

Student 2008/2009 Handbook

Torah High Schools of San Diego Philosophy

The Torah High Schools of San Diego was established to fill a critical void in Jewish secondary education in the city.

Our mission is to prepare individuals for a lifetime of learning, spiritual growth and community responsibility as Jews. Our goal is to provide our students with an outstanding Torah education and an excellent college preparatory secular education in a warm, nurturing environment that reinforces their commitment to Torah and observance of mitzvot. With your help, we can make this happen.

Letter:

Dear Parents and Students,

We want to welcome you to the 2008/2009 Torah High School. Some of you are new and others are returning for another school year. We want this year to be a wonderful learning and growing experience for you. We are here to help you meet your goals and deal with any problems that you may have. Our job is to make your years at Torah High Schools of San Diego meaningful and enriching.

Please review this handbook. All students are required to sign the last page of the book, stating that both you and your parents have read and understand the school rules and are willing to commit to them. It is each student's responsibility to turn in the signed sheets to Mrs. Adatto by the end of the first week of the school year.

Parents and/or students are welcome to make an appointment to come to the office to speak with an administrator to discuss any issues that may arise. We are here for all of you and want you to know that we really care. The guidelines written in this handbook will help insure that our school runs smoothly and efficiently. We want to make this a special year for all of our students and parents.

Please mark your calendar for Back to School Night on September 10th at 7:00 P.M. We hope to see you there!

We hope that you and your family had a wonderful summer and that you are looking forward to the coming school year, as we are.

Sincerely,

Rabbi Michael Peikes
Dean

Mrs. Ethel Adatto
General Studies Principal

School Policy and Procedures:

Ethics:

“Midot” character development is central to receiving a Jewish education. Students are expected to treat all staff members with respect at all times. Students are also expected to treat each other with mutual respect and understanding. We believe that moral integrity and respect are as important as academic achievement.

Student Attendance:

Daily attendance is essential and mandatory. Parents must call the school office before 9 a.m. on each day a student will be absent or tardy. Failure to do so will result in an unexcused absence. If a call is not received explaining the absence, it will be noted on our records as an unexcused absence. An unexcused absence will lower your grade. Each teacher will explain their class grading system during the first week of class.

In order to have an excused absence, girls who live in the dormitory need to obtain permission either from Rabbi Peikes or the dorm supervisor to remain in the dormitory due to illness.

It is the student’s responsibility to make sure that she has received all assignments and work for the day(s) that she is absent. In the event of an emergency, parents may arrange with the school office to pick up assignments.

Tardy/Late Arrival:

Each student is allowed a maximum of three excused tardies per semester. Students who are tardy need to go directly to class; however, they will need to check in with the school office and sign in the book as “late” sometime during the day in order to have the tardy marked as excused. Failure to do so will result in the tardy being recorded as unexcused.

Planned Absences:

Students are discouraged from missing school. Appointments and other activities, (including medical appointments) should be scheduled during non-school hours. Students who miss school due to a planned absence are responsible for collecting all assignments from their teachers. Failure to do so will affect the student’s grade. Forms for planned absences are available in the school office. Each student is required to have a form completed and signed by each teacher for classes which will be missed.

Special Event Absences:

If you are planning on attending a special event which requires leaving school early on Friday, you will need to notify your Friday teachers a minimum of two class (2) days ahead in order to obtain permission to leave without receiving an unexcused absence. Any student who leaves school to attend a special event is required to get their teacher(s) to sign a special form (available in the office). Students are responsible for collecting all assignments and for keeping up with the class. If you fail to fill out a form, you will automatically receive an unexcused absence.

Missed/Make-up Assignments:

Assignments not turned in on time are subject to receive a lower grade or may not be accepted at all. School policy states that students who are absent on the day of a test are required to take the test the day they return to school, unless previous arrangements have been made with the instructor. Make-up quizzes are at the teacher's discretion.

