



PARENT AND STUDENT HANDBOOK

**Kohelet Yeshiva High School
2019-2020 Academic Year**

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WELCOME LETTER TO STUDENTS

Dear Students,

It is our belief that Kohelet Yeshiva High School provides an environment that will cultivate within you a desire to grow as a person and as a Jew, to find yourself and your unique talents, to uncover your passions, to hone and augment them, and to safely discover what matters most to you in the world. It instills in you a deep connection to Torah, the State of Israel, and an appreciation for the value of lifelong learning. It's a place to build relationships. It gives you the space to stumble, pick yourself up, and try again. It offers you avenues to become inspired. It provides you with the opportunity to ask deep questions and to discover answers that resonate powerfully with you.

In addition to nurturing students academically and religiously, we also aim to create a community predicated upon honesty, empathy, respect, and responsibility. This requires establishing communal norms, educating towards those norms, and, at times, redirecting a student who strays from these norms. This handbook outlines these norms and contains important information that governs student rights and responsibilities. Kindly read through it and complete the Handbook Acknowledgment Form that has been sent to you. Please be in touch with any questions or concerns.

We look forward to joining you on your quest, engaging you on your journey, encouraging you to pursue your dreams, and watching, with pride, as you find your inner self.

With confidence in your ability to succeed,

Rabbi Aaron Horn
Dean of Students

Dr. Jeremy Sullivan
Director of General Studies

Mrs. Melissa Perl
Director of Limudei Kodesh

MISSION STATEMENT

MISSION

Kohelet Yeshiva is a warm and embracing Modern Orthodox K-12 yeshiva day school committed to cultivating Bnei and Bnot Torah who think critically and creatively while exuding confidence and compassion.

The Elementary and Middle School Divisions, known as Kohelet Yeshiva Lab School and Kohelet Yeshiva Middle School, are committed to utilizing replicable, empirically supported, student-centered methods of pedagogy in order to maximize learning for all students in both Judaic and General Studies and advance the field of Jewish Education.

The High School division, known as Kohelet Yeshiva High School, builds on these foundations by nurturing the talents and potential of every student while equipping them with the skills and knowledge they will need to succeed and to lead in the best yeshivot and seminaries, the finest colleges and universities, and well beyond.

PASSION & PRINCIPLES

OUR COMMITMENT TO TORAH

Kohelet strives to create a community of knowledgeable and passionate students who are committed to Ahavat Hashem and Yir'at Shamayim, in an environment that fosters a love of Torah study and a dedication to Halakhah. As such, Kohelet's curriculum emphasizes the primacy of Torah study, in a manner that encourages both sophisticated textual analysis and enduring spiritual relevance. Kohelet is devoted to the importance of providing such opportunities equally for both men and women throughout all divisions, while cultivating a culture of mutual respect and spiritual growth through single gender classes in the Middle and High School divisions. Kohelet's Beit Midrash provides opportunities for intensive study beyond the classroom while modeling the centrality of a vibrant makom Torah and the pursuit of lifelong limud ha-Torah for all members of the Jewish community.

OUR COMMITMENT TO GENERAL STUDIES & THE ARTS

As a Modern Orthodox institution, Kohelet believes that knowledge and love of G-d is fostered through an appreciation of the beauty, complexity, and wisdom found throughout G-d's multifaceted world. Therefore, Kohelet provides its students with an innovative and rigorous college preparatory General Studies education that reaches toward the highest standards of academic excellence and emphasizes inquiry and exploration in all disciplines. Kohelet also believes that an appreciation for the arts is important to the creation of spiritually integrated and culturally literate individuals, and therefore plays a meaningful part in every student's educational experience.

OUR COMMITMENT TO ISRAEL

Through an understanding of the unfolding of Jewish History and through immersion in modern Hebrew language and culture, Kohelet strives to imbue its students with a love of Am Yisrael, Eretz Yisrael, and Torat Yisrael. In order to deepen their connection to Medinat Yisrael and religious Zionism, students are taught to advocate for Israel and are encouraged to spend time following graduation from high school, living and learning there.

OUR COMMITMENT TO OUR COMMUNITY

The Kohelet educational experience fosters social and emotional growth by encouraging and enabling students to become active, reflective, and caring citizens of their school, their country, and the global community at large. Kohelet inspires and empowers its students to utilize the skills, content and values imparted to them across all disciplines to make their world a better place.

Who's Who

Administration

Head of School
Director of General Studies
Director of Limudei Kodesh
Dean of Students
Executive Director
Director of Admissions
Director of Finance and Human Resources

Rabbi Dr. Gil S. Perl
Dr. Jeremy Sullivan
Mrs. Melissa Perl
Rabbi Aaron Horn
Mr. Stuart Gasner
Mrs. Amanda Israel
Mr. David Ullman

Guidance

Director of the Learning Center
Director of College Guidance & Academic Advising
School Counselor
Israel Guidance Counselors

Dr. Lea Keil Garson
Ms. Lisa Frankel
Mrs. Sara Kalish
Rabbi Dani Bauer (Boys)
Morah Esti Honig (Girls)

Administrative Support

Director of Operations
Educational Office Manager
Registrar
Administrative Coordinator
Assistant to the Head of School and Advancement Team

Mr. Isaiah Scoufield
Ms. Lena Dolitsky
Ms. Mary Black
Mrs. Sharon Joshowitz
Mrs. Miriam Gowar

Academic and Program Leadership

Athletic Director
Department Chairs

Rabbi Josh Friedman
English - Dr. Eileen Watts
History - Mr. Barry Kirzner
Ivrit - Ms. Orna Torgeman
Math - Ms. Alicia Sussman
Science - Mrs. Diane Weintraub
Gemara - Rabbi Aaron Horn
Tanach - Mrs. Melissa Perl
Rabbi Jonny Gordon

Director of Experiential Education

To contact individual teachers, please email them at their school email address. This is the first letter of their first name followed by their complete last name. For example, to contact Jon Smith, send an email to jsmith@koheletyeshiva.org.

The Academic Program

Kohelet Yeshiva High School provides a thorough dual curricular program in both religious and general disciplines. Our goal is to nurture the talents and potential of all students while equipping them with the skills and knowledge to succeed and lead in the years to come. To these ends, our students must meet the following course requirements. These requirements surpass state minimums.

English	4 years
Gemara	4 years
Halacha	4 years
History	4 years
Ivrit	4 years
Jewish Outlook	2 years
Math	4 years
Music/Art	2 years
PE	4 years
Science	4 years
Tanach	4 years

Placement

The appropriate Department Chairs, alongside Mrs. Melissa Perl for *Limudei Kodesh* and Dr. Jeremy Sullivan for General Studies, determine placement in all courses. This placement takes into account academic records as well as input from teachers, the student, and the student's parents. While the criteria for placement in AP and Advanced courses may vary slightly by department, in general these courses require high grades in honors classes, strong teacher recommendations, a previous record of timely and successful completion of assignments, and above-average standardized test scores.

Honors and AP Course Requirements

For specific criteria regarding placement in General Studies Honors and AP classes see Appendix C below. Exceptions to these criteria can be made by Department Chairs in extenuating circumstances.

- Due to the rigor of AP courses in addition to the overall rigor of our dual curriculum, students may take no more than two AP courses in the same academic year. To be considered for a third AP course a student must have maintained at least a 3.75 *unweighted* GPA in the previous school year and must be approved by division heads in General and Judaic Studies as well as the school college counselor.
- Honors and AP level courses require more time outside of the classroom to complete assignments, papers, practice tests, and homework.
- The expectation is that AP students will register for the AP exam by November 1st and will sit for the take the AP exam at the end of the course
- Students may not be exempt from another course in order to take an AP course with potential exceptions in the case of scheduling conflicts.

Add/drop dates

Students who wish to move up or down a class level must obtain approval and make the change by a specified date. In the first semester, the switch must occur by November 15 and, for classes that begin second semester, by March 15. The grades they received until that point will be added to the new gradebook and will be factored into the new class according to the number of weeks that they were in the previous class. Freshmen are allotted an additional two weeks in each semester to make a switch. Students who wish to move down a class level beyond this date must obtain approval from the teacher and administration. Once that permission is granted, he or she can move to a lower level class but the grades they received until that point will be factored into the new class according to the number of weeks that they were in the previous class.

Test and Assignment Guidelines

Assessments provide critical feedback for both the student and the teacher as to how the student is progressing in class. The school has established the following guidelines concerning assignments:

Homework is approximately 20 minutes of work per 40 minute period per night. Teachers will include clearly defined homework policies outlining point deductions for late homework as well as a deadline past which homework will not be accepted.

No more than a total of 5 tests, major papers or projects may be due per week (4 for freshmen). A maximum of 2 tests, papers, or projects may be given/due per day. Tests, essays, and projects must be announced to the class and posted on the test calendar a full calendar week in advance.

Teachers are encouraged to give students opportunities to complete work and assessments during class that ask them to demonstrate what they have learned in class and from homework. These opportunities do not need to be about memorizing facts or information but about synthesizing what has been learned and applying material learned to a new source or concept.

In contrast, quizzes assess students on their ability to memorize facts and information. A quiz may only assess a few days worth of material and should not be worth more than approximately 20% of a test grade. The amount of time needed to study for a quiz should be considered part of the nightly homework for the class and thus, even when combined with other homework, should not exceed 20 minutes per night. Tests are defined as assessments that exceed one or more of these criteria. A “quest” is therefore a test.

