

JEAN & JERRY FRIEDMAN

**Shalhevet**  
שלהבת High School



# **PARENT-STUDENT HANDBOOK**

**2019-2020**

# SAFETY & HEALTH

## Campus Security

The safety and security of our school is critically important. We have security guards present at school during all open hours. Anyone seeing a problem (or potential problem) should immediately contact school personnel at [security@shalhevet.org](mailto:security@shalhevet.org) or 323-933-0333 x425. Please note that our security guards are highly trained professionals and undergo regular training for their job. Please follow all instructions by security personnel immediately as they are tasked with the most important job of all – maintaining the safety and security of your children and the staff of the school.

## Sign-Out Procedures

All students must “sign” in and out at the Front Office before entering and leaving school grounds and have his/her ID scanned. This is in order for us to know who is on campus in case of an emergency and is of paramount importance. While this not typical of the school’s tenor, if a student fails to sign out before leaving, the student will be subject to disciplinary action. If a student must leave early, a parent must notify the front office by at [d.silva@shalhevet.org](mailto:d.silva@shalhevet.org) or 323-930-9333.

## Emergency Communications

Shalhevet uses *ParentReach*, the Emergency Notification Service created specifically for schools. This subscription will permit us to reach our students, their parents and guardians, as well as our staff and related parties more quickly and efficiently in the event of an emergency or a school closure.

In an emergency, a member of our staff will call into the *ParentReach* emergency notification system to record an informational message. Our staff member will choose a pre-stored list of telephone numbers, which the system will automatically call. The broadcast will begin immediately and will reach you within approximately three minutes. If your line is busy, or your phone rings but you don’t answer, *ParentReach* will retry every three minutes up to a maximum of ten times. You will recognize this informational call as coming from Shalhevet by the *ParentReach* Caller-ID: “**411-411-4111**.” It will consider the message delivered when it connects with you live, with your answering machine, or with another recording device.

When you see this caller id and answer your phone, be sure to say, “**Hello**” or whatever you would normally say, **but then remain silent for a second or two**. The system will begin delivering our message if it hears a response, and then a one-two second silence. If your answering machine picks up, the system will wait for the end of your outgoing announcement, and then after a second or two of silence will begin delivering our message to be recorded on your phone.

You can replay the message again and again by pressing the pound or number sign (“#”) while the message is playing. Alternatively, if you’ve missed the message entirely, you can call into the *ParentReach* Notification Hot-Line to replay the message. The hotline will always play the last notification we sent that day. **It clears itself daily at 6:00 PM our local time.** For example, a message we send you after 6:01 pm local time will be present for replay on the Hotline until 6:00 pm the following day. To reach the hotline call **770-406-5581** and enter our school’s four-digit code when prompted: **5710**. Our messages are available on the Hotline within two minutes after our initial broadcast. The hotline always plays our latest message if we continue to send updates throughout the day in the event of an unfolding event. **Please let us know immediately when your contact information changes.** If you have supplied us with multiple numbers, you will likely receive our message on more than one phone (home, cell), especially in a real emergency.

## Transportation and Parking

It is the parent’s responsibility to arrange for their child’s transportation to and from school. Driving to school is a student choice; however, parking is limited, and the school cannot guarantee parking to all students. A student committee will be formed to create an efficient and fair policy for student parking.

### Parking

- We do have spots on our lot for guest parking. If a spot is not available, our security guards will try and valet your car. If there is no room available, there is metered street parking on Fairfax that is easy to access.
- Parents will be issued a Shalhevet pick-up permit. Please affix the permit to the window of all cars that will be used to pick-up and drop-off students. Additional permits are available from the school office.
- Please do not arrive for pick-up before 4:15 PM. Our carpool pick-up takes less than 10 minutes and there is no need to come earlier than 4 PM. NOTE: IKAR has Hebrew School on Tuesday and their drop-off takes place from 3:45 until 4 PM. It is very important that you not come before 4:15 PM, in particular on Tuesday.
- Please follow the following guideline during pick up – the outside lane of the driveway is for waiting for your child(ren). Please make sure your car is fully on that side to allow for the inside lane to be used for circulation.

## Student Medical Information

Parents must update the school with any changes in medical information or emergency medical information. If there are any changes from the information parents entered during the enrollment process, they should contact the Front Office immediately.

## **Over-the-Counter Medications**

Over-the-counter medication will not be dispensed unless the school has received permission from the parent or guardian on the student's Emergency Medical Information.

## **Short Term/Long Term Prescription Medication**

All students requiring short- or long-term prescription medication during school will receive this medication provided the following procedures are followed:

- The medication must come in the original labeled container from the pharmacy with proper instructions and dosage information.
- An additional three-day supply is kept in the school office and an extra bottle is kept at home in case of emergency.

It is the parent's responsibility to follow up on refills. Any changes in medication, dosage, or scheduling must be made clear to staff.

## **Student Support Services**

Navigating through high school can be challenging, even for the most well-adjusted adolescent. Many students find great support from their teachers where most minor issues can be addressed, but in more serious cases, students may be referred to the school counselor. The Educational Support and Inclusion program offers ongoing support, services, and classroom accommodations for students that face academic challenges. The structured program meets the needs of many different students with varied learning issues. The Educational Support and Inclusion Program is designed to offer the following unique services:

- On-campus weekly meetings with students to discuss and facilitate academic issues.
- Ongoing communication and advocacy with faculty and administration.
- Development and coordination of appropriate accommodations.
- Organization of assignments and materials for students.
- SAT and ACT application services for students with disabilities.

Please contact Dr. Ashley Evins, Director of Student Support for more information.

# STUDENT LIFE

## The Just Community

Shalhevet's Just Community provides all members of the community with the right to express themselves individually and through several important school institutions such as the Agenda Committee, the Fairness Committee, class representatives and our weekly Town Hall meetings. Additionally, the Just Community serves as an educational vehicle with which to teach students how to live and work in a democratic society in an ethical manner. It is our belief that Shalhevet students have a right to be heard and discuss any issue of their education, respectfully. One of the student's responsibilities is to learn to voice opinions and challenge policies in a constructive and appropriate manner.

