



**KEHILLAH JEWISH HIGH SCHOOL
STUDENT/PARENT HANDBOOK**

**2023-2024
5783 - 5784**

Contents

Welcome From Our Associate Head of School	5
OUR STORY AND FOUR COMMITMENTS	6
Our Story	6
Our Four Commitments	6
ACADEMIC INFORMATION	7
Graduation Requirements	7
The Credit System	7
Student Initiated Drop/Add/Withdraw Policy	7
Taking an Advanced Placement Class	7
Academic Contract	8
Tutors	8
Grades and Comments	8
ATTENDANCE	9
Reporting Absences	9
Excused Absences	9
Functional Absences	9
Unexcused Absences	9
Appointments	10
Religious Observances	10
Extended Absences	10
Illness	10
Medical Leave	11
Make-Up Work	11
Tardy Policy	11
Open Blocks	12
Late Arrival/Early Departure	12
Off-Campus Privileges	12
COMMUNITY LIFE	13
Shabbat & Holidays	13
Egalitarianism	13
Kehillah Food Policy	13
Kashrut Policy	13
BEHAVIOR AND DISCIPLINE	15
Off-Campus Behavior	15
Reporting of Disciplinary Incidents to Colleges and Universities	15
Code of Conduct	16
Academic Integrity and Expectations	16
Academic Dishonesty Includes:	16
Bullying	17
Cell Phones and Other Electronic Devices	18

Defiance	19
Dishonesty, Lying, and Forgery	19
Disrespect Towards Members of our Community	19
Drugs, Alcohol, Nicotine, E-Cigarettes, and Related Substances and Items	19
Endangerment of Others	19
Entering Fenced Area Behind School	19
Fighting	19
Dress Code	19
Gambling	20
Gang-Related Activity	20
Offensive Language	20
Sexual Conduct	20
Theft and Vandalism	20
Unapproved Elevator Usage	20
Unexcused Absences	20
Violent or Threatening Behavior	20
Weapons and Explosives	21
Standards for Parent Behavior	21
CONSENT TO RECORD	22
School's Right to Record Classes and School Activities	22
Unauthorized Recordings by Students	22
Counselors	22
STUDENT SUPPORT AND HEALTH SERVICES	23
Advisory	23
Center for Learning Success	23
Counseling Services	23
Emergency Procedures and Disaster Response	23
Immunization records	23
Medications	23
DAILY STUDENT LIFE	25
School Sponsored Events	25
Kehillah Sponsored Transportation	25
Communications	25
Our Campus	25
Parking Lot Policy	25
Driving Privileges	26
Composting, Recycling, and Conserving Energy/Water	26
Students Bringing Visitors to Campus	26
Lost and Found	26
Lockers and Student Property	26
Student Movement between Kehillah and the OFJCC	27

Building Entry and Exit	27
School Closure	27
School Hours	27
School Trips	27
SCHOOL POLICIES	28
Kehillah Directory	28
Student Drop-Off and Pick-Up	28
Parents Away from Home	28
Parents and Other Visitors	28
Parent-School Partnership Expectations	28
Involuntary Leave of Absence or Withdrawal	29
Technology	30
Acceptable Use Policy	30
Acceptable Use of School Owned Devices	31
Acceptable Use of Personal Device	31
Data Management and Security	31
Reasonable Accommodation of Disabilities	33
Request for Accommodation	33
Reasonable Documentation of Disability	33
Case-by-Case Determination	33
POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION	34
POLICY SUPPORTING STUDENTS AND EMPLOYEES WHO IDENTIFY AS TRANSGENDER OR NON-BINARY	37

Please note that the terms outlined in this Student/Parent Handbook may be amended while the school year is in effect. **Ignorance of policy is not an excuse, and disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes.**

WELCOME FROM OUR ASSOCIATE HEAD OF SCHOOL

Dear Kehillah Students and Families,

Welcome to the 2023-2024 school year!

Over here at Kehillah, we've been hard at work preparing for the coming school year – building student schedules, designing innovative academic and experiential programs, welcoming new faculty (including yours truly), and making exciting improvements to the facility. Yet, no matter where our work takes us, we never lose sight of our core 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 school 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 addresses the core aspects of what it means to be a member of our Kehillah. 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, ideas, or suggestions.

