



# STUDENT & FAMILY HANDBOOK 2020-2021

This Handbook reflects essential information about the policies, procedures and programs of Central, as well as the values and responsibilities expected of the students and families of Central towards advancing our shared mission. The Handbook is a living document that is both binding and open to revision as per administrative notice.

After reading, understanding, and accepting the guidelines set forth in the Student/Family Handbook, **please access [this link](#) to sign (parent and student) this adherence agreement.** It is assumed that both the student and parent will be aware of and adhere to the policies within.

**Please note: Policies might be subject to change due to COVID-19 regulations this year. We will make a note of that in the particular sections.**

Thank you!

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## MISSION STATEMENT

### MISSION

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

The spiritual and academic life of Central 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, *halachically* committed Jews and broadly educated, intellectually curious, and caring members of society. As lifelong 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 upon our community.

## MESSAGE FROM MS. RUTNER

Dear Students,

Welcome to the Central community. Academic and spiritual growth is best fostered within the context of a cohesive community. Our school strives to be a supportive place in which parents/guardians, teachers, and students are all invested in promoting the very best of each student. I am personally thrilled to be in this community and on this journey through high school with each of you.

At the heart of Central is the commitment to educate each of you 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. We place great emphasis on the educational and ethical values of community, commitment, and creativity as key components of our mission. These core values inform the primary goals of our school 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 and the world.

These goals are rooted in the following core Torah values:

1. **תורה בתורה/Ameilut Ba'Torah** – commitment to *Torah* learning and *Halakhic* living through rigorous and rewarding *Torah* study.
2. **דבקות בתפילה/Deveikut Ba'Tefillah** – aspiring to religious growth through prayer and commitment to *mitzvot*.
3. **ערבות 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.

Please take the time to carefully read through this handbook, as it will provide clear guidelines and expectations for your success and wellness here in Central. In addition, please note the updated and specific COVID-19 guidelines and protocols. Please do not hesitate to contact me with any questions.

Best,

Ms. Bracha Rutner  
*Head of School*

## CENTRAL COMMUNICATIONS 2020-2021

Department	Name	Email
Administration	Ms. Bracha Rutner, <i>Head of School</i>	rutner@yuhsg.org
	Ms. Beverly S. Segal, <i>Associate Principal</i>	segal@yuhsg.org
	Ms. Leah Moskovich, <i>Associate Principal</i>	moskovich@yuhsg.org
Admissions	Mrs. Aliza Gewirtz, <i>Director</i>	gewirtz@yuhsg.org
	Ms. Kymberly Baker, <i>Assistant Director</i>	baker@yuhsg.org
Athletics	Mr. Erez Bar-Levy	barlevy@yuhsg.org
Attendance	Mrs. Shulamith Biderman, <i>Coordinator</i>	attendance@yuhsg.org
Busing	Mr. Menachem Lewin	mlewin@yu.edu
Calendar/Clubs	Mrs. Leah Moskovich	moskovich@yuhsg.org
Chesed	Mrs. Hadassah Frankel	frankel@yuhsg.org
	Mrs. Chani Cooper	ccooper@yuhsg.org
College Guidance	Mrs. Rena Boord, <i>Director</i>	boord@yuhsg.org
Computer Help	Mr. Michael Spindel	spindel@yuhsg.org
Curriculum General Studies	Mrs. Ruth Fried, <i>Science Department</i>	fried@yuhsg.org
	Mrs. Audi Hecht, <i>History Department</i>	hecht@yuhsg.org
	Mr. Gili Nagar, <i>Math Department</i>	nagar@yuhsg.org
	Mrs. Lisa Rothstein, <i>English Department</i>	rothstein@yuhsg.org
Curriculum - Judaic Studies	Rabbi Josh Strulowitz, <i>TSBP Coordinator</i>	strulowitz@yuhsg.org
	Rabbi Elie Weissman, <i>Tanach Coordinator</i>	weissman@yuhsg.org
Dean of Students	Mrs. Aliza Gewirtz	gewirtz@yuhsg.org
Director of Operations	Mrs. Alisa Goldberger	goldberger@yuhsg.org
Educational Technology	Mrs. Marci Karoll	karoll@yuhsg.org
Executive Director	Ms. Chaviva Fisher	cfisher@yu.edu
Grade Deans	9th Grade, Ms. Elana Kook	kook@yuhsg.org
	10th Grade, Ms. Laura Fruchter	fruchter@yuhsg.org
	11th Grade, Mrs. Karen Lavner	lavner@yuhsg.org
	12th Grade, Mrs. Rivka Alter	alter@yuhsg.org
Health Forms	Mrs. Marci Karoll	karoll@yuhsg.org
Institutional Advancement - Fundraising	Mrs. Sari Kahn	kahn@yuhsg.org
Israel Guidance - Joy Rochwarger Balsam	Rabbi Zvi Lew	lew@yuhsg.org
Lilker Learning Center/Academic Support	Ms. Laura Fruchter, <i>Director of Academic Support</i>	fruchter@yuhsg.org
	Mrs. Chani Cooper, <i>Learning Center/Support Program</i>	ccooper@yuhsg.org
	Ms. Tzirel Schwartz, <i>Learning Center/Support Program</i>	schwartz@yuhsg.org

