



**KEHILLAH JEWISH HIGH SCHOOL**

**STUDENT/PARENT HANDBOOK**

**2024-2025**

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Please note that the policies outlined in this Student/Parent Handbook may be revised while the school year is in effect, at the school's discretion. **Ignorance of policy is not an excuse, and disagreeing with the wording or intent of the school's rules or policies will be considered irrelevant for disciplinary purposes.**

## **WELCOME FROM OUR ASSOCIATE HEAD OF SCHOOL**

Dear Kehillah Students and Families,

Welcome to the 2024-2025 school year!

We've been hard at work preparing for the coming school year — building student schedules, designing innovative academic and experiential programs and making exciting improvements to the facility (and occasionally resting). Yet, no matter where our work takes us, we never lose sight of our primary objective: empowering Kehillah students to create extraordinary futures for themselves and the world.

Part of this process involves sharing the policies, practices, and norms guiding our work as a community. To that end, we are pleased to share this school year's Student/Parent Handbook. As returning community members know, we revise the Handbook intentionally each year, as it remains a living document that we continually adapt with feedback from faculty, families, and, most importantly, students.

The Handbook reinforces our Four Commitments, outlines our mutual expectations, and reviews important information about attendance, technology use, graduation requirements, and more.

When we begin the school year, we'll have plenty of opportunities to review important updates. For now, we ask you to give the Handbook a close look, and reach out if you have any questions.

We appreciate your attention to the Handbook and commitment to the values that make Kehillah such an exceptional community.

Most of all, we are excited for this year and can't wait to see you!

Warm regards,

Roy Danovitch  
Associate Head of School

## WHO TO CONTACT

Educational Program	
Educational Program	<a href="#">Dr. Roy Danovitch</a> , Associate Head of School
Student Life	<a href="#">Megan Miraglia</a> , Director of Student Life
Inquiries about Classes	Individual Teachers (Emails)
Academic Department Inquiries	<a href="#">Amy Cole-Farrell</a> , Dean of Visual and Performing Arts
	<a href="#">Richard Nybakken</a> , Dean of History and Social Science
	<a href="#">Tammy Ben-Yaacov</a> , Dean of Mathematics
	<a href="#">Robert Stewart</a> , Dean of Science
	<a href="#">Ronit Balan</a> , Dean of World Languages
	<a href="#">Shifra Elman</a> , Dean of Jewish Studies
	<a href="#">Dale Pagano</a> , Dean of English
Course Planning & Student Schedules	<a href="#">Richard Brownstone</a> , Dean of Academics
College Guidance	<a href="#">Kaylin Liang</a> , Director of College Counseling <a href="#">Jordana Bischoff</a> , College Counselor
Academic Technology & Thinker Lab	<a href="#">RM Pellant</a> , Dean of Academic Technology
Athletics & Physical Education	<a href="#">Ryan Greenfield</a> , Director of Athletics
Experiential Education / Educational Travel	<a href="#">Rabbi Dennis Eisner</a> , Dean of Jewish Life
Enrollment Forms, Schedules, and Transcripts	<a href="#">Jay Dosanjh</a> , Registrar
Transfer Students	<a href="#">Dr. Dave Weiner</a> , Director of Admissions and Enrollment Management
The Learning Center	<a href="#">Megan Miraglia</a> , Director of Student Life <a href="#">Audra Robinson</a> , Learning Specialist <a href="#">Ané Esplana</a> , Learning Services Assistant
Translation Services (Spanish)	<a href="#">Ms. Maria Vicenty</a>

## **OUR STORY AND FOUR COMMITMENTS**

### **Our Story**

Kehillah is distinguished by an exceptional academic program in a supportive environment that pairs rich traditions with the best of the Silicon Valley mindset. At Kehillah, students embark on a journey of self-discovery guided by a community of passionate educators. They graduate with the knowledge, values, and community that enable them to create extraordinary futures.

### **Our Four Commitments**

- Everyone counts.
- Everyone has access to great learning.
- Everyone's unique talents are valued equally.
- We take responsibility for ourselves, our learning, and our community.

### **COMMITMENT TO DIVERSITY, EQUITY, BELONGING, & SOCIAL JUSTICE**

We believe we best prepare our students to make the world a better place when we embrace diversity. Kehillah Jewish High School is committed to create an environment where all members of our community truly value themselves and others, evoking a communal sense of belonging.

We are committed to teaching students that the interconnectedness and value of all human beings also compels us to work collectively towards equity and social justice. Daily, we build a community that appreciates and celebrates differences as well as a society that empathetically confronts the ways individuals, institutions, and systems have oppressed others. By clearly understanding the past and the present of these dynamics, Faculty will develop the capacity to help create a better future for all.

We acknowledge that this work is ongoing and ever evolving.

## ACADEMIC INFORMATION

<b>Graduation Requirements</b>		
<b>Department</b>	<b>Kehillah Requirements</b>	<b>UC Requirements</b>
English	4 years	4 years
History and Social Science	3 years	2 years
World Languages	2 years of the same language	2 years
Mathematics	3 years	3 years
Science	3 years	2 years
Visual and Performing Arts	1 year	1 year
Jewish Studies	3 years	0 years
Physical Education and Athletics	1 year (or approved equivalent)	0 years
<b>Additional Requirements</b>		
K-Term	1 week per year	
Experiential Learning	Annual trips	

Additionally:

- Kehillah’s graduation requirements exceed the minimum course requirements for the University of California and California State University systems. Click [here](#) for a full list of UC A-G requirements
- Students maintain and pass all classes in a schedule of at least 7 courses during grades 9, 10, and 11 and pass all classes in a schedule of at least 6 courses during grade 12



## **Student Initiated Drop/Add/Withdraw Policy**

### Open Add/Drop Period: Up to end of week 3 of the school year\*

During this period, a Kehillah student may request to add or drop courses in their schedule without any impact to their transcript. Any course that has been dropped or swapped during this period will not appear on the student's transcript; no credit towards graduation will be awarded for the dropped or swapped course; the dropped or swapped course will not be included in the calculation of the student's overall GPA translation. **Students will be expected to complete the required paperwork by the end of week 3 in order for the administration to consider their request for adding or dropping a class.**

### Late Drop Period: Week 4 to end of Week 10 of the school year\*

During this period, a student may request to drop a course in their schedule with some impact to their transcript. The dropped course will remain on the student's transcript with a "W" (Withdrawn); no credit towards graduation will be awarded for the dropped course; the dropped course will not be included in the calculation of the student's overall GPA. Students are encouraged to consult with their College Counselor to understand how a "W" on their transcript may impact college admissions evaluations.

### Week 13 and On

After the Late Period closes at the end of Week 12, no courses may be dropped. Kehillah may make exceptions in the following circumstances:

- Extended illness or injury resulting in medical leave from school
- Appropriate placement of new students

Students are encouraged to consider schedule changes carefully. Changes may not be reversed after they have been finalized or may require shifts in the student's other classes to different sections/blocks and/or different teachers. **Additionally, the student is responsible for completing work assigned before their arrival in the new class.**

## **Advanced Study at Kehillah**

### Advanced Placement Courses

The Advanced Placement (AP) program gives students an opportunity to take college level courses while still in high school. A student earns honors high school credit by taking the course. College or University credit or class placement based on AP scores is at the sole discretion of the attending school. Placement in AP courses at Kehillah is determined by a combination of previous grades, overall course load, and department recommendations. AP exams are administered at Kehillah during a two week period in May.

### Kehillah Advanced Topics Courses

Kehillah Advanced Topics (KAT) are independently designed, accelerated courses that offer unique opportunities for students who are driven to investigate particular disciplines in deeper and more meaningful ways. These courses promote critical thinking and problem-solving through intensive

research, writing, and problem-solving. KAT courses earn their Honors designation from the University of California's course review process; as such, these courses are selective, and weighted on a 5.0 scale.