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

OUR STORY AND FOUR COMMITMENTS

Our Story

Kehillah Jewish High School 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.

ACADEMIC INFORMATION

Kehillah Jewish High School offers a world-class academic program that meets students' interests across the disciplines. College-preparatory classes are taught at regular, honors, and Advanced Placement (AP) levels. Advisors, teachers, and the Academic Advising Team guide students in choosing the courses that are most appropriate given their interests and goals. Placement is determined for each individual student based on student interest, the appropriate level of challenge, and opportunity for success. Through the process of course selection, students and the Academic Advising Team partner to determine a schedule that best meets each student's needs.

Graduation Requirements

In order to graduate from Kehillah, students must complete the following academic requirements:

- 4 years of English
- 4 years of Jewish Studies (one class taken each semester)
- 3 years of Math (including successful completion of Algebra 2 and Geometry – may be taken prior to entering Kehillah)
- 3 years of Science (at least one year of Life Science and one year of Physical Science)
- 3 years of History
- 2 years of the same language: (3 years highly recommended)
- 1 year of Physical Education*
- 1 year of Visual or Performing Arts
- Maintain and pass all classes in a schedule of at least 7 courses during grades 9, 10, and 11
- Maintain and pass all classes in a schedule of at least 6 courses during grade 12
- Successfully complete and present a Senior Project

* The physical education requirement must be completed by the end of semester 1 of students' 12th-grade year.

The Credit System

Students receive 1 unit of credit for year-long courses and ½ unit of credit for semester courses.

Student Initiated Drop/Add/Withdraw Policy

Students will have a 10-school day drop/add period during which they may drop or add courses based on class space availability, class readiness, and the provision that they will still be carrying the minimum number of required credits. Students may receive a "W" (for withdrawal) on the transcript if they drop a class after this period. If students drop a course within the last two weeks of the semester, they may receive an "F" on the transcript.

Taking an Advanced Placement Class

The Advanced Placement (AP) course is designed for the motivated high school student who wants an opportunity to take college-level courses in a high school setting. A student earns honors high school credit by taking the course and might be awarded college credit should the student score appropriately on the AP exam as determined by the student's college or university.

Students who take an Advanced Placement course **must**:

- Be willing to put more time into class preparation, complete substantial reading and writing assignments, and commit to considerable independent work;

- Understand that the amount of homework required for success in the class is both quantitatively and qualitatively more than in a standard honors course;
- Attend all additional classes scheduled throughout the year. Each AP course may schedule a class meeting from 8:00 a.m. to 8:25 a.m. once a week.

Please Note: Each AP class prepares the students to take the AP exam in May. Students in AP classes are strongly encouraged to take the corresponding AP Exam, although it is not a requirement.

Academic Contract

The school will initiate an Academic Contract when a student earns either one “F” or more than one “D” 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 Contract outlines the steps to be taken to aid the student in their studies. The contract may also involve mandatory meetings with teachers and study hall during open blocks, prohibit the student from participating in extracurricular activities, and include removal of off-campus and JCC privileges.

The student’s academic progress is evaluated at the end of the term of the Academic Contract. Students who have not shown significant academic 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.

An “F” grade at the semester means a loss of ½ unit of credit and impacts the ability of the student to graduate.

Tutors

If a family decides to hire a tutor, the tutor may meet with the student at Kehillah during or after the school day up to 6:00 pm. Parents are required to complete a Tutoring Form and submit it to Human Resources (Susie Green, sgreen@kehillah.org) two weeks prior to the first scheduled on-campus tutoring session. All tutors are required to be fingerprinted and submit to a background check before working on campus. Any cost must be borne by the family or tutor. Kehillah faculty may not be hired for private tutoring for Kehillah students or members of their family during the academic year.

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, attendance, and active participation in class, quizzes, tests and examinations, projects, and other assignments 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 Jewish High School 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. Consistent with our Four Commitments, students are expected to attend all Reflective Practices, Beit Midrash/Seminar meetings, advisories, Kabbalat Shabbat assemblies, all-school lunches, and other school-wide events except in the case of illness, appointments, or family obligations. Students who are absent for three (3) or more classes in a day may be ineligible to participate in extracurricular activities, including sports, on the day of the absence.

