

SECTION I: MISSION AND EDUCATIONAL PHILOSOPHY

MISSION

Our distinguished history in Jewish education dates back to 1948. Our vision is as innovative and creative as the 21st century itself.

The spiritual and academic life of Central: Yeshiva University High School for Girls is built upon the philosophy of *Torah U'Madda L'khatchila*. We believe that the synthesis of Jewish law and life and the wisdom of world civilization results in a heightened and enriched Judaism. Our mission directs our students to be knowledgeable, *halakhically* committed Jews and broadly educated, intellectually curious, and caring members of society. As life-long learners, our students develop a personal devotion to G-d, *Torah* learning, integrity and commitment to ethical behavior. Identification with the destiny of our fellow Jews around the world, loyalty to *Eretz Yisrael*, and recognition of the modern State of Israel as the spiritual homeland of the Jewish people and the fulfillment of a religious Zionist vision are all cornerstones of our educational program.

Our commitment to *Torah U'Madda* requires students to pursue all academic studies with the intent of achieving a greater understanding of the world, reaching for personal academic achievement, and making a lasting difference in our community.

EDUCATIONAL PHILOSOPHY

The educational philosophy of Central is to teach and perpetuate the values of *Torah U'Madda L'khatchila*, the synthesis of Jewish Law and Life and the wisdom of world civilization while promoting learning that is active and self-directed and that enables our students to be life-long learners. Yeshiva University High School for Girls provides a platform for Jewish leadership through a challenging academic and co-curricular program in an atmosphere that fosters a commitment to *Klal Yisrael*.

SECTION II: CENTRAL COMMUNITY

Student Citizenship Values and Responsibilities

Personal and spiritual growth is best fostered within the context of a cohesive community. Our yeshiva strives to be a supportive place in which parents/guardians, teachers, and students are all invested in promoting the very best of each student.

At the heart of Central is the commitment to educate each of our students in a *Torah* environment that is challenging and nurturing, that promotes personal excellence, and values the unique strengths each individual brings to our school community. These goals are developmentally appropriate and based on educational values; they also directly parallel the primary goals of our yeshiva which is dedicated to (a) supporting our students' growth in

Torah learning, (b) inspiring their *Torah* living, and (c) becoming actively engaged citizens of our *Torah U'Madda* community.

These goals are rooted in the following core values:

- עמלות בתורה /**Ameilut Ba'Torah** – commitment to *Torah* learning and *Halakhic* living through rigorous and rewarding *Torah* study
- דבקות בתפילה /**Deveikut Ba'Tefillah** – aspiring to religious growth through prayer and commitment to *mitzvot*
- ערכות בציבור /**Arvut B'Tzibbur** – becoming a respectful and engaged citizen of our community by behaving with dignity, honesty, humility, and compassion in all of our relationships

In Central, there is a palpable sense of religious inspiration and spiritual aspiration that infuses the learning, the programming and the relationships. Families who come to Central are committed to the three goals listed above; in being a magnet school, we have a unique opportunity to see the many faces of the *Torah U'Madda* community. Families and students choose Central as their destination school because of the learning, the *Torah* sensibilities, and the friendships that support their intellectual, social, emotional and religious growth. Therefore, we know that we can count on full family support in achieving these goals.

These core values inform so many aspects of school life. Therefore, the partnership between parents and the school is critically important to assure that our students benefit fully from the policies and practices that will support their growth in Central.

Establishing these citizenship standards at Central is an opportunity to talk together as a family about school expectations and your own family standards so that, if they do differ, each student can still appreciate how important it is to be a citizen in good standing within our school community.

The following domains of school life are direct corollaries to these goals. Please review the citizenship standards and expectations listed below to ensure full compliance with our school policies.

Demonstrating Respect and Dignity

Recognizing that we each strive to support one another in the growth and development of a *Torah* personality, students are expected to act appropriately and honor the *Tzelem Elokim* in everyone. Central has implemented an *Anti-Harassment Policy* that is posted on our website and applies to every member of our school community. This policy addresses the way we speak, communicate in all forums, treat each other in person and online. All members of the Central school community are expected to treat everyone with respect and dignity and refrain from any actions or communications that convey bias, or constitute harassment based on race, color, appearance, national origin, etc. Students, faculty and staff members must manage conflicts appropriately, act towards others with sensitivity, and use respectful language in all interactions in and out of the classroom. This expectation extends to our digital footprint online and is covered in greater detail within Central's Technology Acceptable Use Policy contained in section IV of this handbook.

The respect we expect from others must extend to the way we treat our physical surroundings as well. Students, faculty, and staff members must act responsibly towards all school property and the property of others. Any student who violates these principles may face immediate suspension. You acknowledge and agree to abide by the YUHS Anti-Harassment Policy and the Central Technology Acceptable Use Policy when signing the Student Handbook Adherence form.

Tefillah

Devoting time to *daven* together is a formative part of belonging to our community. Daily *tefillah* at Central is a communal time during which we focus on strengthening our connection to *Hashem* and *Klal Yisrael*. Students are required to attend *tefillah* and to participate respectfully. All school buses are scheduled so that students arrive on time for *tefillah*. Similarly, parents/guardians driving carpool should schedule a timely arrival for *tefillah*. This sends a strong, positive, and supportive message of the importance of *davening* and good citizenship.

School Hours

Monday – Thursday 8:25 a.m. – 5:10 p.m.

Friday 8:25 a.m. – 12:45 p.m.

Students who arrive late to school must sign a school attendance log which becomes part of the student's official record. Timeliness is an important value of our school community which reflects student commitment to be a good citizen.

Appropriate School Dress

Our dress code reflects that there are different approaches to *tzniut* and that *Halakha* can support different lines. At Central, a student's appearance must reflect a respect for our communal and *Halakhic* norms.

Our school dress code requires that:

1. Skirts must cover the knees.
2. Shirts must be close to the collarbone. Sleeves must be close to the elbow.
3. All clothing must be styled modestly, not tightly.
4. Students must wear closed shoes for lab and Physical Education classes, as per New York State requirement.

A student out of compliance will be asked to change and may receive a notation on her record. This student faces the possibility of being denied leadership opportunities and/or academic honors, and may face further disciplinary action. In addition, parents/guardians may have a charge added to their student account for the cost of the clothing provided.

Students must come to **all** school functions, including athletic, co-curricular and extra-curricular events, dressed according to the dress code.

Parents/guardians are requested to adhere to the Central dress code when visiting the school. This helps us send a consistent message about the respect we accord our school community.

