



YESHIVAH OF FLATBUSH JOEL BRAVERMAN HIGH SCHOOL

STUDENT HANDBOOK

2013-2014

5774

CORE VALUES

יראת שמים / אהבת השם

Each individual's ongoing relationship with *Hashem* is founded on awe and love; that relationship should be cultivated in order to inspire commitment to *Torah* and observance of *mitzvot*.

תלמוד תורה / שמירת המצוות

The study of the *Torah* through traditional and contemporary methods shapes the learner and should be done in a way that leads to and enables observance of the *mitzvot*.

אמת

The Yeshivah community is built upon trust, mutual respect, and conduct in accordance with the highest standards of integrity.

חכמה

The study of the natural sciences, humanities, and the arts fulfills the *halakhic* imperative to engage God's world.

צלם אלקים

Every human being is created in the image of God. This informs how we conduct ourselves with *derekh eretz* and a sense of *arevut* (collective responsibility), which includes performing acts of *chesed*.

השתדלות

Excellence and growth are achieved through diligent and persistent effort.

שלום המלכות

In recognition that United States of America is founded on principles that are concomitant with Judaism and in recognition of the kindness this nation has extended the Jewish people, we proudly support, celebrate, and pray for the welfare of this great nation.

מדינת ישראל

The establishment of the modern-day State of Israel is a divine gift and the initial fulfillment of a millennia-old national longing. It is our obligation to celebrate, support, and strengthen its existence.

לשון הקודש

The Hebrew language is a cherished and sanctified treasure of the Jewish People. Communicating in Hebrew, both orally and in writing is an essential part of a *Torah* education, consequently, Judaic studies courses are taught in Hebrew.

מסורת הישיבה

Through its commitment to these values and as result of the innumerable successes of its graduates and faculty over the many decades since its founding, our Yeshivah significantly impacts the Jewish community and the world-at-large



**YESHIVAH OF FLATBUSH
JOEL BRAVERMAN HIGH SCHOOL
ADMINISTRATION**

Head of School
Rabbi Dr. Raymond Harari

Principal
Rabbi Ronald J. Levy

Associate Principal
Ms. Jill Sanders

Associate Principal
Ms. Sari Bacon

Assistant Principal
Rabbi Joseph Beyda

Associate Administrator
Mr. David Blumenthal

Principal Emeritus
Rabbi Dr. David Eliach

Director of Guidance
Dr. Etti Mizrahi

Israel Guidance
Rabbi Craig Lubner – Advisor, Boys
Ms. Miriam Wielgus – Advisor, Girls

Supervisor College Guidance
Mrs. Sari Bacon

Department Chairs
Rabbi Joseph Beyda - Halakhah
Ms. Mica Bloom - English
Ms. Elena Birman – Spanish
Dr. Joyce Fruchter – Science
Ms. Zipora Halper – Hebrew
Ms. Rachel Kurtz - Library
Rabbi Zelig Prag – Talmud

Grade Advisors
Ms. Rachel Winkler– Freshman
Mr. Justin Engel – Sophomore
Mr. Paul Cohen – Junior
Rabbi Joseph Beyda – Senior

Mr. Howard Rothbort – Social Studies
Rabbi Avner Taler – Prophets / Tanach
Ms. Sarah Shulman – Math
Ms. Miriam Wielgus – Jewish History

Dean of Students
Rabbi Naftali Besser

Dean of Faculty
Dr. Joel Wolowelsky

Registrar
Ms. Lenore Fleischman

Student Life Coordinator
Mr. David Galpert



Dear Student,

Welcome to a wonderful four year educational and personal journey. You are each unique, with individual strengths, talents and interests. The Yeshivah's values, principles and mission give you the foundation and tools with which to build meaningful, fulfilling and successful Jewish lives.

The Yeshivah of Flatbush Joel Braverman High School's mission is to produce graduates who live by the principles of the Torah, possess outstanding moral character, are self confident and prepared to achieve and excel in their personal and professional lives. Graduates of our school are leaders who make a positive impact on the communities in which they live and are proud of the education they received at the Yeshivah.

Our school fosters a dedicated learning community where you will be challenged to reach the highest academic standards in Torah and in General Studies. You will find that the Yeshivah integrates full curricula of both disciplines, learns Judaic Studies subjects in Hebrew and actively supports the State of Israel and the United States of America.

The Yeshivah's education extends beyond the walls of the classroom. It offers you an unparalleled opportunity to grow through programs in community service, the arts, sciences, humanities, Torah study, athletics, political activism and much more. We want each one of you to find your passion and to share your talents through participation in our co-curricular, extra-curricular and chesed programs.

All of us want to help you accomplish your goals and dreams. Our school is a physically and emotionally secure environment where each of our students is provided with unmatched levels of guidance. Our large array of caring faculty and professional counselors are here to support you on your journey. We want you to take advantage of our myriad offerings for mentored individual growth utilizing the full resources of a large institution.

Please read through this handbook. It contains the rules and guidelines that help ensure a safe and orderly environment and that you need to know to be successful within our school community. Each day is important as you learn and grow to become the people that you, your parents, and we want you to become. We expect that each of you will do your best to make the most of the many opportunities available in the Yeshivah.

B'hatzlachah,

The High School Administration



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ACADEMICS

- **Students in the Yeshivah understand that our standard of excellence requires a serious commitment to academics accompanied by personal effort and a solid work ethic in both Judaic and General studies. We have high expectations that all students will achieve in class as well as in the extracurricular life of the high school. Please remember that you are *bnei* and *bnot* Torah and serve as role models for a respectful Jewish life at all times, in all that you do. Accordingly, all your work should be done by you alone.**
- **Your integrity- your honesty- is worth more than any grade, and your character should truly represent who you really are. A detailed Integrity Policy is published as Appendix B.**

1. Graduation: A summary of requirements

In order to receive a Yeshivah of Flatbush diploma, a student must:

- ❖ Pass every Judaic and General Studies course, including Art, Music, Physical Education and Health Education/SAFE.
- ❖ Take the following Judaic Studies Program: 4 years of Talmud, 4 Years of *Torah/Tanach*, 2 years of Prophets, 4 years of *Halakhah*, 4 years of Hebrew, 2 years of Jewish Philosophy, and 2 years of Jewish History. All Judaic Studies courses are taught exclusively in Hebrew.
- ❖ Take the following General Studies Program: 4 years of English, 4 years of Social Studies, 3 years of Science, 3 years of Math, 2 years of Spanish, 4 years of Physical Education, 2 years of Art, 1 year of Music, 4 years of Health Education/SAFE, and a minimum of 2 electives in Junior year and 2 electives in Senior year.
- ❖ Earn an **Advanced New York State Regents diploma** by passing the following NYS Regents examinations:

SUBJECT	NEW YORK STATE REGENTS EXAM
Math	Integrated Algebra Geometry Algebra 2/Trigonometry
Science	Living Environment -Biology Physical Setting - Chemistry
English	English Regents Exam
Social Studies	Global History U.S. History Regents Exam
Hebrew Language	Hebrew Comprehensive Exam

- ❖ Fulfill a community service requirement of a minimum of 30 hours per year for each of the four years in school (15 per semester – see Community Service details, p. 14).
- ❖ Return all books (including Library) and meet all necessary academic, *chesed*, disciplinary, and financial obligations.



2. Honors Class Placement and Retention

- a. Qualified students are placed into honors classes upon entering the Yeshivah based on an extensive review of their academic performance, elementary school recommendations, and H.S. Entrance Exam scores.
- b. Honors class placement and retention are accorded as privileges and are based upon continued high levels of performance consistent with the explicit and implicit goals of an honors class. This requires performance at higher levels of expectation than in the regular class' coursework and translates to grades in the "A" (or 90%-100%) range in all Judaic Studies, General Studies and minor courses each semester.
- c. Placement and retention in honors classes is at the discretion of the Principals in consultation with grade advisors and the Guidance Department.
- d. Only students who have had a minimum of four semesters of Honors Class designation and participation and have not left the honors program for any reason will be considered for Senior class valedictorian.

3. Honors Diploma Requirements

- a. Students may earn a Diploma "With Distinction" with the following criteria:
 - i. Be in the top 10% in General Studies through 7 semesters; top 10% in Judaic Studies through 7 semesters.
 - ii. For the spring semester of the senior year, seniors eligible for Diplomas "With Distinction" must have no C's and no more than one-half of their grades as B's.
- b. Students may earn a Diploma "With Honors" in the following categories with a 7-term combined average:
 - i. Summa Cum Laude; 95.5 +
 - ii. Magna Cum Laude; 92.5 +
 - iii. Cum Laude; 89.5 +

4. Principals' List – Honor Roll

- a. To qualify for Principals' List recognition students must attain a combined average of 89.5% and be free of disciplinary, *Minyan* or classroom attendance issues, thus demonstrating academic excellence, appropriate behavior and citizenship.
- b. The Principals' List is published at the conclusion of each semester.



5. Junior & Senior Arista Membership Requirements

- a. Arista is a national honor society. Students who meet the following criteria may be eligible for membership:
 - i. Applicants must be official members of the Junior or Senior grade.
 - ii. Juniors need a minimum of 93% cumulative combined average for the first five terms. In addition, in each term the Junior must have attained a 90% average in General Studies and 90% in Judaic Studies with no incompletes or failures in any subject.
 - iii. All Junior Arista members must re-apply for Senior Arista.
 - iv. Seniors need a minimum 7-term cumulative combined average of 90% and have no failures or incompletes.
 - v. Arista candidates must have character/*midot* that reflect the values and *hashkafah* of the Yeshivah and be free of disciplinary, *Minyan* or classroom attendance issues.
 - vi. Seniors eligible for installation into Senior Arista must maintain a minimum grade point average of “B” on the spring progress report card. Students who do not meet this standard lose this honor.
- b. Students applying for Arista may appeal a negative decision because of their performance in the first semester of their freshman year.

6. Eligibility for S.G.O. Office and Senior Council:

- a. A student wishing to run for President of S.G.O. or Senior Council must have a combined average of 88% in both Hebrew and General Studies.
- b. A student wishing to run for all other S.G.O. or Senior Council offices must have a combined average of 85% in both Judaic and General Studies.
- c. In addition, a student's conduct, behavior and character must reflect the values and standards of a *ben/bat* Torah.
- d. A student may appeal rejection in front of a panel of two teachers, two administrators and three members of the S.G.O.

7. Student Activities Eligibility

- a. **Maintaining academic progress:** We encourage and value student participation in extra-curricular activities, an important part of the entire high school experience. A student's academic performance, however, takes priority. Students who fail a subject may put their participation in any in-school or after-school extra-curricular programs at risk until his/her grades improve.
- b. **Missing class:** Students may only miss class for an activity (e.g. officers, yearbook, teams) by procuring previous permission from the subject teachers and a principal. Special duplicate permission slips are available in the principals' offices and in the library upon request. They must be filled out and returned before any participation is permitted.



- c. **Medical:** A student who is excused for medical reasons from A.M. *Minyan* will not be allowed to participate in after school extra-curricular teams and programs. To be considered for a medical excuse for A.M. *Minyan*, you must fill out the Medical Excuse Form, found in Appendix G of this handbook, and bring to the School Nurse. Any other documentation is not valid.

8. Finals, Regents & AP's

- a. Finals are given at the end of each semester, in January and in June. Students are expected to be present for all tests and to submit major projects and term papers in accordance with deadlines. Late submissions may be subject to penalties as per department or the teacher's individual policies.
- b. Students taking Regents level courses (both required and elective) are expected to take and pass the culminating Regents examination as part of the course requirements.
- c. A student must perform all required coursework throughout each semester or risk failing the semester's work, even though he/she passes the January/June finals or Regents. All missing work, assignments, papers or other class requirements not completed, will warrant a grade of F, even if you pass the final or Regent, and will require an additional assignment in order to ultimately receive a passing grade of 65.
- d. In the event that you are absent from school on the day of a final examination or Regent:
 - i. Call the main office (718-377-1100 ext. 162) as early as possible. This ensures the smooth administration of the exams for the entire school.
 - ii. In order to qualify for a temporary grade of ABS (absence), gain access to a retest, and be given a grade based upon already completed coursework, immediate notification and a doctor's note is required. Otherwise a grade of F pertains.
 - iii. The maximum grade for a course when a student is unexcused for missing a final examination or receives a failing grade for the semester, will be 65 after the makeup test.
- e. Advanced Placement Courses:
 - i. Students taking Advanced Placement (AP) level courses must take the culminating AP examination in order to actually earn college credit. Competitive colleges are interested in seeing students challenge themselves with high level courses but have different policies regarding awarding credit to students for AP courses. Please check with College Guidance and the college websites for information about the policies of colleges to which you are applying.
 - ii. Seniors who wish to drop an AP elective after submitting college applications or receiving acceptance to college, must file an Elective Drop Form (available in the H.S. office or in the College Guidance office) with signatures from a parent and college guidance counselor and approval by the Principal. The student must also submit a letter addressed to the college admissions office stating that he/she has dropped the particular elective. Only after these items are submitted to the registrar will the course be dropped from the student's program, and may the student enter another course.
 - iii. If a senior who has submitted a college application or has received a college acceptance is dropped from an AP course because of academic or behavioral reasons, College Guidance will inform the college, in writing, that the senior has been dropped from the course.



