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**Valley Torah High School**  
**Boy's Division**

2013-2014

# **Student Handbook**

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# **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 congruent partnership between parents and the school is integral for successful education. This handbook is designed to provide parents and students information regarding the schools 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

**MISSION STATEMENT ..... 2**

**ACADEMICS ..... 5**

    SCHEDULING ..... 5

*General Studies*..... 5

    ATHLETICS: ..... 9

*Yeshivas* ..... 10

**ATTENDANCE ..... 11**

    SCHOOL HOURS..... 11

    ABSENCES AND TARDIES..... 11

    PARENTS ..... 12

*Absences and Tardies*..... 12

*Early releases* ..... 12

    STUDENTS: ..... 13

*Absences* ..... 13

*Tardy to school/class*..... 13

*Early Release* ..... 13

*Failure due to absence (FA)*..... 13

**CITIZENSHIP ..... 14**

*Dress Code* ..... 14

*Shirts:*..... 14

*Pants:*..... 15

*Tzizis:*..... 15

*Hair:*..... 15

*Miscellaneous:* ..... 15

*Cleanliness*..... 16

*Inappropriate Language*..... 16

*Disruptive behavior*..... 16

*Cheating and Plagiarism*..... 16

**GENERAL POLICIES ..... 17**

*Off campus*..... 17

*Driving* ..... 17

    ROLLERBLADES & SKATEBOARDS ..... 17

    BIKES..... 17

    CELL PHONES AND ELECTRONIC EQUIPMENT ..... 17

    TEXTBOOKS..... 18

    SCHOOL OFFICE ..... 18

    ANNOUNCEMENTS ..... 18

    EXTRACURRICULAR ACTIVITIES ..... 18

    EXTRACURRICULAR FEES..... 18

    SCHOOL TRIPS ..... 18

    COMPUTER LAB ..... 19

    INFRACTIONS AND THEIR CONSEQUENCES ..... 20

    TEFFILAH PROGRAM ..... 21

# Academics

## Scheduling

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 his 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.

## VTHS graduation requirements

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 an approved course.
3. **Community Service** – All students are required to participate in community service outside of school hours.

### Torah studies

COURSES	GRADUATION REQUIREMENTS
Talmud	4 years
Chumash	4 years
Dinim	2 years
Elective	1 Year

### General Studies

COURSES	GRADUATION REQUIREMENTS
English	4 years
Mathematics	3 years (Inc. Alg1, Alg 2 & Geometry)
Hebrew Language	2 years
Science	3 years (Biology, Chemistry/Env. Science)
Social Studies	4 years (Including US & World History, Government & Economics)
Physical Education	2 years
Electives	2 years
Community Service	5 hours/Semester

### Advanced placement / Honors courses:

The University of California characterizes Advanced Placement/Honors courses in the following manner:

- (1) **“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 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). Students can only take up to 3 AP course per year.

The following are requirements for AP placement:

1. Maintaining a cumulative GPA of 3.00 in all subjects
2. Cumulative of 3.00 + in the subject area
3. Fulfilling pre-requisite work
4. Strong commitment to required work load for the course

**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 VTHS Honor Roll:

- Ninth and tenth grade students who have achieved the cumulative grade-point average of 3.5, with no grades lower than “C” 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 “C” 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 a high level at all times.
- CSF will include all Torah Studies course grades.

## Valedictorian/Salutatorian Awards:

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 VTHS for four full years.
2. Candidate must have attended and received a standard passing grade for all regular, scheduled classes.
3. Candidate must adhere to the high standard of religious observance expected of an exemplary VTHS student.
4. Candidate must have attended Sunday and *mishmar* classes and electives without any attendance issues.
5. A candidate may not have been suspended more than once.
6. A candidate must have one of the highest GPA averages in his class.