Academic Integrity

A student's integrity is at the heart of her personal growth, academic achievements, and her development as an honest person. Trust and honesty are at the foundation of a *Torah* personality and are essential to a learning community. A healthy part of the learning process is having the ability to learn from mistakes. In a typical learning cycle, students develop the ability to present their ideas, listen to critical feedback, make corrections, and then experience the satisfaction of their honest final product. While students may be motivated to cheat or plagiarize materials in an attempt to find a short cut for perfection, any form of dishonesty is a significant violation of school policy and will be treated seriously.

Dishonesty on any assigned work is a violation of *Halakha* and school policy. Therefore, please review the following policies:

Any student presenting work that is not fully and completely her own (i.e. homework assignments, graded or ungraded assessments, tests or quizzes) may face the following consequences on a first offense:

- A failing grade for the submitted work
- The requirement to retake the test or rewrite the assignment (with no improvement of the grade)
- Notification in the student's file about plagiarism/cheating incident
- A substantial impact on the course grade for that semester
- A conference meeting with parents/guardians and the administration

The consequences of a second infraction may include all of the above, with the potential addition of:

- Suspension
- Academic probation
- Expulsion

Disciplinary Actions

In order to foster a safe and supportive environment for all students, if a student fails to comply with school policy, the following consequences may occur:

- A notation will be made in the student's internal record
- Parents/guardians will be notified
- The student will be placed on Academic Probation
- Inability to be considered for leadership roles, academic honors, and/or to participate in athletic, extra- and co-curricular events

While an internal record of disciplinary action is maintained, this record need not become a part of a student's permanent file. However, if the incident is severe or the instances become chronic, the school may place a description of the incident, along with its consequences, in the student's permanent file.

ANY INFRACTIONS OF CITY, STATE, OR FEDERAL LAWS WILL RESULT IN EXPULSION AND NOTIFICATION OF OUTSIDE AUTHORITIES. PLEASE SEE YESHIVA UNIVERSITY PROGRAM PURSUANT TO THE DRUG-FREE SCHOOL AND COMMUNITIES ACT AMENDMENTS OF 1989, AND TO THE SAFE SCHOOL YESHIVA NETWORK POLICY (IN BACK OF HANDBOOK).

SECTION III: ACADEMIC PROGRAM, LEARNING POLICIES, AND ADMINISTRATIVE PROCEDURES

Academic Program

In order to earn a diploma from Central, each student must complete the following four-year course of study:

Judaic Studies

1. Four years of Biblical Analysis
2. Four years of *Talmud*/Jewish Law
3. Four years of Literature of the Prophets or equivalent
4. Three years of Hebrew Language and Literature
5. Two years of Jewish History

General Studies

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| 1. Four years of English | 6. Two years of Foreign Language |
| 2. Four years of History | 7. Four years of Physical Education |
| 3. Three years of Mathematics | 8. One year of Art |
| 4. Three years of Laboratory Science | 9. Senior Spring Seminar |
| 5. Three full-credit electives | |

Student Schedule

The master schedule and each student's individualized program have been created by the faculty and administration. In all courses, placement has been carefully determined according to academic background, achievement level, and an overriding consideration for the needs of the individual student. Any student requesting a course change must complete a "Request for Course Change" form available from their Grade Level Coordinator. The form requires a clear and complete explanation for the request along with the signatures of a parent/guardian and student. The completed form must be returned to the Grade Level Coordinator or Ms. Segal by Friday, September 23, 2016.

Assessments and Grading

The learning cycle involves discovering new information and gaining new skills, having an opportunity to examine, investigate, and research this new information, and practice these newly attained skills. This culminates with an opportunity to demonstrate one's newly acquired skills or mastery of knowledge in the form of an assessment. Effective assessments are vital to the educational process.

Each course will have a balance of different assessment opportunities, including homework, presentations, projects, quizzes, and tests.

A test calendar is created by the administration to ensure a fair distribution of evaluative experiences over the week and semester. A test schedule will be published at the start of each semester to allow students to plan appropriately and prepare a balanced work plan.

9th and 10th Grades: a maximum of three exams allowed per week

11th and 12th Grades: a maximum of four exams allowed per week

Exams for AP Courses are not included within these limits.

A course that meets on average 5 times a week may have no more than 3 exams per semester, in addition to a midterm/final. A course that meets on average 3 times a week may have no more than 2 exams per semester, in addition to a midterm/final. Advanced placement exams will have no more than 5 exams per semester, in addition to a midterm.

Students may be quizzed or assessed on the previous day's or night's material without advance notice. These will be counted only as class work in the course grade.

Quizzes are defined as ten minute exercises covering material assigned or discussed over the previous one to two days of class. Tests are more significant exercises that both measure a greater amount of knowledge and account for a greater percentage of a student's overall semester grade. Alternative assessments, including projects, presentations, and papers/essays, are encouraged as formative assessments of the learning cycle.

All assessments must be returned within two weeks.

Students who arrive late on the day of a test will not be permitted to sit for the exam without a doctor's note or permission from the administration. Leaving school early after a student has taken a test may cancel the results of that examination.

A pattern of repeated absence or tardiness on scheduled exam days may preclude the privilege of sitting for a make-up exam.

All courses will be graded based on the following general guidelines:

Work Product: 80%

- Tests, Major Assignments and Final Exam: 40-50%
- Quizzes: 10-20%
- Classroom work 10 -20%
- Homework: 10-20%

Student Commitment: 10%

- Engagement (Participation, Effort, Personal Investment, Growth)
- Citizenship (Timeliness, Respect for the school community)
- Responsibility (Personal Accountability, Communications with teacher)

Attendance: 10%

Home-School Partnership and Communication

Rich and effective learning is best supported by cooperation between home and school. When all constituents are engaged and informed, an invaluable partnership opportunity develops which supports student success.

Schoology is our online Learning Management System (LMS) and offers an important opportunity for transparency and communication among teachers, student, and parents/guardians. Faculty will regularly post assignments, grades, and attendance, enabling students and parents to track progress in each course, celebrating successes, and noting difficulties. When there are issues of concern, it is the mutual responsibility of faculty and parents to communicate by email or phone.

Access to *Schoology* will begin on the first day of class. To log in to *Schoology*, students should log on to www.yuhsg.schoology.com. Students will use their Central email and password to log on and connect their Google and *Schoology* accounts when prompted in the log in process. Parents/guardians will receive customized *Schoology* access codes and instructions in the beginning days of the school year.