Students missing eight (8) or more class blocks in any class during a semester (whether the absences are excused or unexcused), may lose credit for the class (school-related absences such as the Israel trip do not count toward absence limits). At this time, the student's eligibility to participate in extracurricular activities including athletics, student leadership, theater, and other activities will be reviewed. Kehillah Jewish High School may choose not to re-enroll a student for excessive absences and/or failure to follow the established attendance protocols. Note that specific instances of serious extended illness or other extenuating circumstances will be reviewed on a case by case basis.

Reporting Absences

When students are absent from school, 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 or telephone call to (650) 213-9600.

Excused Absences

Excused absences are 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) **or telephone call** ((650) 213-9600) **by 8:30am 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.

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 longer than 15 minutes. A functional absence in a remote setting occurs when a student has not turned on their video camera or the camera is not showing their face for over 15 minutes.

Unexcused Absences

Unexcused absences result from official school suspensions; breaches in attendance policy such as truancy, ditching, failure to submit an excuse via email by 8:30am on the day of the absence, or failure to provide written notification within two (2) days 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. Two unexcused absences will result in a detention. 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 a disciplinary contract, loss of class credit,

suspension, and/or expulsion. It is the administration's discretion to issue a detention for one unexcused absence in certain cases.

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 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 main office by a legally responsible adult (parent or 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 also acquired soundproof booths for students to use for homework or private appointments.

Religious Observances

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

Extended Absences

Family vacations or other off-site activities should be planned to coincide with school vacations. Extended absences may impact a student's ability to successfully complete coursework, risking lower academic outcomes and academic credit for the class. **Planned extended absences of over one week must be communicated by parents in writing to the associate head of school two weeks prior to the absence.** After parents have conferred with the associate head of school, students should communicate to all classroom teachers and their advisor to create an academic plan. 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. Students should also notify attendance@kehillah.org of planned absences.

Illness

Students who appear ill or are injured during the school day should go to the main office. A parent or guardian will be called and a decision will be made as to dismissal from the school day. Following an extended absence of five or more days, the student may be asked to provide a note from their treating physician stating a diagnosis and plan for return to full activity at school. 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 student's advisor or school administrator.

Medical Leave

When a student is seriously ill, parents must be in contact with the associate head of school. Kehillah works closely with families to assure that students receive appropriate care for physical and mental health concerns. Examples of serious illness may include any illness or injury that will require the student to miss a week or more of school. This includes physical, mental, and emotional health challenges. In some cases, the school may require that a student take a medical leave of absence.

In the case of a medical leave of absence, a licensed health professional must speak and collaborate with school administration and provide written documentation to detail the student's needs. The documentation must be submitted on letterhead and include a specific diagnosis. If a student is on medical leave for psychological reasons, written documentation must be provided by a licensed mental health professional. The school must be provided with written consent to speak and collaborate with the treating professional before the medical leave begins and at least three (3) business days prior to the student's return to school.

During the leave, academic and co-curricular obligations may be suspended. Progress will be monitored in a collaborative manner involving the student's parents, the treating professional, and the school. The student's progress and status of the medical leave will be regularly reviewed. When both family and school are satisfied that the concerns have been addressed, a meeting will be arranged with the associate head of school, school counselor, and the student's advisor, to assess the student's educational options going forward. Depending on the duration of the absence, students may be asked to make up incomplete work, repeat a year of schooling, or pursue their studies in a more suitable school environment where their needs can be supported. If it is determined that resumption of study at Kehillah is not in a student's interests, the school will support the family in a transition to an appropriate environment when the student is ready.

The final decision as to a student's medical leave status will be made by the school.

Students who are on Medical Leave or Extended Absence do not have the option to learn remotely.

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, 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. The accumulation of five (5) tardies in a semester will result in a lunch detention. Ongoing latenesses may result in a mandatory parent, student and Kehillah administration meeting to discuss cause of tardies and possible solutions. Further disciplinary action is also an option. 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 in the main office upon returning to or before leaving the school building during the school day. Parent notification is required for early departure. School starts at 8:30am. Students are expected to be in their assigned classroom at that time. Any student who does not have class during the first block of the day must be on campus and check-in at the front desk. Failure to follow this policy may result in disciplinary procedures.