9. Retest Policy and Procedures For Failing Coursework, Finals and Regents Exams

- a. Students who fail courses in the fall semester must take a retest in February or submit make-up work according to the dates set by the Registrar of the Yeshivah.
- b. Students who fail a course in June (Regents or non-Regents) will be required to come in for a retest and/or submit a designated assignment in late August or early September, depending on the course. These dates are set by the Registrar.
- c. Students who fail the June Regents examinations must retake that Regents exam the next time New York State offers the exam. Some tests are offered in August and others in January and some the following June. The Yeshivah has instituted in-house Regents testing for the available exams in both August and January.
- d. There is a fee for each retest of a Final that is prompted by a failing grade.
- e. The maximum grade that a student can earn in a course after failing will be 65. Modifications to this grading policy may be determined at a department's discretion.
- f. Students who fail Art, Music or Physical Education, must make up the failure by the end of the first month of the subsequent term. Arrangements must be made with the teacher involved.
- g. Students who receive an F as their *Chesed* Hours grade can only get a passing grade by making up the missed hours in a timely fashion, to be determined by the grade advisor/ administration.
- h. Seniors who fail spring semester courses must do the following in order to graduate in June:
 - i. Report for makeups during the regular Finals as per a designated schedule for retests. Teachers cannot use papers or projects in lieu of these examinations.
 - ii. Complete all work/test/Regents Exams required to achieve a passing grade in each subject.
 - iii. Take a retest if there is a failure in the course work (even if the student passes the Regents).
 - iv. Successfully complete all school requirements.
- i. Seniors, be aware that transcripts (which are not on hold) are sent to all colleges and post high school programs at the end of June/early July, even if they have course grades of F and/or incomplete. The following statement (or similar version) will be noted on the transcript: "This student has not yet made satisfactory progress towards meeting his/her graduation requirements."



10. Incompletes/ABS

- a. Incompletes are only given on the November and March progress reports. All work must be made up by the end of the Fall or Spring semester, respectively.
- b. For January and June a grade of ABS will be given in the case of illness or other extenuating circumstances, including an excused absence on the day of the final exam, which did not allow a student to finish the work by the end of that semester.

11. Homework

- a. Students are responsible to observe all homework policies and standards as set by the respective members of the faculty. When absent, students should contact a classmate to get homework assignments.
- b. The Guidance Department will work with students who have excused extended absences in order to coordinate assignment acquisition and workload.

12. *Tsei U'Imad* Courses & Guidelines

- a. *Tsei U'Imad* courses contain the academic content equivalent of a one-semester course, which would have met approximately 55 times for 42 minutes/session (plus homework). Such a course would typically contain 15-25 topics (units of study), which are generally covered in 3-4 regular school class periods. Although the course is the equivalent of a semester course, the teacher may allow the student to complete the requirements over two to three semesters. Students may only register for one *Tsei U'Imad* per semester, unless special permission is granted.
- b. The courses are primarily self-study. The teacher may meet with the students periodically, but this would not be during regular class time. It should be understood that these meetings cannot possibly cover all the material for the "classes."
- c. Before a course is given, the student should expect to receive:
 - i. An outline of the anticipated units that will comprise the course and
 - ii. Sample final examination questions or project requirements.
- d. The student is responsible to:
 - i. Work on assignments for each unit of study. One assignment might cover more than one unit. These assignments should be given at proscribed times and cover all of the "classes" that should be covered in those units.
 - ii. Do all assignments which are to be completed at home, and become familiar with the material well enough to be tested on it. As with any other course, assignments must demonstrate that it's the student's original work.
 - iii. Take a mid-term evaluation.
 - iv. Complete a final examination or final project.
 - v. Submit a "Grade Acceptance Form" at the conclusion of the course. This is due within 1 week of completion of a class.
 - vi. Choose your *Tsei Ulmad* Course with care. Students who drop a course after a period of one month, or four sessions, will become ineligible from registering for any *Tsei U'Imad* courses the following year.



13. Grades

- a. The final grades in January and June are *cumulative semester* grades. These grades are recorded on the college transcript. They are based on the following: mid-term grade (November or March) classroom work, tests, quizzes, papers, homework and the final examination. *The first and third marking periods count in this calculation.*
- b. Students should be aware that more than 3 failures in any combination of General or Judaic Studies courses may place them in jeopardy of expulsion for academic deficiencies.
- c. Students who request a grade change from a subject teacher in a specific course, based upon a requested review, are *limited to a ONE term window of opportunity*. Thus a student requesting a grade change in a fall semester grade has only the following spring semester to have the grade reviewed and changed. The registrar will not honor any grade change requests that are more than one semester old.
- d. Students should be aware that each department has established policies regarding grading. In addition, individual teachers within departments may have specific grading policies. It is the student's responsibility to consult with the department and the teacher regarding specific grading practices and requirements.

14. Elective Course Selection Procedures

Juniors

- a. Must have three standard college transcript courses, i.e. English, History, Math (or the math equivalent for accelerated math students (i.e. AP Calculus or College Level Math or AP Computers when offered)
- b. Must take a third science course within the junior or senior year as an elective to fulfill the requirement of a mandatory three years of science (or have taken and passed the Earth Science Regents in the 8th grade).
- c. Must take a minimum of two electives and a maximum of three.
- d. May not request elective changes between March - August of sophomore year.
- e. May request a change of their elective choices in the fall semester until a specific date (TBA). If requested, in the fall, and the elective course is full, the student's name will be placed on a waiting list with no guarantees of admission.
- f. May drop a third elective during the fall semester after completing the Elective Drop Form, which requires parental, grade advisor and college guidance approval until one week after the November report card.
- g. Must leave room in their programs for two periods of physical education.
- h. Any student entering the high school after the freshman year, who did not take a foreign language (other than Hebrew), must take three electives in both the junior AND senior year.



- i. A junior taking A.P. American History (which will be offered as a semi-independent course) concurrently with US History 1 and 2 and attains a grade of 3 or higher on the AP Examination in May, will be **exempt** from the US History Regents in the Senior Year. Students may elect to have the AP course grade listed for terms 5 and 6 and will automatically have it listed for term 8 (in which case the economics grade i.e. either regular or AP Economics for term 7 will complete the four year Social Studies requirement). Please note that economics (term 7 or AP Economics) is a requirement for all students toward a Yeshivah of Flatbush diploma.

Seniors

- a. Must have an English course, (i.e. A.P. English, Honors English for 4HN/4HR or regular English) and Social Studies (or credit for A.P. American History or A.P. Economics during second term).
- b. Must take a third science course within the junior or senior year as an elective to fulfill the requirement of a mandatory three years of science (or to have taken and passed the Earth Science Regents in the 8th grade).
- c. Must take a minimum of two electives.
- d. May take a maximum of four electives.
- e. May not request elective changes between March –August of junior year.
- f. May request change of their elective choices in the fall semester until a specific date (TBA). If requested, in the fall, and the elective course is full, the student's name will be placed on a waiting list with no guarantees of admission.
- g. May drop a third elective during the fall semester after completing the Elective Drop Form, which requires parental, grade advisor and college guidance approval until one week after the November report card.
- h. Must leave room in their programs for two periods of physical education.
- i. Any student entering the high school after the freshman year, who did not take a foreign language (other than Hebrew), **must** take three electives in **both** the junior AND senior year.
- j. Advanced Placement Courses:
 - i. Students taking Advanced Placement (AP) level courses must take the culminating AP examination in order to actually earn college credit. Competitive colleges are interested in seeing students challenge themselves with high level courses but have different policies regarding awarding credit to students for AP courses. Please check with College Guidance and the college websites for information about the policies of colleges to which you are applying.
 - ii. Seniors who wish to drop an AP elective after submitting college applications or receiving acceptance to college, must file an Elective Drop Form (available in the H.S. office or in the College Guidance office) with signatures from a parent and college guidance counselor and approval by the Principal. The student must also submit a letter addressed to the college admissions office stating that he/she has dropped the particular elective. Only after these items are submitted to the registrar will the course be dropped from the student's program, and may the student enter another course.



- iii. If a senior who has submitted a college application or has received a college acceptance is dropped from an AP course because of academic or behavioral reasons, College Guidance will inform the college, in writing, that the senior has been dropped from the course.

15. Senior Year Grades & Community Service

The senior year, 12th grade, is just as critical a year in high school as the 9th through 11th grades. Students need to be mindful of the following:

- a. Senior transcripts are sent to prospective colleges and universities, at the end of January and June, even after letters of acceptance have been received.
- b. Seniors can jeopardize college acceptances and meeting the Yeshivah's graduation requirements by cutting classes; excessive absences; failure to submit required projects and papers in a timely fashion; and failure to take scheduled assessments. Class participation is intrinsic to the calculation of course grades.
- c. The 30-hour minimum per school year community service requirement is in force during the senior year. Certification must be submitted in a timely fashion to be considered acceptable. All records must be complete by the last day of Senior classes.

See "Community Service and *Chesed*" Section 17 on page 14 for the expected standards for completing *Chesed* requirements.

16. Official Transcript Requests

- a. Student transcripts are sent twice in senior year: after the fall semester and, if there is no "hold," after the spring semester.
- b. A transcript "hold" is placed in the student's file if financial, *chesed*, book return or other obligations are not met.
- c. Students who request that official transcripts be sent to colleges, universities and/or any other programs and have current course grades of F and/or "Incomplete" will have the following statement (or similar version) added to the transcript. "*This student has not yet made satisfactory progress towards meeting his/her graduation requirements.*"
- d. This statement will be removed from the transcript when the outstanding failing and incomplete course requirements have been satisfied and a student may request that a new transcript be sent to their college or post-high school program.



COMMUNITY SERVICE AND CHESED

17. Community Service

***Chesed* is an important component of Jewish life. We are obligated to serve *Hashem* through caring for others and individual and communal acts of kindness. The Yeshivah of Flatbush is proud to be a pioneer in the full inclusion of *Chesed* in a student's academic experience. The following stipulates the high school's community service program requirements:**

- a. Each student is required to volunteer 30 hours each year in organizations or programs outside of school which should be taking place throughout the year.
- b. Completing the full community service program of 120 hours over four years is a requirement for earning a Yeshivah of Flatbush diploma.
- c. Students must fulfill this obligation before June of each year, by completing 15 hours by the end of each of the two semesters. Chesed requirement cannot accumulate – each year's requirement must be completed by June of each year.
- d. Only pre-approved activities can be credited towards the requirement. With written permission from your grade's Community Service Coordinator prior to participating in the activity. Examples of activities that are not approved for hours are babysitting, most private tutoring, working for pay in a medical or dental office or for a for-profit business, etc.
- e. Community Service Coordinators who approve and monitor hours are:
 - i. Freshmen & Sophomores – Ms. Ovadia
 - ii. Juniors & Seniors – Rabbi Haber
- f. Students must submit an original proof of service on an official organizational letterhead signed and dated by an adult officer of the organization. Students should keep a photocopy of all certifications for their own records.
- g. Work done for in-school, student-related programs or publications must also be pre-approved by the grade *chesed* coordinator.
- h. Private tutoring is only acceptable if your Community Service Coordinator grants prior written approval and in coordination with the Principal of the child you are tutoring.
- i. The Yeshivah's Peer-Tutoring Program is run by the Guidance department and is a good opportunity to fulfill your community service requirement. Applications and approvals are granted through this department.
- j. Please note that a Community Service – *Chesed* hours grade will appear on the student transcript. Students who complete their hours on time (15 Hours on time, 20 Hours extended time) will receive a grade of A. Students who owe any hours will receive a grade of F. The F will be changed to a final grade of C when the student submits, all the pre-approved hours, (Freshman/ Sophomore to Ms. Ovadia, Junior/Seniors to Rabbi Haber) at the beginning of the following semester (September or February).
- k. The 'F' will remain on the transcript for each term until the hours are appropriately completed and the final grade will appear on the students' high school record and transcript.

