



STUDENT HANDBOOK

2022-2023/5783



Shaded policies are either new for this year or merit your special attention

1095 Lake Cook Road • Deerfield, IL 60015 • 847.470.6700 • www.rzjhs.org

MISSION AND CORE VALUES

MISSION STATEMENT

Rochelle Zell Jewish High School creates a culture of academic excellence that inspires and prepares our students to think critically, achieve their full potential, and live Judaism as responsible and involved citizens in the modern world.

CORE VALUES

Rochelle Zell Jewish High School

- Creates a culture of academic excellence that fosters critical thinking.
- Inspires a reverence for and critical understanding of Torah.
- Empowers students to find their own voices in a respectful community.
- Integrates the wisdom and values of our heritage with the sciences, humanities and arts.
- Cultivates a commitment to living Judaism in the modern world.
- Shapes responsible and involved citizens who are dedicated to *Tzedek and Chesed* (acts of justice and compassion).
- Fosters loving and thoughtful engagement with Israel.

Statement on Israel

The creation of the State of Israel is one of the seminal events in Jewish history. Recognizing the significance of the State and its national institutions, we seek to instill in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.

Statement of Non-Discrimination

Rochelle Zell Jewish High School admits students of any race, color, nationality, sexual orientation, gender identity, or ethnic origin and grants them the rights, and offers them privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, nationality, sexual identity, gender identity, or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletics or other school administered programs. Guidelines of the Conservative Movement are observed.

Compliance Statement

Rochelle Zell Jewish High School maintains compliance with all local, state, and federal statutes.



August 22, 2022 / 25 Av 5782

Dear Students,

It is a privilege to welcome you to Rochelle Zell Jewish High School in the 2022-2023/5783 school year. Rochelle Zell is a vibrant community of students from throughout the Chicagoland area and beyond. We are proud of the accomplishments that we have collectively achieved, and these are due to our dedicated faculty and staff and our incredibly talented and energetic student body. Each one of you contributes something special to our community. Your love of learning, your passion for the arts and athletics, and your commitment to Jewish living are what make you unique young adults.

Our staff encourages you to be insightful and responsible learners, and we are confident that our dual curriculum, our diverse course offerings, and our broad array of extracurricular activities will challenge and excite you. Every member of our staff is committed to helping you thrive at Rochelle Zell, and we hope that you will turn to them for guidance and support throughout the year. Be active members of our community. Your voices are heard and your contributions are valued.

עלו והצליחו!

With best wishes for your every success,

Tony Frank
Head of School

ADMINISTRATION, FACULTY AND STAFF	6
PROCEDURAL INFORMATION	8
School Hours.....	8
Attendance.....	8
Student Absences and Homework.....	8
Late Arrival and Tardy Policy.....	8
Family Trips	9
Books/Supplies.....	9
Student IDs.....	9
Medical Forms and Immunizations	9
COVID-19 Immunization	10
Policy for Student Medication.....	10
Policy on Medical Cannabis.....	11
Concussion Protocol.....	11
Students Age 18 and Older.....	11
Emergency Procedures.....	11
Inclement Weather Procedures (School Closings).....	11
Photocopying.....	12
Lockers and Mailboxes	12
Visitors	12
Closed Campus	12
SCHOOL ENVIRONMENT AND STUDENT CONDUCT	13
Student and Staff Rights and Responsibilities	13
Study Periods	13
Conduct During Class.....	13
Hallway Conduct	13
Use of Bathrooms	14
Use of Elevator	14
Student Referral Process	14
Process for Resolving Student/Teacher Conflict	14
Potential Consequences for Violating School Rules.....	14
Suspension and Expulsion	15
Bullying and Harassment.....	15
Drugs, Alcohol, and Tobacco	16
Rochelle Zell Policies Relating to Drugs, Alcohol, Tobacco and Vaping.....	16
Search and Seizure.....	17
Facilities, Parking Lot, and Driving.....	17
Firearms Policy	17
Cell Phone Use.....	17
Electronic Devices	18
RZJHS Provided Technology Resources.....	18
Social Networking, Online Activity, Harassment and Cell Phone Communication.....	21
Dress Code	22

RELIGIOUS ENVIRONMENT	23
<i>Kashrut</i> (Jewish Dietary Laws) Policy.....	23
Guidelines for Meat Lunches at Rochelle Zell.....	24
Shabbat and Holiday Observance	24
Fast Days.....	25
ACADEMIC PROGRAM AND POLICIES.....	26
Academic Honesty	26
Final Exam Policy for Underclassmen.....	26
Final Exams for Non-Seniors in AP Classes.....	26
<i>Tefillah</i>	26
Physical Education.....	27
Students Participating on an Athletic Team.....	27
Gymnasium	27
Fitness Room.....	27
Contest Participation Regulation.....	27
Study Hall.....	27
Homework and Assessments.....	28
Homework.....	28
Remote Learning During School Closures.....	28
Evaluations.....	29
Report Cards.....	29
Academic Probation and Consequences	29
Grading and Credit System	29
Grade-Point Average (GPA)	29
Appealing a Final Course Grade	30
Passing Grade for Required Courses.....	30
Requesting Pass/Fail for Required Courses	30
Incomplete Grade.....	30
Grade Replacement/Repeated Courses	30
Withdrawals	30
Dropping a Course or Changing a Course Level	30
Online Coursework and Independent Study.....	30
Credits	31
Student Service Plans.....	31
Graduation Credits Requirement.....	31
Policy Issues.....	31
Leave of Absence.....	31
PARENT-TEACHER COMMUNICATION.....	32
Back-to-School Night.....	32
Parent-Teacher Conferences	32
SIGNATURE PAGE.....	33

ADMINISTRATION, FACULTY AND STAFF

Administration

Tony Frank.....	Head of School
Jason Loeb	Academic Dean
Stu Jacobs.....	Dean of Faculty
Rabbi Zachary Silver	Rav Beit Sefer and Director of Jewish Studies
David Martinez	Athletic Director
Riv Lynch	Director of Admissions
Stephanie Sanderman.....	Director of Development
Inez Drazin.....	Director of Building and Administrative Services
James Baumstark	Director of Finance and Business Operations

Department Chairs

Becky Charous and Marina Gitlin	Mathematics Department
June Kramer	Humanities Department
Robyn Murphy	Science Department
Ellen Singer	Arts and Electives Department
Rabbi Zachary Silver	Jewish Studies Department
Denise Eisenberg	Modern Languages Department

Faculty

Jacqueline Abramson.....	Mathematics Department
Rabbi Marc Belgrad.....	Jewish Studies Department
Becky Charous.....	Mathematics Department, Arts and Electives-Computer Science
Binyamin Cohen	Director of Jewish Life, Jewish Studies Department
Michal Cohen.....	Modern Languages Department
Rebecca Dauber	Social Worker
Denise Eisenberg.....	Modern Languages Department
Shira Eliaser.....	Science Department, Arts and Electives-STEAM
Arielle Galante.....	Mathematics Department, Arts and Electives-Computer Science
Marina Gitlin	Mathematics Department, Arts and Electives-STEAM
Alan Giuliani.....	Mathematics Department
Stephanie Gordon	Learning Specialist
Rebeccah Hartz.....	Jewish Studies Department
Ellen Grindel.....	Co-Director of College Counseling
Natan Hason.....	Jewish Studies Department
Jack Helbig	Humanities Department
Patricia Henderson	Arts and Electives-Performing Arts
Stu Jacobs	Dean of Faculty, Jewish Studies Department
Rabbi Allan Kensky.....	Jewish Studies Department
Abigail Kime	Director of Technology
June Kramer.....	Humanities Department, Arts and Electives-Model UN
Sari Lindner	Humanities Department
Laeh Litin.....	Athletic Trainer
David Martinez.....	Athletic Director

