

ישיבה תיכונית בית יוסף

Rae Kushner Yeshiva High School

A Community of Learners



Student Handbook

תשס"ט

2009 - 2010

Administration and Faculty "מכל מלמדי השכלתי" (תענית)

Administration

Rabbi Eliezer E. Rubin.....	Klatt Family Rosh HaYeshiva and Principal
Mr. Howard J. Plotsker.....	Assistant Principal
Rabbi Mordecai Miller.....	Assistant Principal/Mashgiach Ruchani
Mr. Gary Berger.....	Director of Guidance
Rabbi David Chamudot.....	Sgan Rosh HaYeshiva
Rabbi Steven Hirschey.....	Dean of Students
Ms. Davida Stadtmauer.....	Dean of Academic Affairs

Departments

Ms. Diane Bohs	English Department Chairperson
Mr. Justin Bryant.....	History Department Chairperson
Rabbi David Chamudot.....	Judaic Studies Chairperson
Rabbi Richard Kirsch.....	Coordinator of Athletics
Ms. Ellen Kirson	Math Department Chairperson
Mr. William Landau	Science Department Chairperson
Ms. Edit Masuelli.....	Hebrew/World Language Chairperson
Ms. Leslie Monchar.....	Head Librarian
Rabbi Yaakov Mintz.....	Talmud Chairperson

Teaching Staff

Ms. Michal Ben-Guy	Hebrew Language	Mr. Howard Malitz	Science
Ms. Sandra Blank	Art	Rabbi Motti Miller	Talmud
Ms. Katie Bordoley	Talmud/Tanach/Navi	Ms. Sara Miller	Math
Rabbi David Chamudot	Talmud/Tanach	Rabbi Yaakov Mintz	Biology/Talmud
Ms. Vardit Caspi	Hebrew Language	Ms. Norma Mintz	English/Tanach
Ms. Jennifer Currie	English	Ms. Sara Munk	Talmud/Tanach/Jewish History
Mr. Joe Ghegan	Chemistry	Ms. Melinda Nagy	History
Dr. Rosalyn Grad	Computers	Mr. Jason Neuhof	Physical Education
Ms. Gladys Graham	College Guidance	Mr. Herman Panensky	English
Ms. Gail Hausdorff	Spanish	Rabbi Jamie Pearlberg	Talmud/Tanach/Foundations of Prayer/Learning Lab
Rabbi Steven Hirschey	Talmud/Tanach	Mr. Howard Plotsker	History
Ms. Deborah Hunter	A.P. Statistics	Ms. Natalia Polishchuk	Hebrew Language
Rabbi Shimshon Jacob	Talmud	Mr. Jeffrey Reiss	History/Learning Lab
Rabbi Richard Kirsch	Talmud/Foundations of Prayer	Rabbi Eliezer Rubin	Tanach
Ms. Rachel Kra-Schaum	Foundations of Prayer	Ms. Vicki Schreiber	Hebrew Language
Ms. Chana Baila Krupka	Talmud/Tanach/Navi/Learning Lab	Ms. Davida Stadtmauer	Learning Lab
Ms. Etti Langman	Hebrew Language	Ms. Frada Stone	Math/Learning Lab
Ms. Michele Levine	College Guidance	Ms. Haley Ward	Physical Education

Support Staff

Mr. Jim DeVico.....	Director of Information Technology
Ms. Anna Chosak.....	Registrar
Ms. Fran Glajchen.....	Administrative Assistant, Principal's Office
Ms. Aly Greenstein.....	Administrative Assistant
Mr. John Minetti.....	Director of Operations



RAE KUSHNER YESHIVA HIGH SCHOOL

Rabbi Eliezer E. Rubin

Klatt Family Rosh HaYeshiva and Principal
Middle School Principal

Mr. Howard J. Plotsker

Assistant Principal

Mr. Michael Grad

Executive Director

Elul 5769
September 2009

Dear Students,

Welcome to an exciting year of learning, discovery and exploration. As a student in Rae Kushner Yeshiva High School, you will have many opportunities to engage in the process of learning that will help you broaden your perspective, challenge your assumptions and enrich your lives.

Learning takes place in the classroom, during co-curricular activities and social engagements. Although your teachers will encourage you to reflect upon and learn from your academic and co-curricular experiences in school, learning is ultimately your responsibility and privilege. We urge you to take advantage of every opportunity offered to you at school. We are confident that our well-developed curriculum and broad array of co-curricular opportunities will challenge and inspire you.

Your faculty, advisors and administrators are deeply invested in your educational experience at RKYHS. Seek them out, learn from their wisdom and benefit from their commitment to you. Contribute to our school community wherever possible.

The Student Handbook carefully describes and delineates our educational program, our expectations, and our responsibility to you to maintain a healthy and vibrant school environment. That environment will support your learning and preserve the integrity of our Yeshiva. Please read the handbook carefully and discuss it with your teachers and parents. By partnering with you to create a positive school culture, we are building a community that will promote intellectual growth and emotional maturity.