We hope that everybody will carry out their responsibility and pursue this mitzvah of *chesed* in a timely fashion and gain the life- long inspiration this program is meant to engender.



18. Archon Membership Requirements

- a. Archon is a national service society. Senior students who devote an extensive amount of time to school service and activities are eligible for Archon membership.
- b. Applicants must be members in good standing of the senior grade.
- c. Archon service credit will be determined by point values assigned to extra-curricular participation. These values will reflect the degree of involvement and leadership roles. A sampling of the areas included for Archon consideration are: Publications (Newspaper, Yearbook, Language and Departmental Journals), Student Government, Mock Trial, Athletic Teams, Debate Team, *Chesed* Activities *Yachad*, Outreach, *Oneg Shabbat*, etc., School Drama Club, Orchestra, Bookroom, Office and Library volunteer work, etc.
- d. Faculty advisors for each activity rate students' levels of involvement. Students with the highest point totals will be admitted to Archon.
- e. Archon candidates must have character/*midot* that reflect the values and *hashkafah* of the Yeshivah. The high standards of Archon membership would include that students be free of disciplinary and/or attendance issues.

SCHOOL RESOURCES

19. School Nurse, Medical Notes and Accident Reports

- a. The nurse's office is located on the basement level across from the Art Room
- b. Any student who doesn't feel well or has an accident should tell the teacher in the room or go to the office to contact the school nurse.
- c. In an extreme emergency, the office or security should be contacted to avoid wasting valuable time getting to the nurse's office.
- d. The nurse will triage and evaluate the situation and determine if the student should return to class or go home.
- e. The nurse may also dispense certain over-the-counter medication with prior parental permission.
- f. The nurse will issue a pass for a student to return to, or excuse a student, from class.
- g. Unexcused visits to the nurse will be considered a class cut and earn detention.
- h. **Medication:** Parents should contact the school nurse to make her aware if their child has a chronic condition, or takes medication on an ongoing basis.
- i. **A.M. Minyan:** If a student needs to be medically excused for A.M. *Minyan*, the form located in Appendix G must be filled out and returned to the school nurse. Students medically excused from *Minyan*, will not be allowed to participate in any after school extracurricular activities or athletics.



j. Physical Education:

- i. Any student not permitted to participate in Physical Education programs must bring in a note from their physician.
- ii. Such students must make up the course through alternate methods (such as Red Cross sponsored courses), which may extend beyond regular school hours.
- iii. The Physical Education instructor is authorized to determine the makeup assignment in conjunction with school policy.

k. Elevator pass:

- i. A student who needs to use the elevator for medical reasons must bring a doctor's note and show it to the nurse. Unauthorized use of the elevator is prohibited and is subject to disciplinary measures.
- ii. Students with chronic, ongoing conditions must renew their elevator passes annually by presenting a doctor's note to the school nurse in September.
- iii. A member of an athletic team cannot have a permanent elevator pass and remain on the team.

l. Accident reports:

- i. A student who is injured on the school premises, or while away on a school-sponsored activity, must pick up an insurance form from the office. These forms are to be completed by a parent and physician and returned to the office.
- ii. It is the student's responsibility to return the claim form to school in time for payment in a timely fashion. The insurance company will not honor any claim that is returned late.

20. Guidance

- a. The Guidance Department includes a large team of professionals with the aim of developing a personal support relationship with every student. High school is an exciting time filled with many opportunities for individual growth. Students have questions and concerns that can be challenging. The guidance department is here to assist students in making good and responsible decisions as they navigate the high school years.
- b. Each freshman meets with a guidance counselor during the first semester and appointments are made thereafter as needed. Many students enjoy a positive relationship with Guidance throughout high school.
- c. The department offers a Peer Tutoring program where students tutor one another. In a win-win situation, the tutor receives community service hours, and the person who is tutored learns the material for the class. Often this is the beginning of an enduring friendship. Applications and clear guidelines for the program are available in the Guidance Office.
- d. The Choices Commission is an exceptional leadership and extracurricular activity that can change lives. This commission is open to Juniors and Seniors, who sign up at the beginning of the school year and pledge not to abuse drugs and alcohol and create informative and exciting programs for the Middle Division and High School. There are opportunities for Freshmen and Sophomores to join JV Choices, as well.

21. Extended Time for Assessments Policy

- a. The Yeshivah of Flatbush Joel Braverman High School will provide test accommodations, including, but not limited to, extended time to students who have been approved by the College Board for these accommodations.



- b. Applications to College Board are filed by the Guidance Department (x190) and include a comprehensive psycho educational or neuropsychological evaluation that meets College Board guidelines and which is conducted by an acceptable licensed practitioner. Once it is approved, the Yeshivah will provide the test accommodations for Final Exams and New York State Regents assessments.
- c. Eligible students who wish to receive the accommodations for in-class examinations will work with a guidance counselor on a case by case basis in consultation with the subject teacher(s) recommendation(s), and a review of the nature of the particular exam(s), the student's ability to make up the missing work and any other pertinent factors. Since there may be two exams plus assorted quizzes each day, it is essential to work out a plan with a guidance counselor each week in order to maximize the opportunity for success.
- d. Please note that once approved by College Board, students will be eligible to take PSATs, SATs and APs with test accommodations. A separate application will be required for students wishing to take the ACT examination. ACT's criteria tend to be even stricter than College Board. It is important for students to keep this in mind when choosing to invest in tutoring for the SAT and/or ACT.
- e. Feel free to discuss this further with your guidance and college guidance counselors. We're here to help! Please be aware that while approval will be granted for these College entrance examinations, no colleges will know that students have had these accommodations. That information remains confidential unless the student wishes to share it.

22. College Guidance

- a. The mission of the Department of College Guidance is to work with each individual student and family to inform, educate and advise throughout their four years in high school, culminating with the college search and application process. The Department also serves as a direct liaison to college and university admissions offices, and advocates for our student applicants throughout the admission process.
- b. Each student is encouraged to explore his or her own talents, strengths, and interests while considering the many possible educational opportunities available immediately following graduation. We work with students and families to address the five critical elements of the college search: Jewish Life, Geography, Academics, Personal Needs and Finances/Cost.
- c. College Guidance Counselors work with students and families beginning with the Academic Guidance program and continuing all the way through graduation, and beyond. The department's goal is to meet the unique needs of each student and family through every step of the college search and application process. This includes, but is certainly not limited to, helping each student with his/her individual program, essay, resume, and letters of recommendation to present to the colleges and universities to which they apply.
- d. Pathfinders is an integral part of the College Guidance department. College and Pathfinders counselors help students find appropriate internships and placements in summer and school-year programs so that students may explore their passions and reach their goals.
- e. The Department of College Guidance will help students and families to transform the challenge of applying to college into an exciting opportunity for success; this Department is a springboard to our students' future.



23. School Transportation

Any student who wants to travel with a friend on authorized school transportation must bring a note from a parent that specifically states that the parent gives permission for the student to travel on the school transportation AND that the parent releases the school from all responsibility. This note must be brought to Mr. Blumenthal, by 4:00 PM of the day of travel for his written authorization.

24. Library

- a. Our high school library is a helpful place and has important resources, including reference books and online data bases that will help you get through your four years in Flatbush. The librarians, Mrs. Kurtz, Mr. Katz and assistant, Mrs. Schonbrun, will help you find what you need. There is also an online catalog which you can search.
- b. Our library has a website with helpful links to the catalog and other resources, which you will find by going to the high school website and clicking on " Library".
- c. Our library is open from 8:00 in the morning to 6:00 in the afternoon. You may come to the library at any time during those hours, but MUST have a note of permission from your teacher or covering teacher if you come during class time.
- d. It is important to be respectful of other people's time. The library is a quiet place where people do work quietly so that everyone can concentrate, read or study.
- e. Library books are borrowed for 3 weeks. Every book that you borrow must be checked out at the desk. You may renew your library books if you still need them. Late books accrue fines.
- f. Reminder: All library materials must be returned in order to take your final exams.

BEHAVIOR GUIDELINES & RULES

Students in our Yeshivah are courteous, respectful and behave in a manner that brings honor to themselves, their families and their school. Yeshivah of Flatbush students respect classroom and school regulations as expected of *bnei* and *bnot* torah.

On a purely practical level, a student's behavior record is important for college recommendations and for admission to Archon and Arista Honor Societies, and any other recognition. Misconduct will result in consequences which may include a note in the student file, possible detention and suspension or expulsion.



25. Dress Code

Proper dress is one of the many factors that influence the atmosphere at the Yeshivah. In Judaism, modesty plays a significant role in education.

Students must dress neatly, modestly and appropriately for a *Makom Kadosh* and academic environment in accordance with the Yeshivah's Dress Code at all times, including whenever they enter or leave the Yeshivah.

Appropriate dress is a form of *Derech Eretz*, which is an essential component of the Yeshivah's standard of excellence and core values.

Regular school dress is required after gym, aerobics, and team practices. Students leaving for games or practices off grounds must also maintain regular school dress code. Boys must wear *kipot* before entering the building and upon leaving the building any time of the day or night.

. The following will serve as guide for proper dress in our Yeshivah:

BOYS' GUIDELINES:

Dress style pants, collared shirts and socks must be worn. *Kipot* are the only acceptable head coverings. *Tzitzit* should be worn.

- Only dress or "Dockers" style, conservatively colored pants may be worn.
- Jeans, tight or low waisted pants are not permitted.
- Collared shirts must be worn, either button down or polo style.
- Regular turtle-neck shirts may be worn.
- Collared shirts must be worn under sweaters or sweatshirts.
- Sweatshirts with large or inappropriate prints or loud colors are not permitted.
- Shoes and sneakers with backs are permitted.
- Socks must be worn at all times.
- *Kipot* are the only acceptable head covering, no caps or hats are permitted.
- Boys must be clean-shaven; beards and/or mustaches or goatees or lengthy sideburns are not permitted.
- Haircuts must be in a moderate style; excessively long or short hair is not permitted. Boys may be sent home to shave or get haircuts.
- Body piercing of any kind is not permitted.

GIRLS' GUIDELINES:

We recommend that you wear the longer skirts, ("Central Park" or other manufacturer), which eliminates the need to adjust skirts throughout the day and allows you to focus on learning.

- Girls should wear dresses or skirts and blouses.
- All skirts must cover (fall below) the knees when standing, sitting and walking.
- All shirts and tops must have a neckline that cover to the collarbone.
- All tops must be long enough to cover the middle of the body, even when leaning over or raising one's hand.
- Tight, sleeveless, "cap" sleeved, tank and sheer tops are not permitted.
- Scarves or jackets may not be worn instead of an appropriate shirt.
- Conservatively colored T-shirts and sweatshirts are permitted; shirts with inappropriate prints or lettering are not permitted.
- Only shoes with backs are permitted.



- Only one earring per earlobe is permitted.
- Slits in skirts must be below the knee.
- Leggings to the ankle are permitted.
- Head coverings are not allowed; including caps, hats, or headscarves.
- Beaded, corn rowed, or unusually colored hair is not permitted.

Students are asked to be vigilant about adhering to the dress code of the Yeshivah, and parents – the Yeshivah’s partners – are asked to ensure that their children’s dress is in compliance with the rules.

- Students coming to school dressed inappropriately will not be permitted to attend classes. They will be required to call home for a change of clothing and, when dressed appropriately, use an allotted sign-in to attend classes that day.
- Students who are not in compliance with the dress code during the day must use an allotted sign-out in order to change into appropriate clothing. In accordance with the guidelines for signing out, this student may not leave school without a parent's permission, but will be readmitted (without using a 'sign-in') when the situation is corrected.

Ultimately, teachers and principals, at their discretion, will determine the appropriateness of a student’s attire.

