with meaningful feedback about academic progress and become part of a student’s permanent academic record. Because grades affect transcripts, GPA, academic standing, and future opportunities, ICJA strives to make grading practices clear and consistent.

Letter Grade Scale

Teachers may assign plus or minus marks as appropriate based on their course expectations and grading practices. The following chart reflects the general grading scale used at ICJA.

Numerical Range	Letter Grade
98–100	A+
93–97	A
90–92	A-
87–89	B+
83–86	B
80–82	B-
77–79	C+
73–76	C
70–72	C-
67–69	D+
63–66	D
60–62	D-
59 or below	F

Incomplete Grades

An **Incomplete (I)** may be assigned when required coursework has not been completed due to extenuating circumstances. Students have **six weeks** from the date the Incomplete is issued to complete all required work unless other arrangements have been approved. If the work is not completed within six weeks, the Incomplete will become an **F**.



Grade Review Process

Students who believe a grading error has occurred should first speak directly with their classroom teacher.

Requests for a grade review must be made **within 15 school days** after report cards are issued.

Following review by the teacher and administration, grades may only be changed due to clerical or calculation errors.

Academic Probation

At ICJA, we are committed to helping every student achieve academic success. Students who earn one semester grade of F or two semester grades of D may be placed on Academic Probation to provide additional support and encourage academic improvement.

Graduation Requirements

To earn an ICJA diploma, students must successfully complete all graduation requirements in both Judaic and General Studies.

Judaic Studies

Students complete four years of:

- Chumash
- Navi
- Talmud / Oral Law / Jewish Thought
- Ivrit

General Studies

Students complete coursework in:

- English
- Mathematics
- Science
- Social Studies
- Physical Education
- Fine Arts
- Electives

Students should meet with **Ms. Susan Weiss** if they have questions regarding graduation requirements or with **Mrs. Chavee Gottlieb** for course and schedule planning.

Course Registration & Schedule Changes

Student schedules are carefully developed to balance graduation requirements, academic growth, and individual needs. Students requesting a schedule change should:

1. Meet with the classroom teacher.
2. Discuss the request with the appropriate department chair.
3. Receive administrative approval.

Students should continue attending their assigned classes until an official schedule change has been approved. Most approved schedule changes take effect at the beginning of a new quarter.

Outside Coursework

Outside coursework is approved only in limited circumstances and requires **prior administrative approval** before enrollment. Outside coursework may be approved when it:

- Meets a unique academic need
- Provides access to an AP course unavailable at ICJA (students must meet AP enrollment criteria, see below)
- Supports advancement to another course level
- Fulfills an approved scheduling need

Students interested in outside coursework should seek approval from **Ms. Susan Weiss** before registering.

Advanced Placement (AP) Courses

AP courses provide students with the opportunity to complete college-level coursework while attending ICJA. Enrollment requires:

- Teacher and Department Chair recommendation
- Administrative approval

Students should carefully consider their overall academic workload and extracurricular commitments before enrolling in multiple AP courses.

PART SIX Student Life & Leadership

Learning extends far beyond the classroom. Student life at ICJA provides opportunities for leadership, creativity, school spirit, friendship, service, and personal growth.

Whether through clubs, athletics, student government, chesed projects, retreats, or special events, every student is encouraged to become an active participant in the life of the school.

Students who get involved often find that some of their most meaningful high school experiences happen outside of the classroom.

Student Council

Student Council serves as the voice of the student body and works closely with the administration to strengthen school culture and student life. Student Council helps:

- Plan school-wide events and activities
- Gather student feedback
- Promote school spirit
- Represent student interests
- Support community-building initiatives

Students interested in leadership and service to the school community are encouraged to run for elected positions and participate in Student Council initiatives. Please see **Mr. Cooper** with any questions.

Student Activities Board

The Student Activities Board helps plan and implement many of the special events that take place throughout the year. Examples may include:

- School-wide competitions
- Special lunches and pop-up events
- Community-building activities
- Grade-level programming

The Student Activities Board works closely with **Mrs. Zeffren and R'Mordy Greenland** to create memorable experiences for the ICJA community.

ClubHub & Student Clubs

ICJA offers a wide variety of student-led clubs and organizations that allow students to explore interests, develop leadership skills, and connect with peers. Club participation is managed through ClubHub, ICJA's club management platform. Through ClubHub, students can:

- View available clubs
- Join clubs
- Track meeting attendance
- Receive club announcements
- Track service points

Starting a New Club

Students who would like to create a new club are encouraged to speak with **Mrs. Gold**. New clubs must have:

- A clear purpose
- Student leadership
- A faculty advisor
- Administrative approval

ICJA encourages students to pursue their passions and bring new ideas to the school community.