I am eager to get to know you and help support your journey through high school. I encourage you to share your thoughts and ideas with me, and discuss your challenges and reflections. My door is always open to you. I look forward to a successful year at RKYHS.

Shalom,

A handwritten signature in black ink, appearing to read "Eliezer Rubin".

Rabbi Eliezer Rubin
Klatt Family Rosh HaYeshiva and Principal

HONOR, RESPECT AND SCHOOL PRIDE

“כבוד לזולת”

Demonstrating respect for *Hashem*, parents, teachers, adults, peers, ourselves and property is part of the Yeshiva's expectation. This standard requires that we reflect on how we conduct ourselves in and out of school.

RABBI MARCUS TORAH SOCIETY

“ובהם נהגה יומם ולילה” (תפילת ערבית)

The Rabbi Alvin M. Marcus Torah Society (whose purpose is to encourage *Torah lishma*) has been established through an endowment. Students who earn and document a minimum of 40 hours of voluntary learning during the course of the year will be inducted into the Torah Society. The names of these inductees are prominently displayed in the entrance hallway of our high school.

CHESED

“עולם חסד יבנה” (תהילים פט:ג)

According to our sages in *Avot*, the performance of *גמילות חסדים* is one of three pillars upon which the world stands. We have established a yearly requirement of 18 hours of Community Service for graduation to demonstrate the importance of this *mitzva*. A full orientation to the program, including what constitutes *chesed*, will be given early in the school year. Students who perform over 54 hours of *chesed* during the school year will be honored by acceptance into the Rabbi Abraham Wahrhaftig Chesed Society.

Students must complete and provide documentation for the eighteen *chesed* hours per year. Chesed hours must be completed during the school year (September – June).

LEO AND IRENE KAPLOWITZ MEMORIAL LIBRARY

The library is open during regular school hours. Students are encouraged to make use of the collection of *Seforim* and Judaica, fiction and non-fiction books, video tapes and CD-Roms. Computers are available for work/research purposes. Students using computers and the internet for inappropriate purposes will lose the privilege of using this facility. Students may borrow books from the library using the Student ID cards. Cell phones, eating and drinking are not permitted in the library. Students should work quietly at worktables and not disturb fellow students. Students are required to return all library materials before the end of the school year in order to receive their report cards.

GUIDANCE COUNSELING AND STUDENT SERVICES

Students are encouraged to take advantage of RKYHS's guidance and counseling services. Experienced personnel are available to assist students with current academic, post-secondary school, social, emotional, career, and religious matters. Each student is assigned a Guidance Counselor who will remain with the student throughout high school. In early spring of the junior year, all students receive the assistance of a College Advisor who will work with the senior student and family throughout the college admissions process.

Counseling services offered by our staff include: individual counseling, group counseling, resume writing, career exploration, academic reviews, student orientations sessions, parent workshops, moving on to college and university. Counselors meet with their advisees several times a year. They are also available as needed.

TEFILLA

"כי אתה שומע תפילת עמך ישראל ברחמים" (תפילת שמונה עשרה)

Tefilla is one of the best methods by which to develop a personal relationship with *Hashem*. Accomplishing this goal is difficult and requires the right setting, the right frame of mind (כוונה), correct skills and a conducive atmosphere. At RKYHS, we make every effort to create a proper *davening* atmosphere. At 8:00am the first bell rings and all students should enter the *Beit HaMidrash* or Multi-purpose room to prepare for *Tefilla*. We begin *davening* promptly at 8:00am with *b'rachot* led by the *shaliach tzibur*.

1. We encourage every student to bring his/her own personal *siddur*.
2. Tuesday, Wednesday and Friday mornings a דקה לעיון תפילה will be presented to analyze the translation and meaning behind our daily prayers.
3. Students will serve as *chazanim* and *gabbaim*.
4. Students will be assigned a *makom kavua*.
5. *Tzedaka* will be collected at *minyana*. Student Council will vote on distribution of the money that is collected.
6. Talking is not appropriate during services.
7. Boys should not remove their *tefillin* until the end of *davening*.
8. At שחרית, מנחה, ערבית and שחרית all students are expected to remain standing and quiet upon the completion of their own recitation of the שמונה עשרה.

Lateness to *Tefilla* is disrespectful. Students entering *davening* after 8:10am will be considered late to *davening* unless the reason is valid and approved by the Dean of Students or an Administrator. Arrival after 8:30am is considered cutting *davening*. On a student's 3rd through 5th lateness to *Tefilla* per quarter, a full lunch detention must be served and the student's parents will be called. Any subsequent lateness will result in further disciplinary action.

