

Welcome to the

Stanley M. Lintz

Ateres Malka v'Sara Esther

Valley Torah High School

Girl's Division

2013-2014

Student Handbook

12003 Riverside Drive, Valley Village, CA 91607

(818) 755-1697

FAX (818) 755-1697

vths@vths.org

STANLEY M. LINTZ
VALLEY TORAH HIGH SCHOOL

Expected Schoolwide Learning Results

To live a Torah life.

To be committed to fulfilling the Code of Jewish Law as it relates to everyday life.

To understand one's role and responsibility in Jewish family life and in Jewish community life.

To be committed to Torah learning as a life-long pursuit.

To be a "Mensch" (a person of good character).

To be humble.

To deal with the world with honesty and integrity.

To be aware of the needs of others and to be charitable with both time and money.

To be respectful of others.

To show gratitude to others and to G-d.

To take responsibility for one's actions.

To meet one's obligations.

To be an educated person in both Torah and secular realms.

To develop good study skills.

To develop critical thinking skills.

To work independently.

To develop time-management skills.

To develop research skills.

To communicate clearly, precisely, and logically in written and oral exposition.

To have amassed a body of knowledge consistent with our Torah and secular curricula.

To proceed to higher Torah education.

To be equipped to pursue higher secular education as it relates to one's academic and/or career goals.

To develop insight into one's self as part of a life-long pursuit.

To develop an understanding of one's own purpose in life.

To strive for self-improvement.

To recognize one's motivations and drives.

To recognize and accept one's strengths and weaknesses.

To understand that one is here on earth in order to grow spiritually and that all of one's actions should reflect that understanding.

Mission Statement.....

“Our mission at Valley Torah High School is to provide an excellent Torah and college preparatory program that inspires our students to lead lives dedicated to Torah values, as well as the pursuit of higher education and personal growth, resulting in a successful interface with an ever changing world.”

Purpose of This Handbook

A strong partnership between the parents and school is an imperative basis for successful education. The Handbook is designed to provide parents and students the information of our policies, rules and procedures. All shareholders must embrace these standards in order to create an orderly and productive learning environment. Our goal is to maximize each student’s education in a rich and exciting atmosphere.

Table of Contents

Ateres Malka.VTHS ESLR's.....	2
Mission Statement.....	3
Academics.....	5
Scheduling.....	5
Ateres Malka/VTHS Graduation Requirements.....	5
Torah Studies.....	5
General Studies.....	5
Summer School.....	6
Advanced Placement/Honors.....	7
Academic Honors.....	7
Grades and Report Cards.....	8
Test Schedule.....	9
Final Examinations.....	10
Transcripts.....	10
College and Career Guidance and Seminary.....	10
Attendance.....	11
School Hours.....	11
Absences and Tardies.....	11
Planned Absences.....	12
Parents.....	12
Early Release.....	12
Citizenship.....	13
Dress Code.....	13
Uniform.....	14
Cleanliness.....	14
Inappropriate Language.....	15
Disruptive Behavior.....	15
Cheating & Plagiarism.....	15
General Policies.....	16
Computers.....	16
Off-Campus.....	16
Cell Phones & Electronics.....	16
Lockers.....	17
Text Books.....	17
School Office.....	17
Announcements.....	17
Extra-Curricular Trips and Fees.....	18
School Trips.....	18
Drama.....	18

Academics

Scheduling:

Ateres Malka/VTHS offers a comprehensive program appropriate for each and every student.

Our professional staff guides students to choose the courses most suitable to them. A student who desires to make a change in her program may only do so with the teacher's recommendation and the written consent of the principal. A conference with the parent may also be requested. Course changes, generally will not be made after the first *three weeks* of a course. When a schedule is changed the student is responsible for missed course work.

ATERES MALKA (VTHS) GRADUATION REQUIREMENTS

TORAH STUDIES

General Studies

COURSES	GRADUATION REQUIREMENTS
English	4 years
Mathematics	4 years
Hebrew Language	4 years
Science	4 years
Social Studies	4 years
Physical Education	2 years
Electives	2 years

Please Note the Following:

- 1.- All courses required for graduation must be passed with a grade of "D" or better.
- 2.- Students who receive an "F" in any required subject must repeat the subject or make up the equivalent units in a course approved by the school.
- 3 - **Community Service** – All students are required to participate in community service outside of school hours. 10 Chessed hours must be approved by the school. Ateres Malka/VTHS will help find proper placements. The supervisor at each location must sign all Chessed hour charts.
- 4 - Citizenship grades must meet Ateres Malka/VTHS standards for graduation.