### Honors Courses

Kehillah offers Honors credit for select courses based on grade performance, department approval, and in some cases, performance on placement exams. Honors courses move at a more accelerated pace than core classes. Please review the course offerings and descriptions for more information about Honors eligibility and course placement.

For more information about advanced and honors courses, please review our 2024-2025 Curriculum Guide.

### **Academic Probation**

The School will initiate the Academic Probation process when a student earns one or more "D", "F" or "W" at an academic recording period (interim, quarter, or semester) or the student's academic team determines that academic progress is at risk. The Academic Probation process outlines the steps to be taken to aid the student in their studies. The contract produced in this process may also involve:

- Mandatory meetings with the dean, teachers, school counselor, support staff, tutors, therapist and/or parents
- Study hall during open blocks
- Denied participation in extracurricular activities
- Removal of off-campus and OFJCC privileges

The student's academic progress is evaluated at the end of the term of the Academic Probation process. Students who have not shown significant progress or who fail to meet the terms of their Academic Contract meet with their parents and the Associate Head of School to discuss whether continued enrollment at Kehillah meets their learning needs.

Students will not earn academic credit for any course in which they earn an "F."

### **Tutors**

We believe that all students are capable of being successful in their courses if they select an appropriate course load consistent with departmental permissions, advice from the deans, and a thoughtful course-selection process. Teachers are available to provide extra support before school and at other times by appointment, and in most cases that should be sufficient. However, there will be situations for some students when families feel that hiring a tutor seems advisable. Families should bear in mind a few common-sense expectations when working with tutors:

- The classroom teacher should always be the first source for questions about the course material and procedures.
- The classroom teacher is also the best person to provide help on specific assignments that are to be handed in to that teacher for a grade.
- It is expected that all material that a student submits for a grade will be completed solely by the student and that the student will properly attribute any work drawn from an outside source or another individual. Please see our Code of Conduct for further information.
- If families would like a student to meet with their tutor in-person on-campus, the tutor needs to complete and submit a background check to the School, which will need to be cleared before the tutor comes to campus.

### **Grades and Comments**

The School's reporting system is designed to provide a realistic assessment of each student's progress.

Evaluation of work may include:

- Preparation for class, quizzes, tests, projects and other assessments or assignments
- Attendance
- Active participation in class as determined by faculty standards

Quarter grades are intended as a progress report of student performance at the midpoint each semester.

Only semester grades are listed on student transcripts.

## ATTENDANCE

Kehillah believes that consistent attendance in class is the fundamental building block of a meaningful education. Students are expected to attend all scheduled classes, and both students and parents must understand that excessive absences will inevitably lower academic outcomes. Moreover, the learning experience at Kehillah is purposefully situated in community. Students are expected to attend all classes on their schedule as well as any schoolwide or grade-level meetings or events except in the case of illness, urgent appointments, or family obligations.

Students are limited to eight (8) absences in any class during a semester, whether the absences are excused or unexcused.

- If a student exceeds the absence limit and misses 9, 10 or 11 blocks of a given class during a semester, the student's final semester grade in that class will be subject to a 10% deduction. Grade reductions which follow from violations of our attendance policy may not be appealed after final semester grades have been posted.
- If a student exceeds the absence limit and misses 12 or more blocks of a given class during a semester, the student will lose credit for that class.
- Both excused and unexcused absences count toward this 8-absence limit. However, school field trips, educational travel, Kehillah co-curricular and extracurricular events, and college visits do not count toward the absence limit.
- Note that days missed due to certain reasons, including serious illness, bereavement and family emergencies, are eligible for an appeal regarding the attendance limit; the appeal form can be discussed with and obtained from the Dean of Students, and is subject to review and final decision from the administration.

Kehillah may choose not to re-enroll a student due to excessive absences and/or failure to follow the established attendance protocols.

Students who are absent for three (3) or more classes in a day (whether the absences are excused or unexcused) may be ineligible to participate in extracurricular activities, including sports, on the day of the absence.

### **Reporting Absences**

When students are absent, please provide early notification to the School. This must be sent by the parent or guardian in the form of an email to [attendance@kehillah.org](mailto:attendance@kehillah.org) or telephone call to 650-213-9600.

### **Excused Absences**

Excused absences include those resulting from illness, injury, appointments that cannot be scheduled outside of school hours, family emergencies, bereavement, and religious commitments. For an absence to be excused, parents must explain the reason for the absence via email ([attendance@kehillah.org](mailto:attendance@kehillah.org)) or telephone call (650-213-9600) by 8:30 am on the day of the absence, with the exception of unforeseen illnesses or other medical issues. Absences due to unforeseen illness must be excused by parents via email within two (2) days. Students who are on campus may not be excused by a parent for some classes and then attend others. If students are present, they must attend all classes or other mandatory school wide events, unless excused by a Kehillah administrator. Please note: as stated above, excused absences are counted in a student's eight (8) absence limit for a given class.

### **Functional Absences**

Students who are not physically present for much of the class period will be marked as functionally absent. A functional absence in an in-person setting occurs when a student leaves the classroom for 15 minutes or more, or the student arrives 15 minutes or more late to class.

### **Unexcused Absences**

Unexcused absences result from official school suspensions; breaches in attendance policy such as truancy, ditching, failure to submit notification via email by 8:30 am on the day of the absence, or failure to provide written documentation of an unforeseen illness or medical issue; failure to sign in/out upon late arrival or early departure; or missing more than 20 minutes of a class block. Repeated unexcused absences may result in a mandatory parent, student, and Kehillah administration meeting to discuss reasons for unexcused absences and potential solutions. Other consequences may include detention, a disciplinary contract, loss of class credit, suspension, and/or expulsion. Please note: as stated above, unexcused absences are counted in a student's eight (8) absence limit for a given class.

Students are responsible for learning course content missed due to excused and unexcused absences. Work missed due to an unexcused absence may be made up at the discretion of the teacher. It is also the teacher's discretion whether to meet with a student individually to cover the material missed in class due to an unexcused absence.

### **Appointments**

Kehillah strongly suggests that off-campus appointments be scheduled when school is not in session. If this cannot be avoided, notification for early dismissal for an appointment must be sent via email to [attendance@kehillah.org](mailto:attendance@kehillah.org) by 8:30am on the date of the request. The notification must include the date and time of dismissal and expected time of return. Students must sign out at the front desk before leaving the building and must sign in when returning to school.

Any minor student leaving during the school day must be met in the parking lot or main lobby by a legally responsible adult (parent, guardian, or their delegate) or have written permission to leave campus at that time. Parents acknowledge and agree that the School is not responsible for the student after release as authorized by their parents or guardians.

Kehillah has sound-dampening booths for students to use for homework or electronic appointments.

### **Religious Observances**

The School respects all major religious observances and understands that students will miss school for these observances. Communication between home and the School is requested in such cases so that teachers can show sensitivity in arranging makeup work.

### **Pre-Planned and Extended Absences**

Family vacations or other off-site activities should be planned to coincide with school breaks. Extended absences may impact a student's ability to successfully complete coursework, risking lower academic outcomes and academic credit for the class.

Families should [notify attendance@kehillah.org](mailto:attendance@kehillah.org) of planned absences. If a student and family know that a student will be absent ahead of time, the student needs to complete a Pre-Planned Absence Form, and submit a completed copy to the Dean of Students. Additionally, planned extended absences of one week or more must be communicated by parents in writing to and approved by the Dean of Students and the Associate Head of School at least two weeks prior to the absence.

The student is responsible for completing all missed work and learning the material covered during the absence. It is the teacher's discretion whether to meet with a student individually to cover the material missed in class due to an extended absence.