INTEGRITY AND HONESTY

"צדק צדק תרדף" (דברים ט:כז)

Integrity and honesty serve as the foundation of a Torah society and the hallmarks of our Yeshiva. Plagiarism and cheating have no place in our community. We work with the assumption that our students will uphold high standards of honesty. Plagiarism is the presentation of information from another electronic or printed source without attribution or the presentation of information from an outside source.

If a student is suspected of cheating on an exam/test/quiz or suspected of plagiarizing an assignment/homework, etc., said student will receive a failing grade or zero on that exam/test/quiz. A note will be placed in the student's file and parents may be requested to attend a conference. Cheating may lead to severe disciplinary action, including expulsion.

ACADEMICS

"ותן בלבינו להבין ולהשכיל לשמוע ללמוד וללמד" (תפילת שחרית)

SUBJECT	Grade 9	Grade 10	Grade 11	Grade 12
JUDAIC STUDIES	<i>Talmud/Tanach</i> or <i>Talmud/Chumash/Navi</i>	<i>Talmud/Tanach</i> or <i>Talmud/Chumash/Navi</i>	<i>Talmud/Tanach</i> or <i>Talmud/Chumash/Navi</i>	<i>Talmud/Tanach</i> or <i>Talmud/Chumash/Navi</i>
HEBREW LANGUAGE	<i>Ivrit</i>	<i>Ivrit</i>	<i>Ivrit</i>	<i>Ivrit</i>
ENGLISH	Introduction to Literature	British Literature	AP English Language American Literature	AP English Literature World Literature
SOCIAL STUDIES	Western Civilization	American History	American History AP American History	Jewish History AP Government
MATH	Algebra I Algebra II	Geometry	Algebra II Pre-Calculus	AP Calculus Honors Calculus Pre-Calculus AP Statistics Intro to College Math
SCIENCE	Biology	Chemistry	Physics AP Chemistry	AP Biology AP Chemistry Anatomy & Physiology Physics
WORLD LANGUAGE	Spanish I	Spanish II	Spanish III (optional)	Spanish IV (optional)
PHYS. ED	2.5 Periods Weekly	2.5 Periods Weekly	3 Periods Weekly	3 Periods Weekly
ELECTIVES			Studio Art Creative Writing Law, Economics and Politics Web Design Computer Science	Studio Art Advanced Studio Art Creative Writing Advanced Creative Writing Law, Economics & Politics
COMPUTERS	Computers/Art	Art		

REQUIREMENTS FOR GRADUATION

Judaic Studies

<i>Talmud/Tanach</i> - 4 year sequence	3 credits
or	
<i>Talmud/Chumash/Navi</i> - 4 year sequence	3 credits
Hebrew Language - 4 year sequence	4 credits

General Studies

English - 4 year sequence	4 credits
Math - 3 year sequence	3 credits
Science - 3 year sequence	3 credits
History - 4 year sequence	4 credits
World Language - 2 year sequence *	2 credits
Electives - 3 selections (Grades 11 & 12)	3 credits
Physical Education - 4 year sequence	2 credits
Computer Applications - 1 year	.25 credit
Art - 1 year	.25 credit

* Exemptions will be made for students with proper and current documented disability.

Community Service: 18 hours per year.

37.50 credits needed for Graduation

Grading System

Rae Kushner Yeshiva High School issues four grade reports. All GPA courses administer a final examination which is factored into the final grade. Transcripts reflect the final letter grade which is derived from the numerical grades yielded in the four quarters. Grade points are determined based on the conversion chart below.

100-95 = A = 4.0	89-87 = B+ = 3.33	79-77 = C+ = 2.33	69-65 = D = 1.0
94-90 = A- = 3.66	86-83 = B = 3.0	76-73 = C = 2.0	64 or less = F = 0
	82-80 = B- = 2.66	72-70 = C- = 1.66	INC (incomplete)

RKYHS does not rank students, but Advanced Placement, Honors and college-offered courses are weighted. RKYHS calculates both a combined and a separate GPA for Judaic and General Studies. Coursework completed at other schools is not calculated into the RKYHS GPA. Course levels are designated on the transcripts. Course levels are designated on the transcripts. Final grades are calculated based on the following formula:

Quarter 1 – 20%	Quarter 2 – 20%	Quarter 3: 20%	Quarter 4: 20%
Midterm – 10%	Final exam – 10%		

Final grades are calculated based on the following formula:

Quarter 1 – 25%	Quarter 2 – 25%	Quarter 3: 30%	Midterm – 10%	Final exam – 10%
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TESTS

Tests are designed to assess learning at appropriate times and intervals. It is important for everyone to contribute to the integrity of the testing process. A test is defined as an examination that is designed to take most or all of a period to complete. A quiz is defined as an assessment that is designed to take up to 15 minutes to complete and may include material studied 3 days prior to the quiz. In case of absence due to illness or special circumstances, students will be expected to take a make-up test during a lunch period when they return. If the test has not been completed by a student's third day back, he/she may receive a failing grade on the exam. Make-up tests are given on specific days during the lunch periods in the testing room.