SUMMER SCHOOL

The administration will help determine which summer school is most suitable when necessary.
The course must be pre-approved by the principal.

Students may attend summer school for the following reasons:

- (1) To make-up failed subjects (In case of a repeated class, the original grade remains on the transcript, and the summer school grade will not be on the Ateres Malka/VTHS transcript);
- (2) To take electives not offered at Ateres Malka (some fine arts, computer programming, word processing, etc.);
- (3) To strengthen academic skills;
- (4) To advance in mathematics or science for the next academic year (only in very select cases, and only when approved by the Principal. Upon completion of the summer course, students may be asked to take and pass a Ateres Malka/VTHS exam to advance.

Students may not take summer school classes in a core required subject in order to advance. Core required subjects include the following:

- **English 9-12**
- **Mathematics 9-12 (see exception above)**
- **Hebrew Language 9-12**
- **Science 9-12 (see exception above)**
- **World History**
- **U.S. History**
- **U.S. Government/Economics**

ADVANCED PLACEMENT / HONORS COURSES:

The University of California Characterizes Advanced Placement/Honors Courses in this manner:

- (1) **“Ateres Malka/ VTHS” Credits:** These classes are offered on the 9th and 10th grade levels. **While U.C. does not assign specific weight in the calculation of the GPA for these courses, the Ateres Malka /VTHS GPA reflects the weighting of these courses as honors, and many private universities also recognize these courses as honors.**
- (2) **“Bona Fide” Honors Courses:** These classes are offered on the 11th and 12th grade levels. They are recognized by U.C. as "bona fide" honors classes. Special weight is assigned in the calculation of the GPA (A = 5 points; B = 4 points; C = 3 points).
- (3) **Advanced Placement Courses:** These classes may be offered on the 10th, 11th, 12th grade levels. They are college-level courses whose content is determined by the College Board and recognized by U.C. and other universities as college-level. Special weight is assigned in the calculation of the GPA (A = 5 points; B = 4 points; C = 3 points).

The following are requirements for AP placement:

- 1 Maintaining a cumulative of 3.00 GPA in all subjects
- 2 Cumulative of 3.00 + in the subject area
- 3 Fulfilling pre-requisite work prior to the class
- 4 Strong commitment to required work load for the course
- 5 Agreement to take the May AP Examination/Contract signed by parents

Please Note:

Different college / university systems vary in their method of computing GPA's for entrance. Transcript reviewers at each college / university re-evaluate all GPA's during the admissions process.

Academic Honors:

The following students are eligible for the Ateres Malka Honor Roll:

- Ninth and tenth grade students who have achieved the cumulative grade-point average of 3.5, with no grades lower than “B” at the semester reporting period.
- Eleventh and twelfth grade students who have achieved a cumulative grade-point average of 3.75, with no grades lower than “B” at the semester reporting period.
- C.S.F.: (California Scholarship Federation) is a statewide honor society that recognizes academic excellence and good citizenship attributes. A student may apply for membership after the second semester of the tenth grade. Eligibility is based on grades

earned from college preparatory courses. Grades earned in classes that are not listed on the C.S.F. list of accepted courses do not qualify for eligibility. Students must earn points from a list of challenging general and religious subjects. Student members of C.S.F. must comport themselves at high level at all times.

- CSF will include all Torah Studies course grades.

Valedictorian/Salutatorian Awards:

Ateres Malka/VTHS has adopted the following guidelines in choosing a candidate for the Valedictorian and Salutatorian awards. Fulfillment of these guidelines will play a major role towards the final decision:

1. Candidate must have been a student at Ateres Malka/VTHS for four full years.
2. Candidate must have attended and received a standard passing grade for all regular, scheduled classes. Grade point average is a major consideration.
3. Candidate must adhere to the high standard of religious observance expected of an exemplary Ateres Malka/VTHS student.
4. A candidate may not have been suspended more than once.
5. A candidate must have one of the highest GPA averages in her class.

Grades, Report Cards and Transcripts

Ateres Malka/VTHS uses a web based grading system called Jupitergrades. Jupitergrades lets students and parents check their current grades and homework online anytime. Each parent and each student have their own personal password, so grades are always private. Reports are updated daily to keep you current of progress. You can access Jupitergrades from any computer with internet access: MAC or Windows; Firefox, Internet Explorer, Safari, or Chrome. No software or plug-ins to install! No need to carry a flash drive.

