



Beth Tfiloh Dahan Community School

High School
Student – Parent Handbook
תשע"ב – 5772 - 2012

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3300 Old Court Road, Baltimore, MD 21208

Phone: 410-486-8991 Fax: 410-653-7224

www.btfiloh.org

PARENT AND STUDENT ACCEPTANCE STATEMENT

We verify that we have read the Beth Tfiloh Dahan Community High School Student-Parent Handbook for 2011-2012, and that we fully understand and accept the terms and conditions which it contains.

Student Name (please print) _____

Grade _____

Student Signature _____

Parent/Guardian (please print) _____

Parent/Guardian Signature _____

Please print this page and return it to the
High School Office along with the
Student Emergency Card by
Friday, August 19, 2011.

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WELCOME

Bruchim Habaim - Welcome to a new school year at Beth Tfiloh Dahan Community High School.

This handbook outlines the rules and procedures that are designed to make our school function smoothly and efficiently while always keeping mindful of our mission . Please familiarize yourself with the contents of the handbook so that we all may begin the year fully aware of the regulations that will govern life in the High School this year. Once parents and students have read the entire handbook, please sign the statement at the front of the handbook, remove and return it to school along with your child's emergency information card by August 13.

As always, if you have any questions or concerns, please feel free to contact us.

We look forward to welcoming you here for the first day of school on Thursday, September 1 at 8:00 a.m., to what we are sure will be a wonderful year.

B'Shalom,

Rabbi Aaron Frank
Principal

Deborah L. Rapoport
Assistant Principal

Zipora Schorr
Director of Education

SCHOOL PHILOSOPHY - MISSION STATEMENT

Overview

Beth Tfiloh Dahan Community School is a Jewish, co-educational college preparatory school; its purpose is to educate Jewish students from preschool through high school. The student body is diverse, including families with varying religious, economic, and social backgrounds. Since its inception, Beth Tfiloh Dahan Community School has been unique in philosophy and curriculum, stressing the values and traditions of our rich Judaic heritage and American democratic ideals, while preparing students to meet the challenges of contemporary society.

Shaping the next generation

Beth Tfiloh Dahan Community School is committed to a modern approach to traditional Judaism and welcomes children from a broad range of backgrounds and beliefs, recognizing and respecting the spiritual dignity of those beliefs. Emphasis is placed on Torah, the love of G-d and love of humanity in an atmosphere that encourages social consciousness, community leadership, and a commitment to the highest standards of ethical behavior. Beth Tfiloh Dahan's responsibility to the Jewish community is to educate generations of American Jews who are committed to Jewish practices and beliefs, knowledgeable about their heritage, and devoted to the Jewish community and the State of Israel.

A commitment to academic excellence

We strive to combine the best General and Judaic Studies education possible in a quality program which develops each individual's intellectual capabilities. There is an emphasis within the curriculum on skill development, content mastery, critical thinking, fostering creativity, acquiring self-knowledge, encouraging good interpersonal relationships, and developing independence within an environment that is nurturing and supportive. The school offers a balanced education, including an emphasis on Judaic Studies and Hebrew language, providing each student with the fundamental skills essential to future learning. It is the goal of the school to develop in each child a love of learning. The school provides opportunities to grow as an individual, to reach one's full potential, and to interact effectively with peers. To this end, a comprehensive arts program and athletics program are integrated into the school program, with technology supporting and underpinning the academic offerings.

Focusing on the individual

At Beth Tfiloh Dahan, the needs of the individual are paramount. The school recognizes differences in learning styles and has an academic support program and a program of social and emotional support in place in every division, to meet individual needs. A faculty of trained and caring professionals is available to see to the personal concerns and general growth and development of each student. Small class size allows for Advanced Placement, Honors, College Prep, and Special Needs groupings, of electives and a variety in both Jewish and General Studies helps to tailor the educational program to the needs and interests of each student.

Commitment to the State of Israel

We strive to enable our students to build a strong emotional connection to Israel, and to make Israel an integral part of their identity.

We encourage students to internalize the deep-rooted Jewish spiritual and historical connections to the Land of Israel, which derive from its holiness, its role as our Jewish homeland and its centrality in contemporary Jewish life.

We view the Hebrew language as an essential tool in connecting to Israel, its culture and its people. Therefore, we strive to bolster students' academic study of Hebrew as a living language while integrating Hebrew study with an engaging and comprehensive cultural experience.

We strive to provide our students with comprehensive information about the history and current state of the Arab-Israeli conflict and the multi-faceted nature of Israeli society to better enable them to formulate educated opinions and advocate for Israel's interests outside of Beth Tfiloh.

We endeavor to educate students to actively demonstrate their commitment to Israel by giving of their energy, resources and attention to the state, the land and its people.

AIMS STATEMENT

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PARENTS AND INDEPENDENT SCHOOLS

To be successful, every independent school needs and expects the cooperation of its parents, who must understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty, & respect.

In practice, the greatest impediment to effective teamwork between independent schools and parents grows out of misunderstandings about school decision-making processes: Who makes decisions in independent schools? How are those decisions made? Independent schools must communicate their procedures to parents, who, in turn, share the important responsibility to become informed members of the school community.

PARENTS AND THE BOARD OF TRUSTEES

In most independent schools, decision-making authority at the highest level resides in a volunteer Board of Trustees whose membership often includes current parents. The Board of Trustees does not intervene in the daily affairs of the school, such as curriculum development and hiring, evaluating, or firing of faculty and staff. Instead, the Board focuses on three areas critical to the success of any independent school: it selects, evaluates, and supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being of the school. In the conduct of its official business, the Board acts only as a whole; individual Trustees, including the Board Chair, have no authority to act unless specifically authorized to do so by the Board acting as a whole.

- AIMS encourages parents who are interested in high-level decision making to stay informed about the work of the Board of Trustees by reading school publications, talking to the Head of School, and attending appropriate meetings.
- Parents with concerns about the school or with decisions made by the administration or faculty are encouraged to inquire about and follow the school's review process, but they should not expect the Board of Trustees to act as an appeals board. In a day school, trustees often interact with others within the school community and hear concerns about the daily operation of the school. As a matter of good practice, the trustee reports those concerns to the Head of School.

PARENTS AND THE FACULTY AND ADMINISTRATION

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events.

The relationship between parents and the faculty and administration is formally governed by the school's written enrollment contract and handbook, in which its procedures are spelled out. When parents choose to enroll their child in an independent school, they agree to subscribe to its mission, follow its rules, and abide by its decisions. However,

most teachers and administrators would agree that trust and mutual respect are the most essential underpinnings of effective working relationships with parents.

- AIMS encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions should be welcomed by the school. It is incumbent upon the school to provide parents with timely and pertinent information.
- Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents will be viewed by the school as counterproductive.
- While parents may not agree with every decision by the school, in most cases, the parent and school will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the school should consider whether another school would be a better match for the family.

THE PARENTS ASSOCIATION AND THE SCHOOL

The Parents Association in an independent school provides a vital and much-appreciated service to school leadership and the entire school community. Because the Parents Association is so important, and its volunteer activities potentially so wide-ranging, AIMS recommends the following steps to structure and clarify the Association's role.

- The Board of Trustees, in consultation with the administration, should develop a set of written by-laws for the Association that make clear its procedures and role as a service organization.
- The by-laws should clearly state the Association's mission to support the decisions and policies of the Board and administration. The Parents Association neither participates in policy-making by the school, nor functions as a lobbying group.
- The finances of the Parents Association should be supervised and regularly monitored by the school and should be part of the school's annual audit process.
- The Head of School should be closely involved in the Association nominating process. Cooperation and teamwork between the Head of School and the officers of the Parents Association are crucial to the health of the school community.
- It is appropriate that the Parents Association advertise its activities and events. However, the Association is not a public relations arm of the school and should play no role in the school's efforts to communicate about itself.

The Association of Independent Maryland Schools (AIMS) is an association of more than 100 independent, college preparatory schools in Maryland and the District of Columbia, representing more than 40,000 students and more than 5,000 teachers, administrators, and staff. It was organized in 1967. AIMS works in cooperation with the Maryland State Department of Education and is a member of the Maryland chapter of the Council for American Private Education and the National Association of Independent School .

CURRICULUM

All Beth Tfiloh students pursue a dual, college preparatory, curriculum of General and Judaic Studies designed to provide students with a balance of intellectual, aesthetic, religious, and physical education experiences. Students who successfully complete the program are well prepared to meet the challenges of higher education. Our academic program exceeds the requirements of the Maryland State Department of Education for a high school diploma and provides for consistently high expectations of all students, while allowing for the flexibility necessary to meet the needs of students in their varying levels of aptitude and interest. This curriculum design also affords students the opportunity to take advanced study in a variety of fields, including Honors and Advanced Placement courses in most academic areas.

The Judaic Studies curriculum includes a broad program of study that is designed to provide extensive exposure in the areas of Bible, Talmud, Jewish Law, Jewish History, Jewish Philosophy, Israel Studies and contemporary issues in Jewish life. Our Judaic Studies department offers a unique choice of two different approaches to the study of Judaics, called the Beit Midrash and the Yahadut programs, which differ in the methods of study and the texts used. The Beit Midrash program focuses on the development of textual skills in the study of Tanakh and Talmud. Although broad topics are discussed, instruction primarily focuses on how to read and translate the primary texts and their traditional commentaries in the original Hebrew or Aramaic. The Yahadut program emphasizes the content and core topics in Biblical and Rabbinic texts; however, they are primarily studied in English translation. Within both the Beit Midrash and Yahadut tracks, classes are offered at the Honors and College Prep levels to challenge the students according to their skill level and readiness.

For more detailed information on the Beth Tfiloh High School curriculum, please see our website, www.btfiloh.com

ACADEMIC SUPPORT

The High School Academic Support Program, directed by our Assistant Principal and Learning Specialist, Mrs. Deborah Rapoport, oversees the academic progress of students with learning differences while providing the support necessary for the students to be successful in their studies. Services provided vary according to the students' needs: from communicating with classroom teachers about accommodations and strategies that will help students succeed, to coordinating organizational and/or content area tutoring, to providing guidance and assistance for students applying for accommodations on the College Board and ACT exams.

Tutoring Options

Learning Center

Students who would like ongoing academic support for organizational skills and/or content area tutoring may sign up for tutoring in the Learning Center with our staff tutors. These group tutoring sessions meet 2-3 times per week during the elective timeslot. Parents of students who elect the Learning Center option are billed an annual fee in addition to the regular high school tuition.

Individual Tutoring

Students who prefer individual tutoring sessions with our staff tutors may schedule sessions at select times other than during the elective timeslot. Any students in the high school who would like to receive short- or long-term tutoring assistance may opt for individual tutoring which is billed at a modest rate on a per session basis.

Referrals to Outside Tutors

The Academic Support Office can refer students and their parents to recommended private tutors outside of Beth Tfiloh who may meet with students after school or during the school day if that can be arranged. Private tutors set their own fees and bill parents directly.

Please contact Mrs. Deborah Rapoport, at 410-413-2235 for more information about the Academic Support Program.

PARENT CODE OF RESPONSIBILITY

As parents of teens we do not wish to coddle them or inhibit judgment-producing activities; however, setting standards is part of parenting. There is no greater love we can show our children than to provide them with clear guidelines, behavioral expectations and strong values.

We at Beth Tfiloh Dahan Community High School are blessed to work with caring and involved students, families, and teachers who believe Derech Eretz Kadma laTorah, proper conduct, is the foundation of Torah. (Vayikra Raba 9:3). Beth Tfiloh Dahan High School is committed to the physical and emotional health and welfare of all of our students in all settings of their lives, both in our house and yours, within the school day and beyond school hours. The adolescent years have been long-recognized as time to test and stretch boundaries. In spite of the values taught in our homes and in our school, popular culture and peer pressure may negatively impact behavior and decision making. Parents can take precautionary safeguards to limit opportunities for problems by adhering to the following guidelines:

1. Establish a trust and comfort level between you and your teen where he/she can call home when problems or concerns occur at any time, even after curfew.
2. Be clear about your teen's plans. Do not be afraid to ask questions or make phone calls to other parents. Don't let yourself be talked into allowing your teen to do something because "everyone else is."
3. Do not go against your better judgment. While high school age students are older and more responsible, you are still the parent.
4. Ascertain that there will be parent supervision at parties. Even the best of teens need the availability of an adult if problems should arise.
5. If your teen is hosting a party:
 - be home.
 - be clear that no alcohol or drugs will be tolerated.
 - establish rules with your teen as to how they and you will handle guests who violate your rules..
 - know who is invited and make sure that the number of guests is manageable.
6. Know who is driving with your child and/or who the driver is.
7. Know and insist on the adherence to the state-driving curfew laws for teens.
8. If you go out of town and leave your teen at home make sure he/she is supervised by another adult, and be clear about your rules while you are gone.