EXAMINATIONS

Examinations are given in all subjects. No quizzes, tests or papers will be due during the week prior to examinations. If one anticipates the need to miss a midterm or final exam, the Dean of Students must be contacted at least one week prior to the exam to discuss the matter. Once permission is granted, the exam will be made up by the second day of the new semester or the week after the close of school in June.

END OF YEAR FAILURES

Should a student fail a class in June, notification will be made by telephone and followed by a letter with specific directions indicating how the class may be made up. A maximum of two classes can be made up during the summer for the following September. If the classes are not made up, the student will be credit shy, jeopardizing the student's enrollment and/or graduation. A student who fails two or more classes may be asked to withdraw from our school.

GRADE REPORTING

Report cards are issued four times per year. The final grade will be calculated based upon all of the grades for the entire year. Final grades are transferred via NetClassroom on our website to a student's permanent transcript. A request for a grade review must be submitted to the Principal by the end of each quarter. No review of any sort will take place after these times.

WITHHOLDING REPORT CARDS

It is the policy of RKYHS to withhold report cards for outstanding fees to the school including items such as tuition, unreturned or damaged books, outstanding library accounts, athletic uniforms, equipment, etc. Report cards will also be held for students who do not turn in documentation of their chesed hours.

REQUEST FOR STUDENT RECORDS/TRANSCRIPTS

All requests MUST be in writing to the Guidance Counselor, with a parental signature if the student is less than 18 years of age. Upon receipt of the request, the Guidance Office will send out the records/transcripts within 5 business days. The business office must confirm that all financial obligations have been met before records/transcripts are processed. The school will process seven requests without a fee. After that, there will be a \$5.00 charge for each additional transcript. For seniors applying to college, transcripts will be sent electronically to all colleges which are participating members of ConnectEdu. Paper transcripts will be sent by regular mail to nonparticipating current students.

HOMEWORK

Homework is integral to our school and extends classroom instruction with assignments. We recognize the rigor of a dual program and will work hard to maintain assignments that are reasonable and manageable. In order to help students in this matter, we outline the following general guidelines: homework per subject should average not more than 20 minutes nightly and 1 hour on weekends. No more than two tests may be given on any one day. A homework hotline is available on our website to assist students regarding assignments.

In keeping with our school spirit, some periods of time are not appropriate for scheduling tests or major assignments. Such occasions are designated as BLACKOUT PERIODS.

CLASS CHANGE

We place students in classes appropriate to their level of performance. As hard as we try, we may not always succeed. Changes will be considered within the first two weeks of each quarter. No changes will be made during the spring quarters. Students should make requests to the Guidance Counselor, who will consult with the department chairperson, classroom teachers and Administrators in the decision-making process. There may be times when agreement is not reached and a trial period is provided to determine if the requested change is appropriate. When a change of class is approved, the student will be asked to return current textbooks to the Registrar who will then issue the new schedule.

SECURITY

RKYHS is committed to providing for the security of all students. Security guards are on duty to monitor visitors and patrol school halls and grounds. Students are asked to participate in maintaining school security by reporting unfamiliar people in school who lack a visitor's badge or any suspicious objects. Students may not open high school doors to non-students or jam doors open for the sake of convenience. Students will be issued ID cards which are used to record library activity.

ATTENDANCE

Regular attendance is a necessary component for learning. Missing 4 days of classes in any one class in any quarter will result in an incomplete grade for that class on the report card and transcript. Students with an incomplete will be required to complete the course of study independently. Occasions do arise, however, when absences are unavoidable. The following are the procedures regarding student absence:

- If a student is absent or will be late, a parent must call the school before 8:00am at extension 1771, or e-mail to attendance@rkyhs.org stating the name and grade of the student, the reason for absence, if there is a chance of multiple days' absences and a telephone number to reach the parent during the day. Upon returning to school, it is the responsibility of the student to obtain all missed work and assignments. Students who are late must sign in at the office of the Assistant Principal.
- If a student knows he/she will be absent due to an appointment that absolutely cannot be scheduled at another time, a note must be brought to the Dean of Students prior to the day of absence. The student must make prior arrangements with his/her teachers to complete all work and tests missed due to the absence. Remember, once the number of total days is missed, the grade will be an Incomplete. A Principal's Review Committee will meet to determine any exceptions to this rule.
- If a student must leave school early, a parental note explaining the reason must be brought to the Assistant Principal's Office, with a telephone number that we can use to contact the parent. The student must sign out in the Assistant Principal's office before leaving. Parents may also call the attendance line at extension 1771 to excuse an early dismissal.
- An absence from class will be treated as an unexcused absence and the student will be subject to all school-stated consequences.
- If a student is suspended from school, it is the student's responsibility to get all missed work. A student who is suspended will be scheduled to take all examinations that were missed within the next three days upon returning to school, during the lunch period.