### **Illness**

Students who appear ill or who are injured during the school day should go to the front desk and/or the Dean of Students' office. A parent or guardian will be called and a decision will be made as to dismissal from the school day. If a student is absent due to illness on a given day and misses classes, the student may not return for non-academic activities later the same day.

Parents and guardians must have their children stay home if they exhibit any of the following:

- Fever above 100.3 degrees within the last 24 hours
- Sore throat or swollen glands
- Contagious symptoms such as diarrhea, vomiting, or undiagnosed rash or skin eruptions
- Head lice or nits

If a student has a chronic condition that may require support from the School, please speak to the Dean of Students and the Associate Head of School.

### **Make Up Work**

Students are responsible for learning course content missed due to excused and unexcused absences. It is the student's responsibility to contact each teacher upon returning to school after an absence. The teacher and student work together to arrive at a reasonable timetable for completing all missing work. In the case of an unexcused absence or pre-planned absence, classwork, homework, tests, and quizzes may be made up at the teacher's discretion.

### **Tardy Policy**

Being late can become a chronic behavior pattern, putting the entire class at a disadvantage by disrupting the start of class and potentially interfering with the work of the group. More importantly, tardiness results in loss of learning and decreased academic performance. Ongoing latenesses may result in a mandatory parent, student, and Kehillah administration meeting to discuss cause of tardies and possible solutions, lunch detention, after school detention, contracts, and other disciplinary action. When a student is already on campus, tardies may not be excused, except with a note from a teacher in the case of a late dismissal from class.

### **Open Blocks**

An open block is when a student has no scheduled class or scheduled meeting. These blocks are designed to support students' work (both academic and extra-curricular) on campus with classmates and teachers as well as build community through student interaction. A meeting with a teacher, advisor, or administrator takes precedence over a student's open block.

### **Late Arrival/Early Departure**

All students must check-in/out at the front desk upon returning to or before leaving the school building during the school day. Parent notification is required for early departure. School starts at 8:30 am. Students are expected to be in their assigned classroom at that time.

- Students are expected on campus for their first commitment of the morning whether it be class, assembly, or any required, scheduled meeting or function. The student must sign in at the front desk when they arrive.
- With the exception of the OFJCC, students (without off-campus privileges) may not leave campus during open blocks once they have arrived in the morning.

### **Off-Campus Privileges**

Junior and Senior students who are in good standing may be allowed to travel to destinations other than the OFJCC during lunch and open blocks. These students must adhere to the following procedures:

- Students must check-out at the front desk before they leave campus, and check back in upon returning to school.
- After their last commitment of the day, they may leave school. The student must check out at the front desk when they depart if their classroom commitments end before school dismissal at 3:15 pm.
- Students may not be tardy or miss any classes, meetings, or other required school activities.

Failure to check in and out accurately will result in a loss of privileges.

While students are off-campus, they are expected to conduct themselves as they would on campus. All food brought back to 3900 Fabian Way (including the parking lot) should conform to the Kehillah Food Policy.

The Dean of Students may suspend these privileges if there is concern that a student's off-campus privileges are detrimental to their academic life or are posing behavioral concerns.

## **COMMUNITY LIFE**

Our Kehillah communal life rests on the foundation of core Jewish values and is sensitive to the rhythms of the Jewish calendar and people. Our Kehillah also believes we are a community that respects differences and celebrates our similarities to create a culture of belonging for all.

### **CALENDAR**

#### **Shabbat & Holidays**

We seek to allow community members to participate in school life in a manner consistent with their personal observance levels. Kehillah's educational travel program and other off-campus events (Robotics Tournament, Shakespeare Festival, Debate, Mock UN, etc.) may engage in educational programming on Shabbat. Kehillah will share information with the school community regarding programs hosted by other organizations that may take place on Shabbat or holidays. In doing so, we acknowledge each family's right to participate or opt out.

Kehillah is sensitive to special events on the school calendar when assigning homework. No homework may be assigned during Jewish holidays when school is closed; no assessments may be due, and no tests or quizzes may be given on the first school day following a holiday. Only minimal homework may be assigned, and no tests or quizzes may be given over Chol HaMoed (during the middle days of) Sukkot, fast days, and extended school breaks (Thanksgiving, winter, and Passover).

#### **Holiday Celebrations**

All Jewish holidays will be approached from an academic and intellectual perspective congruent with our school's mission. Holiday celebrations can include food, presentations, performances, and other joyous activities when appropriate. When applicable, dismissal time may reflect the holiday and time of year. Kehillah also observes all major US Federal Holidays, including Christmas and New Year's Day.

#### **Egalitarianism and Inclusivity**

At Kehillah, we do not differentiate among participants in any aspect of communal life. All students, regardless of religious practice, religious affiliation, or gender identity, will be included if they choose.

### **KEHILLAH FOOD POLICY**

**We prohibit peanuts on campus or at school events.** Please do not bring any food items containing peanuts, peanut butter, peanut oil, or peanut flour onto campus or to any school event (this includes classrooms, lockers, the MPR, and the parking lot). In addition, we ask that you not bring any food items containing peanuts, peanut butter, peanut oil, or peanut flour on any class trip, including schoolwide and grade-level trips and any additional field trips offered by individual classes.

#### **Kashrut Policy**

Our food policy is intended to be inclusive of all members of our community. In practice, this means that all food served by the school is kosher. Most of the time, we serve dairy or *parve* (non-dairy and non-meat) or pescatarian (fish, but no meat). On occasion, the school may serve meat for lunch, on class trips, or at special events. When Kehillah provides food, there will be a vegetarian/vegan/gluten-free option when available. We consider vegetarian food a *kosher* offering.



We expect students with severe allergies, special dietary, and/or keep a strict kashrut diet needs to communicate this information to the school. We also will expect that students with these particular dietary needs to be prepared to bring lunch or other food appropriate to their needs.

Any food provided by the Kehillah Parent Association (KPA) on school property must meet the standards outlined above.

For KPA STUDENT events held offsite, we ask that the food served be aligned with our *kashrut* practice so that students can eat together (of course, we also expect that vegetarian, gluten-free, and other dietary needs are respected). The school is here to support parents who may not have experience with *kosher* food. Any students or parents with questions should feel free to contact Rabbi Dennis Eisner [at deisner@kehillah.org](mailto:deisner@kehillah.org).

For KPA PARENT events held offsite, we encourage parents to be mindful of the diversity of our community and ensure that food is available for all members of the community.

## **BEHAVIOR AND DISCIPLINE**

Kehillah is a community built on trust, respect, safety, integrity, open-mindedness, and inclusiveness. That said, there are circumstances when the school has to take appropriate measures to ensure the health, safety, and well-being of the school community. For these reasons, Kehillah has the right to discipline, including suspend or expel, any student at any time for inappropriate conduct, including but not limited to, any of the following:

- The student's performance, attendance, conduct, behavior, or attitude is deemed unsatisfactory or it denigrates or discredits the reputation or the mission of Kehillah.
- The student violates Kehillah's rules or regulations, including but not limited to those outlined in the Student/Parent Handbook or engages in conduct that is inconsistent with Kehillah's community values.
- The student's parent does not comply with Kehillah's expectations for parent behavior.

Student behavior in accordance with Kehillah's behavior policies and expectations will help lead to a successful and enriching high school experience for all students. Kehillah has sole discretion to determine appropriate consequences, which may include, among other things, loss of privileges, including open blocks, access to the OFJCC and off-campus privileges, mandatory meeting with school administration, parents, and student, creation of and compliance with a disciplinary contract, removal from student activities, detention, suspension, or expulsion. The nature of the consequences will be determined by Kehillah and may depend on various factors, including the specific circumstances and the student's record of prior behavior.