Athletics

Athletics are an important part of student life at ICJA. Participation in sports helps students develop teamwork, perseverance, leadership, discipline, and school pride. ICJA student-athletes are expected to represent the school with integrity and sportsmanship both on and off the court.

Student Athletes Are Expected To:

- Demonstrate good sportsmanship
- Treat teammates, opponents, officials, and coaches with respect
- Maintain academic eligibility (C and above)
- Attend practices and games consistently
- Represent ICJA positively at all times
- Adhere to ICJA dress code policies

Athletic Eligibility

Participation in athletics is a privilege. Student-athletes are expected to maintain satisfactory academic standing while representing ICJA.

Students averaging **below a C- in any course** are not eligible to participate in practices or competitions until their academic standing has improved.

Student-athletes are encouraged to communicate regularly with teachers and seek assistance whenever academic concerns arise.

Supporting Our Teams

School spirit is an important part of the ICJA experience. Students are encouraged to attend games, support their classmates, and contribute to a positive atmosphere at athletic events. Students must be following relaxed dress code at all ICJA sporting events, at ICJA and other locations.



PART SEVEN Service & Community Engagement

Chesed Hours

At ICJA, we believe that chesed (acts of kindness and service) is a fundamental expression of Torah values. Through meaningful volunteer work, students develop empathy, responsibility, leadership, and a commitment to improving the world around them.

Chesed is not simply a graduation requirement — it is an essential part of becoming a contributing member of Klal Yisrael and society.

STUDENTS ARE EXPECTED TO:

- Complete a total of **80 hours of chesed** during their four years at ICJA.
- Complete **40 hours by the end of sophomore year**.
- Complete an additional **40 hours before graduation**.
- Complete a minimum of **10 hours during each school year**.
- Volunteer with more than one organization.
- Record and submit all hours through the school's approved tracking system — Just One Chesed app.

Important Guidelines

- A maximum of **40 summer hours** may count toward graduation requirements.
- Chesed hours may not be earned during school chesed days.
- A maximum of 10 hours may be earned through participation in a Shabbaton.
- Students should seek approval from **Mrs. Gold** if they are unsure whether an activity qualifies for chesed credit.

Recognition

Students who complete more than 40 hours in a single school year may be recognized at the Torah Awards Banquet.

Students who accumulate more than 250 hours during their time at ICJA may be inducted into the **Debra L. Katzin z"l Chesed Society**.

Service Points

While chesed focuses on serving the broader community, Service Points recognize contributions to the ICJA community. Service Points are earned by helping make ICJA a stronger, more vibrant school for everyone.

Service Points recognize students who contribute to the life of the school beyond their academic responsibilities. They encourage leadership, initiative, and a commitment to strengthening the ICJA community for current and future students.

STUDENTS ARE REQUIRED TO:

- Play an active role in the ICJA community by participating in athletics, clubs, leadership opportunities, and other school activities.
- Earn a minimum of **one Service Point each school year** through meaningful involvement in school life (clubs, sports, school events).
- Earn a total of minimum 4 Service Points by the end of 12th grade (transfer students will only need 1 for each year as an ICJA student)
- Make sure all clubs are registered on ClubHub so that it shows up in your student profile

National Honor Society Requirement

Students must earn **20 Service Points by the end of junior year** in order to be eligible for consideration for the National Honor Society.

Examples of Service Point Opportunities

- Serving as a class notetaker
- Assisting with clubs and student organizations
- Athletic team participation, management and support
- Open House participation
- Hosting prospective students
- Student leadership positions
- School event support
- Peer tutoring
- Tefillah leadership
- Other approved service to the ICJA community

PART EIGHT Discipline

At ICJA, discipline is intended to promote growth, accountability, and responsibility while maintaining a safe, respectful, and productive learning environment. Students are expected to uphold the values of Derech Eretz, integrity, and personal responsibility in all aspects of school life.

Consequences are intended to help students learn from mistakes, repair harm when appropriate, and strengthen their commitment to the ICJA community.

Detentions

Detentions are assigned when students fail to meet school expectations and serve as an opportunity for students to demonstrate accountability and responsibility.

Sunday Morning Detention Program

To support student accountability while being mindful of family schedules, ICJA utilizes a Sunday Morning Detention Program conducted via Zoom.

SCHEDULE

Day: Sunday · Location: Zoom (link provided by the school)

- Slot 1: 6:30 AM – 7:10 AM
- Slot 2: 7:10 AM – 7:50 AM (for students serving a second detention)

Students must log in by 6:30 AM sharp. Failure to log in on time will be considered an absence from detention.

Expectations During Detention

While participating in Sunday detention, students are expected to:

- Be in a central location within the home (such as a kitchen, dining room, or family room)
- Keep their camera and mic on for the entire detention
- Remain attentive and engaged
- Follow all faculty directions

Students may not:

- Participate from a bedroom
- Wear AirPods or headphones
- Eat during detention
- Use other electronic devices
- Complete other work or multitask

Failure to follow detention expectations may result in additional disciplinary consequences.