## 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 VTHS transcript);
2. To take electives not offered at VTHS (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 General Studies Principal and the Mathematics Department Chairperson). Upon completion of the summer course, students may be asked to take and pass a VTHS mathematics 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 graduation requirements above)
- Hebrew Language 9-10
- Science 9-12 (see graduation requirements above)
- Social studies 9-12 (see graduation requirements above)

# Grades, Report Cards and Transcripts

## JupiterGrades

VTHS uses a web based grading system called JupiterGrades. JupiterGrades lets students and parents check their current grades and homework online anytime. Everyone has their own password, so grades are always private. Everything is updated live, so the information you see is current. 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!

JupiterGrades can Email grade reports to students and/or parents. Parents can also set automatic alerts for whenever a student is absent, missing assignments, or has low grades. **However, caution should be exercised as too much information has been found to be counterproductive.** Teachers are able to post 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, and they can then download their files. In addition, each student has their own digital file locker, so they can easily work on their files from any computer at school or home.

## Test Schedule:

VTHS teachers endeavor to plan their chapter and unit tests in a manner that does not overburden students. Teachers will make every effort not to schedule 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 will have the option of taking 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.

## Final Examinations:

Final examinations will be given for both Torah 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 25% 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, dress code, 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 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.



## **Report card and progress reports**

The school year consists of two semesters. Quarterly reports that 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 testing results will be posted on the student's cumulative record as well. These cumulative records are reviewed by colleges during the admissions process.

Letter grades ("A through "D" and "F") are used on Final Grade Reports. A grade of "FA" indicates a failing grade due to unexcused absences. 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 a failing grade.

## **Transcripts:**

Graduation from VTHS requires the satisfactory completion of the prescribed courses in both Torah 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 Yeshivos, 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 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.

## **Athletics:**

Over the years, Valley Torah has fielded highly competitive basketball and baseball teams on both the varsity and junior varsity levels. All students who wish to play on these teams

must have approval from the administration, and maintain a 2.0 GPA [for students wishing to participate in more than one sport, a GPA of 3.0 must be maintained.] Receiving a "D" or fail in any class is grounds for dismissal from the team for the duration of the next grading period regardless of overall GPA. VTHS athletes are ambassadors of our school and are expected to exhibit good sportsmanship in addition to high Torah values and academic standards. It is the name that appears on the front of the Valley Torah jersey that is important, not the name on the back, please carry this thought with you at all times when competing with other schools.

## **Yeshivas**

VTHS encourages all students to pursue a Jewish education and spend a year at a post-high school Yeshiva. VTHS makes arrangements for representatives of various Yeshivas to come to the school and meet the boys. The staff is involved in counseling the students and in helping place them in the most suitable program.

# ATTENDANCE

## *School Hours*

Regular daily attendance is essential for academic performance. The Valley Torah Boys School is held six days each week, Sundays through Fridays, according to the schedule below:

Sunday	8:00 AM – 11:15AM
Monday – Wednesday	7:45 AM- 5:30 PM (5:45 PM during winter months)
Thursday	7:45 AM – 6:15 PM (6:30 PM during winter months)
Friday	7:45 AM – 1:45 PM

Occasionally, extended days are allowed for special programs, study groups, or extracurricular activities.

**Please note: Parents arranging car-pools for their sons – Please ensure that the carpool gets your son to school on time. All students coming late because of carpool will be considered unexcused.**

## **Absences and Tardies**

The administration and teachers of VTHS consider prompt and daily attendance an essential component of a sound education. Full credit in all classes can be awarded only if the student attends class regularly. Parents should insist on regular school attendance. A student who cannot come to school should notify the school office (818-505-7999) prior to that day or in the morning of the absence.

**Students with three unexcused absences in one grading period will receive a failing grade for that quarter. Students with five unexcused absences in a semester will receive a fail grade for that semester. Additionally, three unexcused tardy arrivals in one grading period equal one unexcused absence as well as a detention**

# **Please take time to read and fully understand our absent and tardy policy.**

## **Parents**

Please make sure the attendance office has a reliable phone number to reach you during school hours. Should your phone number change, please notify the attendance office immediately. We would like to make home contact on absence issues before problems develop.