Effective parenting requires setting and maintaining appropriate limits. The goal is to guide our children safely to adulthood while helping them to maintain standards of ethical and moral behavior.

**ADMINISTRATION OF THE
BETH TFILOH DAHAN HIGH SCHOOL**

Rabbi Mitchell Wohlberg	Dean	x215
Mrs. Zipora Schorr	Director of Education	x401
Rabbi Aaron Frank	Principal	x402
Mrs. Deborah Rapoport	Assistant Principal	x235
Mrs. Caryn Lerman	College Guidance/Coordinator of Discipline	x406
Mrs. Deborah Allen	Director of Student Life/Test Coordinator	x444
Rabbi Binyomin Field	Director of Religious Life	x231
Mrs. Cherie Brownstein	Director of Co-Curricular Activities	x221
Mr. Mark Kaiser	Director of Technology	x330
Mrs. Joan Feldman	Director of Communications	x312
Mrs. Laurie Kott	Director of Admission	x309
Mrs. Shira London	Librarian	x414
Mr. Jeff Clarke	Athletic Director	x410
Mrs. Jean Ginsberg	Director of Guidance	x416
Mrs. Halaine Steinberg	College Counselor	x450
Mrs. Reena Zigelman	College Counselor	x424
Rabbi Yehuda Oratz	Israel Programs Advisor	x442
Mrs. Laura Frank	Israel Programs Advisor	x419
Mr. Joshua Gurewitsch	Israel Curriculum Coordinator	x419
Mrs. Harriet Rosen	Business Manager	x310
Mrs. Barbara Klaff	Administrative Assistant	x404
Mrs. Robin Chafitz	Registrar, DDC Coordinator	x405
Mrs. Elisa Lebowitz	Office Secretary	x400
Mrs. Allison Magat	Transportation Consultant	410-413-2242

Department Chairs

Mr. Lance Allen	Computer Science	x329
Mr. Jason Dougherty	Creative Arts	x417
Mr. Michael Bruner	English	x420
Mrs. Rachel Glazer	Hebrew Language	x423
Dr. Terry Chase	History	x421
Mrs. Laura Frank	Jewish History	x419
Mrs. Rivky Krestt	Judaic Studies	x422
Rabbi Binyomin Field	Judaic Studies	x235
Mrs. Barbara Rothstein	Mathematics	x425
Mr. Charles Fuller	Modern Languages	x240
Mr. Jeff Clarke	Physical Education	x410
Mr. Jerry Burgess	Science	x313
Mrs. Cheri Schutt	Learning Specialist	x435

Grade Advisors

Grade Advisors comprise an integral part of the advisory and administrative mechanisms of the High School. They are responsible for overseeing the social and emotional development of students in their grade as well as coordinating various class programs. They also follow the academic progress of each student. After the individual classroom teacher, they are the first point of contact for your concerns regarding your child's school development.

The grade advisors are:

9 th Grade:	Rabbi Yehuda Oratz	x 442	12 th Grade:	Mrs. Jeanne Ginsberg	x 416
10 th Grade:	Mr. David Green	x 406		Mrs. Caryn Lerman	x 406
11 th Grade:	Rabbi Binyomin Field	x 231		Mrs. Halaine Steinberg	x 450
				Mrs. Reena Zigelman	x 424

UPPER SCHOOL COMMITTEE

The Upper School Committee consists of Beth Tfiloh parents plus representatives of the faculty, school administration, and Parent Association. The common link among members of this group is each individual's concern, interest and active participation in making the Beth Tfiloh Upper School the best it can be. The committee meets during the year to discuss highlights of our school, issues of policy and growth, curriculum, staff, calendar, finances, special events, and school-wide concerns.

Members of the committee serve as advocates for Beth Tfiloh students, teachers and administrators. The members act as a collective voice for parents of Beth Tfiloh students. The committee strives to be knowledgeable and objective about the school's policies, philosophy and direction.

Another purpose of the Upper School Committee is to bring issues of concern to the attention of the Administration and the Board of Trustees and to develop recommendations as to the directions that should be taken in resolving those issues. The committee:

- Functions as a partner with other committees of the Board in the decision making process of the School's lay leadership.
- Supports the Admissions Office in recruitment and retention activities.

The committee is open and accessible to the parent body. Parents should not hesitate to contact members of the committee to approach them with ideas and suggestions for making Beth Tfiloh even better.

A system of representatives for each grade (Grades 5- 12) has been established. The grade level representative serves as a liaison between parents and the administration. The following parents serve as grade representatives:

Grade 9	Alicia Broth	Grade 11	Susan Harans
Grade 10	Melissa Eisner	Grade 12	Abbe Zuckerberg

PARENT ASSOCIATION

The Beth Tfiloh Dahan Community School Parent Association (PA) is dedicated to serving the needs of our children, through a variety of education, communication, social events, services and hospitality activities; and to raise funds to support these activities. An important component is to interact with the School Administration on issues that pertain to students, parents and faculty, providing an open forum for discussion regarding the well being of our children.

Each parent is encouraged to take an active role in the PA. The success of the PA is measured by the participation of parent volunteers in the form of time, materials, skills, communication and commitment. By involving as many parents as possible, the PA will ensure that our School continues to be an enriching experience for all our children and their families.

2011-2012 Parent Association Activities

Educational Events

Adult Education

Fundraising Events

BT Bookstore
Mishloach Manot
Mitzvah Cards
General Mills Box Tops
Spirit Wear
Giant A+ bonus Bucks
Dreidel Shop

Service Events

Got Shabbat
Ice Cream
Teacher Appreciation
Student Directory
Tikun Olam
Chesed

Social Events

Parent Social
Volunteer Breakfast
Family Programming
Bingo Party

Your PA dues of \$18 is included in your regular Beth Tfiloh statement. Therefore, all families will receive a printed student directory. Active participation offers many opportunities to make a lasting contribution to the students and to Beth Tfiloh Dahan Community School, as well as getting to know fellow parents and members of the school community.

ARRIVAL

School begins at 8:00 a.m. Students should leave home early enough to allow for traffic conditions so that they will be on time. They are required to be in their Tefilah/davening **ready to begin promptly at 8:05.**

DISMISSAL/MODIFIED SCHEDULE

School ends normally at 4:15 p.m. for the High School. ***Friday dismissal time for the entire year is 2:30 p.m.*** This early dismissal on Fridays is to help students and their families prepare for Shabbat. Additionally it will provide extra non-school hours to make appointments for which a student might miss class time. On days when classes meet only half of the day, the High School will dismiss at 12:30 p.m.

A modified schedule – not affecting arrival or dismissal - will be in effect for Rosh Chodesh, Hol HaMo'ed Sukkot, Hanukkah, Yom Hashoah, Yom Ha'Atzmaut, fast days and for special programs.

WEATHER AND THE SCHEDULE

IN THE EVENT OF INCLEMENT WEATHER, there is an **information hotline** for important and weather related announcements. **Dial 410-413-2345** to access this service.

Announcements will be made on our web page, <www.btfiloh.org> or <www.bethfiloh.com> as well as on WBAL radio and TV. If parents choose to sign up for text alerts they will be notified in this manner as well. (See Emergency Communications, page 16) Whenever there is a delay in the opening of school one of the following schedules will be in place, depending on the day of the week:

One Hour Delay

Monday, Tues., Thursday (Days 1-4 and 6-9)

Tefilah/davening	9:00 - 9:25
Period 1	9:30 - 10:25
Period 2	10:30 - 11:25
Period 3	11:30 - 12:25
Lunch	12:25 - 1:05
Period 4	1:05 - 2:00
Period 5	2:05 - 3:00
Mincha	3:00 - 3:20
Period 6	3:20 - 4:15

Fridays (Days 5 and 10)

Tefilah/davening	9:00 - 9:25
Period 1	9:30 - 10:15
Period 2	10:20 - 11:05
Period 3	11:10 - 11:55
Assembly/clubs	11:55 - 12:30
Lunch	12:30 - 1:00
Period 4	1:00 - 1:45
Period 5	1:50 - 2:30

Please note that there is no mincha on Friday when there is a one hour delay. Please daven at home or in synagogue.

Two Hour Delay

Monday - Thursday (Days 1-4 and 6-9)

Tefilah/davening	10:00 - 10:25
Period 1	10:00 - 10:50
Period 2	10:55 - 11:45
Period 3	11:50 - 12:40
Lunch	12:40 - 1:20
Period 4	1:20 - 2:10
Mincha	2:10 - 2:30
Period 5	2:30 - 3:20
Period 6	3:25 - 4:15

Friday (Days 5 and 10)

Tefilah/davening	10:00 - 10:25
Period 1	10:30 - 11:10
Period 2	11:15 - 11:55
Period 3	12:00 - 12:40
Lunch	12:40 - 1:05
Period 4	1:05 - 1:45
Period 5	1:50 - 2:30

There is no mincha. Please daven at home or in synagogue.

Any delayed opening of school on Wednesday means there will not be a SWAP Period.

TEFILAH/DAVENING

All students of the High School are expected to participate in *Tefilah/davening b'Tzibbur*, public prayer, according to the traditions of Jewish law. Our school sees as its obligation to provide all of its students with the skill to master the mechanics of Hebrew prayer, leaving it to the students themselves to invest each prayer with personal meaning. The school is also committed to providing a context in which the duties of every Jew can be fulfilled with dignity and integrity.

Boys are expected to lay tefillin daily. A tefillin identification card (available from the Office) must be filled out and kept together with their tefillin for identification purposes.

The High School will maintain several minyanim for grades 9-12. Girls and boys will each have a choice between two styles of traditional Tefila as well as our “Chinuch Alternative” to accommodate different prayer styles. Shacharit (morning tefilah/davening) is required of all students. Mincha (afternoon tefilah/davening) is also available, but only required once per ten days in order to assure a minyan and a significant showing from the school community.

BOOKS

Textbooks will be distributed during the first days of classes. Students are responsible for covering and properly caring for all school-issued texts and for returning them in good condition at the end of the school year. A fee will be charged for all lost or damaged books. Students may be asked to purchase books for specific classes. Used books may also be available for purchase at a discounted price.

It is also strongly suggested that High School students have at their disposal Judaism's basic texts for use in the classroom and at home. The minimum books that each student should own, or have access to, are:

- a. Tanach (Art Scroll or Koren edition)*
- b. A Hebrew-English dictionary*

*Available for sale in the School Bookstore.

BOOKSTORE AND SCHOOL SUPPLIES

Effective this year, in response to increasing demand for online shopping, we have posted [online shopping lists of all required school supplies on Amazon](#). These lists are provided for the convenience of our school parents; parents are free to purchase school supplies using other vendors or stores. All required school supply lists are available at www.bethfiloh.com/bactoschool. For questions, please contact the school office at mail@btfiloh.org or call 410-486-1905.

The Beth Tfiloh Bookstore will be having an inventory reduction sale this fall and will stock only a limited quantity of school supplies. It will continue to sell kippot, gym uniforms and a limited number of other items, during lunchtime and other posted times. The Bookstore is currently located on the upper level near the Health Suite between the Middle School and High School and may be reached at 410-413-2418.

BUILDING & CAMPUS

The High School is located in the Haron and Rachel Dahan Family School building. In addition to modern classrooms, these facilities include the centrally located Morton J. & Louise Macks Library, along with fully equipped laboratories for basic and advanced science, computer labs, technical support office, Mac lab for videography, a Beit Midrash, a Learning Center, a student publications office, and faculty and administration offices, which are necessary to support the High School program. The Russell Athletic Center is home to our two gymnasiums, weight room, locker rooms and other athletic facilities. Physical Education classes take place in the two gymnasiums, weight room and on the school's playing fields. The Rosen Arts Center houses the creative arts department and showcases our dramatic and musical performances as well as our theatre, music, art and dance classes.