### **Off-Campus Behavior**

Students are expected to behave off-campus in accordance with generally accepted standards of good conduct. The school reserves the right to discipline students who engage in conduct that violates its conduct expectations, including conduct that reflects negatively upon the school, has the potential to injure the school's reputation, is inconsistent with the school's rules, policies, community values, results in disruption or otherwise negatively impacts students and other members of Kehillah's community. These standards may include student conduct online or anywhere on the web.

### **Reporting of Disciplinary Incidents to Colleges and Universities**

Because colleges and universities place a high value on personal and academic integrity, prospective applicants and their college counselors are often asked to report disciplinary violations that have involved the student who is applying for admission. If required by colleges and universities to which a student has applied, Kehillah will report incidents in the student's permanent school record that resulted in the student being suspended or expelled.

College admission officers generally seek additional information from the school to determine whether the violation was an isolated incident or part of a pattern of behavior. Our experience is that it is to a student's advantage to deal with questions in relation to disciplinary incidents in an honest, straightforward way. The student is well served by writing directly to the college's or university's admissions office to explain the incident.

If a student's disciplinary status changes after the filing of college applications, the student has the obligation to inform all colleges to which an application has previously been submitted or the college at which the student has submitted an enrollment deposit. The student should notify the college or colleges within two weeks from the date of the change in status. Two weeks after the change in status, the Director of College Counseling will notify the colleges in writing that the student's status has changed and the reason for the change. The Director of College Counseling will be directed to the student and the family

for further information. If a student withdraws from the school to avoid disciplinary action, the school reserves the right to report the infractions to the colleges.

## **Code of Conduct**

Kehillah expects students to abide by its conduct policies and will take disciplinary action, as appropriate, and at the sole discretion of the school administration. Students are responsible for understanding and following all school rules. Violations of Kehillah policies, as well as the behavior listed below (which is a non-exhaustive list), may result in student discipline, including and up to suspension and/or expulsion.

### **Academic Integrity and Expectations**

Academic integrity is essential to every educational institution. Students are expected to honor this value by acting honestly in every aspect of their academic lives. Being unaware of whether an act constitutes academic dishonesty does not excuse the act. At the beginning of each year, each academic department will distribute and review the Academic Integrity Policy.

While the teacher will explain what constitutes plagiarism and cheating in general terms, it is a student's responsibility to seek clarification about an assignment or task. We hope students will learn to review for tests with classmates and will learn to discuss or brainstorm more complicated assignments together. However, aside from this, unless a teacher specifically asks students to work with others, all homework, classwork, projects, quizzes, tests, and papers must reflect a student's own work, ideas, thoughts, and understanding. Violating academic integrity is contrary to Kehillah's core values and will be grounds for disciplinary action.

Kehillah students are expected to perform and produce their own work. Substitution or inclusion of another's or Artificial Intelligence generated work as one's own violates the school's expectations of academic integrity and impedes the intellectual growth of the student.

### **Academic Dishonesty Includes:**

- Presenting as one's own an idea or statement taken in full or in part, or even paraphrased, from some other source — whether another person (such as a tutor or parent), a published work (including electronic and online publications), Artificial Intelligence generated (“AI”) or another student's work — without proper attribution.
- Using unauthorized notes or other aids in a test, quiz, etc., or copying from, or being influenced by, another student's work (orally or visually) during a test, quiz, etc., or seeking unauthorized information about a test or quiz.
- Leaving the classroom or testing room during an assessment, using a device such as a cell phone or computer to look up an answer, and then returning to the room and including the newly-obtained information on the assessment.
- Giving unauthorized aid to another student; allowing another student to copy or use one's test, paper, or homework; or telling another student what was on a test that could be given to an additional student at a later time.
- Submitting papers or other work already produced for another course or project, whether at Kehillah or another school, without the approval of both teachers.
- Obtaining help (from a parent, tutor, another teacher, or another student) on homework or take-home tests that exceed the limits specified or reasonably expected by the teacher assigning the work.
- Failure to appropriately and accurately cite another's work.

When academic dishonesty is suspected, the teacher will bring the matter to the Dean of Academic Operations. Together, they will review the incident and determine next steps, which may include conversations with the student, parents, and Dean of Students. Consequences may include partial or total

loss of credit for the assignment or test, an academic or disciplinary contract, or other disciplinary action, up to and including suspension or expulsion.

### **Bullying**

Kehillah believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of the school.

This policy covers conduct that occurs both on and off the school campus, and includes use of technology that is not owned by the school. This policy applies to all students and prohibits other students, and any other member of the school community, including teaching and operational faculty, parents, and volunteers from engaging in conduct towards students or Kehillah community members that is prohibited under this policy.

Bullying is defined by this policy as:

Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, photos, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students or Kehillah community members that has, or can be reasonably predicted to have, the effect of one or more of the following:

- Placing a person in reasonable fear of harm to that person's person or property.
- Causing a person to experience a substantially detrimental effect on their physical or mental health.
- Causing a person to experience substantial interference with their academic performance.
- Causing a person to experience substantial interference with their ability to participate in, or benefit from, the services, activities, or privileges provided by the School.

While the education code defines bullying as conduct meeting the above requirements that is severe or pervasive, the conduct need not be severe or pervasive in order for the school to determine that there has been a violation of this policy.

Examples of bullying may include, but are not limited to:

- Social exclusion
- Threats and intimidation
- Stalking
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury
- Theft
- Public humiliation
- Destruction of property
- Verbal or written insults, teasing, or name-calling
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

Students who believe they have experienced bullying or who believe they have knowledge of conduct that may constitute bullying are encouraged to report the alleged acts immediately to the Dean of Students or any other trusted adult at Kehillah. The school will determine the appropriate course of action, which may include conducting an investigation. If the school initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion. The school will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with school personnel directly involved in an investigation or to the extent necessary to conduct an

investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

The school will provide appropriate interim support and reasonable protective measures if, and as needed, based on the individual applicable circumstance during the pendency of any investigation. The school will determine the necessity and scope of any interim support or protective measures.

The school will not tolerate any retaliation against an individual who files a complaint or participates in an investigation regarding a complaint of bullying. All instances of bullying may be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the school's parent behavior expectations, and may be grounds for termination of the enrollment contract between the parent(s) and the school.

As a separate policy, harassment is also prohibited by the school's [POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION.](#)

### **Cell Phones and Other Electronic Devices**

- Voice calls and texting are allowed before or after school, during open blocks, and during lunch.
- Refrain from making voice calls in the MPR during lunch.
- The use of electronic devices including cell phones, laptop computers, calculators etc. is allowed in the classroom only at the discretion of the teacher.
- A teacher may require students to turn over cell phones at the beginning of class and retrieve them at the conclusion of the block.
- Cell phones must be set on silent or vibrate so as to not disturb others.
- Texting of any kind is not allowed in class, either from a phone or a computer.
- Parents are asked to refrain from texting or calling their child when they are in class.
- A student violating appropriate cell phone use who is asked to turn over their cell phone to a faculty member must do so immediately. Failure to comply may result in loss of in-school cell phone privileges or other consequences.

If students violate the cell phone guidelines or expectations set forth by faculty, their electronic device can be confiscated and brought to the Dean of Students. The Dean of Students will decide when the phone can be picked up by the student, or in some cases, by the parent.

### **Defiance**

Insubordination, disrespectful behavior and willful disobedience of school regulations, inclusive of classroom norms established by teachers, will not be tolerated. Such breaches in decorum violate the mutual respect necessary for maintaining a healthy community.