Students who are receiving home instruction due to medically documented illnesses will not have those days tallied against their residency requirements.

Any student who is in school for fewer than 5 periods on a given day will be marked absent for the entire day and may not participate that day in any after-school activity. Any student who arrived late and is on the absence list but has spent 5 or more periods in school will be marked as late for the day and must get a note from the Dean of Students or Assistant Principal allowing him/her to attend that day's after-school activities.

ATTENDANCE PROCEDURE

Homeroom will take place immediately after first period, during which time attendance and announcements take place. All notes for absences and requests for leaving school early must be brought to the Dean of Students.

MISSING CLASS

All students are expected to attend all of their assigned classes. If a student must miss a class due to a special meeting with the guidance staff or a member of the administration, a note must be given to the teacher(s) prior to missing the class. If the student is involved in a special school activity, the student must get permission from his/her teachers prior to the special event. Students who miss class for any special meeting and do not follow these rules will be considered as cutting a class and consequences will be imposed. Students are reminded that they are responsible for all work covered during the class they missed. Classroom teachers and Administrators reserve the right to deny permission for a student to miss a class.

Cutting of Classes is the purposeful failure of a student to attend a class. Each missed class will be tallied as a cut class. The consequences for such a decision are as follows:

First cut - lunch detention, parental contact,

Second cut - lunch detention, parental contact, zero for that class for the day

Additional cut - in-school suspension, parental conference and possible administrative response

Any additional cutting will result in an administrative review and further disciplinary consequences.

PUNCTUALITY

Just as regular attendance is important for proper learning, so is punctuality to class. A three-minute break between classes is scheduled to allow sufficient time to move from class to class. However, there are schedules that make it difficult to get from one room to another in three minutes. Lateness of a minute or two is a possibility. Patterns of lateness are not acceptable. The third lateness to class will result in a lunch detention. The fourth through sixth infraction will result in 2 lunch detentions and a phonecall home. Further administrative response may be considered.

Students in grades 9 through 11 are never permitted off campus. Only seniors may leave campus during lunch. This is a privilege which may be rescinded. Therefore one must be careful to keep track of time so as to be punctual for all scheduled classes and programs. In addition, any senior who drives underclassmen off campus will lose the right to leave campus for a minimum of two weeks. When weather conditions are in question, the school will cancel the off-campus lunch privilege. Seniors will be required to leave their ID cards in the office when leaving for lunch, and pick them up upon returning. Safety is the highest priority. Drive carefully and do not rush if you think you will be late in returning. Be late but be safe.

Due to safety concerns, students are not permitted to spend time in the parking lot. Repeated violations will lead to further consequences, including the possible loss of driving privileges for a period of time.

RKYHS BELL SCHEDULE

Mon – Thurs	Time	Friday A	Friday B	Time
Davening/Brkfst	8:03 - 9:02	Davening/Brkfst	Davening/Brkfst	8:05 - 9:07
Period 1	9:04 - 9:44	Period 1	Period 2	9:10 - 9:44
Homeroom	9:44 - 9:46	Homeroom	Homeroom	9:44 - 9:48
Period 2	9:48 - 10:28	Period 3	Period 4	9:51 - 10:25
*Period 3	10:31 - 11:11	Period 5	Period 6	10:28 - 11:02
Period 4	11:14 - 11:54	Period 7	Period 8	11:05 - 11:39
Period 5	11:57 - 12:37	Period 9	Period 10	11:42 - 12:16
Lunch	12:39 - 1:16	Tues. Period 3	Tues. Period 3	12:19 - 12:53
Period 6	1:18 - 1:58	Lunch	Lunch	12:56 - 1:30
Period 7	2:01 - 2:41			
Mincha	2:44 - 2:58			
Period 8	3:01 - 3:41			
Period 9	3:44 - 4:24			
Period 10	4:27 - 5:07			

*Tuesday Period 3 = Enrichment/Chug

DRIVING PRIVILEGES

Students who are licensed drivers are permitted to drive to and from school. Students who wish to drive to school must obtain a parking permit from the Assistant Principal's office. All students arriving via carpool are expected to arrive on time. Students may park only in the area designated as student parking. Students may not sit in cars in the parking lot during the school day. Non-seniors may not leave the RKYHS campus at any time without permission. Failure to follow these guidelines may result in the loss of the driving privileges.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

"האדם השלם"

The purpose of the Rae Kushner Yeshiva High School athletic program is to offer a rewarding athletic experience and to develop the athletic potential of all our students. Recognizing the wide range of individual abilities, the athletic program strives to meet everyone's needs.