VISITORS TO THE SCHOOL

All visitors to the school, including parents who are in the building to see a staff member, must report to the High School Office. If the visitor is staying in the building he or she must sign the Visitor Log and receive a Visitor badge. Visitors will remain in the Office until the staff member they are meeting is made aware that they are in the building. If the parent or visitor is unfamiliar with the campus it may be necessary to escort him or her through the building or request that the host come to the Office to escort the visitor. Otherwise, visitors should refrain from walking through the school building.

Any student who wishes to have a friend or relative visit with him/her for the day must receive *prior permission* from the school administration. Beth Tfiloh does not, as a general rule, encourage these visits.

WEBSITE

The Beth Tfiloh High School homepage provides access to announcements, news, events, flyers, forms and other resources specifically for High School parents. The High School homepage is available by going to www.bethtfiloh.com/highschool or by going to www.bethtfiloh.com/school and selecting **ACADEMICS>High School**. Parents may log in to our secure web portal by clicking on the "MyBT Login" link OR by going directly to www.BethTfiloh.com/MyBT. Once you have successfully logged in, you will be able to update your profile, search the school directory and check homework assignments and other academic information.

The Beth Tfiloh website includes the following helpful resources located on the left-hand menu bar:

MY CHILD'S GROUPS - direct links to your child's class pages, team pages, and other group pages.

MY NOTIFICATIONS – enables parents and students to activate and manage text messaging and e-mail options for important announcements and changes to the BT athletic schedule.

MY PROFILE – please make sure your personal information is up to date. The e-mail address entered in your profile (under Internet Information) is used for all school e-mail communication.

DIRECTORY – a searchable directory of Beth Tfiloh students, parents, faculty & alumni with new printing options

Our website also includes an **Information Hotline** at www.BethTfiloh.com/hotline, which includes timely messages and school closings for inclement weather.

For login questions, use the **Login Help** link, view our online Website Help at www.bethtfiloh.com/help, or contact the Communications Office at 410-413-2217. For other questions about our school website, contact Joan Feldman at jfeldman@btfiloh.org or 410-413-2312.

EMERGENCY COMMUNICATIONS

In the event of an unscheduled school closing or other event requiring emergency communication with members of our school community, Beth Tfiloh may utilize the following avenues of communication, as appropriate for the particular circumstances:

- **Information Hotline:** 410-413-2345
- **Website Information Hotline:** <http://www.BethTfiloh.com/hotline>
- **Parent email:** We will use the e-mail address(es) listed in parents' Beth Tfiloh website *Profile* for these messages. It is the responsibility of parents to make sure that their e-mail address is current. Go to www.BethTfiloh.com/MyBT, log in, click on "My Profile"; your e-mail address is listed under "Internet Information".
- **Radio:** WBAL Radio 1090 AM

- **Text messaging:** Beth Tfiloh parents and students can receive text messages and e-mail messages for important announcements and changes to the Beth Tfiloh athletic schedule. These choices can be self-managed on our website and all parents have the ability to access and change their email or text settings at anytime. Please note that your cell phone carrier may charge a fee for these services. To enable text messaging and email alerts, go to www.bethfiloh.com/mybt to login to the BT Website and click on “My Notifications” on the left-hand menu. Verify (or add) your email address, check “yes” next to enable, and verify (or add) your text number in the box “Text Enabled Device”. Choose which notifications you wish to receive and click “Save”. You will then be sent a text message on your device with an activation code that must be entered in order to activate text messaging. For detailed instructions, go to www.bethfiloh.com/notifications.
- **AlertNow System:** Beth Tfiloh Dahan Community School is a member of the ALERTNOW Rapid Notification System. This secure and reliable off-site service enables us to quickly and efficiently launch an emergency telephone message to hundreds of parents in our school within literally a few moments. Depending on the nature of the emergency, the service will either call your home phone number or both your home and business numbers (as noted under the Emergency Information you supplied). We currently anticipate using this service only in the event of an emergency requiring immediate contact with our parents, and will continue to use our existing Hotlines, WBAL radio and our Emergency Closing Phone Chain for normal weather-related closings.
- **Twitter:** Emergency communications may be posted to the Beth Tfiloh Twitter page at www.twitter.com/bethfiloh. Parents may elect to have these notifications sent to their mobile phone via text messages by choosing mobile phone updates on their Twitter account settings.

EMERGENCY PROCEDURES

Beth Tfiloh has implemented a comprehensive set of procedures to deal with emergencies that may occur on-campus during the school day. Based on the type of situation with which we are faced, students and faculty will be advised to follow one of the following evacuation procedures.

- **Shelter In Place:** All students and staff are required to report to the Theatre, where they will remain until the emergency is over.
- **Lockdown:** All students and staff are required to secure themselves in their classrooms, where they will remain until the emergency is over.
- **Evacuation:** All students and staff are required to leave the building and report to designated on-campus locations, where they will remain until the emergency is over.

To facilitate expeditious notification concerning emergency situations, parents are strongly urged to register for text message notification. Refer to the previous section for specific instructions on how to utilize this service.

LIBRARY

The Morton J. and Louise Macks Library contains over 9,000 volumes of both general and Judaic content as well as more than 800 videos and DVDs .

Students are encouraged to make extensive use of our library resources, including computer workstations. Students are reminded that the library is an area used for study, research, and reading. A quiet and orderly atmosphere is to be maintained for these purposes. Students who violate this rule stand to lose the privilege of library use.

Students are not permitted to save their work on any of the school’s computers. It is strongly recommended that students keep a flash drive with them to save any work on which they are actively working.

ADMINISTRATIVE OFFICES

The High School Office, which is located at the main entrance to the High School, is the functional center of the school. As such, it is essential that a proper working environment be maintained at all times.

Mrs. Schorr's, Rabbi Frank's, and Mrs. Rapoport's offices are located in the High School Administrative Office Complex. The Business Office and the Admission Office are located in the Administrative Wing.

COPIER/TELEPHONE

The copy machine in the main office is for use of teachers and administrators only. There is a coin operated copy machine for student use in the library. **Please be sure that your child has change for the copier as the Office does not keep change on hand.**

The school telephone will not be available for either incoming or outgoing personal calls. **Messages will be taken and placed in the students' mailboxes, but students will not be called to the phone.** Parents are requested to make arrangements with their children prior to school for carpool changes and special appointment needs. Traffic and noise in the administrative office prevents school business from being conducted efficiently.

MEDICAL NEEDS

A nurse is available in the Health Suite, which is located near the bookstore, in the event of an emergency. Students needing to see the nurse **must first obtain permission from their teacher.**

All medications to be administered at school, prescription and **non-prescription, alike**, MUST be accompanied by a written order from your health care provider. A parent must bring the medication to **the nurse's office** in the original container. The order and medication must include name, date, dosage, instructions and doctor's name. **No student will be allowed to carry and self-administer medication.**

MEAL ARRANGEMENTS

Students are allowed to bring only kosher dairy or pareve lunches to school. Only those packaged items (no glass bottles, please) which bear Rabbinic certification are to be brought into the school building. Food should be eaten only in designated places. It is expected that students will assume responsibility for the cleanliness of the areas in which they have eaten, as well as for the school building in general. Hot lunches will be available for purchase in the Crane Multi-Purpose Room. Meat and dairy meals alternately are available through the hot lunch program Monday through Thursday. When meat meals are served, specific tables will be designated for meat or dairy. Generally on Fridays the Student Government sells bagels.

KASHRUT/PARTIES

Kashrut is an important concept of Judaism that is taught at Beth Tfiloh. It is approached with sensitivity, especially because there are so many different levels of Kashrut observance represented among the Beth Tfiloh school population. **Strict observance of Kashrut is required at all times while in the Beth Tfiloh school building or on a Beth Tfiloh School trip or activity, or when off campus during the school day.**

It is important that, when planning a party or celebration, careful consideration be given to include everyone. This means that home parties should be planned with Kashrut in mind, so as not to exclude or embarrass any of our students who have different standards of observance. The food served at any such parties must be strictly kosher with all packaged items having an acceptable Rabbinic certification. Where warranted, paper and plastic utensils should be

utilized. All questions regarding specific items should be directed in advance to Rabbi Field, High School Director of Religious Life, 410-413-2231 or bfield@btfiloh.org.

Parties are not to be held on Friday night or Shabbat day or any Jewish holiday so as not to exclude those who are religiously observant.

All snacks and cakes brought in to school for parties, special activities or celebrations must have Kosher certification. Home baked cakes or cookies are *not* acceptable. A Kosher symbol indicates that the food has been certified by a reliable rabbinic agency. Packaged goods with the following Kosher symbols are permissible at Beth Tfiloh. “D” next to any of the symbols indicates that the item is dairy. This is important to keep in mind on Mondays and Wednesdays, which are designated as meat days for our hot lunch program.



The letter K, without any accompanying logo is NOT necessarily an acceptable certification. If you have a question about a particular product or about any other Kosher symbol, please call Rabbi Field, Director of Religious Life in the High School.

Our goal at Beth Tfiloh is to ensure that everyone, regardless of religious background, feels comfortable, respected, and an important member of the Beth Tfiloh community.

Acceptable Use Policy for Students Using the School Computer Network and the Internet

Beth Tfiloh Community School provides access to its computer network and the Internet for all students, faculty, and staff. Students must have permission from at least one of their parents or guardians to access the Internet at school.

The use of the Beth Tfiloh Community School Computer Network (hereinafter referred to as “BTCS CN”) and the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. A student’s activities while using the Internet in this school must be in support of education and research, and consistent with the educational objective of Beth Tfiloh Community School. In addition, a student accessing the Internet from a school site is responsible for all online activities which take place through the use of his or her account. When using another organization’s networks or computing resources, students must also comply with the rules appropriate for that network. All files and e-mail created by a student on the BTCS CN shall be considered the property of Beth Tfiloh Community School, which shall have the unrestricted right to access such files at any time in order to ascertain that any and all rules and regulation set forth in this Acceptable Use Policy have been strictly complied with by the student.

The following actions represent examples of unacceptable use of the BTCS CN and the Internet, whether that use is initiated from school or any other site:

- Using impolite, abusive, or otherwise objectionable language in either public or private messages;
- Placing unlawful information on the Internet;
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes;
- Using the Internet at school for non-school related activities (including but not limited the use of chat rooms and personal e-mail);
- Sending messages that are likely to result in the loss of the recipient’s work or systems;
- Sending chain letters or pyramid schemes to list or individuals, and any other types of use which would cause Internet congestion or otherwise interfere with the work of others;
- Using the Internet for commercial purposes;

- Using the Internet for political lobbying;
- Sending or duplicating copyrighted materials without permission;
- Knowingly giving one's password to others;
- Using another person's password;
- Using Internet access for sending or retrieving sexually explicit or obscene material, inappropriate text files, or files dangerous to the integrity of the network;
- Circumventing security measures on school or remote computers or networks;
- Attempting to gain access to another person's resources, programs, or data;
- Unauthorized modification of data, which is defined as any alteration or deletion of data or files that does not belong to the user
- Intentional upload or creation of computer viruses
- Falsifying one's identity to others while using the Internet;
- Any use which does not conform to the standards of conduct and ethical behavior befitting a student of Beth Tfiloh Community School, as determined by the Director of Education.

STUDENT'S AGREEMENT

By signing the parent and student acceptance statement at the beginning of this handbook you are agreeing to abide by the principles and guidelines stated above. In addition, you agree to refrain from those actions listed above which are considered unacceptable for the proper use of the BTCS CN.

PARENT'S AGREEMENT (please read carefully)

By signing the parent and student acceptance statement at the beginning of this handbook you are agreeing to abide by the principles and guidelines it contains. Your signature implies that you understand that access is designed for educational purposes and you recognize that employees of the school or school system may not be able to restrict access to all controversial materials on the Internet. You will not hold them responsible for materials your son or daughter acquires as a result of the use of the Internet from school facilities. You understand that any violation of these policies may result in disciplinary action by the school, including expulsion and/or compensation for any and all damages incurred as a result of any prohibited use of the BTCS CN. You accept full responsibility for supervision if and when your child's use of the Internet is conducted outside the school setting. You also give permission to Beth Tfiloh Community School to permit your child to access the Internet without an account on equipment provided on the school site.