### **Dishonesty, Lying, and Forgery**

Dishonesty in any form is subject to disciplinary action. This includes a misrepresentation of when work was submitted electronically or physically, signing the name of another person, altering notes, grades, or other school-related documents, or filling in the time of entry on the sign-in sheets, or any similar act to mislead people in our community.

### **Disrespect Towards Members of our Community**

Students are expected to treat one another as well as all faculty and guests in our community with respect and kindness.

## **Drugs, Alcohol, Nicotine, E-Cigarettes, and Related Substances and Items**

It is forbidden to use, sell, share, possess or be in the presence of illegal drugs, prescription medicine for which they do not have a prescription, alcohol, nicotine, e-cigarettes, marijuana and any other cannabis products, and/or related substances and items on campus, traveling to or from campus, or at any school event including trips and athletics games. A student coming to the campus or to a school-related activity under the influence of such a substance will be regarded in the same light as a student who chooses to violate the on-campus rule.

If the school has reasonable suspicion to believe that a student is under the influence of drugs or alcohol, it may require that that student to submit to a drug and/or alcohol screening test. "Reasonable Suspicion" shall mean a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member, administrator, or other employee to suspect that the student is under the influence of drugs or alcohol. Parents will be required to pay for any fees associated with alcohol or drug testing. A failure to permit the school to receive information as to whether the student passed or failed a drug and/or alcohol test may be treated as a failure to comply with a drug and/or alcohol testing requirement.

In order to enforce this policy, Kehillah reserves the right to conduct searches of Kehillah students and/or their personal property, at all times, without prior notification if the school has reasonable suspicion that a student has violated a school rule, including the terms of this policy. Kehillah may implement other measures necessary to deter and detect abuse of this policy. Consequences of violating this policy will result in discipline, up to and including suspension or expulsion, and law enforcement may be involved.

## **Endangerment of Others**

Any act (such as driver negligence in the parking lot) that endangers the safety and well-being of others may be subject to disciplinary action. This includes the requirement for face coverings when in place.

## **Entering Fenced Area Behind School**

The fenced area behind the school adjacent to the parking lot and including the creek bed is Palo Alto city land. Non-city employees are prohibited from entering this area. Any violations of this policy will result in significant disciplinary action. Further incidents will not be tolerated.

## **Fighting**

Fighting on campus, around campus, at school events or while traveling to or from campus is strictly prohibited. An altercation may be deemed fighting if there is physical contact made upon another individual. Students who encourage fights, even by standing by without getting help, may be subject to significant disciplinary action.

## **Dress Code**

The goal of the dress code is to create an environment in which all students and faculty feel comfortable. Dress guidelines must be followed while a student is on campus (including lunchtime and after school) and during school events or on school trips. The school has sole discretion to determine if a student's attire adheres to the dress code.

- Clothing should be neat, clean, and respectful of themselves and the learning environment.
- Any clothing with offensive printing that violates our conduct expectations or promoting a substance that is illegal for minors or weapons is not permitted.
- Footwear is required at all times.

## **Gambling**

A student may not engage in gambling on campus, which includes any activity which can be identified as a game of chance for the purpose of personal gain.

**Gang-Related Activity**

Any gang-related activity, including wearing any identifying garments or paraphernalia which may be deemed disruptive to the educational process of the School is prohibited.

**Offensive Language**

The use of obscene or racially, ethnically, or sexually offensive language is never acceptable or tolerated. It is inappropriate verbally, on clothing, in written communication, or in any other form.

**Sexual Conduct**

Behavior that is clearly sexual in nature is not permitted anywhere on campus or during school-sponsored events or trips. The school expects students to understand and respect the difference between appropriate displays of affection and those behaviors that are obviously sexual in nature.

**Theft and Vandalism**

Every student is expected to show respect for space and property. If a student is found to have stolen or intentionally damaged something that does not belong to them, the Dean of Students will be notified, and appropriate action will be taken.

**Unapproved Elevator Usage**

The school elevator is to be used only by faculty and students with particular needs. Students may not use the school elevator unless they have specific approval directly from the Dean of Students.

**Violent or Threatening Behavior**

Kehillah does not tolerate violent or threatening behavior. Violent or threatening behavior includes threats to harm another person or behavior that in any way might make the school less than a safe place to be. Jokes about weapons or the threat of violence are considered serious. It is the shared responsibility of all students and faculty to maintain a school free of violence and the threat of violence.

**Weapons and Explosives**

The possession, sale, or use of any firearm, knife, explosive, or other dangerous devices that threaten the well-being of others poses a threat to the safety and security of the community and will not be tolerated. Bringing any such items, or their facsimile, to school or any school activity.

## **Standards for Parent Behavior**

A positive and constructive working relationship between Kehillah and a student's parents or guardians, or other individuals interacting with the School and/or the school community by virtue of their relationship with a student ("Other Individuals"), is essential to the fulfillment of the School's mission, educational objectives, and operations. For these reasons, the contract between the School and families requires parents and Other Individuals to support the School's philosophy of education, the School's implementation and operation of the day-to-day school and classroom programs, and the School's community expectations and guidelines, as expressed in this policy and other policies and procedures.

The School also expects parents/guardians to model the same standards of respectful and courteous behavior in their verbal, written, or digital communications with others in our school community, including academic and operational faculty.

The school reserves the right to suspend, expel, or otherwise remove the student from the School, or decline to re-enroll the student, if the Head of School concludes, in their sole discretion, that the actions of a students' parents or guardians or Other Individuals impede the School's ability to meet its educational objectives or mission; disrupt school operations; or are uncooperative, unreasonable, or unsupportive of the School, its administration, its academic or operational faculty. Parents or guardians and Other Individuals must abide by the School's rules, policies and standards, and must refrain from any action that makes it difficult for the School to have a positive or constructive relationship with parents or guardians.



## **CONSENT TO RECORD**

### **School's Right to Record Classes and School Activities**

The school reserves the right to record video, audio, and/or still image captures of or at school activities and class sessions, including virtual classes conducted via video conferencing or other means, with or without notice. For distance learning class sessions, the recording may include any video, audio, and virtual displays (computer screens) that are visible or audible to other class participants. Recordings may include a student's name, voice, signature, image, or likeness to the extent the name, voice, signature, image, or likeness is visible/audible to others who are present in the classroom or virtual environment (e.g., video conferencing meeting, Google hangout).

The School is authorized to use a Student's name, voice, signature, photograph, or likeness, in any manner, including, but not limited to, school materials, publications, and promotions, published and distributed in any form and without compensation, including on the school website as provided in the Enrollment Contract.

Students are aware that recordings of both in-person and virtual class sessions in which they appear may be transmitted to other students or faculty, or to parents and/or others. Recordings may be transmitted in real-time (i.e., "live-streamed") by an electronic recording device or camera that is placed in the classroom.

### **Unauthorized Photos or Recordings by Students**

Students (and their family members) are prohibited from recording audio, video, or still images of class sessions, including virtual classes conducted via video conferencing or other means, or of school assemblies or activities unless the student obtains express authorization to do so from their teacher(s) or another school official. Students who record or capture video, audio, or still images of class sessions without prior approval, including distance learning classes, shall be in violation of this policy and may be subject to discipline. Students who have been authorized to record classes may not distribute, publish, post, or share class recordings unless written authorization is obtained from the school for the distribution of the recording.

Additionally, students (and their family members) are prohibited from recording audio, video, or still images of other Kehillah community members without their expressed consent. Students who record or capture video, audio, or still images of other Kehillah community members without prior approval shall be in violation of this policy and may be subject to discipline.

### **Counselors**

Counselors may record meetings or sessions with students including virtual or online meetings/sessions. Before recording any meetings or sessions with a student, a counselor shall inform the student that the meeting is being recorded and obtain their consent. Secret recording of any meeting or session is strictly prohibited.