Mashgiach Ruchani	Rabbi Josh Goller	goller@yuhsg.org
Metro Cards	Mrs. Estee Shor	shor@yuhsg.org
P'TACH Program	Mrs. Jackie Welkowitz, <i>Coordinator</i>	welkowitz@yuhsg.org
Programming	Mrs. Hadassah Frankel	frankel@yuhsg.org
	Mrs. Rebecca Teper	teper@yuhsg.org
Registrar/Assistant to the Principals	Mrs. Estee Shor	shor@yuhsg.org
Security		security@yuhsg.org
Student Guidance	Mrs. Danielle Wyner, <i>Director</i>	wyner@yuhsg.org
Student Schedules	Mrs. Aliza Gewirtz, <i>Dean of Students</i>	gewirtz@yuhsg.org
Tuition/Finances	Ms. Malkie Klausner, <i>Student Accounts Manager YUHS</i>	businessoffice@yuhsg.org

## COVID-19 GUIDELINES

### Testing

All students must submit a COVID-19 PCR nasal swab negative test result before entering the building. Test results must be emailed to [Covid19Results@yuhsg.org](mailto:Covid19Results@yuhsg.org).

### Building Entry

To enter the building, students must:

- Show submission of the self-monitoring health form on the Ruvna App.
- Have their temperature taken.
- If a student has a fever, she will be escorted to our COVID-19 waiting room, and will need to be picked up within 90 minutes.

### In-School Policies

- Everyone must wear a **mask**, at all times, unless eating lunch.
- **Social distancing** will be required during all out-of-classroom activities.
- Please use only your grade's assigned restroom, **wash your hands**, and wait in the hallway, socially distanced, if both stalls are being used. There is no congregating in the bathroom.
- There is no congregating in hallways, stairwells or in the lobby.

### Lunch

- Students will eat lunch in the cafeteria, gym, or outdoors, socially distant.
- There will be no microwaves available.
- No food deliveries are allowed to the building.
- Seniors cannot leave the building during the day.
- All students are welcome to either join our lunch program or bring lunch from home.

### Attendance Policies

- If you are not feeling well, please stay home. Your health comes first.
- A parent must email Mrs. Shulamith Biderman by 8:20am to explain an absence due to COVID-19. This flexibility allows a student to zoom in due to the unique situation surrounding COVID-19.
- You can Zoom into your classes with no absence recorded.
- To be marked present for the day, students must:
  - Log into all classes on Zoom for that day
  - Have their camera on
  - Be sitting at a desk or a table with appropriate class decorum
  - If you are out, and cannot Zoom into your classes, you will be marked absent for the day. Students are allotted 10 absences per semester with no penalty to their Citizenship grade. See Student Handbook for more details.

### Tardiness Policies:

If you arrive at school later than 8:25am, you will wait at the security desk for someone to:

- Take your temperature
- View your Ruvna App
- Confirm you have signed-in on the google form on your own device

- Students are allotted 10 tardinesses per semester with no penalty to their Citizenship grade. See Student Handbook for more details.

