



# STUDENT HANDBOOK

## 2023-2024/5784



*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](http://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 21, 2023 / 4 Elul 5783

Dear Students,

It is a privilege to welcome you to Rochelle Zell Jewish High School in the 2023-2024/5784 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 והצלחו!

With best wishes for your every success,

A handwritten signature in black ink that reads "Tony Frank". The signature is written in a cursive, flowing style.

Tony Frank  
Head of School

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# ADMINISTRATION, FACULTY AND STAFF

## Administration

Tony Frank.....	Head of School
Jason Loeb .....	Academic Dean
Stu Jacobs.....	Dean of Faculty
David Martinez .....	Director of Athletics and Facilities
Riv Lynch .....	Director of Admissions
Stephanie Sanderman.....	Director of Development and Alumni Relations
Inez Drazin.....	Director of Building and Administrative Services
James Baumstark .....	Director of Finance and Business Operations

## Department Chairs

Becca Bubis .....	Jewish Studies Department
Becky Charous and Marina Gitlin .....	Mathematics Department
Denise Eisenberg .....	Modern Languages Department
Robyn Murphy .....	Science Department
Dr. Ariela Robinson .....	Humanities Department
Ellen Singer .....	Arts and Electives Department

## Faculty

Jacqueline Abramson.....	Mathematics Department
Rabbi Marc Belgrad.....	Jewish Studies Department
Becca Bubis .....	Jewish Studies Department
Becky Charous.....	Mathematics Department, Arts and Electives
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
Idit Epstein.....	Modern Languages Department
Arielle Galante.....	Mathematics Department, Arts and Electives
Marina Gitlin .....	Mathematics Department, Arts and Electives
Alan Giuliani.....	Mathematics Department
Stephanie Gordon .....	Learning Specialist
Ellen Grindel.....	Co-Director of College Counseling
Rebecca Hartz.....	Jewish Studies Department
Natan Hason.....	Jewish Studies Department
Jack Helbig .....	Humanities Department
Patricia Henderson .....	Arts and Electives
Stu Jacobs .....	Dean of Faculty, Jewish Studies Department
Rabbi Allan Kensky.....	Rabbinic Advisor, Jewish Studies Department
Abigail Kime .....	Director of Technology
Sari Lindner .....	Humanities Department, Arts & Electives
Laeh Litin.....	Athletic Trainer

David Martinez.....Director of Athletics and Facilities, Physical Education Department  
 Robyn Murphy.....Science Department, Humanities Department  
 Michael Paradiso-Michau..... Humanities Department, Arts and Electives  
 Eleanor Parker ..... Librarian  
 Dr. Ariela Robinson..... Humanities Department, Arts and Electives  
 Jessica Rosenberg ..... Co-Director of College Counseling  
 Marlene Rubinow ..... Science Department  
 Lilach Schrag..... Arts and Electives  
 Ayala Shahaf..... Modern Languages Department  
 Ellen Singer ..... Arts and Electives  
 Marybeth Sison..... Science Department  
 Rabbi Peter Stein ..... Jewish Studies Department  
 Dr. Nancy Steinberg ..... School Counselor  
 Marc Stopeck ..... Jewish Studies Department  
 Staci Studnitzer..... Director of Student Activities, Humanities Department  
 Mary Sullivan ..... Learning Specialist  
 Lawrence Szenes-Strauss..... Jewish Studies Department, Arts and Electives  
 Jamie Tessier..... Humanities Department, Arts and Electives  
 Limor Wasserman..... Modern Languages Department

**Development and Marketing**

Anne Robbin.....Director of Marketing and Events  
 Stephanie Sanderman..... Director of Development and Alumni Relations

**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  
 Sally Lipson ..... Main Office Administrative Assistant  
 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. (Winter) or 3:15 p.m. (Fall/Spring). 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 Friday.

## ATTENDANCE

Daily attendance increases the student's probability for successful performance and fosters the development of self-discipline and responsibility. 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 attend school on a regular basis and be on time for classes. Student attendance in every class, including Tefillah, is a requirement.

## STUDENT ABSENCES

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

If a student is arriving late to or leaving early 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. Students who leave the building early without permission will be marked unexcused, and their parents will be notified.

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 a requirement to drop the class with a grade of WF (Withdraw/Fail).

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 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, the school day begins at 8:40 a.m. with 1st period followed by Tefillah. On Wednesdays, the school day begins at 9:45 a.m. with 1st period. 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 must report for Early Wednesday Detention. The student will then be required to sign in at the Main Office no later than 8:40 a.m. on that following Wednesday and report to the detention location. Students who earn multiple Early Wednesday Detentions may be referred to the Academic Dean for further intervention and potential disciplinary action.