CODE OF CONDUCT

The Beth Tfiloh Dahan Community High School is an educational community comprised of students, faculty, parents, and staff. At the core of our community is a commitment to the human values that have been the hallmark of the Jewish tradition for over three thousand years. These values include: honesty, tolerance, modesty, respect for others and their property, and a general concern for the well-being of one's self and of others. As our sages teach us, Derech Eretz Kadma laTorah, Proper conduct is the foundation of Torah," (Vayikra Raba 9:3) or as Rabbi Elazar ben Azariah said, "If there is no Torah, there is no proper conduct, and if there is no proper conduct, there is no Torah. (Pirkei Avot 3:21)

BEHAVIORAL EXPECTATIONS

Under no circumstances should a student:

1. Strike or physically abuse another member of the school community.
2. Verbally abuse or speak disrespectfully to any member of the community.
3. Use or display any inappropriate language or symbol.

4. Damage, tamper with or take any property that is not his/her own. This includes going into other students' mailboxes or lockers.
5. Cheat or plagiarize on any test, quiz, homework, paper or assignment.
6. Lie, misrepresent, or deliberately deceive.
7. Buy, sell or use any tobacco, alcohol or illegal or harmful substance or associated paraphernalia.
8. Participate in any inappropriate sexual contact during school or at school-sponsored events.
9. Bring to school or to any school-sponsored event pornography, knives or weapons.
10. Violate the school's written policies on attendance, lateness, Kashrut, dress code, or off-campus privileges.
11. Engage in any behavior that is disruptive to the learning process.

Student misconduct will be dealt with in a common sense fashion dependent on the seriousness, frequency, and circumstances of the problem. With the exception of minor sanctions, such as a detention, parents will be informed of and/or asked to be part of a meeting with the Administration to discuss conduct problems and consequences.

At all times, we urge the members of the school community to be mindful of Hillel's dictum: "What is hateful to you, do not do to your fellow human being; this is the entire Torah, all the rest is commentary (Talmud Shabbat 31 a)."

It is our hope that in the coming year, as with every year, we will witness even more growth in how we treat others and a greater respect for the Divine image in each of us.

USE OF ILLEGAL/ADDICTIVE SUBSTANCES

Students should be aware that all behavior off campus is expected to reflect Beth Tfiloh Dahan School standards. The consumption of alcoholic beverages and the illegal use of controlled substances are considered serious offenses which violate state and federal law and will result in the student receiving one or more of the following consequences. Any student or students who host events where underage drinking or illegal substances are present will receive the harshest consequences.

- a) investigation by the Baltimore County Police
- b) participation with parents in a seminar on alcohol and substance abuse
- c) suspension or removal from participation or leadership in sports teams, Student Government, NHS and/or other extra-curricular activities
- d) suspension from school
- e) expulsion

All decision are at the discretion of the Administration.

BULLYING AND HARASSMENT

It is fundamental to the values of Beth Tfiloh Dahan Community Day School that we create and ensure for students a "warm, welcoming and secure learning environment". Bullying may come in various forms and can leave victims hurt, distressed and frightened, preventing successful learning from taking place. Bullying is clearly at odds with these values and will not be tolerated.

Prohibition against Bullying and Harassment: Bullying of students occurring in the school is prohibited and will not be tolerated. Our Code of Conduct outlines the positive behavior we want to see and the negative behavior that is not acceptable. For the purposes of this policy, "school" includes school buildings, school grounds, school sponsored activities, including social events, field trips, sports events, and similar school sponsored events and functions, and travel to and from school and/or school sponsored events.

Definition of bullying: Typically, bullying is a continuing pattern of intimidation or abuse by one or more persons against another person or persons, through verbal, physical, mental or written interactions in an attempt to gain

dominance over another. It can take many forms and occur in virtually any setting. Bullying includes, but is not limited to, the following types of behavior:

- Physical or emotional aggression against students
- Assaults on student property
- Cyber-bullying
- Oral or written threats, including by electronic means
- Threatening or demeaning looks or gestures
- Teasing, name-calling or putdowns
- Cruel rumors
- False accusations
- Social isolation, such as exclusion
- Other forms of intimidation or extortion

Intervention and Response to Alleged Bullying: Beth Tfiloh takes allegations of bullying seriously and will respond in a timely way to complaints and allegations of bullying. If it is determined that bullying has occurred, school officials will act promptly to impose corrective action as necessary. A school employee who observes, suspects or becomes aware of an act of bullying is expected to notify the school administration. (See chain of command addendum.) The offense is then immediately referred to the school response team. Depending upon the severity of the incident, school officials may implement a student safety plan; separate and supervise the students involved; provide staff support for students; and/or develop a supervision plan with parents. In addition, school officials may require the offender(s) to work with school personnel on better behavior; recommend that the offender(s) obtain counseling or other therapeutic services; impose disciplinary action. In addition, the parents of students who bully others may be brought to school to seek their support to change the behavior of their child.

Possible Consequences:

- Conference with the student to provide him/her with corrective feedback
- Re-teach behavioral expectations
- Mediate conflict between student or students and staff
- Create behavior contracts that include expected behaviors, consequences for infractions, and incentives for demonstrating positive behaviors
- Student completion of community service tasks
- Development of an open communication system between parents/guardians and school officials in order to address issues the student may be facing in a collaborative manner.
- Reflective activity, such as writing an essay, about the offense and how it affected the student, others, and the school.
- Loss of a privilege.
- Adjust the student's class schedule or placement to maximize behavioral improvement.
- Create a check-in/check-out intervention plan for the at-risk student with a caring adult in the school who tracks the student's behavioral progress and addresses his/her individual needs on a daily basis.
- Require daily or weekly check-ins with an administrator for a set period of time.
- Refer student to counselor, social worker, outside support source.
- Work with the student to choose an appropriate way for him/her to apologize and make amends to those harmed or offended.
- Arrange for the student to receive services from a counseling, mental health, or mentoring agency.
- Detention or in-school suspension, during which the student completes his/her work.
- Expulsion
- Police report

We are committed to the view that ALL members of the school community: students, staff and parents - have a shared responsibility to ensure that a climate exists where bullying is unacceptable and will not be tolerated. In the event that the school administration deems a child's behavior as detrimental to the safety of other members of the school community the most severe consequences will be imposed.

Advice for Parents

- Parents can help by discussing bullying with their children, particularly these key points
- NO person should suffer physical harm or personal abuse.

- It is an act of courage to report bullying, if it is happening to you OR if you see it happening to someone else.
- Bullying is NOT a part of the normal growing up experience.
- Fall-outs and changes of friendship groupings are not uncommon in young people but efforts should be made by all to ensure this does not lead to the isolation of any individual.
- The school always takes reports of bullying seriously and is always prepared to discuss the matter in confidence.
- Each case is treated individually - some require no more than a quiet word but extreme cases will result in firm action, including police involvement if necessary.

Advice for all students

- **SHARE** any problems by telling someone - your parents, any teacher, or any of the support staff.
- **WRITE** it down if initially you do not feel able to talk about your experience.
- Post it into the **CONFIDENTIAL POST BOX**.
- **EMAIL** us about it.
- **REMEMBER** the school will investigate claims of bullying but will do so in a sensitive way so those concerned are treated fairly and justly.
- **ELIMINATE** bullying by **REPORTING** incidents you see. Do not join in with bullying.
- **SUPPORT** those who experience bullying.
- **VALUE** the diversity which exists in our students and do not let differences give rise to inappropriate behavior.

If you are being bullied –

- **TELL** someone that you can trust. You have the right to be and feel safe.
- If you are being bullied – **IT’S NOT YOUR FAULT!**

If you are bullying someone -

- Do you know why and how you are bullying others?
- Bullying at school will not win you any real friends.
- Ask for help to stop your bullying of others – try talking to an adult you trust.

ADDENDUM- Chain of Command

Teachers must report incidents of bullying to:

1. Division Principal or school counselors
2. The Principal is then obligated to promptly share information with the Director of Education who will confer with the school response team.

SOURCES: for sources used in this protocol please see our website.

CELL PHONES and “IPOD” DEVICES

Students may only use cell phones during the following times:

- | | | |
|--------------------------|----------------------------|--------------------------------|
| - Before 8:00 a.m. | - During lunch | - After the school day is over |
| - During the Ezra period | - During the Mincha period | |

Ipods, ear buds and headphones may NOT be used at all during school hours.

Violations will result in confiscation of the student’s cell phone, Ipod or headphones until the end of the school day. Teachers observing the use of a cell phone or Ipods by a student during the school day are requested to confiscate the phone and give it to Mrs. Caryn Lerman or the Office.

GENERAL ATTENDANCE AND LATENESS

Students are required to attend all *Tefilot (Davening)*, classes and special events designated by the school. It is not always reasonable or feasible for a teacher to repeat or duplicate class work for a student who has been absent. It is, therefore, the responsibility of a student who misses a class to keep current with all material either covered in class or assigned for homework. Absence is not an automatic excuse for missed work or unpreparedness.

Students who are late or who have to miss school for family, medical, or other personal reasons *must bring a note of explanation from parents to the School Office. Students who are chronically late to school – even with a note from a parent – may be subject to disciplinary consequences.* A student returning from an absence of more than one week is required to present a note of explanation from his/her doctor to the School Office on the morning of his/her return to school.

All other notes for absence should also be presented to the Office upon arrival.

Accumulated school absences and latenesses are noted on report cards and transcripts sent to colleges.

LATENESS TO SCHOOL

SCHOOL BEGINS **AT 8:00 A.M.** Students are to be in Tefilah/davening at 8:05. If a student is late, he/she must have a note of explanation from a parent or guardian. Students who arrive late to school either with or without a note must report directly to the School Office to obtain a pass to enter *Tefilah/davening* or class. Unexcused lateness and chronic excused lateness will result in lunch detention during which time the student will perform service for the school. Any student arriving after **11:00 a.m. will not be allowed to participate in after-school activities, e.g. athletic games, school plays.** Mrs. Caryn Lerman, Coordinator of Discipline, will handle all lateness issues.

CLASS TARDINESS

Students are expected to be in their seats with required class materials when a class begins, regardless of whether the teacher is already present or not. A student who is not fully prepared for class to begin at the start of the period will be considered late. Students, therefore, may lose academic credit or serve detention for lateness or loss of preparation. If a teacher is more than five minutes late for a class, one student should notify the High School Office. The class should remain quietly in the room until it receives further instructions from the Office.

HALLWAY CONDUCT

When passing through the halls at all times during the school day or while at their lockers, students are responsible for maintaining the civil and orderly tone of the school. Running, shouting, rough-housing, or playing ball in the hallways will not be tolerated. Sitting or lying in the hallways is similarly inappropriate. Public areas are ultimately the jurisdiction of the administration, to whom a student will report for disciplinary action in the event that these areas are misused.

DETENTION

Unexcused lateness, class tardiness, violation of dress code or other school rules, as well as other types of inappropriate behavior are grounds for detention, and may preclude a student's participation in lunch or after-school activities, including athletics and arts practices/rehearsals and games/performances.

A morning supervised detention runs from 7:30 – 8:00 a.m.

Lunch detention runs from 12:05 – 12:55 on Tuesdays and Thursdays. Students given lunch detention will serve this time separate from the rest of the student body. Seniors who have lunch detention will not be allowed to leave campus on that day.

A faculty-supervised after-school detention period will run from 4:20 p.m. to 5:00 p.m., Monday – Thursday, and will be served the first available school day immediately following the infraction. During this time the student will engage in constructive activity for the benefit of the school community.

EARLY DISMISSAL

Students are not permitted to leave school grounds during the school day without permission from the Principal, Assistant Principal, Coordinator of Discipline, or Director of Education. Notes for early dismissal, which must be turned in to the School Office before the start of school, must specify the reason for the request and must be presented to the Office upon the student's arrival to school. These notes must include a telephone number where the parents or guardian can be reached during the day along with the parent's or guardian's signature. The final decision to dismiss, however, rests with the School Administration. No student will be allowed to leave school for early dismissal without a signed note from a parent.

All students leaving the building during school hours must sign out in the School Office and sign in again upon their return.

School premises include the High School buildings and sports fields, the Athletic Center, and the Arts Center building. High School students are not permitted in the Lower School and Middle School buildings without permission from the Upper School Office.

Students are not permitted to leave class until dismissed by the teacher. Students should anticipate the occasional possibility that they will finish the required class work or a test before the end of the period. They should be prepared to use the time for quiet study, homework or reading.