26. **Tefillah – Decorum, Attendance and Punctuality**

***Tefillah* is an integral part of our Yeshivah’s program. To honor all of our students’ heritages, we have both *Sephardic* and *Ashkenazic Minyanim* for *Shaharit* and for *Mincha*.**

- a. All students must attend daily *Shaharit Minyan* either First *Minyan* at 7:10 AM on Tuesday, Wednesday, Friday; at 7:05 AM on Monday and Thursday or Second *Minyan* at 7:55 AM, depending upon their daily program.
- b. Freshmen have 2nd *Minyan* on Monday and Wednesday, beginning 7:50 AM with their *Halachah* teacher. Breakfast will be served following *Tefillah*.

Students are expected to attend *Shaharit Minyan* every day and on time. Occasionally, circumstances which are beyond a student’s control may result in lateness or missing *Tefillah*. We have therefore instituted the following “point” system, which allows for these rare instances; there is no need for a parent phone call. Students who miss *Minyan* are expected to pray on their own.

- c. **Times for either “late” or “*Minyan* cut”:**
 - i. For the 7:05 *Minyan*: If a student comes to *Minyan* after *Tefillah* begins but before 7:15, he/she will be marked late. After 7:15, the student will be marked as cutting.
 - ii. For the 7:10 *Minyan*: If a student comes to *Minyan* after *Tefillah* begins but before 7:20, he/she will be marked late. After 7:20, the student will be marked as cutting.
 - iii. Freshman Late *Minyan* is considered a *Halachah* class, and lateness will be treated as a class cut.
- d. **Four point rule for *Shaharit Minyanim*.**
 - i. Each “late” equates to 1 point
 - ii. Each “cut” equates to 2 points.
 - iii. 4 points per month will be excused, without the need for a note or phone call from a parent.
 - iv. A “lunchhold” in a designated faculty supervised room will be served for each point accumulated after the 4th point. The “lunchhold” must be served on the day of the violation. Students who have
 - v. “lunchhold” may not attend any co- or extra-curricular programs during lunch.
- e. **Habitual lateness:** A student who is habitually late or absent from *Tefillah* is in serious violation of the rules of the Yeshivah. The student will be required to meet with the grade advisor, who in turn, may schedule a parent meeting. If the situation continues, counseling as well as the possibility of suspension from school may be in order.



- f. **Commuters** are exempt from first *minyan* and must pray on their own. If their class has second *minyan*, they are required to attend the second *minyan*.
- g. **Extenuating circumstances:** If a student stays overnight at a commuter's home, or if there are special extenuating circumstances, please have a parent call the office at extension 162 to explain or email.
- h. **Extracurricular programs:** Participation on teams, extracurricular programs, Arista and Archon are privileges granted to responsible students. Participation in these activities may be jeopardized if a student is not consistent in his/her responsibility to attend *Minyan* daily and on time.
- i. **Finals *Minyan* schedule:** During Finals, *Minyan* starts at 7:50 AM each day. Any student arriving after 8:10 AM will be held for one hour that day after the final examination. If a student does not serve this detention he/she will be barred from taking the next scheduled final and will then take the exam when makeups are scheduled.
- j. **Decorum and respect:** All of our students are expected to behave with the appropriate decorum during *Tefillah*. Rudeness, talking, studying, reading, using an electronic device or sleeping is truly inappropriate behavior for our Yeshivah students while in a *Makom Tefillah*. A student who does not treat *Tefillah* with the appropriate level of respect, and is asked to leave the *Shaharit* or *Mincha Minyan*, will be marked cutting and this will be added to missed days for that month with subsequent consequences.
- k. ***Mincha*:** Cutting *Mincha* will have the same consequence as a class cut.

27. Classroom Decorum

- a. **Cleanliness:** Every class must keep the rooms and cubbies clean and orderly at all times. Books are not to be placed on the windowsills.
- b. **School property:** Proper care of school property is a foundation of good school citizenship. Students will be held responsible if they deface the desks or any surface in the school. Also included is the abuse of school technology/hardware in each class. In addition, this behavior may incur disciplinary consequences.
- c. Only one student at a time may leave a classroom.

28. Teacher Absence

- a. When a teacher is absent, the class president will be informed, and in most cases, there will be a teacher assigned to cover the class. The students are to report to their regular classroom. The teacher assigned to cover that class will take attendance for that period. Students must remain in the classroom during this period. If a teacher is absent and no substitute reports, the class president should check with Ms. Nawlo or Rabbi Levy while the students remain in their classroom.
- b. If a teacher is late to class, students must wait for a teacher in their scheduled classroom until the end of the period. The class president should go to the office for further instructions and direction.
- c. The class president may request a schedule change if a teacher is absent. All schedule changes must be processed by Ms. Nawlo in the main office and be authorized in writing by Ms. Nawlo or Rabbi Levy.



29. Lunch and General Guidelines for Food in School

- a. The Yeshivah upholds the highest standards of *Kashrut*, and expects its students to follow them. If in doubt about the *Kashrut* of a food item, please check with Rabbi Harari, *Rosh HaYeshivah*.
- b. Sandwich lunches, salads, pizza, drinks and desserts are available for sale in the school multi-purpose room. Cereals, fruit, bread, juices, eggs, etc. for breakfast are also available in the school multi-purpose room.
- c. Students who bring food from home must adhere to the laws of *Kashrut*. Lunch should be kept in the lockers until lunchtime.
- d. Students should wash and make a *Bracha* before eating bread and say the *Birchat Hamazon* on the conclusion of their meals.
- e. Food may only be eaten in the multi-purpose room or in the grassy area behind the building (near the college guidance trailer).
- f. Students are responsible for the cleanliness of the lunch tables and removal of all refuse. Students may go to the Lounge, Library or Study Hall after they eat.
- g. Students are expected to behave with proper decorum in the lunchroom.
- h. Students may not leave the building for breakfast.
- i. Sophomores, juniors, and seniors are permitted to leave of the building for lunch during their specified lunch periods. Freshmen will be permitted to leave the school building for lunch after Pesach.
- j. **The use of cars by students during the school day, including lunchtime is prohibited.** Students may not drive their car at any time during the school day. Violators will be suspended and will not be allowed out of the building for lunch for the remainder of that term. Your safety is at stake. Students **may not** feed the meter during class time for anyone's car.
- k. Students who are allowed to leave the building for lunch, may not go home during lunch, even if it is within walking distance. Lunchtime exiting is restricted to purchases on Ave. J/Coney Island Avenue between Avenue J & K or between Avenue J & I only.
- l. Food and/or drink (other than water) are not allowed on any level above the sub-basement. In order to assure the cleanliness of our building, it is necessary to insist that no food or drink (hot or cold) be eaten anywhere above the sub-basement level during any time of the day.
- m. Only beverages may be brought into and/or consumed in our state-of-the-art student lounge. No food or drink of any sort may be brought into our beautiful new auditorium.
- n. In order to maintain cleanliness and to promote an academic school environment, only water may be brought into the building after lunch by any student. Food and drinks brought into the building in violation of this restriction are subject to confiscation.



30. Textbooks

- a. Please check each textbook upon receipt to determine if it is in an acceptable condition. If the book is damaged please see your teacher or Mr. Blumenthal. Lost or damaged books must be paid for to be replaced when collected at the end of the year.
- b. Students are to hand in all textbooks and library books, or to pay for any of these books they may have lost, at that conclusion of each semester, in order to be eligible to take final examinations.
- c. The book you turn in at the end of the semester must be your own. Taking another student's textbook and representing it as your own is considered theft, and is a violation of the integrity policy of the Yeshivah.

31. Lockers and Storage of Personal Belongings

- a. All books, notebooks and outer clothing are to be kept in the lockers.
- b. In order to be on time for classes, all textbooks and notebooks that are needed for the first four or five periods should be taken from lockers before going to morning classes. During lunch period, students should get their afternoon books from their lockers.
- c. Books, backpacks and coats are not permitted to be stored in the classrooms, the locker floor areas the auditorium, or the hallways.
- d. In order to safeguard your personal belongings, be certain to lock your locker at all times. The school cannot be held responsible for personal property loss from the lockers.
- e. Physical Education teachers assign gym lockers and set related policies.
- f. During regular gym periods, all valuables must be locked inside your locker or given to the gym instructor. The school cannot assume any responsibility for lost or stolen property. If necessary, buy a second lock for this purpose.
- g. Students are permitted in the locker areas only during the following times: in the morning before their first period, at the beginning and end of the lunch periods, and at the end of your school day.
- h. All students are assigned their own lockers and may not switch at their own discretion. This may cause a great inconvenience to the other students and therefore, if necessary, we will clip locks on unauthorized lockers at the student's expense.
- i. During a student's lunch period books may be stored in the *Beit Medrash* at the student's own risk. Do not leave your books in the lobby, stairwells, or front of the building during lunch. Books left in these areas will be removed.

32. School Computer Use Policy

- a. **Responsible use:** The use of the computer facilities at the Yeshivah is a privilege, and it is our expectation that students will use computers in an appropriate and responsible manner. Inappropriate use of these facilities will result in a cancellation of those privileges, and other possible disciplinary consequences as deemed appropriate by the administration. The faculty and administration will deem what is inappropriate use and their decision is final.



- b. **Appropriate usage:** Students may only use the access to the Internet in classroom activities, college and career development activities, and high quality academic/personal research.
- c. **Unauthorized access of school data system:** Students who attempt unauthorized access to the Yeshivah's computer system, whether on site or off-site, will place themselves in jeopardy of expulsion.
- d. **Student passwords:** Keep your password safe. All students will be held strictly accountable for any unauthorized computer access using *their* passwords and/or IP Addresses. This means that if someone is using your password and/or your computer and /or your wireless access, in an unauthorized manner, it is you who will bear the responsibility, and you will be placed in jeopardy of expulsion. The Yeshivah has the capability to identify all unauthorized computer access. **Reminder: Frequently change passwords for your protection.**
- e. **Computer time:** Students are responsible for their time on their computer terminal. Any illegal or unauthorized activity during the student's access will be attributed to the student. Students should report any situations immediately to the teacher or administration that the student feels might negatively impact on them.
- f. **Appropriate sites and materials:** Students will not access any site or materials that are specifically designated for adults only. Inappropriate materials violate the very essence of the Yeshivah, and students who access these materials will face consequences that include the possibility of expulsion.

33. School Website and Student Email Accounts

- a. **Usernames:** All students in the Yeshivah are given a username and password to access their own information on the Yeshivah website.
- b. **Check your emails:** Students should check their email daily for important information about school scheduling, homework, absences and disciplinary records.
- c. **Responsibility:** Every student is responsible for his/her own password and how it is used on the website. A student, who gives his /her password to someone else, will be held responsible for any activity performed using that password.
- d. **Accountability:** Students will be held strictly accountable for the use of their password and any inappropriate or questionable activity on the website can result in disciplinary action leading up, to and including, expulsion.
- e. **Transparency:** Our computer systems are sophisticated and retain information regarding password usage, date and time of entry and exit from the website, computer IP addresses and other data that can be used to trace any Integrity Policy violations.
- f. **Help:** If you have any questions, or if you believe an unauthorized person has access to your password, do not hesitate to ask your principal or grade advisor for help. You may also ask Rabbi Kramer, for help with passwords and access.

34. Cell Phones, Personal Electronic Devices & Digital Citizenship

- a. Personal electronic and communication devices, such as cell phones, iPods, etc. may only be used in the lounge/lunchroom area, during breakfast, lunch or breaks. The exception to this rule is when students are given expressed permission by a teacher or faculty member to use electronic devices in areas outside of the lounge/lunchroom/lobby.



- b. Be certain to keep your phones and electronic devices secure or locked in your lockers or backpacks. The Yeshivah cannot be responsible for personal property.
- c. Students who violate the privilege of having any of these devices in school by having them on or by using them in the classroom or other areas without permission risk having the device confiscated. If this happens, it can only be retrieved at the discretion of a principal or grade advisor.
- d. If there is an extenuating circumstance that requires the use of a cell phone in a way that is an exception to these rules, please contact your grade advisor or a principal.
- e. **Cameras and privacy:** It is of paramount importance for all students to respect the privacy and dignity of others. At no time may students use cell phone cameras or any other photo or video imaging devices in classrooms, locker room areas or in any other area of the Yeshivah which may invade or compromise an individual's (staff or student) privacy and dignity. The use of photo or video imaging devices within the Yeshivah for legitimate activities must have written authorization from a principal or grade advisor or other responsible staff member that can be verified. Students who violate this policy will face consequences that may include suspension and the possibility of expulsion.
- f. **iPads:** To enhance our students' learning experience, all freshmen, sophomore and junior students will be using iPads in the classrooms. Administrators and teachers will review proper use of this exciting technology. Please read the iPad use document in the appendix J at the back of this handbook.