Robyn Murphy	Science Department, Humanities Department
Michael Paradiso-Michau	Humanities Department, Arts and Electives-Model UN
Eleanor Parker	Librarian
Michael Reimer	Science Department
Jessica Rosenberg	College Counseling
Ellen J. Rostker	Co-Director of College Counseling
Marlene Rubinow	Science Department
Lilach Schrag	Arts and Electives-Studio Art
Ayala Shahaf	Modern Languages Department
Ellen Singer	Arts and Electives-Performing Arts
Marybeth Sison	Science Department
Rabbi Peter Stein	Jewish Studies Department
Dr. Nancy Steinberg	School Counselor
Staci Studnitzer	Director of Student Activities, Humanities Department
Mary Sullivan	Learning Specialist
Lawrence Szenes-Strauss	Jewish Studies Department, Humanities Department
Jamie Tressier	Humanities Department, Arts and Electives-Debate
Limor Wasserman	Modern Languages Department

Development and Marketing

Stephanie Sanderman	Director of Development
Anne RobbinDirector of Marketing

Support Staff

Tammy Brody	Assistant to Admissions and Development
Igor Burda	Maintenance Engineer
Janice Dlatt	Main Office Administrative Assistant
Lynn Dusing	Main Office Administrative Assistant
Judy Flater	Main Office Administrative Assistant
Andrew Fleisher	Technology Assistant
Martha Keefe	Registrar
Dwayne Lee	Building Engineer
Luis Martinez	Maintenance Engineer
Sergey Poroshkov	Maintenance Engineer
Sheri Sandrof	Assistant Director of Finance
Jill Smiley	School Nurse

PROCEDURAL INFORMATION

SCHOOL HOURS

The building is open from 7:00 a.m. to 6:00 p.m. during the school year—except on Fridays, when the building closes at 2:15 p.m. or 3:15 p.m., depending on the time of year. The school day begins at 8:40 a.m. except on Wednesdays, when the school day begins at 9:45 a.m. During fall and spring, school is dismissed at 3:42 p.m. Monday through Thursday and at 2:15 p.m. on Friday. During the winter, school is dismissed at 1:15 p.m. on Fridays.

ATTENDANCE

In accordance with the requirements of the School Code of Illinois and in recognition of the responsibilities imposed upon parents/guardians, it is the policy of Rochelle Zell Jewish High School that students shall attend school on a regular basis and be on time for classes. Daily attendance increases the student's probability for successful performance and fosters the development of self-discipline and responsibility. Student attendance in every class, including Tefillah, is a requirement.

STUDENT ABSENCES AND HOMEWORK

Full-day absences should be reported only by a parent/guardian by calling **847-470-6700** by 8:40 a.m. on the morning of the absence. Any unreported student absence is considered unexcused.

Regarding late arrival to or early release from school, parents/guardians must call **847-470-6700** stating the reason for late arrival, early release, the time the student will be leaving the building, and, if applicable, when the student will return to school. Students and parents are encouraged to schedule medical or other appointments after school hours or on vacation days.

When a student has been absent for 13 times in any given class (25% of the semester), the student and their parent/guardian will be required to participate in an attendance conference with the teacher and Academic Dean. The result of this conference may be the creation of a student attendance contract which may include consequences for further absences such as dropping from class with a grade of WF (withdrawn/failure).

Students will not be permitted to attend class remotely. Exceptions are granted only with permission from the school nurse and/or Academic Dean. A student with cold or flu-like symptoms, e.g., fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea should remain home and report their symptoms to the school nurse.

In cases of absence or illness (more than one day), students may attend class remotely (via Zoom) only with permission from the school nurse and/or Academic Dean. To obtain permission to attend class remotely, a parent/guardian must contact the school nurse to provide a doctor's note and/or to obtain approval. When students need homework assignments, notes, or any information regarding what occurred during class for a one-day absence, they are responsible for emailing the teacher immediately. Students can also ask a classmate to relay the material covered and/or homework assigned.

LATE ARRIVAL AND TARDY POLICY

On Mondays, Tuesdays, Thursdays, Fridays and some Wednesdays (as noted in the school calendar), the school day begins at 8:40 a.m. with 1st period followed by Tefillah. Attendance at Tefillah is required. **Students who have a first and/or second period study hall are expected to arrive to school on time for Tefillah.**

Students are expected to report to each of their classes on time. Students should be in their classroom ready to begin the lesson at the start of the bell. Students who are chronically tardy to their classes may be referred to the Academic Dean for further intervention and potential disciplinary action.

Students who arrive late two or more times in any given week (either to first period and/or Tefillah or to first period on Wednesdays) will be reported to the Academic Dean who will send an email to the student and parents notifying them that the student has lost his/her Wednesday late start privilege for the coming week. The student will then be required to sign in at the Main Office no later than 8:40 a.m. on that following Wednesday.

When a student incurs a second early start Wednesday consequence in the same semester, the student will receive a warning. The consequence for any subsequent infraction will be After-School Study hall on Tuesday, Wednesday, and Thursday from 3:45-4:30 p.m. the following week.

FAMILY TRIPS

Family trips should be planned during scheduled school breaks. Extended family travel, while classes are in session is discouraged. A family that must travel should inform the Academic Dean at least two weeks prior to the absence. Students must notify teachers and request assignments before leaving. Students should be aware that teachers may not be able to comply fully with this request, as not all assignments are made this far in advance. All assignments and any missed tests or quizzes must be turned in or made up on the day the student returns unless special permission has been granted.

BOOKS/SUPPLIES

Students are required to pay an annual book and laboratory fee. This fee covers use of all texts, faculty designed study packets, workbooks, laboratory materials, and a yearbook. Basic Jewish texts should be purchased by students for use while they are at Rochelle Zell. All other texts will be on loan and returned to the school at the conclusion of each course, except for English course texts, which become the students' property. Replacement of lost or damaged books is the student's responsibility. Teachers will indicate any additional supplies (notebooks, calculators, etc.) necessary for particular classes.

STUDENT IDs

Official Rochelle Zell student ID cards will be issued to new students. These student IDs will be required for entrance to national tests, discounts on public transportation, and other high school identification purposes. Replacement cards will be issued by the school office at a cost of \$10. Students attending events at other high schools and using public transportation may be asked to show valid school IDs. For security and safety measures, students should carry their IDs at all times.

MEDICAL FORMS AND IMMUNIZATIONS

The state mandates that all students submit an Illinois Public Health Medical form, a Medication Authorization form, and an Emergency Contact form. The Illinois Department of Public Health Medical form and the Medication Authorization form must be completed and signed by both a parent/guardian and the student's physician. The Emergency Contact form, to be completed by a parent/guardian, provides Rochelle Zell with necessary information in the event of a medical or other emergency. **Students are not permitted to attend school after October 15 if these forms are not on file.** Any student participating in an IHSA sport will need a complete physical yearly.

Illinois state law requires parents or guardians of children attending public, private and parochial schools to provide the school with proof of the child's immunity. Any child for whom there is no proof of immunity must receive the needed vaccines. Medical exemptions from a particular immunization must be made by a licensed physician and will be submitted to the state for approval. No other exemptions are recognized by Rochelle Zell.

COVID-19 IMMUNIZATION

Our goal is for 100% of students and staff to be fully vaccinated against COVID-19. We strongly encourage all students to be fully vaccinated, except in cases where medical needs require otherwise. All parents are required to provide the school nurse with proof of vaccination, or a written explanation of why there is none, or a physician's letter in the case of a medical exemption. **Please note that the school retains the right to implement a COVID-19 vaccination requirement at any point during the school year.**

POLICY FOR STUDENT MEDICATION

There are students who require their medication during a school day. Medications taken during the day should be limited to those required to maintain the optimal state of health and educational performance of the student. Our medication policy follows the Illinois State Board of Education's requirements which apply to **all medication** whether prescription or over-the-counter (OTC).

Any medication needed during the school day or on school-related trips must be accompanied with a written order from the student's licensed provider and must include:

- Student's name
- Date of birth
- Licensed provider, signature, and date
- Provider's phone and emergency number
- Name of medication
- Dosage, Route of administration, Frequency and Time of administration
- Diagnosis requiring medication
- Effects/Side effects of medication
- Approval for self-administration
- Approval for students to carry emergency medications on their person (limited to Inhaler, Epi-pen, Diabetic medication)

A) **Prescription Medication** (in its original bottle) **shall display:**

- *Student's name
- * Prescription name
- *Medication name and dosage
- *Administration route
- *Date and refill
- *Licensed Prescriber's name, address, phone number
- *Pharmacy name, address, phone number
- *Name or initials of pharmacist

B) **Over-the-counter Medication (OTC)** (in its original bottle):

OTC medication shall be brought in with manufacturer's original label with the student's name clearly affixed to the container.