Tracking Academic Growth

At the end of each semester, if a student is close to meeting the course requirements, but has not completed all the assigned work, in spite of clear consistent effort and in consultation with faculty and administration, the student may be granted an incomplete. This incomplete must be resolved expeditiously. A grade point average (GPA) will not be calculated with any grades incomplete. Should the student not meet the course requirements, the incomplete will revert to the grade the student would have otherwise earned without this extension of time.

If a student is not able to meet the course requirements, the student's failing grade will be reported on her report card and transcript. Such failure must be resolved through appropriate credit recovery, as determined by the faculty and administration. The credit recovery will be reported on the report card and transcript but will not be absorbed into the student's GPA or cumulative grade point average (CGPA).

Make-up Exams

We value regular communication between school and family as a way to support student success. If a student is absent for an exam, the parent must inform Mrs. Shulamith Biderman, Attendance Coordinator, at (718) 479-8550, ext. 134, by 8:00 am on the morning of the absence. The following procedure must be followed in the case of an absence on the day of an exam:

- Make-up exams are administered on Monday, Tuesday, and Thursday during lunch.
- Students must take the missed exam on the first make-up day after the absence.
- The parent/guardian must clear the absence by calling Mrs. Biderman by 8:00 am on the morning of the absence. In the event that the absence is not cleared before the make-up exam, the student will lose 5 points on the exam.
- Testing locations will be posted outside of the library.

Delay in sitting for a make-up exam may preclude a student's make-up opportunity. In the rare circumstance that a pattern of absences emerges that shows a student repeatedly avoiding assessments on the originally scheduled date, the privilege to sit for a make-up exam during the school day may be denied. Students who have missed more than 3 exams (per semester) on their originally scheduled date may be required to sit for their make-up exams during designated after-school hours, necessitating privately arranged transportation. Parents are strongly encouraged to schedule outside appointments before or after school hours.

Final Examinations

Schedules for each final exam period (January and June) will be distributed several weeks prior to the start of the final exams. No final exams will be administered early.

Progress Reports and Report Cards

Parent-Faculty communication is a vital component of the educational success of a student. In addition to using Schoology, parents and teachers should be in regular contact throughout the course of the semester as needed. Formal progress reports are emailed home prior to Parent-Teacher Conferences in both November and March. Report Cards are issued in February and July.

Library

Students are required to get permission from the librarian, Mrs. Michal Davis-Savitsky, to borrow materials from the library. Please do not abuse the right of others to have access to these materials by appropriating them for your personal collection. Periodicals do not circulate. Reference books may not be taken from the library. A copy machine is available in the library for student use.

Textbooks

We strongly encourage students to develop their own personal libraries. Students are required to own a *Tanakh* and a Hebrew-English dictionary and have them readily available for classroom use. Each year, Central chooses to study one *Masekhet* of the *Talmud* and each student purchases this volume for use in school. Other courses list their book requirements at the start of the year. In addition, in some courses, students will purchase workbooks and review books. All textbooks for Advanced Placement courses are purchased by the student. Students purchase their own copies of novels and plays for their English Literature classes. This is to encourage students to take notes directly in the book.

When a student is issued textbooks, she will receive a textbook loan printout. This printout records the unique bar code assigned to each textbook and is scanned to the student's account. Upon receiving, the student should check to see that her school-loaned books are in good condition and that they remain that way. Her account will be cleared when all textbooks are returned at the close of the academic year. Student library accounts must be cleared in order to receive year-end grades, diplomas, or have transcripts forwarded. If a book is lost or damaged, the student will be charged for its replacement. No alternate replacement plan is acceptable.

Attendance

Active learning requires the engagement and participation of all students in the daily conversations of the classroom. There is a direct connection between a student's attendance in class and her achievement, along with the achievement of the class as a whole. Additionally, we are committed to students developing an appropriate sense of accountability for their learning. The following policies have been established to reflect the importance of this value and to support our students' academic and personal growth:

Since regular timely attendance is necessary for productive and growth-orientated learning, 10% of a student's course grade reflects her attendance. Should a student miss more than 10% of class meeting times, she jeopardizes her ability to receive credit for the course, as per New York State guidelines.

Daily attendance is taken during *tefillah*. In addition, each teacher records attendance in each of his/her classes. All discrepancies will be fully explored. No in-school absences from class will be excused unless a member of the administration or faculty provides the teacher with a written explanation.

Timeliness

School begins with *tefillah* at 8:25 a.m. and all students must be in *davening* by that time. Any student who arrives to *tefillah* after the start of *tefillah* is late.

Upon late arrival, a student must sign in to an attendance log that will track student latenesses. A pattern of repeated tardiness to school and/or to one's classes will impact the attendance portion of a student's grade, and/or preclude her from the privilege of leadership opportunities and participating in co-curricular activities. Tardiness on the day of an exam may preclude a student's privilege to sit for a make-up exam.

Buses are scheduled to arrive on time; carpools are expected to be punctual, as well.

Absences

We care about the health and welfare of our students and can best support our students when we are aware of illness or other impactful circumstances. If a student will be absent, a parent/guardian must call the attendance coordinator, Mrs. Biderman, at (718) 479-8550, ext. 134, **by 8:00 am that morning**, to inform the school. If she is absent due to an illness, she must bring a note from her healthcare provider or her parent/guardian upon return to school. These notes must be given to the attendance coordinator or put in her school mailbox. If a student has an unavoidable, scheduled absence, the parent/guardian must inform the attendance coordinator **in advance**. Students are responsible for all missed work and assignments. Please note: no exams will be administered earlier than scheduled.

The school strongly advises parents/guardians against scheduling appointments and vacations that require students to miss classes. Condoning absences sends the wrong educational message.

In case of absence due to a specific student activity obligation or because of a guidance appointment, the student must proactively present a note from a counselor or activity supervisor to the classroom teacher and receive prior approval from her teacher.

Unexcused absences are never permitted and will impact a student's grades in her missed classes.

Students participating in elective extra-curricular activities, such as sports, clubs, etc., are expected to be in attendance at school for the full day on which the activity occurs. Absences excused due to doctor appointments, emergencies, and administrative exceptions may be excluded from this policy.

Attendance must be regular in order to uphold the integrity of the learning in a course and in accordance with NYC regulations which require absences not to exceed 10% of class meetings.

