



Student Handbook 2015-2016 / 5776

This handbook may be updated at any point during the school year, and those changes will be communicated.

ATTENDANCE

Regular attendance is essential for effective learning. Personal business, appointments, and routine medical and dental visits should not be scheduled during school hours.

School starts promptly at 8:00 AM each day. Dismissal times vary by day:

Monday - 4:45; Tuesday - 3:50; Wednesday - 4:45; Thursday - 4:00; Friday - 2:05 PM

YHS trusts parents to decide when their child should be kept home or taken out of school. We do not require notes from doctors or parents to explain a short term absence. Parents should schedule non-emergency appointments (doctor, etc.) for their children after school hours or on non-school days.

Because we realize that there may be occasions that will necessitate absences, a student may miss a certain number of classes per trimester without penalty.

6 absences per trimester	For classes that meet 5 times per week
5 absences per trimester	For classes that meet 4 times per week
4 absences per trimester	For classes that meet 3 times per week
3 absences per trimester	For classes that meet 2 times per week

Seniors complete their class time in early May. Therefore, they are allowed only 4 absences during the last trimester (and 3 absences if the class meets less than 5 times a week).

Absences beyond this amount result in a loss of 1 point in that class per absence, due to the student not meeting the school's residency requirement in that class. If a student misses a double period of a subject, it counts as 1.5 absences from the class (other than Gemara, which counts as 1).

Please note that in order to receive credit for a course, a student may not miss more than 30 classes in any particular subject over the course of the academic year in order to learn and master the course content; excessive absences beyond this number (even due to illness) may result in a student being required to repeat a course (in summer school or the following year) in order to meet residency and graduation requirements.

Attendance for each school day is taken during shacharit. If a student arrives at any point after davening, he/she must sign in at the office, and receive a pass to be admitted to class.

A "cut" class results in a reduction of three points from the student's trimester grade in the course and is considered as one of the maximum of six absences allowed from each class; additionally, the student's parents will be notified.

A student may not participate in an extra-curricular event on a day in which he/she is absent from school for over half of his/her classes that day.

There are four categories of absences that may not be counted towards a student's maximum of six absences. Parents must notify the school before confirming their child's plans for any of the following exceptions:

1. Youth Group Conventions - Students are afforded one additional day per year if they choose to participate in youth group conventions that require them to miss school.
2. Israel - The school encourages students to take advantage of the opportunity to travel to Israel. Students may take one such trip per year, missing up to five school days in addition to the regularly allotted absences noted in the chart above.
3. College Visits - Students are allotted two additional days for college visits. These two days can be used during their junior or senior years.
4. AP Exams - Students are excused from all classes on the day they are taking an AP exam. Any additional days students wish to miss (including the day before the AP exam) are counted as absences.

When absent from class for any reason, a student is responsible for making up all assignments, class notes, and projects on time. At the beginning of the day, a student should arrange with other students, either by speaking with them directly or by calling the school office, to have his/her work collected and sent home.

Extended illness will be dealt with on an individual basis. It is the responsibility of each student and his/her parents to be aware of the number of times a student has been absent in each trimester and the impact it might have on grades.

Students may not "sign out" and remain in school, even with the permission of their parents. Students who are physically in school are required to go to class and adhere to all school rules.

The school takes its responsibility for the safety of the students in its care very seriously. At no point (except as noted below) during the school day may a student leave the Boca Raton Synagogue campus even if he/she lives close by in the neighborhood. A student who violates this rule will receive a lunch detention upon the first violation. A student will be suspended for a day upon the second violation.

Juniors and seniors may leave school grounds if they have a free period or during lunch. Freshmen and sophomores may not leave campus at any time. Juniors and seniors must sign out before he/she leaves school and sign-in upon returning. Additionally, we must have a signed waiver on file allowing for students in these grades to leave school grounds.

A student may drive a car to school at the discretion of his/her parents, but must park in the section designated for them and not the sections designated for the faculty or synagogue (closer to the exit of the parking lot). Students who violate parking rules may be subject to disciplinary action, including towing of car.

To ensure the students' safety, the following protocols have been established regarding releasing a student during the school day:

A parent who wishes to give permission for his/her child to leave school grounds before the end of school should send an email or note with the student in the morning. This note/email should be presented to the office or sent to office@YHS.net before or during breakfast. In case of illness or emergency, a parent must call the school (and follow up with an email) to have their child excused for the remainder of the day. A freshman will only be excused to their parent or an adult authorized by the parents to take them home.

Students may not organize "skip days." Students who participate in organized skip days may have two points deducted from their trimester average in each class that was scheduled to meet that day.