### **Mask-Wearing & Social Distancing**

Ve'havta lareacha kamocho, loving our fellow neighbor, is according to Beit Hillel the foundation of the Torah. There are many ways we can show care and consideration of others. Particularly relevant today is by wearing a mask and remaining 6-feet apart from one another. Mask-wearing is also an important part of the CDC and New York State and New York City Department of Health guidelines. We cannot emphasize this enough. Many students have been compliant with mask-wearing and social distancing but we need to remain vigilant and do better. We would like to continue with positive reinforcement but have put into place a plan in case the students are less compliant.

### **Policy Infractions**

**Infraction #1:** If a student is not wearing a mask, or not properly social distancing, she will be verbally reminded of the expectation/behavior in a conversation with Mrs. Aliza Gewirtz, Dean of Students. Parents will be called or emailed.

**Infraction #2:** A student will be sent home and can learn remotely for the remainder of that day and the following day. The student's citizenship grade will be lowered by 5 points. A parent meeting will be required.

**Infraction #3:** A student will be sent home for two days and not be able to join her classes remotely. She will be considered absent. Further, the student's citizenship grade will be lowered by 5 points.

**Infraction #4:** A student will be required to remain home to learn remotely for the remainder of the semester.



## CITIZENSHIP & COMMUNITY

### **Student Citizenship Standards and Accountability**

The emphasis on citizenship at Central reflects our commitment to developing a school community that honors our school mission and supports each student's ability to contribute to and benefit from being a part of Central. Each area of school life contributes to building a school culture that advances our mission. Citizenship Standards at Central include **Respect, Tefillah, Timeliness and Accountability, Dress Code, and Integrity**. The citizenship of each member of our school community strengthens our positive culture.

**The Citizenship grade on Progress Reports and Report Cards is based on adherence to all 5 citizenship standards listed above and will be counted like a minor course (.5 of a credit) averaged into a student's Grade Point Average. Two infractions in any citizenship area, will result in one Notation (penalty) on their citizenship grade. With each notation, the citizenship grade is lowered by 5 points.** Students and parents will be notified each time an infraction occurs to give every student the chance to improve. Please see each citizenship standard for the specific guidelines and policies.

The following is a rubric of how the Citizenship grade is reported per semester:

### **2 Citizenship Infractions in a Specific Area = 1 Notation**

- 0 Notation = 100
- 1 Notation = 95
- 2 Notations = 90
- 3 Notations = 85
- 4 Notations = 80
- 5 Notations = 75
- 6 Notations = 70
- 7 Notations = 65
- 8 Notations = 60

In order to allow students the opportunity to own their growth and improvements, parents will be emailed after a student is notified and give them the opportunity to improve on their own accord. Repeated violations of citizenship standards will impact a student's records, honor roll/merit scholarship status, grades and leadership opportunities.

Please review the citizenship standards and expectations listed below to ensure full compliance with our school policies.

## **Citizenship Standard #1: Respect and Dignity**

### **Values & Expectations**

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. 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 later in this handbook.

At Central, we are part of a community. When we are respectful, we support the community; when we are disrespectful, we harm the community. When we harm the community, we need to repair the harm that we have caused and rebuild the community. Respect is pervasive in all parts of our community, including, but not limited to, the classroom, the hallways, and the cafe.

### **Respect Policies**

1. Students must speak respectfully to their classmates, faculty, administration, and staff at all times.
2. Cleanliness: Our school building must remain clean.
  - a. Cafe must be cleaned up after lunch and activities.
  - b. Classrooms must remain clean.
  - c. Hallways must be kept clean at all times.
  - d. *Siddurim* must be put away after *tefillah*.

### **Policy Infractions**

**Infraction #1:** The student will be verbally reminded of the expectation/behavior in a conversation with Mrs. Aliza Gewirtz, Dean of Students. Parents will be emailed.

**Infraction #2:** A meeting will take place with the student, parent, and administration. The student's citizenship grade will be lowered by 5 points.

## Citizenship Standard #2: Tefillah

### Values and Expectations

Devoting time to pray together is a formative part of belonging to our school community. Davening at Central is a communal time during which we focus on strengthening our connection to *Hashem* (God) and *klal Yisrael* (the Jewish people). Students are required to attend davening (morning and afternoon) and to participate respectfully.

In the morning, all school buses are scheduled so that students arrive on time for *tefillah*. Similarly, parents/guardians driving carpool must assure a timely arrival for *tefillah*. In the afternoon, we designate a sacred time for students to participate in Mincha. This requirement sends a strong, positive, and supportive message of the importance of *davening* and good citizenship.