All medication whether prescription or OTC must be kept in the Nurse's Office in a locked cabinet. No student may carry any medication, other than emergency medication pre-approved by their healthcare provider and parent, in their backpack, purse, or locker. The school nurse and administration must be notified that the student is carrying his/her medication and its location.

POLICY ON MEDICAL CANNABIS

In accordance with Illinois state statute, students may be administered medical cannabis infused products under the following conditions:

- The student is a qualifying patient under the Compassionate Use of Medical Cannabis Pilot Program Act with a registry identification card. The card must be presented to the school and a copy will be placed in the student's health file.
- The parent/guardian or other designated caregiver must administer the medical cannabis infused product. The parent/guardian or other designated caregiver must have a registry identification card. The card must be presented to the school and a copy will be placed in the student's health file.
- School personnel will not administer the medical cannabis infused product.
- After administering the medical cannabis infused product, the parent/guardian or other designated caregiver must remove the product from the school premises or school bus. The medical cannabis infused product will not be stored on school grounds.

Medical cannabis infused products are foods, oils, ointments, or other products containing usable cannabis that are not smoked.

School officials shall not permit the administration of medical cannabis infused products in a manner that the school official believes would create a disruption to the educational environment or would cause exposure of the product to other students.

A student will not be subject to discipline related to the administration of a medical cannabis infused product in conformance with this policy. No student will be denied admission solely because the student requires the administration of a medical cannabis infused product.

Any request to administer a medical cannabis infused product to a student at school or on the school bus must be in writing and directed to the Head of School.

CONCUSSION PROTOCOL

In the event of a student injury, for their safety, students may be subject to our concussion protocol and return-to-learn policy. Our Athletic Trainer and/or School Nurse will administer the concussion protocol and advise/consult with the student's family and physician appropriately.

STUDENTS AGE 18 AND OLDER

Students who have reached the age of 18 will be asked to sign an agreement permitting continued communication between Rochelle Zell and the student's parent(s) or legal guardian(s) in regard to academic records, academic performance, health matters, discipline issues and financial affairs.

EMERGENCY PROCEDURES

Planned fire drills, lockdowns, and tornado drills are held periodically during the school year. In case of extreme weather conditions during school hours, the public address system will be used to advise students of safety precautions to be taken.

INCLEMENT WEATHER PROCEDURES (SCHOOL CLOSINGS)

Late openings, early dismissals, or school closings may occur in inclement weather. Rochelle Zell uses an alert system that sends notifications to the phone numbers (voicemail and text) and email addresses of your choice, as determined on your registration form.

PHOTOCOPYING

Students may use the copy machine in the Main Office for limited school-related work and for student organization work. Before photocopying, students must request permission from the front desk. Office-related photocopying will take precedence over student's photocopying.

LOCKERS AND MAILBOXES

Each student is assigned a locker to store personal items (jackets, bookbags, textbooks, etc.) and a mailbox that is used by the administration, faculty, and student groups to distribute notices, messages, and other information, and to return exams and papers. Students should check their mailboxes periodically throughout the day so that they can be assured of receiving communications in a timely fashion. Students are expected to respect the privacy of others and access/check only their own lockers and mailboxes.

Students wishing to leave messages or assignments for teachers should use the teachers' mailboxes located in the Teachers' Workroom. All materials left in these mailboxes should be clearly marked with the name of the recipient, a brief note, and the name of the sender.

VISITORS

Throughout the school year, Rochelle Zell welcomes many visitors. All visitors must first report to the school office to register and obtain a pass before entering any part of the school building.

To bring student guests to Rochelle Zell, students must secure permission from the Director of Admissions at least one day in advance of the visit. The student's guest must comply with all school rules and regulations and must supply the Front Office with an emergency number where a parent/guardian may be reached during the day. Each visitor will be issued a visitor's pass upon entering the school. The pass must be worn throughout the day so that it is visible to all school staff and faculty members.

CLOSED CAMPUS

Rochelle Zell Jewish High School is a closed campus. Students are not permitted to leave school during the school day without permission of a parent/guardian and a school administrator. Students do not need to arrive at the start of the school day if they do not have a 1st period class. They are expected to arrive in time for Tefillah. Juniors and seniors who have a study hall during 6th period may leave immediately after 5th period, if they have a parent's/guardian's permission on file.

SCHOOL ENVIRONMENT AND STUDENT CONDUCT

STUDENT AND STAFF RIGHTS AND RESPONSIBILITIES

Students and staff have rights and responsibilities at Rochelle Zell Jewish High School that are intended to create an environment of mutual caring, trust and respect. At Rochelle Zell we believe that students have a right to:

- an appropriate and challenging curriculum.
- assistance from school staff with issues of educational planning.
- a school climate that fosters mutual caring, trust and respect.
- disciplinary procedures which are appropriate and which provide for due process for students.

Rochelle Zell believes that certain responsibilities accompany these rights for students, and they include expectations that students will be:

- responsible for their own actions.
- respectful of the rights of other students and staff members to create a positive environment that promotes learning.
- respectful of the authority of school staff and of school and community property.
- responsible for the highest possible level of personal academic achievement.
- aware of school rules and expectations and methods of discipline. Ignorance of the rules does not excuse a violation.

Staff members have rights that reflect the intent to create an appropriate tone at this school for example:

- an orderly environment in the classroom and hallways to facilitate learning.
- respect from students and parents.
- adherence to school and classroom policies and procedures relative to student conduct.

Staff members are expected to:

- show concern and respect for each student's needs.
- plan and conduct an appropriate instructional program.
- create an orderly classroom environment.
- enforce rules for student behavior in a fair, consistent and timely manner at school, at extracurricular activities, and at other school-sponsored events.
- inform parents/guardians of concerns about academic progress, attendance and student conduct.
- be guided by professional ethics at all times.

STUDY PERIODS

During study periods, students may go to the Library, gym (with permission from Athletic Director), student lounge, and dining hall.

CONDUCT DURING CLASS

- At the opening bell of each class period, students are expected to be in their seats and ready to participate in class activities.
- For the duration of each class period, students are expected to demonstrate respect to their classmates and teachers by listening attentively and responding appropriately during class discussion.

HALLWAY CONDUCT

- While classes are in session, students who have a study period may not linger in the hallways outside of classrooms. Students may head to an appropriate area designated for study hall (see 'Study Periods').
- During passing periods, students are expected to use appropriate language and conduct.
- All litter should be placed in garbage or recycling receptacles.

- Desks and study carrels in the second and third floor hallways may not be used to store student belongings.

USE OF BATHROOMS

Students may not use staff bathrooms and should use only student bathrooms. Only one student at a time should use the single-occupancy bathrooms on the first floor. Students found to be in repeated violation of these expectations will be referred to the Academic Dean.

USE OF ELEVATOR

Students are strongly encouraged to use the stairs to access second and third floors. This will allow the elevator to be available for those who require it due to medical or mobility needs.

STUDENT REFERRAL PROCESS

When staff members believe that a student's conduct is inappropriate, they will first address the issue with the student and their parents. If there is no behavioral change, the teacher will refer the student to the Academic Dean for appropriate consequences.

PROCESS FOR RESOLVING STUDENT/TEACHER CONFLICT

When students find themselves in conflict with a teacher, the following process will be implemented:

- The student will first speak to the teacher *privately, either before or after class* about his/her concern.
- If there is no resolution, the student will speak to the department chair about the issue.
- If there is no resolution, the student will speak to the Academic Dean about the issue. At that point, the Academic Dean may contact the following individuals to resolve the issue: the teacher, counselor, social worker, and the student's parents.
- If the conflict involves the remediation of student misconduct, the Academic Dean may invoke one or more of the Potential Consequences for Violating School Rules listed in the section below.