OFF-CAMPUS LUNCH PRIVILEGES

All students must remain on campus throughout the school day during which Beth Tfiloh remains accountable for the welfare of each of its students. An exception to this rule is the senior privilege to leave campus during two of the scheduled long lunches, which occur on Tuesdays and Thursdays. In order to avail themselves of this privilege, students need to file written permission of their parents for them to leave campus and to sign out at the School Office upon leaving and sign in again upon returning to school. **Students are reminded that they represent Beth Tfiloh throughout the day, that this privilege is indicative of the measure of trust which the school invests in its students, and that all standards of proper behavior as well as kashrut must be upheld off-campus as well as on school grounds.** This privilege may be denied or withdrawn at the discretion of the Administration if a senior's citizenship falls below expectations. Further, changes in a Tuesday or Thursday schedule may result in cancellation of off-campus lunch privileges without prior notice.

TESTS, HOMEWORK & ABSENCES

Homework is a natural and necessary part of the educational process. It is expected that students will do all assignments in a timely and complete fashion. Copying of another student's homework for submission will be considered to be cheating, and will be handled according to the Beth Tfiloh Academic Integrity Policy (see below).

It is expected that no schoolwork will be done on *Shabbat* or Holidays.

No High School student should have more than two major tests on the same day, or more than four tests a week. At times, however, this may be unavoidable. We trust that in these cases students and parents will be understanding. This policy does not apply to quizzes, which may be given at the discretion of the individual teacher.

If a student is absent from school, it is the student's responsibility to contact his/her teacher, a responsible classmate and/or check the website for missed work.

Students are responsible for all tests, quizzes and assignments scheduled prior to and during the absence. Parents and students need to be aware of each individual teacher's policy regarding late or missed assignments. Chronic absenteeism is a serious detriment to academic success and will be addressed by the Administration.

For students with prolonged absences or special circumstances, arrangements may be made with individual teachers to complete missed work.

If a student arrives late or leaves early from school, it is the student's responsibility to submit all work and take all tests that are scheduled for that day. As with any absence it is the student's responsibility to contact the teacher or a responsible classmate for missed work. **Grade Advisors and the Office do not collect homework at the high school level.**

ACADEMIC INTEGRITY / PLAGIARISM

Cheating or plagiarism, in any form, on a test, quiz, or paper (including the giving as well as receiving information) will be treated as a major breach of school regulations and will be grounds for immediate disciplinary action. The following is our protocol that will be used in the High School whenever an incident involving academic integrity occurs:

I. Introduction and Rationale:

In keeping with the goals set out in our mission statement, to promote the moral and ethical development of our students, we seek to create an ethical environment in which students demonstrate integrity in all areas of their lives. To this end, we dedicate ourselves to the education and guidance of our students so that they may choose “that which is straight and good... / *v'asita hayashar v'hatov...l'maan yitav lach*” (Deuteronomy 6:18). We also recognize that it is our responsibility to prepare students for the practical challenges of contemporary society, which include consequences for dishonest or unethical behavior on college campuses and in the work world.

II. Definitions:

Violations of the Beth Tfiloh Dahan High School Academic Integrity Code include, but are not limited to:

1. placing one's name on, or otherwise taking credit for, work that is not the student's own (either from another student, or a published author, whether from a print or internet-based source);
2. using another person's ideas or work in any way not specifically authorized by the teacher (all work is presumed to be individual work unless otherwise specified);
3. discussing questions or answers on a quiz or test, either while taking the quiz or test or before all students have taken it, unless such discussion is specifically authorized by the teacher;
4. receiving from or giving copies of a past or present quiz or test to another student without the explicit permission of the teacher;
5. using unauthorized notes, books, review sheets, cell phones, pagers, handheld computers, MP3 recorders, text-messages, or any other information devices during a quiz or test (this is the standard for SAT, ACT and AP exams);
6. copying from or doing work for another student or allowing someone else to copy or do one's own work, including homework;
7. collaborating on any assignment that has not been explicitly assigned as group work;
8. comparing one's work to that of another student before both students' work has been graded and returned.

Plagiarism is a specific case of academic integrity that entails intentional failure to attribute properly the sources for one's work. Proper citation of sources (written, visual, electronic, or oral) that are directly quoted, as well as sources that are summarized, paraphrased, or that in any way influence one's own ideas, writings, or work is the essence of academic integrity in writing.

The ease of electronic “copying and pasting” presents a distinctive challenge to our students as they learn the academic demands of the digital age. *Turnitin.com*, an on-line plagiarism detection service, assists teachers and students in evaluating cases of plagiarism. More detailed information about plagiarism can be found in Chapter 2 of the MLA handbook.

III. Disciplinary Procedures:

The following procedures relate to all types of academic integrity issues, whether a student has intentionally *given or received* unauthorized assistance on any type of work for a teacher in the High School:

First Offense

At the discretion of the administration in consultation with the teacher who identified the breach of academic integrity:

1. The student may receive a zero (0) on the assignment; however, this action will not result in a failing grade for the trimester.
2. If the student is a member of the National Honor Society (NHS), he/she may be placed on immediate probation from NHS, and, may not be allowed to participate in NHS activities or service for two (2) Trimesters, assuming no further breaches of academic integrity occur. Such action will follow NHS procedures, as stipulated by the NHS by-laws.
3. There may be consequences for the student's participation in athletic or extra-curricular activities.
4. The Coordinator of Discipline will create a file detailing the facts of the case.
5. The Coordinator of Discipline will notify parents that a first offense has occurred and will note this conversation in the student's file.
6. Additionally, the parent will be informed that any further breaches of academic integrity may carry stiffer consequences, including failing trimester or year grades, in-school detention or out-of-school suspension or expulsion, and reporting of all academic integrity incidents to colleges and universities.
7. The student may be referred to the School Counselor and/or the Assistant Principal as a way to help avoid further incident, in order to explore any underlying issue or misunderstanding that the student may have.
8. If there are no further violations of academic integrity prior to graduation, the file will be destroyed.

Second Offense

At the discretion of the administration in consultation with the teacher who identified the breach of academic integrity:

1. The student may receive a zero (0) on the assignment, which may result in a failing grade for the trimester.
2. If the student is a member of the National Honor Society (NHS), he/she will be removed from the Beth Tfiloh Chapter of the NHS, and will not be allowed to list membership in NHS as part of his/her college applications.
3. The student may serve a full-day in-school detention, and may not be allowed to attend classes with his/her classmates. If the student is a member of an athletic team or other school activity, he/she will not be allowed to practice, perform or compete on the day of the detention, or at other times prescribed by the administration.
4. The Coordinator of Discipline will notify parents that a second offense has occurred and will note this conversation in the student's file.
5. A parent will come to school to meet with the Coordinator of Discipline and to sign a form that acknowledges the penalties for the second offense.
6. A leadership position (student government, team captain etc.) may be suspended.

Third Offense

At the discretion of the administration in consultation with the teacher who identified the breach of academic integrity:

1. The student will receive a zero (0) on the assignment, and may receive a failing grade for the trimester and the year.
2. The student may serve an out-of-school suspension, the duration to be determined by the administration, and may not be allowed to attend classes with his/her classmates. If the student is a member of an athletic team or other school activity, he/she will not be allowed to practice, perform or compete on the day of the suspension, or at other times prescribed by the administration.
3. The student's permanent file will include all of the student's academic integrity incidents, which may be reported to colleges and universities.
4. The Coordinator of Discipline will notify parents that a third offense has occurred and will note this conversation in the student's file.
5. A parent will come to school to meet with the Coordinator of Discipline and the Principal and to sign a form that acknowledges the penalties for the third offense.
6. The student may be expelled from Beth Tfiloh Dahan Community High School.

DROP/ADD PROCEDURE

A student wishing to drop or add a course must pick up a Drop/Add form from the Office, Department Chair, or Grade Advisor, and return it to the Office after it has been signed by the appropriate individuals. As a general rule a student is discouraged from making a drop or adding a course after the first three weeks of the course. Following the completion of the Drop/Add Form, and having received a copy of his/her new schedule, the student will be allowed to change classes. His/her new schedule will be an admit pass to the new class. The student will be responsible for all missed work in the course to which she/he is transferring.

DRESS CODE

Our goal is to create an environment that is professional and respectful of the fact that we are an educational institution and one in which Torah is studied. Those values should be reflected in what our students wear and the way our students look. Any questions or inquiries regarding the dress code should be addressed to Mrs. Caryn Lerman, Coordinator of Discipline. Following is the dress code for students in Grades 9 – 12:

TOPS

- Shirts – Students will wear “polo” style or loose-fitting oxford (button down) shirts with a Beth Tfiloh logo available through our vendor, Lands’ End. Our dress code consists of approved colors of shirts (please see approved colors listing). Lands’ End brand shirts labeled “Fit for Her” are NOT approved as part of the Beth Tfiloh dress code.
- Turtlenecks & undershirts - (long and short-sleeve) in solid BT colors only are allowed to be worn under a loose-fitting uniform shirt (please see approved colors listing).
- Sweatshirts – The following sweatshirts & sweaters, vests, and fleece tops will be allowed to be worn over a uniform shirt:
 - Beth Tfiloh school logo sweatshirts and fleece in approved colors purchased from Lands’ End
 - Fleece Jackets – Beth Tfiloh team, tournament or organization sweatshirts or jackets, as long as they have not been altered in any way.
- Outerwear – No outdoor-type jackets may be worn in the building during the school day.

BOTTOMS

- **Pants** - In our effort to clarify issues of style and fit, we are specifying that all students in Grades K through 12 wear only the approved uniform pant styles specified below. In addition, pants must be loose-fitting, ankle-length, and may not drag on the floor or have frayed bottoms.

The following approved pants may be worn **in Khaki or Navy**:

- Cargo pants – All vendors approved, provided they are loose-fitting.
- Chino pants – All boys’ style chino pants are approved, provided they are loose fitting. Girls’ style chino pants are limited to the specific vendors and styles listed below:

Lands’End (khaki, classic navy):

- **Women’s School Uniform Women’s Regular Plain Front Blended Chino Pants** Item # 23112-15X6
- **School Uniform Women’s Stain Resistant Stretch Flare Pants** Item # 23112-55X4
- **School Uniform Women’s Plain Front Feminine Fit Pants** Item # 38125-25X8 Item # 38125-65X6 (flare leg)
- **School Uniform Girls’ Regular Stain Resistant Stretch Flare Pants** Item # 23112-35X5
- **School Uniform Girls’ Plain Regular Front Stain Resistant Stretch Chino Pants** Item # 21933-85XX
- **School Uniform Girls’ Feminine Fit Flare Pants** Item # 38125-35X2

Old Navy:

- **Women’s Perfect Khakis (khaki) #595183**
- **Women’s Ultra-Flared Perfect Khakis (khaki, classic navy) #675504**
- **Girls Stretch-Khaki Uniform Pants (khaki, uniform blue) #656300**

Target:

- **Girls' School Uniform Cherokee Core Pant or Pleated Pant**
Note: Target Capri, Stretch Capri and Leggings are not approved

Skirts & Jumpers - Knee-length or longer skirts may be worn, without slits (solid colors only). Uniform jumpers may also be worn – khaki, and navy, knee-length or longer. Plain, solid color leggings may be worn under skirts as long as the skirt meets the uniform standards.

KIPOT

- Boys must wear kipot. Nylon kipot will not be acceptable. Boys without a kippah will be required to purchase one from the School Office.

SHOES

- Sneakers and closed toe shoes are acceptable. Open-toe sandals, mesh slides, flip-flops, pool shoes, sport sandals, or any shoes resembling bedroom slippers are not permitted.

JEWELRY

- Modest amounts of jewelry are acceptable. Girls may wear earrings, but no other body piercings. Boys may not wear earrings or body piercings.

HAIR

- Hair must be kept neat and clean, and may not be dyed unnatural colors or shades.

Students may not attend class unless they are in conformance with the dress code. Where questions arise, administration discretion will be exercised.