Students who are absent due to illness are responsible for getting homework assignments from other students in the class. For extended illness students or parents may contact the school to collect missing assignments. Students are required to hand in all missing assignments following an absence in a timely manner. It is the student's responsibility to make sure that she obtains all of the assignments and that she makes arrangements with each of her teachers to get the work completed and turned in.

A new school-wide **late work** policy is in the making and will be discussed by each teacher with his or her students during the first week of class.

Copy Machine:

The copy machine is for use by the staff members. Students may make copies, with permission; however there is a five cent charge per page.

Master Calendar/tests

A Master School Calendar and grade level calendars are posted on the wall opposite the sign in desk in the school office. Our school policy states that a student will have no more than two tests each day. Please note that a teacher may have a quiz, as a quiz does not count as a regular test, and does not come under this policy.

Leaving Class and Campus:

Students are allowed to leave the classroom for a drink of water or to use the restroom with teacher permission.

If a student must leave campus in the middle of the day, parents are required to notify the school office. Since emergencies may arise, we need to know who is on campus at all times. Every student that leaves school during the middle of the

day is required to sign out in the book by the office door. Students may not leave campus during school hours without special permission from an administrator. Leaving without permission will result in a referral.

Computer Lab:

Students are not allowed in the computer lab **without a teacher** being present unless they are given special permission by the administration. Students with special permission will be given a written pass to use the computer lab, and are not allowed to let other students (without passes) in.

Littering:

All students at Torah High School of San Diego are expected to help maintain a neat and clean environment. It is the responsibility of each student to dispose of any litter that she has created. This includes lunch and snack leftovers and papers. No student should expect another to pick up her trash. We need to work together on this policy in order to keep our rooms neat and clean at all times. Students are expected to leave the room tidy with **backpacks and lunches** stored neatly before being dismissed from class.

Food:

No food is allowed to be eaten during class or in the classrooms unless there is a class party. Students may eat between classes and during lunch and break time, in designated places; however, everyone is expected to dispose of all trash properly. Students must eat lunch in their designated spots (to be announced during orientation) and are expected to leave the eating area neat and tidy for the use of others.

Parking: Students are not allowed to park on the parking lot. Please park on the street at all times.

Cell phones:

Signs have been provided and will be posted in each room regarding cell phones and their proper use:

Cell phones will be taken away if the student uses them in class. All cell phones are to be completely turned off and put away during the entire school day. (Cell phones may not be left on silent mode or in vibrate mode.)

First offense: cell phone is taken away from the student and may be picked up after school in the office.

Second offense: Cell phone must be checked into the office daily for one week. It may be picked up after school.

Third offense: Cell phone checked into the office for one month. It may be picked up after school each day. A referral will be written.

Fourth offense: Student will be asked to leave her cell phone at home and will receive a referral.

Parents will be notified if their daughters are misusing their cell phones.

Cheating:

Cheating is a serious offense at Torah High Schools and will be handled immediately. If a student copies work or allows work to be copied a zero on the assignment or test will be given. Any student cheating risks being expelled from Torah High.

Communication with Parents:

Parents are an important part of our program and we encourage all parents to read the weekly Torah High Update e-mail to find out what is going on at school. We want you to feel free to call or e-mail us if you have a problem. We want all parents to feel free to request a conference with your child's teachers or an administrator whenever you feel it will be productive. If you wish to speak with a staff member, please call the school office and we will put a message in the teacher's box, to return your call as soon as possible. Some teachers are at school every other day or on a rotating schedule. If you do not hear immediately from a teacher, please be patient. Your call will be returned as soon as he/she gets the message.

Parent conferences are mutually productive and constructive encounters. If you are having any problem, please keep Rabbi Peikes or Mrs. Adatto informed. Please plan to attend Parent Back to School Night which is scheduled on September 10th from 7:00 – 8:30 P.M. In addition, you may want to mark your calendars now for the first report card conferences on Wednesday, November 18th, from 7:00 to 8:30 P.M. in the second floor social hall.

Grades and Unsatisfactory Progress:

Report cards are issued four times a year. In addition, approximately every four to six weeks into each semester, Unsatisfactory Progress Notices will be mailed to the parents of students at risk. Notices will be sent to the parents of students receiving a "C-" grade or lower for each grading period or for any student not working up to expectations.