Parents and students can receive progress reports and emails through Jupitergrades. Parents can also set automatic alerts for whenever a student is absent, missing assignments, or has low grades. Teachers are able to post homework, announcements and upload worksheets. Students

are then able to see their homework, announcements and upload worksheets. Students are then able to see their homework calendar for all their classes on one page, including any missing assignments which can be downloaded. In addition, each student has her own digital file locker, so she can easily work on her files from any computer at school or home. The school year consists of two semesters. Quarterly reports are issued on Jupitergrades reflect progress in the semester to that point. These grades are not part of the permanent record. Semester reports are issued in January and June and are part of the cumulative record. They reflect cumulative grades for each semester. Please note that all standardized test results will be posted on the student's cumulative record as well. These cumulative records are reviewed by colleges during the admissions process.

Report Cards

Letter grades (“A through “D” and “F”) are used on Final Grade Reports. A grade of incomplete (“I”) may be given if the student has not completed the course requirements (such as a report, project, or major examination) by the end of the marking period. With prior approval from the teacher and administrator, the student may have up to two weeks to complete the missing work without penalty. Failure to complete the required work within the agreed upon period may result in failing grades.

Test Schedule:

Ateres Malka/VTHS teachers endeavor to plan their chapter and unit tests in a manner that does not overburden students. Teachers will schedule no more than two major tests in one day. Quizzes, not requiring more than ten to fifteen minutes, are not considered tests and may be given at any time. A student who misses an examination due to an excused absence is expected to take the examination upon return to school unless prior arrangements are made with the instructor and approved by an administrator. *In all cases it remains the student's responsibility to arrange for a make-up exam or completion of any missing work.* The teacher may choose to give a different examination or assign a paper in place of the examination and may include any or all of that material on the student's final examination. A student may only miss 1 quiz or 1 test per class, per semester; any more than that will result in a fail in that class.

Final Examinations:

Final examinations will be given for both Judaic and General Studies courses during the last weeks of the fall and spring semesters. Finals may be cumulative for each semester and may count for as much as twenty-five percent of the class grade. Final exams are two hours in duration to provide sufficient time to ensure testing for all objectives of the course. *During finals, Tefila, and Torah Studies attendance are mandatory.* All school regulations and policies will be enforced during finals week. Please note that this includes adherence to the Ateres Malka/VTHS dress code. All students are required to take a final examination at its proper time. Students who missed a final the first semester due to an extenuating circumstance must complete the final examination within two weeks of the end of the semester.

Transcripts:

Graduation from Ateres Malka/VTHS requires the satisfactory completion of the prescribed courses in both Judaic and General Studies. Student transcripts include course grades for the student's entire academic program. Please note that standardized testing scores will also be included. Transcripts are sent directly to Seminaries, colleges, universities, and businesses upon student request. Please allow at least a 10 days lead-time for transcripts and any other college-related materials that have to be prepared by the office.

College and Career Guidance:

The college guidance counselor is an important part of the educational process at Ateres Malka/VTHS. Each student meets with the counselor early in their high school career to explore possible options for higher education upon graduation. Regular reviews are held throughout the school year to ensure that each student is fulfilling the necessary requirements needed for entrance into the college or university of their choice. During the senior year, the college counselor is available to guide each student through the college application process. Films, literature, and speakers are used to inform students and parents of the steps required in admissions. Individual attention is given to helping students select colleges that match the abilities, interests, and talents of the students.

Planned Absences

Parents must send a note to school with their daughter at least a week prior to a planned absence and must receive administrative permission. If the attendance office has not received prior notification from the parent of an absent student, the absence or tardy will be considered unexcused, unless it was due to extenuating circumstances, discussed with the administration. Students must bring an excuse note upon the day of return. Students should ask the teacher for guidance regarding missed assignments and/or exams. A student who misses an examination due to an excused absence is expected to take the examination upon return to school unless prior arrangements are made with the instructor and approved by an administrator.

Tardy to School

All students are expected to be in class at the designated time with their necessary books and learning material. Students can expect to have points deducted when they are tardy. Three tardies in a single course count as one unexcused absence. No student will be allowed into class after 5 minutes, and then, only if they are excused.

Parents

Please make sure the office has a reliable phone number to reach you during school hours. Should your phone number change, please notify the office immediately. For safety purposes we must contact parents when student is absent without notification.

Early Releases

Students may not leave school before 4:30 pm. In case of emergency students must receive an authorization from the administration office. Parents must send a note to school, prearranged with the office. Once permission is granted the student will present a note from the office to teacher and then bring it to the front office to sign out. Parents must call the office at 818-755-1697 prior to the student's time of departure. Parents must park, come to the front desk and sign their daughter out.

