



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

**2018 - 2019**

**5778 - 5779**

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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 Head of School**

Dear Kehillah Students and Parents,

The 2018-2019 academic year promises to be one filled with great learning and personal growth for our students. At the same time as we prepare you, our students, for college and life after high school, we also partner with you and your parents to cultivate your humanity and inspire you to make the world a better place.

While it is not distinguished by the prose found in the great works of literature, this handbook *is* a guide for what it means to be a successful member of the Kehillah community. I urge parents and students to take time to read this document and reflect on its contents. Living up to its expectations is a simple but challenging task: be an exemplary human being.

If that sounds like a tall order, not to worry: the Kehillah faculty and staff – and, of course, your parents, siblings, extended family members, and friends – are all here to help you along the way as you embark on your journey of self-discovery.

Thank you for taking the time to consider the contents of this handbook and for assenting to the commitments that it outlines. I know that you can meet and surpass its, and our, expectations, and I look forward to celebrating your accomplishments along the way.

Warm regards,

Rabbi Darren Kleinberg, Ph.D.  
Head of School  
Kehillah Jewish High 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.
- Every person's unique talents are valued equally.
- Everyone takes responsibility for themselves and their 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. Approval is determined for each individual student based on student interest, appropriate level of challenge, and opportunity for success. Through the process of course selection, students and advisors 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
  - 3 years of Mathematics
  - 3 years of Science
  - 3 years of History
  - 2 years of the same language: French, Hebrew, Latin, or Spanish (3 years highly recommended)
  - 1 year of Physical Education
  - 1 year of Visual and 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 a Senior Project

### **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 15-school day drop/add period during which they may drop or add courses based on class space availability and the provision that they will still be carrying the minimum number of required credits.

### **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 may 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 course of the year. Each AP course may schedule a class meeting from 8:00 a.m. to 8:30 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 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 include mandatory meetings with teachers and study hall during open blocks, prohibit the student from participating in extra-curricular activities, and 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, the dean of students, and the principal to determine 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. Parents are required to complete a Tutoring Form and submit it to Human Resources (Susie Green, [sgreen@kehillah.org](mailto: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 regular attendance is a vital aspect of our students' learning. Students are expected to attend all scheduled classes, Reflective Practice, Beit Midrash/Seminar, Kabbalat Shabbat, Advisory, and 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 extra-curricular 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 e-mail to [attendance@kehillah.org](mailto:attendance@kehillah.org), voice mail on the main school line (650-213-9600), or a signed hand-written note given to the receptionist in the main office

### **Excused Absences**

Excused absences are those resulting from illness, injury, medical appointments that cannot be scheduled outside of school hours, family emergencies, bereavement, and religious commitments. For an absence to be considered excused, parents must explain the reason for a student's absence. Work missed due to an excused absence can be made up for full credit. All excused absences count toward the maximum number of absences allowed per class.

### **Unexcused Absences**

Unexcused absences result from official school suspensions; breaches in attendance policy such as truancy, failure to submit an excuse by email, phone, or written notification within two (2) days; 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 detention, a disciplinary contract, loss of class credit, suspension, and/or expulsion.

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 given to the receptionist by 8:30 a.m. on the date of the request.** This notification must be sent by the parent or guardian in the form of an e-mail to [attendance@kehillah.org](mailto:attendance@kehillah.org), voice mail on the main school line (650-213-9600), or a signed hand-written note given to the receptionist in the main office. The notification must include the date and time of dismissal and expected time of return. Students must sign out in the main office 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.

### **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 academic credit for the class. Planned extended absences of over one week must be communicated in writing to all classroom teachers, the advisor, and the dean of students 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 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 are encouraged to have their children stay home if they exhibit any of the following: fever above 100 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 your child has a chronic condition that may require support from the school, please speak to your child's advisor.

### **Make-Up Work**

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 students at a disadvantage by disrupting the start of class and often interfering with the work of the group. A student is tardy if not in class when the bell rings. Tardiness results in loss of learning and decreased academic performance. Chronic tardiness may result in the loss of privileges and/or detention.

### **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.** During open blocks, students may be at Kehillah or the Oshman Family JCC in the café, Teen Center, courtyard, or the Sports and Wellness Center. **Students are not allowed to go to off campus locations during their open blocks.**

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

All students must sign the log book at the receptionist's desk in the main office before leaving or upon returning to the school building during the school day. Parent notification is required for early departure. School starts at 8:30 a.m. 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 sign in at the front desk before the first bell rings. Failure to follow this policy may result in disciplinary procedures.