In order to ensure that students have needed time for an academic break, winter vacation and other long weekends are treated as one academic evening. During Sukkot and Pesach vacations students will not have written assignments. Advanced Placement and Advanced courses are exempt from the 20 minute homework guideline and the Sukkot, Pesach, and winter vacation exemptions for written work and amount of work. The rigorous nature of the course requires a greater time investment than other classes.

Students who are absent for a test will be able to makeup the test during lunch on 2 designated days.

Grading System

Kohelet Yeshiva High School takes the number grades input into DDC, our online gradebook, and converts them into a letter system on the report card and transcript. Any rounding of grades is done at the discretion of the teacher. The calculation of letter grades and transcript conversions follow the scale below:

Numerical Grade	Report Card Grade	GPA Conversion for College Prep Level Courses	GPA Conversion for Honors, Advanced and AP Level Courses
98-100	A+	4.33	5.33
93-97	A	4.0	5.0
90-92	A-	3.67	4.67
87-89	B+	3.33	4.33
83-86	B	3.0	4
80-82	B-	2.67	3.67
77-79	C+	2.33	3.33
73-76	C	2.0	3.0
70-72	C-	1.67	2.67
67-69	D+	1.33	2.33
63-66	D	1.0	2
60-62	D-	0.67	1.67
59 or below	F	0	0

Note: Electives, Learning Center, Health, Jewish Outlook, Music, Gym, and Art are graded on a Pass/Fail scale and are not part of GPA calculations.

DDC and Report Cards

Teachers will maintain a class portal where they will post grades. Students and parents will be given login information to access the portal and monitor student progress. Report cards will be issued at the end of each semester.

PowerSchool (formerly Haiku)

Kohelet students have access to an online Learning Management System called PowerSchool (formerly Haiku). Teachers will post course material on their PowerSchool pages. While students are expected to check their PowerSchool pages for work, grades will be found on the DDC site.

Midterms and Finals

Midterms and finals provide an opportunity to synthesize material that has been learned over the course of the year. In general, midterms are cumulative for the semester and finals can be cumulative for the year. Students will take midterms in Science and Math. They will take finals in Science, Math, History, and Gemara and will receive Final projects or papers in Tanach and English.

Teachers will provide students with information regarding what will be included on the midterm or final a week before the exam in order to give students adequate time to prepare.

Students who arrive late to school (except for students using school transportation) on the day of a midterm or final have an unfair advantage over their peers in that they can either have extra time to sleep or study. As such, students who are late to school on the day of a midterm or final will have 1 point deducted from their midterm or final exam grade for every 10 minutes that they are late. Second semester seniors may also lose privileges from their senior trip. Students are expected to arrive to school in dress code for midterms and finals.

Seniors whose second semester average is above 90 are exempt from a final exam or final project in that class. AP classes are not subject to this rule.

Credit for Courses

In order to receive credit for a course, the student must earn a passing grade for the year. Grades are determined by averaging the first and second semester numerical grades.

If a student fails a course for the year then he or she will need to repeat the course. Options for earning course credit include, but are not limited to, summer school or an online course. The school will determine whether or not the student will be invited to return to school or to continue to the next grade in the following academic year. Additionally, he or she will not be a candidate for graduation until passing the course. The F on the transcript will remain even after the coursework is made up.

Students who receive an "Incomplete" have 21 days after the end of a semester to complete the course unless specific permission is given by the teacher and approved by the administration. If the incomplete is not made up by the deadline, students will receive a grade of zero for whatever work has not been handed in and the student will automatically receive the resulting grade for the course.

Students may not take summer coursework to exempt them from requirements.

Academic Warning

Students will be placed in Academic Warning if one of the following criteria is met:

- Their average falls to a 70 or below in two or more core courses (English, Gemara, Halacha, History, Ivrit, Math, Science, Tanach.)
- Their average falls below a 65 in any core course.

Parents and students will be notified when a student is placed on Academic Warning.

Academic warning begins October 15th for the first semester and February 15th for the second semester.

Academic Warning will be calculated weekly on Monday. Due to the intense time commitment involved in sports and other extracurricular activities, if a student is placed on Academic Warning he or she will be ineligible to participate in sports or activities for the week, and until he or she is no longer in Academic warning.

While the school will gladly partner with the student and family to support the student's academic success, should the student's grades not improve adequately, the student may face dismissal from the school at the discretion of the administration. Furthermore, failure to satisfactorily meet any conditions of acceptance as outlined in a student's letter of admission may result in dismissal from school.

Kohelet Scholars Society

In the Spring of Junior year students will have an opportunity to join the Kohelet Scholars Society. Students who have a cumulative unweighted GPA between 3.5-3.74 will be considered Kohelet Scholars. Students who have a cumulative unweighted GPA of 3.75 or higher will be considered Kohelet Scholars with Distinction.

Student Support

Kohelet values the well-being of each student and encourages students to use the resources available as an important form of self-care.

- Our Learning Center provides services to students to support academic success.
- Our school counselor, Sara Kalish, is available to meet with students who need to discuss any concerns including, but not limited to, stress, anxiety or depression, as well as social and family-related issues. Mrs. Kalish is also available to create organizational and study plans for students with extended absences or who struggle to manage their course loads.
- Our Religious Guidance Counselors are available as an avenue to discuss religious growth and development.

Our School Culture

Kohelet Yeshiva High School's goal is to build a warm and nurturing community that reflects Torah values and where everyone feels safe and respected. We seek to foster a culture that builds positive relationships among students as well as between students and staff. This culture is predicated upon educating our students around the 4 expectations of our Code of Conduct: honesty, empathy, respect, and responsibility.

To these ends, Kohelet values student voice and strives to empower students to impact our community. We accomplish these objectives through a variety of clubs, electives, athletics options, school-wide and class-specific *shabbatonim*, a religious guidance program, and other events and trips that occur throughout the year.

Respectful Student Conduct:

The first step towards fulfilling our commitment to community is for each student to contribute positively toward the school community. Each of our students is expected to behave as a *ben* or *bat Torah* at all times. Good behavior and respect for everyone are prerequisites for learning. These expectations should govern student behavior at all times during the school day and are applicable even while riding school transportation, during all curricular and/or extracurricular activities in any location, and at all times during school related trips.

Kohelet strives to educate our students regarding respectful behavior. Our behavioral expectations are outlined below. In most circumstances, our initial response is to talk to students to ensure that they understand the expectations and rules of the school. If the behavior is not corrected or is repeated, then a member of the Administration may decide upon a consequence such as a detention, community project, or suspension. In the event that such consequences are ineffective at preventing the behavior from recurring, the school will implement an individualized behavior plan in conjunction with the student and parents. In the event that a student behaves in ways that egregiously violate the school norms, consequences, including detention, suspension and dismissal from school are possible even if it is a first offense.

Respecting Others

At Kohelet Yeshiva High School we strive to create a community in which all members feel safe, appreciated, and respected, wherein everyone understands that we were all created *bi-tzelem Elokim* (in the image of G-d). Students are expected to behave according to Torah values and to act in accordance with the precept that *derech erez kadmah la-Torah* (proper behavior comes before Torah). As such, all students are responsible for their actions and speech. It is likewise expected that students respect all people and property, and act to promote the welfare of the entire school community regardless of gender, race, or socioeconomic status.

Respecting the School Atmosphere

Although much of a student's time in the building will be spent in individual classes, there are other times when students are able to move freely throughout the building. During those times, it is expected that students will conduct themselves with honesty, empathy, respect, and responsibility.

Students should always act in a safe manner and should not engage in aggressive contact of any sort (even play fighting), should not run through the hallways, and should only play with sports equipment in the gym. Gambling in school is not allowed. In order to cultivate a community of respect, students should refrain from derogatory comments, inappropriate gestures, and profanity.

Part of respecting the school atmosphere is being in the right place at the right time. This includes being present for all class meetings, programs, Tefillah, speakers, in the Multipurpose room during sub periods, or in any other place that students are expected to be.

Respecting School Personnel

Students are expected to speak respectfully to teachers and staff both in and out of the classroom. In general, teachers are empowered to create a culture in their classroom as they see fit. Teachers can determine the standards, expectations and consequences in their classroom. This includes policies governing: bathroom usage, raising hand/calling out answers, seating policies, eating in class, participation points, deductions for behavior etc. If a student violates these standards, teachers can require students to meet with them during lunch to discuss their behavior because these violations are detrimental to the teacher-student relationship, which is at the heart of the educational experience. Teachers and students will work together to help repair and rebuild a

sense of trust and mutual respect.

If these violations continue, teachers will involve the administration to assist in guiding student behavior and reestablishing the teacher-student relationship. It is generally best for these meetings to occur after class in an appropriate private setting, but when possible prior to the next class meeting.

If a student's behavior warrants their dismissal from class for the remainder of the period, he or she will be sent to the main office and must remain there until the student speaks with an administrator. The front office will inform the teacher that the student arrived at the office. A meeting will be arranged, typically between the teacher, the student, and an administrator to discuss a plan for future behavior.

Respecting Other Students

Students must act respectfully towards their fellow students at all times. Positive language helps to build an environment of camaraderie and friendship. No physical violence of any kind will be tolerated and, if performed, will result in immediate disciplinary consequences.

Respecting Younger Students

High school students have the opportunity to be role models for the elementary and middle school students. There will be both explicit and implicit leadership opportunities as a result. The younger students will be watching you and taking their cues from your actions and will look to emulate your behavior.