POTENTIAL CONSEQUENCES FOR VIOLATING SCHOOL RULES

By way of example and not limitation, an array of consequences that a student may expect to experience as a result of violation of a rule or policy is listed below:

- | | |
|-----------------------------------|------------------------------|
| • Behavioral referral | • Financial restitution |
| • Verbal reprimand and warning | • Attendance contract |
| • Meeting with the Academic Dean | • Suspension of privileges |
| • Problem-solving conference | • Withdrawal of privileges |
| • Parent contact | • Schedule change |
| • Parent conference | • Out-of-school suspension |
| • Temporary removal from class | • Expulsion |
| • Benching from athletic contests | • Police department referral |
| • Behavioral contract | |

SUSPENSION AND EXPULSION

Suspension

Out-of-school suspension is a decision of the Head of School. Students serving out-of-school suspensions may not appear on school grounds or at school-sponsored events for any reason. Students serving out-of-school suspensions may not attend athletic practices or competitions or participate in school or extracurricular activities. Failure to meet expectations for an out-of-school suspension may result in further disciplinary consequences.

Students serving suspensions are responsible for obtaining assignments for their classes to ensure they do not fall behind with their schoolwork. Completed work will receive full credit. Upon a suspended student's return to school, teachers will establish deadlines for all work owed by the student. If work is not completed by the deadline, missing tests and assignments will receive a failing grade.

Expulsion

In extreme cases of repeated misconduct or because of a single highly serious incident, the Head of School may expel a student. There will be no tuition refund to families of students expelled for misconduct.

Grounds for Suspension or Expulsion

Students shall be subject to suspension or expulsion for gross misconduct. By way of example and not by limitation, the following may constitute gross misconduct:

- Use of drugs or alcohol at a school-sponsored event.
- Conduct that inflicts harm or threatens to inflict harm on oneself or another
- Damage to school property or private property
- Disruptions to the educational environment
- Conduct that is illegal
- Academic dishonesty
- Harassment or bullying
- Other violations of the rules and regulations of the school

BULLYING AND HARASSMENT

As members of the Rochelle Zell community, students share in the responsibility of creating a school climate that fosters mutual caring, trust and respect. Our school climate is affected not only by students' conduct in school, but also by their interactions outside of school and through their use of technology (see page 21 regarding use of devices and online activity).

Bullying is unwanted physical, verbal, or other aggressive behavior by an individual or a group against another individual that causes distress or harm. This may include social bullying, which is intentionally hurting someone's reputation or relationships. Bullying typically involves an imbalance of power (due to size, age, even popularity) and either has been repeated or is likely to happen again.

Harassment is an act (or acts) that torments, humiliates, embarrasses, denigrates, or intimidates a person or creates an environment that is hostile, threatening or offensive to another person. Acts of harassment may include, but are not limited to: jokes, name calling, belittling, stories, pictures or drawings, theft or damage, defacing or removal of property, starting or passing rumors, threats, threatening gestures or signs, unwelcome expressions of affection or desire, touching, and demanding favors. These acts may by themselves constitute harassment or they may constitute harassment by their repetition or the failure to desist upon request.

Bullying and harassment are serious offenses. Accordingly, any student found to have engaged in these behaviors will be subject to suspension or expulsion.

DRUGS, ALCOHOL AND TOBACCO

The use and possession of tobacco and the use and unlawful possession of alcohol and other drugs are detrimental to the health and well-being of students. Such use or possession disrupts the school's curricular and extracurricular activities and interferes with the education of the user/possessor and others. Therefore, students are prohibited from any act, attempt, or intent to possess, use, obtain, manufacture, sell, distribute or be under the influence of any illegal, controlled, or intoxicating substance, including alcohol, inhalants, anabolic steroids, or any substance purported to be, or presented as an illegal, controlled, or intoxicating substance, or drug paraphernalia (including vaping devices) on school premises or as part of attendance/participation at any school-sponsored activity. This includes all prescription/non-prescription drugs when such a prescription/non-prescription drug is sold, distributed, possessed, and/or consumed by the student in a manner inconsistent with the prescription and/or prescribed or directed purpose. Possession shall include, but not be limited to, the use of a student's personal clothing, supplies, or vehicle, as well as lockers, desks, or other school property.

Students are prohibited from possessing or using tobacco products, electronic cigarettes or other vaping devices on school property, in school buildings, and at any school-sponsored activity. Furthermore, it is our strong expectation that parents/guardians hosting student parties or events in homes or other private venues will provide appropriate supervision in order to ensure that the norms and values of our community are upheld.

The above policy on drugs, alcohol, and tobacco applies not only while school is in session, but also during extra-curricular activities and (overnight) field trips, e.g., Shabbatonim, the Senior Israel Experience, Model United Nations, and athletic contests. Students whose conduct during these field trips is not in full compliance with the letter and spirit of this policy may, after an investigation by Rochelle Zell Jewish High School faculty chaperones:

- *be immediately flown back to Chicago at the family's expense*
- *be suspended from school and/or receive other consequences as determined by the school administration*

ROCHELLE ZELL POLICIES RELATING TO DRUGS, ALCOHOL, TOBACCO AND VAPING

Tobacco and Vaping

If a student uses or possesses tobacco or tobacco products or electronic cigarettes, including vaping/juuling devices, on school property, in school buildings, or in connection with any school-related activity, the student will be removed from classes until the student's parent or guardian has been notified. Students may be suspended for subsequent offenses.

Alcohol and Drugs

If a student uses, possesses, or transfers alcohol, inhalants, edibles, or other drugs on school property, in school buildings, or in connection with any school-related activity, the following guidelines apply:

1. Law enforcement officials may be contacted, as warranted.
2. The student may be suspended for one or more days, depending on the circumstances, at the discretion of the Head of School. Students may also lose the privilege to attend upcoming trips or special programs, such as school dances and shabbatonim.
3. Any further instance of prohibited alcohol or other drug use and/or possession may result in expulsion, if the school concludes that there is a likelihood of recurrence.
4. When a violation has not been established, but there is a reasonable basis to believe that a use and/or possession of tobacco, alcohol, or drugs may have occurred:
 - a) All information available will be given to the Academic Dean, the social worker, and the Head of School.

- b) The student's parents/guardians will be notified.

Nothing contained in this policy or these guidelines limits the authority of any school staff member to remove a student immediately from a class or school property or activity in emergency circumstances.

NOTE that a breathalyzer will be on site for all school and offsite events including field trips, dances and Shabbatonim.

SEARCH AND SEIZURE

To maintain order and security in the school, school authorities are authorized to conduct searches of school property and equipment, as well as students' personal effects, under the circumstances described below.

School Property and Equipment

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas. This paragraph applies to student vehicles parked on school property.

The school may request the assistance of security or law enforcement officials to conduct inspections and searches of lockers, desks, parking lots and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials.

Students and Their Personal Effects

School authorities may search student's personal effects (such as purses, wallets, knapsacks, book bags, lunch boxes, coats, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student conduct rules.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

FACILITIES, PARKING LOT, AND DRIVING

The Rochelle Zell parking lot is available for student use. Students who intend to park in the Rochelle Zell lot must obtain parking stickers from the Front Office. Cars without stickers may be towed. Drivers must use caution when entering and leaving the parking lot, following all directional arrows. For the safety of the Rochelle Zell community, the speed limit in the lot is 5 miles per hour. Students who fail to use safety precautions when entering, leaving, or driving in the parking lot can lose their driving privileges.

Students are not allowed to be in their cars or in the parking lot during school hours unless they have permission to leave early and are leaving the campus immediately.

FIREARMS POLICY

Firearms, knives, or other explosive devices may not be brought onto school property. A zero tolerance policy is strictly enforced.

CELL PHONE USE

Cell phones **must be silenced and put away before entering a class or Tefillah**; teachers may permit their use in class for educational purposes only. Teachers, at their discretion, may collect cell phones at the start of class and return them to students at the end of class. All students leaving the classroom (e.g.

bathroom) are required to turn in their cellphones before being permitted to leave the classroom. While in the library, students may not talk on their cell phones, but may use them for other purposes silently (e.g. with headphones or with the sound muted).