### Tefillah Policies

All students are expected to participate respectfully throughout *tefillah*. This includes:

1. Sitting in your assigned seat.
2. Not talking.
3. Holding a *siddur*.
4. Actively participating in group *tefillot*.

### Policy Infractions

**Infraction #1:** The student will be verbally reminded of the expectation/behavior in a conversation with Mrs. Aliza Gewirtz, Dean of Students. Parents will be emailed.

**Infraction #2:** A meeting will take place with the student, parent, and administration. The student's citizenship grade will be lowered by 5 points.

## Citizenship Standard #3: Timeliness

### Values and Expectations

Timeliness is an important value for all in our school community. Taking great care to be on time to school, and to each class, every day, reflects a student's commitment to their learning and to being a reliable school citizen. In the event where lateness is unavoidable, or unexpected, students and parents must communicate with the school. Students will be accountable for their timeliness and their communication.

Our primary concern is the health and welfare of all of our students. If you are not feeling well, have a fever, have vomited, have spreadable germs, please take care of yourself and stay home. A student should recuperate at home to protect herself and our entire community without undue worry about the impact on her attendance grade.

**\*Classes using Zoom or a similar platform may be recorded. No recording may be used by a student/parent for any reason other than the educational purpose intended. Please see "Policy on Recording Lectures for YUHSG."**

### Timeliness & Absence Policies

#### Absences

1. When a student will be absent, a parent must email/call the Attendance Coordinator, Mrs. Shulamith Biderman, at [attendance@yuhsg.org](mailto:attendance@yuhsg.org) or 718-479-8550, ext. 134 by 8:20am.
2. Attendance is taken in davening and in each class.
3. When a student is absent, the parent will receive an *automated* absence email.
4. Any questions about an absence must be raised by the parent directly to Mrs. Biderman **within two days** of the absence.

#### Arriving Late

1. **After 8:25am:** If a student arrives after the 8:25am second bell, she must sign in through her phone or at the dedicated arrival iPad.
2. **On the day of an exam:** If a student arrives late on the day of an exam, 5 points will be deducted from that day's exam. This is to avoid the appearance of impropriety and to make it equitable to other students sitting for the same exam. A doctor or dentist note is necessary to explain a morning appointment and must be hand-delivered to Mrs. Biderman. If there are extenuating circumstances on the morning of an exam, a parent must expeditiously communicate with Mrs. Biderman.

#### Leaving Early (Grades 9, 10, 11, 12)

1. A parent must submit an email, available through the website or [this link](#), to authorize a student to leave early.
2. Once this authorization email is received, the student must then **sign out in the front office**. This is for security/emergency and attendance recording purposes.

### Seniors Leaving School

1. **Early Due to Free Schedule:** As a senior privilege, if a senior has no additional class on that day, she may leave early. No parental email is needed since the senior is not missing class. She must sign out in the main office through her phone or on the dedicated iPad. This is for security/emergency and attendance recording purposes. If a senior signs out for the day because she is free, without plans to return, she may drive herself home.
2. **Leaving Campus Temporarily (Free/Lunch) and Returning to School**
  - a. Due to our COVID-19 safety measures, all students may not leave campus temporarily and return to school on the same day.
  - b. **SENIORS MAY NOT DRIVE THEMSELVES OR BE DRIVEN BY A FELLOW STUDENT DURING THE SCHOOL DAY.**

### Unsanctioned Absence from Class (Cutting Class)

1. Every student is expected to attend all of her classes. If a student is present in school, but not present in a class, the absence will be considered a cut.
2. Each cut will reduce a student's citizenship grade by 10%.
3. If a student has a situation that might require missing a class, she must contact the Administration or the Attendance Coordinator, Mrs. Biderman, beforehand.

### Make-Up Exams

If a student is unavoidably absent for an exam, the parent must notify Mrs. Biderman before 8:20am on the morning of the absence. COVID-19 safety measures will impact the availability and administration of make-up exams; the policy and procedure will be updated as necessary.

### Policy Infractions

#### School Day Absence

Each school day absence is recorded regardless of whether or not the parent contacted Mrs. Shulamith Biderman. The reason for absence does not affect the tally. There is no penalty for 10 absences or fewer, per semester.