Infractions That Result in Sunday Detention

A student may be assigned a Sunday detention for any of the following:

- Three dress code violations during a semester
- Three tardies to any class during a quarter
- Five late arrivals to or absences from Shacharit
- Five missed Mincha periods
- Cutting or ditching a class
- Forgetting to hand in a phone two times

- Other violations as determined by the administration

Failure to Attend Detention

Students are expected to attend all assigned detentions. If a student misses a scheduled detention, the student must complete both detention periods the following Sunday (6:30 AM–7:50 AM).

If a student fails to attend that second opportunity, the student will be assigned a half-day In-School Suspension.

Repeated failure to attend assigned disciplinary consequences may result in additional administrative intervention.

Suspensions

In situations involving serious misconduct or repeated violations of school expectations, a student may be assigned an In-School Suspension or Out-of-School Suspension. Examples of behavior that may result in suspension include:

- Academic dishonesty
- Bullying or harassment
- Technology violations
- Profanity directed at another person
- Defiance of faculty or administration
- Vandalism or destruction of property
- Conduct that compromises the safety or well-being of others

A suspension is considered an absence from school and will be recorded as such in the student's attendance record.

Students are responsible for completing all missed assignments, assessments, and coursework. Teachers will provide reasonable opportunities for students to make up missed work or tests; however, make-up work is automatically capped at a maximum grade of C. Students remain responsible for communicating with their teachers and meeting all established deadlines.

On a day of a suspension, student athletes will not be permitted to attend practice or participate in games.

While the handbook provides general guidelines, not every situation can be anticipated. ICJA reserves the right to address student conduct on a case-by-case basis and to determine consequences that are appropriate to the circumstances.



PART NINE ICJA Traditions

The traditions, programs, and experiences that take place outside the classroom are an important part of an ICJA education. These opportunities help students build friendships, develop leadership skills, strengthen their connection to Torah, and create lasting memories.

ICBC & ICGC

ICBC (Ida Crown Boys Club) and ICGC (Ida Crown Girls Club) provide grade-level and school-wide programming designed to strengthen community, promote personal growth, and deepen students' connection to Torah and Jewish values.

Throughout the year, students participate in activities, discussions, learning opportunities, and special programs planned by the Mechanchim and Mechanchot. These programs help students:

- Build meaningful relationships with peers and faculty
- Explore important topics relevant to high school students
- Strengthen their Jewish identity
- Develop leadership and personal responsibility
- Foster a stronger sense of school community

ICBC and ICGC are among the hallmarks of the ICJA experience and provide opportunities for students to grow beyond the classroom.

Shabbatonim

Shabbatonim are among the most meaningful experiences of an ICJA education. These special weekends provide opportunities for students to strengthen friendships, deepen their connection to Torah, develop relationships with faculty and staff, and build a stronger sense of community.

Students are encouraged to participate fully and represent themselves and ICJA with maturity and respect. Participation in Shabbatonim is considered an important part of student life at ICJA.

School Events & Traditions

Throughout the year, ICJA offers a wide variety of programs, celebrations, retreats, and special events designed to strengthen school spirit and community. Examples include:

- Retreats
- Yom HaAtzmaut programming
- Purim celebrations
- Chesed Days
- Athletic events
- Grade-level programming
- School-wide assemblies
- Open House
- Spirit Week activities

Students are encouraged to participate actively and contribute positively to these experiences.



Awards & Recognition

ICJA is proud to recognize students who demonstrate excellence in academics, Torah learning, leadership, chesed, and service to the school community. Examples of recognition opportunities include:

Torah Awards

Presented annually to students who demonstrate excellence in Torah learning, character, and commitment to Jewish values.

National Honor Society

Students who meet the academic, leadership, service, and character requirements may be invited to apply for membership.

Debra L. Katzin z"l Chesed Society

Students who accumulate more than 250 hours of approved chesed during their time at ICJA may be inducted into the Chesed Society.

Town Hall Meetings

At ICJA, we believe that every student has a voice. Four times each school year, every grade participates in a Town Hall Meeting with **Rabbi Matanky**. These meetings are an opportunity for students to engage in open conversation about school life, ask questions, share ideas, offer feedback, and discuss topics that matter to them.

Town Hall Meetings are designed to strengthen communication between students and school leadership while fostering a culture of trust, respect, and partnership. Whether students have suggestions for improving school programs, questions about policies, or ideas for enhancing student life, these sessions provide a welcoming forum where every perspective is valued.

Students are encouraged to come prepared with thoughtful questions and ideas and to participate respectfully in the discussion. Honest dialogue helps us continue to build a stronger ICJA community together.

Meeting Schedule

- **Boys:** 1st Period
- **Girls:** 4th Period