35. Student Photo-Identification Policy

- a. For the security and safety of the school, all students will be issued photo-identification cards by the Yeshivah. Students are required to have these cards in their possession at all times when on Yeshivah premises (during regular school hours, at extra-curricular activities, etc.).
- b. Students may be asked to present their ID card to an administrator, faculty or staff member at any time.
- c. These cards are issued by Mr. Blumenthal's office. Any student who loses his/her photo-identification card may have it replaced for a \$5.00 fee through Mr. Blumenthal's office.

36. Elevator use

Our elevator is for use by faculty, staff and for students who are disabled, either long-term or temporarily. For the safety of all, we must restrict the riding the elevator to these individuals. Unauthorized passengers can slow down response time and the movement of sick or injured individuals in case of an emergency. Riding the elevator without a pass will incur disciplinary action and/or a \$10 fine. We all must make an effort to avoid emergencies and breakdown of the elevator.

37. Illegal Substances, Drugs and Alcohol

Students are not permitted to have or use illegal substances, drugs or alcohol on school premises or at a school event. See full policy Appendix H, substance use policy.



38. Gambling

Card playing and/or dice playing or any gambling transactions are prohibited in any venue on Yeshivah property. Violators will meet with their guidance counselor and/or grade advisor to determine a course of action, which may include counseling, and/or disciplinary action.

39. Loitering

Students may spend free time in the student lounge, library, and the grassy area behind the school. Students may not sit or loiter on the front steps, in front of the Yeshivah on Avenue J, or on the sides of the Yeshivah, on East 16th and/or East 17th Streets.

ATTENDANCE GUIDELINES & RULES

40. Attendance

One of the primary responsibilities of students in the Yeshivah is to maintain daily attendance and be on time for all classes and school programs. Commitment to your studies includes class participation and respect for the schedule and the rules of proper citizenship; it is also an important indicator for academic success. Research shows that excessive absences have a negative impact on a student's academic progress.

- a. **Excused absences:** Excused absences include absences for medical reasons (with verifiable certifications), absences for participation in approved off-site programs, and approved absences for emergency and/or extenuating family circumstances.
- b. **Excessive Absences:** In order to ensure that unexcused absences are treated in a serious manner, a student who is absent for the eighth, ninth, and tenth time in a given semester, will not be readmitted to classes without a parent signing the student into school, in person, with the student's Grade Advisor or principal. In this serious situation, phone calls, faxes, email, and other communication are not accepted.
- c. **A student who is absent more than ten times:**
 - i. Is subject to suspension by the Grade Advisor or Principal.
 - ii. May earn a reduced class-work grade to reflect the excessive absences.
 - iii. May lose the privilege of taking part in extra-curricular activities.
- d. **The exceptions to the above rules for excessive absences are:**
 - i. Prolonged illness (3 days or more) and pre-cleared trips to Israel, which count as one absence.
 - ii. Pre-cleared college visits.
- e. **Friday:** Student responsibility extends to Fridays, days for which the Yeshivah feels the need to be particularly vigilant. After two unexcused Friday absences in a given semester, parents will be notified that future Friday absences will result in the student being held back from classes until a parent signs the student into school.
- f. **Extra-Curricular Activities:** Students who are absent from school on any given day may not participate that evening in any extra-curricular activities (clubs, teams, performances, competitions, practices, etc.).



- g. **Authorization from teacher:** Subject teachers must sign-off on a student's absence from class **prior to** his/her going to an extra-curricular activity. It is the student's responsibility to get an authorization note from the activity advisor or the Principals' office and give it to the subject teacher for his/her signature and permission.
- h. **Limits:** Subject teachers, grade advisors or a principal may limit the number of times that a student can miss class for extra-curricular activities at their own discretion.
- i. **Term Paper Projects:** Absence from school on the day before a term paper is due requires a written medical certification. Absence from school on the day before a term paper is due without a medical certification will result in point reduction in the grading. This will be enforced by grade advisors.
- j. **Appointments with Guidance or other School Personnel:** Students having appointments with College Guidance, other Guidance staff, the nurse or grade advisor that will cause a class absence or lateness must present to the subject teacher, preferably in advance of the appointment, or immediately thereafter, a note or other certification of the appointment.
- k. **Ta'anit, Yom Ha'atzmaut and the Salute to Israel Parade:** A *Ta'anit*, *Yom Ha'atzmaut* and the Salute to Israel Parade days are mandatory school days and absences may only be excused by medical certification. Students absent on these days will be required to attend four detentions for an unexcused school day.
- l. **Extended Vacations:** Many vacation days are built into the school calendar. In order to maintain the decorum of the school and the high academic expectations of our students, school policy does not excuse extended vacations.
 - i. Students who engage in early departure from school or late return to school will be subject to detentions. One day's unexcused absence results in four detentions.
 - ii. If students notify the school in advance about an impending absence situation, and the request to be excused is denied, each unexcused day of absence will be equated to two detentions.
 - iii. If students know in advance that they will be absent from school due to a family "*Simcha*," the student must present the invitation and appropriate transportation documentation to the Principal before the absence.
 - iv. Students returning late from a vacation because of transportation delays, must bring in appropriate documentation confirming the delay to school upon return to the grade advisor; (letters from parents or travel agents will not be accepted.)

41. Punctuality

Students who are on time show honor to their teachers, classmates and to their school. Students who are late to classes disrupt the flow of the lesson and take away learning time from their classmates and from themselves. It should be a point of pride to be in school, in class, in *Tefillah*, or at a program on time.

- a. **Lateness to School:** A student may not be late to school more than three times a semester. Any subsequent lateness will be unexcused, resulting in detention. A student coming to school late must sign in at the Security desk. Sign-in time begins after 8:30 A.M. on Monday, Tuesday and Thursday and after 8:25 A.M. on Wednesday and Friday. Prior to this time a student must report to class late and/or receive a cut for missing *Minyan*, as per to the student's schedule.
- b. **Parent notification:** In order to ensure awareness and safety, parents will be notified to verify each sign-in as it occurs.



- c. **School transportation:** A student who uses school transportation must be in class within 15 minutes after the transport arrives.
- d. **Parking:** Alternate side parking rules are in effect on Tuesday & Wednesday. This makes finding a parking space very difficult. It is recommended that you leave your car at home on these days. If you must bring your car, be sure to leave ample time to find a spot and get to *Tefillah* on time. Difficulty finding a parking space will not be an acceptable excuse to come to *Minyan* late.
- e. **Lateness & Tests:** A student who is absent in the morning and does not arrive to school by the end of his/her lunch period may not take a test later in the day.
- f. **Lateness to Class:**
A responsible student makes it to class on time. Student's class participation grade component may be affected by lateness. Excessive or regular patterns of lateness will result in a meeting with the grade advisor and/or principal and if not rectified, may warrant suspension.

A lateness to class can be excused only by one of the following methods:

- 1. A "blue note" with an authorized signature.
- 2. A clearly written note by a subject teacher or guidance counselor verifying that the student was detained for an appropriate reason excusing the lateness. Subject teachers may verify the authenticity of the written lateness excuse.

42. Remaining on School Premises

- a. **Safety:** For your safety and to maximize your educational experience, all students must remain in school from the time they or their bus arrives until their last period teacher dismisses them. This includes:
 - i. Breakfast
 - ii. *Mincha*
 - iii. Leaving to feed a meter (for yourself or a faculty member)
 - iv. "Free" periodsThe only exception is the lunch period as indicated below.
- b. **Lunch:** Sophomores, juniors, and seniors are permitted out of the building for lunch during their specified lunch periods. Freshmen will be permitted to leave the school building for lunch after Pesach.
- c. **Consequences:** Students who leave school without going through the proper sign-out procedure violate their "present" attendance status in school on that day, and expose the Yeshivah to a potentially legal liability. Therefore, the following consequences pertain:
 - i. The student will be immediately suspended from school until a parent meeting can be arranged with their grade advisor and principal. The student will be responsible for making up all work.
 - ii. The student will receive up to 4 detentions and may lose out of building lunch privileges for a determined amount of time.
- d. **Extended school program:** Any school-wide program that runs beyond any individual student or classes' regular dismissal time must be attended until the conclusion of the program.
- e. **No driving during the school day:** Under no circumstances are students permitted to drive cars during the school day. This is dangerous for both the student and the school and is subject to a zero tolerance policy.



43. Cuts

A responsible student attends all classes, *mincha* and required programs.

- a. **Permission:** A student must have permission to be out of their assigned classroom. A student who is out of class without permission will be considered to have cut that period's class.
- b. **Consequences:** Students who cut class will have detention. A cut of one period requires 1½ hours of detention.
- c. **Clearing Cuts:** Students must clear any cuts that are excused within the week of receiving the cut. To do this, you must go to Mr. Galpert, your Grade Advisor or to your classroom teacher to authorize the class absence. Please be aware that if more than a week lapses, the cut will be considered unexcused, and detention will have to be served.
- d. **Mincha:** Cutting *Mincha* has the same consequences as a cut from class.
- e. **End of the day:** Cutting the last period of the day and leaving the premises of the Yeshivah will result in detention and the loss of the privilege of signing out without parental pick-up for a length of time to be determined by the grade advisor and/or principal.

44. Signing Out/Signing In

- a. **Number of Sign Outs/Sign Ins:**
 - i. A student may not be late to school more than three times a semester. Any subsequent lateness will be unexcused, resulting in detention. A student coming to school late must sign in at the Security desk. Sign-in time begins after 8:30 A.M. on Monday, Tuesday and Thursday and after 8:25 A.M. on Wednesday and Friday.
 - ii. A student may sign out up to three times per semester. Each sign out in excess of the allowed three sign-outs per semester will result in a detention. Excessive sign-outs and sign-ins may result in the loss of the privilege. Medical/dental/other appointments should be made, if possible, during non-school hours, on vacation days, on Wednesdays after 4:00 P.M., or after your last class.
- b. **Method:** A student may only sign out with a principal's countersigning authorization. If a parent/relative is not able to sign out the student personally, a phone call must be made to the office which must be followed by a fax or e-mail notification, which states: "*I give permission to (name of student) to sign out. I absolve the school of all responsibility. Child will go home via _____ and will call the school upon arrival at destination.*"
- c. **Signing out with individual other than parent:** If an individual, other than a parent or grandparent, wishes to sign out a student, verification by the processing secretary using an established office protocol will be implemented which may include the photocopying of a driver's license or other acceptable photo ID with verification notations attached for the sign out file.
- d. **Special Circumstances:** In the case of medical/dental treatment that requires a series of related appointments during school hours, that series of related appointments will be treated as one sign out provided that medical/dental certification is submitted, in advance of the appointments, to your grade advisor.



45. Detention Policy Summary

Students are expected to follow the rules and guidelines as set out in our handbook. We understand that the reality is that infractions do occur. In order to maintain an atmosphere of respect, academic excellence and to maintain a safe and secure environment, a detention policy is instituted for infractions related to missing school or class time.

If a student's actions result in detention, the best response is to take responsibility and serve it immediately. Unserved detentions move up the "ladder of discipline" and will increase the levels of administrative intervention and consequences.

Any questions you have regarding an infraction of a rule, and the resulting detention, should be discussed before the scheduled detention with your grade advisor.

- a. Each class cut, including *Mincha*, will result in one detention.
- b. Detention will be served on Wednesdays following dismissal at 4:00 PM for one and a half hours. This policy is applicable to all students including commuters and to students who will miss class time in courses meeting concurrently with detention such as AP Biology.
- c. **Schedule for detention:**
 - i) Detentions must be served on the first detention date immediately following the violation.
 - ii) Detention cannot be postponed for co or extracurricular activities or for personal appointments.
 - iii) Students who miss their scheduled detention, and present no valid/acceptable excuse, will have to serve additional detentions and face possible suspension.
- d. **Sunday detention:** Detention may be scheduled on a Sunday for:
 - i) Excessive violations
 - ii) Special circumstances (cutting school before a holiday, absent from school in lieu of attending a seminar program, etc.)
 - iii) As necessary
- e. **Missed detention:** Students who do not serve a detention will receive a missed detention, and its consequences (see c. iii above). Students who do not serve multiple detentions will have a meeting with the grade advisor. Consequences include a parent meeting and possible suspension.
- f. **Unexcused vacation days:** Prior notification will result in two detentions per day; vacation days taken without prior notification will result in four detentions per day. Detentions for unexcused vacation days, with prior notification only, will not count towards suspension.