0-10 Absences	Emails will be sent home with <b>each</b> absence as a reminder.
11+ Absences	The student will meet with Mrs. Aliza Gewirtz, Dean of Students. Parents will be emailed. The student's citizenship grade will be lowered by 5 points.

#### School Day Lateness

Lateness to school is recorded regardless of whether the parent contacted Mrs. Shulamith Biderman. The reason for being late does not affect the tally. There is no penalty for 10 latenesses or fewer, per semester. If a student arrives late on the day of an exam, a note from a doctor must be hand-delivered to Mrs. Shulamith Biderman, or the student will automatically receive a 5 point deduction on her exam.

0-10 Latenesses	Emails will be sent home with each lateness as a reminder.
11+ Latenesses	Meeting will take place with Mrs. Aliza Gewirtz, Dean of Students. The student's citizenship grade will be lowered by 5 points.

## Citizenship Standard #4: Dress Code

### Values and Expectations

At Central, demonstrating commitment to school citizenship and positively contributing to our community requires adherence to the school dress code. Acquiring the right clothing before school starts enables all of us to focus on keeping a positive Torah learning environment in school.

### Dress Code Policies

Our school dress code includes the following specific guidelines and also requires that all clothing and personal accessories reflect the traditional values of Central and our communal norms. *Please note updated policies (\*\*stared).*

1. **Skirts must cover the knees at all times.**
2. **Shirt necklines must reach the collarbone.**
3. **\*\*Shirt sleeves must cover the elbow.**
4. **All clothing must be modest, not tight or of sheer material.**
5. **Hennas, piercings other than ears, and unnatural hair colors are not permitted.**
6. **Closed shoes must be worn for Lab and Physical Education classes, as per New York State requirement.**

Students must be in compliance with dress code for **all** school functions, including athletic, co-curricular and extracurricular events, both on and off campus.

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

### Policy Infractions

**Infraction #1:** A student will be verbally reminded of the expectation/behavior, asked to change her skirt and parents will be notified. A student must give in her skirt to the front office, and will be exchanged when she returns the laundered skirt. A conversation will take place between the student and Mrs. Aliza Gewirtz, Dean of Students. Parents will be emailed.

**Infraction #2:** A meeting will take place with the student, parent, and administration. The student's citizenship grade will be lowered by 5 points. While we hope the issue will be resolved, additional infractions will follow the notation rubric above.

Amazon Skirt Recommendations:

- [Kosher Casual](#) (Knee Length)
- [Kosher Casual](#) (Midi)
- [Kosher Casual](#) (Long)
- [Midi Flare Skirt](#)
- [Ribbed Pencil Skirt](#)
- [Basic Midi Stretch Pencil Skirt](#)

## Citizenship Standard #5: Integrity

### Values and Expectations

A student's integrity is at the heart of her personal growth, dedication to *Torah* values, academic achievements, and her development as an honest person. 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.

### Integrity Policies

**Infraction #1:** A student will be verbally reminded of the expectation/behavior, and a conversation will take place between the student and Mrs. Aliza Gewirtz, Dean of Students. Parents will be emailed. Students will be required to resolve the infraction.

**Infraction #2:** Any student presenting work, or enables the sharing of 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:

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

The consequences of continued lack of integrity may include all of the above, with the potential addition of:

1. Suspension.
2. Academic probation.
3. Expulsion.



## HEALTH & SAFETY

### PART I: HEALTH

#### 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. Further, each student must comply with the medical and health requirements as described online on our website.

#### 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 by the nurse 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 more than two classes, 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. April McNally for each class that is missed.

#### 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) 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 10<sup>th</sup> 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.

#### 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. 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.

### **Substance Use/Abuse Policy & National Yeshiva Agreement**

Central has joined with over 25 yeshivot to develop a unified National Yeshiva High School Substance Abuse policy. This policy outlines our joint commitment to provide an education that educates and directs our students towards healthy choices in relation to avoiding substances that pose a danger to them. A yeshiva high school is a community dedicated to fostering students' educational, spiritual, and personal development. We partner with students and parents to nurture this growth in every student. As part of this commitment, we also promote the safety and health of our greater yeshiva community: the families and neighborhoods we serve. To further this noble goal, we have collaborated as yeshiva high school leaders and consulted with mental health professionals to develop guidelines for addressing substance use among our students. Please read [this policy](#) that relates to our approach to these matters.