BETH TFILOH DRESS CODE – APPROVED COLORS

Turtlenecks and Undershirts, Polo Shirts – Mesh or Interlock – Long Sleeved or Short Sleeved – with BT Logo

Black	Classic Navy	Grey Heather	Maize
Chambray Blue	Cobalt	Ice Pink	White

Oxford Shirts for Her with BT Logo – Blue and White

Oxford Shirts for Him with BT Logo

Blue	Long Sleeve Pattern Oxford – Blue/White
French Blue	Long Sleeve Chambray – Bleached Indigo
White	

Sweaters with BT Logo

Classic Navy	Maize	White
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Fleece / Sweatshirts with BT Logo

Black	Cobalt	Classic Navy	Grey Heather
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Official Dress Down Day Policy

- Jeans in good condition—no holes.
- Long or short sleeve shirts—no cropped sleeves. For girls, the shirts should be long enough to fully cover the waistline. T-shirts should have no inappropriate writing.
- No flip flops or sandals
- No sweats, sport pants or shorts unless otherwise specified.
- Boys must wear kippot.

All judgments are at the discretion of the Administration.

AUGUST/SEPTEMBER

Wednesday	August 31	9 th Grade and New Student Orientation Homecoming & Welcome Back at Varsity Soccer Game and BBQ 1 st Day of School	
Thursday	September 1		
Monday	September 5	Labor Day	NO SCHOOL
Wednesday	September 7	New Parent Dinner (6 p.m.) and Meeting (7:30 p.m.)	
Sunday	September 11	ACT exams	
Sunday	September 18	All School Block Party (5-7:30 p.m.)	
Wednesday	September 21	Senior Portraits	
Friday	September 23	Senior College Visit Day – NO CLASSES FOR SENIORS	
Wednesday	September 28	Erev Rosh Hashanah	NO SCHOOL
Thursday/ Friday	September 29/30	Rosh Hashanah	NO SCHOOL

OCTOBER

Sunday	October 2	Fast of Gedaliah SAT exams	
Tuesday	October 4	Back to School Night – 7 p.m.	
Friday	October 7	Erev Yom Kippur	NO SCHOOL
Monday/Tuesday	October 10/11	Pine Branch Sale, 7:30 – 9:00 a.m. & 3:30 – 6:30 p.m.	
Monday	October 10	Senior College Visit Day – NO CLASSES FOR SENIORS	
Wednesday	October 12	Erev Sukkot	NO SCHOOL
Thursday/ Friday	October 13/14	Sukkot	NO SCHOOL
Tuesday	October 18	Chief Justice Elana Kagen Speaks (7 p.m.)	
Wednesday	September 19	Hoshanah Rabbah	NO SCHOOL
Thursday	September 20	Shemini Atzeret	NO SCHOOL
Friday	September 21	Simchat Torah	NO SCHOOL
Sunday	October 23	ACT exams Komen Race for the Cure	
Tuesday	October 25	End of 1 st Trimester Interim Marking Period	
Wednesday	October 26	PSATs – Grades 10 and 11 – in school	
Friday	October 28	School Pictures, grades 9 - 11 Rosh Chodesh Cheshvan HS Shabbat Dinner	
Monday	October 31	AIMS Conference	SCHOOL OPEN

NOVEMBER

Tuesday	November 1	Parent/Teacher Conferences, 4:45 – 7:45 p.m.	
Sunday	November 6	OPEN HOUSE (2-4:30 p.m.) SAT exams Clocks Change (<u>back</u>) from Daylight Savings Time	
Wednesday	November 9	Parent/Teacher Conferences, 4:45 – 7:45 p.m.	
Fri./Sat.	November 18	9 th grade to Capital Camps for Activities and Shabbaton	
Sunday	November 13	Blood Drive	
Monday	November 21	A Taste of BT – Adult Learning w/ HS Teachers (7 p.m.) SAT exams	
Tuesday/Thursday	November 15/17	Drama Production – 7 p.m.	
Wednesday	November 23	All-School Convocation Alumni Day, Erev Thanksgiving	½ DAY SCHOOL
Thursday/Friday	November 24/25	Thanksgiving Holiday	NO SCHOOL
Tuesday	November 29	Senior Parents' Meeting – College Guidance and Israel Trip	

DECEMBER

Thursday	December 1	End of 1 st Trimester Marking Period	
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Sunday	December 4	SAT exams	
Wed. – Sun.	December 7-11	Weiner Basketball Tournament	
Sunday	December 11	ACT exams	
Monday	December 17	Fast Day – Fast of Tevet	
Fri./Mon./Tues.	December 16/19/ 20	Senior Life Skills Workshops	
Tuesday	December 20	1 st Night of Chanukah	
Friday-Monday	December 23- Jan. 2	WINTER BREAK	NO SCHOOL

JANUARY

Tuesday	January 3	School Resumes	
Friday/Saturday	January 13/14	School Observance of Martin Luther King’s Birthday Harrisburg Shabbaton	
Monday	January 16	Professional Day	NO SCHOOL
Wednesday	January 18	2 nd Interim Marking Period Ends	
Wednesday	January 25	Cultural Arts Night (7 p.m.) Rosh Chodesh Shevat	
Sunday	January 29	SAT exams	

FEBRUARY

Wednesday	February 8	Tu B’Shevat	
Sunday	February 12	ACT exams	
Tuesday/Thursday	February 14/16	Musical Production 7 p.m.	
Friday- Monday	February 17-20	Presidents’ Weekend	NO SCHOOL
Sunday	February 19	Musical Production 2 p.m.	
Thursday/Friday	February 23	Rosh Chodesh Adar	
Tuesday	February 28	End of 2 nd Trimester Marking Period for grades 9 - 11	
Wednesday	February 29	Final Exams begin for Seniors	

MARCH

Thursday/Friday	March 1/2	Final Exams for Seniors	
Friday	March 2	Last Day for Seniors/End of 3 rd trimester Marking Period for Seniors	
Monday	March 5	Senior Internships begin	
Wednesday	March 7	Fast of Esther	
Thursday	March 8	PURIM (Seniors in school)	12:30 DISMISSAL
Sunday	March 11	Begin Daylight Savings Time (turns clocks forward) SAT Exams	
Tuesday	March 20	9 th Grade parents’ Meeting – Placements (7:30 p.m.)	
Thursday	March 28	3 rd Trimester Interim Marking Period Ends	
Friday	March 30	Senior Internships End	

APRIL

Thurs.-Friday	April 5 – 13	Passover Break	NO SCHOOL
Sunday	April 15	Robot Challenge ACT exams	
Monday	April 16	School Resumes	
Thursday	April 19	Yom Ha’ Shoah	
Friday	April 20	All School Convocation and Send-off for Seniors	
Sunday	April 22	Seniors Leave for Poland and Israel	
Sun/Mon.	April 22/23	Rosh Chodesh Iyar	
Wednesday	April 25	Yom HaZikaron	
Thursday	April 26	Yom Ha’ Atzmaut	

MAY

Sunday	May 6	SAT exams	
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Monday-Friday	May 7-18	AP exams	
Thursday	May 10	Lag B'Omer	
Thursday	May 17	Night of One Act Plays (7 p.m.)	
Sunday	May 20	Yom Yerushalayim	
		Seniors Return	
Tuesday	May 22	Rosh Chodesh Sivan	
		Awards Night	
Wed-Fri	May 23-25	Senior Make-up Dates for AP Exams	
Friday	May 25	End of 3 rd Trimester Marking Period	
		Last Day of classes	
Sunday	May 27	Shavuot	
Monday	May 28	Shavuot	NO SCHOOL
		Memorial Day	
Tuesday	May 29	Reading Day for Exams	
Wednesday	May 30	Final Exams in a.m. and p.m.	
Thursday	May 31	Reading Day (9 a.m. – 12 p.m.)	
		Spring Formal	
<u>JUNE</u>			
Friday	June 1	Reading Day (12 – 2:30 p.m.)	
Sunday	June 3	SAT Exams	
Monday	June 4	Mandatory Graduation Rehearsal for seniors 10 a.m.	
		Final Exams in a.m. and p.m.	
Tuesday	June 5	Final Exam in a.m.	
Wednesday	June 6	Reading Day (9 – 3:00 p.m.)	
Thursday	June 7	Final Exams in a.m. and p.m.	
Friday	June 8	Make-Up Exams	
Monday	June 11	Graduation (7 p.m.) in sanctuary	
Monday/Tuesday	June 11/12	Professional Days for Teachers	

**In keeping with the custom of Beth Tfiloh, there will be no music oriented programs from Passover to Lag B'Omer.

NOTE: Many students and faculty members do not eat in observance of religious fast days throughout the year. As a result, students will not participate in athletics or other strenuous activities and tests and quizzes are not scheduled for these days. There may be a slightly different daily schedule on fast days and Rosh Chodesh (new month).

(Format I)

Day	1	2	3	4	5	6	7	8	9	10
Sept.			1#	2#	xx	xx	6	7	8	9
	12	13	14	15	16	19	20	21	22	23
	26	27	xx	xx	xx					
Oct.						3	4	5	6	xx
	10	11	xx	xx	xx	17	18	xx	xx	xx
	24	25	26	27	28	31				
Nov.							1	2	3	4
	7	8	9	10	11	14	15	16	17	18
	21	22	23*	xx	xx	28	29	30		
Dec.									1	2
	5	6	7	8	9	12	13	14	15	16
	19	20	21	22	xx					
Jan.						xx	3	4	5	6
	9	10	11	12	13	Xx	17	18	19	20
	23	24	25	26	27	30	31			
Feb.								1	2	3
	6	7	8	9	10	13	14	15	16	xx
	xx	21	22	23	24	27	28	29		
Mar.									1	2
	5	6	7	8	9	12	13	14	15	16
	19	20	21	22	23	26	27	28	29	30
Apr.	2	3	xx	xx	xx	16	17	18	19	20
	23	24	25	26	27	30				
May							1	2	3	4
	7	8	9	10	11	14	15	16	17	18
	21	22	23	24	25	xx	29 Rdg. Day	30 Final Exams	31 Rdg. Day in a.m.	
June										1 Rdg. Day in p.m.
	4 Final Exams	5 Final Exam in a.m.	6 Rdg. Day	7 Final Exams	8 Make-up exams					

May 22 = Awards Night – 7 p.m.

June 11 = Graduation – 7 p.m.

xx = no school

* = 1/2 day of school

= Special opening day schedule - change in rotation

Please note: The first two days of school we will follow a Day 3 and Day 4 schedule.

2011-2012
10 DAY CYCLE CALENDAR

(Format II)

Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1 st /D3#	1 st /SAT	1 st /D7	1 st /D9 End T1	1 st /XX	1 st /D8	1 st /D9	1 st /SUN	1 st /D7	1 st / Rdg Day
2 nd /D4#	2 nd /SUN	2 nd /D8	2 nd /D10	2 nd /XX	2 nd /D9	2 nd /D10	2 nd /D1	2 nd /D8	2 nd /SAT
3 rd /SAT	3 rd /D6	3 rd /D9	3 rd /SAT	3 rd /D7	3 rd /D10	3 rd /SAT	3 rd /D2	3 rd /D9	3 rd /SUN
4 th /SUN	4 th /D7	4 th /D10	4 th /SUN	4 th /D8	4 th /SAT	4 th /SUN	4 th /XX	4 th /D10	4 th / Exams
5 th /XX	5 th /D8	5 th /SAT	5 th /D1	5 th /D9	5 th /SUN	5 th /D1	5 th /XX	5 th /SAT	5 th /am Exam
6 th /D7	6 th /D9	6 th /SUN	6 th /D2	6 th /D10	6 th /D1	6 th /D2	6 th /XX	6 th /SUN	6 th /Rdg Day
7 th /D8	7 th /XX	7 th /D1	7 th /D3	7 th /SAT	7 th /D2	7 th /D3	7 th /XX	7 th /D1	7 th /Exams
8 th /D9	8 th /SAT	8 th /D2	8 th /D4	8 th /SUN	8 th /D3	8 th /D4	8 th /XX	8 th /D2	8 th /Make-ups
9 th /D10	9 th /SUN	9 th /D3	9 th /D5	9 th / D1	9 th / D4	9 th / D5	9 th /XX	9 th / D3	9 th /SAT
10 th /SAT	10 th /D1	10 th /D4	10 th /SAT	10 th /D2	10 th /D5	10 th /SAT	10 th /XX	10 th /D4	10 th /SUN
11 th /SUN	11 th /D2	11 th /D5	11 th /SUN	11 th /D3	11 th /SAT	11 th /SUN	11 th /XX	11 th /D5	11 th /Grad.
12 th /D1	12 th /XX	12 th /SAT	12 th /D6	12 th /D4	12 th /SUN	12 th /D6	12 th /XX	12 th /SAT	
13 th /D2	13 th /XX	13 th /SUN	13 th /D7	13 th /D5	13 th /D6	13 th /D7	13 th /XX	13 th /SUN	
14 th /D3	14 th /XX	14 th /D6	14 th /D8	14 th /SAT	14 th /D7	14 th /D8	14 th /XX	14 th /D6	
15 th /D4	15 th /SAT	15 th /D7	15 th /D9	15 th /SUN	15 th /D8	15 th /D9	15 th /XX	15 th /D7	
16 th /D5	16 th /SUN	16 th /D8	16 th /D10	16 th /XX	16 th /D9	16 th /D10	16 th /D6	16 th /D8	
17 th /SAT	17 th /D6	17 th /D9	17 th /SAT	17 th /D7	17 th /XX	17 th /SAT	17 th /D7	17 th /D9	
18 th /SUN	18 th /D7	18 th /D10	18 th /SUN	18 th /D8 I	18 th /SAT	18 th /SUN	18 th /D8	18 th /D10	
19 th /D6	19 th /XX	19 th /SAT	19 th /D1	19 th /D9	19 th /SUN	19 th /D1	19 th /D9	19 th /SAT	
20 th /D7	20 th /XX	20 th /SUN	20 th /D2	20 th /D10	20 th /XX	20 th /D2	20 th /D10	20 th /SUN	
21 st /D8	21 st /XX	21 st /D1	21 st /D3	21 st /SAT	21 st /D2	21 st /D3	21 st /SAT	21 st /D1	
22 nd /D9	22 nd /SAT	22 nd /D2	22 nd /D4	22 nd /SUN	22 nd /D3	22 nd /D4	22 nd /SUN	22 nd /D2	
23 rd /D10	23 rd /SUN	23 rd /D3 *	23 rd /XX	23 rd /D1	23 rd /D4	23 rd /D5	23 rd /D1	23 rd /D3	
24 th /SAT	24 th /D1	24 th /XX	24 th /XX	24 th /D2	24 th /D5	24 th /SAT	24 th /D2	24 th /D4	
25 th /SUN	25 th /D2 I	25 th /XX	25 th /XX	25 th /D3	25 th /SAT	25 th /SUN	25 th /D3	25 th /D5 END T3	
26 th /D1	26 th /D3	26 th /SAT	26 th /XX	26 th /D4	26 th /SUN	26 th /D6	26 th /D4	26 th /SAT	
27 th /D2	27 th /D4	27 th /SUN	27 th /XX	27 th /D5	27 th /D6	27 th /D7	27 th /D5	27 th /SUN	
28 th /XX	28 th /D5	28 th /D6	28 th /XX	28 th /SAT	28 th /D7 End T2	28 th /D8 I	28 th /SAT	28 th /XX	
29 th /XX	29 th /SAT	29 th /D7	29 th /XX	29 th /SUN	29 th /D8	29 th /D9	29 th /SUN	29 th /Rdg Day	
30 th /XX	30 th /SUN	30 th /D8	30 th /XX	30 th /D6		30 th /D10	30 th /D6	30 th /Finals	
	31 st /D6		31 st /XX	31 st /D7		31 st /SAT		31 st /Rdg Day in am	

May 22 = Awards Night 7 p.m.

June 11=Graduation 7 p.m.

The first two days of school we will follow a Day 3 and Day 4 schedule.

* Half-day of school XX=No School

#=Special opening day schedule-change in rotation

T = Trimester

TIME/BELL SCHEDULE

PERIOD	MON. and THUR.	TUESDAY	WEDNESDAY	FRIDAY SCHEDULE
Tefilah/davening	8:00 – 8:50	8:00 – 8:35	8:00 – 8:35	8:00 – 8:35
Ezra	8:55 – 9:05	8:40 – 8:50	8:35 – 8:45	8:40 – 8:50
PD 1	9:10 – 10:05	8:55 – 9:55	8:45 – 9:40	8:50 – 9:30
PD 2	10:10– 11:05	10:00 – 11:00	9:45 – 10:40	9:35 – 10:15
PD 3 Assembly Assembly/ Clubs SWAP Period	11:10 – 12:05	11:05 – 12:05	10:50 – 11:45 11:50 – 12:45	10:20 – 11:00 11:05 – 12:20 Assem. 11:05-11:35/ Clubs 11:40 -12:20
Lunch	12:05– 1:00	12:05 – 1:00	12:45 – 1:15	12:20 – 12:50
PD 4	1:00 – 2:00	1:00 – 2:00	1:15 – 2:10	12:50 – 1:30
				Mincha 1:30 – 1:50
PD 5	2:05 – 3:00	2:05 – 3:00	2:15 – 3:10	1:50 – 2:30
Mincha	3:00 - 3:20	3:00 – 3:20	3:10 – 3:25	-----
PD 6	3:20– 4:15	3:20– 4:15	3:25 – 4:15	No period 6

On days that there is a scheduled 1/2 day of classes, dismissal for the High School will be at 12:30 p.m.

ARTS

The Creative Arts program at Beth Tfiloh High School is varied and rich, providing opportunities for instruction and performance in visual art, instrumental music, dance, drama, film, photography, vocal music, musical theatre, and technical theatre. The School celebrates accomplishment and growth in this important educational arena as part of our mission to educate the whole child.

High School students have the opportunity to involve themselves in the Arts in numerous ways. All students meet during a Grade Wide Arts Period (GWAP) once each week, during which time they have the opportunity to take foundational arts courses and arts electives. In addition, all students either participate in a vocal or instrumental performing group (choir, band, etc.) or they can select to participate in a variety of other Arts related classes (art studio, photography, etc.) during a School Wide Arts Period (SWAP), which also meets once each week. Interested students may choose to become involved, both on stage and behind the scenes, in three major stage productions throughout the year - a musical production, a non-musical dramatic production, and the Evening of One Act Plays. We are so proud that our students' productions have won critical acclaim year after year by the Cappies, the High School Theatre Critics and Awards Program.

Participation in Arts is a privilege, and participation is conditioned upon full compliance with school policy and procedures, including timely arrival and successful academic achievement

ATHLETICS

Beth Tfiloh Dahan High School offers a full program of competitive sports with other independent schools in the area, including girls' and boys' basketball, soccer, track and field, lacrosse, tennis, cross country and golf; girls' volleyball, boys' baseball and girls' softball. An athletic fee for each season will apply to athletes on these teams (Information about this will be included in the Athletic Packet provided to parents). We are members of the Maryland Interscholastic Athletic Association (MIAA, boys) and the Interscholastic Athletic Association of Maryland (IAAM, girls).

It is important to understand that at all sports team participants and spectators are representatives of the Beth Tfiloh Dahan Community School. The highest values of good sportsmanship and *Midot Tovot* are to be upheld at all times.

Participation on team sports at Beth Tfiloh is a privilege, one that adds much to a student's character and sense of accomplishment, but a privilege nonetheless to be earned and not a right to which he/she is entitled. Accordingly, **students involved in team sports who are absent, suspended, late to school (after 11:00 a.m.) or serving before-school or after-school detention on the day of a game, will not be permitted to participate in that day's game.** In cases where a student experiences difficulty in maintaining academic standards, i.e. students who receive either two "D's" in one quarter or an "F" in any subject, he/she will be placed on academic probation and may continue on a team only at the Principal's discretion.

Any student whose behavior in school is inconsistent with the standards and principles of Beth Tfiloh may be placed on behavioral probation and forfeit the privilege of participation on team sports at the discretion of the Administration.

COMMUNITY SERVICE

Giving of oneself to others develops character and social conscience and matures a student in ways no other aspect of the school curriculum can achieve. This is especially so within the setting of a Jewish school, whose traditions and literature place so much stress on *Gemilut Hesed* and *Tzedakah*. *Lo HaMidrash ha'ikar, eleh haMa'aseh*, "It is not discussion which is of the essence but rather specific action."

Students at Beth Tfiloh are given the opportunity to act on the values and attitudes that compose the core of our curriculum by participating in various types of community service. **The following program of community service has been instituted as a requirement of graduation for all High School students.**

Freshmen:	18 hours/year
Sophomores:	30 hours/year

Juniors:	36 hours/year
Seniors:	<u>36 hours/year</u>
Total requirement:	120 hours/4 yrs.

Up to 20 additional hours can be carried over towards the fulfillment of the next grade's community service requirement.

It is recommended that the hours be split between school-based service, Jewish community –based service and other community service of your choice. Beginning with the 2015 class, of the 120 hours total required throughout their High School years, students must fulfill **at least 10 of their hours in three different categories**: Jewish Community, General Community and School Service

All decisions regarding community service hours are up to the judgment of the Grade Advisors. Detailed descriptions of the Community Service program will be sent in the Student Handbook late in the summer. If you would like more details before then, feel free to call the office. 410-486-8991.

Examples of *acceptable* community service:

- Nursing homes, hospitals, senior citizen organizations
- School tutorials, private tutoring to disadvantaged
- Service organizations, synagogues, Associated, JCC
- Leading children's groups in synagogue
- In-school assistance in office or library
- Shiva minyanim, calling on the sick, elderly or mourners
- Animal organizations such as Humane Society, SPCA, etc.

Examples of *unacceptable* community service:

- Personal babysitting (even without pay)
- Private party assistance (unless special circumstances)
- Attending regular synagogue services (except special circumstances)
- Work at private business entities and medical offices – even without pay
- Political Campaigns

Community Service log sheets must be signed by the supervisor of the service organization. Log sheets may not be signed by a parent unless the parent heads the service organization.

THE BETH TFILOH CHAPTER OF THE NATIONAL HONOR SOCIETY

The purpose of this organization is to promote and recognize outstanding scholarship, service, character and leadership. Students must demonstrate outstanding scholarship by maintaining a cumulative, unweighted average of 3.6 adjusted for each honors or AP course. A student must demonstrate leadership and commitment to service by being a leader in one school organization or by being an active participant in two organizations. One of the two may be a sports team. One activity may be outside of school but the student must demonstrate strong leadership qualities. No student who has been the subject of a disciplinary action during the first trimester will be considered for membership, and all members must complete the community service requirement each year. In addition, successful candidates meet the highest standard of character and ethical conduct. This includes, accepting criticism, respect, courtesy, honesty, responsibility, and being helpful to others.

Students may be invited to become NHS members if they fill out the required form and meet or exceed the basic requirements following the 1st trimester of the sophomore year. Re-evaluations by a faculty committee occur after the first trimester junior and senior years as well for those students who were not eligible initially.

HONOR ROLL

On each academic report, students who meet the following criteria will be identified on their report cards. All grades will be considered equally, i.e. Jewish and General Studies, Honors or AP. Trimester grades must be all A's and B's with a greater number of A's. The trimester report may not contain any C's, D's, incomplete or failing grades.

SENIOR INTERNSHIP

Following the second trimester seniors take part in a volunteer, unpaid internship of their choice in order to experience professions and careers of interest to them. This program is coordinated by Mrs. Susan Sless and has proven to be one of the highlights of the senior year. Some of the internships from previous years have been with area hospitals, political leaders, non-profit organizations, attorneys, the Baltimore Orioles, private and public businesses, and the Baltimore Sun.

SENIOR POLAND AND ISRAEL TRIP

The Land and State of Israel is a central element to our mission at Beth Tfiloh. We celebrate Yom HaAtzma'ut and Yom Yerushalayim and mourn on Yom Ha'Zikaron. Various courses and programs throughout the year explore Israeli politics, commune society, and history. Speakers are frequently invited to give students first-hand updates of events in the Middle East. Israel's successes are collectively celebrated; when tragedy strikes, Beth Tfiloh grieves as one school. Seniors are encouraged to spend a year following graduation in study at one of Israel's universities, yeshivot, or seminaries, and Aliyah is considered an important expression of our religious and national commitment as modern Jews.

The most significant Beth Tfiloh program designed to inspire a lasting commitment to the State of Israel is the Senior Trip to Israel and Poland, the completion of which is usually necessary for graduation. Students will follow an itinerary specifically created to serve the needs of our seniors. In addition to extensive touring of Jerusalem, Tel Aviv, Haifa, the Negev, and the Galil, students will also benefit from guest speakers, special seminars, evening programs, archaeological digs, and time to visit relatives or to pursue special interests.

Seniors participating in the trip to Israel and Poland are required to conform to all behavioral policies explained in this handbook. Failure to conform to expected standards of behavior will result in consequences ranging from students being denied access to specific parts of the program, students being sent home from the trip at parental expense, or other disciplinary actions at the discretion of the Administration.