Leaving School Grounds

Seniors are permitted to leave the school grounds **on foot** during their lunch break or free periods. **No other students may leave school grounds during the school day.** Before leaving school grounds, seniors must sign out in the main office and must sign in upon return. Leaving school grounds without permission is considered a most serious offense.

All students needing to leave school early must: 1) receive written permission from a parent or guardian, 2) present written permission to the main office, and 3) sign out in the office.

Driving/Parking

We are committed to ensuring that all students are safe and accounted for during their school day. **Therefore, no student may drive during school hours nor travel in another student's car during school hours.** Students who drive to school must submit the appropriate permission form to the school. Our parking lot is reserved for faculty members only; all students must park on the street and be mindful of our neighbors. Students may not park in the spots on the street which are reserved for faculty.

Cell Phone Etiquette in School

Students may make calls only during free periods and lunch. Cell phones used inappropriately are subject to confiscation and will be held in the office until the end of the school day. Cell phones may be collected before exams.

Medical Forms

The New York City Public Health Code and Chancellor's Regulations require all students entering a New York City School (public or private) for the first time to submit the CHILD & ADOLESCENT HEALTH EXAMINATION FORM to the school, completed, signed, and stamped by the student's health care provider. In addition, New York State Department of Education requires updated physicals for **all new entrants and all students entering 10th grade**. The NYC Department of Health and Mental Hygiene sets forth the immunizations required of all

students. By law, students must be excluded from school if they do not meet these requirements within 14 days of the start of school.

Emergency Contact Information

It is imperative that emergency contact information for each student be submitted annually. The submission of this information is required for participation in all school trips, in addition to any trip specific permission slips. Online submission of this information needs to be completed no later than September 6, 2016. Further, each student must comply with the medical and health requirements as described online at www.yuhsg.org.

Athletic Participation

The Interscholastic Athletic Participation Requirement forms must be submitted to the school in order to participate in Interscholastic Athletics (including tryouts). These forms were emailed previously and are also on the school website.

Over-the-Counter and Prescription Medication

Consistent with NYS and NYC Guidelines for Administration of Medications in School, any student who needs to carry medication, whether prescription or over-the-counter (including ibuprofen and acetaminophen), and who may need to self-medicate during school or any school-related activity, must have the **MAF/Self Medication Release Form** completed and signed by her healthcare provider and parent/guardian and submitted to the school office. (MAF Form for Prescriptions and SMRF for OTCs are available on the school website health link.) The school office is not permitted to dispense any over-the-counter or prescription medication that has not been provided by the student, stored in the office, and labeled with the student's name, in addition to submitting an OTC and/or MAF form.

In-School Illness and Injury

During the school day, if a student becomes ill and cannot remain in school, a parent/guardian will be contacted to arrange for the student to be picked up by a parent/guardian or other adult. A student who is ill will not be permitted to leave school on her own. In the case of injury, basic first aid will be rendered. In the event of an extensive injury, Emergency Services will be called to assess the student's condition and transport her to the nearest hospital if deemed necessary. Parents/guardians will be contacted immediately. Accident/incident reports are written on all serious injuries.

Injury or Illness Excusing Physical Education Participation

In the event that a student is physically unable to participate in physical education class, a note is required. This note must be written and signed by the parent/guardian. Notes from parents/guardians are acceptable for up to two classes. If a student has an illness or injury that will prevent or limit her from participation in physical education for an extended period of time, a signed note from her healthcare provider is required. No student will be permitted to return to class without medical clearance from the provider. Students will be given an assignment by Mrs. Lynda Smith, Athletic Director, for each class that is missed.

SECTION IV: ACCEPTABLE USE POLICY – TECHNOLOGY

Technology, Social Media, and Electronic Communications

In order to support a safe and healthy school community in an age of ubiquitous communications, our policies regarding email, phone, and online communications have been revised, highlighting the need for greater vigilance and limits. Additionally, even though it has become common practice, we are asking all parents/guardians to actively monitor their daughter's online activities. Together, we can promote good citizenship and foster a sense of the appropriate lines and boundaries in relationships and communications, whether in person or online. We are reminding parents/guardians that their guidance and input is crucial and that extra vigilance in this regard requires a home/school partnership. Together, we can guide our students, to develop the necessary strengths and skills to put forth their best while navigating an increasingly challenging online terrain. At times, Central uses e-learning tools in the classroom, including social media platforms, and students/parents/guardians acknowledge and agree to such use by signing the Handbook Adherence Form.

Password Management

Each student will have a personal password that must be kept private and secure. A student may not share her password. Unauthorized attempts to acquire passwords or gain access to any computer equipment or system are unacceptable.

The provisions about Social Media and Communication Guidelines highlight key points of our Social Media and Electronic Communication Use Policy. Please see this policy, accessible on our website at [www.yuhsg.org], for further detail.

Social Media

Communications via the Internet must always reflect the same degree of dignity and concern for all members of our school community as is expected in face-to-face interactions. Please be aware that cyber-bullying, harassment, biased and discriminatory language, and/or insensitivity to any member of our school community will be regarded as a serious offense and may result in suspension or expulsion. Students should use appropriate "netiquette", and should:

- Treat others as they would like to be treated
- Be careful about online postings or what is included in electronic communications
- Always use appropriate language
- Be honest and accurate
- Protect confidential and personal information
- Speak for themselves

While social media platforms, such as Facebook, Instagram, Twitter, etc., can be wonderful networking mechanisms and a valuable communication tool, faculty and students are not permitted to communicate on personal social media sites, and should not "friend," "follow," "comment," "like," post personal messages, or otherwise connect on these forums. Exceptions for educational technology tools (i.e. Wikipedia) may be made by the

administration. Prior approval of the administration is also required for the use of Skype and similar technology between a teacher and student.

All school social media accounts are monitored and utilized only for professional and educational purposes.

Parents/guardians are strongly encouraged to regularly monitor their daughter's online accounts.

Central Network/Computer/Laptop Use

Central strives to provide its users with the best computing experience possible, using the latest technologies available. Proper care and respect of all technology is necessary to maintain our systems and keep them in working order for all. Students must treat all computers with care and are responsible for maintaining all computer equipment appropriately. Any actions to disrupt or damage working conditions of school computers, laptops, Smartboards, and the like, will be disciplined. Please note that the use of Laptops in class is a privilege and any inappropriate use during class time may result in disciplinary action. Additionally, each Central account, and any network use or electronic storage, is the property of Central and may be reviewed or supervised.