RKYHS athletes are encouraged to develop a sense of positive sportsmanship, integrity, values, ethics and *derech erez* and to display these qualities on and off the field. Development of leadership, personal responsibility, self-esteem, sensitivity and compassion towards others are also desired outcomes of the athletic program.

At the high school level, teams are competitive and varsity teams are selective. Skill level and commitment are major factors in earning a position on a varsity squad. Membership on a varsity team one season does not guarantee a position the next season. One must earn his/her position on a team each year. All students in grades 9-12 who meet academic and social requirements are eligible to try out for a varsity team.

The ultimate goal of the RKYHS athletic program is to enable the athletes to mature socially, emotionally, and physically. The individual's character is built on respect of self and others, physical and emotional discipline and the ability to give 100% during practice as well as competition. Most importantly, our athletes learn to accept defeat and victory with equal poise. The success of the athletic program is built on commitment, cooperation, tolerance and enthusiasm between the individual players, coaches, administration, parents and the community. For more information about expectations of athletes and their parents, please see the Athletics Handbook.

ENRICHMENT/CHUGIM

We offer an enrichment program that begins in the fall. These opportunities enable students to broaden their horizons by selecting activities that are an addition to the classroom-based instructional program. A full list of *chug* options will be provided to all students before the program begins.

STUDENT INTERACTION AND EXPECTATIONS

In our school, students are expected to act respectfully to all members of the school community of learners. A critical component of this respectful lifestyle is how a student behaves toward peers. Every student should be made to feel comfortable and accepted by his/her classmates.

Verbal (including use of the internet) or physical harassment of any kind is unacceptable. Students who harass, bully, or threaten other students will be subject to disciplinary action and possible dismissal from school. The spreading of rumors and *lashon hara* falls under the category of harassment.

A student found in possession of an instrument deemed to be a weapon will be subject to disciplinary action, the filing of a police complaint and possible expulsion from the school.

School property should be treated as a precious, shared gift. It is everyone's responsibility to keep our Yeshiva clean and safe. Vandalizing school property is considered an act against the entire community and subject to severe consequences. Outside of school, students must recognize that they are representatives of Rae Kushner Yeshiva High School. The school reserves the right to respond to matters occurring beyond school premises and after school hours as deemed appropriate.

Mixed gender "sleepovers" are not in accordance with our standards. Just as within school, we conduct ourselves according to *halacha*. We strongly encourage our students to comply with *halacha* as it relates to *Shabbat*, *kashrut*, religious practice, dress and entertainment, outside of school as well.

SAFE SCHOOLS YESHIVA NETWORK POLICY

If substance abuse by a student is suspected by faculty or administrators:

- The Principal alone has the authority to determine whether any follow-up with the student is warranted. Staff members may not share such concerns with one another, and the Principal will not share his findings with them.
- If warranted, the Principal will authorize the Safe Schools Liaison - a designated member of the RKYHS staff - to schedule a confidential screening interview with the student.
- If the Liaison determines that no intervention is needed, no further action will be taken, and no record of the screening will be kept.
- If the student admits to drug or alcohol abuse during the screening, the Liaison will notify the Principal and the student's parents, and provide the family with a suggested action plan during a confidential follow-up meeting. The plan will be based on the recommendations of a pre-approved, certified substance abuse counselor. All aspects of the plan will be kept confidential. At his discretion, the Principal may participate in the development of the treatment plan, and/or its implementation and monitoring.
- The Liaison will also contact the student's guidance counselor to ensure that any other services the student receives from RKYHS will be properly coordinated.
- If the student and family comply with all aspects of the policy (screening, testing, and any treatment recommendations), the student will remain enrolled in the school and no notation of the screening, assessment, testing, or treatment will appear on his/her permanent academic record.
- Should a student deny alcohol or drug use, testing may be required; if so, parents will be informed. If substance abuse is confirmed by testing, the student may face disciplinary action, including expulsion.

If drug and/or alcohol testing is required as part of the screening:

- The Principal will inform the student and his/her parents that such testing must be conducted within five business days, and at the expense of the family.
- The results of the test will be relayed to the Safe Schools Liaison during a confidential follow-up meeting with the student and his/her parents. Test results will be kept confidential.