Late arrival/early departure is a privilege granted only to seniors and second-quarter juniors who have signed approval on record at the school and are students in good standing. These students must adhere to the following procedures when they arrive later than 8:30 am. or leave before the end of the school day.

- Students are expected on campus for their first commitment of the morning whether it be Advisory, Reflective Practice, Beit Midrash/Seminar, or class. The student must sign in at the front desk when they arrive. If students fail to sign in, they may lose their late arrival/early departure privileges.
- After their last commitment of the day, they may leave school. The student must check out at the front desk when they depart. If students fail to check out, they may lose their late arrival/early departure privileges.
- 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

Senior and second-quarter junior students who have signed authorization on record at the school and are students 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-in at the front desk before they leave campus, and check back in upon returning to school.
- 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

Kehillah Jewish High School operates with sensitivity to the rhythms of Jewish life. As such, the Jewish calendar and dietary rules play an important part in the life of our community.

Shabbat & Holidays

As a Jewish high school, Kehillah refrains from sponsoring programming on Shabbat or Jewish holidays. We seek to allow members of the community to participate in school life, consistent with their observance.

School programs occurring on Saturday night do not start until 30 minutes after the end of 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 the right of each family to elect to participate or not.

Kehillah is sensitive to special events on the school calendar when assigning homework. No homework may be assigned over Jewish holidays when school is closed; no assessments may be due nor tests or quizzes given on the first school day following a holiday. Only minimal homework may be assigned and no tests or quizzes given over Chol HaMoed (during the middle days of) Sukkot, fast days, and extended school breaks (Thanksgiving, winter, and Passover).

Egalitarianism

At Kehillah, all genders are equal participants in all aspects of Jewish life, prayer, and learning.

Kehillah Food Policy

We are a peanut-free campus. Please do not bring any food items containing peanuts, peanut butter, peanut oil, or peanut flour onto campus (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 the Kinnus (all-school retreat), grade level trips, and any additional field trips offered by individual classes.

Food brought on campus for individual consumption must be Kosher style. Meaning no mixing of meat and dairy, shellfish, or pork.

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 ingredient kosher. Most of the time, the food we serve is dairy or *parve* (non-dairy and non-meat, for example, pasta), and pescatarian (fish but no meat). On occasion, the school may serve hechshered kosher meat for lunch, on class trips, or at special events. We consider vegetarian food a kosher offering.

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 kosher practice, so as to ensure that students can eat together (of course, we also expect that vegetarian, gluten-free, and other dietary needs are also respected). The school is here to support parents who may not have experience with kosher food. Any parents with questions should feel free to contact Rabbi Dennis Eisner 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. We work to create an environment in which all members can explore ideas in a safe and supportive community. Our behavioral and disciplinary standards are based on Our Four Commitments.

Student behavior in accordance with Kehillah's behavior policies 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, removal from student activities, detention, suspension, or expulsion. Additionally, students may be asked to attend a Disciplinary Conference with school employees or other affected people in the community, for the goal of helping the students return to the community in constructive and restorative ways. In some cases, students may be asked to sign a Disciplinary Contract. 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.

Kehillah has the right to suspend or expel any student at any time in the sole discretion of Kehillah's head of school for conduct, including but not limited to, the following: (1) the student's conduct, behavior or attitude is deemed unsatisfactory or it denigrates or discredits the reputation or the mission of Kehillah; (2) the student's performance or attendance is found to be unsatisfactory; (3) the student violates Kehillah's rules and regulations as outlined in the Student/Parent Handbook or conduct is inconsistent with Kehillah's community values.

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 reflects negatively upon the school, has the potential to injure the school's reputation, is inconsistent with the school's 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, where the name or likeness of the school or its members is included.

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 [insert administrator] will notify the colleges in writing that the student's status has changed and the reason for the change. The [insert administrator] 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 in 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 following 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 academic 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 of another's work for 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), or another student's work.
- Using unauthorized notes or other aids in a test, 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.
- 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 another 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 respective academic dean. 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 Jewish High School 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 of 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 teachers, staff, parents, and volunteers from engaging in conduct towards students 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, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her 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, 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 their advisor, 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. Please 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 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 is not allowed in class.
- Parents are asked to refrain from texting or calling their child when they are in class.