Communication Guidelines

While frequent communication with teachers is a necessary component to enhancing our students' learning, it has become necessary to establish specific guidelines to assure appropriate and healthy boundaries. The following policies reflect the need to establish greater sensitivities regarding when, where, and how we communicate with the different people in our school lives:

Email Etiquette

Each student at Central is assigned a Central email address at the beginning of her high school career. All school communications will be maintained via this email address only. Each student must check her yuhsg.org account daily as that will be the primary means of receiving important information. All email communications between Central administration, faculty, and students should be via yuhsg.org accounts only. Emails should generally not be sent after 10:00 p.m.

Faculty-Student Cell Phone Communications

To establish good habits and healthy boundaries, when after-school communications between faculty and students are necessary, email is strongly preferred. Any necessary evening phone calls should be placed to the family phone line and not through student cell phones. Students should also not call faculty or staff on the faculty/staff's cell phones.

Texting

Texting is not permitted between Central staff members and students, unless expressly authorized by the administration (such as on a school trip) or in the case of an emergency.

We are confident that with these limits, together we can promote healthy relationships, appropriate boundaries, and a positive use of technology within our school.

Emergencies

Our students' safety is our utmost concern and responsibility. Therefore, in the event of an emergency, all students should feel comfortable contacting faculty, staff, and administration in any convenient manner.

SECTION V: GUIDANCE, ACADEMIC SUPPORT, AND STUDENT LIFE

Central is dedicated to providing the students with support and guidance to assist them in cultivating academic, social, and personal growth. The Departments of Guidance, Academic Support, and Student Life are designed to offer each individual the encouragement and confidence necessary to effectively navigate these important high school years.

In order to actualize these goals, students are invited to arrange individual or group meetings to discuss any topic, including: transition, class environment, stress management, coping skills, and decision-making strategies. Additionally, students often seek direction regarding organizational skills, study skills, and navigating relationships with teachers and peers.

Homeroom Program

One of the unique features of our school is the supportive relationships that exist between our students and faculty. Students will meet with a Homeroom Faculty Advisor on a regular basis to further support our students' growth and development. The Homeroom program offers our students the chance to connect with their Faculty Advisor in small group meetings to discuss developmentally important issues that build thoughtful connections. Homeroom reflects our commitment to foster a culture of dialogue, support, and thoughtfulness, to keep lines of communication open and to offer opportunities for individualized attention. Students will also have the opportunity to develop a community service project within the Homeroom program.

The Lilker Learning Center (LLC)

In the quest for academic excellence, Central provides supplementary academic support through The Lilker Learning Center, where students can work with a peer mentor or individual teacher. The Lilker Learning Center provides services that are responsive to students' individual needs. Learning Specialists in the Lilker Learning Center also liaise between the New York City Board of Education and CSE regarding Individualized Education Plans (IEPs), and College Board regarding testing accommodations and procedures.

The Lilker Learning Center will enhance the educational experience of students at Central in the following ways:

- Provide scheduled meeting times with students who need test-taking, study, and organizational skill instruction, both individually and in small groups
- Provide scheduled meetings with students to implement organizational strategies for homework, notebooks, and backpacks in order to facilitate better academic performance

- Provide a place where students with extended time and similar accommodations can take their tests
- Provide a place where teachers can meet with students, both individually and in groups, for support and tutoring

Central Support Program

Students in the Support Program will be assigned a Learning Specialist who will be actively involved in establishing semester goals and benchmarks, working with each student independently, and possibly in a small group setting, developing close communication with family, and working with teachers on necessary modifications to curriculum and assessments.

Student Accommodations Committee (SAC)

Learning Specialists, along with other members of the administration, meet regularly to gather data about student learning, interpret NYC Board of Education IEP reports and private psycho-educational evaluations, and develop policy around accommodations and modifications that best serve the students under discussion.

College Guidance

The Office of College Guidance offers our students and parents the counseling and information they need to navigate the opportunities of higher education and to facilitate making meaningful choices. We seek to promote an investigative process into college and career possibilities that most closely matches each student's achievements and career direction.

The process of preparing for college begins in ninth grade and accelerates as students progress through high school. The goal for freshmen is to get their academic bearings and become involved in co-curricular activities. Tenth graders take the PSAT as an introduction to standardized testing as part of the college process. Sophomores will continue to pursue their co-curricular interests in school and community, developing their interests and talents beyond the classroom. As rising eleventh graders, special consideration to unique summer activities, reflecting students' passions and commitments, are encouraged. It is not too early to visit prospective colleges and get a sense of campus life and the level of academic opportunities present. Juniors take a second PSAT in early fall and are introduced to numerous colleges and universities at a College Fair in the spring. SATs or ACTs are taken in the spring of junior year and, for most students, will be repeated in the fall of the senior year.

Parents/guardians and juniors will meet in private sessions with the College Advisor to discuss college opportunities specific to the needs of each student. College applications are submitted in the fall of the senior year; students continue to work closely with the College Guidance Office to achieve the best possible match. Most importantly, the door to the College Guidance Office is always open and will accommodate your questions and concerns in a personalized and thoughtful fashion.

Central Writing Center

The Writing Center is a new initiative at Central designed to support students at all stages of the writing process, from brainstorming to editing. It will be staffed by a member of our English faculty and open after school hours; students may drop in or schedule appointments in advance. Students are welcome to use the Center to workshop all forms of writing including essays, creative pieces, technical writing, and college essays.

Israel Guidance

The Joy Rochwarger Balsam Office of Israel Guidance works to educate students and parents about the value of a year of intense Judaic studies in Israel, as well as walking families through the application and scholarship process. A post-high school “gap year” in Israel provides students with the opportunity to learn self-reliance in an environment that will allow them to refine their textual skills and grow spiritually.

The process begins in the junior year, inviting eleventh graders and their parents to our annual Israel Night, where parents and students have the opportunity to ask questions and learn about the opportunities available to them post high school. The Israel Guidance Office is a resource for information and advice for student and family, hosting numerous events, such as Israel Night, *shiurim* by representatives, and an alumna panel in which seniors can ask alumnae the pertinent questions.

The Joy Rochwarger Balsam Israel Guidance Team - Rabbi Zvi Lew, Israel Guidance Advisor and Mrs. Michal Davis-Savitsky, Israel Guidance Coordinator - works as the liaisons between students and the Israel institutions, acting as advocates for our students as they are guided through the application and decision process.