BOOKS

1. **Judaic Textbooks** - We provide each student with the particular *sefarim* that he/she is learning each year. They are the property of the students that they can add to their personal libraries. The texts should be afforded appropriate respect due to their religious nature.

2. **General Studies Textbooks** - A student is responsible for maintaining his/her general studies textbooks in good condition. When books are assigned to a student, the student's name is recorded on the inside of the front cover. Textbooks may not be written or highlighted in. If a book is lost or damaged, payment for the book must be made before the school provides the student with a replacement. General studies books are to be returned at the end of the school year in good condition. Students return books during

final exams. Students who have lost, misplaced or damaged their books must pay for them before they will be allowed to take the final exam.

3. General Studies Paperbacks- A student is required to obtain certain paperbacks (such as novels and test prep books) so that he/she is able to write notes and do work in the books. Before the start of school, YHS sends out a list of the books to purchase.

CELL PHONES, IPADS & ELECTRONIC DEVICES

Cell phones and other electronic devices must be switched OFF during class time and *davening* and may only be used for texting during meal times and free periods in the building. A student may not talk on his/her cell phone during school hours anywhere in the building. During these allotted times, if a student wishes to talk on his/her cell phone, he/she must do so outside the building. Failure to comply with this rule will result in the phone being confiscated for the duration of the day.

Students must place these devices on the teacher’s desk at the beginning of each quiz or test. Teachers may require students to do so every class period, if they so choose. A student who uses one of these devices during davening or a class may have their cell phone or device confiscated for that school day; it may be picked up from the front office at the end of the day, and the parent will be notified by the teacher. Repeat offenders will have their phone privileges revoked as per the chart below.

First Offense	Phone confiscated for that school day
Second Offense	Phone confiscated for 2 school days
Third Offense	Phone confiscated for 3 school days
Fourth Offense	Phone confiscated for 1 week

For repeat offenders, it is the responsibility of the student to hand their phone in to the front office by 9am. Failure to do so will result in confiscation for an additional day.

CHEATING, PLAGIARISM & FALSIFYING SIGNATURES

Inappropriate behavior during an exam or quiz, or giving or obtaining answers in any inappropriate fashion, will result in receiving a zero for the quiz, exam or assignment, and a note will be placed in the student’s permanent file.

Plagiarism is a serious violation of academic integrity. It consists of the intentional or unintentional misrepresentation of someone else’s words or ideas as one’s own. A person who copies material without giving credit to the source, and/or represents someone else’s ideas or phrases as their own, will be treated the same way as a person who cheats on an examination.

When it has been determined that cheating or plagiarism occurred, the student may be suspended from classes for a day in addition to receiving a zero. Upon the second

violation at any point in a student's years at Yeshiva High School, the student will receive a zero and may fail the trimester in the subject in which the cheating takes place. Upon the third violation, the student will fail the year in the subject in which the third cheating incident took place. Upon a fourth violation, the student may be asked to leave the school. A notation of each incident will be recorded in the student's file.

Repeat offenses may be reported to colleges.

Students should not give their original papers or work to other students. A student (even if he or she is in a different class or grade) who gives a paper to a student who has an assignment (and this student uses these ideas) will also have his/her trimester grade in this subject lowered by a full letter grade.

Falsifying a parent's signature is also considered a breach of integrity. Parents should not give their children permission to sign their name on any forms or notes. Even if a parent gives a child permission to sign his/her name, it is considered a forgery. The first offense will yield a lunch detention and parents will be contacted. The second offense may result in a suspension.

CLEANLINESS

All students should take pride in the appearance of the school. A student is responsible for the disposal of his/her litter at all times, including after meals.

Any student (or group of students) who leaves a room or part of the school building in disorder will immediately be required to clean up and re-set the disarray and pay for any damages incurred.

COLLEGE & ISRAEL GUIDANCE & TRANSCRIPTS

The Yeshiva High School makes every effort to help its students achieve admission to the colleges and Israel programs of their choice. The College and Israel Guidance staff meets with students to guide them and help them gain admission to institutions of higher learning. Students are expected to know and meet all YHS, college, and Israel program deadlines. YHS adheres to NACAC policies.

COMMUNICATION

All communication between members of our school community must be characterized by respect and focused on resolving issues.

1. **School to Parent** - Our school-parent communication is almost exclusively by e-mail. This includes calendar and dismissal changes, after-school programs and deadlines.

Teachers regularly post student grades on RenWeb by dates that are indicated on the RenWeb calendar. Weekly updates of a student's gradebook are emailed to parents on Sunday evening. Parents should activate their RenWeb accounts to be able to access these grades. Parents who need additional help can contact our Director of Technology at support@YHS.net.