If a faculty member sees a student using a cell phone or hears it ringing or vibrating during a class or Tefillah, the following consequences will occur:

- 1st offense: Faculty member will confiscate the cell phone and bring it to the office of the Academic Dean who will keep it for the remainder of the day.
- 2nd offense: Faculty member will confiscate the cell phone and bring it to the office of the Academic Dean who may ban the student's possession of a cell phone in school for a period of time at the Academic Dean's discretion.

ELECTRONIC DEVICES

Students are only permitted to use the audio function of their devices with headphones when working independently. The volume should be low enough so that the sound is inaudible to others.

The school administration reserves the right to confiscate electronic devices of students whose use of their device is inappropriate or disruptive to others. Confiscated electronic devices will only be released to a parent/guardian.

RZJHS PROVIDED TECHNOLOGY RESOURCES

Purpose

Rochelle Zell Jewish High School prides itself on fostering critical thinking, relationship building, and engaging with the complexity of what it means to be a Jew in the modern world. Interpersonal relationships stand at the center of everything we do.

At Rochelle Zell we use technology to support our learning in multiple ways, across each of our disciplines. Our students will be the ones who develop new software, save lives and develop new theories. We are also conscious that technology often has become an end in our society, rather than a means toward advancing our learning. We thus must be particularly conscious of how technology affects the way we relate to others and to the world at large.

Student Email (portal.office.com)

Students are provided a school email account @students.rzjhs.org and are responsible for checking their accounts regularly during the school year. When communicating electronically with teachers and staff members, only Rochelle Zell provided email accounts or Canvas should be used. Students are expected to abide by the Rochelle Zell policies governing student conduct when using the school provided email account.

Computers & Network Access

Student personal network folders are restricted in size to 30MB. All students are expected to maintain their files by copying extra or unnecessary files to a flash drive.

All students will use the "TIGERS-S" wireless network to access the Internet. To comply with CIPA (The Children's Internet Protection Act), all Internet access on campus is filtered regardless of device. Any attempt to bypass the network filter is prohibited and subject to disciplinary action.

Canvas (rzjhs.instructure.com)

Canvas is a secure content management system available to all Rochelle Zell students and parents. Course materials are available to students and parents via Canvas including the course syllabus and a course calendar containing all assignments.

Office 365 / Google Workspace for Education Fundamentals

Office 365 is a subscription plan that includes access to Office applications that are enabled over the Internet. In addition to online applications, all Rochelle Zell teachers and students can download full Office applications on their personal devices. Google Apps for Education (GAPE) is a cloud-based suite of productivity applications available to all teachers and students.

Desktop Support

Desktop support is available to students Monday - Friday from 9:30am - 2:30pm in room 138. Students can drop-in during lunch or a free period to reset their password, troubleshoot RZJHS network connection, or for assistance with other school provided technology. Desktop support is not able to troubleshoot, diagnose or repair personal devices.

No Expectation of Privacy

Rochelle Zell can and does monitor Internet access and activity on the network, including but not limited to sites visited, content viewed and email sent and received. ***The school may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated. Please bear this in mind when bringing personal devices to use at school.***

BYOT Policy

BYOT stands for "Bring Your Own Technology." BYOT is not a requirement, but an option that allows students to bring their personal devices to school for educational use under the direction of a teacher or administrator. BYOT devices will supplement, not replace, Rochelle Zell devices. BYOT will increase access to digital learning resources for all students through the combined and coordinated use of personal and Rochelle Zell devices.

Device Types

For the purpose of this policy, "devices" will include: laptops, tablets, eReaders, cell phones, smart phones, and any wearable technology. **Please note that portable gaming consoles (Nintendo DS/Switch, PSP, XBox etc.) may only be used in the student lounge.**

BYOT Responsibilities of the Student

Personal Responsibility: Rochelle Zell assumes no responsibility for the loss of, theft of or damage to any personal device that a student connects to the student wireless network or any information on that device.

Security: Students shall not impair the security of the Rochelle Zell network. This expectation includes but is not limited to:

- Students are expected to maintain up-to-date antivirus and antispyware protection on all devices that are connected to the school's wireless network. A free antivirus program may be accessed here: <http://free.avg.com/us-en/homepage>. Other programs are also acceptable.
- Students are expected to safeguard all network passwords. Students should not share network passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
- Students are expected to log onto the student network only with their account and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.

Usage Charges: Rochelle Zell Jewish High School is not responsible for any device charges to your account that might be incurred during approved school-related use.

Empowered User Agreement

Technology resources at Rochelle Zell Jewish High School (RZJHS) are owned and managed by RZJHS. They are provided for the use of students, staff, faculty and authorized guests.

At RZJHS, our philosophy about student use of technology resources is built around the concept of being an empowered, thoughtful and responsible citizen. This agreement describes the traits and qualities that we expect students at RZJHS to adopt while using the resources that are provided for their use. These resources are provided for students to be:

- **Empowered Learners**, using technology to help choose, achieve and demonstrate competency in their learning goals
- **Knowledge Constructors**, making use of digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others
- **Innovative Designers**, who use technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions
- **Computational Thinkers** who develop strategies for understanding and solving problems in ways that take advantage of the power of technological methods to develop and test solutions
- **Creative Communicators** who express themselves creatively and communicate clearly using a range of appropriate digital tools, platforms and media
- **Global Collaborators**, working and collaborating with others both locally and globally using a variety of digital tools to broaden their perspectives and enrich their learning
- **Digital Citizens** that recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world and act in ways that are safe, legal and ethical

All of your actions contribute to the total learning environment - for yourself, and others. Technology resources are provided to support, enhance and transform student learning. This expectation applies to everyone and to every device -- even those not provided by the school. Your continued access and use of the technology resources provided by RZJHS relies on you to:

- Make a positive contribution to our community
- Take responsibility for your actions and resources
- Ask if you are unsure of what your responsibilities are
- Acknowledge that RZJHS has ownership of all networks and accounts that are provided to you
- Accept that RZJHS reserves the right to determine which uses constitute acceptable use and to limit access and time of access to such uses

Unacceptable Uses and Unethical Behavior

Any unacceptable or illegal use of technology could threaten freedom of access to information within our school community. Misuse includes, but is not limited to, sending or seeking to receive messages that contain or suggest racism, sexism, inappropriate language, pornography, illegal solicitation, or information that could violate another person's privacy. Students engaging in the aforementioned misuse of technology will receive disciplinary consequences. Other unacceptable uses include:

- Accessing websites that contain explicit materials or offensive language – it is the user's responsibility not to initiate access to such material or attempt to bypass the web filter.
- Deleting or changing any application or file belonging to the network or another person. This includes deliberately attempting to bypass security software or obtaining or sharing passwords belonging to others.

- Forwarding another user's communication without the author's prior consent.
- Destroying, modifying or abusing the hardware or software in any way.
- Using the school's computers or networks for commercial purposes. Students should not use the school computers for purchasing products or services. The school will not be responsible for financial obligations arising from unauthorized purchases.

SOCIAL NETWORKING, ONLINE ACTIVITY, HARASSMENT AND CELL PHONE COMMUNICATION

As members of the Rochelle Zell community, students share in the responsibility of creating a school climate that fosters mutual caring, trust and respect. Our school climate is affected not only by students' conduct in school, but also by their interactions outside of school and through their use of technology.

Please see page 15 regarding definitions of bullying and harassment. These behaviors are deemed serious offenses not only when committed in person, but also when committed by use of electronic devices through e-mail, instant messaging, text messages, blogs, websites and other social media. Bullying and/or harassment occurs when the recipient or target of such message has reasonable cause to feel intimidated, threatened, slandered or otherwise abused.

Cyber bullying is against the law. Acts of cyber bullying include:

- Sending harassing emails, IMs or text messages
- Posting insulting or slanderous messages to online message boards
- Posting harmful messages to social networking sites
- Pretending to be someone else by breaking into an email account or starting a new one, and sending cruel or embarrassing emails.
- Getting personal information about someone (pretending to be a friend) and then forwarding that information on to others online.
- Developing web pages to expose and promote harmful content.
- Recording class sessions, teacher or student video or audio, through web-based applications, local software applications, or personal devices (cell phones, tablets, etc.), without permission or consent.