All members of the Just Community have the following fundamental rights:

1. *The Right to Fairness*
2. *The Right to Respect*
3. *The Right to be Heard*

Shalhevet functions as a community within a larger educational and religious community. As such, the school is solely responsible for the parameters of Jewish law, compliance with civil law and pedagogy. Therefore, there are certain "statutes" that students cannot alter or change by majority vote. However, all these areas are open for discussion among the school community.

The three areas, defined by the Mission Statement of the school, are:

1. *Pedagogy*
2. *Halacha*
3. *Statutes*

## Town Hall Meetings

The purpose of Town Hall meetings is to explore ways to improve the quality of life in the school community and the overall governance and operation of the school. These meetings are open forums for all community members to discuss proposals and issues of importance to the Shalhevet community. Town Hall may also be used for contemporary moral dilemmas discussions. Town Hall meetings are conducted according to Robert's Rules of Order. As Shalhevet is a participatory democracy, all members of the Just Community have an obligation to attend Town Hall.

## Important Committees

The Agenda Committee is the lead legislative body of the Just Community. The Agenda Committee collects, drafts and help clarify proposals to amend current policies and topics to be discussed at Town Hall meetings. The Fairness Committee serves as the judicial body of the Shalhevet student government. The committee has two major functions: to adjudicate issues among members of the community and to make recommendations regarding major and minor rule violations.

## Dress Code

Shalhevet's respect for *tzniut* in dress is reflected in a dress code that represents Jewish values, which ask us to focus on a person's spiritual and personal qualities above his or her physical ones. The dress code permits self-expression within parameters of respectfulness toward oneself and others and prohibits dressing in a way that undermines or distracts from the important work of Jewish and general education in the school. Although individuals may differ in their opinions as to what clothing fits these criteria, the school maintains the right to determine what is appropriate in accordance with our values.

Unless otherwise indicated by an administrator, the dress code is to be followed both on campus and at all school-sponsored events. The sole exception is for students wearing a school-issued athletic game or practice uniform or engaged in physical education class (for which teachers will communicate the dress code requirements).

## For All Students:

- All imagery and text on clothing must be appropriate and reflect the religious and cultural values of Shalhevet. No offensive, sexually explicit or inappropriate imagery or text is permitted.
- Athletic, canvas or leather shoes, sandals with straps are permitted. No flip-flops, high heels or slippers (which pose a safety hazard).

## Male Dress Code

### Shirts:

Collared shirts, either button down or polo style with sleeves, with all buttons buttoned, (except for the top two) cardigans and formal sweaters. Plaids, prints or solid colors are acceptable. No profane, sexual or risqué language or imagery will be tolerated. T-Shirts of any style or kind,

including Shalhevet non-collared T-Shirts, are not permitted alone. If a T-Shirt is worn underneath another shirt, the outer shirt must remain on (and buttoned) and may not be removed. Please note that non-collar long sleeve shirts are permitted, only if students are wearing *Tzizit*, as per policy passed but the Just Community in 2017.

### **Pants:**

Blue jeans are allowed but are not to be faded. Sweat pants, warm-up pants, joggers, or other athletic-style, non-form fitting pants are not permitted. Pants must be worn at the waist; not down on the hips. Undergarments must never be visible. Pants must not be ripped or torn. Boys who do not comply with dress code will be asked to remain in the office until school sanctioned pants are brought in for him.

### **Shoes & Socks:**

Athletic, canvas or leather shoes, sandals with straps. No flip-flops or slippers are allowed as these are a safety hazard.

### **Headwear:**

No hats, including team hats, may be worn during the school day. A Kippa on the head is required at all times for boys during the school day and during all school sponsored activities. The hood of a hooded sweatshirt does not suffice as a head covering, and students may be asked to a remove a hood.

### **Tzitzit:**

As an Orthodox Jewish school, all boys must wear *tzitzit*. However, Shalhevet will not conduct physical checks. Nevertheless, compliance with Jewish law and custom are expected from all students. We will actively and positively encourage all boys to wear Tzitzit. In order to be eligible to wear a long-sleeve t-shirt or hoodie, tzitzit must be visibly worn.

## **Female Dress Code**

**Shirts:** Collared blouses or crew-neck shirts, with sleeves that fall between the shoulder and elbow. This precludes low v's, scoop neck or transparent shirts, or those with a neckline that falls over a shoulder, sleeveless and cap-sleeved shirts. Neckline should be reasonable and reflect the religious and cultural norms of Shalhevet. Female teachers and administrators are exclusively responsible for determining the appropriateness of necklines. No sleeveless or capped-sleeved shirts are allowed. No profane, sexual or risqué language or imagery on clothing will be tolerated. Girls who are not in compliance with this rule will be "shirted" and will need to purchase a shirt from the front desk. Parents will be billed for the cost of the new shirt.

### **Skirts:**

Midi or longer straight/pencil skirts

- We have been working with community stores to make sure there are appropriate skirts in stock and will have some available to buy at school; local clothing stores, such as Karen Michelle, have a few different well-priced skirt options.

Flowy/pleated/a-line/maxi skirts to the knee or below. Pencil skirts to the knee, *with leggings* - on a provisional basis.

- **If more than 15 students are dress coded for violating this standard in any one calendar month, then this option will be removed for the rest of the year. (Meaning: as a member of the school community, each girl should make sure to adhere to the dress code so that fellow students don't lose the ability to wear these skirts).**

### **Shoes:**

Athletic, canvas or leather shoes, sandals with straps are permitted. No flip-flops, slippers or high heels are allowed as these are a safety hazard.

## **Enforcement:**

Unless otherwise indicated by an administrator, the dress code is to be followed both on campus and at all school-sponsored events. The sole exception is for students wearing a school-issued athletic game or practice uniform or engaged in physical education class (for which teachers will communicate the dress code requirements).

