

Katz Yeshiva High School of South Florida
Student/Parent Handbook 2017-2018 | 5778

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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 8:20 AM each day. Dismissal times vary by day:

Monday - 4:45 PM	Thursday - 3:50 PM
Tuesday - 3:55 PM	Friday - 2:05 PM
Wednesday - 4:35 PM (Night Seder until 5:40 PM)	

KYHS 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 (including illness, family smachot, family travel) without penalty.

4 absences per trimester	For classes that meet 4 times per week
3 absences per trimester	For classes that meet 3 times per week

Seniors complete their class time in early May. Therefore, they are allowed only 3 absences during the last trimester (and 2 absences if the class meets less than 4 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.

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 3 points from the student’s trimester grade in the course and is considered as one of the maximum of 4 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.

In addition to the allowable absences per trimester, students may miss up to 5 days per year for participation in the following. Parents must notify the school before confirming their child’s plans for any of these exceptions:

- Youth Group Conventions
- AIPAC Policy Conference
- Israel Trips
- College Visits

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 and may impact the additional 5 days per year allowed. 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.

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 school 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 breakfast or lunch. Freshmen and sophomores may not leave campus at any time unless signed out by a parent. Juniors and seniors must sign out before leaving 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 and relieving the school of any liability.

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

A student who drives recklessly or drives a freshman or sophomore during school hours may have his or her on-campus driving privileges revoked.

To ensure our 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@yeshivaahs.org 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 2 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, KYHS sends out a list of the books to purchase.

CELL PHONES

Cell phones must be switched OFF during class time and davening and may only be used for texting during meal times and free periods outside 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 cellphones on the teacher’s desk at the beginning of each quiz or test if requested. Teachers may require students to do so every class period if they so choose. A student who uses their cellphone during davening or a class will have it 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 9 AM. 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 Katz 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. 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. Repeat offenders will be subject to disciplinary action.

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. 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@yeshivahs.org.

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) for students 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** - E-mail is the most efficient way for parents to communicate with teachers or administrators. 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 KYHS 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 the community service coordinator.

We are proud of our students who engage in community service 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.

There are two levels of fulfillment. Students may choose which category of community service they will fulfill.

1. **Honors** - A student who volunteers for a minimum of 12 hours each trimester, (not rolled over from previous trimesters) and submits them on or before the deadline each trimester, will earn an A for the year-end grade and have Community Service Honors listed on his/her transcript. In order to earn an A, a student must meet the criteria for all three trimesters.
2. **Pass** - In order to earn a grade of "Pass" for the year a student may volunteer in one of two ways:

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.

Hours Based:

Students must complete a total of 21 hours over the course of the year. Students should complete and submit 7 hours each trimester. 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 Katz Yeshiva High School after school hours can count for a **maximum of 10 hours or 4 community service activities per year.** Examples include:
 - a. Weekly publications, Student Council, Helping with school building set-up, Video Production, Yearbook, Math/Science/Reading lab, etc.
 - b. Student leaders for non-weekly publications can receive up to 3 hours per year.
 - c. Peer note taking counts for 1 hour per subject per trimester, up to a maximum of 7 hours per academic year.
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 Mrs. Stein 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

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 **November 1**. Students may not change classes without proper approval.

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

Seniors who submit transcripts to colleges, seminaries, or yeshivot may not change classes or levels after September 15 or when their first transcript has been sent to any school to which they are applying, whichever comes first.

Seniors who enroll in an online class such as through FLVS must complete that class or a grade of F or an Inc will appear on their transcript.

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.

Students are encouraged to take no more than three APs in each junior and senior year. 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 8:20 AM. Any student who arrives after this time will be marked late. A student will incur no consequence for the first 8 times that he/she is late per trimester. Please note that we do not make 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 8:32 AM 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. If a student is absent all day, he/she is not considered to have missed davening.

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 the director of Judaic studies or Principal beforehand.

A student who arrives late, cuts, or behaves in an unruly fashion during mincha will receive a lunch detention.

Below is a chart that delineates the consequences for students who cross the threshold for lates and absences allowed for shacharit each trimester:

	Late to Tefilah (L)	Absent from Tefilah (AT)
No Consequence	First 8 times	First 3 times
Lunch detention	9th-11th times	4th-6th times
After-School detention	12th time	7th time
Lunch detention	13th-18th times	8th-13th times
Two after- school detentions	19th time	14th time
Lunch detention	20th-25th time	15th-20th times
Three after school detentions	26th time	21st time

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 school computers and network cannot be used for game playing. Copyright materials may not be downloaded. No gambling is permitted including fantasy games of any sort.

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

DISCIPLINE, RESPECT & BULLYING

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

Classroom Disruptions

The classroom environment is an integral part of productive learning. A student who is sent out of class should go to their assigned grade administrator with a referral and remain there until he/she arrives. At the end of the period, if the assigned grade administrator 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 - 3 lunch detentions
- 4th 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 serve both of the additional lunch detentions at the assigned time or is disruptive will be suspended.

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

Egregious Behavior

Behavior that is deemed egregious by the administration may result in suspension of several days or expulsion.

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.