Acts of cyber bullying are subject to disciplinary action by Rochelle Zell when:

- 1) the conduct occurs at school or during school-sponsored activities;
- 2) the conduct begins at school and continues in activity off campus;
- 3) the conduct begins off campus and continues at school;
- 4) the parties involved all attend Rochelle Zell.

Any manifestation of cyber bullying constitutes a serious violation of the ethics and values of the Rochelle Zell community and will not be tolerated. Consequences may include suspension or expulsion. Law enforcement officials may also be contacted, by one or more of the involved parties or by Rochelle Zell Jewish High School, as warranted.

Students may also be assigned consequences for postings outside the school network that denigrate the reputation of Rochelle Zell or that show students to be in violation of school rules.

DRESS CODE

The dress code applies to the school day and all school-sponsored/related events.

Rochelle Zell students are expected to maintain appropriate dress for a place of serious study and Torah learning. Male students are required to wear *kippot* or sports caps at all times (no sports caps during *Tefillah*). Female students may choose to wear *kippot*.

Shorts (and skirts) are to be mid-length or longer. The final judgment of whether a pair of shorts is mid-length or not is up to the administration and faculty on a case-by-case basis. Shorts may not be torn or ripped.

Bare midriffs, low-rise pants (undergarments may not be visible at any time), low-cut shirts or blouses, low-cut dresses, and pajamas are not permitted. The dress code applies during gym class, athletic practices, and for anyone using the fitness facilities. All students must wear shirts at all times. These include turtlenecks, crewnecks, blouses and/or sweaters.

Messages on Clothing

<u>Sample of Acceptable Messaging</u>	<u>Sample of Unacceptable Messaging</u>
<ul style="list-style-type: none">• College or university shirts• Regular brand names (e.g. <i>Gap</i>)• Souvenirs (e.g. <i>Disney</i>)• Camp shirts (e.g. <i>Ramah</i>)• Jewish organization shirts• Charitable organizations (e.g. <i>American Cancer Society</i>)• Universal messages (<i>end racism now, smile—be happy, don't drink and drive</i>)• Rochelle Zell spirit shirts	<ul style="list-style-type: none">• Shirts espousing sex, or drug/alcohol use, or any innuendo thereof• Shirts attempting to circumvent the dress code through mockery of it• Provocative/controversial messages• Anything considered to be hate speech• Anything that may detract from either classroom concentration or mission of the school• Anything with sarcastic text that may insult other people

RELIGIOUS ENVIRONMENT

***KASHRUT* (JEWISH DIETARY LAWS) POLICY**

Jewish rituals sanctify our most mundane moments in life, the times when we are our most human. This is seen quite clearly in the Biblical and Rabbinic laws that form the structure of laws that we call *kashrut*. Our legal tradition has enabled, empowered and mandated that Jews engage in conscious decision-making every time we do something as basic as nourish the body with food. At Rochelle Zell, our ritual lives are folded into the fabric of the community we build and the Torah that we teach, both inside and outside of the classroom.

Rochelle Zell is committed to building a community in which everyone can feel at home. By setting a communal standard for food that is brought into the building, we hope to maintain an environment that creates a shared sense of obligation and community.

As part of our school's mission, Rochelle Zell is dedicated to maintaining, publicizing, and educating about the standards of *Kashrut* consistent with the teachings of Jewish tradition as interpreted by the Conservative Movement through the Committee on Laws and Standards, the official *halachic* decision-making body of the Rabbinical Assembly (RA).

While the laws of *Kashrut* are complex and detailed, they are based upon the following three principles:

- Jews are forbidden to eat certain animals.
- Animals that are permitted must be slaughtered in a particular way.
- Milk and meat may not be consumed together.

Certification of *Kashrut* is granted by rabbis and rabbinic organizations worldwide. Each certifying individual or organization has a unique symbol that is printed on the packaging of a food product to denote that the food contained within is kosher. Many of these certifications serve only their local communities. Many are not deemed reliable by Conservative (and Orthodox) authorities.

Five of the symbols are universally recognized as reliable and are acceptable for Rochelle Zell. They are:



There are other symbols that may be acceptable for Rochelle Zell. If you have questions about a symbol not printed above or about a particular product, please contact our *Rav Beit Sefer*.

Please note that the English letter K (by itself) is not a rabbinic certification and, in and of itself, does not make a product acceptable for use at Rochelle Zell.

Personal Consumption

- All foods brought into the school building should be made from certified kosher products. See above for acceptable certifications.
- To prevent the inadvertent mixing of milk and meat, all foods brought into the school building should be dairy or *parve* (neither dairy nor meat) on Mondays, Wednesdays, Thursdays and Fridays.
- On Tuesdays, all food brought to school should be meat or *parve*.
- As a policy, we do not permit students to order food from non-kosher restaurants or to accept

delivery of those food items via Doordash, GrubHub, or other food delivery services. Please be advised that food deliveries to the building will not be accepted. Additionally, please note that the delivery person and the order may be turned away at the door, and the family will be solely responsible for the expense.

GUIDELINES FOR MEAT LUNCHES AT ROCHELLE ZELL

To uphold the *kashrut* standards of our school please keep in mind these guidelines:

- Students and faculty should only eat kosher meat or *parve* foods for lunch on Tuesdays.
- For those bringing food from home, all meat must come from a certified kosher establishment, either from a kosher deli counter or restaurant, or from a package with a kosher certification. For a full list of locations, see this list from the [Chicago Rabbinical Council](http://www.chicagorabbincouncil.org).
- There will be no dairy food distributed in classes on Tuesday afternoons to maintain a three-hour distinction between eating meat and milk. The school will close the vending machine during the meat day afternoons and reopen it at 3:30.

If you have any questions, please be in touch with the Rav Beit Sefer (rabbisilver@rzjhs.org).

Events, Meetings, Activities

- All food that is served at Rochelle Zell events, meetings, and activities must be provided by an approved kosher caterer or be served from previously unopened certified kosher products.
- **Food for these events must be ordered through the Director of Building and Administrative Services.**
- Products that are prepared in private homes and kitchens may not be served.
- Menus must be approved in advance by the *Rav Beit Sefer*.
- Meat meals must be approved by the *Rav Beit Sefer* at least **two weeks** in advance.
- Events, meetings, and activities that take place outside of the building should not be held in non-kosher establishments.
- Faculty members should not meet with students in non-kosher establishments.

The Classroom

- All food that is served during class must be provided by an approved kosher caterer or be served from previously unopened certified kosher products.
- Menus must be approved in advance by *the Rav Beit Sefer*
- **Products that are prepared in private homes and kitchens may not be served in class.**

Events Not Sponsored by Rochelle Zell

We strongly encourage members of the Rochelle Zell community who organize or host events involving members of the Rochelle Zell community to adhere to the Rochelle Zell standards of *kashrut*.

SHABBAT AND HOLIDAY OBSERVANCE

Rochelle Zell Jewish High School observes Shabbat and Jewish holidays consistent with the teachings of Jewish Law as interpreted by the Conservative Movement through the Committee on Laws and Standards, the official *halachic* decision-making body of the Rabbinical Assembly (RA). Work should not be done for, or on behalf of, Rochelle Zell on Shabbat or Jewish holidays.

Rochelle Zell programs and activities held on Fridays (or the afternoon before a holiday) must end two hours before candle lighting. Programs and activities held Saturday night (or the evening following a holiday) may begin one-and-a-half hours after Shabbat has ended. Setup for these events cannot begin until Shabbat has ended. Candle lighting and *havdalah* times are posted on our online calendar.

School activities held on Shabbat must conform to Rochelle Zell's standard of observance. Individuals may not violate Shabbat in order to participate in them. The *Rav Beit Sefer* should be consulted during the planning process to ensure that standards are met.

Rochelle Zell students should not sit for tests or college entrance exams on Shabbat; they should test on alternate dates. The College Counseling office has letters on file that can be used to schedule alternative test dates.