Enforcement of modesty and dress standards can be sensitive for both the student and staff member involved. Therefore, with the exception of *kippot*, all student dress code violations will be handled by teachers of the same gender. In other words, male faculty may not address female student dress code violations and female faculty may not address male dress code violations. However, any teacher or administrator irrespective of gender may enforce violations of the Shalhevet *kippot* policy.

Students not in compliance with the Dress Code will be loaned attire that meets the school policy and are expected to return this clothing at the end of the school day. After the second occurrence of dress code violation within a semester, a call will be placed to a parent. If a third incident occurs, the student will be asked to leave school for the day.

The school has adopted a three-infraction rule:

**First & Second Infractions:** Student's will be contacted and will be asked to change. Students will be loaned attire that meets the school policy and are expected to return this clothing at the end of the school day\*. Parents will be contacted following each infraction.

**Third Infraction and Subsequent:** Out of school suspension

**\*If a loaned garment is not returned (i.e. shirts, skirts, kippah), students will be charged.**



## **Community Service/Chesed**

Shalhevet features a service component as part of its overall graduation requirements. Before they graduate, *students at Shalhevet must complete a minimum of 80 hours of service to the school and community over four years.* Up to 15 hours can be school service hours (i.e. volunteering within the school at special events, assisting faculty or administration, or peer tutoring, etc.). Each student must complete at least 10 hours each year, and Seniors must complete 10 hours of Chesed to one organization (approved by the Chesed Committee) during Senior year itself. Seniors failing to complete the community service requirement will not receive a diploma until the community service requirement has been fulfilled. All service must be approved by the Chesed Committee and school administration for the student to receive credit. Chesed opportunities will be posted on Schoology and the Chesed board on campus. A Report of Student Service form must be submitted upon completion of each service activity, signed by the proper supervisor. Service forms can be submitted on Schoology or in person to the Chesed Coordinator.

## **Food**

As a modern Orthodox high school with a diverse student body, we believe in creating an environment where children from all religious backgrounds can live their religious lives in a comfortable and safe setting. One of the areas in which this expresses itself is the standard of Kashrut observance. We want to make sure that all of our students feel comfortable at our school. Though many of our families have different standards, all food brought into school must have kosher certification. While we do not preside over what happens off campus (unless it is during school hours), we request that you please be sensitive to all students' religious backgrounds and serve only certified kosher food, thereby making sure not to unintentionally alienate any of our students at your parties or events.

Additionally, absolutely no homemade food items should be distributed at school, even if the family has a kosher home. Only kosher food from restaurants and bakeries with accepted supervision are allowed at school activities or celebrations. Rabbi David Block (and the Judaic Studies faculty) are available to answer any specific questions that may arise.

Seniors and juniors who have been approved by the administration may have off-campus privileges to leave campus for lunch and/or free periods. They are still expected to follow the rules of *kashrut* and may only visit kosher establishments, and only order kosher/approved items from non-hechshered establishments (such as Starbucks).

## **Cell Phones and Electronic Devices**

Students may not have a cell phone, smartphone, or other portable electronic device visible or audible during class, prayers, during assemblies or Town Hall, unless specifically allowed by the teacher.

# Shalhevet Acceptable Use Policy

All students currently enrolled at Shalhevet School and their parent or legal guardian are required to sign the AUP and agree to follow the guidelines set forth in this Policy and to report any misuse of the computer network or laptops, iPads, phones or the Internet to a teacher, administrator or supervisor. The following list is a guide of actions that violate the Shalhevet's Acceptable Use Policy. Prohibited Technology Use, include but are not limited to:

- Selling or purchasing any illegal substance;
- Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law;
- Transmitting or downloading confidential information or copyrighted materials;
- Uses that involve obtaining and or using an anonymous email site;
- Uses that cause harm to others or damage to their property;
- Deleting, copying, modifying, or forging other user's e-mails, files, or data;
- Accessing another user's email without their permission;
- Damaging computer equipment, files, data or the network;
- Using profane, abusive, or impolite language;
- Disguising one's identity, impersonating other users, or sending anonymous email messages;
- Threatening, harassing, or making defamatory or false statements about others;
- Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
- Purposefully accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance;
- Using any computer to pursue hacking, internal or external to the school community, or attempting to access information that is protected by privacy laws;
- Uses that intentionally jeopardize access or lead to unauthorized access into accounts or other computer networks.

All students and parents are required to sign the Shalhevet Acceptable Use Policy before gaining network and technology privileges on campus.

## Absences

### **Out of State Trips/ Co-curricular and Athletics**

Out of state trips are taxing for even the most academically disciplined students and, as such, we have instituted a cap of **2** out of state trips per a semester and no more than **3** out of state trips for the year. Students in Academic Review (see page 18) are not permitted to participate in out of state trips.

**Freshman** are strongly advised to save the opportunity to attend out of state trips for another year. Unless a freshman's participation is absolutely essential, we recommend that parents and students consider holding off on taking out of state team trips.

There is an official appeal process for any student who wishes to exceed the limit of three trips per school year.

**Appeal Process** Students may appeal to Mr. Weslow or Ms. Walls. When presented with an appeal, they will take an in-depth look at the student's overall academic performance, overall commitments (including off-campus ones, such as Friendship Circle and regular SAT tutoring), and solicit teacher input on how well the student manages to make up for lost class time (if applicable). The appeals committee will also consider the degree to which the student wishes to exceed the cap.

**Absences** There is a distinction between **standard absences** and **school-sponsored absences** when inputting daily attendance.

- A **school-sponsored absence** shall be entered into the attendance system whenever a student misses class due to participation in sports or co-curricular activities in which the student is representing Shalhevet High School.
- Other *ad hoc* activities may qualify as school-sponsored absences at the discretion of the High School Principal (such as a trip to a local food bank or delivering mishloach manot).
- A **standard absence** shall include all other types of absences (illness, family trip, college visits, etc.).
- Classroom teachers will be directed to develop attendance and participation policies that treat these types of absences differently.
- There will be a cap of allowable standard absences in each semester. Reaching or exceeding this cap will result in an automatic deduction of one letter grade.
- The cap for each semester will be set at 7 for **seniors** and 5 for **all other grades**.
- A teacher may not lower a student's grade as a direct result of one or more school-sponsored absences.
- This stipulation does not apply to student failure to keep up with coursework, make up assignments in a timely manner, make up tests or quizzes in a timely manner, or otherwise fall short of expectations as an indirect result of one or more school-sponsored absences.