Report Card and Unsatisfactory Notices dates for 2008/2009

Quarter I Begins September 3 and ends November 14th.

Quarter II Begins Nov 17th and ends January 30th.

Quarter III Begins February 2nd and ends March 27th.

Quarter IV Begins March 30 and ends June 16th.

Report cards are handed out to students the week following the end of the grading period and will be mailed to parents. Report cards I and III are progress reports and are not part of the student's permanent record.

Graduation Requirements:

In order to graduate from Torah High School, each student must fulfill the general academic requirements and **maintain a “C” average in both Judaic and Secular** classes. In order to progress into the next grade level at Torah High Schools, all students must maintain a “C” average in all of their Judaic and Secular classes.

AP Test Schedule: AP tests dates will be posted; however, if your daughter is taking an AP class and wants to receive AP credit, she will have to sign a **commitment letter** no later than January 25th before the first report card reporting date. Any student taking an AP class, who chooses not to take the exam may receive Honor Credit; however, UC schools guidelines do not recognize many Honors Credits. There is an \$82.00 fee for each AP Exam. In order to order the specific test for your daughter, a \$13.00 (non-refundable test fee) will be required approximately one month ahead of time. The \$69.00 balance is due before the test. Students who are attending Torah High School under Title I are eligible for a reduced \$69.00 fee. This includes the non-refundable thirteen dollar test ordering fee. These prices are based on last 2007/008 fee schedule and may be changed this year.

Homework Policy:

Teachers have been informed of all Jewish Holidays and have been asked not to expect assignments to be turned in the day after a holiday. Teachers may assign books to read over a long holiday; however, they have been informed this may be a hardship for some students who spend most of the holiday in the synagogue.

During the month of October, students should have ample time to read and complete some work as we are out of school for most of the month. Teachers assigning projects during the month of October have been asked to check with an administrator before setting a due-date.

Probation:

A student who fails two subjects during each semester either in Judaic or Secular class, will be put on academic probation. A student on probation who does not make up the grades may be asked to leave the school.

Diploma:

Students at Torah High will not receive a Graduation Diploma unless they have attended all classes and have a “C” average grade in both Judaic and Secular Classes. In addition, no student will receive a diploma until all textbooks, library books, school property, and fees have been paid. Graduation fees will be \$250 this year to include hall rental, cap and gown, diploma, diploma cover, graduation invitations, decorations and food for grad night.

Production:

We have adopted a practice which is common to other theatrical school productions. Parents are required to sell or purchase 10 tickets for next year's major production. Without total school support, we feel that we are unable to offer this valuable, memorable program.

Medication:

Prescription and Non-prescription:

Students are not permitted to take any medication prescribed or otherwise without checking with the office. A medical form must be on file in the office for each student, stating that she may take over the counter medicine for a headache or pain. In order to take prescribed medication during the school day the student must have:

- A signed permission slip from a physician, or an original bottle indicating drug, dosage, and administration time.
- A signed permission slip from the parent or guardian indicating drug dosage and administration time.

No medication will be dispensed without parental permission. This includes all over the counter pain medications.

Medical Appointments:

All medical appointments should be made during out of school time. If this is impossible, please book them as early in the day as possible and please notify the school that your daughter has a medical appointment so that she may receive an excused absence. All students leaving campus for medical appointments are required to sign out and upon their return to school (if on the same day) are required to sign in. The sign-out, sign-in book is located on the table by the front door.

Student Dress Code:

Students are expected to wear a school uniform daily unless given permission to "dress" for special occasions. Please note that all students must dress in school uniforms for Rosh Chodesh. Students may not wear pants or pajamas under skirts and are required to wear blouses with sleeves and proper necklines. Any student improperly dressed will be sent to the office, given clothes to change into, or sent home to change clothes.