### **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. It is the responsibility of the student to 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 and/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 student's 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 all 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

We strongly encourage all students to be fully vaccinated. **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)

### **Prescription Medication** (in its original bottle) **must 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

### **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) and/or legal guardian(s) regarding 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 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 1<sup>st</sup> period class. They are expected to arrive in time for Tefillah. Only juniors and seniors who have a study hall during 6<sup>th</sup> period may leave immediately after 5<sup>th</sup> period provided that a parent/guardian has signed the required form granting permission.

# **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, or Dining Hall. 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.

## **CONDUCT DURING CLASS**

- At the opening bell of each class period, students are expected to be in their seats and ready to begin class.
- 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 outside of classrooms. Students may head to an appropriate area designated for study hall (see ‘Study Periods’). **Students should keep hallway conversations and volume minimal during class 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.

## **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.

## **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.

## **USE OF ELEVATOR**

Students are strongly encouraged to use the stairs to access the 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 incur 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, HARASSMENT, AND HAZING**

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 physical, verbal, or other aggressive behavior by an individual or a group against another individual that causes **physical or emotional** 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. **Bullying can take place in person, over electronic communication (e.g. text, group chat, social media, phone), and can be one-on-one or group-based.**

**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 sexual advances, whether they involve physical touching or not, sharing sexual epithets, jokes, objects, images and/or pornographic images, and demanding favors of a sexual nature.** These acts may by themselves constitute harassment or they may constitute harassment by their repetition or the failure to desist upon request.

**Hazing** is any activity expected of someone joining a group (e.g. grade-level, athletic team, extracurricular activity) that humiliates, degrades, or risks physical and/or emotional harm or embarrassment to an individual or group regardless of that individual's willingness to participate. **Examples include but are not limited to requiring/expecting someone to: eat, drink, or consume any substance (including alcohol or drugs), endure physical harm, abusive or demeaning speech, restrict personal hygiene, engage in indecent exposure or any degrading or humiliating acts, including those of a sexual nature.**

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

## **DRUGS, ALCOHOL, TOBACCO, AND VAPING**

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.

## **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.

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

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.

*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*

## **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 10 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.

Students are not permitted to park in the guest parking spaces in front of the building and should park in the main parking lot.

### **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:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.

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](mailto: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](https://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 16 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 messaging 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 expected to wear kippot or sports caps at all times (no sports caps or hoodies 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. All students must wear shirts at all times. These include turtlenecks, crewnecks, blouses and/or sweaters.

Messaging on clothing should be positive and reinforce reasonable standards of good taste. Below are examples of clothing with acceptable and unacceptable messaging:

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

# 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 Rabbi Kensky.

**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 and Fridays.
- **On Tuesdays and Thursdays**, 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.

## **GUIDLINES 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 and Thursdays.
- 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](#).
- There will be no dairy food distributed in classes on Tuesday and Thursday afternoons to maintain a three-hour distinction between eating meat and milk.

If you have any questions, please be in touch with Rabbi Kensky.

## **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 Marketing and Events.**
- Products that are prepared in private homes and kitchens may not be served.
- 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 Rabbi Kensky.
- **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. Rabbi Kensky 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.

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, tests, projects, essays), is to be completed by students *on their own*. Some examples of academic dishonesty are:

- 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.

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.

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).

### *Policy Note on Artificial Intelligence*

With the emergence of artificial intelligence (AI) tools, Rochelle Zell Jewish High School remains committed to our values around creating a culture of academic excellence that fosters critical thinking and empowers students to find their own voices. While AI tools may provide supports for learning, the expectation remains that students are to produce their own original work. In situations where a teacher suspects that a student has submitted AI generative work that is not their own, the student may be referred to the Academic Dean.

## FINAL EXAM POLICY FOR UNDERCLASSMEN

All classes will have a final exam, paper, or 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*. Each *minyán* 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 Kensky if you would like guidance on your journey.

Male students are expected to 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

## **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.

## **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. 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. 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 during review week (first semester only) as review for semester exams may be assigned. Other "No Homework" or "No

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.

## **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

<u>Letter Grade</u>		<u>Score</u>	<u>GPA</u>	<u>Letter Grade</u>		<u>Score</u>	<u>GPA</u>
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, only through Week 10 of any given semester, 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 9<sup>th</sup> 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 9<sup>th</sup> and 10<sup>th</sup> grade, the course would appear on the transcript at the beginning of the 10<sup>th</sup> 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

<u>Subject</u>	<u>Credits</u>
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
<b>Total credits for graduation.....</b>	<b>59 *</b>

*\*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.



**SIGNATURE PAGE 2023-2024/5784**

By signing this form, I acknowledge that I have received the Rochelle Zell Jewish High School Student Handbook for the 2023-2024/5784 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.

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Student's Printed Name

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Student's Signature Date

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Parent/Guardian's Signature Date

Please sign this form and submit electronically on the Magnus Health Portal no later than Friday, September 1, 2023.