Absences are defined as missing more than 10 minutes of a class.

***Notwithstanding the above, excessive absences may also result in a loss of credit for the course.***

## **Punctuality**

Students are expected to be in their seats, quiet, and ready to begin class when the bell rings.

- Students who arrive at or after the bell will be marked late.
- Habitual lateness can result in disciplinary action and /or grade reduction at the teacher's discretion.
- Lateness due to school-sponsored off-campus events or other school activities with formal verification will be excused.

## **The 11:00 am Rule**

In order to participate in a co-curricular, be it practice, rehearsal or game, each student must be in school by **11:00 am**. The principal will notify the coaches and team leaders every day and give them the attendance report.

## **Meeting with Academic Guidance**

We encourage all students who participate in multiple co-curricular activities to meet with Mr. Eli Shavalian as well as Ms. Aviva Walls.

## **Student-Parent Agreement**

From the information collected about a student's co-curricular activities, the Administration will raise red flags in cases where students lack appropriate balance between their commitments. In such cases, the Administration will formulate an agreement with the student and parents about acceptable standards of academic achievement while participating in a co-curricular program. The agreement will specifically cover the following areas:

- Acknowledgement of the level of commitment for each activity or sport;
- Agreement by the student and parents upon the minimal academic standard that the student is expected to maintain during the period of the activity;
- Specific consequences for probation if the student falls below expectations or incentives for exceeding expectations in certain cases;
- Statement of commitment to the group/team and coach/advisor;
- Signatures from the student, parents, coach/advisor, and administrator.

For students who have entered an agreement regarding co-curricular participation, there will be academic progress checks every two weeks. Teachers will indicate whether or not the student is earning above or below the agreed performance level.

## **Loss of Eligibility**

If a student's performance drops below expectations, the student will be on probation for the activity according to the agreement. There may be different levels of probationary consequences, from sitting out practices or rehearsals, to a full suspension from the activity. In extreme cases, the student may have to withdraw from an activity. If a Student is earning any 'D' grade, s/he may become ineligible from participating in co-curricular programs for at least two weeks, until the grade is improved. The student has a period of two weeks within which time s/he must show satisfactory academic progress and/or remediate any work that s/he has missed.

- It is the responsibility of the Student to follow up and maintain his/her co-curricular eligibility;
- The terms of satisfactory progress will be determined by the agreement;
- If the student is unable to improve academic performance within two-weeks, the probationary period continues for two more weeks.

# ACADEMICS

## Graduation Requirements

To graduate with a diploma from Shalhevet High School, students must complete a minimum of 100 hours of community service and meet the departmental requirements given below.

- **Talmud** – 4 years
- **Tanach** – 4 years
- **Jewish History** – 3 years
- **Jewish Philosophy**– 1 year
- **Hebrew** – 3 years
- **English** – 4 years
- **Social Studies\*** – 3 years, must complete World History, American History and either US Government & Economics or Adv. Economics
- **Mathematics** – 4 years or through Pre-Calculus
- **Science\*** – 3 years, must complete Physics, Chemistry and Biology
- **Fine Arts** – 2 years
- **Physical Education** – 2 years OR 4 seasons in a sport

*\*Students are required to complete **4 years** of either Social Studies or Science.*

## Test, Quiz and Homework Policies

### Test Policy

1. Teachers can schedule exams within their testing group:

**Fire Week:** English/Humanities, Jewish History, Tanakh, Math

**Hawk Week:** Social Studies/History, Science, Talmud, Hebrew

Maximum Number of Tests

**9th graders:** Fall semester can have no more than 2 tests per week. Spring semester freshman can have a maximum of 3 tests per week.

**10th graders** cannot have more than 3 tests per week and no more than 2 tests may be scheduled on any single day.

**11th and 12th grade** test schedules are not bound by fire or hawk week in terms of test schedules. However, students are still not permitted to have more than two tests in a day and more than a four in a week.

2. Teachers can reserve only one test date at a time.

A test is considered reserved after it has:

- a) Been properly posted on the faculty test calendar (in the faculty lounge) **and**
- b) Been properly posted on your Schoology course calendar.

**NOTE:** If there is a scheduling conflict, the timestamp on Schoology will be determinative.

3. Tests must be scheduled at least one calendar week in advance.

4. If a student misses a test due to a school sanctioned event, it is strongly recommended that they take the assessment prior to leaving for the trip or within 72 hours of returning from the trip. Making up an assessment must take priority over other co-curricular responsibilities and is specific are up to teacher discretion.

## **Projects & Papers**

1. Definitions of Paper and Project.

If any of the following elements are present, it should be considered a paper or project.

- a) If it takes more than one week to complete,
- b) If it requires students to work in groups outside of class,
- c) If it is worth more than a quiz,
- d) If it isn't part of the regular course of instruction.

2. The academic leadership team will strongly encourage and work with the faculty to support the following:

- a) Pre plan into the semester the major papers/projects (within a range),
- b) Develop progressive "deliverables" to limit the problem of student procrastination.

3. If a teacher builds regular "deliverables" into the process and has posted the project details on Schoology at least three weeks prior to the due date, the paper or project is not subject to the test calendar requirements (i.e. the due date stands).

## **Quizzes**

1. Definition of Quiz

- a) The assessment takes less than 25 minutes and
- b) Does not have a significant impact on the overall grade

## **Homework**

- a) Homework must be properly posted on Schoology by 6:00 PM on the day the class was scheduled to meet. Note: Teachers can post HW if a class did not actually meet (special event, assembly etc.).
- b) All Homework assignments must include a reasonable time estimate.
- c) Deans, Principals and Academic Chairs will be expected to assist teachers in maintaining standard homework posts for their classes.