Students are required to wear clothes which are neat in appearance and appropriate for school. In order to maintain an orderly environment at Torah High Schools of San Diego the following policies will be enforced:

- Black and gray Dennis Uniform pleated skirts are acceptable. Skirts must cover the knee even when sitting (approx. four inches below the knee when standing) and must be roomy enough to accommodate walking and running comfortably. Skirts should not be tight. No slits are permitted above the knee. Skirts are expected to be buttoned at the waist.

- Collared shirts and blouses with $\frac{3}{4}$ sleeve length or longer are required. The acceptable colors are: white, light blue, light pink, light yellow and green. White or matching tank tops may be worn under blouses. Blouses and tops must have sleeves that cover the elbows, necklines that cover the collarbone (including tank tops) and an overall roomy fit. Tight, clingy or form-fitting clothing is not allowed. Shirts should not have low or wide necklines including “boat” necks and “v” necks.

- No caps may be worn at any time.

- An open jacket over an improper neckline or sleeve length should not be worn.

- Bold writing, inappropriate sayings, or pictures are not permitted on any attire – including sweat shirts. Students may wear Torah High Sweatshirts.

- Shoes, sneakers or closed toe sandals must be worn at all times.

Slippers are not allowed. Students are required to wear socks, hose, peds, or tights at all time. Closed-toe shoes are also required everyday. Colored tights or leggings are acceptable.

- Solid colored sweaters may be worn over uniform blouses on cold days.

- Pants or pajamas are not permitted under skirts; however, shorts may be worn under skirts.

Mrs. Deborah Naranjo, who is part of the administrative team, will be in charge of supervising the students’ compliance of the 2008/2009 dress code. She will be appointing female staff members to do random weekly dress code checks. There will be a form to fill out stating whether each student in her class fits the dress code criteria. If a student is in dress code violation, she will be given a referral (see referral school policy).

These guidelines apply equally to all school-related activities both on and off campus.

Inappropriate items to bring to school:

Cell phones are not allowed in the classroom – they must be put away and turned off. Signs have been posted in each classroom regarding the use of cell phones.

Skateboards and skate shoes are not permitted.

Radios, walkmans, headphones, iPods, and Gameboys are inappropriate in the classroom but may be used during private study periods or during recess or lunch. If used during class they will be taken away.

Discipline Policy and Referrals:

The following **Discipline Policy** is standard for all students.

Classroom Behavior:

Students are expected to be on their best behavior and to use proper language at Torah High Schools at all times. If a student breaks a rule or is disrespectful, a referral will be written.

A record will be maintained of each instance in which a student is subject to disciplinary action. If a student misbehaves, and a referral is written, it needs to be signed by the student and turned into the office. (see referral policy below.)

Referrals Policy:

1st offense: Talk with the teacher or staff member. Student to be given a verbal warning which will be recorded on the students personal record.

2nd Offense: A referral will be written and a copy sent to the office to be placed in the student's file. The student will be required to sign the referral. The student will be required to meet with the principal(s) to resolve the problem. The referral will be on file, but will not be a part of the student's personal permanent file. Parents will not be notified.

3rd Offense: If a student receives a third referral during the school semester, a copy will be sent to the parents, who will be asked to sign and return it to school. This referral will become a part of the student's personal record. Parents may be asked to attend a conference with the principal(s), along with their child, in order to address the problem. In the event that the parents live out of town, a telephone conference call will be set up or a visit may be required. There may be a one-day in-school suspension (at principal's discretion.) If suspended, the student will be responsible for all missed work. Assignments and tests must be completed on time. The school reserves the right to require on-going professional counseling for any student who has received three or more referrals.

4th Offense: In the event that another referral is issued during the semester the above rules apply; however, there may be a two day in-school suspension or home suspension (at principal's discretion). If suspended, a parent, student, teacher, administrator(s) conference will be required before re-admission to the classroom.

5th Offense: In the event that a student receives four referrals in one semester, the above rules apply and the student may be asked to leave the school.

Graduation for our Senior Class is scheduled for Wednesday, June 17th at 7:00 P.M.