Late arrival/early departure is a privilege granted only to seniors and second semester junior students 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 a.m. or leave before the end of the 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 sign out at the front desk when they depart. If students fail to sign out, they may lose their late arrival/early departure privileges.
- With the exception of the JCC, students may not leave campus during open blocks once they have arrived in the morning.

### **Off-Campus Privileges**

Some Senior and second semester junior students may be allowed to travel to destinations other than the JCC during lunch. This policy applies only to the lunch break. It does not apply to any other break, Kabbalat Shabbat, Reflective Practice, Beit Midrash/Seminar, Study Hall, or an open block. Open Campus is a privilege granted only to seniors and second semester juniors who have signed authorization on record at the school.

These students must adhere to the following procedures:

- Students must sign out at the front desk before they leave campus, and sign back in upon returning to school.
- Students may not be tardy or miss any classes, meetings, or other required school activities.

Failure to sign 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 or any faculty member concerned that a student's off-campus privileges are detrimental to his or her academic life, may suspend these privileges.

## **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**

At Kehillah Jewish High School, we respect the diversity of our entire community. So as not to exclude any members of our community, Kehillah does not sponsor programming on Shabbat or holidays that would not accommodate the observance of all members of the community that wish to participate.

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 Hol 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.

### **Lunch Program**

Kehillah partners with MySchoolAccount.com to provide an online service to prepay student meals. This service tracks purchases over 30 day periods. Each student's account is updated nightly so that account balance information and payments will be current the following day. Any money that is not spent by the end of the school year will be available the following school year. If you have any questions, please contact Susie Green at [sgreen@kehillah.org](mailto:sgreen@kehillah.org). Students that have run out of funds will also be able to pay for their lunch with cash.

Lunch is not provided on Fast Days (this information will be posted in the e-news the week prior to the fast day), and during final exams. Students are welcome to bring their own lunch on days there is no lunch program.

### **Kehillah Food Policy**

#### **Nut Policy**

We are a peanut-free campus. Please do not bring any food items containing peanuts, peanut butter, 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, 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.

#### **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, 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 kosher meat for lunch, on class trips, or at special events.

Students may bring dairy, *parve* (non-dairy and non-meat), and pescatarian (fish but no meat) lunches to school. Please note that shellfish (lobster, crab, etc.) is not kosher and is not eaten on campus. Please refrain from bringing meat (beef, chicken, etc.), pork, and shellfish to campus.

In keeping with the goal of being inclusive of all the members of our community, any food that a student brings to share in a classroom must be packaged with a kosher symbol (see below).

The food policy extends to the entire Kehillah campus, **including the parking lot**, and all off-campus events hosted by the school.