Citizenship

The dignity, respect, and refinement that we demonstrate, directly affects the amount of success we achieve academically. When we act with decorum and self-control, we send a message about who we are and what we hope to achieve. Students are expected to behave as B'nos Torah and to act with due regard for the authority of the *rebbeim*, teachers, staff, and administrators. Students are required to respect the shared use of school property, and the rights and welfare of other students and adults.

A citizenship grade given by the administration is based on staff input and recorded in every student's report card for all grading periods. This grade will reflect the student's general conduct during that grading period. Factors that will affect the grade include: complying with the dress code, demonstrating respect, a positive attitude, good character and integrity in all aspects of the student's school life, by participating in *davening*, extra-curricular activities and fulfilling 10 hours of *Chessed*, community service, each semester. An Ateres Malka/VTHS student represents the spirit of the school and is expected to uphold the moral standards beyond the school day and outside the school walls.

Dress Code

Our school uniform policy is a dress code of dignity. As such, it is imperative that every student keep to it thereby sending the message that she is a proud member of Valley Torah High School. We consider every one of our students to be a valuable asset to our school family. **Consistent uniform infractions send the wrong message; they imply that the student is unhappy with her choice of school.** As we are sure that is not what is intended, we would like to ask that parents and students comply with these rules, as they are not meant to impose. **They reflect a standard of dignity and pride.** Students' hair may not be colored or highlighted. Hairstyles and shoes must be modest. Jewelry must be conservative and kept to a minimum.

The dress code is strictly enforced. Any student found in violation of this code is not permitted to enter any classes until the necessary correction in attire are made. All absences and tardies as a result of a dress code violation are considered unexcused. Subsequent violations may result in serious consequences.

Uniform:

Our school uniform policy is:

1. Approved school skirts only, which come with an additional seven inches, since skirts must be worn below the knee.
2. Approved school blouse or polo shirt only.
3. Black or navy knee highs. The knee highs must be solid.
4. Only plain white shells may be worn under the uniform blouse.
5. Only the school sweatshirt may be worn. Seniors will be allowed to wear their own sweatshirts once the school year progresses.
6. Leggings and sweatpants may not be worn at any time.
7. Closed shoes must be worn at all times. Sandals and clogs are not acceptable. Boots may be worn for cold and rainy weather.
8. If makeup or nail polish is worn, it must be light pink or neutral in color.
9. Jewelry must be conservative in style and non-obtrusive. One earring per ear only.
10. Students may not wear hats or hoods in school.
11. It is difficult to codify all aspects of dress code. We therefore reserve the right to determine the propriety of a student's appearance.

Uniforms should be purchased early, in order to allow time for vendors to process your order.

Please be aware that consistent uniform infractions will be reflected in a student's citizenship grade, affect her ability to receive a leadership role in student activities, as well as impact her as a choice to be valedictorian or the like.

You can find all uniform purchasing information either on our website vths.org.

Cleanliness

Our environment is a place of Torah and our campus should, therefore, be treated with proper respect. This means that littering the classrooms, hall or grounds and defacing school property even in jest. It is a serious offense that is subject to administrative disciplinary action in addition to having the incident recorded in their permanent file. Parents are financially responsible for any damage to school property.

Clothing or containers left around school will be discarded. Backpacks or books left around after school will be removed and the student will have to pay a fine to obtain the backpack. Eating and drinking in the classroom is strictly prohibited (water is allowed only with teacher permission); it

creates an inappropriate learning environment. Lunch and snacks are to be eaten in the Social Hall, and school yard. Hallways must remain clean with backpacks placed in designated areas.

Inappropriate Language

Foul language, swearing, offensive remarks and extreme rudeness are not acceptable. This violation has a zero tolerance level and serious consequences will be implemented and reflected in the student's record. In extreme cases, it may result in suspension or expulsion from school.

Disruptive behavior

Any behavior that distracts from the learning process or slows the progress of others is considered disruptive behavior. This includes disturbing a class in which the student is not a part of. Such behavior is prohibited and appropriate consequences will be implemented.

Cheating and Plagiarism

Any form of cheating is totally unacceptable and is a direct violation of Torah values and *Halacha*. Behaving in an inappropriate manner during a quiz or exam, talking, whispering, eyeing another student's work, using cheat sheets, assisting others in an effort to obtain a grade not worked for on an exam, quiz, paper or homework assignment is cheating. The infraction will be recorded in the student's file and parents will be notified. Students who cheat on exams may be subject to test and or course failure, suspension or expulsion from school. The school has the right to forward to any college or school your entire record. Plagiarism will result in a failure on the assignment.