Substance use includes, but is not limited to:

1. The use of marijuana or other illegal drugs and substances.
2. Non-prescription medications.
3. Alcohol.
4. Cigarettes.
5. Electronic cigarettes.
6. Vapes.
7. Juuls.

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).

### **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:

1. A notation will be made in the student's internal record.
2. Parents/guardians will be notified.
3. The student will be placed on Academic/Disciplinary Probation.
4. 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.

## **PART II: SAFETY**

### **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](#).

### **Driving/Parking**

We are committed to ensuring that all students are safe and accounted for during their school day. 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 and their driveways.

### **Technology, Social Media, and Electronic Safety**

In order to support a safe and healthy school community in an age of ubiquitous communications, it is important to have clear policies regarding email, phone, and online communications to highlight the need for greater vigilance and limits. 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.

Central has both filtering and monitoring software in place to help guard students against content that is malicious, inappropriate, or out of alignment with Central's Mission and Core Values. The filter configured on the Chromebook blocks access to inappropriate websites. The filter and monitoring programs are in operation 24 hours a day/7 days a week, and both the Chromebook User Agreement and the Technology Acceptable Use Agreement are in effect for any activity both in and out of the school building.

Additionally, to keep our students safe, Central will continuously monitor student utilization of electronic devices in school. Bullying and inappropriate language are not tolerated. Each student will be required to participate in a workshop about using her Chromebook to enhance education, as well as appropriate online behavior and internet safety education. Inappropriate usage of the chromebook may result in it's confiscation and further disciplinary action.

### **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:

### **Cell Phones in School**

Cell phones may not be visible or used in class, during communal gatherings or davening, and may be further restricted at other times and places. Inappropriate cell phone use may lead to the confiscation of the cell phone, which will be held in the office until the end of the school day. In the event of repeated inappropriate use of cell phones or other devices, these may be confiscated and returned only to parents. Cell phones may be collected before exams and classes.

### **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/Chromebooks in class is a privilege and any inappropriate use during class time may result in the inability to use the device in class or disciplinary action. Additionally, each Central account, and any network use or electronic storage, is the property of Central and will be reviewed periodically.

### **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 before 7:00 a.m. or 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.

### **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.

### **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:

1. Treat others as they would like to be treated.
2. Be careful about online postings or what is included in electronic communications.
3. Always use appropriate language.
4. Be honest and accurate.
5. Protect confidential and personal information.
6. 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. Prior approval of the administration is also required for the use of video conferencing and similar technology between a teacher and student. All school social media accounts are monitored and utilized only for professional and educational purposes.

Whatsapp groups and similar platforms associated with Central must adhere to the social media policy requiring appropriate language and respectful and dignified treatment of the community.

### **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.

### **Use of AirPods/Headphones during the school day**

Students are not permitted to wear or use AirPods/Headphones of any kind during class or exams unless specifically instructed by their teacher or because they are participating in an online course. Additionally, AirPods/Headphones may not be worn during *Tefillah* or during school assemblies. Any student who uses AirPods/Headphones during any of the above mentioned times, will have their AirPods/Headphones confiscated.

## **CURRICULAR REQUIREMENTS**

### **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 Navi (Literature of the Prophets).
4. Three Years of Hebrew Language & Literature.
5. One year of Jewish History.

#### **General Studies**

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

#### **Student Placement and Course Schedule**

The master schedule and each student's individualized program have been created by the administration in consultation with our faculty. In all courses, placement has been carefully determined according to academic background, achievement level, with 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 her Grade Dean. The form should be completed with a clear and complete explanation for the request along with the signatures of a parent/guardian and student. Every effort will be made to support student requests, however, barring placement errors, or significant cause, there should be no expectation that a course change request will be honored.

#### **Assessments and Grading**

The learning cycle involves discovering new information and skills, having an opportunity to examine, investigate, and demonstrate one's newly acquired skills or mastery of knowledge in the form of an assessment. 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.

**9<sup>th</sup> and 10<sup>th</sup> Grades:** a maximum of three exams allowed per week

**11<sup>th</sup> and 12<sup>th</sup> 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 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 and are defined as ten minute exercises covering material assigned or discussed over the previous one to two days of class.