Please keep in mind that the gym is a shared space for all students of Kohelet Yeshiva. As such, students can only use the gym when it is not being used for PE classes.

Respecting School Property

Instilling respect for the school and school property is part of our educational program. Students should therefore honor the physical environment and should clean up after themselves at all times. Snacks and beverages with lids are allowed throughout the building, but food should not be brought into the gym. Eating in class is permitted only with the approval of the teacher and is not permitted in the science labs. Vandalism or theft of any kind is not permitted and will result in disciplinary consequences.

Respectful Behavior During Non-Academic School Activities

As representatives of Kohelet Yeshiva High School, students exemplify the tone and standards of the school and *Halachic* Judaism at all times.

Students are expected to adhere to the appearance code during any Kohelet sponsored event even if not in our building or not during school hours (e.g. Kohelet Cafe, spectators at sports games etc.)

School trips augment the educational program and the expectation is that students will attend and participate in trips and shabbatons. On all trips students are expected to observe all school rules as well as to adhere to the norms of *Halacha*, which includes but is not limited to the laws of *Shabbat* and *Kashrut*.

During a trip, students are required to use school provided transportation to and from the trip unless the school has given special permission otherwise. This permission requires a written note from a parent prior to the trip.

As is the case with any school day, students who are absent from a field trip without permission may not attend extra-curricular activities for the rest of that day.

Respect for Self: Substance Abuse

The use of alcohol and other harmful substances endangers the physical, emotional, social, and spiritual health of our children and erodes our basic Torah values. High school students in particular are vulnerable to the societal pressures and temptations that are often at the root of experimentation and can lead to abuse and addiction.

Our goal is both to help students maintain their physical, emotional and social well-being, while creating a safe, nurturing environment for all students on campus and at school events. In order to do so, we proactively educate our students and their parents about the dangers of substance use. In recognizing the value of partnership with parents in this endeavor, we strongly urge at least one parent from each family to attend any related parent education program that we run or that we recommend.

It is our sincere hope that the policies discussed below encourage our students to see the benefits in a productive, healthy life and to make the right choices when confronted with these challenges.

On Campus / At School Events

Kohelet Yeshiva is a smoke and drug-free campus. We therefore do not permit or tolerate any substance use in school, on school property, or while participating in a school event. Any student who is found in possession of or to be using these substances, which include, but are not limited to, cigarettes, e-cigarettes, vapes, "Juuls," nicotine products, alcohol, drugs or other controlled substances, or found to be in possession of paraphernalia associated with smoking, drinking, or drugs of any sort, on the Kohelet Yeshiva campus, at an off-campus school sponsored program or event, or while on buses or vans to or from school or school sponsored programs or events, will be subject to significant consequences that may include suspension or dismissal from school.

Off Campus

A student's actions, whether inside or outside of school, have an impact on both his or her development as well as on our community as a whole. We attempt to balance this reality with a sensitivity to each student's right to privacy and personal space outside of school. The policies we are outlining in this section of the handbook are, by and large, not punitive. Rather, they are designed to help students who are struggling.

A student who voluntarily comes forward to ask for help regarding substance use will be directed to the school counselor who, in consultation with the student's parents, will devise a therapeutic plan of action that best meets the student's needs.

If there is a suspicion through observable behavior (including but not limited to a significant change in academic performance as reflected by lower grades, significant attendance decline, fatigue, or bloodshot eyes) or if we receive a credible report from a student or an adult that a student is in possession of or using cigarettes, e-cigarettes, vapes, "Juuls," alcohol, drugs or other controlled substances, or is in possession of paraphernalia associated with smoking, drinking, or drugs of any sort, an administrator will speak to the student.

If the student admits to usage, parents will be contacted and the student will be helped through therapeutic intervention only. This will often include an assessment by a substance abuse counselor designated by the school to determine the severity of any addiction related problem. Typically, this assessment will be 3 sessions at the expense of the parent; our expectation is that this appointment will be scheduled within 2 weeks after the initial discussion with the student and parent. In addition, the student will have follow-up discussions with the school counselor. If these professionals determine that further action is necessary then the school will supervise the progress of the student in accordance with the recommended plan. Failure to comply with the plan will result in disciplinary actions up to and including dismissal from the school.

If the student does not admit to substance use, he or she will be subject to an immediate drug test before he or she can return to the school community. If the results of the drug test indicate that the student has used an unapproved substance, it means that the student has lied to the school and has severely damaged the trust between the school and the student. In this case, the student will serve a 3 day out-of-school suspension which will appear on his or her transcript and will also count against his or her residency requirement. In addition, once the student returns to Kohelet, the student will be assessed both by the professional substance abuse counselor and by the Kohelet school counselor as described above.

A student who has violated Kohelet's substance use policy may face additional interventions, including subsequent testing, throughout the remainder of his or her tenure at school.

Students who violate the drug policy on multiple occasions will be required to seek more intensive therapeutic interventions and may be subject to significant disciplinary consequences as well.

Distribution

As an extension to our commitment to providing a safe and wholesome environment for our students, a student who is found to be selling or providing drugs, alcohol, e-cigarettes or other substances, whether in school or not, will face disciplinary consequences including the possibility of being asked to leave the school. This includes, but is not limited to, bringing an unauthorized substance to school or to an outside function.

Students may not host other students at their homes for parties or gatherings that include any form of substance use. Students who host such gatherings may face disciplinary consequences including expulsion. Parents should exercise caution when leaving teenagers home alone and

should be careful when hosting gatherings of students in their homes to ensure no substances are available.

Academic Integrity

Honesty and integrity are important components of the development of one's character, core Torah values, and an essential element of any educational experience.

Plagiarism is presenting someone else's work as your own. Regardless of whether one intends to plagiarize or not, whenever someone presents the work of another person as their own, it is considered plagiarism. It is crucial that one acknowledge every source accurately and completely. Remember that copying and pasting or paraphrasing without proper citation is plagiarism even if the research was done independently.

Other forms of academic fraud include unauthorized collaboration between two or more students who then submit the same assignment or similar assignments under their individual names or in a way that suggests that they each did the work independently, giving permission to another student to use one's work for a class without approval from the teacher, or cheating or misconduct during assessments. Please consult the Kohelet Writing Guide for acceptable forms of documentation.

In addition to plagiarism, cheating of any kind, such as looking at another student's exam, using a cheat sheet, having unapproved tabs open during a test, or other comparable things, will result in a zero for the exam and a conversation with a member of the administration and a conversation with the student's parents. Focus and attention are critical for students taking an exam. Students should be respectful of their peers as they take tests and assessments. Misconduct during an exam, such as making noise or talking, may result in a grade reduction as determined by your teacher.

If a student is found to have plagiarized or cheated, his or her parents will be notified and the student will receive a zero on the assignment. A meeting will be arranged between the teacher, the student, and an administrator to discuss a plan for future behavior. A subsequent offense will result in further disciplinary action. The determination as to what is considered inappropriate behavior and what is cheating is made at the discretion of the faculty and administration.

Appearance Code

Our appearance code reflects our commitment to *Halacha*, modesty, and the creation of an atmosphere conducive to an academic environment. As such, students are expected to dress within the "letter" as well as within the "spirit" of the code. The administration and/or its designees are the final arbiters of what is acceptable. Sometimes decisions need to be made based on subjective criteria. When in doubt, please check with the administration prior to making assumptions.

All students are expected to comply with the appearance code during travel to and from school, including those that do not use the school's bus transportation, in the school building, and

whenever participating in school trips or events, whether on or off-campus and during or after school hours. Exceptions for non-academic days will be considered on a case-by-case basis.

Should a student be out of the appearance code, the student will receive an email notifying him or her of such. The student is expected to address the issue either by changing into clothing available in the office, changing into clothing he or she has in school, or finding another means to ensure that he or she is adhering to the appearance code. As such, students are advised to keep an appropriate change of clothing at school should the need arise to change into it at any point.

There is a selection of appropriate alternatives available in the Main Office to borrow. Should a student borrow an item, that student will be asked to turn in his or her shirt, pants or skirt as collateral until the items are washed and returned to the office. Students are responsible for returning or replacing borrowed items within a week or they will be charged \$25 for a replacement. If the student is found to be out of appearance code at a later point in the day he or she will receive another email and it will be deemed a separate violation.

Should a student be found not honoring the appearance code a fourth time in one semester, the student will be asked to spend his or her lunch devising a plan that will prevent the behavior from continuing. An email will also be sent home to make the parents aware of the situation in an effort to help the student address it. A student who continues to violate the dress code beyond this may be asked to change his or her clothing before being allowed to return to class. A sixth violation within the semester will result in a conversation with an administrator about the choices the student is making as well as a second email home. An eighth violation within a semester will result in a parent conversation where a plan will be devised for next steps should this pattern of behavior continue. Further violations beyond this may result in additional guidelines for the student in question that may continue to the next semester.