Emergency Procedures:

Fire drills can be expected at any time. When you hear the loud noise and see the flashing strobe in your classroom, please exit using the nearest stairs and come to the front of the building. Please exit as quickly and as quietly as you can. Torah High Girls are role models for the lower school at Beth Israel, so please be on your best behavior and make sure that you remain quiet until the "All Clear" signal is given.

Staff members are required to stay with their students in the event of an earthquake or other major emergency. No teacher or administrator will leave the school until the emergency is over and every student has been picked up by a

responsible parent or guardian. During a disaster, students will be dismissed from the front of the school building by an administrator.

Emergency Earthquake Plan:

1. At first signs of an earthquake, duck and cover. Earthquake preparedness has advised that we remain indoors unless it is clearly unsafe for your class to remain in the building. After the tremors have ceased, move your class to the southeast quadrant of the parking lot.
2. Rabbi Peikes, Mrs. Adatto, Mrs. Lederman and Deborah will be in charge of **dismissing students to their parents and guardians and for making emergency decisions. NO STUDENT MAY LEAVE WITHOUT CHECKING OUT.**

Thank you:

Thank you for reading this handbook. Please feel free to offer any suggestions that you think would help make Torah High School a better or stronger school. We would appreciate any input, feedback or ideas that you have to improve our school.

Once again, welcome to the 2008/09 school year. By working together we have the opportunity to make this a wonderful year for our students. Parents, if you have talents that you would like to share with our students, or if you would like to work on any special events or committees, we would greatly appreciate your support. With strong parent commitment, and our fine teaching staff, Torah High School will continue to grow. We need your support and help. We are heading toward another WASC (Western Association of Schools and Colleges) review in 2010 and we will be beginning preparation this year. We will be asking for your help as this is a school community project and can't be done by the administrative and teaching staff without your commitment and help.

We know that we have a strong, wonderful, inspired, dedicated faculty. We are looking forward to working closely with all of the students, parents, and teachers during the coming school year. If you wish to contact us, please leave a message in the school office, 858 558-6880 or e-mail us at Torahhs@yahoo.com.

We are looking forward to another fantastic year.

Please make sure that you read and sign the last page of this handbook.

For your convenience, we have attached a school calendar. We have not included the dates of the school production at this time; however, you will be notified of the dates just as soon as we have them confirmed.

Torah High Pledge:

This sheet needs to be read and signed by each student and parent. It is each student's first responsibility of the school year to turn in this signed sheet, by the end of the first week of school, to Mrs. Adatto.

Because we at Torah High School try to embrace the principles taught in the Torah we ask that you agree to the following:

I will always try to do the honorable deed.

I will try my best to always tell the truth.

I will respect all property, especially that which is not my own.

I will not cheat.

I will not plagiarize (take another's ideas and represent them to be my own.)

I will not submit work that I have copied from another student.

I will not allow another student to copy from me.

I will affirm the trust of others by not letting them down.

I will follow through on all commitments that I make when humanly possible.

I will encourage others to depend on me.

I acknowledge that homework is my responsibility.

I acknowledge that being ready for a test is my responsibility.

I acknowledge that being courteous to teachers, administrators, friends and all people is my responsibility.

I acknowledge that respecting the rights of all people is my responsibility

I acknowledge that being on time and being prepared for class is my responsibility.

I acknowledge that following the school dress code is my responsibility.

I acknowledge that keeping my school neat and tidy is my personal responsibility.

I acknowledge that following all school rules is my responsibility.

I acknowledge that eating in the classrooms is unacceptable.

I acknowledge that using a cell phone during school hours is unacceptable.

I understand that I am a Bas Melech and therefore I should conduct myself in a proper manner at all times. I understand that as a Student of Torah High, I represent my school and am looked upon as a role model in the community and thus need to dress and behave properly at all times.

I have read and understand the above rules. In addition, I have read the school handbook and agree to follow the rules.

Student Signature

Parent Signature



Torah High Schools of San Diego

An Affiliate of the Rabbinical Seminary of America – Yeshiva Chofetz Chaim

Student Handbook

2008 / 2009