Tests or quizzes (which cover more than 2 days' material and are allotted 15 minutes or less) 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 part of the learning cycle.

Returning assessments with meaningful feedback within a reasonable time-frame allows students to learn from their mistakes and make improvements moving forward. Therefore, all assessments must be returned within two weeks. If an assessment is not returned 3 days prior to the next scheduled exam or quiz, it will be cancelled or rescheduled.

A student who arrives late on the day of a test, without a doctor's note or permission from the administration, will have 5 points deducted from her test score. Leaving school early after a student has taken a test, without a doctor's note or permission from the administration, will result in a reduction of 5 points from her test score.

### **Learning Management System**

Schoology is our online Learning Management System (LMS) and offers an important opportunity for transparency and communication among teachers, students, and parents/guardians. Faculty will regularly post assignments, grades, and citizenship, 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 login to Schoology, students should log on to [www.yuhsg.schoology.com](http://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 login process. Parents/guardians will receive customized Schoology access codes and instructions in the beginning days of the school year.

## Student Information System

Central is pleased to announce that we will be moving to a new student information system that will help us better manage school, classroom and student information. **Alma**, is a secure, easy-to-use online system that brings important school information and tools together in one place. We expect this to save time for you and the Central Administration, and give you a better way to communicate with the school. In addition to educator tools, Alma offers a parent and student portal to help families stay informed and on track with student learning. You can also email teachers and school staff through Alma, so you never have to search for their contact information. If you have more than one child enrolled in our school, you will be able to get all of their information with a single login. Alma can be accessed on any phone browser by using the AlmaNow app. Instructions to access it can be found [here](#). For more information about Alma, feel free to visit their website at [www.getalma.com](http://www.getalma.com). You can also find frequently asked questions about Alma [here](#).

## Tracking Academic Growth

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

1. Work Product: 80%
  - Tests, Major Assignments and Final Exam: 40-50%
  - Quizzes: 10-20%
  - Classroom work 10 -20%
  - Homework: 10-20%
2. Student Citizenship and Commitment: 20%
 

Includes student ownership of learning processes such as participation, attendance and citizenship standards as expressed in course syllabi.

## Residency Requirement

Each course has a residency requirement of 90% in order to be able to gain credit for the course. Should a student miss more than 10% of class meeting times per year, (approximately 17 classes for those that meet 5 times weekly, approximately 10 classes for those that meet 4 times weekly), she jeopardizes her ability to receive credit for the course, as per New York State guidelines concerning residency.

## Credit Recovery Policy for Course Failure

A student who fails a course, either one semester or two semesters, will be required to enroll in an online course designated by Central, at her/family's expense. The transcript earned from the online provider must be shared with Central as proof of successful completion. The recovered course will be designated as credit recovery on the transcript. This applies to both General Studies courses and Judaic Studies courses. At Central's discretion, an online course may be substituted by a face-to-face course or equivalent.

The average of the failed course and the credit recovery course will be reported on the report card, in place of the original failing grade. This provides incentive to invest in the credit recovery course. If the average remains below 65, successful accomplishment of credit recovery will allow the original failing grade to be



expunged and replaced by 65. In all cases, the credit recovery course will be listed on the report card and transcript.

### **Course Failure in either semester where the course culminates in Regents Exam**

A student who fails one semester and passes the other semester of a cumulative two-semester course and subsequently passes a cumulative Regents Exam in the course will have her failed course grade expunged to 65, due to the cumulative nature of the Regents Exam.

### **Course Failure in either semester resolved within two weeks of Report Card issuance**

If a failure is imminent, due to missing assignments, and the missing work is submitted within two weeks of the report card issuance, a failure may not be recorded, at the discretion of the administration; instead, the earned grade may be listed on the Report Card. This benefit does not accrue for work submitted after two weeks from the issuance of the Report Card.

### **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. Late arrival on the morning of a final exam will result in a deduction of 5 points from that day's exam.

### **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 will take place in November and Student Teacher Conferences will take place in March. Report Cards are issued in February and July.

### **Graduation Awards**

In Central, the Valedictorian and Salutatorian selections are made by the Administration and Faculty by evaluating candidates according to many criteria, such as, alignment with our mission, academic performance, middot, school involvement and citizenship. The *Keter Shem Tov* Award is voted on by the Senior class and is an award based on *middot* and character.