Co-curricular Activities and Athletic Teams

Central values the development of each student and seeks to support her growth inside and outside the classroom. Students are invited to explore and nurture their interests and talents by joining a robust array of existing clubs, academic teams, school publications, or initiating and leading new co-curricular opportunities. There are co-curricular clubs in the broad areas of Academics (secular and Judaic), Art, *Chesed*, Coding (Girls Who Code), Cultural Arts, Engineering, Israel Advocacy, and Publications. Consider joining athletic teams (Basketball, Hockey, Soccer, Softball, Tennis, Volleyball), which meet regularly for practice and games. Stay tuned for details during our Activities Fair!

Student Government Organization (G.O.)

Each grade elects a representative to serve as grade level representative. In addition, elections are held in the spring for the offices of president, vice president, secretary, treasurer, assistant secretary, and assistant treasurer.

At Central, we provide a holistic, Modern Orthodox education to enable our students to gain a strong foundation in both Judaic and General Studies. To do so, communication between home and school is vital. This handbook provides the structure to create a warm and supportive environment for our students to achieve their best.



YESHIVA UNIVERSITY POLICY ON DRUGS AND ALCOHOL

To All Students and Employees of Yeshiva University:

Federal law requires that institutions of higher education promulgate and annually distribute standards of conduct prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol at any of their facilities or in connection with any of their activities by their students and by their faculty, staff, and others on their payroll (collectively, “employees”). The law also requires that each institution provide various related information more fully described below as part of their program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Yeshiva University's Standards of Conduct on Illicit Drugs and Alcohol are outlined below in Section I. Information on University sanctions for violation of these standards is also outlined in Section I. Information on criminal sanctions for the illegal possession, use or distribution of illicit drugs and alcohol is outlined in Section II. Information on the health risks associated with the use of illicit drugs and the abuse of alcohol is outlined in Section III. Information on available counseling is outlined in Section IV. We urge your careful attention to this important information.

Every employee must abide by these Standards of Conduct as a condition of employment. Additionally, every employee must notify in writing the University's Office of the General Counsel and Human Resources Department of his or her conviction for violation of a criminal drug statute that occurred in the workplace within five (5) calendar days after such conviction. As required by law, within ten (10) calendar days after receiving such notification, the University will report such conviction in writing to the appropriate governmental agencies. Further, as required by law, within thirty (30) calendar days after receiving such notification, the University will take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or require the employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

EXECUTIVE SUMMARY

The following is a brief summary of this Drug and Alcohol Policy. Please read the full Drug and Alcohol Policy for more details.

- The unlawful possession, manufacture, dispersing, use, or distribution of illicit drugs at any University facility or in connection with any University activity is prohibited.
- Being under the influence of illicit drugs during working hours, or when classes are in session, or while engaged in any University activity is prohibited.
- Persons under the age of 21 years are prohibited from possessing or consuming any alcoholic beverage at any University facility or in connection with any University activity.
- Undergraduate students, regardless of age, are prohibited from possessing or consuming alcoholic beverages at any University facility or in connection with any University activity.
- All students are prohibited from being under the influence of alcohol while engaged in any University activity.
- Employees are prohibited from being under the influence of alcohol during working hours or while engaged in any University activity.

- Except for a limited exception, employees are prohibited from bringing alcoholic beverages into, or consuming alcoholic beverages in, any University facility or bringing/consuming alcoholic beverages in connection with any University activity.
- Violators of the Policy will be disciplined, up to and including expulsion or termination from the University.

I. STANDARDS OF CONDUCT

The following are Yeshiva University's Standards of Conduct on Illicit Drugs and Alcohol for students and employees. Any action the University may take under this Drug and Alcohol Policy will be consistent with The Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. In addition, please also see the Student Alcohol and Drug Use Amnesty Policy which provides for amnesty under certain circumstances to encourage the reporting of domestic violence, dating violence, stalking, or sexual assault.

A. Standard of Conduct on Illicit Drugs

The unlawful possession, manufacture, dispersing, use, or distribution of illicit drugs at any facility of the University (including housing provided by or on behalf of the University) or in connection with any activity sponsored by, or under the control or supervision of, the University (or a University organization) (whether the event is held at the University or not) is prohibited and shall subject the student or employee to appropriate disciplinary action by the University. In addition, being under the influence of illicit drugs (other than lawfully prescribed drugs) during working hours or when classes are in session or while engaged in activities sponsored by, or under the control or supervision of, the University (or a University organization) (whether the event is held at the University or not) also is prohibited and shall subject the student or employee to appropriate disciplinary action by the University. Employees taking any prescription medication that may affect their ability to work should notify (without disclosing the specific medication or condition for which it has been prescribed) the University's Benefits Office, which will in turn notify the employee's supervisor regarding any potential accommodations that may be necessary.

Any disciplinary action shall be taken in accordance with applicable disciplinary procedures. In the case of students, any such disciplinary action may include suspension, dismissal or expulsion from University housing and/or the University, and also may include satisfactory participation in a drug abuse assistance or rehabilitation program. In the case of employees, disciplinary action, up to and including suspension or termination of employment from the University, shall be taken. Any such disciplinary action also may include satisfactory participation in a drug abuse assistance or rehabilitation program. Employees must be responsible to avail themselves of such assistance, to follow the treatment recommended, and to recognize that simply seeking such assistance does not constitute compliance with the University's policies or job performance expectations. The University may also refer the incident for criminal prosecution by appropriate governmental authorities. Criminal sanctions for the unlawful possession, use, or distribution of illicit drugs are discussed in Section II. Any disciplinary action imposed by the University is independent of, and in addition to, any penalty imposed in connection with a criminal conviction.

B. Standard of Conduct on Alcohol

1. Persons under the age of 21 years are prohibited from possessing or consuming any alcoholic beverage at any facility of the University (including housing provided by or on behalf of the University) or in connection with any activity sponsored by, or under the control or supervision of, the University (or a University organization) (whether the event is held at the University or not). It is the policy of the University to prohibit the serving of alcoholic beverages to persons who cannot establish that they are 21 years of age or older.

2. Undergraduate students, regardless of age, are prohibited from possessing or consuming alcoholic beverages at any facility of the University (including housing provided by or on behalf of the University) or in

connection with any activity sponsored by, or under the control or supervision of, the University (or a University organization) (whether the event is held at the University or not).

3. All students, including undergraduate, graduate and professional students, are prohibited from being under the influence of alcohol while engaged in academic, professional or other activities sponsored by, or under the control or supervision of, the University (or a University organization) (whether the event is held at the University or not). All students, regardless of age, also are subject to any further applicable restrictions of their individual schools or residence facilities concerning alcoholic beverages.