Here are general guidelines to assist in the selection of appropriate attire:

Boys Appearance Code

- Clothes must be neat, clean, and in good condition.
- Kippot are required at all times.
- Tzitzit are required at all times except during PE or sports games.
- Shirts must be Oxford or Polo and the first button may be opened.
- Long pants are required. Furthermore,
 - the waistband of a pair of pants must be above or at the hips;
 - underwear must be covered;
 - blue jeans, sweatpants, fatigues, joggers, and athletic pants may not be worn;
 - pants should not be excessively tight;
 - pants may not be torn or faded.
- Students must wear closed shoes (front and back) at all times.
- No earrings or artificial hair colors are permitted.
- Eccentric hairstyles are not allowed.
- Boys may not wear hats. (Exceptions to this are granted for boys who wear hats during tefilla)

Girls Appearance Code

- Clothes must be neat, clean, and in good condition.
- Girls must wear skirts or dresses.
 - Skirts and dresses must fall below the knee when standing and sitting.
 - Slits, whether in the front, back, or side must fall below the knee while standing or sitting.
 - Excessively form-fitting skirts may not be worn.
 - Heavy tights or leggings may be worn for warmth in the winter under skirts. Regular pants, sweatpants or pajama-like pants under a skirt may not be worn.
- Tops:
 - Shirts should have a jewel neckline (round and sits at the base of the throat- also called a crew-neck shirt) or should be a button-down style with only the neck button open. Boat necks, scoop necks and V-necks may not be worn.
 - Sleeves must be approaching the elbow and may not be higher than 3 fingers above the base of the elbow.
 - Students must ensure that their tops always overlap with their skirts.
 - Excessively form-fitting shirts may not be worn.
 - See-through or sheer material is not allowed unless a shirt complying with dress code is worn underneath. Undergarments may not be visible at any time.
- Dyeing one's hair an unnatural color is not permitted. Eccentric hairstyles are not permitted.
- There is a limit of two earrings per ear. Jewelry located in piercings other than the ear may not be worn, and a student will be asked to remove any such adornments.
- Sandals may be worn; however, any shoe suitable for pool or beachwear such as flip-flops or slides is unacceptable for school.
- Girls may not wear hats.

Athletic Dress Code

During PE, athletic attire is permitted when in the absence of members of the opposite gender. For PE, students should change in the bathrooms in the gym and, while dressed in athletic attire, should remain in the gym or outdoor area where PE is being held. Students must change back into clothing that adheres to the regular appearance code once PE is finished and before leaving the gym.

For games, students should wear the current team shirts and shorts. Girls should wear skirts over their shorts unless they are in the gym or on the field including while traveling to and from games. Students should not be in the school building while in uniform.

During athletics and PE, boys can wear a tee shirt and shorts; kippot must be worn. Girls may wear loose fitting sweatpants (not leggings) or knee-length baggy shorts. Sleeves should be in accordance with Halacha.

Negiah

Jewish law dictates that intentional physical contact between members of the opposite gender is not permitted until after marriage. As such, any physical contact between genders is not allowed.

As a general rule, intentional contact (e.g., a high-five, an arm around the shoulder for a picture, sitting in a manner in which there is no visible separation between genders) will result in a detention. If this occurs three times in a semester, a student will serve an in-school suspension. However, if the contact can be interpreted as intimate in nature (e.g., a hug- even a hug goodbye), it will result in an in-school suspension. Should the behavior be egregious, escalate, or reflect an ongoing pattern, more severe disciplinary action may be necessary.

Although making determinations in these areas involves a degree of subjectivity, deference will be given to the perception of the faculty. Additionally, as a precaution, boys and girls are not allowed to play organized sports together (eg. even a 1-1 or a 2-on-2 basketball game)

All students are expected to comply with this policy during travel to and from school, including those that do not use the school's bus transportation, in the school building, and whenever participating in school trips or events, whether on or off-campus and during or after school hours.

Kashrut

Kashrut is a basic tenet of Torah Judaism and is critical to upholding the element of *kedusha* we strive to create in our Yeshiva. Therefore, observance of all Orthodox *kashrut* laws must be followed at all times and students may only bring certified Kosher food into school, to school programs, and events.

The symbols below are certifications that meet Kohelet's *kashrut* standards. A complete list of certification symbols with acceptable Orthodox *Kashrut* designations can be found at the CRC [website](#) and is available in print in the main office.

A few common symbols are:



Students must follow the school's *kashrut* policies when ordering from online food delivery services. Furthermore, deliveries may only be made during lunch and may not be received at any other time.

Students should be careful when patronizing food establishments that sell both kosher and non-kosher items, such as Starbucks and Dunkin Donuts, to ensure that all items they purchase are kosher.

Please note that there are microwaves designated for meat and dairy food items that students should be mindful of when warming up their food.

Due to the importance of preserving the atmosphere of *kedusha* in our yeshiva, students who violate the *kashrut* policies will face serious consequences.

Allergies

Be aware that there are several individuals in the school community that have significant allergic reactions to nuts and other ingredients. Please be sure that those around your food are not allergic to their contents.

Behavior Outside of School

Kohelet Yeshiva High School expects that students and families will make every effort to observe a high standard of adherence to *Halacha* at all times. Additionally, the school expects Kohelet students to behave as role models for our community and to conduct themselves publicly in ways that reflect positively on the school's mission and ideals.

While Kohelet Yeshiva High School does not actively monitor students' conduct outside of school, the school maintains the right to impose disciplinary consequences in significant cases of student misconduct outside of school, especially in any situation that might compromise the school's reputation. Some examples are: bullying, drug use, and students who host or attend parties with drinking or other violations of Kohelet standards.

The Logistics of the School Day

Students are expected to be in the right place at the right time throughout the school day. School begins at 7:52 a.m. and ends at 4:57 p.m. Monday through Thursday. In the fall and spring, Friday classes end at 2:46 p.m. In winter months, school dismisses at 1:35 p.m.

Arrival at school

Students should arrive in school by 7:45 to ensure that they can proceed to Tefillah on time. Students must scan in on the way to *Shacharit*. Students who are *davening* in the *Beit Midrash* should scan in directly inside the *Beit Midrash* right as they enter to *daven*. Students who are *davening* in the Sefardi Beit Midrash should scan in at the Sefardi Beit Midrash.

If a student is present but did not scan in, Ms. Dolitsky will call him or her to the office after *Shacharit*. Although it is understandable that a student may forget to scan in on occasion, it is important for the office to know who is in the building in the event of an emergency and thus students should make it a priority to scan in.

Attendance at Tefillah

Students should be in the Beit Midrash prepared for Tefillah at 7:55 every morning. The same residency policies that apply for classes apply for Tefillah. Attendance will be taken in the Beit Midrash at that time and students who arrive after 7:59 will be considered late to Tefillah. (See below section Attendance in Class for the consequences of accumulating lates.) Students who arrive after 8:05 will be considered absent from Tefillah.

After 4 absences for students in grades 9/10 or 6 absences for students in grades 11/12 there are consequences for violating residency in Tefillah. Absences that are excused under the residency policy will be excused for absences from Tefillah as well (e.g. at a school event, sick, attendance at a shabbaton.) Students who miss davening are both missing an opportunity to connect with Hashem and are also harming the community. As a consequence, there needs to be restoration for both aspects.

On the individual level students will be given a project to complete that aims to help him or her gain a greater connection to Tefillah. On the communal level students will be asked to contribute to the school community in a manner to be determined in consultation with the administration. Such projects may include teaching what was learned for the davening project to the MS, LS or HS students, cleaning up the Beit Midrash, maintaining the aesthetics of the physical building, or something else similar in nature. Parents will be informed via email when this has occurred.

If a student continues to be absent or late for davening there will be additional consequences. At 8 absences for students in 9/10 or 10 absences for students in grades 11/12 the student must do a 2nd, more extensive, davening project. In addition, a member of the administration will reach out to the parents.. At 12 absences for 9/10 or 14 absences for 11/12, an additional meeting will take place with the parents to develop a personalized plan for the student.

Should the school notice that a student is demonstrating a pattern of absences the administration will reach out to the student and/or parent to discuss any concerns and may institute additional guidelines for the student in question.

Unless a student is using the bathroom, the expectation is that all students should be in a minyan during the entire Tefillah experience unless given explicit permission by an administrator.

Students are given 5 minutes between their previous class and the bell for mincha. Mincha will start at the bell and any student who arrives at the Beit Midrash after the bell will be marked late. A student who is three minutes late will be marked absent from mincha and a student who does not attend mincha at all will be marked as cutting and will receive a lunch detention. The same consequences listed above for absences from Shacharit apply to Mincha.

Student Expectations at Tefillah

Tefillah is a central and important part of our daily lives as Jews who are *shomrei halacha*. As such, our expectation is that every student in school davens Shacharit and Mincha daily at school, and prioritizes Maariv at home. When students are davening in school, they should be focused and attentive during tefillah. Even for students who find tefillah challenging, our expectation is that students will be active participants in Tefillah, which, at a minimum entails meeting all of the following directives:

- Being on time to davening
- Having an open siddur in hand
- Standing when the *tzibbur* is standing and sitting when they are sitting
- Refraining from talking to friends

- Keeping tefillin on until the end of tefillah (boys)
- Storing electronic devices out of sight, such as in a backpack or bag

In order to enhance and enrich the tefillah experience, tefillah education is a seminal part of our Limudei Kodesh curriculum and students are given the opportunity to further deepen their understanding of and connection to tefillah during our Tefillah Mini Courses. In addition, we strive to provide several halachically appropriate minyanim for tefillah throughout the year.

Through openness and effort many adolescents can and do develop deep, meaningful relationships with Hashem through Tefillah. Our hope is that each student will set growth in Tefillah as a life-long goal and start that journey here in high school.

Attendance in class

Students are expected to be in class and ready to learn when the bell rings. Attendance will be taken at the beginning of each class.