## **Primary Responsibility for Monitoring Compliance**

- a) Tests – Mr. Daniel Weslow
- b) Homework, Project & Papers – Rabbi Schwarzberg
- c) General posting of tests, projects and homework –Principals and Deans (General Studies Principal, Assistant Principal for Judaic Studies, Dean of Student Life, Dean of Students, and Dean of Academic Affairs) will periodically review students' Schoology workload pages and address issue with Academic Chairs.

## **Physical Education Exemptions**

If a student participates in any school-sanctioned sport, the student is exempt from PE during the season that the team is active, including pre-season practice time.

If a student participates in a non-school related sport, the Athletic Coordinator may grant that student the opportunity to be exempt from PE during the time it meets under the following conditions:

1. Shalhevet does not offer that sport and it meets at least 3 hours per week.
2. The coach or leader of that sport must sign a letter confirming the student's participation and the time commitments of the program to our Athletic Coordinator, Jeff Remer.
3. The student is expected to participate in a minimum of three hours of practice per week

## **Grading Policies**

The determination of student grades lies solely with the teacher. Grades are based on student performance, both academically and behaviorally. Only semester grades are posted on a student's transcript. Only the teacher can change a student's grade.



## **Academic Review**

A student who receives a grade of D in two different courses (Judaic or General Studies) or a single F is automatically placed on in an Academic Review Period and a letter to that effect is sent to the parents. If a grade of C or higher is not earned in each course in the next quarter, the faculty, administration and parents will discuss the possibility of dismissal from Shalhevet. Students in academic review cannot represent the school as a member of any of the school's academic or athletic teams, nor hold office or a position of leadership in the school or in the school's government. In addition, students are prohibited from participation in extracurricular activities.

## **Drop/Add Period and Withdrawals**

Students may drop and add classes during the first few weeks of school without affecting their transcript. Students wishing to drop a class must speak to either Mr. Eli Shavalian or Ms. Aviva Walls in Academic Guidance.

Students may not drop or add classes after the drop/add period ends and any classes dropped afterward will be noted on their transcript with a W for Withdrawal. The last day to withdraw from a class is the last day of each semester. Exceptions to this policy will only be made with the express approval of the Principal.

## **Incomplete Grades**

A grade of incomplete is only assigned to a semester report card when a student has a prolonged absence or other extenuating circumstance. Upon receiving an incomplete grade, the student is given one quarter to complete whatever requirements the teacher determines are needed for a complete, definitive grade to be posted. Should the student not complete the required assignments or tests within one quarter, the grade automatically becomes an F.

Students who have incomplete grades posted for the second semester have to complete the course requirements so that a complete, definitive grade can be posted before the beginning of the ensuing fall semester. Failure to complete course requirements for a grade before the beginning of the following fall semester will automatically cause the incomplete grade to become an F.

## **Grade Remediation**

Students who receive semester grades lower than C may remedy their low grades in one of the following ways:

- Retake the course at an approved summer school
- Retake the course online at an approved school

Please note that colleges and universities will assess the remediation of grades lower than C- in a variety of ways for the purposes of admission. It is the responsibility of the student to have the institution mail an official transcript to Shalhevet and fill out a Grade Remediation Form.

## **Graduation and Diploma**

Upon fulfillment of the minimum coursework required for graduation, a student is eligible to graduate and receive a diploma. Early in the fall semester, an administrator evaluates the transcripts of each student of the senior class in order to check the student's eligibility for graduation. Students who fail to fulfill the minimum graduation requirements will be denied a diploma until the requirements are fulfilled. A diploma may also be denied due to a disciplinary action taken as a consequence of inappropriate student behavior, or failure to pay tuition and fees.

## **“Blackout” Days**

There are certain dates in which homework, tests, quizzes or projects cannot be due. These are called “black out dates.” Usually, these are the days after a major Jewish holiday. Throughout the year, we will inform you of these days. A chart with all blackout days is included at the end of this section for your convenience.

## JEWISH HOLIDAY & BLACKOUT DAY CHEAT SHEET

Holiday	Have School?	Work Permitted?	Blackout Day?
Rosh Hashanah	x	x	✓ (following day)
Tzom Gedalia (Fast Day)	½	✓	✓ (day-of)
Yom Kippur (Fast Day)	x	x	✓ (following day)
Sukkot, Shemini Atzeret	x	x (when necessary, reading only)	✓ (first day back)
Chanukah	✓ (depends on holiday break)	✓	x
Asara B'Tevet (Fast Day)	½	✓	No tests, yes homework
Tu B'Shevat	✓	✓	x
Ta'anit Esther (Fast Day)	½	✓	No tests, yes homework
Purim	x	✓	✓ (following day)
Pesach	x	x (when necessary, reading only)	✓ (first day back)
Omer	✓	✓	x
Yom Ha'Shoah	✓	✓	✓ (day-of)
Yom Ha'Zikaron	✓	✓	✓ (day-of)
Yom Ha'Atzmaut	✓	✓	✓ (day-of)
Lag Ba'Omer	✓	✓	x
Yom Yerushalayim	✓	✓	x
Shavuot	x	x	✓ (following day)
Rosh Chodesh (monthly)	✓	✓	x

# STUDENT CONDUCT

Shalhevet High School functions as a Just Community. Members of our community are expected to be honest, fair, and courteous while observing high standards of respect, responsibility, and personal conduct. Further, Shalhevet students are expected to represent that values of the school at all school functions, whether on or off campus.

This expectation is a condition of enrollment at Shalhevet School.

In all areas of concern to the school, from general behavior to academic performance, Shalhevet reserves the right to determine who is not an appropriate member of the Shalhevet community. When a student's presence is judged to be detrimental to the welfare of the school, that student may be dismissed.