Consequences:

1st Offense: The electronic device is confiscated and brought to the dean of students. The teacher documents the violation. The phone is returned to the student at lunch or at the end of the day, depending on the time of the infraction.

2nd Offense: The electronic device is confiscated and brought to the dean of students. The teacher documents the violation. Parents are contacted, and the device will be returned to the parents or their designate only.

3rd Offense: The electronic device is confiscated and brought to the dean of students. The teacher documents the violation. Parents are contacted, and the device will be returned to the parents or their designate only. A Behavioral Contract may follow.

Defiance

Insubordination, rudeness, 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 employees and guests in our community with dignity and kindness. Everyone Counts.

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

It is forbidden to use, sell, share, possess or be in the presence of 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.

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. The first violation of this policy will be subject to 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 disciplinary action.

Dress Code

The goal of the dress code is to create an environment in which all students, teachers, and staff feel comfortable. Students must wear clothing that is neat, clean, and respectful of themselves and the learning

environment. Dress guidelines must be followed while a student is on campus (including lunchtime and after school) and on trips. The school has sole discretion to determine if a student's attire adheres to the dress code.

- Clothing should be clean.
- Excessively revealing clothing is prohibited. Clothing can be excessively revealing due to fabric sheerness, cut, and length.
- Stomachs, chests, and buttocks must be covered.
- Any clothing with offensive printing that violates our conduct expectations or promoting a substance that is illegal for minors is not permitted.
- Footwear is required at all times.

Gambling

A student may not engage in any activity on campus or with school property which can be identified as a game of chance for the purpose of personal gain.

Gang-Related Activity

A student may not participate in any gang-related activity including wearing any identifying garments or paraphernalia which may be deemed disruptive to the educational process of the school.

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 staff and students with particular needs. Students may not use the school elevator unless they have specific approval directly from the dean of students.

Unexcused Absences

Regular attendance is vital to a student's learning. A pattern of unexcused absences will detract from the classroom experience, the community, and a student's ability to succeed at Kehillah. Please see page 10 for details on Kehillah attendance policy.

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 staff to maintain a school free of violence and the threat of violence. Violation of this policy may result in discipline up to and including expulsion.

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 may result in discipline up to and including expulsion.

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 requires all students to show respect and courtesy to others in the school community. 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.

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 student's 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 faculty or its staff. 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 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 school employees or to parents and 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 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.

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. 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

Advisory

The Kehillah Advisory program is designed to foster academic development, life skills, and character education for each student. The advisor serves as the primary point of contact for student and parent questions about a student's overall academic progress, medical concerns, study skills, and general well-being at school. The advisor will communicate with parents when a student seems to be struggling in multiple areas, and parents should be comfortable reaching out to their child's advisor to discuss general concerns.

Most faculty serve as advisors and are assigned students to advise in a particular grade level. They are responsible for overseeing their advisees' academic program and progress throughout the year and for helping their advisees to resolve any issues that may arise. They work with their advisees to develop organization, time management, and study skills, offer advice, mediate conflict, and communicate with their advisees' parents.

For questions and concerns about a particular course, parents should reach out directly to the classroom teacher.

Center for Learning Success

The Center for Learning Success offers support for all students in all areas of academics. Students are welcome to set up appointments with the Center staff for help in organization and planning, learning strategies in the academic areas, test preparation, and study skills. Center staff 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 hosting parent education sessions, 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, Joffe Emergency Services, the City of Palo Alto, 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 unable to receive vaccinations for medical reasons will need to supply a letter to the director of health and safety from their primary care physician on letterhead declaring that the student cannot be vaccinated for medical reasons.

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.

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 passengers must be courteous; inappropriate language and behavior are not acceptable or tolerated.
- 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 employees and students may only be 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 in the Student Life Center. Backpacks should not block movement in hallways. If backpacks are deemed a hazard they will be collected and brought to the lost and found in the Student Life Center.

Running is not permitted in the hallways.