- If a student is less than 3 minutes late it is up to the discretion of the teacher whether the student will be marked late. Some teachers may choose to begin class promptly at the starting time; others may allow students up to 3 minute grace period.
- Any student who is more than 3 minutes late will be marked as such. For every 3 times a student is marked late, it will count as 1 absence against his or her residency requirement.
- If a student is more than 10 minutes late to class without appropriate permission he or she will be marked as absent from the class.
- Unless given appropriate permission, a student who does not attend a class in its entirety, or who comes to class more than 25 minutes late will be considered to have cut class, which will count against his or her residency and will result in a 1 point deduction from his or her semester grade for that class. Additionally, if students are out of class for a significant amount of time and their behavior indicates they do not intend to return promptly, they risk being marked as cutting class.
- Students may leave class with permission of the teacher to go to the bathroom or get a drink; they should not bring their phones or electronic devices with them. Students may not leave class for other reasons without express permission of the teacher. Students may not leave class to go to the lounge, the gym, to hang out with friends, use their phone, or roam the building. Students who are found outside of class for any of these reasons risk being marked absent or cutting class.
- After students accrue 5 lates in a given semester it indicates that there is a pattern of behavior that needs to be addressed by the teacher, student, and administration.
- All of the above parameters apply to a 40 minute period or an 80 minute block.
- These same expectations apply to all structured learning times including , clubs, guest speakers, parsha and and all other times students are expected to be learning. Other consequences may be administered to a student who cuts a non-graded class. If a teacher's name is written on the whiteboard near the main office as being absent, students must go to the Multipurpose room regardless of whether there is a sub present or not. Many teachers will leave work by email or as hard copies for their students. If there is work that is left for students then students should spend the time doing that work. Even if there is no work that is assigned students must remain in the Multipurpose room.
- If a teacher is not present in class but his or her name is not on the board indicating he or

she is absent, students should remain in the classroom and one member of the class should notify the Main Office about the teacher's absence.

Participation in Extra-curricular Activities and Sports When Late to School

In order to participate in a extra-curricular activity or game on a particular day, a student must be present in school. Students who arrive after 10 am will not be allowed to play. An exception to this rule is a documented doctor's appointment.

Student Absence

A parent or legal guardian must call the Main Office at 610-667-2020 or send an email to office@koheletyeshiva.org before 8:00 am on any day that his or her child is absent. If a parent or legal guardian does not notify the school, the absence is "unexcused." It is imperative that parents partner with Kohelet and make every effort to excuse the absence as early as possible. In circumstances where the parent cannot notify the school before or on the day of the absence, the parent will be able to excuse the absence until the end of the next day. If a student is not excused for the day it will be counted as though he or she cut school.

Students are responsible to check DDC and Powerschool and to contact their teachers to get their assignments and make up missed work. Even though the student was not in school, work that is not completed will affect their grade for the semester. In general, students who are absent because of illness should make up any missed work within a week of their absence. Students who miss tests will need to make them up during lunch on the makeup test days.

Students who are absent from a class or classes due to participation in a club or team sport are still responsible for turning in work due that day, and must make up a missed test during lunch or class the next day or on a test makeup day.

Arriving Late/Leaving Early

Students are expected to arrive at school on time. An early dismissal requires a parent's or guardian's note, email, or phone call to the Main Office. Students must sign out on the "Early Dismissal/Late Arrival" clipboard in the Main Office and must sign back in when they return (if they return before dismissal). If a student needs to leave school during the school day due to illness, the student must obtain permission from the Main Office and sign out there.

Off-Campus

9th and 10th grade students must remain on campus at all times unless excused by a parent. 11th and 12th grade students are allowed to leave campus once all required permission slips have been submitted to the Main Office. Off-campus privileges permit Juniors and Seniors to leave campus during their lunch and free periods. As a safety precaution, any student who leaves campus without permission or without signing out will lose his or her off-campus privileges for 2 weeks. In addition, should a student be off-campus during class time without permission, off-campus privileges may be suspended and he or she will receive a detention. Should this pattern of behavior continue, off-campus privileges may be suspended indefinitely.

Residency Requirements

Attendance in school is a critical element of the Kohelet experience. Although we understand that a certain number of absences are inevitable, we ask that all students and parents partner with the school to ensure that school attendance is a primary value that they uphold. Students are allowed a certain number of missed class sessions per subject per semester as outlined below.

9th and 10th grade students who are absent for a class period in a particular subject more than 4 times in a semester will violate the residency requirement. In order to allow students to visit colleges and complete the college application process, 11th and 12th grade students are granted additional days; these students will not violate the residency requirement until they are absent more than 6 times in a semester. Students who board with a family are given an additional two residency days per semester. If a student receives an in-school suspension, it will be counted as an absence in a student's residency calculations. Exceptions may be granted to the above policy for life cycle events. Parents should proactively contact the administration should a specific situation arise.

The following absences will **not** be counted against a student's residency requirement:

1. Absences for school-sponsored activities (e.g. Model UN, School athletic competitions)
2. Absences for illness or medical appointments
 - a. Students should not attend school if they have a fever above 100.4 or a contagious illness.
 - b. If a student is sick he or she should remain home. His or her parent must contact the office to let them know about the illness by 8:00 am that school day.
 - c. If a student has a medical appointment his or her parents must inform the office on that school day.
3. Absence for 1 non-school related shabbaton or seminar per semester.
 - a. Students who would like to attend more than 1 shabbaton or seminar per semester may request permission from the administration and these requests will be considered on a case by case basis.
 - b. When students attend a non-Kohelet shabbaton with transportation that departs from Lower Merion, they are required to attend school davening in dress code should the transportation for the shabbaton depart after 8:45am.
4. For the sake of residency, double periods will only be counted as 1 period against a student's residency requirement.

Should the school notice that a student is demonstrating a pattern of absences the administration will reach out to the student and/or parent to discuss any concerns. Should the need arise, the school may require doctor's notes and may institute additional guidelines for the student in question.

Should a student exceed the number of allowable absences in a given semester, he or she will be reduced $\frac{1}{3}$ of a letter grade (e.g. B+ to a B or B- to C+). Absences beyond that will result in further deductions of $\frac{1}{3}$ of a letter grade for every 4 subsequent absences over the course of the remainder of the semester. If a student does not meet the residency requirement for Tefillah, Learning Center, Electives, Clubs, or any other non-academic class, he or she will need to complete an educational project that is supervised by an administrator.

Even in the case where extenuating circumstances allowed for a residency exemption, if a student is not in school for more than half of the days in a semester, it is possible that he or she may not receive credit for the semester.

Weather Related Delayed Opening or Cancellation

In the event of a delayed opening or cancellation of school, an email and/or text will be sent to all parents, all staff and all students by 6:00 a.m. This is the primary means of notification. School cancellation is only announced in these manners. Inferences should not be drawn from the closure of any Public School district.

Due to the rigor of AP and Advanced classes, teachers may meet with their students virtually (e.g. Google hangouts) or send out assignments on snow days. AP Students should plan to be in contact with their teachers on snow days.

Transportation:

Pickup and dropoff of students can only be in our parking lot, not on Melrose Avenue or Highland Avenue. Cars and buses need to be in a single file queue and obey posted signs at these times.

Bus Transportation:

Both public and private buses serve Kohelet Yeshiva High School students. Specific questions concerning bus transportation should be addressed to the Main Office.

Students are subject to the same expectations on the bus as they are in school. Students who behave improperly on the bus will be reported to the Administration. Riding privileges may be suspended if the violation warrants it; transportation charges will not be refunded for the period of suspension. Boys and girls are not allowed to sit next to each other in a school bus.

Students must bring notes from parents for the Main Office and the bus driver anytime they are to get off the bus at a stop other than their own. Students who wish to ride on a bus other than their own must obtain written permission from Kohelet. Students can obtain permission from the Main Office. If a visiting student accompanies a student riding a bus, permission must be obtained from the Main Office.

Driving to School:

Students may drive to and from school. A student may not drive a car or ride in cars during the school day unless he or she has completed the Off-Campus Privileges Contract. Students are not allowed to drive on field trips and school events; exceptions may be made at the discretion of the administration in emergencies or on the basis of a specific, one-time, written request from a parent.

Everyone who makes use of the driveway or parking lot, either as a driver, passenger, or pedestrian, is responsible for protecting the safety of all concerned. Vehicles are permitted to enter the campus only from North Highland Avenue and to depart only onto Old Lancaster Road. Drivers are required to observe the speed limit of 10 miles per hour. Violation of these rules may result in disciplinary action, including revoking of parking lot privileges.

Other Modes of Transportation:

Students who ride bicycles or skateboards to school should secure the bike to the railing or may bring the bike or skateboard into the building where it can be safely stored. Students using these modes of transportation must wear a helmet when riding on school property. Other vehicles, such as motorized scooters, may not be ridden to or brought into the building. Kohelet Yeshiva High School accepts no responsibility for any vehicles stored on school property. Students walking to school must be on the sidewalks and not in the parking lot or driveway.

Lockers

Every student is assigned one school locker. If a student obtains a lock, he or she must report the combination or provide a key to the Main Office. In addition, he or she is responsible for keeping it clean. Decorations must be temporary and easily removed. Pictures may be fastened with tape, but not glue.

Students are encouraged to keep valuables and personal items locked up at all times. The school is not responsible for lost or stolen articles.

Bags

All bags should be kept inside lockers. For security and safety reasons, it may become necessary to search book bags, gym bags, lockers and/or vehicles parked on-campus or in the vicinity of the campus. Students should not leave personal belongings in common areas including stairwells, Hogwarts, the gym, the lunchroom and the Beit Midrash.