Report cards are emailed home at the end of each trimester. A parent who is concerned that he/she has not received a report card should call the school office. The school reserves the right not to send report cards to families (or mail transcripts to colleges) whose tuition is in arrears.

The school will release student information such as grades or other pertinent information to parents or guardians for students age 18 or older unless directed in writing to provide such information directly to the student. This is in keeping with the school's contractual obligations under the enrollment agreement.

2. **Parent to School** - If at any time a parent would like to speak with an administrator or teacher, we highly recommend that you contact them by e-mail. Each staff member has an e-mail address @yeshivahs.org.

Parents should notify the school if they change their e-mail address or if they are not receiving the Yeshiva Highlites, which is distributed by e-mail.

3. **Parent to Student** - Parents who need to contact a student during the school day should call the office. Parents should not call their child's cell phone during the school day.

COMMUNITY SERVICE

The community service program at YHS aims to encourage students to be meaningfully engaged in community service in ways that foster their own independence. We encourage students to complete their requirements in ways that will serve others and as a result provide meaningful experiences for themselves. Please pay careful attention to the policy guidelines below. Please keep in mind that just because something has been accepted in the past, it may not meet the current guidelines, and may not be accepted this year. If you have any questions, please contact Mrs. Lysee Stein.

There are two levels of fulfillment. Students may choose which category of community service they will fulfill. We are proud of our students who engage in chesed over the summer but please note that for purposes of our community service requirements, we only award credit for hours performed during the school year. Mrs. Stein is available to guide and assist students with their community service activities.

Activity Based:

Students must perform a total of nine community service activities over the course of the year. Three activities should be performed each trimester. The idea of a community service activity is that a student takes the time to volunteer on nine separate occasions regardless of the time they spend there. For example, a student visits a nursing home nine times. Even if they only stay for one hour each time, the fact that they went nine different times to volunteer allows them to meet their community service requirement.

Community Service Honor Roll:

In order to qualify for community service honor roll, students must complete a minimum of 7 hours each trimester (not rolled from a previous trimester) and submit them on or before the last day of each trimester. A list of all students on community service honor roll will be published at the end of the year. Additionally, students can list their achievement of community service honor roll on their college applications.

Examples of approved opportunities for community service include:

- 1) Unpaid aid given to communal non-profit Jewish or general organizations. Some examples of acceptable community service facilities are hospitals, synagogues, old age homes, schools, and communal or charitable organizations.
- 2) Volunteering for Yeshiva High School after school hours can count for a maximum of 10 hours or 4 community service activities per year.
This includes:
 - * Weekly publications, Student Council, Helping with school building set up, Video Production, Yearbook, etc.
 - * Student leaders for non-weekly publications can receive up to 3 hours per year.
 - * Peer note taking counts for 1 hour per subject per trimester, up to a maximum of 7 hours per academic year.
 - * Students who tutor in math/science/writing lab can receive a maximum of 3 community service hours per trimester.
- 3) Hours performed assisting individuals must be organized through Mrs. Stein and approved by her in advance.
- 4) Boys who lain on Shabbat and Yom Tov will receive 30 minutes per aliyah.

Students may not receive payment for any of the above services if they want them to count as community service. However, just because a student is not paid for assisting someone does not mean that it is automatically considered community service.

Students must present their hours to the community service coordinator via email from the appropriate supervisors or on the organization's letterhead. Signatures on blank sheets of paper will not be accepted. A parent's signature attesting to hours performed is not acceptable.

Community service hours are due the last day of each trimester. A student who does not pass community service will have an F for the year-end grade in community service on his/her transcript.

COURSE PLACEMENT & ADVANCED PLACEMENT

Class placement is done with great diligence and thought. If a student feels that he/she has been placed in an inappropriate level, the student must complete a form, obtain the appropriate signatures, and submit it to the appropriate administrator for approval no later than Monday, October 12. Students may not change classes without proper approval.

If you switch before the midpoint of the trimester you earn a grade for the new class for that trimester. If you transfer after the midpoint, then you earn an incomplete for the first trimester and that student's second trimester begins on the day he transfers. The grades from previous class do not follow you.

Seniors who submit transcripts to colleges, seminaries or yeshivot may not change classes or levels after their first transcript has been sent to any school to which they are applying.

Students may request placement in AP courses, but are only admitted with administrative approval. Such approval is based on teacher recommendations, performance in prior classes, standardized test scores, and demonstrated work ethic.

The maximum number of AP courses allowed at YHS in a given year is three. Exemption to this policy is by permission of the administration only.