Counselors shall treat and maintain the recordings as counseling records in accordance with applicable confidentiality rules and requirements (this includes state laws and regulations as well as school policies).

# **STUDENT SUPPORT AND HEALTH SERVICES**

## **The Center for Learning Success**

The Center for Learning Success (Learning Center or the Center, for short) offers support for all students in all areas of academics. Students are welcome to set up appointments with the Center faculty for help in organization and planning, learning strategies in the academic areas, test preparation, and study skills. Center faculty monitors the Kehillah Student Educational Plans (KSEP) for students diagnosed with learning differences and helps them develop learning goals. The Center serves as a resource to parents as well by providing resources for support and testing for their children, consulting about the ACT and SAT testing process, and serving as a resource for reasonable classroom accommodations.

## **Counseling Services**

Our School Counselor provides a safe space for students to talk about day-to-day challenges that impact their well-being at school; works collaboratively with parents, teachers, and advisors to identify optimal ways to support students; offers social and emotional support, and provides referrals and resources to families whose students are in need of long-term support.

## **Emergency Procedures and Disaster Response**

The school has a complete Crisis Plan developed in partnership with local emergency services, the City of Palo Alto, contracted security personnel, and the Oshman Family JCC. The school runs regular drills during the school year. In the unlikely event of an emergency, all parents will be informed by SMS text, phone call, and/or email through our mass notification system. We encourage all members of our community to be aware of their surroundings: "if you see something, say something."

## **Immunization Records**

The State of California requires that students in all grades have immunization records on file before attending the first day of class. Students must have a current Emergency Information form and proof of required California Immunizations or an approved immunization exemption form on file with the School Office on or before the first day of classes. Medical exemptions on or after January 1, 2021, may only be issued by the California Department of Public Health ("CDPH") through the California Immunization Registry Medical Exemption website. Students will be required to provide the immunization exemption form issued by CDPH to the director of health and safety.

## **Medications**

Students may not carry medicine other than rescue medications such as inhalers and epi-pens. Should a student use their rescue medication, they must come to the front desk, report the incident, and parents will be contacted. All other medications will be administered from the front desk. Written parent approval, as well as doctor's instructions on letterhead that include dosage amounts, timing, and clear instructions for taking the medication, are required for all student medications. Parents are expected to ensure that emergency medications for their students are consistently up-to-date and are replaced after any use or expiration in a timely manner.

## **DAILY STUDENT LIFE**

### **School Sponsored Events**

Occasionally the school will sponsor events during non-school hours such as dances and other social events. In some cases, the school requires all students attending these events to have a waiver form completed by the deadline stated on the form. Students who do not complete the waiver form by that time will not be allowed to attend the event. The school will not be responsible for any event that is not officially sanctioned by the school administration.

### **Kehillah Sponsored Transportation**

The following behavioral guidelines apply to any form of Kehillah-sponsored transportation to and from school or a school-sponsored event.

- It is the responsibility of the student to be on the transport vehicle at the appointed time of departure.
- Students must follow the directions of the driver during pick-up, transport, and delivery. The driver may assign seats, if necessary.
- Students must follow all Kehillah behavioral standards and guidelines; all on-campus rules and code of conduct expectations apply on school-sponsored transportation.
- All passengers must be courteous; inappropriate language and behavior are not acceptable or tolerated.
- Students who wish to listen or watch audio or visual content in the shuttle must have headphones; no audio or visual content can be played aloud in the shuttle.
- Permission to eat and drink in the vehicle is at the discretion of the driver. Kehillah is not liable for any missing or damaged items left on board.
- Absolutely no guests of Kehillah students are allowed without prior authorization from Kehillah.

### **Communications**

Electronic communications between Kehillah faculty and/or contractors and students may only occur through Schoology or Kehillah Gmail addresses. Exceptions to this policy may be cleared through the school administration.

### **Our Campus**

The general appearance of the school campus is the responsibility of the entire community. Students are expected to pick up litter in classrooms, halls, bathrooms, and outside areas, disposing of it in the appropriate receptacles. Students are also required to ensure that wherever they eat is free of trash and debris when they are finished. Students are required to sanitize their workstations before leaving class or an open block study area.

In addition, personal belongings and school materials should be placed in lockers. Students should make storage arrangements with individual teachers for items that do not fit in the lockers; these items may not be left on top of the lockers. Student belongings left on top of the lockers will be collected and brought to the lost and found container. Backpacks should not block movement in hallways. If backpacks are deemed a hazard they will be collected and brought to the lost and found.

The Student Lounge is a shared community space for students to relax, do homework, and "hang out." All students are welcome to use the space. Students are expected to keep the space clean. Because the Student Lounge is situated near classrooms, offices, and the Testing Room, students are asked to be sensitive to the noise they make. Running is not permitted in the hallways.

## **Parking Lot Policy**

- Cars parked in the disabled zones without the proper placards or vehicles taking multiple spots will be considered in violation of the parking lot policy and may be cited or towed.
- Students may not park at the OFJCC during school hours and or activities.
- School parking lot citations may lead to loss of driving privileges or other disciplinary action.

## **Gate Access**

Students will have mobile credentials to open the gate from 7:00 am to 6:00 pm daily. The building will be unlocked from 7:30-4:30 pm Monday-Thursday and 3:40 pm on Fridays. Extracurriculars (Sports/Drama/Robotics/etc.) will also have building access till 5:15 pm, or as needed by their coach/advisor. Students and guests will have to use the Avigilon Alta Open app or ring in for access outside of the hours listed above.

Drop Off: The safest way to enter Kehillah's parking lot is southbound on Fabian Way making a right-hand turn. The gates will be open:

- Monday, Tuesday, Thursday, and Friday from 8:00-8:40 am
- Wednesday from 8:40-9:20 am

Pickup: As you leave the south gate, move slowly and look both ways for pedestrians and bikes. Keep in mind that the crosswalk to the J is immediately to the right. The gates will be open:

- Monday, Tuesday, Wednesday, and Thursday from 3:00-3:30 pm
- Friday from 2:00-2:30 pm
- Early release days from 11:45 am-12:15 pm

Lunch: For juniors and seniors (only) who would like to leave campus for lunch, the North Gate will be open:

- Monday-Thursday from 12:45-1:20 pm
- Fridays from 12:10-12:45.
- For lunch deliveries, the delivery servicer or provider will have to ring in for access outside of these hours.

## **Driving Privileges**

Driving at Kehillah is considered a privilege, not a right, and this privilege may be revoked at any time during the school year. All Kehillah community members are expected to adhere to the following guidelines:

- The speed limit on campus is 10 mph.
- Appropriate driving habits are expected. Students who violate state driving laws as observed by a Kehillah faculty member (such as speeding, driving with doors open, playing "chicken" with other students, driving underage students, or any other unnecessary or reckless behavior) may have their driving privileges on campus revoked and/or other disciplinary action taken.
- Any car accident (whether a car is parked or in motion) must be reported to the Dean of Students immediately. Additionally, if the incident occurs with a parked car, the driver who hit that car must leave a note with their name and contact information on the parked car's windshield.

Kehillah students may be transported to or from field trips, community service activities, athletic events, or any school-sponsored off-campus event or activity only by means of the following modes of transportation:

- School-owned or school-rented vehicle
- Chartered bus
- Kehillah faculty-driven car
- Parent-driven car (if the parent is transporting students during the school day or during a school event, their license and insurance information must be on record with the Business Office. Student's car (with Parent permission and approval by the Administration)

- Public Transit with parent permission
- Ride-share apps with parent permission

### **Composting, Recycling, and Conserving Energy/Water**

Kehillah is committed to becoming a zero-waste site. All members of the community are expected to place waste materials in the appropriate receptacles: compost bin, recycling bin, or trash bin. To protect limited natural resources, we conserve energy and water.