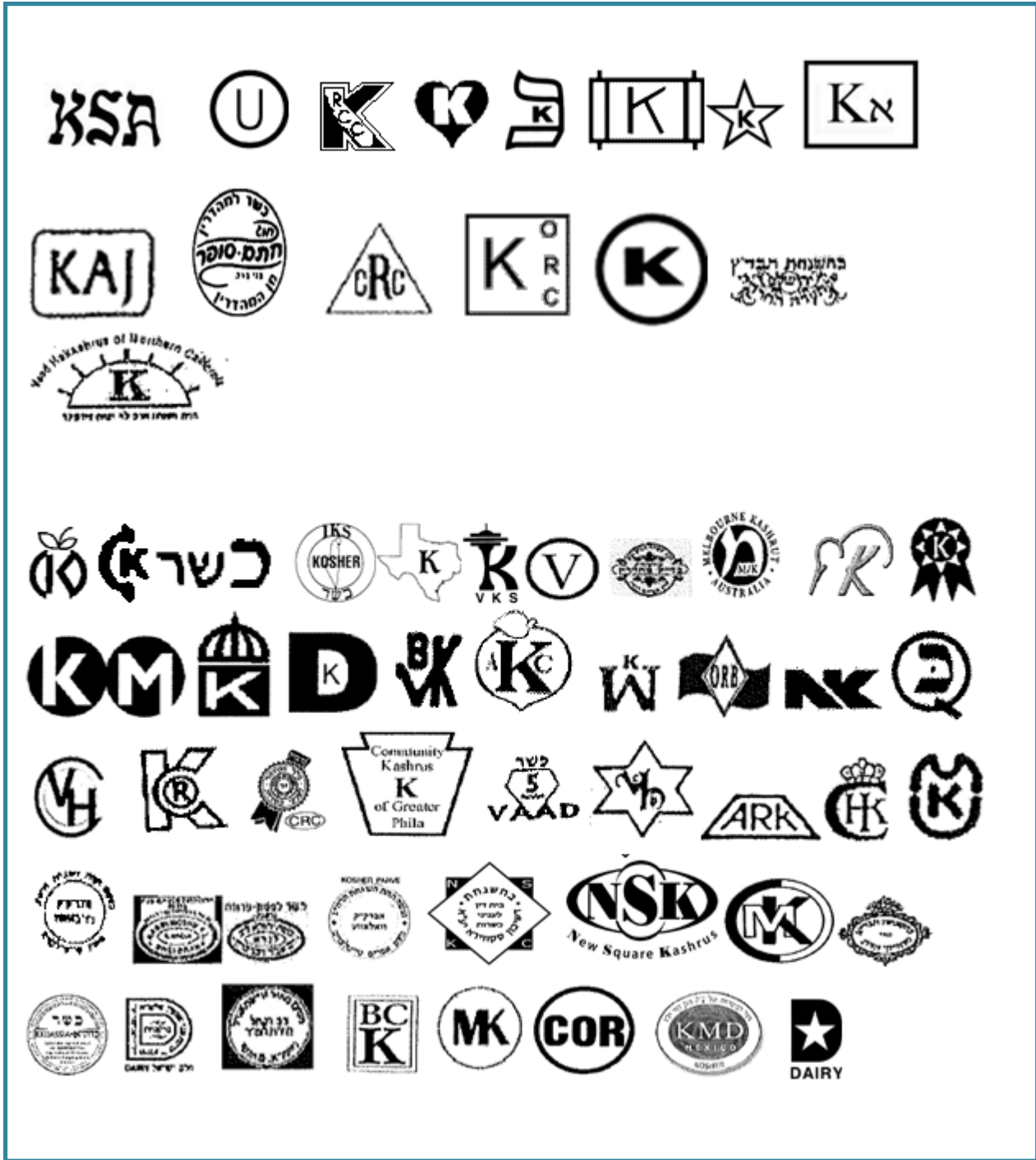
Students are welcome to buy food of any kind at the OFJCC Cafe or elsewhere (as long as they have off-campus privileges). Any food bought off-campus that is not in keeping with the school food policy must be eaten off-campus.

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 that the food served be kosher, so as to ensure that students are not made to feel uncomfortable about their personal religious practice (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 the Head of School.

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.

The following are examples of some of the most commonly found Kosher symbols:



## **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:

- Everyone counts.
- Everyone has access to great learning.
- Every person's unique talents are valued equally.
- Everyone takes responsibility for themselves and their community.

Student behavior in accordance with Kehillah behavior policies, will lead to a successful and enriching high school experience for all students. When students step outside these norms, we work to allow natural consequences to teach how to return to the community in constructive and restorative ways. If a student continues to fail to meet behavioral expectations the student will generally meet with their teacher, advisor and/or the dean of students. Consequences may include loss of privileges including open blocks, JCC and off campus, removal from student activities, detention, or a Disciplinary Contract.

Major Disciplinary Infractions or repeated Minor Disciplinary Infractions will lead to a meeting with the dean of students, principal, and/or the head of school and consequences may include a Disciplinary Contract, suspension, and/or expulsion. The severity of consequences will be determined by the School Administration and will depend on multiple factors including the specific circumstances of the action and the student's record of prior behavior.

Kehillah has the right to suspend or dismiss any student at any time for cause if, in the sole discretion of Kehillah's head of school: (1) the student's conduct, behavior or demonstrated attitude is deemed unsatisfactory or it denigrates or discredits the reputation or the mission of Kehillah, regardless of where or when said conduct or behavior occurs; (2) the student's performance or attendance is found to be unsatisfactory; (3) the Student demonstrates serious or repetitive violation of Kehillah's philosophy, rules, and regulations as outlined in the Student/Parent Handbook.

### **Off-Campus Behavior**

Kehillah does not and cannot take responsibility for activities or actions of our students that take place off school grounds and are not school related. Parents must take full responsibility. However, when the actions of a Kehillah student either off-campus or by electronic means are deemed so serious that the safety of those in the community and/or the school's reputation in the community may be compromised, the school may take action. If the school chooses to do so, all appropriate disciplinary procedures will be followed. The school reserves the right to go so far as to withhold a diploma from a student who has committed a serious crime or taken other actions deemed both egregious and contrary to the school's mission, whether on or off-campus.

### **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 for grades 9 through 12 that resulted in the student being suspended or expelled. Kehillah will also report voluntary class withdrawals whenever a college or university requests this information.

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.

Kehillah reserves the right to inform a student's prospective college or university of any significant change in behavior that required disciplinary action or resulted in departure from the school through the end of senior year. In fact, many colleges and universities require that we report such information even after the student has been accepted for admission.

## **Major Disciplinary Infractions**

### **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 expectation 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 on-line 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 exceeds 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 students. Together they will review the incident, investigate, and determine the next steps which may include partial or total loss of credit for the assignment or test, an academic or disciplinary contract, suspension, and/or expulsion.



## **Bullying/Hazing**

Kehillah Jewish High School will not tolerate any form of bullying. Bullying prevents students from enjoying a safe and respectful school environment. A student will not verbally, physically, or psychologically bully or harass another student on campus, at a school sponsored activity, or through electronic means.

The school has the right and discretion to discipline students for cyberbullying that occurs both on campus and off campus. Cyberbullying is defined as psychological abusive behavior towards another student by use of technology via the internet, cellular phones, or other devices used to send or post text and/or images that are intended to hurt, intimidate, or embarrass another person.

Cyberbullying methods include, but are not limited to:

- Sending hate emails, text messages, or images.
- Posting hateful speech to a website with the sole purpose of humiliating a victim.
- Forwarding private emails or texts without permission.
- Impersonating someone else by using his/her email address or cellular phone number to send a malicious, intimidating, or embarrassing text, email, or image.
- Taking potentially embarrassing photos and posting the images on the internet or sending them via a cellular phone.
- Posting on social media and/or sending in an email a photograph of a person without their consent.

Students who believe they have been victims of bullying or who believe they have knowledge of conduct which may constitute bullying should report the alleged acts immediately to their advisor, the dean of students, or the principal. The school will conduct an investigation and take appropriate action to remedy the situation.

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.

## **Defiance**

Extreme insubordination, rudeness, and willful disobedience of school regulations, inclusive of classroom norms established by each teacher will not be tolerated.

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

Dishonesty in any form is a major offense and subject to disciplinary action. This includes 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.

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

It is forbidden to use, sell, possess or be in the presence of drugs, prescription medicine for which they do not have a prescription, alcohol, nicotine, e-cigarettes, 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 a substance will be regarded in the same light as a student who chooses to violate the on-campus rule.

The possession of drugs, alcohol, nicotine, prescription medicine for which they do not have a prescription, e-cigarettes, and/or related items by anyone is against school policy.

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. Kehillah may implement other measures necessary to deter and detect abuse of this policy.

Consequences of violating this policy will include 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 considered a major infraction.

### **Fighting**

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

### **Gambling**

A student may not engage in any activity on campus 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.

### **Inappropriate 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.

### **Repeated Minor Infractions**

Students who demonstrate an ongoing pattern of minor infractions are subject to disciplinary action. Chronic misbehavior is considered a major infraction.

### **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.

### **Technology: Kehillah Acceptable Use Policy**

- Our Four Commitments guide our responsible use of technology. 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:
- May not visit auction, gambling, or pornography sites.
- 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 their teacher or the Director of IT, Sal Reyes.
- May not make a recording (video or audio) or take a photograph of an individual without their consent.
- May not share an image or recording of an individual without their consent.
- May not misrepresent or impersonate another person online.

- May not engage in commercial activities such as starting a business, product advertising, or political lobbying without prior permission from a teacher.
- 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.
- May not tamper with, analyze, evaluate, or infiltrate any school owned/leased computers, cameras, networks, servers, etc.
- May not use a device without the permission of the owner.
- Are obligated to report to the dean of students 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.
- Will not load any software onto a school computer, even temporarily, without proper authorization from a teacher.
- 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.
- May not access files or communications of others without appropriate authorization.
- May not communicate with another user in any manner that could reasonably cause them distress, embarrassment, or unwarranted attention.
- Students may not use their computers for non-class work during class time.
- Using an account or accessing/editing/deleting data files that you are not authorized to access. •
- Using the school's technology resources, including your own device on the school's wireless network, in the commission of a crime or for personal gain.
- Disrupting or unauthorized monitoring of electronic communications.
- Sending or posting messages that could be an embarrassment or be harmful to Kehillah by virtue of the sender's address or other means of identification.
- Repurposing material from another private social networking site, including photos, video, or quotes from individuals, without permission of the owner.

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.

### **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.

### **Truancy**

A pattern of unexcused absences is considered a major infraction.

### **Violent or Threatening Behavior**

Kehillah does not tolerate violent or threatening behavior. Violent or threatening behavior includes threats to harm another person or in any way engaging in behavior that 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.

## **Weapons and Explosives**

The possession, sale or use of any firearm, knife, explosive, or other dangerous device that threatens the well-being of others poses a threat to the safety and security of the community and will not be tolerated.

## **Minor Disciplinary Infractions**

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

Students are expected to treat one another as well as all staff and guests in our community with dignity and kindness. Everyone Counts.

### **Minor Driving Violations**

Please see pages 25-26 for details on Kehillah driving policies.

### **Unexcused Absence (First Occurrence)**

Regular attendance is vital to a student's learning. A pattern of absences will detract from the classroom experience, the community, and a student's ability to succeed at Kehillah.

### **Failing to Sign In/Sign Out**

Please see page 11 for details on sign in/sign out procedures.

### **Excessive Unexcused Tardies**

Late arrival to class is disruptive both to classmates and to the individual arriving late. Please work to arrive promptly and ready to learn.

### **Missing School Appointments**

Teachers, study partners, administrators, and community members rely on one another to be available to work together on school projects, performances, and other school business. School appointments take precedence over open blocks and missing an appointment without notification is considered a minor infraction.

### **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 self 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 shirts and shorts are prohibited.
- Stomachs, chests, and buttocks must be covered.
- Undergarments, with the exception of undershirts, should not show.
- Any clothing with offensive printing is not permitted.
- Footwear is required at all times.

### **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.

### **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 PDA's, iPods, 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.

#### Consequences:

1<sup>st</sup> 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 the end of the school day.

2<sup>nd</sup> 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.

3<sup>rd</sup> 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.

### **Discipline Process**

Our Four Commitments are a model to make healthy decisions in working together as a community. When students step outside behavioral norms, the Commitments can guide them to repair what has been broken. However, when a minor infraction becomes habitual or a student participates in a major infraction of school policies, further steps are taken to address the behavior and work to bring the student back to full participation in the community.

### **Detention**

When a student has an unexcused absence or is repeatedly late to class, the student will serve detention during lunch or after school. An email will be sent to parents and advisor, and a Schoology message will be sent to the student to alert all involved that a detention has been assigned on a given date. If a student does not attend their assigned detention, that student may be required to attend the following two (2) detention sessions. Students are required to complete all detentions before the school year ends in order for grades and other records to be sent. At the end of the detention, there may be a brief reflection. Student records may be withheld until students complete all detentions.

### **Disciplinary Causes Punishable by Probation (Disciplinary Contract) and/or Suspension and Which May Lead to Expulsion Without Warning:**

- Continued and willful disobedience of school regulations, inclusive of classroom norms established by each teacher.
- Academic dishonesty: this includes cheating on tests, quizzes, or written homework; plagiarism; taking teacher materials without permission; and related violations.
- Defiance: willfully defying the valid authority of school personnel.
- Falsification of documents: altering notes, grades, or other school-related documents.
- Fighting.
- Gambling: a student may not engage in any activity on campus which can be identified as a game of chance for the purpose of personal gain.
- Gang related activities: this includes the wearing of any identifying garments or paraphernalia which may be deemed disruptive to the educational process of the school.
- Habitual profanity or vulgarity.
- Stealing or attempting to steal or knowingly receiving stolen property.
- Truancy; unexcused absence from class.
- Sexual harassment.

- Willful disobedience of the motor vehicle codes by either driver or passengers pertaining to safety and speed on the streets/alleys surrounding the campus and the school parking lot.
- Other causes determined by the school administration.

**Disciplinary Causes for Expulsion without Warning:**

- Assault and/or battery: a student may not cause, attempt to cause, or threaten to cause physical injury to another person.
- Controlled substances: a student may not possess, sell, use, furnish, or be under the influence of any alcoholic beverage, intoxicant, or controlled substance while on campus or any school related activity. Included in this definition is the sale of substances represented to be alcohol, drugs, or other intoxicants, or arranging or negotiating to sell any drug paraphernalia. The school prohibits the sale, distribution, use, or possession of any form of tobacco, electronic cigarettes, or similar items.
- Explosives: a student may not possess, use, or furnish any explosive device.
- Weapons: a student may not possess, sell, or furnish any firearm, knife, or other dangerous object. It is a felony for any individual to possess a firearm, loaded or unloaded, on the grounds of the school.
- Bullying/Hazing: a student may not initiate or engage in any action which tends to injure, degrade, or harass another student or member of the institution.
- Extreme insubordination to any member of the school community.
- Making threats towards any member of the school community or the school itself.
- Vandalism: willful and malicious defacing of property belonging to the school or any member of the school community.

## **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. Advisors should be the most knowledgeable staff member on campus about each of their advisees, both in and out of the classroom. They are responsible for monitoring their advisees' academic program and progress throughout the year and for helping their advisees to resolve any issues that may arise. Advisors oversee their advisees' academic performance and progress toward graduation. They work with their advisees to develop organization, time management and study skills, offer advice, mediate conflict, help with scheduling, 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 Student Success Plans (SSP) 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 personal challenges that impact their well-being at school; works collaboratively with parents, teachers, and advisors to identify optimal ways to support students; offers short-term counseling; and provides referrals and resources to families whose students are in need of long-term support.

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.

### **Emergency Procedures and Disaster Response**

The school has a complete Crisis Plan developed in partnership with local 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 and/or recorded message through our mass notification system. We encourage all members of our community to be aware of their surroundings ... "if you see something, say something."

**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 main office, report the incident, and parents will be contacted. All other medications will be administered from the main office of the school. Written parent approval, including dosage amounts and instructions, are required for all student medications.

**Student Health**

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 Kehillah Registrar from their primary care physician on letterhead declaring that the student cannot be vaccinated for medical reasons.

Students who are too ill to attend school should stay home and contact teachers or classmates in order to receive assignments. We ask that all students, parents, and guests respect the health of our community by staying home to reduce the risk of spreading illness in our community. The school may, at any time, require a student to go home if, in the school's judgment, it is in the best interests of the student's health and/or the health of the rest of the community.

Any student who becomes ill during the day must go to the main office. Before the student is released from school, a parent must be contacted by the school, and the student must sign out.



## **DAILY STUDENT LIFE**

### **School Sponsored Events**

Occasionally the school will sponsor events during non-school hours such as dances and other social events. The school requires all students attending these events to have a waiver form completed by the deadline stated on the waiver form to ensure the safety and security of all attendees. 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 is 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.

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 between classrooms, offices, and the Testing Room, students are asked to be sensitive to the noise they make.

### **Parking Lot Policy**

- All students are required to have a parking permit to park on campus.
- The numbered parking spots along the south side and back of the parking lot are reserved for OFJCC employees only. Kehillah students, staff, and visitors may not park in any numbered OFJCC spots.

- Visitors must obtain a parking pass at the front desk.
- Cars without parking passes or parked in the OFJCC or handicapped zones may be cited or towed.
- Students may not park at the OFJCC during school hours and or activities.
- Cars may only take one parking spot. Any vehicle taking multiple spots will be considered in violation of the parking lot policy and may be cited or towed.
- 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
- Teacher-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 Assistant to the Head of School, Susie Green (sgreen@kehillah.org))
- Student's own car (with Parent permission and approved by the Administration)

Note: No student may drive another student 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. This form is available from the dean of students. Kehillah reserves the right to deny approval for the visit. The dean of students 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 in the Main Office.

## **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.

## **Outside Common Areas**

- Students eating outside must sit in the areas outside of the school entrance.
- Students eating lunch outside must remove all trash at the end of each lunch period.

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

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) sign out from the school building at the front desk.
- Students may only access the café, courtyard, Teen Center, and Sports and Wellness Center at the OFJCC.
- 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 after visiting the OFJCC.

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

## **Building Entry**

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

## **School Closure**

In the unlikely event of a school closure due to a significant weather event, loss of power, or similar situation, families will be informed through our emergency notification call system and a message will be on our school voicemail.

## **School Hours**

The school building is open to students from 7:45 a.m. to 6:00 p.m. Monday through Thursday and 7:45 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. 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 has 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 e-mail addresses 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.**

### **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 the front doors. Please wait for or drop off students as follows:

- Either pull to the left creating a lane along the handicapped parking or to the right against the general parking which allows a central lane for easily exiting once your child is dropped off or picked up.

OR

- Drive into a parking space and park. (Do not park in the spaces reserved for the OFJCC, which are located at the exit of the parking lot on the south side of the building and in the back portion of the lot.)

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. 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 registrar 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 their child to the classroom. Parents wishing to meet with a school employee should schedule an appointment in advance.

### **Medical Leave**

When their child is seriously ill, parents must be in contact with the dean of students. 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 may include pneumonia, concussion, severe depression or anxiety, surgery, and other similar 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, written documentation must be provided to the school by a licensed health professional. 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.

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 dean of students, school counselor, principal, 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.

### **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.

## **SEXUAL HARASSMENT POLICY**

Kehillah upholds the principle that its students, faculty, and staff have a right to be free of sexual harassment by any member of the Kehillah community. Sexual harassment is a violation of the law and Kehillah will vigorously investigate all reported incidents.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature when:  
it is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a school sponsored activity.

the conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating or hostile academic, work, or student living environment.

These behaviors may include but are not limited to:

- harassing messages communicated by email, internet, or telephone
- cyberbullying of any kind
- the sending of sexually explicit or nude photos or stories by email, over the internet, or by telephone
- demands for sexual favors accompanied by implied or overt promises or preferential treatment or threats concerning student status
- pressure for sexual activity
- offensive, unwanted physical contact such as hugging, patting, pinching, or constant brushing against another's body
- offensive unwanted sex-oriented verbal "kidding," jokes, or abuse
- displaying sexually suggestive objects, pictures, or cartoons
- inquiries into one's sexual experiences
- Discussion of one's sexual activities
- any other form of intimidation or unsolicited objectionable comments.

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms, subtle and indirect, or blatant and overt. For example:

- It may be conducted toward an individual of another sex or gender or the same sex and gender.
- It may occur between peers or between individuals in a hierarchical relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently egregious.

If a student feels that they are being harassed, then they should immediately notify a member of the faculty or administration, who will, in turn, notify the Dean of Students. Once the Dean of Students has been informed of the incident, the school will administer a reasonable investigation. If the investigation concludes that sexual harassment has occurred, disciplinary action will be taken.

### **Retaliation Prohibited**

Kehillah will not tolerate any retaliation against an individual who has complained about discrimination, harassment, or sexual misconduct. Similarly, Kehillah will not tolerate retaliation against individuals for cooperating with an investigation into a complaint of discrimination, harassment, or sexual misconduct.

## **ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY**

Kehillah Jewish High School prohibits discrimination against, and harassment of any student or employee because of race, color, religion, sex, gender, ethnic or national origin, sexual orientation, qualified individuals with disabilities on the basis of disability, or any other category which may be protected by applicable state or federal law. Kehillah also promotes respect for all people, and will not tolerate harassment based on any of these characteristics nor on differences based on gender identity or expression.

The following are examples of harassment by conduct or speech that are prohibited.

- Unwelcome or offensive display of material, jokes, remarks, or epithets based on race, color, religion, sex, sexual orientation, gender identification, national origin, or disability.
- Language, conduct, or the display of material directed at a targeted individual or group that dehumanizes, derides, stereotypes, or otherwise results in making such individual or group feel unsafe.
- The inappropriate recitation of lyrics in a song, lines in a movie or play, or the repetition of statements made by others based on one of the above mentioned forms of harassment.
- The use of a computer or other forms of electronic or communicative devices, whether on or off campus, to direct communications toward another individual(s) that constitutes any of the above mentioned forms of harassment.

### **Retaliation Prohibited**

Kehillah will not tolerate any retaliation against an individual who has complained about discrimination, harassment, or sexual misconduct. Similarly, Kehillah will not tolerate retaliation against individuals for cooperating with an investigation into a complaint of discrimination, harassment, or sexual misconduct.

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

Kehillah Jewish High School does not discriminate on the basis of sex, gender identity or gender expression. We seek to welcome and honor the gender identities of all students. The goal of this policy is to affirm our support and inclusion of students 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, 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.

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.