Students requesting an exemption to the three AP limit must be enrolled in the highest level classes deemed appropriate by the administration in all subjects.

Students requesting an exemption to the three AP limit are expected to maintain a B+ or better in all subjects.

DAVENING

Davening begins at 8:03. Any student who arrives to their minyan after 8:06 will be marked late. A student will incur no consequence for the first 8 times that he/she is late per trimester. For each subsequent late to davening, he/she will receive a lunch detention. Please note that we are not making a distinction between excused or

unexcused lates. Rather than asking davening staff to determine whether a student has a good excuse for being late, students are given a generous allowance for lates each trimester and are entrusted to make sure that they are responsible for their own on-time arrival.

If a student arrives to school after 8:20 and signs in at any point that day he/she is considered to be absent from davening. A student is allowed to miss davening three times per trimester with no consequence. Each subsequent missed davening will result in a lunch detention. If a student is absent all day he/she is not considered to have missed davening. More than three lunch detentions for tardiness to or absence from davening will result in a suspension and a parental meeting. For additional infractions beyond the suspension, detentions will accumulate and result in further disciplinary action.

Students should plan on arriving at school a few minutes early to organize themselves and go to davening on time. Students will not be considered late if their late arrival is due to extremely heavy traffic. Extremely heavy traffic will be determined by the arrival time of the school buses. A student who leaves davening in progress and does not return for over five minutes is also considered absent from davening.

If an occasion arises where a student wants to daven somewhere else (due to shiva, brit milah, bar mitzvah, etc.), he/she should speak to Rabbi Horowitz or Mrs. Kanner beforehand.

A student who arrives late to or cuts mincha will receive a lunch detention.

DIGITAL LIBRARY

Computers are available for school-related research, production of school projects, and word processing only. All computer use is monitored. Priority for use goes to school-related work. Students may only log onto school computers with their own school assigned user name and password. A student who abuses this privilege will have his/her rights to the computers revoked.

The digital library is only available when classes are not meeting there.

DISCRIMINATION

Yeshiva High School admits students of any race, color, national, ethnic and religious origin to all the rights, privileges, programs and activities made available to students at the school. YHS does not discriminate on the basis of race, color, national and ethnic origin in administration of education and admissions policies, scholarships and loan programs.

DRESS CODE

The dress code at Yeshiva High School reflects considerations concerning both dignity and modesty. Just as the workplace establishes certain norms for the dress of its employees in order to create the right atmosphere, we have established a dress code designed to set the tone for Torah learning and college preparatory study.

Young Men

- Respectable button down shirts with collars (which are visible at all times) must be kept buttoned and worn at all times in the building.
- Pants may not be made of denim material (in any color), may not have patches, rips, or sewn-on pockets, and must be worn at the waist.
- *Tzitzit* must be worn at all times.
- *Kippot* must be worn at all times including on the basketball court. A student who is not wearing a *kippah* in school will receive a lunch detention.
- Sweatpants, track pants, pajama pants, etc. may not be worn.
- No hats (other than for davening) or hoods.
- Haircuts must look dignified (neat and not too long) and in consonance with *halacha*, as determined by the administration (sideburns must cover the cheekbone, layered haircuts are inappropriate, etc.). A student who gets an inappropriate haircut may be asked to not attend school until the problem is rectified.
- No piercings, hair dyeing or flip flops.

Young Women

- Skirts must either be purchased from the school or a maxi skirt. Maxi skirts may not have a slit above the knee.
- Skirts must be of a length that covers the knee when standing and sitting.
- Slits must be below the knee in the sitting and standing position.
- Loose fitting blouses and shirts that cover the midriff even when arms are raised (no form -fitting fabrics such as Lycra).
- Sleeves on the blouses and shirts must cover the elbow
- Any writing on t-shirts or sweatshirts must be appropriate for a yeshiva.
- The necklines must cover the collarbone. Undergarments should never be visible.
- No hats or hoods.
- All footwear must have backs.
- A maximum of 2 earrings per ear, both located in the lobe, and no other visible piercings.
- Pants or leggings may not be worn under skirts.
- No unnatural color hair, streaking or dyeing.

A student who comes to school inappropriately dressed will not be allowed to enter davening or class (even if an exam is scheduled) until the child procures appropriate clothing either from home or from the school's own collection (FACTS accounts will be charged for the cost of the skirt). This includes AP exams, finals, graduation, school trips, shabbatonim, and school-sponsored athletic and academic competitions. If a student is inappropriately dressed, he/she will be asked to change, and a letter will be

sent home. The second time and every time thereafter, the student will receive a lunch detention. If there is a chronic problem, the student may be suspended.