## Weapons, Fireworks, and Knives

All weapons are prohibited on the Shalhevet campus. The term "weapons" should be understood to include, but not be limited to, knives with blades three inches or longer, fireworks, firearms, paint guns, BB and pellet guns, air guns, slingshots and various martial-arts devices capable of being used as weapons. If a weapon or other dangerous object is found, the item(s) will be confiscated and the student and their parent(s) will meet with a Principal to discuss the incident. Possession of a weapon on campus may lead to suspension, or, in some cases, dismissal from the school.

## Modest Behavior

Because Shalhevet is a Modern Orthodox institution, there is an expected level of *tzniut* (a modest manner in behavior and dress) required in interaction between boys and girls. *Halacha* prohibits affectionate physical contact between boys and girls (hugging, sitting on laps, hand holding, etc.).

## Academic Integrity

Plagiarism is "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work" (dictionary.com). Students who plagiarize and/or cheat will be subject to disciplinary action.

During tests or other assessments, students are responsible for behavior that places them above suspicion of academic dishonesty. This means honoring the policies of the test, the authority of the proctor, and avoiding any communication or engagement with other students inside or outside the testing facility. Other examples of academic include:

- "Collaborating" between two or more students who then submit the same paper under their individual names,
- Submitting the same paper for two or more courses without the knowledge and the expressed permission of all instructors involved,

- Giving your permission to another student to use your work for a class,
- Using purchased term papers.

Students caught plagiarizing or cheating will receive no credit (with a grade of F or zero, at the teacher's discretion) on the assignment in question and will not be allowed to make up the work for credit. Additionally, students and their parent(s) will also meet with a Principal to discuss the incident. Subsequently, a letter documenting the incident will be placed in the student's file and possibly sent to colleges and universities. A second incident may lead to suspension, or, in some cases, dismissal from the school.

## **Bigotry**

Physical, verbal, or written harassment based on race, gender, sexual orientation, or any other bias will not be tolerated in a Just Community. Students who participate in any form of harassment will face the severest possible disciplinary actions, including possible dismissal.

## **Sexual Harassment and Sexual Behavior**

The school handles all complaints with as much sensitivity and confidentiality as possible. The school will investigate all accusations of sexual harassment and will determine an appropriate course of action to ensure the safety of all students. Students found guilty of sexual harassment will be subject to discipline and/or dismissal from school. If a student has a harassment complaint, or has questions about what constitutes inappropriate behavior, s/he should consult the administration.

## **Respect for Physical Property**

Respect for the physical plant is expected. The school is a second home and should be respected as such. Moreover, students are expected to respect the rights and property of fellow students and staff, and the rights of property of others in the neighborhood. Graffiti, both on and off campus, is strictly prohibited. Students will be billed for any damage they cause and will be subject to immediate disciplinary action.

## **Cutting Class**

For the purpose of this section, classes include any required school activity including but not limited to *minyán*, Town Hall or any assembly. Cutting class is defined as the missing of a substantial part of class for any unauthorized reason. Students who leave class without permission or leave class and don't return in a reasonable amount of time will receive a "zero" for all work due that period with no opportunity to make up the missed work. Students who cut

*minyán*, Town Hall or any other assembly may be subject to disciplinary action including but not limited to suspension.

## Off-Campus Conduct

Participation in co-curricular programs often necessitates travel away from school. As representatives of the school and the Jewish community, Shalhevet students are expected to maintain *menschlichkeit* (respectful, socially appropriate behavior), not only while at school or school-sponsored events, but also within the greater community when not under school jurisdiction. Parents are expected to share in the responsibilities of maintaining behavioral standards appropriate to Shalhevet community.

Shalhevet does not intend to mandate behavior outside of school. In addition, we would not feel it appropriate to discipline students for behavior on non-school functions. That is the responsibility of parents.

That being said, the school does have a responsibility to provide a safe environment for all members of the Shahevet community. As such, the school reserves the right to impose disciplinary consequences, including in some cases dismissal from the school for off-campus misconduct. Such misconduct would likely include the distribution of illegal substances, alcohol or drug use, hosting of an event with or without parental knowledge where minors are served alcohol and bullying (including cyber-bullying).

Similarly, the school may choose to respond to off-campus misconduct that might negatively affect the school's reputation and it would be within the school's rights to reconsider enrollment in the school should behavior indicate potentially harmful conduct within our school community.

## Off Campus Privileges

All students should remember that this is a privilege and not a right. Therefore, if the following rules are not adhered to, your privileges will be suspended:

1. Off campus privileges are extended to seniors and juniors
2. *Seniors have off campus privileges during breakfast and lunch, as well as free periods.*
3. *Juniors have off campus privileges only during breakfast and lunch.*
4. **Off campus privileges are not granted during FLEX periods, nor are students allowed off campus after breakfast and before lunch on Tuesdays.**
5. During school hours or when involved in school related events, students are only to eat in kosher restaurants and buy kosher food/drinks (certified) from Starbucks, 7-11s, and convenience stores in general.
6. Students must return to class on time.
7. Students must comply with the sign-in and sign-out procedures.
8. Our "General Liability Insurance" does not allow a student to be driven by another student (during school hours) without the express written consent of the parents.

Parents must sign this waiver not holding Shalhevet accountable if the students should get into an accident during our normal school hours.

## **Photography & Videoing of Students**

Students at Shalhevet may be photographed or videoed for the school use in internal and external communications. This includes, but is not limited to, promotional material, flyers, newspapers, videos, website and social media. If a parent or student does not want to be photographed or videoed, please inform the Director of Institutional Advancement.

# Department of Guidance & Counseling

## Policy Updates and Parental Consent:

The Department of Guidance and Counseling at Shalhevet High School is dedicated to supporting our students in a holistic manner as they navigate the challenges of young adulthood. Our proactive approach and commitment to assisting young people in their emotional growth and development is an integral part of their Jewish education. Our policies are crafted in the spirit of our school's Just Community, and in a belief that it is our job to help our students make healthy choices - now, and just as importantly, in the future.

### **Confidentiality**

Confidentiality is maintained within the 'safe space' of counseling, with some exceptions that are explained in more detail below. Additionally, certain information may trigger the need for the counselor to make a mandated report of abuse or neglect. The guidance counselor may meet with students individually or in groups, student initiated, or by invitation of the department, and occasionally or regularly. When meeting in groups, students will be asked to maintain confidentiality of information shared.