### **Absences and Tardies**

Parents must write an excuse note that includes date of absence(s) and a valid reason for the student to bring when they return to school. Students have only 2 days to present a note to the attendance office. Notes presented after two days will not be accepted for an excused absence. The excuse notes parents write are considered official documents and are kept on record. As such, they should be written on a significant piece of paper and signed and dated by the parent and include full information as to the reason for the absence or lateness.

Excuses for simchas, especially those outside the immediate family, will not always be honored. If you know you have an important event impending, please send a note to the office before the event. Visits from friends/family from Israel or other locales, and attendance at various yearly festivals are not valid excuses for absence or lateness. Errands for parents or the family are also not valid reasons for absence or tardiness.

Excuses for non-specific “family problems,” tardies due to traffic, etc., will not be honored. If you live in the city or far from Valley Village, you know traffic may be a problem, encourage your son/s /carpool /etc. to leave earlier. Also, please try to make appointments for the dentist/doctor, court, DMV, etc., during hours outside of school. There are plenty of off-days throughout the year when most of these issues can be attended to.

In general, we try to be understanding of extenuating circumstances that every family faces. Allowances will be made for each student based upon their personal history of attendance and punctuality. If there is a persistent problem which you think I should know about, please do not hesitate to contact me.

### **Early releases**

Parents must send a note to school giving their child permission to leave at a designated time. The student will present the note to the teacher and then bring it to the attendance office to sign out. In the event of a last minute early release, parents must call the office as soon as possible prior to the student’s time of departure and be prepared to fax a note to the school. **Please note: If the attendance office does not receive notification about a student’s early release, their absence will be considered unexcused.**

## **Students:**

### **Absences**

Bring an excuse note the day you return to school after an absence. Any note presented after 2 days will not be accepted as an excused absence.

### **Tardy to school/class**

A student who arrives at school after 10:00 AM will not be admitted and forfeits his attendance in all classes for that day. A student may be admitted after 10:00 AM only if prior arrangements were made through the attendance office or if the student brings a note from the doctor's office explaining his tardiness.

All students are to be in class on time with the needed books and learning materials. Students who develop a consistent pattern of tardiness show a lack of respect for learning and will result in disciplinary action that will be recorded in the student's cumulative record. Students who are tardy to class three times will be assigned after-school detention.

### **Early Release**

Students wanting to leave early must present a note from home to the administration prior to leaving class at the designated time. The administrator will notify the teacher of the release time. The student must also bring the note to the office to sign out. Students must have parental permission prior to leaving the school. Failure to follow these guidelines will result in an unexcused absence.

At all times, students must make up all missed classes, assignments and tests and if possible prepare for any upcoming assignments and tests.

### **Failure due to absence (FA)**

Any student who fails a course required for graduation due to absences needs to make up that course in order to graduate from Valley Torah High School. If the student's grade was a "C" or less, then the student needs to make up the entire course making sure it is VTHS approved. Details regarding VTHS approved courses can be obtained from the school counselor (see summer school). Students whose grade was either an "A" or "B" have the option to remove their "FA" grade by doing community service. Students who fail a non required course will also have to do community service to remove the "FA" grade. The amount of community service is based on the number of classes the student misses with 2 hours of community service for each class missed. When a student misses 5 periods of a class without excuse, the grade automatically becomes an "FA".

## Citizenship

The purpose of a conduct code is to enable students, faculty and administrators to work together effectively, not to punish or create unfair restrictions. The dignity, respect and refinement that we demonstrate directly effect the amount of success we achieve in our studies. That is part of what Chazal indicate when they say Derech Eretz precedes Torah. When we behave properly, we benefit the most. When we act with decorum and self-control, we send a message about who we are and what we hope to achieve. Your behavior directly reflects the way people view you. Students are expected to behave as B'nai 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 will be given by the Principal 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 effect 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. A VTHS student represents the school and is expected to uphold the moral standards beyond the school day and outside the school walls.