Any books, clothing, or other possessions left in school at the end of the year will be considered ownerless.

Safety and Security

Kohelet Yeshiva High School values the safety of everyone in our school community. In order to promote an environment of growth in learning, the following safety procedures have been instituted.

Swipe Cards:

To maintain the security of the building, a swipe card system is in place to gain entrance into the building. Students are issued swipe cards that grant access to the building from 7:30 am until 5:30 pm, outside of which the card automatically denies admittance. For security reasons, students will only be able to enter the building through the side doors from 7:30-8:15 am and 4:50-5:30 pm. At all other times, students should use the main entrance.

Students' swipe cards remain the property of Kohelet Yeshiva High School. Cards are collected at the close of the school year and re-issued during orientation. Should the student misplace or break the swipe card, a replacement fee of \$5.00 will be charged.

Security Guard

In an effort to increase the security of our campus, Kohelet Yeshiva High School has an armed security guard who is stationed in the vestibule right inside of the main entrance. The guard will open the front door for guests. Parents or visitors should sign in with the guard and will then be directed to the front office unless other instructions have been given by an administrator. Students should sign in and out with Ms. Dolitsky when they go off-campus, to the doctor, if they are late, or if they need to leave early.

Visitors

Parents and visitors must report to the Security Guard where they will be asked to hand in a picture ID which will be held until departure. Visitor badges will be distributed to visitors.

Students may not invite non-Kohelet Yeshiva High School students to school. Any exceptions must be cleared with the Dean of Students. Students who invite non-approved guests into the building will face disciplinary consequences and guests who appear without prior permission may be asked to leave.

Students should never open any entrance to the school for anyone other than Kohelet students and personnel. Students who see anyone inside the school building whom they do not recognize without a visitor badge should report it to the Main Office immediately.

Immunization

To maintain the health and well-being of our students, Kohelet Yeshiva requires all students, entering any grade be fully immunized in accordance with the schedule recommended by the Center for Disease Control. As a Yeshiva Day School whose policies reflect the requirements of Halacha, philosophical or religious exemptions to this policy will not be accepted. Requests for a medical exemption must be made by a board-certified pediatrician and will be referred for approval to a panel of physicians appointed by the Kohelet Board of Trustees.

Elevator

Only students with an elevator pass and one helper may use the elevator.

Drills

In order to secure the school as best as possible, Kohelet practices a variety of drills to prepare students and staff in case of a real emergency. Students are expected to take all drills seriously, be knowledgeable about protocols, and follow them precisely. These drills include, but are not limited to Fire, Lockout, and Active Shooter drills. Students will be trained how to respond in each of these scenarios.

Cameras

Please be aware that Kohelet's campus is monitored by security cameras in many locations inside and outside of the building.

Accountability and Disciplinary Consequences

At Kohelet Yeshiva High School, we are committed to creating a culture of mutual respect. All efforts will be made to educate students about the potential consequences of their behavior and to create situations where they are empowered to succeed academically, socially, religiously, and emotionally.

Our primary goal as a school is to ensure that we are educating students in all areas. As such, even when it comes to discipline, our first response to a violation of our community norms will be primarily educational. This may consist of an instructional meeting with the teacher who observed the behavior or with a member of the administration to explain why a particular behavior or interaction was problematic, to offer alternatives that could have been taken and to clarify communal norms.

Additionally, if the behavior is egregious, or if despite the educational conversations the behavior is repeated or escalates, consequences will be implemented. Please keep in mind that the administration is the final arbiter of whether a student has upheld or violated the school's rules or policies and what consequences are appropriate. These consequences, referenced throughout the handbook, are explained below.

Educational Project

If the school believes that a behavior will be corrected if a student learns more about the particular subject, he or she may receive an educational project.

Community Service

Often, when a consequence is necessary, it is because the action of the student has detracted from our sense of community. As such, at times it is important for students to give back to the community that he or she damaged. The nature of this community service may vary depending upon the specific action that was taken by the student and the consequences it wrought. In general, the goal of community service will be to restore the community norms that were violated.

Loss of Privilege

When appropriate, students may have certain privileges revoked as a disciplinary consequence. This might include loss of off-campus privileges, lack of eligibility to participate in sports or other extracurricular activities, or having to sit out of other events. The administration will make it clear to the student what the problematic behavior is and why they see the consequence as warranted.

Individualized Behavior Plan

Although a handbook outlines policies and procedures to help structure behavioral expectations, there are situations that arise where a student may need an individualized behavior plan. The behavior plan will be developed between the administration, teachers, parents, and members of the guidance team as necessary.

Detention

Detention is a time for students to reflect upon their actions. As such, students may be asked to write a reflection piece, perform community service, engage in an alternate activity that relates to

the reason they are serving detention, or asked to think about ways that they can prevent the behavior from continuing. A student should arrive at the Office of the Dean of Students at the beginning of the lunch period with his or her lunch. Students who are more than ten minutes late will serve an additional half-detention the next day. If a student misses an assigned detention entirely, he or she will make up that detention and receive an additional detention.

In-School Suspension

When a student is serving an in-school suspension, he or she is required to report to the office of the Dean of Students for a supervised suspension from 7:55 am until dismissal. The student will be given a list of acceptable and unacceptable behaviors while they are in suspension. Additionally, students may also be asked to write a reflection piece, complete an educational project, perform community service, or engage in an alternate activity that relates to the reason they are serving a suspension. It is the responsibility of the student to make up any and all missed assignments and examinations due to serving an in-school suspension. An in-school suspension will count against residency requirements in every class.

Out-of-School Suspension

When a student receives an out-of-school suspension, he or she is expected to make up all missed assignments and examinations. An out-of-school suspension will count against residency requirements in every class. Students should be aware that out of school suspensions are reportable to colleges. Students who serve a suspension will meet with the School Counselor to help determine how a future suspension can be prevented.

Consequences of Suspension

During the entire period of suspension, students may not participate in any school-sponsored events, including field trips, class meetings, social activities or athletic practices or competitions (home and away). The student returns to full participatory status on the day following the last full day of suspension.

Reporting Suspensions and Change of Status to Colleges

Students and parents should be aware that a number of colleges and universities seek evidence of candidates' good character when evaluating applicants for admission. Questions about disciplinary infractions may appear on both the student's application form and the Secondary School Report that the college counselor is asked to provide with the official transcript. When such questions appear, we are obligated to answer them honestly and fully. Moreover, amendments to the regulations pertaining to the Family and Education Rights and Privileges Act (FERPA) have clarified the legal right of educational institutions both to seek and to provide information about students' disciplinary records.

The school maintains information regarding each student's conduct, including information regarding issues of academic dishonesty, and the school will provide disciplinary information to colleges upon request by the college. For example, if a student has been suspended from school for the violation of accepted community norms of behavior or for an incident of academic dishonesty, the college counselor will provide a brief statement describing the nature and circumstances of the offense, should a college to which the student is applying seek such

information. The student will also be asked to include an explanation of the incident with his or her application for admission.

If a student is suspended for three or more days in Senior year (either in-school or out-of-school), or is dismissed from school, and transcripts have already been sent out, the College Counseling Office may contact colleges to report that “a change in status” has occurred. The counselor will make this contact two weeks after the student’s change in status; this two-week period gives the student the opportunity to contact institutions individually before the colleges learn of his/her change of status from Kohelet. What the counselor writes to colleges will be shared with the student if the student asks. The college counselor is also available to help the student with his or her own letter to colleges concerning a change of status. The counselor and student letters are mailed separately.

Mandated Leave Of Absence

Students may be required by the administration to take a mandated leave of absence to seek medical or psychological treatment. Earning of credit will be determined by the Head of School.

Disciplinary Probation

Disciplinary probation is an official status assigned to a student at the discretion of the administration. While on disciplinary probation, the student must be mindful that any pattern of misbehavior, or a subsequent violation of school rules that would normally result in a suspension, may instead result in a longer period of separation or expulsion from school.

Expulsion

When a student demonstrates repeated or inappropriate behavior despite interventions and strategies implemented by the school, or when a student demonstrates extreme misbehavior, the school may require such a student to leave the school on an immediate and permanent basis. All determinations are made by the Head of School. Furthermore, failure to satisfactorily meet any conditions of acceptance as outlined in a student’s letter of admission may result in dismissal from school.

Asking a student to leave school is a decision that is made with a heavy heart and is treated as *dinei nefashot*. Any such decision is made with consideration of *halachic*, educational, and psychological factors.

Appendix A: Policy on Bullying, Harassment, and Hazing

Bullying is severely damaging behavior with long-term negative repercussions. Such conduct disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, parents, and volunteers are also expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate any forms of bullying or harassment.

Kohelet prohibits any form of bullying of a student. Bullying consists of three components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power where the victim has difficulty protecting his or herself.

Bullying can take on many forms. This includes but is not limited to:

1. verbal bullying including derogatory comments or name calling (harassment);
2. bullying through social exclusion or isolation;
3. physical bullying such as hitting, kicking, shoving, and spitting;
4. bullying through lies and false rumors;
5. taking or damaging possessions of other students;
6. intimidating, threatening or coercing other students to behave in a particular manner;
7. racial bullying;
8. sexual bullying;
9. cyber bullying;
10. non-verbal bullying such as eye rolling, sighing, gestures, etc.