The Guidelines, rules and regulations listed in this Student Handbook are subject to revision during the school year.

The administration reserves the right, at its discretion to determine the appropriateness and consequences of student behavior.



APPENDIX A

Fire Drills

Signal--3 gongs will be run a succession of 4 times 3 gongs --3 gongs --3 gongs --3 gongs Assigned Stairways

- a. Rooms 401, 402, 403, 404, Library, Study Hall Rooms 201, 202, 203, 204
- b. Rooms 101, *Sephardic Beit Medrash*, *Ashkenazic Beit Medrash*, Auditorium, Music Room, A-01, A-02

USE STAIRWAY #1 --PROCEED TO EAST 17TH STREET EXIT AND CONTINUE ALONG TOWARDS AVENUE I.

- c. Rooms 405, 406, 408 Room 306
- d. Rooms 205, 206, 208, Cafeteria

USE STAIRWAY #2 --PROCEED OUT OF MAIN ENTRANCE, TURN LEFT TO EAST 17TH STREET, CROSS STREET & PROCEED ALONG EAST 17TH STREET TOWARDS AVENUE I.

- e. Rooms 407, 409, 410, 412 Rooms 307, 308, 309
- f. Rooms 207, 209, 210, 212

USE STAIRWAY #3 EXIT TO EAST 16TH STREET, PROCEED ALONG EAST 16TH STREET, PAST THE PUBLIC LIBRARY TOWARDS AVENUE I.

- g. Art Room --USE STAIRWAY TO THE LEFT OF BASEMENT FLOOR WHEN COMING OUT OF ART ROOM AND PROCEED TO EAST 17TH STREET.

Each class, with its teacher in the lead, will proceed immediately to the assigned stairways following the above routes. All books, notebooks, etc. must be left in the classrooms. **ABSOLUTE SILENCE MUST BE MAINTAINED THROUGHOUT THE FIRE DRILL**

SINCE FIRE DRILLS CONCERN EVERYONE'S SAFETY, VIOLATION OF FIRE DRILL RULES WILL BE DEALT WITH SEVERELY, POSSIBLY RESULTING IN SUSPENSION.



APPENDIX B

Integrity Policy – Summary

חותמו של הקב"ה אמת (יומא סט.)

The imprint of the Holy One, Blessed Be He, is Truth. (*Yoma* 69a)

Introduction

The Yeshivah of Flatbush aims to create a community based upon trust and mutual respect. Only in such an atmosphere can students flourish academically and spiritually, yet such trust depends upon honest action and speech by everyone. However, in a goal-oriented society that seeks good grades and financial success, trustworthiness and speaking the truth are often overlooked. Honesty depends upon developing good character and making the right choices, in a word – Integrity. Therefore, we call upon all members of the Yeshivah community to consistently act in accordance with the highest standards of integrity.

We recognize that students may at times make poor choices. This policy describes the consequences of violating the Yeshivah's expectations of honesty and integrity.

- a. **Dishonest Practice:** The Yeshivah of Flatbush maintains a near-zero tolerance policy for any form of lying or cheating: *All breaches of integrity are serious and will result in significant consequences.* No distinction is made between verbal lies, written fabrication, and plagiarism. Possession of notes, even if not used, or talking during an exam, even if not exchanging answers, is considered cheating. Furthermore, the context does not change the nature of the offense – copying on a quiz and using a crib sheet on an exam are both considered cheating. (See the last 3 pages of Appendix B for detailed definitions.) Repeated dishonesty will result in expulsion from the Yeshivah.
- b. **First Violation:** Each incident of dishonest practice will be investigated by the student's grade advisor. If the accusation proves founded, a report will be placed in the student's file and *parents will be notified* of the incident and the consequences of additional offenses. In the case of cheating on an assessment, *the student will receive a grade of zero* that cannot be made up (though the teacher may later offer extra credit work). The student must *consult with a guidance counselor* to discuss the incident, its causes, and its aftermath. The principal will determine whether or not to *inform the student's other teachers* of the dishonest behavior.
- c. **Upon a Second Violation** (over all four years of high school): *The student will be suspended* until his or her parents meet with the principal. In addition to the consequences described above, the principal may also impose *further consequences* including, but not limited to, automatic failure of the course, extended suspension, or immediate referral to the Faculty Senate (and possible expulsion).
- d. **Upon a Third Violation:** *The student will be referred to the Faculty Senate* (or its designated representatives) **to determine if the student should be expelled.** However, the grade advisor may determine that the violation is so severe as to warrant a referral even upon the first incident or, conversely, that extenuating circumstances necessitate a different course of action. If there is a referral, the principals will take the Senate's recommendation under advisement for a final determination of consequences.
- e. **Violation of Testing Procedures:** Good grades are surely less important than integrity, but grades remain the central evaluation of academic achievement. The Yeshivah strives to enable all students to have a fair opportunity to succeed on their exams. It is, therefore, incumbent upon all students to respect the integrity of testing procedures (see Appendix B). Even though a violation of these procedures may not be dishonest, it will result in serious consequences.



- f. **Upon a First Offense** the principal will place a report in the student's file and notify his or her parents in writing. The compromised exam will result in a grade of zero averaged into the students final grade.
- g. **Upon a second violation** the principal will meet with the parents and the student will consult a guidance counselor.
- h. **The third and any subsequent violation** will be referred to the Faculty Senate (or its designated representatives) for recommendation of further consequences (including the possibility of suspension or expulsion), and the principals will make the final determination of consequences.
- i. **Credible Suspicion:** Since it is often difficult to catch a cheater or liar with incontrovertible evidence, dishonest students may believe that they have succeeded and justify their behavior with, "everyone does it." A student without integrity may be skilled enough to avoid being caught but may be suspected often enough to be worthy of further scrutiny. We call upon students to consistently act in ways that are above suspicion and are worthy of trust.
 - i. If a student is suspected of dishonest practice or of violating testing procedures, the principal will investigate the incident even if the evidence is insufficient to sustain a formal accusation. A pattern of repeated, credible suspicion could lead to later disciplinary action.
- j. **Conclusion:** A school-community is a reflection of the actions of its individual students, teachers, and administrators. A caring Torah community is built upon acts of *Chesed*, but to be maintained it depends upon trust and Truth. This is in our hands.

על שלשה דברים העולם עומד : על התורה, ועל העבודה, ועל גמילת חסדים (אבות א: ב)
Upon three things the world stands: On *Torah*, on worship, and on kindness.

על שלשה דברים העולם קיים : על הדין ועל האמת ועל השלום (אבות א: יח)
Upon three things the world is maintained: On judgment, on truth, and on peace.

This document is a *summary* of the Yeshivah of Flatbush Integrity Policy.
A detailed version of the policy follows.

The administration of the Yeshivah of Flatbush Joel Braverman High School reserves the right to review integrity, conduct and behavioral violations by students on an individual basis, and dependent upon the determination of severity or egregiousness of the incident may invoke penalties as it sees fit and just that may include expulsion from the Yeshivah.



Definitions of Dishonest Practice

Cheating:

- a. Possession of unauthorized materials or information during an assessment (examination or quiz) even if it is not used.
- b. Attempting to obtain unauthorized materials or information during an assessment.
- c. Any form of communication with another student during an assessment, even if an answer was not exchanged.
- d. Attempting to obtain prior knowledge of secured exam questions.

Lying:

- a. Intentionally omitting information or presenting false or misleading information to a faculty member or administrator.
- b. Falsely claiming lack of knowledge regarding an incident under investigation.

Forging:

- a. Unauthorized fabrication of any school document (e.g., permission slips, “blue note”).
- b. Signing the name of a teacher, administrator, or parent on a school document, even with their permission and knowledge.

Fabrication:

- a. Intentional and unauthorized fabrication or invention of any information or citation in a research paper, project, or other assignment.

Plagiarism:

- a. Deliberate adoption or reproduction of ideas, words, or statements of another person as one’s own without acknowledging them as a source – regardless of the source (e.g., another student, the Internet, published materials).
- b. Accidental improper footnoting is not a violation of integrity and will carry separate academic penalties (e.g. a lower grade).
- c. Teachers will develop their own policy regarding plagiarized homework.

Theft:

Obtaining or attempting to obtain any possessions owned by another (including property, money, textbooks, and copies of exams). While technically theft is a “dishonest practice,” it is likely that even a first offense will result in referral to the Senate for possible expulsion.



Aiding and Abetting:

Helping or attempting to help another student violate this integrity policy.

Examples of Violations of Testing Procedures

Testing procedures have been violated any time a student acts in manner that undermines the fair administration and proctoring of an assessment. Each testing situation has its own procedures and expectations, so these examples are not exhaustive:

- a. Having an electronic device in one's possession, unless it is absolutely clear that the device has been off during the entire assessment.
- b. Arranging study aids in a manner that is liable to become exposed during the assessment.
- c. Making noise during the distribution of exams.
- d. Distracting a proctor.
- e. Any behavior expressly forbidden by a proctor.
- f. Looking around the exam room in a manner that could lead to seeing unauthorized information, even if there was no intention to obtain an answer.
- g. Holding an exam paper or lapboard in a manner that could be seen by another student.
- h. Taking a test in an unauthorized room or sitting in an unassigned seat.
- i. Any manner of talking – even requests for a friend's pencil.

Miscellaneous Procedures

- a. All determinations of fact as well as consequences will be the responsibility of the grade advisor. The principal may use discretion in the implementation of this policy – whether to be more lenient or severe as the cases arise. Appeals to the group of Principals will be heard only at the discretion of the Head of School of the high school.
- b. The Faculty Senate is composed of the Administration, Department Chairs, Grade Advisor, the Dean of Students, and a representative of the Guidance staff. Referrals to the Senate may be done in writing or at a meeting. The Senate may choose representatives to discuss an incident without requiring a meeting of the full Senate.
- c. The third (and subsequent) violations of this policy will lead to a Senate referral. These violations may be any combination of dishonest practices and violations of testing procedures.
- d. If a case is brought before a Senate meeting, all teachers involved in any prior incidents will be invited to speak. A Senate meeting is not a hearing, but the student will be given an opportunity to make a statement and to answer questions. The Senate will make a recommendation to the Principals who will, in turn, decide upon consequences.



At a Glance

Consequences At-a-Glance		
	<i>Dishonest Practice</i>	<i>Violation of Test Procedures</i>
1 st Offense	Notify parents 0 on assessment Guidance meeting Possibly – Inform Teachers	Notify parents
2 nd Offense	As above Suspension / Parent meeting	Parent meeting Guidance meeting
3 rd Offense	Senate Referral – Expulsion?	Senate Referral – Suspension, Expulsion, etc.?



APPENDIX C

Calculation of Judaic Studies (Hebrew), General Studies, and Combined Averages

For Freshmen, Juniors, and Seniors:

a. To calculate **Judaic Studies Average**:

- i. Add up all grades in Judaic Studies courses (if the student is Beit Midrash, the Talmud grade is counted twice).
- ii. Divide the above sum by the number of Judaic Studies courses.

b. To calculate **General Studies Average**:

- i. Round off the Judaic Studies average (decimals below .5 round to last whole number; decimals at or above .5 go up by 1 point)

$$\text{ex. } 84.49 = 84 \quad \text{ex. } 84.51 = 85.00$$

- ii. Add Judaic Studies Average (from 2.1) to grades from all General Studies courses.
- iii. Divide by number of courses (number of General Studies courses +1)

c. To calculate **Combined Average**:

- i. Add Unrounded (2 decimal places) Judaic Studies Average + General Studies
- ii. Average (2 decimal places), then DIVIDED BY 2.
- iii. Result should have 2 decimal places.

For Sophomores:

In the Sophomore year, the Hebrew Regents Examination grade is added to the Judaic Studies Average and divided by 2 to get the Judaic Studies Average used in the calculation of the General Studies Average. This is done in both January and June of the 10th grade.