ELEVATOR

The use of the elevator is limited to students who have been given permission by an administrator due to physical disability. Non-compliance with this rule will be treated as a disciplinary incident.

EXPULSION

A Yeshiva High School student is expected to conduct him/herself in the manner of a ben/bat Torah. Therefore, a student whose behavior is not in consonance with the mission of the school may be asked to leave.

Each June, after the students' final grades have been submitted, the faculty and administration review the students' academic, religious and behavioral progress during the past year. Students for whom YHS is deemed to be an inappropriate fit will be informed that they are not invited to return. Final decisions rest with the Head of School.

EXTENDED TIME

YHS does its utmost to meet the learning needs of all its students. In order to be eligible for extended time testing a student must have a recent (within the past three years) psycho-educational evaluation on file from a YHS-approved psychologist or psychiatrist. The testing results must state that the student requires the accommodation of extended time on tests due to a diagnosed learning disability. The evaluation must be valid and current, and must be updated and added to the file when it becomes more than three years old in order for the school to continue offering accommodations.

When a student's request for extended time testing is approved, the school's learning specialist will notify the faculty regarding the accommodation the students will receive. Students entitled to extended time may meet with the learning specialist to discuss alternative options in order to receive this accommodation.

For PSAT, ACT, SAT, SAT II, or AP exams, the appropriate paperwork required by ACT or ETS must be submitted by the student to the school's learning specialist at least six weeks prior to the test date (and then approved by ETS or ACT). The ultimate decision to award extra time on standardized tests rests with ETS and ACT. It is the parent and/or student's responsibility to inform the testing board of the accommodation when applying for the exam. The school will administer extended time ACT and SAT exams only on dates when it is administering regular ACT and SAT tests.

Students awarded extended time will be given 50% more time for the test (unless the documentation specifically calls for more).

FINAL EXAMS

Final exam schedules are posted on RenWeb.

Families should not make any vacation plans that conflict with final exams. Under no circumstances may a student take an exam earlier than scheduled. Students who have a personal scheduling conflict with a final must speak to Rabbi Horowitz well in advance.

During final exams a student who arrives after the beginning of *shmoneh esrai* will have it counted as an absence from the class of the morning exam.

The dress code applies during final exams.

GRADES

Students and parents are expected to check RenWeb regularly so that they are aware of the student's progress in each individual course.

Trimester report card grades and midterm and final examination grades appear as number grades. The year-end grades are letter grades, as per the advice of colleges. The final grade equivalents are listed below:

A +	97 - 100	A	93 - 96	A -	90 - 92
B +	87 - 89	B	83 - 86	B -	80 - 82
C +	77 - 79	C	73 - 76	C -	70 - 72
D	65 - 69	F	Below 65		

Final grades in any course may not be changed after June 30 of that school year. A student who fails any required class must make up that class over the summer and cannot attend school in the fall until the class is made up. Both the failing grade and the new grade earned will be indicated on the transcript.

A student who fails more than one class may not be invited to return to the school for the following year.

Any online course taken with administrative approval will be indicated as such on the student's transcript.

An underclassman who receives a C+ or lower in a course for the year-end grade may be asked to enroll in a lower level course for his/her own academic good the following year.

Seniors will not receive a diploma and final transcripts will not be sent until all academic, community service and financial obligations have been met.

GUIDANCE COUNSELORS

YHS provides guidance counselors to help students deal with academic, organizational and personal challenges. A student and/or parent may make appointments through the school office with these counselors. A student must receive prior permission from his/her teacher if missing class, and may not meet with a counselor if he/she has a quiz or a test during that time.

A student about whom the school has serious concerns regarding his/her emotional or physical well-being may be asked to not return to school until a professional has certified his/her ability to attend and fully participate in school activities.

Students should be aware that though the YHS guidance counselors use utmost discretion regarding with whom they share information, they are not legally bound by confidentiality laws.

HURRICANES

In the event of inclement weather, YHS will make a decision about closing school to ensure the safety of our students and faculty. No later than 6:00 AM, we send out communication to all teachers, parents and students.

Students and parents should assume that school is open until you learn by one of the methods above that the school is closed. Please do not call teachers or administrators at home the previous evening and ask if school is open the next day.

Parents of students who drive to school from a distance who are concerned about driving safely in stormy weather may contact the school about sending their child on the bus without advance notice.

ILLEGAL SUBSTANCES

No student may possess any illegal substance, object or contraband that constitutes a threat to the health, safety or welfare of any person or persons on school property or at school programs such as trips, Shabbatonim, and sports games. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, weapons or incendiary devices. Also see Search and Seizure and Substance Abuse.