If students are suspected of having attended an off-campus event at which drugs and alcohol were consumed:

- The Principal alone will determine whether any follow-up with students is warranted. His findings will not be shared with the staff members or parents who brought the concern to his attention.
- The Principal may authorize the Safe Schools Liaison - a designated member of the RKYHS staff - to schedule a confidential screening interview with the student.
- If warranted, the Principal may require a student to submit to drug and/or alcohol testing. Parents will be notified that such testing must be conducted immediately, and at the expense of the family.
- If the student admits to drug or alcohol abuse during the screening, the Liaison will notify the Principal and the student's parents, and provide the family with a suggested action plan during a confidential follow-up meeting. The plan will be based on the recommendations of a pre-approved, certified substance abuse counselor. All aspects of the plan will be kept confidential. At his discretion, the Principal may participate in the development of the treatment plan, and/or its implementation and monitoring.
- The Liaison will also contact the student's guidance counselor to ensure that any other services the student receives from RKYHS will be properly coordinated.
- If the student and family comply with all aspects of the policy (screening, testing, and any treatment recommendations), the student will remain enrolled in the school and no notation of the screening, assessment, testing, or treatment will appear on his/her permanent academic record.
- Should a student deny alcohol or drug use, testing may be required; if so, parents will be informed. If substance abuse is confirmed by testing, the student may face disciplinary action, including expulsion.
- Should a student refuse to undergo testing, or should his/her parents fail to consent to testing, the Principal will be notified immediately, and the student may be subject to severe disciplinary action, including expulsion.

If a student is found to be in possession of or under the influence of illegal drugs, unauthorized prescription drugs or alcohol:

- The student may face severe disciplinary action, including expulsion.

If a student is found to distribute or sell illegal drugs, unauthorized prescription drugs or alcohol, on-campus or off-campus:

- The student may face severe disciplinary action, including expulsion.
- RKYHS reserves the right to contact federal/state/local authorities regarding illegal activities.

If an action plan is recommended:

- The treatment provider must, at a minimum, be a credentialed Alcoholism/Substance Abuse Counselor (CASAC) and/or a licensed mental health professional with a substance abuse specialty.
- All expense incurred will be the responsibility of the parents.
- Parents and students must sign a release for the treatment provider to communicate with the Safe Schools Liaison regarding their consistent follow-through and participation in the treatment plan and related issues.
- The Liaison will monitor the treatment plan.
- If the student does not comply with every aspect of the plan, or continues to test positive for drug and alcohol use, the Principal will be informed and the student may be asked to leave RKYHS.
- If in-patient treatment is recommended, the student may return to school only after he/she has met with an approved mental health professional and that professional indicates in writing that the student is ready to resume learning.

SUBSTANCE ABUSE EDUCATION PROGRAMS AT RKYHS

RKYHS is committed to educating students about the dangers of drug and alcohol abuse. Both formal and informal educational programs are offered to students on an ongoing basis.

Life Skills are also an important part of the RKYHS curriculum. For more information, please contact the Guidance Department or the School Psychologist.

RKYHS provides training to faculty about the symptoms of drug and alcohol abuse, as well as its prevention. In addition, our staff is committed to sharing only with the Principal any concerns they may have about student abuse of drugs and/or alcohol, and to protecting the privacy of all students. RKYHS is committed to educating parents about the dangers of substance abuse, and to working with parents to help students develop positive decision-making skills.

SAFE HOMES DIRECTIVES

To reinforce the Safe Schools Network Policy, RKYHS respectfully asks every school parent to commit to the following safe home directives:

- All social gatherings/parties at homes must be supervised throughout and directly by a parent/legal guardian.
- Children will not be permitted to attend events unless direct, ongoing parental supervision is provided.
- Any guest who arrives at a parentally supervised event intoxicated and/or brings with them illegal substances will not be permitted to remain; rather, the host will call his/her family for immediate transportation home.
- Children will not be permitted to stay at the homes of friends overnight without appropriate parental supervision.
- Children will not be permitted to take overnight trips or vacations with friends without appropriate parental supervision.

DRESS CODE

"דרכיה דרכי נועם וכל נתיבותיה שלום" (משל ג:ז)

Our school dress code is governed by two principles: *Tzniut* - as dictated by *Halacha*, and *Nkiut* - loosely translated as presentability. As we are an Orthodox Yeshiva, it goes without saying that *Halacha* dictates all our conduct. However, it bears stating that the purpose of Jewish law regarding dress is to teach us how to dress and behave in modest ways. Over and above the concept of modesty, we promote another value - that of presentability. In order to approach Torah learning and General Studies within an atmosphere of seriousness, we raise our standard and require students to dress in a somewhat formal way.

Boys and Girls: All clothing must be neat and clean. No torn clothing is allowed. Tattered or fraying skirts or pant bottoms are not acceptable. Skirts and pants must not drag on the floor.

No heelys, slippers or flip flops are permitted.

Girls: Sleeves must minimally reach mid-bicep, no cap sleeves.

Shirts should not be overly open or low-cut. Clothing that exposes the mid-section, front or back, through the course of usual movements is strictly forbidden.

Dress and skirt length (including the slit) should cover the knee when standing and remain modest in a sitting position.

Hats and bandanas are prohibited.

Earrings in places other than the earlobe are prohibited.

Boys:

Kippa (no hats or bandannas) and *tzitzit* must both be worn at all times.

Pants (no jeans) that are in good repair (no patches, tears or fraying bottoms) should be worn. The top of the pants must not be worn below ones waist. Baggy legged pants are prohibited.