Special Notes:

- a. Only the General Studies Average number is sent to colleges and universities.
- b. The Combined Average is used for Yeshivah purposes (Arista, Principals' List, etc.)
- c. Letter grades used in Physical Education, Art or Project Safe courses are not counted in averages.
- d. The College Transcript Average is calculated by adding the all the General Studies course grades PLUS the Judaic Studies Averages for each semester taken, and then dividing by the total number of grades and averages used in the addition.



Sample Calculations for Freshman: (Non *Beit Midrash* Class)

Judaic Studies grades:

- Bible.....94
- Prophets...90
- Talmud.....85
- Halakhah...90
- Hebrew.....92

SUM: 451

DIVIDE BY NUMBER OF COURSES: 451 divided by 5 = 90.20

ROUND OFF: 90.00 is the Judaic Studies Average

General Studies grades:

- Living Environment...90
- English...96
- Spanish...88
- Algebra...85
- Social Studies...92
- Art...88
- Judaic Studies Average...90

SUM: 629

DIVIDED BY NUMBER OF COURSES: 629 divided by 7 = 89.86

89.86 is the General Studies Average

Combined Average:

$90.2 + 89.86 = 180.06$ 180.06 divided by 2 = 90.03

Combined Average....90.03

Sample Calculation for Sophomore: (*Beit Midrash* Class)

Judaic Studies Grades:

- Bible...95
- Prophets...92
- Talmud...88 counted twice
- Halacha...92
- Hebrew...91



Judaic Studies Average:

SUM: 546

DIVIDE BY NUMBER OF COURSES: 546 divided by 6 = 91.0

ROUNDED OFF: 91.0

*To get the Judaic Studies Average in Sophomore year ONLY that is used to calculate the General Studies Average:

This is done in January and June.

Hebrew Regents Grade + Calculated Judaic Studies Average divided by 2

$93.0 + 91.0$ divided by 2 = *92.0

General Studies Grades:

Chemistry....90

English....88

Spanish....91

Geometry....88

Social Studies....90

Art....80

Music....92

*Judaic Studies Average....92

SUM: 711

DIVIDED BY NUMBER OF COURSES: 711 divided by 8 = 88.88

88.88 is the General Studies Average

Combined Average:

$91.0 + 88.88 = 179.88$ 179.88 divided by 2 = 89.94

Combined Average....89.94



APPENDIX D

Yeshivah of Flatbush Joel Braverman High School Grade Review Day Process and Form

- a. If a student feels that a particular grade is incorrect, grade review days offer the opportunity to address that concern in an appropriate way consistent with maintaining an environment of *derech eretz*.
- b. In January (for the fall semester) and in June (for the spring semester) on the dates to be announced, are designated as Grade Review days are held.
- c. Subject area teachers will be assigned to a specific site for the grade review process.
 - i. In the designated site you will find a form to complete (please see next page). ***Please read the form carefully and enter the information requested of you.***
 - ii. Please *check the appropriate reason* why you feel you deserve a grade change, and enter any supporting information clearly written on the back of the sheet.
- d. Please submit the form to the teacher and leave the room. *There will be no discussion of the grades at this time.*
- e. The teacher will review the form and write a reply. If the grade is to be changed, the teacher will file the necessary form with the registrar later that day.
- f. Students will be notified of any grade change on the first day of school of the following semester.

Students who do not abide by the procedures will forfeit their grade review opportunity and be asked to leave the designated area.



Grade Review Day

REQUEST FORM

Personal Commitment Agreement

I, _____ of class _____, hereby agree to follow these procedures in requesting a review of my final course grade:

1. I will conduct myself at all times with derech eretz.
2. I understand that there is to be no discussion during the review process.
3. I will wait my turn respectfully to submit my request.
4. I will await the teacher's decision regarding my grade and leave the classroom immediately.
5. I understand that any deviation from the above will result in forfeiture of my request for a grade review.

STUDENTS WILL RECEIVE THEIR RESPONSE TO A GRADE CHANGE REQUEST ON THE FIRST DAY OF CLASSES IN SEPTEMBER.

*** If a grade is changed, it will be reflected on the report card mailed to your parents.**

Teacher: _____ Course _____ Course Grade _____

Grade should have been: _____

I request that my course grade be reviewed / recalculated due to the following:

() My average was incorrectly calculated based upon my grades and the grade policy I received.

Please explain – below

() My grade is incorrect due to errors in entries of grades on tests or quizzes or other evaluations.

Please describe – Use back of the sheet

() Other reason _____

Student Signature:

Teacher's response (grades and calculation of course grade)

Grade to remain as entered: _____ Grade to be changed to: _____

Teacher's Signature: _____

***Teachers: If you are changing a grade you must make the change on the printouts that Ms. Fleischman gave you.**



APPENDIX E

Yeshivah of Flatbush Joel Braverman High School **Student Harassment Prevention Policy**

General Statement of Policy:

It is the policy of the Yeshivah of Flatbush Joel Braverman High School to prohibit the unlawful harassment of students based upon race, color, religion, creed, national origin, sex, or disability.

The Yeshivah of Flatbush Joel Braverman High School shall address all complaints of harassment according to procedures established by this policy, and shall take appropriate action(s) against any person(s) who violates this policy pursuant to the jurisdiction of the Yeshivah. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment as defined herein, otherwise violates one or more of the Yeshivah's disciplinary policies or the Yeshivah's code of conduct.

Optimal learning and teaching can only be achieved in an environment in which students treat each other with mutual respect, as well as the case between students and staff members. Sexual harassment by students against other students or between students and staff members, is personally demeaning and threatens to disrupt the Yeshivah's community.

Definitions:

“Yeshivah employee”: means all administrators, teachers, student teachers/observers, support staff, custodians, food service workers, coaches, contractors, and other agents of the Yeshivah, whether employed by the Yeshivah or by a contractor or subcontractor of the Yeshivah, or acting in a volunteer capacity pursuant to the Yeshivah's policy on the appointment of volunteers.

“Harassment”: means any unwelcome verbal, written, or physical conduct based upon a student's actual or perceived race, religion, creed, color, national origin, sex or disability which has the effect of substantially undermining and detracting from, or interfering with, the victim's educational performance or access to the Yeshivah's resources and activities, or creating a hostile, offensive or intimidating school environment. Such conduct includes derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, or the display or circulation of written materials or pictures when such conduct creates a hostile, offensive, or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the Yeshivah's resources and activities.

“Racial or color harassment”: means unwelcome verbal, written or physical conduct, directed at a person's race or color, such as, racial slurs, taunts, or insults when such conduct creates a hostile, offensive, or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the Yeshivah's resources and activities.

“Religious or creed harassment”: means the unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed, such as religious slurs, taunts, or insults when such conduct creates a hostile, offensive, or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the Yeshivah's resources and activities.

“National origin harassment”: means the unwelcome verbal, written or physical conduct directed at the



characteristics of a person's national origin, such as ethnic slurs, taunts or insults when such conduct creates a hostile, offensive, or intimidating school environment or substantially undermines and detracts from, or interferes with, the victim's educational performance or access to the Yeshivah's resources and activities.

Reporting

Any student who believes that he/she has been harassed by a person subject to this policy, or who witnesses conduct that he/she believes might constitute harassment, may report the conduct to a person or persons designated under this policy as the complaint officer, or to any other Yeshivah staff member. An employee who is witness to conduct that he/she believes might constitute harassment under this policy shall report the conduct to the complaint officer. A complaint can be submitted either orally or in writing.

Any Yeshivah employee who is witness to, or otherwise has reasonable cause to believe that conduct which, wither as a single incident or if continued or repeated, could constitute harassment shall report this information to the designated complaint officer immediately so that procedures may be put in effect to stop the conduct and prevent its recurrence. When a student reports such conduct to a school employee, the person to whom the conduct is reported shall refer the report immediately to the designated complaint officer for informal or formal resolution in accord with the procedures related to this policy. A person to whom conduct has been reported under this policy may consult informally with the complaint officer to determine whether informal resolution should be attempted.

The following are the designated Yeshivah of Flatbush Joel Braverman High School complaint officers:

Mrs. Rachail Kurtz, Chairperson of Library Service

Rabbi Zelig Prag, Chairman of the Talmud Department

“Sexual harassment”: means unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature when:

- a. Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress: or
- b. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or
- c. The conduct has the effect of substantially undermining and detracting from or interfering with, a student's educational performance or access to the Yeshivah's resources and activities, or creating an intimidating, hostile or offensive environment.
- d. The behavior is directed at persons of the same or opposite sex.



The following adjectives or contextual characterizations should be considered in the evaluation of whether sexual harassment has indeed take place:

- a. Persistent
- b. Pervasive
- c. Offensive
- d. Intimidating
- e. Hostile
- f. Severe
- g. Interfering with educational opportunities
- h. Obscene gestures
- i. Sexual comments or anecdotes
- j. Grabbing, pinching or patting
- k. Pressuring for sexual activity
- l. Brushing up
- m. Sexual drawing or creation of images having a sexual connotation
- n. Sexual Jokes
- o. Restraining the movement of another person
- p. Sexual assault including rape

If one of the designated complaint officers is the person alleged to be engaged in the conduct complained of, the complaint should be filed with Rabbi Ronald J. Levy, Principal or Ms. Sari Bacon, Associate Principal.

Informal Procedures

If it is all possible to resolve a complaint through a conversation between the complainant and the respondent, an informal resolution if the complaint may be attempted by a complaint officer or by a Yeshivah employee acceptable to the complainant and the respondent. When informal resolution is attempted, and the complaining student, or the respondent, is under the age of 18, his/hr parent(s) or guardian shall be notified in accord with the Yeshivah's disciplinary policies.

Any complaint against a Yeshivah employee shall be dealt with through the formal procedure process.



Formal Procedures

If the complainant selects not to utilize the informal procedure, the Yeshivah employee to whom the complaint was brought shall assist the complainant in contacting designated complaint officer. The formal procedure shall also be initiated when a Yeshivah employee, either before or after informal resolution is attempted, or other adult responsible under policy for forwarding complaints to the complaint officer, or a person about whom a complaint has been made, refers the complaint to the complaint officer.

The Head of School or his designee may develop administrative procedures governing the formal complaint process as long as those procedures are consistent with the following minimum requirements:

- a. The complaint officer shall complete a harassment reporting form based on the written or verbal allegations of the complainant. This complaint form shall be maintained by the complaint officer in a locked file, and shall not be revealed to any unauthorized person(s).
- b. The complaint form shall detail the alleged facts and circumstances of the incident or pattern of behavior.
- c. If a student under the age of 18 is involved, his/her parents shall be notified by the complaint officer as soon as practical under the circumstances, but no later than 24 hours after the complaint has been made.
- d. The complain officer shall initiate or cause to be initiated without undue delay, an investigation of the allegations which shall include interviews with the complainant, the accused, and with any individuals who may have information bearing on the incident in question.
- e. Within seven days of completing the investigation, the complaint officer shall submit a written report to the Head of School or his designee. The report shall include a statement of conclusions of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes a violation of this policy.
- f. In the report, the complaint officer shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires consideration of all the facts and surrounding circumstances. Although conduct may be found to be in violation of other standards of student or employee conduct or decorum, harassment will not be reported by the complaint officer when the subject of a complaint is a single incident that is not shown to have substantially interfered with the victims educational performance, to have created a hostile, offensive or intimidating environment, to have substantially limited the victim's access to the Yeshivah's resources and opportunities.
- g. When a complaint officer concludes that a student has in fact engaged in harassment against a student, the Head of School shall use his discretion to initiate disciplinary or other appropriate action in accord with the Yeshivah's policies and procedures.
- h. When a complaint officer concludes that an employee has in fact engaged in harassment against a student, the Head of School shall use his discretion to initiate disciplinary or other appropriate action in accord with the Yeshivah's policies and procedures, the employee's contract of employment and applicable state or federal law.
- i. The Head of School shall maintain the written report of the investigation and the results in a locked file for at least ten years after the report has been completed.



- j. The privacy of the complaint, the respondent, and the witnesses shall be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action and to comply with any discovery or disclosure obligations. Subject to any limitations imposed by law the complainant, if he/she is under 18 years of age, parents/legal guardians shall be informed in writing by the complaint officer of the results of the investigation.

Consequences

The Yeshivah shall take appropriate action, including disciplinary action where warranted, in all cases where the investigating official concludes that this policy has been violated. Any person who is determined to have violated this policy may be subject to action including by not limited to: warning, exclusion, or suspension, expulsion, remediation, termination, or discharge. Action taken for violation of this policy shall be consistent with the requirements of any applicable collective bargaining agreements, state and federal law, and Yeshivah policies.