Because of the considerable cost of the trip, (to be announced after the fall holidays), it is suggested that parents begin to plan early to put money in savings to prepare adequately. *We recommend you do this as early as Freshman year, if not before.* Those who cannot pay the full cost may apply for confidential financial assistance by emailing Harriet Rosen at hrosen@btfiloh.org. In addition, the senior class also undertakes fundraising efforts of its own. Hopefully, the concern for future classmates expressed by previous graduates and their families will continue to be a tradition at Beth Tfiloh.

GRADUATION REQUIREMENTS
For Beth Tfiloh Dahan Community High School

General Studies

English	4 years	4 credits
History	4 years	4 credits
Science	4 years	4 credits
Mathematics	4 years	4 credits
Arts	2 years	2 credits
Physical Education	2 years	<u>2 credits</u>
Total		20 credits

Judaic Studies Program

Hebrew Language	4 years	4 credits
Jewish History	4 years	4 credits
Biblical Literature (Tanakh)	4 years	4 credits
Rabbinic Literature (Talmud)	4 years	<u>4 credits</u>
Total		16 credits

Additional Requirements

Academic Elective (Spanish, etc.)	4 years	4 credits
Community Service	4 years	120 hours
Senior Thesis		1 credit
Senior Israel Seminar		1 credit
Senior Internship		<u>1 credit</u>
Total		7 credits

Graduation Total 43 credits

A student may earn a Beth Tfiloh diploma upon completion of:

- ◆ All required course work
- ◆ 20 General Studies credits
- ◆ 16 Judaic Studies credits
- ◆ Additional Community Service Requirements
- ◆ Senior Thesis, Israel Senior Seminar, Senior Internship

**CREDIT FOR PROGRAMS OTHER THAN THOSE OFFERED DURING THE REGULAR
SCHOOL DAY AND YEAR**

Opportunities exist for obtaining such credit under the following conditions:

1. A student who transfers into Beth Tfiloh from another accredited secondary school will receive credit for those equivalent courses that appear on an official transcript as having been successfully completed at the prior secondary school.
2. A student may receive credit, with prior approval of the Principal or Director of Education, for courses taken and passed in an accredited college or secondary summer school.

3. A student may receive credit by examination for a course, based on private tutoring by a certified teacher, provided that:
 - a. The student is making up course work that he has previously failed OR the student is making up work that has been missed in class due to extended absence OR the student is taking a course that is out of our traditional sequence.

AND

- b. The student has obtained prior administrative approval to obtain credit in such a manner.

COLLEGE GUIDANCE

The College Guidance program at Beth Tfiloh Dahan High School is under the direction of Mrs. Jean Ginsberg, Mrs. Halaine Steinberg, and Mrs. Reena Zigelman. Beginning in the eleventh grade and continuing through the senior year, students together with their parents meet with a counselor to set goals and develop a plan for college selection. In addition to these meetings, representatives from various colleges and universities will be visiting Beth Tfiloh throughout the year, and in order for students to meet with and ask questions of these representatives. Class sessions are also scheduled which deal with a variety of college-related topics. Students will meet with a counselor individually on an ongoing basis to monitor the application process.

Beth Tfiloh students and parents will be offered the opportunity to participate in the Association of Independent Maryland Schools' (AIMS) College Fair in the spring of their junior year. Also, we will offer additional programs focusing specifically on the college admissions process from the perspective of a college or university office of admissions. Matters relating to financial aid will also be raised at these meetings.

At Beth Tfiloh, we encourage our students and parents to consider the quality of Jewish life on campus when choosing colleges and universities. We also discuss the options available for study in Israel after graduation from High School. Mrs. Laura Shaw Frank and Rabbi Yehuda Oratz are advisors for Israel Programs and help students considering an Israel experience.

PSAT/SAT/ACT/AP EXAMS

The SAT Reasoning and Subject Tests, as well as the ACT exams, are used widely to evaluate a student's academic potential for success in college. They are not a measure of innate intelligence, and they are not the only criteria by which colleges judge an applicant's suitability for college. Issues relating to character, consistency of performance in high school, and the ability to persevere in the pursuit of achievement, extra-curricular involvement and community service all contribute significantly to a student's application.

In keeping with the ideal of maintaining one's Jewish identity and heritage while fully participating in American society, Beth Tfiloh will sponsor parallel Sunday administrations of the SAT Reasoning and Subject Tests and the ACT tests to take place on the same weekends as the Saturday administrations of these tests elsewhere. In order to register for a Sunday test, students must see the High School Office for a "Sunday Test" letter that must accompany your registration. The dates for the Beth Tfiloh Sunday Administration of the SAT Reasoning and Subject Tests are 10/02/11, 11/06/11, 12/04/11, 1/29/12, 3/11/12 (Reasoning only), 05/06/11, 06/03/12. The Sunday dates for the Beth Tfiloh Sunday Administration of the ACT tests are: 09/11/11, 10/23/11, 12/11/11, 02/12/12, 04/15/12, and 6/10/12. The PSAT Test will be given to all sophomores and juniors on Wednesday, 10/13/10 in school. Registration for PSATs will be handled in school.

Student who currently utilize testing accommodations in school may be eligible for similar accommodations on the PSAT/SAT/AP and ACT exams. Please contact Mrs. Deborah Rapoport at 410-413-2235 to inquire about the application process.

AP exams are offered the first two weeks of May. Students who are enrolled in courses designated as "Advanced Placement" are not required to take the AP exam in May in order to have AP designation on their transcript. Teachers will continue to encourage students to take the AP exam because it represents the culmination of a rigorous AP curriculum and because colleges will expect to see an AP exam grade that corresponds to an AP course listed on a

student's transcript. Students who sign-up to take the AP exam may cancel at any time up to the day of the exam without academic penalty.

In order to assure that every student has mastered the AP curriculum for which they have received credit on their transcript, each class with AP designation will hold a year-end cumulative assessment that reflects the design and difficulty of the AP course. This assessment will be administered to each student in the class and will count for 10% of the student's final year-end grade.

In order to accurately reflect the level of difficulty and the amount of work required for AP classes, the GPA "bump" for Honors and AP will no longer be the same. AP classes will earn ½ quality GPA point higher than Honors classes, beginning with the 2011-2012 school year.

EXTRA-CURRICULAR ACTIVITIES AND CLUBS

The school provides a wide range of extra-curricular activities and special interest groups under the supervision of Mrs. Cherie Brownstein, Director of Co Curricular Programming, and other faculty advisors. In addition to Student Government committees, there are many opportunities for involvement and growth in the school community. High School students can participate in various publications such as the High School newspaper, INSIGHT, the school yearbook, *Kadima* and the literary magazine, *Shalsholet*.

In an effort to allow greater participation in a wider variety of activities and clubs, we have built into our schedule one period every ten days known as Club Period. During this Club Period, students will participate in either a committee or activity of their choice coordinated by a BT faculty or staff member. This new project has been carefully planned by Administration, faculty and students. Clubs include Scrabble Champions, International films, Classical Music appreciation, Badminton, and Habitat for Humanity.

Special programs are planned during the year which focus on Jewish values, practices, and holidays, including *shabbatonim*, trips, and various *hesed* projects. These programs touch on the very essence of the Beth Tfiloh experience, and it is our goal for students to participate in the planning and implementation of these activities.

Beth Tfiloh students are also encouraged to participate in national programs designed to expose Jewish students to national and international issues. Our students have been active participants in the Yeshiva University Model United Nations, Panim-El –Panim in Washington, AIPAC Conventions and Ematai Conferences.

In addition to the school clubs and activities, students are encouraged to explore their personal and family Jewish identification through participation in national youth groups such as NCSY, USY, NFTY, *B'nei Akiva*, *BBYO*, and other groups sponsored by students' synagogues.

HIGH SCHOOL STUDENT GOVERNMENT

The Beth Tfiloh Dahan High School student body has a Student Government whose role is to ensure that students have a means by which to express their views, to plan student activities and, most importantly, to help to foster school spirit and effect change. This council is composed of officers who are elected annually, as well as class representatives from each of the grades. The officers for the Student Council for 2011-12 are:

President	Eric Manski, '12
Vice President	Noah Ferentz, '12
Treasurer	Michael Schwartz
Secretary	Drew Gertner

12th Grade Representatives – Sarah Greenberg, Yaniv Yaffe

11th Grade Representatives – Phil Treisman, Elliot Staiman

10th Grade Representatives – Corey Gold, Raanan Gurewitsch

9th Grade Representatives will be elected in the 1st trimester of the academic year.

All participants are invited to serve on the various Student Government committees such as Social Action programming, Judaic programming, Sports, Fund-Raising, School Spirit, etc. Students are encouraged to work collectively for the benefit of the school, which is seen as a laboratory in which to prepare citizens for assuming an active role in shaping their democratic society. The Advisor for the High School Student Government is Mrs. Cherie Brownstein.

EZRA

(Extra Help Time)

Each morning, following Tfila and before period 1, all High School teachers who are in the building are expected to be available, in their offices, to assist students with questions and concerns relating to academic and co-curricular concerns.

TRANSPORTATION POLICY

The following policy and guidelines have been adopted by the Beth Tfiloh Dahan Community School to ensure that every trip to school, to extra-curricular activities, or to home is safe. It is the fervent hope of the Safe Transportation Committee that all members of the Beth Tfiloh community will follow these guidelines for all motor vehicle travel at all times.

Part One: Drivers

- All drivers of vehicles transporting students shall comply fully with the provisions of the laws of Maryland which are applicable to these drivers.
- Any school-age driver must be fully licensed. **No student with a learners' permit may transport other students, even if accompanied by a licensed driver.** The student must maintain a safe driving record. Students who drive irresponsibly on school property will be subject to disciplinary action, including suspension and revocation of driving privileges on campus. Students must register any vehicle driven to school with the High School Office, and obtain a vehicle registration "hang tag" to be displayed at all times from the rear view mirror of the car.
- Drivers are prohibited from using cell phones for texts or conversation while driving.

Part Two: Vehicles

General Vehicle Requirements:

- All vehicles used to transport students shall meet school bus or passenger vehicle specifications, licensing, and inspection requirements as prescribed by the laws of Maryland.

Occupant Protection:

- All passenger cars, station wagons, recreational vehicles, light duty trucks and vans will have a functional seat belt, i.e. lap shoulder harness combination or lap belt only, for each passenger. **Every child** under 8 years old must ride in an appropriate child restraint unless the child is 4 feet, 9 inches or taller, or weighs more than 65 pounds. **Every child** from 8 to 16 years old who is not secured in a child restraint must be secured in a vehicle seat belt.
- The driver will assure that every passenger in every seating position is properly **seat belted**. No one will be transported unless he is properly belted. No one may be transported in the back of a station wagon, hatchback, van or recreational vehicle unless there is both a seat and a seat belt available. All heavy objects, books, and lunch boxes must be stored in the trunk or low on the floor to avoid their becoming missiles during a crash and causing injury.

Insurance:

- All vehicles must be covered by a public liability and property damage liability insurance policy.
 - It is recommended that the vehicle owner check his insurance policy to ascertain that there is sufficient coverage for a child-per-seat belt plus the driver if a crash should occur.

TRANSPORTATION - DISMISSAL PROCEDURES

All buses will pick up at the Synagogue circle drive. Pick-up from this location permits carpools to use the entire High School main entrance area for car pool pick up. This helps to speed things up as well as prevent the congestion created by the buses.

IMPORTANT RULES TO REMEMBER

1. **AT ALL TIMES FOLLOW THE DIRECTIONS OF THE CAR POOL ATTENDANT ON DUTY.**
2. The car pool pick up lane must be a single file. **Move forward as far as possible.**
3. Entrance and exit routes must be followed to prevent confusion over right of way in the parking lot area.
4. Absolutely no parking is allowed in the car pool or bus lanes (yellow curb). If you need to enter the building, park your car in a designated parking space.
5. Faculty, students and visitors shall park only in designated areas.
6. **In accordance with new cell phone guidelines no one is allowed to be on the cell phone and/or texting while in the carpool line.**

HIGH SCHOOL STUDENTS MUST PARK ON THE UPPER HIGH SCHOOL LOT ONLY. Failure to park in the designated location will result in a student losing his/her privilege to drive to school.