Shirts must be full button-down with collars or three-button shirts. Only the top button may be open on full button-down shirts.

Hair length must be presentable. Dyeing of hair is prohibited.

T-shirts are only permitted during gym class.

Sleeveless undershirts are not permitted to be worn as an outer garment (even in the gym).

Earrings are prohibited.

Students must enter and depart from school in conformity with the above dress code. Students attending after-school activities and school-sponsored events during the week or on Sundays, such as athletic competitions, SAT examinations, plays etc., must conform to our school dress code while in the building.

No dress code is capable of addressing every conceivable situation. It is left to the judgment of the school staff/Administration to decide on individual cases not explicitly cited above as to the appropriateness of how a particular style of clothing, jewelry, haircut and the like is in keeping with the spirit of our dress code. The best advice is that when in doubt, do without it.

Any two dress code violations i.e., no *tzitzit*, short skirt will result in one detention. The next infraction will result in two days of detention. Further infractions may result in an after-school detention, parent conferences, suspension from school and even the request to leave the school. A second incident of not wearing *tzitzit* will require the immediate purchase of *tzitzit*.

Beyond the particular rules of our dress code, we try to convey the spirit of that code. We ask that you cooperate in that spirit when making clothing purchases and dressing for school. Hopefully, we will avoid unnecessary discussions over these relatively less important matters and better place our energies into arguing over the finer points of a *Talmudic sugya* or a sonnet.

DETENTION

Detention may be given for various disciplinary infractions. A detention will result in the student's reporting to the Detention Room during lunch period, no later than 10 minutes after the period begins. The student may bring lunch with him/her but may not leave the room during the duration of the lunch period. Students may not do homework or read a book. They may not listen to music or use a computer. Non-compliance will increase the periods of detention. A notice will be sent home upon each detention.

Receipt of the 5th lunchtime detention will result in an after-school detention.

CELL PHONES AND THE LIKE

Cell phones, iPods and other electrical devices may not be used during class, *Tefilla*, assemblies or special programs, etc. Using electrical devices in class will result in confiscation of the device until the end of the school day. The confiscated devices may be picked up from the Assistant Principal's office. Repeat offenders may have their cell phones and other electrical devices confiscated overnight.

KASHRUT AND MEAL PROGRAM

Five Star Caterers will be providing a daily breakfast and lunch program at RKYHS at a cost per student. Breakfast items will be priced and sold on a daily basis, cafeteria style. Students have the option of purchasing lunch on an annual basis or per day. Meals purchased on a daily basis will be \$5.00 per meal.

Parents may chose to send in lunch from home. To ensure the highest standards of Kashrut, as well as a safe environment for all students, we urge parents to carefully review and comply with the following policies:

Four Kashrut symbols are currently accepted at RKYHS: OU, OK, Chaf-K and Star-K. It is of paramount importance that all parents comply with this requirement when preparing dairy, pareve and meat foods that will be sent into school for lunch or snacks.

Five Star Catering will continue to offer students dairy meals on Mondays, Wednesdays and Fridays. On these days only dairy and pareve meals may be sent from home.

Five Star Catering will continue to offer students meat meals on Tuesdays and Thursdays. On these days, meat meals may be sent from home. Any students who bring in dairy lunches on Tuesdays or Thursdays will be asked to eat at a "dairy" table in the cafeteria.

RKYHS has a peanut-free policy. Please refrain from sending into school any food containing peanuts, nuts or traces of nuts.

LOCKERS

A locker will be assigned to each student. Every locker is equipped with a combination lock. We suggest that you keep the combination private. Locker doors must be kept closed during the day and preferably locked. (Members of the custodial staff will answer questions or help students experiencing difficulty opening their lockers.) All locker decorations must conform with acceptable *halachic* standards. If a student does not follow these standards, he/she may lose locker privileges. Lockers must be completely cleaned out by the last day of school, inside and outside. Lockers are the property of the school and may be routinely opened for inspection by the school administration.

BOOK RETURN POLICY

Textbooks are to be returned at the start of the examination in that subject. Failure to return a textbook will result in the student's report card being withheld. The student will have to pay the replacement cost of the textbook in order to receive his/her report card.

HEALTH AND NURSING SERVICES

The school nurse is responsible for a variety of services, including providing students with prescribed medication, assisting students who become ill or are involved in an accident, maintaining medical files and consulting with the family physician. It is very important that parents inform the nurse about all medical needs of a student and keep medical data up to date at all times.

VISITORS

Permission for guests to visit the school must be obtained from the Principal or Assistant Principal prior to the visit. As a policy, only visitors considering enrollment in RKYHS will be permitted to visit classes. No one will be allowed to visit without prior approval. Any unauthorized individual found in the building will be asked to leave the premises. We must work together to maintain a safe environment for everyone in our school building.