Implications of Suspension

- 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).
- 4) A second offense worthy of suspension within 90 days will result in a minimum of a two day suspension.

Property

Any instance of vandalism to school property is subject to disciplinary consequences in addition to paying for the damage. This includes vandalism done as part of a "senior prank." Actions that disrupt the school day and that are disrespectful to fellow students, staff, or the learning environment will not be tolerated. Students who trespass on school property after hours without authorization and cause damage to the school, its students, or staff are subject to suspension and further consequences. Students who participate in such activities, including "pranks," will be disciplined and their college, yeshiva, and/or seminary will be notified.

DISCRIMINATION

Katz 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. KYHS 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 Katz 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.
- Sweatpants, track pants, pajama pants, etc. may not be worn.
- Tzitzit must be worn at all times.
- Kippot must be worn at all times including when playing sports. A student who is not wearing a kippah in school will receive a lunch detention.
- 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

- The school encourages girls to wear midi or maxi skirts.
- All 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 must 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.

Students in violation of the dress code will not be admitted to davening or class (even if an exam is scheduled) until the child procures appropriate clothing. 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 parents will be contacted. 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.

E-MAIL ADDRESSES

All students will receive an email address @yeshivahs.org. The school reserves the right to view any e-mail correspondence sent to or from these email addresses. All communications with staff should be sent to and from the yeshivahs.org email addresses.

EXPULSION

A Katz 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.

EXTENDED TIME

KYHS 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 psycho-educational evaluation on file from a KYHS-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 it must be updated and added to the file when it becomes more than four 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 accommodations the student 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 eight 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 and on the school website.

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 the testing coordinator well in advance.

A student who misses davening during final exams must serve a one-hour detention immediately following the day's exam.

The dress code applies during final exams. Students who are in violation of dress code will not be allowed to take a final exam.

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 final examination grades appear as number grades. The year-end grades are letter grades; these are the grades that are recorded on a student's transcript. The year end 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 and calculated in the GPA.

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

KYHS 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 KYHS guidance counselors use utmost discretion regarding with whom they share information, they are not legally bound by confidentiality laws.

HURRICANES AND INCLEMENT WEATHER

In the event of inclement weather, KYHS 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 otherwise notified. 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 and 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, alcohol, weapons, or incendiary devices. Also see Search and Seizure and Substance Abuse.

iPads

Students in 10th-12th grades own their iPads and are expected to use their devices in school only for educational purposes.

Students in 9th grade use school-owned iPads which are loaded only with apps and content that support their education.

In the event that a student damages or breaks his/her school-owned iPad they will be charged a \$100 replacement fee and receive a new iPad.

In the event that a student loses or has his/her school-owned iPad stolen, they will be required to pay full cost for a replacement.

A student who uses their 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 parents will be notified by the teacher.

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 the Head of School

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 or have it brought to school by the time the period begins, depending on the preference of the teacher. 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.

Since a teacher may apply a more lenient policy than the one outlined above, it is the student's responsibility to confirm with his/her teacher about their specific late policy.

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 a cumulative time of ten minutes or longer is considered to be cutting that 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 teacher and an 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.

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 four 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 a test, he/she is afforded the opportunity to take the first make-up test in each subject per year without penalty. Unless instructed in advance by the teacher, students are expected to take make-up exams on the day they return to school.
2. When a student is absent from school and misses a test in that subject for the second time, he/she may have 10 points deducted from the test 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.
3. 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 80% of the points he/she earned on the test.
4. If a student cuts a test (if the student is in school and does not show up for class, or if a student "signs out" in order to avoid taking the test), he/she has to take a make-up and will receive 50% of the points he/she earned on the test.
5. If a student is suspended from school, he/she will receive 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 offices without permission.

ONLINE COURSES

Students may request to take accredited courses online or off campus that are either not offered at KYHS or do not fit into their schedule and have those classes included on their transcript (with a notation indicating where they were taken). These courses must be approved by the administration in advance in order to be included on the transcript. However, these courses are not in lieu of a course available at KYHS and will not be counted in the KYHS 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 may 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 fellow 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.

SEARCH & 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, Katz 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 KYHS may not be permitted to participate in after-school extracurricular activities during their first trimester at KYHS.

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.

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

SUBSTANCE ABUSE

In order to deter students from drug usage and to help ensure that students make healthy decisions, all students are tested for drugs three times over the course of the year. These tests are conducted during school hours by an outside lab. The results of individual students are sent only to the parents, not to the school. The school receives anonymous aggregate data regarding test results, but no information about individual students.

A student who attends school or a school event (e.g. sports game or practice, shabbaton, or trip) under the influence of drugs or alcohol or possesses or uses drugs or alcohol during school or at a school program 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 KYHS approved substance abuse counselor. The frequency and termination date of the counseling will be determined by the counselor and KYHS.

TECHNOLOGY

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. In addition, all computer activity on the network is monitored and any activity deemed inappropriate will be grounds for denied access to the school network. 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.

Videotaping or audio taping in class is only permitted with explicit permission of the teacher.

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

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 take no longer than half a period, 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 without notice.

Assignments that require writing and tests are not to be due or scheduled the day after 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.