### **Students Bringing Visitors to Campus**

Kehillah discourages students from bringing visitors to campus during the school day. Should a need arise for this to occur, the Kehillah student must complete and submit a Visitor Request Form with the Dean of Students two (2) days prior to the requested visit. This form requires the signature of all the student's teachers, the student's parents, and the Dean of Students. Kehillah reserves the right to deny approval for the visit. The school reserves the right to limit the number of student visitors to the School.

### **Lost and Found**

Most lost items are kept in a lost and found container. Lost phones, computers, jewelry, and other valuables are kept at the front desk.

## **Lockers and Student Property**

Lockers are assigned to students each year and should be kept in good order. Locker maintenance is the responsibility of each student. Tape, graffiti, or stick-on decorations, which could damage the lockers, are prohibited. Students will be charged for removal. The school supplies locks for the lockers as requested; no other locks may be used. Students are advised not to give their locker combination to anyone else. Kehillah is not responsible for items left in lockers, hallways, classrooms, etc.; students are encouraged not to leave valuables unattended at any time. Kehillah reserves the right to inspect student lockers at any time, if the school has reasonable cause to believe that a student has violated any school rules.

## **Student Movement between Kehillah and the OFJCC**

Kehillah considers the Oshman Family JCC as part of our campus and students may move freely between Kehillah and the OFJCC during their open blocks and lunch. Kehillah also considers this a privilege that can be restricted or removed by a parent, guardian, teacher, or administrator.

- Each student must (individually) check out from the school building at the front desk.
- Students may only access the café, courtyard, and Sports and Wellness Center at the OFJCC (when the facilities are open, students must follow OFJCC policies).
- Immediately upon return to the school building, students must sign in at the front desk.
- Students must ensure that they are not tardy to or miss any classes, programs, or meetings due to visiting the OFJCC.

If a student fails to follow any of these procedures, consequences may include contacting parents and/or guardians, loss of OFJCC privileges, and/or assigned study in teachers' rooms.

## **Building Entry and Exit**

Kehillah entry and exit is only through the central doors that open to the parking lot. The other doors are only used for evacuation and emergency purposes.

## **School Closure**

In the event of a school closure due to a significant weather event, loss of power, illness in the community, or similar situation, families will be informed through our emergency notification call system and a message will be on our school voicemail. School may be closed at a moment's notice and families are required to pick up their students.

## **School Hours**

The main entrance to the school building is open to students from 7:30 a.m. to 4:30 p.m. Monday through Friday. A student who cannot be picked up by the end of operating hours must wait at the OFJCC for pick-up. Students may only stay in the building after operating hours if they are working directly with a teacher or administrator.

## **School Trips**

School Trips are unique and important parts of our school curriculum. However, we can run these programs only when it is safe to do so. School trips provide rich opportunities for students to explore and learn in a different environment, perform community service, connect more deeply to peers and faculty, and enjoy new experiences. If the School determines that a student's behavior, mental or physical health, class attendance, and/or academic performance have not demonstrated that a student will meet expectations to ensure the safety of the student, their peers, and the School faculty, Kehillah reserves the right to cancel the student's enrollment in a trip at no loss to the School. While every avenue to avoid this will be taken, the safety and success of each student is the priority of the School.

## **SCHOOL POLICIES**

### **Kehillah Directory**

Kehillah provides families with a Student/Parent Directory. All student/parent information is intended to allow families to contact one another as needed. **The Kehillah Directory must be used for Kehillah-related activities only. This information may not be used for any mass communication without prior administrative approval.**

### **Change in Legal Custody**

Parent(s) are obligated to advise the School Business Office in writing of any change in legal or physical custody, or in any court order either Parent has provided to the School and shall do so the first school day following the change, or as soon thereafter as reasonably practicable.

### **Student Drop-Off and Pick-Up**

Kehillah requests that during student drop-off and pick-up, the parking lot remains clear to through traffic. Do not stop your car or park directly in front of Kehillah building's front doors. Please wait for, or drop off, students as follows:

- Pull up to the left creating a waiting lane along the disabled parking. There are signs indicating the loading and unloading zones; only pick and drop students off in this area. Pass cars to the right once your student is dropped off or picked up. Do not engage in lengthy conversations when picking up and dropping off students. Do not stop directly in front of the doors, as there is no space to pass in this area.

**OR**

- Drive into a parking space and park.

All drivers must observe the 10 mph speed limit while on campus.

Please be attentive to students crossing the parking lot.

### **Parents Away from Home**

Parents should notify the School when they plan to be away from home for more than 24 hours. In such instances, the School must know how to reach the parents and must also have the name and number of a local adult who may be contacted in case of an emergency. Parents should inform the Dean of Students of the emergency contact information.

### **Parents and Other Visitors**

Kehillah is committed to the safety of all students and visitors to our campus. Upon parents or visitors' arrival to campus during school hours, parents or visitors must check-in at the front desk where they will sign in and be given a visitor badge to wear while they are on campus. Parents should not bypass reception or accompany students to the classroom. Parents wishing to meet with a school employee must schedule an appointment in advance.





# TECHNOLOGY

At Kehillah, we aim to grow confident users of technology. We believe that technology is not an end unto itself but a tool to be used to facilitate collaboration; inspire a growth mindset; and enable iterative learning experiences in which the journey is more important than the destination. We know that, when used well, technology can facilitate equity of access, efficiency, and effectiveness of our work.

## **Acceptable Use Policy**

Kehillah's guiding principles encompass the following best use practices and rules to maintain a safe, productive, and open learning environment. Acceptable use applies to all devices used on the Kehillah campus, at a Kehillah sanctioned event, connected to any Kehillah network, and that are the property of Kehillah. Kehillah's technology resources are the property of the school and Kehillah has the right to access, monitor, read, intercept, copy, or delete any communications or data without notice. If it is determined as necessary, Kehillah may disclose this information to third parties.

Conduct that violates the following guidelines is subject to school disciplinary action. This conduct includes but is not limited to the following:

- Students may not use the Kehillah name or logo as a parody or representation of the School online or in social media. To use the Kehillah name or logo, students must get prior authorization from the administration.
- Students may not visit auction, gambling, dating, or pornography sites while connected to the Kehillah network, at Kehillah, at a school-sanctioned activity, or on a Kehillah-owned device.
- Students may not make illegal copies of software or distribute copies of software without the appropriate licensing. All copywriting laws must be observed. If in doubt, students must consult the Dean of Academic Technology.
- Students may not create, use, or distribute add-ons or extensions to school software without the permission of the administration.
- Students may not engage in commercial activities via the School's technology or other resources, such as starting a business, product advertising, or political lobbying without permission from a teacher or administrator.
- Students may not access files or communications of others without appropriate authorization.
- Students may not use the School's technology resources, including a personal device on the School's wireless network, in the commission of a crime or for personal gain.
- Students may not make or share a recording (video or audio) or photograph of an individual without their consent.
- Students may not misrepresent or impersonate another person online, including using pictures of teachers or students on Schoology, video conferencing, or any other digital platform.
- Students may not repurpose material from another private social networking site, including but not limited to photos, videos, or quotes from individuals, without the permission of the owner.
- Students may not communicate with another user in any manner that could reasonably cause them distress, embarrassment, or unwarranted attention.
- Students may not send or post messages that could be an embarrassment or be harmful to Kehillah by virtue of the sender's address or other means of identification.
- Students cannot create websites or profiles on digital platforms that could be misunderstood as official Kehillah communications.
- Students may not use a device without the permission of the owner.
- Students must not use electronic communication in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal or against Kehillah policy.
- Students may not use their computers for non-class work during class time.