FAST DAYS

School is in session on minor fast days, during which people fast from sunup to sundown. Students who fast on the day of a test should speak with the teacher administering the test and the teacher will find another time for them to take the test. Students who are fasting are required to attend physical education classes, but are exempt from participating in physical activity. Students who exempt themselves from P.E. are expected to attend *mincha*.

Rochelle Zell does not serve food (including breakfast, lunch, coffee/tea service) on fast days.

ACADEMIC PROGRAM AND POLICIES

ACADEMIC HONESTY

Academic honesty is a value embraced by the Rochelle Zell faculty. With the exception of collaborative/group assignments, all student work, including classroom assessments (quizzes, test, projects, essays), is to be completed by students *on their own*.

Some examples of academic dishonesty are listed below. Students engaging in these activities will receive a grade of **ZERO** on the assignment or assessment. Parents will be notified of the infraction and teachers will refer students involved in academic dishonesty to the Academic Dean. Recurrences of academic dishonesty in a particular course may result in a grade of W/F (withdrawn/ failure) in that course and/or suspension from school.

Examples of academic dishonesty:

- Copying the work of another student, or a portion of another student's work, and turning it in as your own.
- Copying (or barely paraphrasing) material from the Internet or other printed or recorded sources *without specifically quoting and appropriately citing the source used*.
- During an assessment, receiving answers from another student or from textbooks, notes, electronic devices or other sources, unless the teacher's written instructions are to the contrary.
- Providing fellow students taking make-up assessments with questions or answers to that assessment.

In the event of plagiarism that involves one student copying material from another, upon review of the circumstances, both students involved may be penalized with a zero for the assignment (for a first offense).

FINAL EXAM POLICY FOR UNDERCLASSMEN

All classes will have a final exam or final paper project at the end of the first and second semesters. Freshman, sophomores and juniors enrolled in classes with seniors (who do not take final exams) will be expected to take a final exam or submit a final paper or project in both first and second semesters.

FINAL EXAMS FOR NON-SENIORS IN AP CLASSES

Teachers of AP Classes may replace the second semester course final exam for non-seniors with the National Advanced Placement Exam. Non-Seniors who opt out of the National AP Exam may be given an alternative assessment. In addition, teachers may require **all** students to take a non-comprehensive assessment on any material covered after students take the National AP Exam.

TEFILLAH (Prayer)

On Monday, Tuesday, Thursday, and Friday, all students participate in an egalitarian *Shacharit* (morning) service, offering every member of the community equal opportunity and responsibility for engaging in prayer. Our students lead *tefillot*, read Torah, and give *divrei Torah*. A daily *mincha* (afternoon) *minyan* is also held. Each *minyan* corresponds to the standards of Jewish law and simultaneously engages the educational goals of our high school educational space.

Our *tefillah* program rests on three main educational goals and the diversity of our weekly *tefillah* program reflects our commitment to these goals:

- Tefillah as a daily spiritual practice
- Literacy of the meaning of the liturgy of the weekday *Shacharit* service
- Meaning-making in prayer

Everyone is invited to join us for *tefillah* throughout the week and we regularly have many guests on Fridays. Please don't hesitate to contact Rabbi Silver if you would like guidance on your journey.

Male students must wear *kippah*, *tefillin*, and either a *tallit* or *tallit katan* (*tzitzit*). We encourage all students to wear *kippah*, *tefillin*, and either a *tallit* or *tallit katan* (*tzitzit*).

PHYSICAL EDUCATION

To be eligible to graduate from Rochelle Zell, students are required to pass *four years* of physical education or to participate in athletics. Students will be required to attend summer school to make-up any physical education course not completed during the school year. Some students may opt to substitute an Independent Study to fulfill the requirement. Students must receive approval from the Athletic Director.

Physical Education requires two hours of activity per week throughout the year, while athletic teams may practice more frequently. Students in the Physical Education program will have an individualized plan to meet their needs. Any student unable to participate in a Physical Education or Independent Study program for medical reasons must submit a doctor's note with an explanation of the injury/illness and the length of time a student must refrain from participating from the program. Health and wellness education are part of the Physical Education curriculum.

STUDENTS PARTICIPATING ON AN ATHLETIC TEAM

Participation on a team as a member in good standing constitutes fulfillment of the student's Physical Education requirement. Athletes are not required to take physical education while in season.

Good standing is defined according to:

1. regular attendance at practices, as defined by the Athletic Director and coach
2. regular attendance at contests, as defined by the Athletic Director and coach
3. inclusion on the roster

GYMNASIUM

Students may use the gymnasium when it is not in use by a class or when given permission by the Athletic Director. Only athletic/gym shoes are allowed in the gym. Any student wearing shoes that may damage the floor will be asked to leave the gymnasium. Food is absolutely not permitted in the gym during the school day.

FITNESS ROOM

Students may use the fitness room when the athletic trainer, athletic director, or coach is present. For guidance on using any equipment, please see the Athletic Trainer and/or Athletic Director.

CONTEST PARTICIPATION REGULATION

Athletes must be in school a minimum of half a day to participate in any athletic event taking place at the end of the school day.

STUDY HALL

Under certain conditions listed below, students will be able to use the library, student lounge, the dining hall, or the gymnasium during their unscheduled time. Students are responsible for managing their own time effectively.

The Academic Dean may assign students who are unable to manage unscheduled time appropriately to supervised study or impose other consequences as deemed appropriate. The Academic Dean may also assign supervised study to students who are on Academic Probation or experiencing academic difficulties.

Students may study quietly in the Library during unscheduled periods. Students may not congregate in academic hallways and disrupt classes. Students may not be in unauthorized areas of the building, leave the building, or go to the parking lot without permission from the office during unscheduled periods. This includes but is not limited to, any area that poses a disruption to the educational process or puts anyone in danger. During study halls students are encouraged to use the following areas:

Student Lounge

Students are responsible for maintaining a respectful atmosphere within the student lounge. Food should not be consumed in the lounge unless a supervised meeting is taking place.

Patio

Weather permitting and with a staff member present, students may use the patio outside of the dining hall if they wish to be outside. All other outside areas are off-limits. Students are not allowed on the private property surrounding the school. Please note that the patio door must be opened by a staff member in order to disengage the alarm on the door.

HOMEWORK AND ASSESSMENTS

The Rochelle Zell faculty understands that students have rigorous academic schedules and demanding homework expectations. The faculty works together to coordinate exam schedules and homework assignments in an effort to allow students to handle their workloads. Assistance and guidance in time management and study skills are provided throughout the year by students' advisors and other professionals. Please note the following:

- ***Homework/Quizzes/Projects Prior to Exams (HD or TQPE)***
One week before semester exams there will be no homework due (HD) or tests/quizzes/project/exams (TQPE) due for any class. Homework specifically assigned as review for semester exams may be assigned. Other no homework or tests/quizzes/project/exams days will be assigned throughout the year and visible on the monthly calendar.
- ***Semester Exams/Advanced Placement Exams***
Semester exams take place at the end of January for the fall semester and in June for the spring semester. AP exams are administered over a two-week period during the month of May. These are national exams and cannot be rescheduled unless unusually extenuating circumstances exist. This decision is made at the discretion of the College Board.
- ***Second Semester Exam Policy for Seniors***
Seniors will be exempt from second semester exams in any course for which they have a grade of C or better. Students must be notified that they will need to take a final exam at least two weeks before graduation.

HOMEWORK

Students are assigned both short-term and long-term homework. Students are expected to submit all homework by the stated deadline. Teachers have varying policies regarding acceptance of late assignments.

REMOTE LEARNING DURING SCHOOL CLOSURES

When school is closed for a weather emergency, teachers will hold class online during the time that the class would have taken place on the given letter day. In this situation, teachers will require students to be "present on line" during this time (for a virtual class) or will choose to post an assignment with accompanying materials for students to complete for the next class. Students must check Canvas by 8:40 a.m. to obtain the plan for the day.

EVALUATIONS

The school year is divided into two semesters. Courses are either one semester or two semesters in length. Semester grades will appear on official high school transcripts. Final exam grades will not be recorded on official transcripts, but are computed into semester grades.

REPORT CARDS

Report cards are issued upon completion of each semester. The report card indicates a letter grade representing the student's academic achievement in class for that semester.