It is appropriate for all members of the school community to show concern for one another. When any student, teacher or parent witnesses a violation of the school's anti-bullying policy it is his or her responsibility to intervene in some way. Options for intervention include anonymous reporting to a faculty member or administrator, direct intervention, speaking with peers, speaking with a faculty member, or speaking to an administrator.

Any student who feels that he or she is a victim of bullying should feel comfortable approaching any faculty member who will then help the student navigate the situation in an appropriate manner.

Incidents of bullying in any form will be referred to the administration for further investigation. Should consequences be deemed necessary, parents will be notified. Possible consequences include detention, deprivation of privileges, suspension, and restoration/restitution. In addition, remedial action such as mediation, community service, and counseling may be required. Severe and/or repeated offenses may result in expulsion.

Kohelet prohibits reprisal or retaliation, whether in or out of school, against any person who reports an act of bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with school policies and procedures.

Policy on Harassment

Kohelet Yeshiva High School is committed to maintaining an environment for all members of the school community that is free from all forms of personal harassment, including harassment based on age, color, creed, mental disability, nationality, physical disability, race, religion, sexual orientation, or gender, whether conducted on campus, off campus or through electronic or digital means. The school does not tolerate harassment of individuals for any reason, including harassment based on age, color, creed, mental disability, nationality, physical disability, race, religion, sexual orientation, or gender, whether conducted on campus or off campus. Conduct that has the purpose or effect of interfering with an individual's academic or work performance, or which creates an intimidating, hostile, or offensive learning or working environment, is prohibited. This commitment is in compliance with local, state and federal law, and it is based on the principles of *halacha* upon which the school is established.

Kohelet's beliefs with regard to harassment include the prohibiting of sexual harassment. In addition, sexual harassment by anyone, whether in the school, at work assignments outside the school, at school sponsored functions, or elsewhere, is intolerable. Sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors or explicit photographs or messages, sexually suggestive remarks, jokes and gestures, and other unwelcome verbal or physical conduct or communication of a sexual nature.

Any individual who believes that he or she has been harassed in violation of this policy has the responsibility to discuss it immediately with the appropriate school personnel. Such personnel include the Head of School, the School Counselor or any adult with whom the student feels comfortable confiding in.

The school will take immediate action to investigate thoroughly any such complaints and take steps to stop harassment and prevent it from occurring. In cases in which a violation has occurred, appropriate sanctions will be imposed, including the possibility of suspension or dismissal. All attempts will be made to support the students involved so that the causes of the inappropriate behavior will be examined and addressed.

Policy on Hazing

Hazing involving students, student groups or any individuals at Kohelet Yeshiva (the "School") is strictly prohibited.

Hazing is defined by Pennsylvania State Law as "any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization." The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social

contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding.

Responsibility for Compliance

All School students, faculty, staff and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including on privately owned facilities and/or property. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (new member, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

Reporting of a Possible Violation

Anyone who witnesses or suspects that hazing has occurred shall immediately report what was witnessed, or the basis for the suspicion that hazing has taken place, to the Head of School or Principal. If the hazing has occurred in connection with a School club, organization or sport, then the incident shall also be reported to the person or coach responsible for the club, organization or sport.

Violations and Sanctions

The Head of School shall have discretion to impose any discipline deemed appropriate for an incident of hazing against both the individual who engaged in the conduct and the School organization of which they were a member. Discipline and penalties shall include, but not be limited to, withholding diplomas or transcripts, the imposition of fines, restitution, probation, suspension, dismissal or expulsion. In the case of School organizations, penalties may include withdrawal of permission for the club or organization to continue to operate on campus or other school property or to otherwise operate under the recognition or sanction of the School. Imposition of discipline by the School does not preclude any criminal penalty which may be imposed for violation of criminal laws and the School will fully cooperate, and share information, with law enforcement as part of any investigation.

Appendix B: TEACHER-STUDENT RELATIONSHIP POLICY

Kohelet Yeshiva High School is committed to fostering a positive learning and working environment for all students and staff in order to promote educational excellence and Modern Orthodox Jewish values. Kohelet Yeshiva's Non-Fraternization Policy shall serve as a statement on appropriate conduct and relationships between students and staff of the Kohelet Yeshiva. The spirit and intent of this policy is meant to help both staff and students understand and appreciate the delicate balance that exists between them and to better define the boundaries that their respective roles dictate.

Definitions

For purposes of this policy, "staff" refers to Kohelet full-time and part-time employees, contracted service personnel, and any volunteers working on school property. For purposes of this policy, "student" refers to all Kohelet Yeshiva individuals in grades from 9-12, including a one year window post graduation from the Kohelet Yeshiva. For the purposes of this policy "school property" includes all places on the school campus, along with any place where extracurricular activities and/or events may take place including any location visited during the course of field trips and/or other school sponsored activities.

Policy

All staff must be aware that students of all ages and intellect are susceptible to influence by both staff and peers. While this influence most often yields positive educational results, it can also be used in a manner that is entirely inappropriate. Accordingly, staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and student, which can live on long after the student has graduated from the Kohelet Yeshiva. This imbalance of power places students in a vulnerable position that must be recognized and respected by staff. It is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. Accordingly, staff are prohibited from engaging in any romantic, sexual, or physical relationship with students.

Many personal relationships are entirely appropriate and develop through family or neighborhood interactions with respect and adherence to the appropriate standards of professional conduct. To the degree that such relationships develop or exist, it is the staff's responsibility to ensure that such relationships continue along and within appropriate boundaries. Failure to adhere to the requirements of this policy may result in severe consequences, up to and including termination.

The staff of Kohelet must understand that this Non-Fraternization Policy is a condition of employment. As a condition of employment, Kohelet reserves the right to at any time, without advance notice to staff, monitor, assess, investigate and/or review the appropriateness of any activity or relationship between staff and students in order to protect the health, welfare and safety of the school, its staff and students.

Staff are responsible for appropriate and professional conduct in all settings and in all forms of communication, including, but not limited to, verbal communications/speech, written communications, texting, email, and other Internet communications, physical gestures, motions or any other form of interaction. This policy does not preclude legitimate, non-sexual, physical

contact between like-gendered faculty and student deemed necessary to respond to legitimate educational circumstances. There shall be no physical contact, however, between male staff members and female students or between female staff members and male students unless such contact is necessary to prevent physical harm to the student.

Staff shall not conduct social activities on a one-on-one basis outside of school with students or single out students from the general student population for special treatment (e.g. gifts, dinners, and rides). One-on-one meetings, even of an educational nature, between male staff members and female students or between female staff members and male students, must be conducted in a public space such as the lunchroom, the Beit Midrash, or classrooms while school is in session. If such meetings are to take place after school hours, a public venue such as a local coffee shop or bookstore may be used, but only with express permission granted by the student's parent or guardian. Such meetings may never take place in a school office with the door closed and the window covered. Likewise, faculty may only give rides to students of the opposite gender if there will be more than one student in the car with them.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

- Staff members shall not make derogatory comments to students regarding the school, its policies, and/or its staff even in jest and/or as a means of fraternization.
- Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the use of alcohol or illegal drugs by students.
- Dating between staff members and students is prohibited.
- Staff members shall not send students on personal errands.
- Staff members may only connect via social media, or otherwise communicate digitally with students in instances where there is a clear and explicitly stated educational purpose.
- Staff members shall exercise extreme caution when approached by a student regarding personal problems relating to sexual behavior, substance abuse, mental or physical health and/or family relationships. Wherever appropriate, the staff member should refer the student to an educational administrator.
- Staff leading extra-curricular activities for students of the opposite gender shall be careful to start and end such activities at the time communicated in advance to parents.
- Teachers may not lose their temper, curse, use insulting language ("animal", "idiot", "loser," etc.), use Lashon Hara (gossip or destructive talk), pass on confidential information, or embarrass others; which includes demeaning or belittling other teachers or students whether they are present or not present.

Any question by staff as to the appropriateness of an activity, relationship, or interaction with a student may be directed to an educational administrator or Head of School. All inquiries into the appropriateness of an activity or relationship will be confidential to the fullest extent appropriate.

All staff that suspect an inappropriate relationship exists between a staff member and student are required to immediately notify, orally or in writing, to the Head of School. Submission of a good faith report of a suspected violation of this policy will not adversely affect the reporting individual's employment. Submission of a purposely inaccurate report may result in disciplinary actions.

Appendix C: KYHS Placement Criteria

The appropriate Department Chairs, alongside Mrs. Melissa Perl for *Limudei Kodesh* and Dr. Jeremy Sullivan for General Studies, determine placement in all courses. This placement takes into account academic records as well as input from teachers, the student, and the student’s parents. While the criteria for placement in AP and Advanced courses may vary slightly by department, in general these courses require high grades in honors classes, strong teacher recommendations, a previous record of timely and successful completion of assignments, and above-average standardized test scores.

Honors and AP Course Requirements

For specific criteria regarding placement in General Studies Honors and AP classes see the charts below. Exceptions to these criteria can be made by Department Chairs in extenuating circumstances.

- Due to the rigor of AP courses in addition to the overall rigor of our dual curriculum, students may take no more than two AP courses in the same academic year. To be considered for a third AP course a student must have maintained at least a 3.75 *unweighted* GPA in the previous school year and must be approved by division heads in General and Judaic Studies as well as the school college counselor.
- Honors and AP level courses require more time outside of the classroom to complete assignments, papers, practice tests, and homework.
- The expectation is that AP students will register for the AP exam by November 1st and will sit for the take the AP exam at the end of the course
- Students may not be exempt from another course in order to take an AP course with potential exceptions in the case of scheduling conflicts.