### **Acceptable Use of School Owned Devices**

- Students and parents will be held fiscally responsible for any virus, loss, or damage to data or hardware to a school-owned device as a result of their personal usage.
- Students may not tamper with or otherwise misuse any school-owned devices.
- Students may not use school-owned devices to participate in any illegal activities.
- Students may not tamper with, analyze, evaluate, or infiltrate any school-owned/leased computers, cameras, networks, servers, etc.
- Students will not load any software onto a school computer, even temporarily, without proper authorization from school faculty.

### **Acceptable Use of Personal Device**

- When using personal devices, students must follow all of the technology use policies when connected to the Kehillah Network, on school property, or at a school-sanctioned event.

### **Data Management and Security**

- Passwords for password-protected sites for school use (Powerschool, G Suite, Schoology, etc) must be at least 8 characters long, contain one number or special character, and at least one capital letter.
- It is recommended that students change their passwords each semester.
- Data confidentiality and integrity is a student's individual responsibility.
- Students may not develop or activate programs that harass other users, infiltrate a computer system, or alter software components of a computer system. This includes but is not limited to revealing or attempting to reveal or learn other users' passwords, spreading viruses, hacking or attempting to hack into restricted systems, or use administrative commands.
- Students are obligated to report to the Associate Head of School, Dean of Academic Technology, or Dean of Academic Operations any breaches of security or weaknesses in the security of any computer system available through the school. Students will not make any attempt to repair any identified problem.
- Students may not use an account or access/edit/delete data files that they are not authorized to access.
- Students must keep personally identifiable information like last name, date of birth, etc private; this includes posting last names on a video conferencing screen.
- Students should have **no expectation of privacy** in communications and interactions they conduct on school electronic communications resources. The school reserves the right to **monitor and inspect** any and all use of school electronic communications resources at any time and in its sole discretion. All communications transmitted via the school's electronic communications resources, whether or not related to personal or confidential matters, are subject to this **monitoring and inspection**, at the sole discretion of the School. The existence of passwords "message delete" and browser "history delete" functions do not restrict or eliminate the school's ability or right to access electronic communications or data.

It is every student's duty and responsibility to report any of the above that they have done or witnessed, as soon as possible to a faculty member. Incidents of online harassment, bullying, and other illegal uses of technology may be addressed internally and/or in cooperation with law enforcement. School consequences may include the loss of computer privileges, suspension, and/or expulsion.

## **REASONABLE ACCOMMODATION OF DISABILITIES**

The school provides reasonable accommodations for students with disabilities. As part of this policy, applicants and students with qualified disabilities, or their parents, may request reasonable accommodations that would permit the student full and equal access to the goods, services and operations of the school, which include both physical and programmatic (academic services) access and school-sponsored activities, such as field trips.

### **Request for Accommodation**

A student with a disability who desires a reasonable accommodation in order for the student to access the goods, services or operations of the school, or their parents, shall make a request in writing to the school administration.

The request must identify: a) the goods, services, or operations to which the student requests full and equal access; and b) the desired accommodation(s) being requested. For the purposes of this policy, verbal requests for accommodation will also be deemed requests for accommodation; however, the School may ask that verbal requests for accommodation be followed up by a request in writing.

### **Reasonable Documentation of Disability**

Upon receipt of a written or verbal request for accommodation, or pursuant to any conversation regarding whether a reasonable accommodation is being requested and/or is required, the School may require additional information, such as reasonable documentation of the existence of a disability.

### **Possible Discussion with Student and/or Parents**

After receipt of reasonable documentation of a qualified disability, the School may arrange for a discussion with the student and/or the student's parents. The discussion may include other individuals who may be helpful for the School to better understand the student's disability or limitations or the need for accommodations. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations.

### **Case-by-Case Determination**

The School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. In exercising its discretion, the School will consider input and information the applicants, students, parents and/or representatives may provide regarding potential reasonable accommodations. The School will inform the student and the student's parents in writing of its decision as to reasonable accommodation(s). The School will not provide accommodation(s) that would pose an undue burden upon the School; that would endanger the health or safety of the student or others at the School; or that would fundamentally alter the nature of the School or its goods, services or operations.

# **POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION**

Kehillah is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the school community.

## **Harassment**

This Policy prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, gender identity, gender expression, or any other basis protected by federal, state or local law ("Protected Classifications"), as applicable, or association with an individual who has an actual or perceived protected classification. This Policy prohibits both harassment by students and parents towards students, faculty, and harassment by others in the community towards students and faculty. Harassing conduct by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from school. Harassment of students by faculty will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate Policy in the Faculty Handbook.

Examples include, but are not limited to:

### *Examples of Harassment*

Harassment can take many forms, and may include verbal, physical or visual conduct.

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual's Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion or other Protected Classifications identified below in this Policy.
- Physical harassment includes: intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking or blocking or impeding a person's movement.

### *Examples of Sexual Harassment*

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexually harassing conduct can occur between students of the same or different gender.
- Sexual harassment may include, but is not limited to:

- Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
- Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

### **Complaint Procedure**

Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the School, either orally or in writing. Students and parents may report the matter to the Head of School, Associate Head of School and/or Dean of Students. Alternatively, students and parents may choose to report harassment or retaliation to any other faculty member of the School with whom they are comfortable, such as a counselor or coach, all of whom must report the matter to the Head of School under this Policy. While the School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

### **Interim Measures**

The School may provide appropriate interim support and reasonable protective measures if, and as needed, based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The School will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

### **Investigation Process**

Upon receipt of a report of alleged harassment and any related initial inquiries, the School may request clarification and/or conduct an initial inquiry to determine whether the oral report or written complaint alleges a potential violation of this Policy. To request clarification and/or conduct an initial inquiry, the Head of School, or their designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this Policy.

If the School has determined that the report pertains to behavior that may be in violation of this Policy, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated school personnel or by an outside investigator, in the School's sole discretion.

Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

**Confidentiality**

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

**Discrimination**

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this Policy, by taking an adverse action against or denying a benefit to that individual. Students or parents who believe they have experienced, witnessed, or are otherwise aware of discrimination by the School, should immediately report the matter using the same complaint procedure provided for in this Policy under the above section on harassment and the above sections on interim measures, investigation and confidentiality for harassment reports, will also apply to reports of discrimination.

**No Retaliation**

The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this Policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this Policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

**Remedial and Disciplinary Action**

Kehillah will determine if the conduct violates school policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

## **POLICY SUPPORTING COMMUNITY MEMBERS WHO IDENTIFY AS TRANSGENDER OR NON-BINARY**

Kehillah is committed to our policies against bullying, harassment, and discrimination, including on the basis of a student's sex, gender identity, or gender expression. Consistent with these policies and our values, we seek to welcome and honor the gender identities of all students and faculty. The goal of this policy is to affirm our support and inclusion of students and faculty who identify as transgender or non-binary in our community.

Kehillah students seeking to initiate a change of name and/or gender pronouns should contact their advisor, the Dean of Students, the School Counselor, or another trusted adult in the community. A change in an individual's name and/or pronouns will be communicated by the student's advisor to faculty. The method of communication of this information to the student body will be determined in consultation with the student. In consultation with parents/guardians, students, all faculty are expected to use the name and gender pronoun requested by an individual. School records will be updated in consultation with the student and family to reflect the student's chosen name and gender pronouns wherever possible. However, the School is required to use a student's legal name on any legal or official records, such as official transcripts and financial aid documents.

Students participate in athletic and afternoon programs consistent with their gender identity. Kehillah and the Oshman Family JCC have both communal facilities based on gender identity as well as individual non-gendered facilities. Students may use restrooms and locker room facilities consistent with their gender identity. Students who are not comfortable with using gender-segregated facilities may use alternative restrooms and locker rooms.