KASHRUT & FOOD

Only certifications recognized by the Orthodox Rabbinical Board of Broward and Palm Beach Counties (ORB), Miami Kosher, national certifications such as OU, Chof K, Star K and OK are accepted for food brought into the school. Students who wish to bring in food to share with others must bring in commercially-prepared food with an acceptable certification. When in doubt about a particular product or certification, a parent or student should ask Rabbi Kroll.

Students are invited to either bring their own lunch (refrigerators are provided) or purchase lunch at school. All lunches and snacks must consist of products that carry an authorized kosher label. Hot lunch is provided by various kosher establishments and can be ordered at a number of intervals during the school year.

LATE ASSIGNMENTS

Students who are not present in school to hand in a paper on the day it is due must submit the paper electronically (by e-mail or turnitin, depending on the preference of the teacher) or have it brought to school by the time the period begins. It is the student's responsibility to contact the teacher to double-check that the teacher received the work.

With this understanding, the following system has been created for late assignments:

For short term assignments - which is any assignment carrying LESS than the weight of a quiz - teachers are to use their discretion and good judgment as to how they are penalizing students for work that is submitted late. Once an assignment has been reviewed in class, the assignment can no longer be submitted to the teacher for credit.

For long term assignments - which is any assignment that carries NO LESS than the weight of a quiz - teachers are to deduct 10% per calendar day that it is late. Assignments will not be accepted after one week of the due date.

Teachers must clarify to their students the particular details of their specific policies about late assignments before the date of assignment.

Students who have an extended illness should speak with one of the administrators.

LATE TO CLASS

Students are expected to be punctual and arrive on time prepared for class.

Starting with the fifth time a student is late to class, he/she loses one point in the class for the trimester.

A student who leaves a class that is in progress and does not return for over five minutes will also be considered late. A student who is absent from class for ten minutes or longer is considered to be cutting class.

The only recognized excuses for being late to class are meetings with administrators or guidance counselors and/or students taking extended time exams. It is the student's responsibility to apprise the administrator or guidance counselor if he/she has a quiz or test during that period. The student must request permission from his/her instructor before going to the appointment, and must present a note afterwards specifying the time and date.

LEARNING SPECIALIST

YHS has an experienced learning specialist to aid students academically. YHS believes that the development of study, note-taking and organizational skills is essential to one's success in life. The learning specialist meets with individuals and groups who need help in these areas. Parents are encouraged to call the learning specialist if they believe their child could benefit from additional support in these areas. In addition, the learning specialist should be contacted if parents have questions about psycho-educational evaluations and applying for accommodations on standardized tests.

LOCKERS

The lockers provided to students are the property of the school. Locks are available in the school office upon request. The school is not responsible for any loss of or damage to the contents of the student's locker including iPads.

Any pictures hung in a locker must be appropriate for a yeshiva.

The administration reserves the right to open and inspect lockers at its discretion.

MAKE-UP TESTS

The following five categories apply to missed tests (the opportunity to make up a quiz is at the discretion of the teacher):

1. When a student is absent from school and therefore misses an exam, he/she is afforded the opportunity to take one make-up test in each subject per year without penalty. Due to the fact that certain subjects (such as math) require more frequent testing, the teacher may (with the approval of the administration) create a more lenient policy. Unless instructed in advance by the teacher, students are expected to take make-up exams on the day after they return to school. The second time a student misses an exam in that subject, he/she may have 10 points deducted from the exam grade, the third time 20 points, etc.

Special accommodations are made for extended illnesses. The treatment of quizzes is left to the discretion of the teacher. Students are welcome to speak to an administrator to discuss extenuating circumstances.

2. If a student is unexpectedly out of school the day before a test and does not have the necessary materials to study, he/she may ask the teacher to take a make-up exam. The opportunity to take a make-up without penalty is at the discretion of the teacher and the administration.
3. If a student cuts a test (if the student is in school and does not show up for class), he/she has to take a make-up and will receive a maximum of 50% of the points he/she was eligible to receive.
4. If a student is in school and tells the teacher that he/she declines to take a scheduled test, the student can take a make-up and will receive a maximum of 75% of the points he/she was eligible to receive.
5. If a student is suspended from school, he/she will receive a maximum of 75% of the grade earned on any test or quiz that was supposed to take place that day (in addition to the suspension going on the student's record).

MEDICAL ISSUES

If a student is in need of medical care, it should immediately be reported to the school office. If the student is in need of professional medical care on an emergency basis, EMS will be called and every effort will be made to contact a parent or guardian.