Placement Criteria for Humanities Courses

In order to place into an Honors or AP Humanities course the following criteria must be met:

1. Students must score above a specific percentile on a PSAT, SAT, ACT, or MAP test (the requirement for each class is listed below).
2. Students must receive a specific grade in their current class (the requirement for each class is listed below).
3. Students must receive either a 90% or higher on a placement test or an advanced score on a placement essay.
4. Students must receive a 20 or above on the teacher recommendation form (form is included below)

Class Entering:	Standardized Test %	Current class grade as of May 15th
10th Grade Honors	Score $\geq 80^{\text{th}}$ percentile	A or A- in CP B or above in Honors English/B+ or above in Honors History
11th Grade Honors	Score $\geq 85^{\text{th}}$ percentile	A or A- in CP B or above in Honors/B+ or above in Honors History

11th/12th Grade AP History	Score $\geq 85^{\text{th}}$ percentile	A- in Honors/ B+ in AP
11th Grade Tikvah English	Score $> 95^{\text{th}}$ percentile	A in CP A or A- in Honors
12th Grade Honors	Score $\geq 88^{\text{th}}$ percentile for English/ $> 80^{\text{th}}$ percentile for History	A or A- in CP B in Honors for English/B+ in Honors for History
12th Grade AP English	Score $\geq 92^{\text{nd}}$ percentile	A in CP A or A- in Honors

Placement Criteria for Science and Math Courses

1. If a student is currently placed in an Honors science or math class he or she may stay in that level for the upcoming year as long as he or she has a B+ average in an Honors level as of May 15th and receives above a 20 on the teacher recommendation form.
2. If a student is currently placed in a CP or AT class, in order to move up to an Honors science or math class for the upcoming year, he or she must have an A average in the current class as of May 15th and must also receive above a 20 on the teacher recommendation form.
3. In Junior year students must meet specific requirements in order to take science AP's. These requirements are listed below.

Junior Science Options

Course	PSAT	Current Class grade as of May 15th	Teacher recommendation
AP Chemistry	ERW: ≥ 560 Math: ≥ 500	B or above in Honors Math and Science	Teacher recommendations are based on each student's rating on a grid of characteristics of successful advanced level students and can be reviewed on the next page. Recommendations must be filled out by both math and science teachers if applying for AP Chem, AP Bio or Comp Sci, or both English and History teachers if applying for AP Psych.
AP Computer Science/AP Biology	ERW: ≥ 540 Math: ≥ 500	B or above in Honors Math and Science OR A or above in ET Math and CP Science	
AP Psychology	ERW: ≥ 540 Math: ≥ 450	Must be in at least 1 honors English or History B or above in Honors English or History A or above in CP English or History	
Honors Computer Science	ERW: N/A Math: N/A	B or above in Honors Math and Science OR A or above in ET Math and CP Science	
AP/Honors Physics	ERW: ≥ 560 Math: ≥ 500	B+ or above in Honors Math and Science OR A or above in ET Math and CP Science	
ET Physics	ERW: ≥ 540 Math: ≥ 500	B or above in Honors Math and Science OR B+ or above in ET Math and CP Science	

Teacher Recommendation Form

Score Rubric:

3: Well above typical Grade-level Students

2: Above Grade-level Students

1: Same as Typical Grade-level Students

0: Below Typical Grade-level students or not enough information to evaluate

Characteristics of Advanced Students	3	2	1	0
Student finds pleasure in intellectual activity.				
Student demonstrates a high rate of acquisition with little or no need for repetition.				
Student demonstrates ability to learn independently.				
Student poses and responds to meaningful questions.				
Student can read independently for sustained periods of time.				
Student demonstrates persistence when presented with challenging tasks.				
Student recognizes what high -quality work looks like and determines steps necessary for improving his/her work.				
Student has shown aptitude and potential for successful advanced study.				
Student can clearly and competently articulate high-level thinking in both spoken and written language.				
Student consistently demonstrates mature work habits and the ability to manage the demands of accelerated work.				
TOTAL POINTS				

25-30 – Definite candidate for advanced courses
 20-24 – Marginal candidate for advanced courses
 < 20 - Unlikely to succeed in advanced courses

Limudei Kodesh Placement

Students will be scored by their teachers in 3 categories:
Textual Skills (0-7), Analytical Ability (1-5), Work Ethic (0-3)

Advanced:

9/10: Students who receive above a 10 in total and at least a 4 on Textual skills

11/12: Students who receive above an 11 in total and at least a 5 on Textual skills

Honors:

Students who receive above an 8 in total and at least a 3 on Textual skills

Rubric:

Textual skills:

0-Can barely sound out hebrew words, little to no translation

1-Can accurately but slowly read hebrew with vowels, little to no translation

2-Can accurately and fluently read hebrew or aramaic with vowels, little to no translation

3-Can accurately and fluently read hebrew or aramaic with vowels, can translate some common words

4-Can accurately and fluently read hebrew or aramaic with vowels, can translate most common words

5-Can accurately and fluently read hebrew or aramaic fluently without vowels, can translate most common words

6-Can accurately and fluently read hebrew or aramaic fluently without vowels, can translate most common words and and can string together phrases

7-Can read and translate accurately and fluently

Analytical skills:

1-Thinks in a concrete manner and has great difficulty with abstract concepts

2-Can understand abstract concepts when explained

3-Can infer concepts when heavy scaffolding is provided

4-Can infer ideas and make connections when minimal scaffolding is provided

5-Can infer ideas and make connections easily and independently

Work Ethic:

0-Does not apply themselves to the work at hand

1-Applies minimal or inconsistent effort

2-Applies effort necessary to ensure a good grade

3-Goes above and beyond what is required to get a good grade: Cares about learning and is interested in growth.

Appendix D: Network and Computing Acceptable Use Policy

The purpose of the networking and computer policy is to establish acceptable use of any electronic devices, either personal or school-provided, at Kohelet Yeshiva High School. Kohelet resources may only be used for lawful purposes that comply with Kohelet's policies and philosophies.

Computing and Network Etiquette

Students are expected to use proper etiquette when online, including:

- Being polite and making sure not to use abusive or vulgar language.
- Not revealing their personal information or the personal information of others.
- Respecting the privacy of others by not posting pictures, videos, or recordings of any individual at the school without their explicit consent.

Unacceptable Network and Computing Use

Students are responsible for the security and appropriate use of Kohelet networks and computing resources under their control. Using the Kohelet Yeshiva network or computer resources for the following is strictly prohibited:

- Illegal activity, including violation of copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software;
- Accessing, obtaining, or sending inappropriate or pornographic materials (including "sexting");
- Creating or using a VPN (Virtual Private Network) or proxy server.
- Circumventing Kohelet's internet settings and filters.
- Causing deliberate damage to software, hardware or data, including by the creation, uploading or downloading of a virus.
- Causing a security breach to either Kohelet or another network resource.
- Use of the internet or Kohelet network that violates Kohelet policies, including fostering disruption amongst students so as to interfere with the learning environment in school, including harassment, slander, libel, or encouraging unlawful activity.
- Inappropriate use of communication, including, but not limited to, supporting illegal activities, procuring or transmitting material that violates Kohelet policies against harassment, or compromising the safeguarding of confidential or proprietary information.
- Students may only record, photograph, or video anything Kohelet related for personal use. They may not post recordings, pictures, or videos of anything Kohelet related online, including on social media websites without administrative permission.

Internet Access

Students may only connect to the Internet through the "Kohelet Yeshiva" network or through school wired computers. Students may not set up their own networks or connect personal computing devices to one of the school's Ethernet ports. Students that have internet access on their phones may not use their phones to create separate internet access whether as a Wi-Fi hotspot or by tethering.

Privacy

All network traffic is monitored. Therefore, students should have no expectation of privacy when using a Kohelet Yeshiva device or the Kohelet Yeshiva network.

A student who believes that he or she has identified a security problem on the school's network must notify the school administration. Students must not demonstrate the problem to others.

Legal Disclaimer

- Kohelet Yeshiva bears no liability for activities that are illegal or violate the school's policies that occur on school devices or the school network.
- Kohelet Yeshiva makes no warranties of any kind, either expressed or implied, for the service it is providing. Kohelet Yeshiva will not be responsible for any damages incurred, including but not limited to the loss of data resulting in delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or by user errors or omissions. Kohelet Yeshiva specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Kohelet Yeshiva reserves the right to require the purging of files to manage disk space.
- The administration reserves the right to modify these policies as needed.
- Use of any information obtained via the internet is at the student's own risk.

The purpose of this policy is to establish acceptable use of any electronic devices, either personal or school-provided, at Kohelet Yeshiva High School. Kohelet resources may only be used for lawful purposes that comply with Kohelet's policies and philosophies.

Misuse of Electronic Devices

Cell phone use is permitted only during breakfast, breaks and lunch or with teacher authorization. At other times cell phones may not be visible. Should a student not comply with this, his or her device will be confiscated and given to a member of the administration for the remainder of the day. If a student does not respect this policy on a consistent basis he or she will receive further consequences determined by the Dean of Students.

During classes and programs, students should only use their electronic devices when they promote learning in a constructive manner. Should a student not comply with this, his or her device will be confiscated and given to a member of the administration for the remainder of the day. If a student is missing his or her device for a subsequent class during that day where the teacher requires students to have it then the student will lose participation points for that class. If a student does not respect this policy on a consistent basis he or she will receive further consequences determined by the administration.