### **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 and build their own literary library.

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 receipt of the books, 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 scanned to her are returned at the close of the academic year. Student book 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.

## SUPPORT & GUIDANCE

### **Advisory 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 Faculty Advisor on a regular basis to further support our students' growth and development. The Advisory 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 including their academic trajectory. Advisory 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. The advisory program is run by our Director of Guidance, Mrs. Danielle Wyner.

### **Big Sister-Little Sister Program**

Upon entry into central, each Freshman student is paired with a Senior student in our Big Sister-Little Sister Program. Big Sisters are here to help guide, advise, and befriend our Freshman and welcome them with open arms into the central building. Big Sisters run programs, join advisory groups, and check-in regularly with their Little Sisters.

### **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.

### **Grade Deans**

Each grade is assigned a Grade Dean, a faculty member dedicated to helping students throughout their year in school. Any academic, social, or emotional concern can/should be brought to the Grade Dean, who will then work together with the student, family, and administration to solve any issue that may arise. The Grade Deans work in conjunction with the Dean of Students and the Director of Guidance.

### **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 refine their textual skills and grow spiritually as well as learn the skill of being self-reliant.

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 students and family, hosting numerous events, such as Israel Night, *shiurim* by representatives, and an alumnae panel in which seniors can ask alumnae the pertinent questions.

The Joy Rochwarger Balsam Israel Guidance Team works with students and parents to help identify a Seminary or Gap-year Program that is a good fit for their specific interests and goals. As the liaisons between students and the Israel institutions, our Israel Guidance team acts as advocates for our students as they are guided through the application and decision process.

### **The Lilker Learning Center (LLC) 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.

### **Religious Guidance**

Our school is committed to academic, social, emotional, and religious growth. Rabbi Josh Goller, *Mashgiach Ruchani*, works together with the Judaic Studies faculty to provide content, programming, and an opportunity for discussion surrounding all religious topics. If a student should ever feel like she needs support, conversation, or guidance on any religious topic, she should reach out. All questions are celebrated in Central.

### **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. 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.

A student may visit the Learning Center for occasional guidance in study skills, organizational skills and test-taking strategies.

## STUDENT LIFE

### Extracurricular 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 ACE, Academics (secular and Judaic), Art, Athletics, Civic Spirit, *Chesed*, Coding (Girls Who Code), Engineering, Performing Arts, and Publications. Any student who would like to get involved in school should speak with Ms. Leah Moskovich who can direct her to the appropriate faculty advisor. The complete list of Clubs are listed below.

#### Academic Teams

- ACE
- Civic Spirit
- College Bowl
- Debate
- Girls Who Code
- Historical Society
- Mock Trial
- Model Congress
- Model UN
- Rambam B'Kiyut
- Torah Bowl

#### Athletic Teams

- Basketball
- Volleyball
- Hockey
- Softball
- Soccer
- Tennis

#### Performing Arts Clubs

- Choir
- Dance
- Poetry
- Musical Theatre

#### Publications

- Literary Journal
- Newspaper
- Ohr Hamercaz

#### Weekly (Student-Run) Clubs

- Adventure Club
- Band
- Book Club
- De-Stress Club
- Digital Editing
- Environmental Club
- Learn-To-Be
- Mindfulness
- Movie-Book Club
- NCSY JUMP
- Peer Study Hall
- Photography
- Science Olympiad
- Stock Market Club
- Vex Robotics
- Yachad Club

**Student Government Organization (G.O.)****Grade Representatives**

Each grade elects a representative to serve as Grade Rep. Grade Reps work together with the G.O. & Grade Deans to create meaningful and fun programming for their grade.

**G.O. Representatives**

Elections are held in the spring for the offices of President, Vice President of School Spirit, Vice President of Chesed, Ambassador of School Spirit, and Ambassador of Chesed. All elected representatives work together with Mrs. Hadassah Frankel to plan and execute fun and meaningful activities and programs for our school community to enjoy.

**School Programming**

Central works very hard to provide fun and meaningful activities for grades as well as for the whole school. Chagim programming, guest speakers, Mishmar, Color War, and trips happen throughout the school year. Central also works hard to bring in parents and alumnae to join in many of our school wide events and programs.