### **Concerns about Substance Abuse**

The Guidance Department's goal is to provide support for our students and community across the social and emotional realms. If it comes to the attention of Shalhevet's administration or faculty that a student is engaging in substance use, inside or outside of school, support and corrective guidance will be offered to said student. As described in the Student Handbook, Shalhevet views such use as a health issue. As such, the guidance counselor will work hand in hand with the student and his/her family to address underlying motivations for behavior. The Guidance Department and administration reserve the right to take corrective action as deemed necessary. This can include mandated drug testing (sharing results with Shalhevet's counselor and/or administration), counseling in school and/or therapy outside of school. Disciplinary consequences such as suspension/expulsion are limited to situations that involve hosting parties at which drugs and/or alcohol are consumed, in cases of student providing substances to other students and/or students being under the influence during school hours or school sponsored events. (see Parent - Student Handbook, *Drugs, Alcohol and Controlled Substances*, pg.21) Support and treatment may include conversations with the student's parents, outside evaluations, treatment, testing and therapy. This will be determined in conjunction with Shalhevet's Guidance Department and administration. If the problem cannot be resolved in a manner consistent with the designed program of treatment, the student may face the possibility of being asked to leave the school.

### **Medication Distribution at School**

In instances where students need to take prescription medications, we are offering the choice to parents to either have Shalhevet's guidance counselor or other designated staff member hold medication for a student or for a student to hold his/her own medication. The Guidance Department is to be informed if a student has prescription medication that he/she is taking



during school hours or that is taken before school but can have implications throughout the school day or a school related event. For those families that opt to have their children hold their own medication, parents must sign that they and their child will notify the counselor when medication is taken during school. Any sharing of prescription medication with other students will be dealt with in the same manner as the distribution of drugs or alcohol.

### **Informed Consent for Counseling and Support**

Per Education Code 49602 students' disclosures during meetings with Guidance Department members are confidential if student is 12 years or older, except for the limited exceptions described in this addendum. In the best interest of creating space for our students to share their emotions and experiences, guidance staff will share general information pertaining to students' behavior with parents' and/or administration and faculty as appropriate. However, specifics will be maintained in strict confidence unless there is a specific threat or danger to a student's health or safety or another person's health or safety.

Shalhevet views parental awareness and involvement as an essential component of student wellness and Guidance Department members will reach out to parents accordingly.

Guidance counselors do our best to include parents in the process, encouraging students to share with their parents. While we will continue to safeguard confidentiality, we will work with our students as to how to best share with and involve their parents. Mandatory limits to confidentiality include:

- Student plans to cause serious harm to self or others intentionally or through behavior by placing self/others at risk for immediate harm. Professional judgment is used to determine the ability and intent to carry threats forward before disclosure is made to parents, administration and appropriate sources of help and support (can include disclosure to person intending to harm/police etc.).
- Student disclosure that someone else is of immediate and serious threat to own or others' safety and wellbeing. Professional judgment is used to determine the ability and intent to carry threats forward before disclosure is made to parents, administration and appropriate sources of help and support (can include disclosure to person intending to harm/police etc.).
- Students disclose, or counselor otherwise learns that, it appears that a child is being neglected or abused--physically, sexually or emotionally--or that it appears that they have been neglected or abused in the past. In this situation, guidance department is required by law to report the alleged abuse to the appropriate state child-protective agency.

# National Substance Abuse Prevention Policy June 2018

A yeshiva high school is a community dedicated to fostering students' educational, spiritual, and personal development. We partner with students and parents to nurture this growth in every student. As part of this commitment, we also promote the safety and health of our greater yeshiva community: the families and neighborhoods we serve. To further this noble goal, we have collaborated as yeshiva high school leaders and consulted with mental health professionals to develop guidelines for addressing substance use among our students. Substance use includes, but is not limited to, the use of marijuana or other illegal drugs and substances, non-prescription medications, alcohol, cigarettes, electronic cigarettes, vapes, juuls, and other similar devices and substances.

## **Education and Prevention**

We strive to educate our students and their parents about the dangers and realities of substance use. This education includes annual programming for our students and their parents. Recognizing the valuable partnership between school and parents, we recommend that each school run an annual parent event attended by at least one parent from each of the school's families.

In addition to programming, schools may mandate drug testing. The goal of this testing is to encourage students to make healthy choices for substance-free living.

## **Drug Usage or Possession**

1. Students who engage in substance use are strongly encouraged to consult with the school's guidance faculty or administration to discuss the problem. Students can be confident that such problems will be addressed professionally, confidentially, and with compassion. In order to best help the students who are facing substance use issues, parents will be involved as early as possible in the discussion. Students can be assured that they are welcomed and encouraged to seek help from the school guidance faculty or administration, and that the involved faculty members will support them with sensitivity and will only notify appropriate adults (including, always, parents) without disclosing their conversations to anyone else.

Upon learning of a student's substance use, the appropriate school faculty will develop a program of treatment, based on conversations with the student, his or her parents, and a professional therapist. The goal of this plan will be to help the student address his or her substance use challenge in a healthy, therapeutic manner while, b'ezrat Hashem, remaining in school.

2. Our school community has entrusted us to provide a safe, wholesome environment for our students, particularly when the students are on school grounds and at school activities. Therefore, any student found to be in possession of or using drugs or any other substance in school, on school property, or while participating in a school event, may be asked to leave the school.

While the school in which the student is enrolled may ask the student to leave, other schools will make a good-faith effort to accept the student, subject to other considerations and factors, at the school's discretion.

3. Dealing: As an extension of our commitment to provide a safe and wholesome environment for our students, a student who is found to be distributing and/or providing drugs or other substances, whether in or out of school, may be asked to leave the school.

4. Hosting or attending an open house/party: Students may not host other students at their homes for parties that include any form of substance use. Students who host such an "Open House" may be suspended from school and may face further disciplinary action including expulsion.