General Policies

Computers

Our new computer lab is used for academic purposes only. The lab will be used during class sessions by the teaching staff. In addition, the lab will be available for students to use for **academic purposes only**, in the morning prior to school, morning recess and during lunch time. Students must log in with Connie each time they utilize the computer lab and log out when done. At all other times, the computer lab is off limits to students. The computers are not to be used to finish homework or print homework for that same day. *It is our expectation that every student will have access to a printer and will print all materials before coming to class.* Any student found using Facebook, YouTube, or any other entertainment site will be barred from using the computer lab for the duration of the semester.

Off campus

Due to many safety and security issues, students must remain on campus at all times unless given permission by an administrator. Violations will result in either detention or suspension based on the severity of the violation. The school is legally liable for your daughter's well-being during the school day. Upon receiving permission, students must be signed out by Connie before leaving.

Cell Phones and Electronic Equipment

Upon arrival all students must deposit their cell phones in the office and may collect them at the end of the school day. Our office will accept all messages for students. The messages will be posted on the designated bulletin board. No student is to have cell phone, I-pod, lap top or other electronic gadget in school or on school grounds any time during the school day. Any of these items seen in the possession of a student will automatically be confiscated and returned only at the conclusion of the school year. Students should refrain from relying on phone numbers and messages left in their cell phones.

Lockers:

Students must use an individual locker for the storage of books and personal belongs. A \$50 locker rental fee is collected at the beginning of the school year. During the school day, students are required to keep their property in their lockers. Backpacks are not to be left unattended in the corridors, yard, or on top of lockers. Be responsible for your personal possessions!

Textbooks:

The list of texts is on-line at the Ateres Malka/VTHS website. There are numerous discount text book companies that can be found on the internet. Students need to put their names in their texts and make sure they are in their possession at all times. Ateres Malka/VTHS cannot replace lost textbooks; that is the responsibility of students and their parents. Students need to have their textbook in class every day ready for use. Books that are left around the school after 4:30 will be stored away. There will be a \$5.00 fee to redeem each book.

School Office:

School telephones are reserved for official business; not for student use. Telephone messages from parents and family are accepted and posted on the Student Message Center or the bulletin board nearest the office. A student phone is available at the front desk during recess and lunch only. In order to avoid a long line, students are requested to limit their phone calls and duration of their calls. Teachers' Lounge is off-limits to students. Students may not use the Xerox machine at any time.

Announcements:

Learning proceeds most effectively without interruptions. Students are not allowed to enter classrooms without permission from the administration. Once permission is granted, a note is to be presented to the teacher upon entering the classroom.

Extra-Curricular Activities:

Ateres Malka/VTHS strongly supports and encourages student participation in a variety of extracurricular activities. Participation in these activities, however, is a privilege afforded only to students in good standing. Academic, disciplinary and attendance standards must be maintained by those who wish to be part of these activities. Students who do not meet these standards are subject to activity probation, which may result in their removal from the activity. Ateres Malka/VTHS is authorized to issue work permits.

Extracurricular Fees:

Please be advised that additional fees, based on expenses, are charged for some extracurricular activities. There is a separate graduation fee to help cover the expenses of graduation exercises and ceremony.

School Trips:

Class trips and school-wide *Shabbatonim* are scheduled from time to time throughout the school year. Parents are notified in advance of the date, time, destination, mode of transportation, and cost of the trip. *Shabbatonim* are an integral part of Ateres Malka/VTHS' program. Much time and creative effort go into planning a weekend that is spiritually, physically, and emotionally exciting. Every student is expected to attend.

Drama:

Every year the school has produced a major play. All students who wish to participate in the play must have approval from the administration, (*rebbeim* and teachers will be consulted before approval is given) and maintain a 2.0 GPA. Receiving a "D" or "F" in any class is grounds for dismissal from the play for the duration of the next grading period regardless of over-all GPA. Students must commit to the rehearsal schedule and cooperate at all times. Ateres Malka/VTHS actresses are ambassadors of our school and are expected to reflect high Torah values and academic standards.

We look forward to a productive and wonderful year together – a year of growth and hatzlacha.

I have read the Student Handbook and I understand the policies and procedures of Valley Torah High School. I agree to abide by the policies of Valley Torah High School.

Parent Signature

Date

Student Signature

Date