MISHMAR & NIGHT SEDER

On Sunday mornings (*mishmar*) and Wednesday evenings (*night seder*), the school offers additional optional Judaic classes. Boys (for Sunday *mishmar*) and girls (for night seder) who successfully participate in these programs will be exempt from a Judaic Studies final exam.

OFFICE

To ensure confidentiality of student academic and financial records, a student is not permitted in the school office without permission.

ONLINE COURSES

Students may request to take accredited courses online or off campus that are either not offered at YHS or do not fit into their schedule and have those classes included on their

transcript (with a notation indicating where they were taken). However, these courses are not in lieu of a course available at YHS and will not be counted in the YHS GPA. The administration will take the student's workload, ability to do independent study, and suitability of the course into account when evaluating the request. These courses will not appear on the transcript until they are complete.

OUTSIDE SCHOOL

A student's high school experience is influenced by what happens after school hours as much as by what happens during school hours. We expect a student to respect the religious standards of the school and all students when planning out-of-school activities such as parties and Shabbat activities. Please feel free to discuss any questions regarding this sensitive but important issue with the school administration.

RESPECT, DISCIPLINE & BULLYING

Students are expected to comport themselves with dignity, respect and responsibility toward staff, students, school environment and property.

- Staff & Students:

Any blatant irreverence or disrespect to a staff member will result in disciplinary action.

Physical or verbal abuse (or bullying of any kind) including taunting, threatening or disparaging of a fellow student or staff member will result in a suspension. This applies both in school and out of school, in person or electronically. If there is a physical altercation between two students, both students may be suspended, regardless of which student started the altercation, or if it was horseplay. If this continues on a regular basis, the offending student may be expelled.

The school will investigate incidents of the above issues that occur outside of school; furthermore, the school reserves the right to act upon its investigation.

The use of inappropriate language will be treated as a disciplinary incident.

- Classroom Environment:

The classroom environment is an integral part of productive learning. A student who is sent out of class should go straight to the head of discipline's office with a referral, and remain there until she arrives. At the end of the period, if she has not arrived, the referral should be slipped under the door and the student should go back to class.

The consequences for being sent out of class are as follows:

1st Disruption - warning

- 2nd Disruption - lunch detention
- 3rd Disruption - 2 lunch detentions
- 4th Disruption - suspension
- 5th Disruption - 2 lunch detentions
- 6th Disruption - suspension and meeting with parents

A student who does not serve a complete lunch detention at the assigned time or is disruptive during the detention will receive two additional lunch detentions.

A student who does not go to an administrator when sent out of class may be suspended for a day.

- **Suspension:**

The consequences of a suspension from school are:

- 1) The student cannot participate in after-school activities (sports, yearbook, drama, Highlites, *chagiga*, class night out, etc.) that day.
- 2) The student will be counted as absent from each class that meets that day.
- 3) If a student is suspended from school, he/she will receive a maximum of 75% on any test or quiz that was supposed to take place that day (in addition to the suspension going on the student's permanent record).

- **Property:**

In the event that a student damages school property, he/she will be responsible for paying the full cost of the repair and must assist in the clean-up. If a student intentionally damages school property, disciplinary measures will be taken as well.

A student who steals an object, money or information from another student, teacher or staff member may be suspended from school for a day or more depending on the offense.

SEARCH AND SEIZURE

To maintain overall school safety and security, to maintain order and discipline on school property and at school-related events, and to protect the health, safety and welfare of students and school personnel, Yeshiva High School has the right to perform unannounced, random, blanket searches to seize illegal contraband and stolen and/or other unauthorized materials. The administration and authorized staff members may search a student's purse, backpack, gym bag, or other personal property (including the contents of any electronic device). The student lockers and other school property

remain the property of the school at all times. Student automobiles may also be searched.

When a student is believed to have contraband or illegal substances on his person, the school will request that student to provide proof that he/she does not. If a student fails to comply, the student's parents will be contacted, and the police will be summoned for further disposition. The school reserves the right, where an item presents an immediate, clear and present danger, to take whatever steps necessary to eliminate such danger.

All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return or destruction of such items shall be at the discretion of the Head of School or his designated agent, subject to legal impoundment.

SPORTS & AFTER-SCHOOL EXTRACURRICULAR ACTIVITIES

A. Eligibility

In order to ensure that students who participate in extra and co-curricular activities maintain their academic standing, the Athletic Director and/or other administrators review student grades before tryouts and at various intervals during the season with regard to participation in various extra and co-curricular activities. These reviews will enable the administration to determine if a student can join or remain on a team. A student may be ineligible to participate or continue to participate in an extra or co-curricular activity if:

- The student is running an average below 75 in two classes during the current trimester.
- The student's average has dropped significantly.
- The student has repeatedly caused a behavioral problem or has been suspended.