4. Employees are prohibited from being under the influence of alcohol during working hours or while engaged in activities sponsored by, or under the control or supervision of, the University (or a University organization) (whether the event is held at the University or not). Employees are also prohibited from bringing alcoholic beverages into, or consuming alcoholic beverages in, any facility of the University (including housing provided by or on behalf of the University) or bringing/consuming alcoholic beverages in connection with any activity sponsored by, or under the control or supervision of, the University (or a University organization) (whether the event is held at the University or not). A limited exception exists only in regard to the reasonable consumption of alcoholic beverages by an employee (who is 21 years of age or older) at any activity sponsored by, or under the control or supervision of, the University (or a University organization) where alcoholic beverages are being appropriately served and to which the employee is expressly invited (but in no event shall the employee consume to the point of intoxication).

Upon finding evidence of a violation of the “Standard of Conduct on Alcohol”, the University will take appropriate disciplinary action in accordance with applicable disciplinary procedures. In the case of students, such disciplinary action may include suspension, dismissal or expulsion from University housing and/or the University, and also may include satisfactory participation in an alcohol assistance or rehabilitation program. In the case of employees, disciplinary action, up to and including suspension or termination of employment from the University, shall be taken. Any such disciplinary action also may include satisfactory participation in a drug abuse assistance or rehabilitation program. Employees must be responsible to avail themselves of such assistance, to follow the treatment recommended, and to recognize that simply seeking such assistance does not constitute compliance with the University’s policies or job performance expectations. The University may also refer the incident for criminal prosecution by appropriate governmental authorities. Criminal penalties and sanctions for the misuse of alcoholic beverages are discussed in Section II. Any disciplinary action imposed by the University is independent of, and in addition to, any penalty imposed in connection with a criminal conviction.

II. INFORMATION ON LEGAL SANCTIONS

The information contained herein on legal sanctions is not to be considered legal advice or guaranteed to be a comprehensive inventory of all laws regarding illicit drugs and alcohol. It is the user’s responsibility to check applicable laws. Students and employees traveling abroad as part of a University program also should familiarize themselves with the laws and policies of the location to which they are traveling.

A. Legal Sanctions for Illicit Drugs

The possession, use, or distribution of illicit drugs, depending on the nature of the crime, may result in severe penalties, including fines and imprisonment, which may be for life.

Certain federal penalties and sanctions for the illegal possession of a controlled substance and a description of federal trafficking (i.e., distribution) penalties for substances covered by the Federal Controlled Substances Act are set forth in Appendix A. More information can be found on the U.S. Department of Justice – Drug Enforcement Administration website at www.dea.gov/druginfo/ftp3.shtml.

The laws of New York City and New York State also provide sanctions for the unlawful possession or distribution of illicit drugs. For more information, see:

- New York Penal Law Article 220 (controlled substances)
<http://ypdcrime.com/penal.law/article220.htm>
- New York Penal Law Article 221 (marijuana)
<http://ypdcrime.com/penal.law/article221.htm>
- New York Penal Law Article 120 (vehicular assault, sections 120.03-04.)
<http://ypdcrime.com/penal.law/article120.htm>
- Driving Under the Influence and Driving While Intoxicated
<http://dmv.ny.gov/org/tickets/penalties-alcohol-or-drug-related-violations>
- New York City Administrative Code -- Public Safety
<http://72.45.128.254/nycnew/ACTitle10.aspx>

B. Legal Sanctions for Alcohol

Criminal penalties and sanctions also may result from the misuse of alcoholic beverages. For example, under New York State Law:

1. No person under the age of 21 may possess an alcoholic beverage with the intent to consume it. The penalties for possession of an alcoholic beverage with the intent to consume it include a fine not exceeding \$50, completion of an alcohol awareness program, and/or community service not to exceed 30 hours.

2. It is a violation of New York law for a person under 21 years of age to present written evidence of age which is false, fraudulent or not his or her own, for the purpose of purchasing or attempting to purchase any alcoholic beverage. Such conduct is subject to payment of a fine of, depending on the number of prior violations, between \$50 and \$750, community service, or both, and completion of an alcohol awareness program or evaluation to determine whether the person suffers from alcoholism or alcohol abuse.

3. Using a false or fraudulent written instrument officially issued or created by a public office or governmental instrumentality (e.g., a driver's license) to procure alcohol is also a crime. The penalties include imprisonment of up to 7 years and a monetary fine.

4. It is unlawful to drive while intoxicated (i.e., blood alcohol content of .08 and higher) or while one's ability to operate the vehicle is impaired by alcohol or other drugs. The penalties for driving while intoxicated or impaired may be found on the New York State Department of Motor Vehicles website at <http://dmv.ny.gov/org/tickets/penalties-alcohol-or-drug-related-violations>.

In addition, New York City law prohibits consumption of an alcoholic beverage or possession with intent to drink an open container containing an alcoholic beverage in any public place except where a permit has been obtained. The possible penalty is a \$25 fine or imprisonment of up to 5 days, or both.

These are only examples of the penalties that can be assessed against an individual for the unlawful possession, use, and distribution of alcoholic beverages and illicit drugs. It is the University's policy to discourage violations of Federal, State, and City laws by its students and employees, and the University will assist in the prosecution by the relevant governmental authorities by cooperating fully with such authorities.

III. HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG AND ALCOHOL USE

A. Health Risks of Illicit Drugs

In general, most illicit drugs can produce one or more of the following reactions: headache, nausea, dizziness, anxiety, damage to organs, addiction and, in extreme cases, death. Interactions between drugs and alcohol can be especially extreme. The use of illicit drugs also can result in asocial or violent behaviors and can negatively impact one's personal development, schoolwork and or performance.

A summary of the health risks associated with the use of illicit drugs is set forth in Appendix B. More information can be found on the U.S. Department of Justice – Drug Enforcement Administration website at www.dea.gov/druginfo/factsheets.shtml.

B. Health Risks of Alcohol Abuse

The following is a summary derived from governmental studies of the health risks of alcohol.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

More information can be found on the National Council on Alcoholism and Drug Dependence's website at <http://ncadd.org/about-addiction/alcohol>.

IV. COUNSELING AND OTHER RESOURCES

Detoxification, outpatient and inpatient rehabilitation, and reentry programs are available in New York City and elsewhere.

Persons concerned about substance abuse or alcohol problems are invited to call these numbers listed below for information, confidential referrals and assistance. These are just a sampling of assistance available throughout New York City.