ACADEMIC PROBATION AND CONSEQUENCES

Policy

A student who receives one F, two D's, or a GPA below C (2.0) during a single semester will be placed on academic probation for the following semester. If improvement is noted on progress reports issued midway through the semester during which the student is on academic probation, the probation will be removed.

Consequences

While a student is on Academic Probation, he or she is prohibited from participating in Rochelle Zell-sponsored extracurricular and athletic activities. A student who is placed on academic probation more than once may be dismissed from Rochelle Zell, or required to repeat a grade.

GRADING AND CREDIT SYSTEM

Letter Grade		Score	GPA	Letter Grade		Score	GPA
A	=	93-100	4.0	D-	=	60-62	.7
A-	=	90-92	3.7	F	=	Below 60	0
B+	=	87-89	3.3	P	=	Pass	
B	=	83-86	3.0	I	=	Incomplete	
B-	=	80-82	2.7	W	=	Withdraw	
C+	=	77-79	2.3	WP	=	Withdraw Passing	
C	=	73-76	2.0	WF	=	Withdraw Failing	
C-	=	70-72	1.7	AUD	=	Audit	
D+	=	67-69	1.3	X	=	Medical excuse	
D	=	63-66	1.0	R	=	Repeated Course	

The following courses will receive a letter grade but will not be computed in the semester grade point average:

- Physical Education
- Health
- Arts and Electives

GRADE-POINT AVERAGE (GPA)

GPA will be calculated at the end of each semester. GPA calculations are unweighted. Juniors and seniors will receive unofficial transcripts containing their cumulative grade-point averages.

APPEALING A FINAL COURSE GRADE

When students have a question regarding a final course grade, they must first discuss their concern with their teacher. If the matter is not resolved, they need to contact the department chair. If no resolution is reached, the Academic Dean will work with all parties to resolve the matter.

PASSING GRADE FOR REQUIRED COURSES

Students must successfully complete all courses that are required for graduation. The passing grade is a D-. Students who do not pass a course must make up the course prior to graduation.

REQUESTING PASS/FAIL FOR REQUIRED COURSES

Requests to take a course for a Pass/Fail grade rather than a letter grade may be considered and granted only under extenuating circumstances and with permission from the Academic Dean.

INCOMPLETE GRADE

Regarding a grade of IN (incomplete) in the first semester, students have through the end of Week 10 of the following semester to make up the work and receive a grade. Students receiving a grade of IN for a second semester course have until the first day of class in August of the next school year to make up the work and receive a grade.

GRADE REPLACEMENT/REPEATED COURSES

If a student repeats a course, only the higher of the two grades earned is reported and calculated into the GPA. That grade is labeled "R" for a repeated course. Students may repeat only those courses for which the original grade was C or below. Prior approval of both the Department Chair and the Academic Dean is required.

WITHDRAWALS

If the Department Chair determines that a student has been placed in a class inappropriately, the student will be permitted to withdraw from the class until the end of Week 10 of the semester without incurring a grade penalty during the semester of the withdrawal. The student will receive a grade of W (withdrawn).

DROPPING A COURSE OR CHANGING A COURSE LEVEL

Students may drop or change a course level through the end of Week 10 of the first or second semester. Second semester transfer students may drop a course or change a course level through the end of Week 10. In all cases, in order to drop or change a class, students must submit a Course Drop/Change Request Form to the Academic Dean. The student's parent/guardian, teacher, and department chair must first sign the form.

ONLINE COURSEWORK AND INDEPENDENT STUDY

In certain situations, online coursework and/or independent study coursework may be necessary and/or appropriate for credit replacement, credit recovery, or for resolving a schedule conflict with an existing Rochelle Zell course, or for enrichment credit.

Students may take online coursework only under the following circumstances:

- Recovery of credit from a high school course in which the student earned a failing grade.
- Replacement of a grade from a high school course in which the student earned a grade lower than C-.
- Resolving a schedule conflict with another Rochelle Zell course.

Students who elect to take an online course for any reason must receive approval from the Academic Dean. Note: Students who wish to take an enrichment independent study may pursue only one independent study course per semester.

CREDITS

Pre-High School Credits No Rochelle Zell credits or grades are assigned to courses completed before students begin 9th grade, nor do they count toward fulfilling Rochelle Zell graduation requirements. No grades are assigned to these courses. Credits do not count towards fulfilling graduation requirements.

Credits - Summer School

Students must complete the appropriate form and obtain prior approval from the Academic Dean for summer school courses in order to receive credit. Forms are available from the Registrar. In order to receive Rochelle Zell credit, summer courses must be taken at an accredited school. Courses taken during summer school will be listed with courses from the following school year. For example, if a student takes a course during the summer between 9th and 10th grade, the course would appear on the transcript at the beginning of the 10th grade courses.

- Summer school credits are assigned based on Rochelle Zell's credit system.
- Summer school courses will be computed into the student's cumulative GPA.
- Summer school credits may be used to fulfill graduation requirements.

Credits - Courses taken outside of Rochelle Zell

In order to receive credit for a course taken through distance learning, such as a correspondence course, or at another accredited institution, a student must complete the appropriate form requesting permission from the Academic Dean. Forms are available from the Registrar.

- Credits are assigned based on Rochelle Zell's credit system.
- Grades are computed into the cumulative GPA using the transferring institution's grade scale.
- Credits may fulfill graduation requirements.

STUDENT SERVICE PLANS

Students with documented learning needs will receive reasonable accommodations as provided by Rochelle Zell. The transcripts of these students will not disclose that accommodations or services are being provided.

GRADUATION CREDITS REQUIREMENT

Subject	Credits
Bible	7
English.....	8
Hebrew Language	8
Mathematics	6
Science	6
History/Social Studies	8
Physical Education/Health	4
Arts and Electives.....	3
Jewish Thought	2
Talmud	7
Total credits for graduation.....	59 *

**Transfer students may have fewer graduation credits.*

***Each Arts and Electives course receives one-half credit per semester.*

All students are required to enroll in Hebrew and Jewish Studies courses each semester of attendance. Students are also required to attend Tefillah during each semester of attendance.

POLICY ISSUES

Questions regarding educational policy or graduation requirements should be directed to the Academic Dean. Questions regarding transcripts should be directed to the Registrar.

LEAVE OF ABSENCE

While Rochelle Zell allows for alternative semester experiences for students, we strongly recommend that these experiences be reviewed with the Academic Dean prior to registration. A proposal for a semester leave of absence should be submitted to the Academic Dean by September 1 for the spring semester or by January 1 for fall semester in which the student intends to exercise this option. Academic programs will be

reviewed by the administration, and applicants will receive approval/disapproval by November 1 for requests made by September 1, and by March 1 for requests made by January 1.

PARENT-TEACHER COMMUNICATION

Students learning and well-being are best served when there is a strong partnership between teachers and parents. Whenever a parent has a concern about a particular class, they are strongly encouraged to call or e-mail the teacher directly. If the concern persists, the parent may also contact the Department Chair and/or the Academic Dean. In addition to the ongoing communication with individual teachers, parents are also encouraged to attend the following:

BACK-TO-SCHOOL NIGHT

The faculty and staff of Rochelle Zell look forward to Back-to-School Night, which is held in the fall of each academic year. This program provides parents with an opportunity to meet their student's teachers, who will share a brief overview of their curriculum and objectives for the coming year.

PARENT-TEACHER CONFERENCES

Conferences are held during the first semester to provide an opportunity for parents to discuss their child's progress with teachers, counselors, and/or advisors. Conferences will be held soon after midterm progress reports are mailed home.



SIGNATURE PAGE 2022-2023/5783

By signing this form, I acknowledge that I have received the Rochelle Zell Jewish High School Student Handbook for the 2022-2023/5783 academic year. Furthermore, I acknowledge that I have read and will follow the rules and regulations as set forth in the Rochelle Zell Jewish High School Student Handbook.

Student's Printed Name

Student's Signature

Date

Parent/Guardian's Signature

Date

Please sign this form and submit electronically on the Magnus Health Portal no later than Friday, September 2, 2022.