Retaliation; False reports:

It shall be a violation of this policy for any person to retaliate against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to harassment allegations. Any person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

Retaliation may take the form of intimidation, reprisal or harassment, and shall be subject to the reporting, investigation and enforcement procedures set forth in this policy.

A person who knowingly makes a false report of harassment shall be subject to disciplinary action in accord with Yeshivah disciplinary policies and procedures.

Alternative Complaint Procedures

In addition to, or as an alternative to, filing a harassment complaint pursuant to this policy, a person may file harassment complaint with the New York State Division on Human Rights or the Office for Civil Rights of the U.S. Department of Education at either address below:

New York Office
 Office for Civil Rights
 U.S. Department of Education
 32 Old Slip, 26th Floor
 New York, NY 10005-2500

Telephone: 646-428-3900
 FAX: 646-428-3843; TDD: 877-521-2172
 Email: OCR.NewYork@ed.gov

U.S. Department of Education
 Office for Civil Rights
 Lyndon Baines Johnson Department of Education Bldg
 400 Maryland Avenue, SW
 Washington, DC 20202-1100

Telephone: 800-421-3481
 FAX: 202-453-6012; TDD: 877-521-2172
 Email: OCR@ed.gov

Notice and Publication

The Yeshivah shall provide notice of this harassment policy and procedures to students, custodial parents or guardians and its employees. Notice to students shall be in age appropriate language. Notice of this policy shall also appear in the student and faculty handbooks. The Yeshivah shall reserve the right to develop an initiate age appropriate programs it believes to be necessary to effectively inform students and school employees about the substance of this policy and procedures in order to prevent harassment.



APPENDIX F

Yeshivah of Flatbush Joel Braverman High School

Comprehensive Attendance Policy

In accordance with Education Law, Section 3205; Section 3210-Title IV, Article 65, Part 1, and Commissioner's Regulation 104.1 (11/29/01):

The following is to serve as the official attendance policy for the Yeshivah of Flatbush Joel Braverman High School.

Overall Goals

- a. To ensure the maintenance of an adequate record verifying the attendance of all students at instruction in accordance with New York State Education Law and Commissioner's regulations pertaining thereto;
- b. To establish a protocol to account to parents of all students enrolled for the whereabouts of such students throughout each school day, and
- c. To ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit students to succeed at meeting the State and Yeshivah learning standards.

Objectives of the attendance policy

- a. To confirm that students are meeting attendance requirements.
- b. To know the whereabouts of every student for safety and school management reasons.
- c. To identify individual and group attendance patterns.
- d. To provide data to develop interventions to close any gap in student performance, given the high correlation between attendance and achievement.
- e. To determine average daily attendance data for planning and interventional strategies.

Pupil Attendance Recordkeeping

Faculty members are to take attendance as the first routine procedure in the classroom. Attendance, both absences and latenesses, must be recorded in the school computer system at the start of each lesson/ class period. All faculty have been issued mobile computing devices which can be used for this purpose. It is therefore required that faculty have these devices with them for all classes.

Designated office personnel maintain logs of students signing out and signing into the Yeshivah. No student may sign out more than three (3) times per semester. Each sign out in excess of the allowed three sign outs per semester will result in a detention. Excessive sign outs and sign ins will result in a revocation of the privilege.



- a. Student register of attendance data is maintained in an electronic format, with written backup.
 - i. Student Name
 - ii. Date of Birth
 - iii. Parents and/or Guardians Names
 - iv. Address where student resides
 - v. Contact phone numbers
 - vi. Emergency contact phone numbers
 - vii. Date of student's enrollment
 - viii Record of students attendance by day of instruction
 - ix Record of students class attendance by exception
 - x Date of withdrawal, if applicable
 - xi Record of school closings for weather and/or other appropriate reasons (religious observances, holidays, etc.)
- b. Codes for student attendance recordkeeping.
 - i. Code for student with excused absence:
 - ii. Code for student with unexcused absence:
 - iii. Code for student with lateness to school:

Retention of Records

Pursuant to Part 188.20 of the commissioner's Regulations, and the Records Retention Disposition Schedule (ED-1):

- a. Attendance records are maintained for a 6-year retention period in both electronic and written back-up formats.
- b. Electronic data is backed up and stored daily at an off-site secure location.

Details regarding student absence, lateness, remaining on school premises, sign-ins and sign-outs are found in the "Yeshivah of Flatbush Joel Braverman High School Student Handbook."



APPENDIX G

Medical Exemption From *Tefillat Shaharit*

YESHIVAH OF FLATBUSH
JOEL BRAVERMAN HIGH SCHOOL
1609 AVENUE J • BROOKLYN, NY 11230
(718) 377-1100 • FAX: (718) 258-0933

Dear Parents:

Attending *Tefillat Shaharit* at the Yeshivah is an integral part of our school day and our curriculum. We are aware that circumstances exist where students may request an exemption from this requirement.

Please find attached a form to be submitted by your child to Mr. David Blumenthal for an exemption from **first Minyan only** at the Yeshivah. The form must be completed by a medical professional to certify the exemption request. Once the form has been received it will be reviewed and your child will be notified as to the status of the exemption.

Parents and students need to be aware of the fact that students who are exempted from first *Minyan* are not allowed to participate in any of the after school extra-curricular activities including all teams. This is a long standing policy and will be in effect for the duration of an exemption.

Your cooperation and understanding is most sincerely anticipated and appreciated.

The Yeshivah Administration.



בית הספר התיכון של הישיבה דפלטבוש
על שם מר יואל ברברמן
YESHIVAH OF FLATBUSH
JOEL BRAVERMAN HIGH SCHOOL
1609 AVENUE J • BROOKLYN, NY 11230
(718) 377-1100 • FAX: (718) 258-0933

MEDICAL EXEMPTION FROM TEFILLAT SHAHARIT FORM

Date: _____

Dear Doctor:

Morning prayers at the Yeshivah begin at 7:00 AM and are considered a required activity being an integral part of the student's day and curriculum. Accordingly students who seek an exemption must do so with a doctor's certification. Please complete the following form so that the student seeking exemption can be reviewed and accommodated.

Student's Name:

Medical Justification: Please provide a brief medical explanation as to why you are recommending that this particular student should be granted an exemption from morning prayers.

Additional information may be attached.
Date by which student can be expected to attend morning prayers:

Doctor's Name: Please PRINT:	Doctor's Signature:
Doctor's Address:	Doctor's Office Telephone and Fax Numbers (P) (F)



Yeshivah of Flatbush Joel Braverman High School

Your cooperation in returning this certification promptly by fax or mail is most sincerely appreciated.

NO EXEMPTION WILL BE GRANTED WITHOUT CERTIFICATION

PLEASE ENCLOSE ONE OF YOUR PROFESSIONAL BUSINESS CARDS

COMPLETED FORMS ARE RETURNED TO THE ATTENTION OF Mr. Blumenthal



APPENDIX H

בית הספר התיכון של הישיבה דפלטבוש
על שם מר יואל ברברמן
YESHIVAH OF FLATBUSH
JOEL BRAVERMAN HIGH SCHOOL
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(718) 377-1100 • FAX: (718) 258-0933

Substance Use Policy – Revised June 2012/Sivan 5772

- I. If a student is using drugs or alcohol and comes forward to ask for help, we will work with the student and s/he can remain in school provided there are no other significant behavioral, academic or disciplinary concerns.
 - A. The student may either approach a guidance person directly or may first speak with a teacher, administrator or other faculty person who will direct them to the Guidance Department.
 - B. The student will work with the counselor in order to address the issue. The counselor will guide the student in informing the parents and in obtaining outside counseling when warranted, which will continue to be monitored by the Guidance Department.

- II. In order to promote safe and responsible decision-making among all students, random drug testing utilizing follicle screening (using hair samples) will take place throughout the school year beginning in September, 2012. (If a boy's haircut is too short to obtain a sample, body hair may be utilized). Follicle testing measures substances that have been used within 90 days. Results at the laboratory are reviewed to rule out the presence of prescribed medication. If the lab confirms that the results are due to legally prescribed medication, the Medical Review Officer (MRO) at the lab will contact the parent directly and results of the screening will be reported negative to the school.
 - A. Students' names will be generated randomly utilizing a computer program (Because it is random, some students may be tested more frequently than others). The follicle sample will be taken by the school nurse and sent to an outside Quest Diagnostics laboratory. The results of the screening will be sent directly to the school nurse.
 - B. In addition, if there is suspicion through observable behavior that a student may be using drugs s/he will be assessed via the follicle screening described above.
 - C. If the student tests positive, the nurse will inform the designated administrator and guidance person. Guidance will meet with the student and parent and assist them in obtaining and monitoring outside intervention (i.e. counseling). The student will be able to remain in school provided that s/he complies with the recommendations made by the Guidance Department (i.e. there is confirmation of consistent attendance at outside appointments) and as long as there are no other significant behavioral, academic or disciplinary concerns. While the student is receiving intervention, random drug testing at



school may still continue and results will be shared with the outside provider and parents.

- D. If the student has been discharged from outside intervention and then tests positive a second time, the student will be suspended from school until a parent meeting is held and suspended from extra-curricular activities until outside intervention (possibly a higher level of care than the prior counseling) is established.
- E. If the student has been discharged from outside intervention and then tests positive a third time, the student may face expulsion.
- F. If the student refuses to comply with the substance use screening, it will be considered a 'positive drug screen' and will be required to comply with the consequences of a positive drug test (See Step C).
- G. If the student tests positive and s/he originally came to Guidance on his/her own (see I above) and is still receiving counseling outside of school, the results will remain confidential with Guidance, the student's parents and the outside counselor. If, however, the student has been discharged from outside intervention and tests positive, the student will be required to comply with the consequences of a positive drug test (See Step C).

III. If there is suspicion through observable behavior that a student may be consuming alcohol on school time or at a school sponsored event, the student will be assessed immediately via an interview and a breathalyzer test.

- A. Alternative plausible explanations will be explored which may explain the behavior.
- B. If the student does not admit to using and concern remains, s/he will be asked to take a breathalyzer test, administered by the nurse or other designated employee or chaperone. Multiple screenings may be requested. Since this screening is time sensitive, the student will be asked to comply with waiting times and will be asked to remain in an office throughout the process.
- C. If the student tests positive, parents will be informed and will be asked to pick up the student from school. The student will be suspended from school until a follow up meeting is set up with Guidance to establish a plan including obtaining counseling outside of school, which will continue to be monitored by Guidance. Should the student test positive a second time, the student may face expulsion. If the student tests negative, parents will still be called to notify them that a breathalyzer test was conducted.

IV. Anyone in possession of drugs and/or alcohol in school or at a school program faces expulsion.

V. Anyone selling and/or distributing drugs faces expulsion.



APPENDIX I

iPad Usage and Digital Citizenship Agreement

Name _____ Class _____ Date _____

To ensure the learning and safety of all our students, Yeshivah of Flatbush students agree to read and to follow these guidelines:

Please initial after each statement in the space provided.

1. I agree to use the iPad in a responsible and ethical manner. I will use my iPad in ways that are appropriate, meet the Yeshivah of Flatbush's expectations and are educational. ____
2. I understand that iPads are for educational use only. I will not play games, text, take pictures or videos, use the internet or access any social networking sites during class time that are not part of the teacher's lesson plan or without receiving prior approval from the teacher. ____
3. I agree to obey general school rules concerning behavior and communication that apply to iPad/computer use. ____
4. I agree to monitor all activity on my iPad. ____
5. I will take good care of my iPad I will keep the iPad in its protective case at all times. ____
6. I will bring my iPad to school each day in a fully charged condition. I understand that it is my responsibility to charge my iPad each evening. ____
7. I agree to not bypass or attempt to bypass the Yeshivah's technology protection measures. This includes not disabling or deleting any security settings that were pre-installed on my iPad. ____
8. I agree that email (or any other computer communication) will be used only for appropriate, legitimate, and responsible communication. ____
9. I will keep all accounts and passwords assigned to me secure, and will not share these with any other students. ____
10. I will inform the Yeshivah's technology department of any software/hardware issues as soon as possible. ____
11. I will only download apps after I have received approval from the Yeshivah's technology department. ____