Parents should not leave teenagers home alone for the weekend. Parents should be careful when hosting parties in their homes to ensure that no substances are present. Through social media, when large numbers of teenagers are invited to an event, often many, many more attend, causing the crowd to become too large to supervise and enabling dangerous activity. Parents who host parties where there is underage substance use are violating the law and may face sanctions from the school.

It is our fervent and sincere hope that this policy will encourage our students to feel safe turning to school faculty for help in addressing substance abuse issues, with the knowledge that they will be supported and respected. B'ezrat Hashem, we are committed to helping our students pursue healthy life choices that enable them to grow and flourish.

Please note that each school signed below may have additional substance use policies not mentioned in this agreed upon document.

**Rabbi Shlomo Adelman**

Hebrew Academy of Nassau County

**Rabbi Jeffrey Beer**

Westchester Hebrew High School

**Rabbi Eli Ciner**

The Frisch School

**Harvey Feldman**

Yeshiva Darchei Eres

**Rabbi Seth Grauer**

Bnai Akiva Schools, Toronto

**Rabbi Raymond Harari**

Yeshiva of Flatbush

**Rabbi Tully Harcsztark**

SAR Academy

**Rivka Kahan**

Ma'ayanot Yeshiva High School for Girls

**Rabbi Josh Kahn**

Yeshiva University High School for Boys (MTA)

**Rabbi Yisroel Kaminetsky**

Davis Renov Stahler Yeshiva High School for Boys (DRS)

**Rabbi Jonathan Kroll**

Katz Yeshiva High School

**Rabbi Dr. Avi Levitt**

Magen David Yeshiva High School

**Naomi Lippman**

Hebrew Academy of the Five Towns and Rockaway (HAFTR)

**Rabbi Lenny Matanky**

Ida Crown Jewish Academy

**CB Neugroschl**

Yeshiva University High School for Girls (Central)

**Rabbi Ami Newman**

Jewish Educational Center (JEC)

**Rabbi Joseph Oratz**

Bruria High School

**Rabbi Dr. Gil Perl**

Kohelet Yeshiva High School

**Rabbi Eli Rubin**

Rae Kushner Yeshiva High School

**Rabbi Ari Segal**

Shalhevet High School

**Helen Spirn**

Stella K Abraham High School for Girls (SKA)

**Rabbi Josh Spodek**

YULA Girls

**Rabbi Shlomo Stochel**

Ramaz Upper School

**Rabbi Aryeh Sufrin**

YULA Boys

**Dr. Daniel Vitow**

North Shore Hebrew Academy

**Rabbi Asher Yablok**

Torah Academy of Bergen County (TABC)

# **ADDENDUM FOR PARENTS**

Parents are expected to review the entire Student/Parent Handbook, as all Shalhevet High School community members are responsible to be aware of the school policies. The following information is supplemental to the Handbook and specifically aimed at parents.

## **In Case of Absence**

When a student is unable to attend school, a parent must call the Front Office at 323- 930-9333 as soon as possible.

## **Updating the School**

It is important that parents update school personnel of important changes in a student's life that may affect the student's emotional or academic behavior. These communications will be kept confidential according to the parental instructions.

## **Tuition Payments**

Timely payment of tuition and fees is imperative to insure the smooth operation of the school. Families must be current in tuition payments to the school. Students will not be permitted to take exams or be issued grades, transcripts or a diploma if accounts are in arrears. Students with accounts in arrears will be asked to withdraw. If a financial hardship arises, parents should contact the school to discuss financial arrangements.

## **Parent Organizations**

This organization contributes to the academic, religious, social, athletic, and general fiscal well being of the school. Parents are also encouraged to participate actively in the many committees and activities that enrich the lives of our community members. Parent volunteers should contact the Head of School or a Principal for information regarding opportunities for involvement.

## **Conferences**

Parent-teacher conferences are scheduled in the fall coinciding with first quarter reports. Additionally, either a teacher or parent may initiate a conference at any time during the school year. Parents who wish to speak to individual teachers may email or message the teacher individually through Schoology. Please address concerns in a timely fashion to discuss the

situation or to set up a conference if necessary. If academic problems persist, parents, students and teachers can consult with the Head of School or a Principal.

## **Appropriate Parent Behavior**

When parents contact office staff, administrators or teachers, they should be aware of their manner of communicating. Just as parents expect to be treated with courtesy, the school expects that parents will treat its professional staff with respect and dignity. Parents who consistently engage in inappropriate tone or conduct towards school personnel, or who fail to support school policies or personnel, may be asked to withdraw their son/ daughter.

## **Observance of Jewish Law**

Parents are expected to be supportive of the school's efforts to uphold Jewish laws and traditions. Parents planning social events outside of the school's jurisdiction but involving Shalhevet students are expected to uphold behavioral and dietary guidelines that represent Modern Orthodox Jewish values, so that all students can participate.

## **Parent Dress and Comportment**

Parents are expected to observe Jewish law and customs in dress and comportment when on campus or attending school sponsored events. Modest attire and *kippot* are expected.

# **ACKNOWLEDGEMENT RECEIPT**

This is to acknowledge that we have received a copy of the Student & Parent Handbook and understand that it contains important information on Shalhevet School's general school policies and on my privileges and obligations as a member of the Shalhevet community. We acknowledge that we are expected to read, understand, and adhere to Shalhevet School's policies and will familiarize ourselves with the material in the handbook. We understand that we are governed by the contents of the handbook and that Shalhevet School may change, rescind or add to any policies or practices described in the handbook from time to time.

## **Liability Waiver for Off Campus Privileges**

I understand the risks associated with my child being off campus and I agree that Shalhevet shall not be liable for any loss or damage to property, or personal injury of my son/daughter. I assume all responsibility and will indemnify and hold harmless the Shalhevet School, its officers, directors, agents and employees for any claims, suits, costs or liability for any and all damage caused by my son/daughter, including personal injury with regard to being off campus. This release, indemnification, and hold harmless is applicable to my son/daughter walking to and from school.