## Dress Code

The manner in which a student dresses has a profound impact on their growth as *Bnei Torah* and the educational atmosphere of the school. Students are expected to exhibit an overall appearance consistent with the Torah values of *Tznius*, modesty. In addition, it is critical that all students dress in a manner reflecting self-esteem and respect for the yeshiva as a *Makom Torah* – a place of Torah learning.

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 is made. When necessary to help remedy their student's appearance, parents may be called. All absences and tardies as a result of a dress code violation are considered unexcused. Subsequent violations may result in detention, suspension or, expulsion.

### **Shirts:**

Must be fully buttoned down dress shirt.

Must have standard collars and sleeves. (Short sleeves are permitted).

Must be made up of light colors: black, brown and any other dark colors are not permitted.

May only have standard registered trademark logos.

**Pants:**

Must be dress or cotton slacks. Denim, khaki and jean material are not acceptable.

May not have patch pockets.

Must be made up of dark colors: white, tan and any other light colors are not permitted.

Must not be faded, ripped, torn or have any holes.

**Tzizis:**

As mandated by *Halacha*, every student is to wear *tzizis* throughout the day.

**Hair:**

Must be between ¼ inch (#2) to 1 ¼ inch (#10)

The majority of your forehead must be visible.

Hair may not be dyed, highlighted, layered, buzzed, mohawk, mushroom cut or bowl cut

All students are expected to be clean-shaven, except during *Sefira*. No goatees, mustaches, beards (except for religious reasons), or exaggerated sideburns are permitted.

**Miscellaneous:**

1. Students should arrive at school fully and appropriately dressed. Failure to do so is a violation of the dress code.
2. Students are expected to have their shirts tucked in especially during davening.
3. No caps of any kind are permitted on the school grounds.
4. Students are expected to be dressed appropriately at all school functions, on or off campus.
5. All forms of jewelry (gold, silver, plastic or string) including necklaces, bracelets, rings, pocket chains, etc. are not permitted.
6. Open front shoes, sandals, slippers, crocs etc are not permitted.
7. Socks must be worn at all times.

**Please note that all possible violations cannot be addressed in this Code of Conduct. When in doubt please call the office so that problems can be avoided. Valley Torah High School reserves the right to correct any student's behavior or infraction that is deemed inappropriate in or out of the school setting.**

## **Cleanliness**

Our Yeshiva 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, such as “Purim Shtick” is prohibited. Any student found destroying or defacing school property will face severe administrative disciplinary action in addition to having the incident recorded in their permanent file. Our environment is a place of Torah and our campus should, therefore, be treated with proper respect. 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 cafeteria and schoolyard. Hallways must remain clean with backpacks placed in designated area.

## **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.

## **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 enrolled in. 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

## 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 responsible for your son's well being during the school day. Seniors may leave only during lunch.

## Driving

Students may not drive to school until they have been assigned a parking space. Students may only park in their assigned space. Parking spaces are assigned on a first come, first served basis, weighted by need.

Students who wish to drive to school must receive written permission from both their parents and the administration and must produce evidence of car insurance. These students must sign a written contract concerning their responsibilities as a driver. These students may only drive to and from school; they do not have permission to leave school without specified permission. *Students may not sit in their car during the school day nor may they drive during school hours.* Violators will be suspended and face the loss of all driving privileges.

## Rollerblades & Skateboards

Rollerblades and skateboards are not permitted on campus. In the event that a situation necessitates the use of such items, special permission may be granted by the administration.

## Bikes

Bikes are permitted to be used for transportation from your home to school and back. They may not be used for any other purpose. They must be kept locked in a bike rack during school hours.