The Student Life Center 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 SLC is situated near classrooms, offices, and the Testing Room, students are asked to be sensitive to the noise they make.

Parking Lot Policy

- Cars parked in the handicapped 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.

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. Students 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 staff member (such as speeding, driving with doors open, playing “chicken” with other 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 staff-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 Human Resources Director, Susie Green (sgreen@kehillah.org)
- Student's car (with Parent permission and approval by the Administration)
- Public Transit with parent permission
- Ride-share apps with parent permission

Note: No student may drive another student to or from a school-sponsored event or during a school-sponsored event.

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 can. 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 the Student Life Center on the second floor. 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.

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, loss of JCC 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 for use in evacuation and emergency only.

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 school building is open to students from 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 4:00 p.m. on Fridays. 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, such as the Opening Kinnus and Junior Israel Trip, are unique and important parts of our school curriculum. However, we can only run these programs when it is safe to do so. These trips provide rich opportunities for students to explore and learn in a different environment, do service, connect more deeply to peers and staff, and enjoy new experiences. While the school strongly encourages all students to participate, 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 staff, 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, including email addresses, residing city, and phone numbers. All student/parent information is intended to allow families to contact one another as needed. **They may 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 handicapped 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 director of health and safety of the emergency contact information.

Parents and Other Visitors

Kehillah Jewish High School is committed to the safety of all students and visitors to our campus. Upon their 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 should schedule an appointment in advance.

Parent-School Partnership Expectations

A Kehillah education depends upon a healthy partnership among school, student, and family. Our community thrives on these strong and positive relationships. On those rare occasions when parents or family members engage in conduct or activities that are disruptive or detrimental to the administration, faculty, or staff, or to the educational environment, and are not in keeping with the spirit of cooperation and trust that is essential to the partnership, the school administration will engage in discussion with the

family to try to rectify the situation. If no resolution seems possible, the school reserves the right to revisit the student's enrollment at the school.

Involuntary Leave of Absence or Withdrawal

Kehillah may require an involuntary leave of absence or withdrawal of a student if it is determined that the student is engaging in or is likely to engage in behavior that poses a danger of harm to self or others, disrupts the learning environment for others, or renders the student unable to engage in basic required activities and interactions that are central to being a fully participating member of the community.

In the event that a student is judged to fit the above criteria, the school will request an immediate conference with the parent(s) and student, after which the student will be sent home and referred to a qualified, licensed mental health professional for a mental health and/or risk assessment. The family will be required to sign a release giving the treating clinician permission to speak with the school counselor.

The student is considered to be on medical leave from the time they are sent home until they are cleared to re-enter the school. The medical leave and re-entry processes apply.

If the school counselor feels there is evidence that a student is at risk of self-harm or harming another, the counselor will recommend professional evaluation to the student's parents. Should the concern continue without intervention, the school reserves the right to require evaluation as a condition of the student's continued presence on campus.

TECHNOLOGY

At Kehillah Jewish High School, 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 Jewish High School. 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 Advancement department.
- Students may not visit auction, gambling, dating, or pornography sites while connected to the Kehillah network, at Kehillah Jewish High School, 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 engage in commercial activities such as starting a business, product advertising, or political lobbying without prior 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 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 are fiscally responsible for any damage done to a school-owned device if used in a negligent manner.
- 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 a school employee.

Acceptable Use of Personal Device

- 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 the students' 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 or academic operations manager 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.

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 staff 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 adheres to the requirements of Title III of the Americans with Disabilities Act, prohibits unlawful discrimination against individuals with disabilities in public accommodations, as well as the exclusion of qualified individuals with disabilities from participation and/or the benefits of any school program or activity solely by reason of the individual's disability. 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 Center for Learning Success.

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 shall 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 Jewish School 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, marital status, gender identity, gender expression, age (40 and over), military and veteran status, 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 and employees, and harassment by others in the community towards students and employees. 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 employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate Policy in the Employee 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 or their teacher. Alternatively, students and parents may choose to report harassment or retaliation to any other employee 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 his or her 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 Jewish High School 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 Jewish High School 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 employees. The goal of this policy is to affirm our support and inclusion of students and employees 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 and staff. 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, faculty and staff 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.