If it is deemed that the student cannot be involved in multiple activities and maintain his/her grades, then he/she may be removed from an activity to better enable academic success.

The student may return to the team or activity if the above items have improved and are no longer applicable.

Freshmen will not be considered for a varsity team when a junior varsity team exists in that sport.

Incoming students who had a D or an F in a subject during their last marking period before entering YHS may not be permitted to participate in after-school extracurricular activities during their first trimester at YHS.

B. Uniforms

To save parents the expense of paying for uniforms in each sport a student plays, we use uniforms again the following year. Therefore, we do not sell uniforms to athletes who wish to keep them.

It is imperative that a student return his/her uniform at the end of each season clean and in good condition. A student may not play a sport the next season until the uniform he/she used in a previous season is returned in acceptable condition.

C. Miscellaneous

A student is responsible for any missed work due to extra-curricular programs.

A student may not participate in an extra-curricular event on a day in which he/she is absent from school for over half of his/her classes.

If a student is sick and will not be attending practice or a game, he/she must notify the coach beforehand.

Parents and students should speak to the coach or athletic director to resolve an issue with a player or coach of an opposing team or referee at a sports competition.

SUBSTANCE ABUSE

- A student who possesses or uses drugs, alcohol or tobacco on school grounds or at a school program (e.g. sports game or practice, *shabbaton* or trip) is subject to expulsion from school and may not be invited to apply for readmission the coming year.
- A student who the school has good reason to believe is endangering his/her health or well-being or that of other students is required to be counseled and evaluated by a school-approved mental health professional who has blanket permission to share the results with the school guidance counselor. There must be ongoing communication between the therapist, school and family. If (after this process) this behavior continues, the student may be suspended and will be readmitted to school only upon verification by a professional that the problem is being treated and resolved. If (after this process) the behavior still continues, the student will be subject to expulsion.
- The school reserves the right to test any student on any day for drug or alcohol use. A parent must pay for the cost of such testing. A student who fails to submit to such testing will be expelled.

- If a student tests positive, they will have to go for counseling to a YHS approved substance abuse counselor. The frequency and termination date of the counseling will be determined by the counselor and YHS. If the student tests positive a second time, they will again have to go for counseling. If a student tests positive a third time, he/she will be expelled.

TECHNOLOGY & LAPTOPS

All internet-related activities that take place during school time or at school functions must be of an appropriate nature and in line with the mission of the school. Failure to abide by these guidelines may result in confiscation of the electronic device and/or further disciplinary action.

Using a laptop, iPad, etc. in the classroom can be both a great aid and a great distraction.

Students for whom these devices prove a distraction will not be allowed to use them in class.

No videotaping and audio taping in class is permitted without explicit permission of the teacher.

The school has the right to use photographs of students in its online and print publications.

A student who uses an iPad inappropriately during class time will have it confiscated for that school day. The iPad may be picked up from the front office at the end of the day, and the parent will be notified by the teacher.

TESTS & QUIZZES

In an attempt to distribute the workload in as uniform a fashion as possible, the school has designated a specific test and quiz day for each subject.

Notice of one week must be given for all tests.

Quizzes, which are on a maximum of one week's material, cover short-term topics, and can typically be taken in twenty minutes or less, may be given with one day's notice.

Homework checks, which are short assessments at the beginning of class to make sure that students have done and understand their homework, may be given any day.

Assignments that require writing and tests are not to be due the day after a Sukkot, Pesach or winter break. Quizzes and homework may be assigned during Chanukah, but no tests will take place during the holiday.

Tests may not be given early to a student who will not be present for a test at its regularly scheduled time. The student will be afforded an opportunity to make up the exam at a mutually agreeable later time.

Only the Principal may give permission for exceptions to the above rules.

VISITORS

Parents and relatives attending any school function, during the day or after school hours, are requested to respect both the sanctity of our school and the atmosphere it endeavors to create. They are requested to dress appropriately (women in appropriate length skirts and modest blouses, and men with *kippot* and long pants) when visiting the school and attending school functions.

Visitors should report to the school office.

If a visitor has an appointment or needs to see a member of the school community during school hours, the school office will contact the administrator, faculty member or student in question.

A student may not bring a friend or relative to school as it distracts from the learning environment. Offenders will be subject to disciplinary action. A parent who wants to participate in a school program during the school day should call the administration in advance.