## Cell Phones and Electronic Equipment

No student is to have a cell phone during class time or passing. Misuse of cell phones will result in it being confiscated for the entire school year. Only those computers made available by VTHS may be used by students on campus. Personal computers including tablets (unless permitted by the principal and the director of the SST) or music players are prohibited. Due to security and privacy concerns cameras and video equipment will not be allowed in school without permission.

## 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.

## **Textbooks**

The list of textbook is on-line at the VTHS website. There are numerous discount textbook companies that can be found on the internet. Students need to put their names in their textbooks and make sure they are in their possession at all times. VTHS cannot replace lost textbooks; that is the responsibility of students and their parents. Students need to have their textbook in class every day for ready for use. Books that are left around the school after 5:30 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. Students may not use the copier machine at any time.

## **Announcements**

Learning proceeds most effectively without interruptions. Parents and family members are not permitted to enter the classroom to speak with their children. Students are not allowed to enter classrooms they are not enrolled in without permission from the administration. Once permission is granted, a note is to be presented to the teacher upon entering the classroom.

## **Extracurricular Activities**

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. 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 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.

## Computer Lab

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 school has arranged for designated times, posted on the lab's door for students to use for academic work only. Computers are available only when a staff member is supervising.

### Computer Usage Rules

1. Computers are only for academic use.
2. A teacher must be present in the room during all computer sessions to monitor student activity.
3. Students may not access inappropriate websites or any website not pertaining to the class.
4. Computers may not be borrowed or removed from the classroom under any circumstances.
5. No software or downloads (without permission) of any type may be loaded on to the computers.
6. No games may be played on the computers. No social networking sites may be accessed.
7. Computers are for word processing, Excel and internet research only.
8. Chatting and blogging are forbidden
9. Students need to bring a flash drive if they want to save information.
10. Students may not save information on the hard drive

**Students who violate any of the above policies lose their privilege on school owned computers.**

## Infractions and Their Consequences

Infraction	Consequences
Cutting Class	1 <sup>st</sup> & 2 <sup>nd</sup> offense: detention
	3 <sup>rd</sup> offense: Suspension with failing grade
Arriving over 10 minutes late (unexcused)	1 <sup>st</sup> & 2 <sup>nd</sup> offense: Notice sent to parents
	3 <sup>rd</sup> offense: Detention
Dress Code Violation	1st offense: not admitted to class until violation is corrected
	2nd offense: Detention
	3 <sup>rd</sup> Offense: Suspension
Driving without Permission	Automatic suspension and possible loss of driving privilege
Off Campus Violation:	1 <sup>st</sup> & 2 <sup>nd</sup> Offense: Detention
	3 <sup>rd</sup> Offense: Suspension
Cheating and Plagiarism	1 <sup>st</sup> offense: failure of the quiz, test or paper, notify parents.
	2 <sup>nd</sup> Offense: failure of the course and suspension or expulsion
Failure to Serve Detention	Automatic Suspension

## **Teffilah Program**

As a *Bnei Torah*, we all know the importance of *Teffilah* in our lives. In order to make our *Teffilah* more meaningful, we have to work together to create the right atmosphere where we can experience *davening* in the presence of *Hashem*. It is, therefore, important that we know some of the basic *Halochos* and *Hanhogos* (behaviors) of *Davening*.

- One should arrive for *Davening* on time.
- One should *Daven* in a *Mokom Kevuah* (or assigned seat).
- One should refrain from talking, disturbing, or sleeping during *Davening*.
- One's behavior should be dignified and consistent with *Torah* values.

To help maintain the right atmosphere during *Davening*, the school has set up a *Teffilah* program. In this program, *Talmidim* are given opportunities to receive commendations for good conduct and punctuality and, likewise, accept consequences for lack of decorum and tardiness. Additionally, a *Teffilah* grade will be given on every report card based on each student's success in the program.