Hotline Numbers

Alcoholic Anonymous	212-647-1680
Al-Anon	212-941-0094
Narcotics Anonymous	212-929-6262
Nar-Anon	800-477-6291
Alcohol and Substance Abuse Hotline	800-522-5353
Substance Abuse and Mental Health Services Administration	800-662-HELP

Montefiore Medical Center operates a substance abuse treatment center whose focus is the treatment of opioid dependence (narcotics addiction) through the methadone maintenance modality. For more information, call 718-409-9450 between the hours of 9:00 a.m. and 5:00 p.m.

Employees in need of assistance or support pertaining to drug or alcohol abuse may also contact the Human Resources Department at 646-592-4335 or ComPsych (Employee Assistance Program (EAP) Provider) at [www. https://www.guidanceresources.com](https://www.guidanceresources.com). If applicable, employees may also contact the 1199SEIU Member Assistance Program at 646-473-6900.

Students in need of assistance regarding drug and alcohol problems may be able to obtain confidential counseling, a referral for counseling or a referral to appropriate outside agencies through appropriate University offices, such as:

1. Student Counseling Services	Beren & Brookdale Campuses	646-592-4210
2. Student Counseling Services	Wilf Campus	646-592-4200
3. Office of Academic Support & Counseling (OASC)	Einstein Campus	718-430-3154

The University strongly encourages students and employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem. The health and safety of every student and employee is of utmost importance to the University, and seeking help for a drug and/or alcohol problem will not automatically result in the University taking action under this Drug and Alcohol Policy.

V. CONCLUSION

Yeshiva University, as a matter of institutional policy and as required by law, is committed to the prevention of the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

In that regard, in each even-numbered year (e.g., 2016, 2018, etc.), the University will conduct a biennial review of its program to:

- 1. Determine its effectiveness and implement changes to the program if needed;
- 2. Determine the number of drug and alcohol-related violations and fatalities that occur on the University’s campus (as “campus” is defined by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and as utilized by the University for purposes of its annual security report) or as part of any activity sponsored by, or under the control or supervision of, the University and that are reported to campus officials;
- 3. Determine the number and type of disciplinary sanctions that are imposed by the University under this Drug and Alcohol Policy; and
- 4. Ensure that the disciplinary sanctions described in this Drug and Alcohol Policy are consistently enforced.

The University shall, upon request, make available to the U.S. Department of Education and to the public the results of the biennial review in the form of a written report, which shall be completed in the year that the review is conducted. The report shall describe the research methods and data analysis tools that were used in the assessment and shall identify the responsible University official(s) who conducted the review. In addition, the report shall be approved by the University’s president and/or the University’s Board of Trustees.

If you have any questions regarding this Drug and Alcohol Policy or require assistance related to the provisions of this Drug and Alcohol Policy, please call the Office of the General Counsel at 646-592-4400.

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Related Policies -- Alcohol Policy for Graduate Student Events and Student Alcohol and Drug Use Amnesty Policy (<http://yu.edu/student-life/resources-and-services/standards-policies/>)

Federal Penalties and Sanctions for the Illegal Possession of Controlled Substances

21 U.S.C. 844

First conviction: Up to 1 year imprisonment and fine of at least \$1,000 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and fined at least \$2,500. After 2 or more prior convictions: At least 90 days in prison, not to exceed 3 years, and fined at least \$5,000.

21 U.S.C. 853 and 881

Forfeiture of personal and real property used to possess or to facilitate possession of a Controlled Substance if that offense is punishable by more than 1 year imprisonment.

21 U.S.C. 881

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a Controlled Substance.

21 U.S.C. 844

Civil fine of the reasonable costs of the investigation and prosecution of the offense.

21 U.S.C. 862

Ineligible to receive federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense and up to 5 years for subsequent offenses.

18 U.S.C. 922

Ineligible to receive or purchase a firearm or ammunition.

Miscellaneous

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, is vested within the authorities of individual federal agencies.

In addition, drug offenses at or near educational institutions carry enhanced penalties. Distribution of a controlled substance in, on, or within 1,000 feet of real property comprising a school, college, or university may subject the violator to twice the usual maximum punishment otherwise authorized by law.

Drugs and Federal Aid

In addition to these provisions, the Higher Education Amendments of 1998 provide that, effective July 1, 2000, a student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a Controlled Substance (generally meaning illegal drugs, but not including alcohol or tobacco). The period of ineligibility begins on the date of the conviction and lasts until the end of the statutorily specified period. The student may regain eligibility early by completing a drug rehabilitation program that meets certain statutory and regulatory requirements (including 2 unannounced drug tests), or if the conviction is overturned.

NOTE: These are only Federal penalties and sanctions. Additional City and State penalties and sanctions may apply.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid				
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

APPENDIX B

Controlled Substances - Uses & Effects

Drugs/ CSA Schedules		Trade or Other Names	Medical Uses	Dependence		Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome			
NARCOTICS														
Opium	II III V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating			
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected						
Codeine	II III V	Tylenol w/ Codeine, Empirin w/ Codeine, Robitussin A-C, Fiorinal w/ Codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected						
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked						
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected						
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected						
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected						
Other Narcotics	I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin2	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death			
DEPRESSANTS														
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral						
Barbiturates	II III IV	Amytal, Butisol, Fiorial, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasic agent	High-Moderate	High-Moderate	Yes	1-16	Oral						
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexa, Verstran, Versed, Halcion, Paxipam, Restoril	antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral						
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral						
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral						
Other Depressants	III IV	Equanil, Miltown, Niludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral	Increased alertness, excitation, euphoria increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation			
STIMULANTS														
Cocaine	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected						
Amphetamines	II	Biphetamine, Delcobase, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected						
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected						
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected						
Other Stimulants	III IV	Adipex, Cylert, Didrex, Ionamin, Mellat, Plagine, Sanorex, Tenuate, Taperul, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected				Illusions and hallucinations, poor perception of time, and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
HALLUCINOGENS														
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral						
Mescaline and Peyote	I	Mexc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral						
Amphetamine Variants	I	2.5-DMA, PMA, STP, MDA,MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected						
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected						
Phencyclidine Analogues	I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected						
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported			
CANNABIS														
Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral						
Tetrahydrocannabinol	I II	THC, Marinol	Cancer Chemotherapy, antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral						
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral						
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral						