



STUDENT HANDBOOK
2011-2012 / 5772

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**DON'T FORGET:
Sign last page of
handbook!**

CHICAGOLAND JEWISH HIGH SCHOOL CREATES A CULTURE OF ACADEMIC EXCELLENCE THAT INSPIRES OUR CHILDREN TO THINK CRITICALLY AND ACHIEVE THEIR FULL POTENTIAL, WHILE PREPARING THEM TO LIVE JUDAISM AS RESPONSIBLE AND INVOLVED CITIZENS IN THE MODERN WORLD.

MISSION AND CORE VALUES

Chicagoland Jewish High School...

- Creates a culture of academic excellence that fosters critical thinking.
- Inspires a reverence, love, and critical understanding of Torah.
- Empowers students to find their own voice in a respectful community where every individual counts.
- Integrates the wisdom of our heritage and values with the sciences, humanities, and the arts.
- Cultivates a commitment to living Judaism in the modern world.
- Builds responsible and involved citizens who are dedicated to Tikkun Olam.
- Fosters a love and commitment to Israel.

Statement of Support for Israel

The creation of the State of Israel is one of the seminal events in Jewish history. Recognizing the significance of the State and its national institutions, we seek to instill in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.

Statement of Non-Discrimination

Chicagoland Jewish High School admits students of any race, color, nationality, or ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletics or other school administered programs. Guidelines of the Conservative Movement and Solomon Schechter Day School Association will be observed.

Grant Recipient

Chicagoland Jewish High School is a recipient of grants from the Partnership of Excellence in Jewish Education (PEJE), The AVI CHAI Foundation, and the Jewish United Fund/ Jewish Federation of Metropolitan Chicago.

August 2011 / Av 5771

Dear Students,

It is a privilege to welcome you to Chicagoland Jewish High School in the 2011-2012/5772 school year. CJHS is a vibrant community of students from throughout the Chicagoland area and beyond. We are proud of the accomplishments that we have collectively achieved, and these are due to our dedicated faculty and staff and our incredibly talented and energetic student body. Each one of you contributes something special to our community. Your love of learning, your passion for the arts and athletics, and your commitment to Jewish living are what make you unique young adults.

Our staff encourages you to be insightful and responsible learners, and we are confident that our dual curriculum, our diverse course offerings, and our broad array of extracurricular activities will challenge and excite you. Every member of our staff is committed to your success at CJHS, and we hope that you will turn to them for guidance and support throughout the year. Be active members of our community. Your voices are heard and your contributions are valued.

The guidelines in this handbook are a reflection of our ten-year history and are designed to foster a community of respect, dignity, and integrity. Please read them as they describe our expectations of you and our joint responsibilities to this community. Together, we will create a positive and supportive environment...one that you will be proud to call your school.

Join our administration, faculty, and staff as together we go from strength to strength.

עלו והצלחון!

With best wishes for your every success,



Tony Frank
Head of School



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FACULTY AND STAFF

ADMINISTRATION

| | |
|---------------------------|--|
| Tony Frank..... | Head of School |
| Bruce Scher..... | Academic Dean |
| Dr. Roger Stein... .. | Dean of Faculty |
| Dr. Rebecca Schorsch..... | Director of Jewish Studies |
| Rabbi Ruven Barkan..... | Rabbi-in-Residence |
| Rachel Spiro..... | Director of Admissions |
| Stephanie Smerling..... | Director of Institutional Advancement |
| Inez Drazin..... | Director of Building and Administrative Services |
| Steven Weinberg..... | Director of Finance |

FACULTY

| | |
|--------------------------|---|
| Dr. Gary Auslander..... | Social Worker |
| Lena Averbuch..... | Mathematics Department |
| Rabbi Marc Belgrad..... | Judaics Department |
| Deborah Brejcha..... | Modern Language Department |
| Steve Brin..... | Health/Wellness Department |
| Rebecca Charous..... | Mathematics Department |
| Michal Cohen..... | Modern Language Department |
| Elliot Danko..... | History and Health/Wellness Departments |
| Shira Eliaser..... | Mathematics and Science Departments |
| Melissa Estes..... | Fine Arts/Drama |
| Rabbi Sam Feinsmith..... | Judaics Department |
| Rabbi Avi Finegold..... | Judaics Department |
| Chris Forte..... | Fine Arts/Jazz Ensemble |
| Tamara Frankel..... | Judaics Department |
| Lynn Friedman..... | English Department |
| Marina Gitlin..... | Mathematics Department |
| Marion Gladstein..... | Learning Specialist |
| Josh Gleicher..... | Athletic Director |
| Rich Green..... | Vocal Director/Art Coordinator |
| Dale Griffith..... | English and History Departments |
| Lauren Hines..... | Fine Arts/Prints |
| Katy Kempen..... | Health/Wellness Department |
| Ann Levinson..... | Science Department |
| Claudia Linda..... | Modern Language Department |
| Myra Loris..... | Fine Arts/Model UN |

Roman Marchenko..... Debate/History Department
 Dr. Roberta Miller..... English Department
 Ela Moskovich Modern Language Department
 Robyn Murphy Science Department
 Jacqueline Musleh..... Mathematics Department
 Harriet Ost..... History Department
 Ellen Rostker..... Co-Director of College Counseling
 Marla Snyder..... Fine Arts/Visual Arts
 Merle Spielman..... Co-Director of College Counseling
 Nancy Steinberg..... School Counselor
 Stefanie Susnow..... Judaics Department
 Robert Taylor Science Department
 Ron Urick..... Science Department
 Limor Wasserman Modern Language Department
 Lee Weisman..... Modern Language Department
 Dr. David Yuen..... Mathematics Department

INSTITUTIONAL ADVANCEMENT

Sheldon Moss..... Senior Major Gifts Officer
 Tara Seymour..... Marketing and Communications Manager
 Roberta Wolk..... Assistant to Director of Institutional Advancement

SUPPORT STAFF

Michele Agbodza Executive Administrative Assistant
 Caroline Berkowitz Front Desk Manager
 Igor Burda..... Maintenance Engineer
 Yelena Cherepenina Bookkeeper
 Andrew Fleisher Technology Assistant
 Martha Keefe..... Registrar
 Alex Kosarev..... Maintenance Engineer
 Dwayne Lee..... Building Engineer

DEPARTMENT CHAIRS

Marina Gitlin..... Mathematics Department
 Dale Griffith English and History Departments
 Ann Levinson..... Science Department
 Claudia Linda Modern Language Department
 Bruce Scher..... Fine/Performing/Literary Arts Department, Health/Wellness Department
 Dr. Rebecca Schorsch..... Judaics Department

PROCEDURAL INFORMATION

ATTENDANCE AND PUNCTUALITY

In accordance with the requirements of the School Code of Illinois and in recognition of the responsibilities imposed upon parents, it is the policy of Chicagoland Jewish High School that students shall attend school on a regular basis and be on time for classes. Student attendance in class is not optional; student attendance in every class, **including tefillah**, is a requirement. CJHS believes that regular attendance increases the student's probability for successful performance and fosters the development of punctuality, self-discipline, and responsibility. Students' failure to attend classes seriously compromises the entire educational program and affects students' performance. The school administration and faculty will rigorously and consistently enforce school regulations dealing with class attendance and punctuality.

Attendance is taken at the start of the school day and in each class. Lateness to school is defined as arrival at any time after 8:00 a.m. The student's parent/guardian must notify the school of a tardy arrival by 7:45 a.m. Students who are tardy must sign in at the office and receive a pass. Habitual tardiness will be handled by the school administration on an individual basis.

Students who arrive at school after Period 3 will not be permitted to participate in after-school sports or other extracurricular activities that day.

STUDENT ABSENCE DESCRIPTIONS

Excused Absence: Reasons for an excused absence include illness of the student, death in the family, school-sponsored activities when the teacher is informed ahead of time, medical appointments, family emergencies, and college visits. Such an absence should be supported by a notification from a parent/guardian (received by 8:00 a.m. on the morning of the absence). Juniors and seniors are permitted two days of excused absences during the academic year for college visits. Students who need additional time will require senior administrative approval. Students must pre-arrange absences for college visits by providing a note from their parent/guardian. Students are responsible for completing all homework assignments and/or tests that are missed during their time out of school.

Explained Absence: The administration will consider on a case-by-case basis other parent/guardian-requested absences. A request for approval must be made by the parent/guardian prior to the absence. An explained absence shall enable a student to receive credit for work that is made up, but the time and place of any make-up sessions shall be solely at the initiative of the student and at the discretion of the teacher.

Unexcused Absence: An unexcused absence, as used in this policy, shall refer to any unauthorized absence from any class, study hall, or *tefillah*. A student who is absent and unexcused will receive an academic penalty for each class missed. Students will receive a zero for all work done in class that day and/or for all homework due that day.

Classroom work is vital to students' learning. Students are encouraged to schedule medical or other appointments after school hours or on vacation days. **A student who misses more than 10% of the class periods of a given course will forfeit credit in that course if the absences are unexcused.** The student will receive no grade for the course. The only exception will be for

documented medical circumstances or other situations approved by the school administration on an individual basis.

EXCESSIVE ABSENCES

Upon a student's fifth absence from a class during the same semester, the teacher will contact the student's parent. (Note: Absence from a double period is two absences.) The purpose of this contact is to inform the parents of the number of absences to date, to reinforce the importance of attendance and participation in classroom activities, and to reiterate potential interventions/consequences for excessive absences.

Upon a student's eighth absence from a class for the semester, the teacher of that class may initiate an attendance conference to include parent and student. In addition, depending on the situation, this conference will include at least one of the following: Head of School, Academic Dean, Advisor, Department Chair, Learning Specialist, or Social Worker. At this attendance conference one or more of the following interventions and/or consequences may be instituted:

- Requirement of a doctor's note to verify illness
- Warning
- Contract
- Drop from class (must have had prior communication from the school or will occur at next absence).
- Grade reduction or failure (must have had prior communication from the school or will occur at the next absence).
- Withdrawal from school (must have had prior communication from the school or will occur at the next absence)

Students who are absent for 10% of class sessions of one or more classes out of 180 consecutive school days are labeled Habitual Truants and may be referred to the County Regional Superintendent of Schools for further intervention.

ABSENCES AND HOMEWORK

When a student misses class, he/she is responsible for material covered and any assignments. In cases of prolonged illness (four or more days), the student or guardian should contact the student's instructor for assignments and to determine how work is to be made up. When a student needs homework or assignments, notes, or any information regarding what went on during class for that day, the student is responsible for e-mailing the teacher immediately, as some teachers have varied schedules. Students are encouraged to ask a classmate or friend to relay the homework information. The office will not be responsible for collecting and/or distributing homework assignments.

ATTENDANCE RECORDS

Teachers maintain records of attendance and tardiness.

SCHOOL HOURS

The building is open from 7:00 a.m. to 6:00 p.m. during the school year—except on Friday, when the building closes at 2:15 or 3:45, based on the time of year. The school day begins at 8:00 a.m. and ends depending on the time of year. During the fall and spring seasons, school is dismissed at

4:10 p.m. Monday through Thursday and at 2:45 on Friday. During the winter, school is dismissed at 1:15 p.m. on Fridays.

Students must be present daily during school hours and attend each of their courses during this time period. Students' contact time with their teachers is sacrosanct. However, from time to time, with the permission of the administration, parents may request that their child leave early or arrive late to school. Students are expected to attend school unless they are ill or have a pre-arranged approved absence. No arrangements will be made to excuse a student from a class on a regular basis.

EARLY DISMISSAL

In the event a student needs to leave campus for a medical or family appointment, parents must call the office or have their child deliver a note to the front office in advance of their departure. Students must sign out in the front office if they are leaving campus before dismissal.

FAMILY TRIPS

Family trips should be planned for scheduled school breaks. Extended family travel during school days is discouraged. In special circumstances, the administration may approve a student's absence. A request for travel must be approved at least two weeks prior to the absence; students must notify teachers and request assignments before leaving. Students should be aware that teachers may not be able to comply fully with this request, as not all assignments are made this far in advance. All assignments and any missed tests or quizzes must be turned in or made up on the day the student returns unless special permission has been granted.

BOOKS/SUPPLIES

Students are required to pay an annual book and laboratory fee. This fee covers use of all texts, faculty designed study packets, workbooks, laboratory materials, and a yearbook. Basic Judaic texts should be purchased by students for use during their four years at CJHS. All other texts will be on loan and returned to the school at the conclusion of each course, except for English texts which become the students' property. Replacement of lost or damaged books is the student's responsibility. Teachers will indicate any additional supplies (notebooks, calculators, etc.) necessary for particular classes.

STUDENT IDs

Official CJHS student ID cards will be issued to new students. These photo IDs will be required for entrance to national tests, discounts on public transportation, and other high school identification purposes. Replacement cards will be issued by the school office at a cost of \$10. Students attending events at other high schools and using public transportation may be asked to show valid school IDs. For security and safety measures, every student should carry an ID at all times.

MEDICAL FORMS

The state mandates that all students submit an Illinois Public Health Medical form, a Medication Authorization form, and a Medical Emergency form. The Illinois Department of Public Health Medical form and the Medication Authorization form must be completed and signed by both a parent/guardian and the student's physician. The Medical Emergency form, to be completed by a parent/guardian, provides CJHS with necessary information in the event of a medical or other

emergency. **Students will not be permitted to attend school after October 1 if these forms are not on file.** Any student participating in an IHSA sport will need a complete physical yearly.

EMERGENCY PROCEDURES

Emergency procedures for accidents, illness, and fire drills will be discussed yearly in each classroom. Planned fire drills, lockdowns, and tornado drills are held periodically during the school year. In case of extreme weather conditions during school hours, the public address system will be used to advise students of safety precautions to be taken.

INCLEMENT WEATHER PROCEDURES (SCHOOL CLOSINGS)

Late openings, early dismissals, or school closings may occur in inclement weather. CJHS uses a Honeywell Instant Alert System that sends notifications to the phone numbers (voicemail and text) and email addresses of your choice, as determined on your registration form.

To check on the status of CJHS...

- Check your phone and/or email for messages from the Honeywell Instant Alert System.

LIBRARY

The CJHS Library/Computer Lab is a hub for the educational program of the school. The library provides a wide range of books and other instructional materials that are selected for suitability to the curriculum and the users. Library hours are posted. The librarian, faculty, and staff work together to select library materials and to plan the utilization of library resources. Students are encouraged to suggest the purchase of books and periodicals. Lost books and overdue fines must be paid before final report cards are released or diplomas are issued to graduating seniors. Please refer to the study hall policy regarding protocol in the library.

PHOTOCOPYING

Students may use the copy machine in the front office for limited school-related work and for student organization work. Before photocopying, students must request permission from the front desk manager. Office-related photocopying will take precedence over students' photocopying. *See also COMPUTERS on page 17.*

MAILBOXES

Each student has a mailbox that is used by the administration, faculty, and student groups to distribute notices, messages, and other information, and to return exams and papers. Students should check their mailboxes periodically throughout the day so that they can be assured of receiving communications in a timely fashion. Students are expected to respect the privacy of others and check only their own mailboxes.

Students wishing to leave messages or assignments for teachers should use the teachers' mailboxes located in the teachers' workroom (135). All materials left in these mailboxes should be clearly marked with the name of the recipient, a brief note, and the name of the sender.

VISITORS

Throughout the school year, CJHS welcomes many visitors. Visits should be scheduled in advance. Persons who do not attend or work at CJHS may not be in the building or on the school property without permission. All visitors must first report to the school office to register and

obtain a visitor's pass before entering any part of the school building. Failure to comply may lead to an arrest for trespassing.

Students must secure permission from Ms. Spiro, Director of Admissions, at least one day in advance in order to bring guests to CJHS. The student's guest must comply with all school rules and regulations and must supply the school's office with an emergency number where a parent may be reached during the day. Each visitor will be issued a visitor's pass upon entering the school. The pass must be worn throughout the day so that it is visible to all school staff members.

CLOSED CAMPUS

Chicagoland Jewish High School is a closed campus. Students are not permitted to leave school during the school day without written permission of a parent/guardian and a school administrator. Students who have an unscheduled period during Period 7 (3:30-4:10) may leave school at 3:30 if parental permission is on file with the school. Seniors who have a resource/study hall during Period 6 and an unscheduled Period 7 may leave immediately before Period 6 (with parental permission on file).

SCHOOL ENVIRONMENT AND BEHAVIOR

STUDENT CONDUCT

The efficient and smooth functioning of any group depends upon the cooperation of its individual members. The policies and procedures established by Chicagoland Jewish High School are designed to allow each person to participate in and enjoy an environment that is caring and nurturing.

Discipline is a developmental process with the ultimate goal that each student will be responsible and self-disciplined. One of the most important aspects of education is helping a student learn from his/her mistakes. Therefore, the emphasis in this discipline policy is not on punishment but on improving inappropriate behavior and learning from one's mistakes.

If a disciplinary problem should occur, the following process will be utilized:

- A discussion will take place between the teacher and the student.
- Should this not resolve the problem, the discussion between the teacher and student will be facilitated by a school administrator, counselor, or the social worker.
- Should further assistance be required, the student's parents/guardians will be asked to join the discussion among the teacher, student, and a school administrator.
- If these discussions fail to reach a favorable conclusion, other disciplinary actions may be assigned.

Students and their families are responsible for any physical damage they cause to other individuals or to the building, furnishings, or equipment.

BEHAVIOR IN HALLWAYS

Students are expected to obey rules that govern movement throughout the building.

When classes are in session, students are expected to be mindful that unnecessary conversation in the corridors is inconsiderate and distracting to classroom activities and will not be tolerated.

Students are expected to use appropriate language and demonstrate appropriate behavior during passing periods.

There is to be no consumption of food or drink in the hallways. If students are heading to a destination, food must be carried carefully. Accidental spills must be reported to the office.

All litter should be disposed of properly in garbage or recycling receptacles that are provided.

The desks in the hallways on the second and third floors may not be used to store student belongings.

STUDENT AND STAFF RIGHTS AND RESPONSIBILITIES

Students and staff have rights and responsibilities at Chicagoland Jewish High School that are intended to create an environment of mutual caring, trust and respect. At CJHS we believe that students have a right to:

- an appropriate and challenging curriculum.
- assistance from school staff with issues of educational planning.
- a school climate that fosters mutual caring, trust and respect.
- disciplinary procedures which are appropriate and which provide for due process for students.

CJHS believes that certain responsibilities accompany these rights for students, and they include expectations that students will be:

- responsible for their own actions.
- respectful of the rights of other students and staff members to create a positive environment that promotes learning.
- respectful of the authority of school staff and of school and community property.
- responsible for the highest possible level of personal academic achievement.
- aware of school rules and expectations and methods of discipline. Ignorance of the rules does not excuse a violation.

Staff members also have rights that reflect the intent to create an appropriate tone at this school.

These rights include the right to:

- an orderly environment in the classroom and hallways to facilitate learning.
- an attitude of respect accorded by students and parents.
- adherence to school and classroom policies and procedures in response to student behavior.

Staff members are expected to:

- show concern and respect for each student's needs.
- plan and conduct an appropriate instructional program.
- create an orderly classroom environment.
- enforce rules for student behavior in a fair, consistent and timely manner at school, at extracurricular activities, and at other school-sponsored events.
- inform parents of concerns about academic progress, attendance and student conduct.
- be guided by professional ethics at all times.

If a problem exists in a class related to either academic or behavioral concerns, the student is urged to make contact with the teacher involved and to attempt to work out a solution appropriate to the situation. If resolution does not occur, the student should then speak to the Academic Dean for guidance regarding next steps. Such steps might include a meeting between the student and teacher with the department chairperson or the Academic Dean. This meeting might include other individuals, such as the Advisor, that the student wishes to have present. If resolution still has not occurred, other options will be discussed with the student.

When school staff believes a student's behavior is inappropriate or when unauthorized absences occur, they prepare a referral that is reviewed for possible disciplinary action. Referrals become

part of a student's temporary record and are available only to the student, the student's parents or guardians, or to certified employees of the school with a demonstrated educational or administrative interest in the student. These behavior records are disposed of in accordance with the law after a student graduates or transfers to another school.

When students and staff exercise these rights and responsibilities, the atmosphere at CJHS remains one that fosters learning at the highest level possible. CJHS will work with students and families to be certain that these mutual rights and responsibilities are exercised at all times.

POTENTIAL CONSEQUENCES FOR VIOLATING SCHOOL RULES

By way of example and not limitation, an array of consequences that a student may expect to experience as a result of violation of a rule or policy is listed below:

- Behavioral referral
- Verbal reprimand
- Meeting with the Academic Dean
- Problem solving conference
- Parent contact
- Parent conference
- Grade reduction
- Assignment to supervised study
- Temporary removal from class
- Behavioral contract
- Financial restitution
- Attendance contract
- Suspension of privileges
- Withdrawal of privileges
- Schedule change
- Out-of-school suspension
- Expulsion
- Police department referral

SUSPENSION AND EXPULSION

Suspension

Out-of-school suspension is a decision of the Head of School. Students serving out-of-school suspensions may not appear on school grounds or at school-sponsored events for any reason. Students serving out-of-school suspensions may not attend athletic practices or competitions or participate in school or extracurricular activities. Failure to meet expectations for an out-of-school suspension may result in further disciplinary consequences.

Students serving suspensions are responsible for obtaining assignments for their classes to ensure they do not fall behind with their schoolwork. Completed work will receive full credit. Upon a suspended student's return to school, teachers will establish deadlines for all work owed by the student. If work is not completed by the deadline, missing tests and assignments will receive a

failing grade.

Expulsion

Expulsion from school is a decision made by the Head of School. In extreme cases of repeated misbehavior, or because of a single highly serious incident, a student may be considered for consequences more serious than suspension. There will be no tuition refund to families of students expelled for behavior reasons.

Grounds for Suspension or Expulsion

Students shall be subject to suspension or expulsion for gross disobedience or misconduct on school premises, while in attendance at school-related activities, or while riding school-provided transportation. The rules below will also be in effect during the time the student is traveling to and from school. By way of example and not by limitation, the following conduct that may constitute gross disobedience or misconduct:

- Conduct that inflicts harm or threatens to inflict harm on oneself or another
- Damage to school property or private property
- Disruptions to the educational environment
- Conduct that is illegal
- Academic dishonesty
- Harassment or bullying
- Violation of the rules and regulations of the school

DRUGS, ALCOHOL, AND TOBACCO

The use and possession of tobacco and the use and unlawful possession of alcohol and other drugs are detrimental to the health and well-being of students. Such use or possession disrupts the school's curricular and extracurricular activities as well as interferes with the education of the user/possessor and others. Therefore, students are prohibited from any act, attempt, or intent to possess, use, obtain, manufacture, sell, or distribute any illegal, controlled, or intoxicating substance, including alcohol, inhalants, and other drugs, anabolic steroids, or any substance purported to be, or presented as an illegal, controlled, or intoxicating substance, or drug paraphernalia on school premises or as part of attendance/participation at any school-sponsored activity. This includes all prescription/non-prescription drugs when such a prescription/non-prescription drug is sold, distributed, possessed, and/or consumed by the student in a manner inconsistent with the prescription and/or prescribed or directed purpose. Possession shall include, but not be limited to, the use of a student's personal clothing, supplies, or vehicle, as well as lockers, desks, or other school property.

Students are prohibited from possessing or using tobacco products in school property, in school buildings, and at any school-sponsored activity. Furthermore, it is our strong expectation that parents hosting student parties or events in homes or other private venues will provide appropriate supervision in order to ensure that the norms and values of our community are upheld.

CJHS POLICIES RELATING TO DRUGS, ALCOHOL, AND TOBACCO

Tobacco:

If a student uses or possesses tobacco or any tobacco product on school property, in school buildings, or in connection with any school-related activity, the following guidelines apply:

- 1) First offense: Parent conference
- 2) Second offense: One-day out-of-school suspension
- 3) Third and subsequent offenses: Three-day out-of-school suspension

Alcohol and Drugs:

If a student uses, possesses, or transfers alcohol, inhalants, or other drugs on school property, in school buildings, or in connection with any school-related activity, the following guidelines apply:

- 1) Law enforcement officials may be contacted, as warranted.
- 2) The first instance of prohibited alcohol or other drug use and/or possession will result in a five day out-of-school suspension that may be reduced to a two-day out-of-school suspension if the student and parent/guardian agree that the student will complete a drug or alcohol program or assessment, at the parent's expense. If the program or assessment is not successfully completed, the remaining three days of suspension will be served.
- 3) Any further instance of prohibited alcohol or other drug use and/or possession will result in a ten-day out-of-school suspension and possible expulsion, if the school concludes that there is a likelihood of recurrence.
- 4) When a violation has not been established, but there is a reasonable basis to believe that a use and/or possession of tobacco, alcohol, or drugs may have occurred:
 - a. All information available will be given to the Academic Dean, the Social Worker, and the Head of School.
 - b. The student's parents/guardians will be notified.

Nothing contained in this policy or these guidelines limits the authority of any school staff member to remove a student immediately from a class or school property or activity in emergency circumstances.

FACILITIES, PARKING LOT, AND DRIVING

The CJHS parking lot is available for student use. Students who intend to park in the CJHS lot must obtain parking stickers from the main office. Cars without stickers may be towed. Drivers must use caution when entering and leaving the parking lot, following all directional arrows. For the safety of the CJHS community, the speed limit in the lot is 5 miles per hour. Students who fail to use safety precautions when entering, leaving, or driving in the parking lot can lose their driving privileges.

Students are not allowed to be in their cars or in the parking lot during school hours unless they have permission to leave early and are leaving the campus immediately.

SCHOOL TELEPHONES

School telephones are strictly for conducting school business and are not available for students' personal telephone calls. In the case of an emergency, a student will need permission from the front office staff to use a school telephone.

FIREARMS POLICY

Firearms, knives, or other explosive devices may not be brought onto school property. A zero tolerance policy is strictly enforced.

ELECTRONIC DEVICES

Students are only permitted to use iPods or CD players with headphones during study hall when working independently. The volume should be low enough so that the sound is inaudible to others. Headphones must be removed and put away before leaving study hall.

All electronic devices should be used for academic purposes only. The school administration reserves the right to confiscate electronic devices of students who do not comply with this regulation. Confiscated electronic devices will only be released to a parent/guardian.

CELL PHONE USE

Cell phones must be kept out of sight and powered off (not set to vibrate) throughout the school day, including times when students are not in class, with the exception of the lunch period. This includes the other functions of a cell phone such as voicemail, text messaging, calculators, games, MP3 players, still or video cameras, internet browsers, etc. Cell phones also may not be used during lunch when students are participating in class meetings or other special programs. The school day starts at 8:00 a.m. and extends until the final bell at 4:10 p.m., and includes school-sponsored events either on or off campus during the school day.

Parents may leave a text or voice message for their child on his/her cell phone, with the understanding that the phone will not be checked for messages until lunch time or at the end of the school day. Parents may also call the school to leave a message for their child. Messages will be placed in students' mailboxes. Students are responsible for checking their mailboxes during the school day. In the event of an emergency, the message will be delivered directly to the student.

If a student uses any of the functions of a cell phone when not permitted, the following consequences may be assigned:

- 1st offense: The cell phone will be confiscated until the end of the school day.
- 2nd offense: The cell phone will be confiscated and brought to the Academic Dean, and a further consequence may be assigned. Consequences may include the banning of possession of a cell phone in school for a period of time, up to and including the entire school year.

COMPUTERS

Computers are available to students for use in class and in the Library during study halls and lunch. The use of the CJHS computer network is a privilege; inappropriate use will result in the cancellation of the privilege. To protect the network, a Technology Code of Conduct has been

developed and posted. All network users are expected to sign and comply with this code. (This policy applies equally to personal computers used in the school.)

In order to be environmentally friendly and lessen our carbon footprint, CJHS is limiting the amount of printouts made by each student. Students may print a maximum of ten pages per week. Remaining pages may not be banked for future weeks. A scanner has been placed in the library's computer lab. CJHS recommends that students scan (rather than photocopy) documents. The scanned documents may be emailed, saved to your network folder, or printed. *See also PHOTOCOPYING on page 10.*

SOCIAL NETWORKING, ONLINE ACTIVITY, AND CELL PHONE COMMUNICATION

As members of the CJHS community, students share in the responsibility of creating a school climate that fosters mutual caring, trust and respect. Our school climate is affected not only by students' conduct in school, but by their online activities as well.

Cyberbullying is defined as bullying or harassment by use of electronic devices through e-mail, instant messaging, text messages, blogs and websites. Harassment occurs when the recipient or target of such messages has reasonable cause to feel threatened, slandered or abused.

Cyberbullying is against the law. Acts of cyberbullying include:

- Sending harassing emails, IMs or text messages
- Posting insulting, or slanderous messages to online message boards
- Posting harmful messages to social networking sites (such as Facebook)
- Pretending to be someone else by breaking into an email account or starting a new one, and sending cruel or embarrassing emails.
- Getting personal information about someone (pretending to be a friend) and then forwarding that information on to others online.
- Developing web pages to expose and promote harmful content.

Acts of cyberbullying are subject to disciplinary action by CJHS when:

- 1) the conduct occurs at school or during school-sponsored activities;
- 2) the conduct begins at school and continues in activity off campus;
- 3) the conduct begins off campus and continues at school;
- 4) when the parties involved all attend CJHS.

Any manifestation of cyberbullying constitutes a serious violation of the ethics and values of the CJHS community and will not be tolerated. Consequences may include suspension or expulsion. Law enforcement officials may also be contacted, by one or more of the involved parties or by Chicagoland Jewish High School, as warranted.

Students may also be assigned consequences for postings on websites outside the school network that denigrate the reputation of CJHS or that show students to be in violation of school rules.

DRESS CODE

The dress code applies to the school day and all school-sponsored/related events.

CJHS students are expected to maintain appropriate dress for a place of serious study and Torah learning. Male students are required to wear *kippot* or caps at all times. Female students may choose to wear kippot.

Slacks and jeans may be worn providing they are not torn. Shorts are allowed to be worn by the student body, under the following conditions:

- Shorts (and skirts) are to be knee length or longer, with no exceptions. The final judgment of whether a pair of shorts is of knee length or not is up to the administration and faculty on a case-by-case basis. Shorts may not be torn or ripped.
- Shorts that have wording must follow all the dress code regulations. See below.

Bare midriffs, low-rise pants (undergarments may not be visible at any time), low-cut shirts or blouses, low-cut dresses, and pajamas are not permitted for males or females. The dress code applies during gym class, athletic practices, and for anyone using the fitness facilities. All students must wear shirts at all times.

Students may wear shirts, turtlenecks, crewnecks, blouses and/or sweaters. All shirts must have a minimum of a capped sleeve.

T-shirts are permitted, with the following sample list of acceptable and unacceptable T-shirt designs:

| <u>Sample of Acceptable Shirts</u> | <u>Sample of Unacceptable Shirts</u> |
|---|---|
| <ul style="list-style-type: none">• College or university shirts• Regular brand names (e.g. <i>Gap</i>)• Souvenirs (e.g. <i>Disney</i>)• Camp shirts (e.g. <i>Ramah</i>)• Jewish organization shirts• Charitable organizations (e.g. <i>American Cancer Society</i>)• Universal messages (<i>end racism now, smile—be happy, don't drink and drive</i>)• CJHS shirts | <ul style="list-style-type: none">• Shirts espousing another religion• Shirts espousing sex, or drug/alcohol use, or any innuendo thereof• Shirts attempting to circumvent the dress code through mockery of it• Provocative/controversial messages• Anything considered to be hate speech• Anything that may detract from either classroom concentration or mission of the school• Anything with sarcastic text that may insult other people |

RELIGIOUS ENVIRONMENT

Kashrut (Jewish Dietary Laws) Policy

Introduction

As part of our school's mission, CJHS is dedicated to maintaining, publicizing, and educating about the standards of *Kashrut* consistent with the teachings of Jewish tradition as interpreted by the Conservative Movement through the Committee on Laws and Standards, the official *halachic* decision-making body of the Rabbinical Assembly (RA).

While the laws of *Kashrut* are complex and detailed, they are based upon the following three principles:

- Jews are forbidden to eat certain animals.
- Animals that are permitted must be slaughtered in a particular way.
- Milk and meat may not be consumed together.

CJHS is committed to building a community in which everyone can feel at home. By setting a communal standard for food that is brought into the building, we hope to maintain an environment that creates a shared sense of obligation and community.

Certification of *Kashrut* is granted by more than 850 rabbis and rabbinic organizations worldwide. Each certifying individual or organization has a unique symbol that is printed on the packaging of a food product to denote that the food contained within is kosher. Many of these certifications serve only their local communities. Many are not deemed reliable by Conservative (and Orthodox) authorities.

Five of the symbols are universally recognized as reliable and are acceptable for CJHS. They are:



There are other symbols that may be acceptable for CJHS in general or on specific products. If you have questions about a symbol not printed above or about a particular product, please contact our Rabbi-in-Residence, Rabbi Ruven Barkan. **Please note that the English letter K (by itself) is not a rabbinic certification and, in and of itself, does not make a product acceptable for use at CJHS.**

Personal Consumption

- All foods brought into the school building should be made from certified kosher products. See previous page for acceptable certifications.
- To prevent the inadvertent mixing of milk and meat, all foods brought into the school building should be dairy or *pareve* (neither dairy nor meat).

Events, Meetings, Activities

- All food that is served at CJHS events, meetings, and activities must be provided by an approved kosher caterer or be served from previously unopened certified kosher products.
- **Food for these events must be ordered through the Director of Building and Administrative Services.**
- Products that are prepared in private homes and kitchens may not be served.
- Menus must be approved in advance by Rabbi Barkan.
- Meat meals must be approved by Rabbi Barkan at least **two weeks** in advance.
- Events, meetings, and activities that take place outside of the building should not be held in non-kosher establishments.
- Faculty members should not meet with students in non-kosher establishments.

The Classroom

- All food that is served during class must be provided by an approved kosher caterer or be served from previously unopened certified kosher products.
- Menus must be approved in advance by Rabbi Barkan.
- **Products that are prepared in private homes and kitchens may not be served in class.**

Events Not Sponsored by CJHS

We strongly encourage members of the CJHS community who organize or host events involving members of the CJHS community to adhere to the CJHS standards of Kashrut.

Shabbat and Holiday Observance

Chicagoland Jewish High School observes Shabbat and Jewish holidays consistent with the teachings of Jewish Law as interpreted by the Conservative Movement through the Committee on Laws and Standards, the official *halachic* decision-making body of the Rabbinical Assembly (RA). Work should not be done for or on behalf of CJHS on Shabbat or Jewish holidays.

CJHS programs and activities held on Fridays (or the afternoon before a holiday) must end two hours before candlelighting. Programs and activities held Saturday night (or the evening following a holiday) may begin one-and-a-half hours after Shabbat has ended. Setup for these events cannot begin until Shabbat has ended. Candlelighting and havdalah times are posted on Trumba.

School activities held on Shabbat must conform to CJHS's standard of observance. Individuals may not violate Shabbat in order to participate in them. Rabbi Barkan should be consulted during the planning process to ensure that standards are met.

CJHS students should not sit for tests or college entrance exams on Shabbat; they should test on alternate dates. The College Counseling office has letters on file that can be used to schedule alternative test dates.

Fast Days

School is in session on minor fast days, during which people fast from sunup to sundown. In order to help our students perform their best on assessments, teachers may not give tests or quizzes on fast days. Students who are fasting are required to attend physical education classes, but are exempt from participating in physical activity. Students who exempt themselves from P.E. are expected to attend *mincha*.

CJHS does not serve food (including breakfast, lunch, coffee/tea service and through the vending machine) on fast days.

ACADEMIC PROGRAM AND POLICIES

ACADEMIC HONESTY

Honesty is a major goal of character development in general and of Jewish education in particular. Personal integrity must go hand in hand with academic achievement. Every individual associated with Chicagoland Jewish High School is responsible for helping to establish a community of trust that will support student achievement and mutual respect among all students and staff.

The following activities are considered inappropriate conduct and could be grounds for suspension:

1. Illegally and/or deceitfully obtaining answers for examinations.
2. Presenting someone else's work as one's own. This includes copying material from the internet or other written sources without proper attribution.
3. Taking or using property belonging to CJHS or to another individual without prior proper permission.

In order to create a shared ethical learning environment, the entire CJHS community must work cooperatively to achieve a high standard of honesty in our daily dealings with one another.

TEFILLAH

All students participate in a daily egalitarian *Shacharit* (morning) service, offering males and females equal opportunity and responsibility for engaging in prayer. Our students lead *tefillot*, read *Torah* and give *Divrei Torah*.

Engaging in daily *tefillah* (prayer) is a blessing and a challenge. It is a blessing that we begin each day of learning together as a Jewish community before God, utilizing the rituals of our tradition to sanctify our lives. At the same time, it is a challenge to engage a diverse population of Jewish teens first thing in the morning every day. At CJHS, we have crafted an engaging *Tefillah* program that maximizes this blessing and meets this challenge.

A hallmark of our program is student leadership. Members of *Va'ad Tefillah* represent the student body and, with Rabbi Barkan's guidance, facilitate the *tefillah* program on a daily basis. This group of 15+ students from all grades in the school design and implement rotations for their peers to serve as *shlichei tzibbur* (leaders of the services), read *Torah*, receive *aliyot* (coming up to participate in the *Torah* service), and lead educational programs.

The *Tefillah* curriculum is designed to increase the level of engagement and meet the needs of every person in our school's diverse Jewish community. Our Tuesday Multiple *Minyan* Program provides individuals the opportunity to choose among different kinds of *minyanim*, based on aesthetic and personal preferences. Students may choose from minyanim that incorporate music or meditation into *Tefillah*. There is a *minyan* for those who are new to the *Tefillah* experience and one for those who want a more expanded *Tefillah* experience. Every *minyan* is egalitarian and conforms to the standards of *Halachah*, Jewish law.

On Wednesdays, we hold a freshman *minyan*, creating a space for our newest students to

acculturate meaningfully to *Tefillah* at CJHS. The sophomores and juniors explore meta-issues related to *Tefillah* in our Wednesday discussion minyan. In senior *minyan*, each student presents a personal Jewish statement about his or her identity at the pinnacle of his or her high school journey.

Two Fridays a month, we come together as a school community for *Tefillah* during which a student, member of our staff, or community guest presents a *D'var Torah*. On the other two Fridays of the month, we divide into ten smaller groups consisting of students from all the grades to maintain our cherished cohesive culture. We will also remain together on holidays on which we sing and dance to the festive psalms and melodies of *Hallel* and commemorate the more serious moments in our Jewish and American traditions, such as 9/11 and *Yom HaShoah*.

Parents are invited to join us for *Tefillah*. Adult life-long learners and spiritual seekers serve as important role models for our students in the realm of *Tefillah*. Please don't hesitate to contact Rabbi Ruven Barkan if you would like support and guidance on your journey.

Male students must wear *kipot*, *tallit*, and *tefillin* during *Tefillah*. Female students may choose to wear *tallit* and/or *tefillin*. Students should dress in a modest and respectful manner when participating in the mitzvah of laying *tefillin*. If an outer garment needs to be removed in order to facilitate the wearing of *tefillin*, a *tallit* that covers one's shoulders puts one in compliance with the dress code. A daily *mincha* (afternoon) minyan is also held.

FACULTY ADVISORS

Freshmen and sophomores are assigned to a faculty advisor team, who will meet regularly with the student during the school year. Students are encouraged to work closely with their advisors. Juniors and seniors are assigned class advisors who are available to assist the students with academic, social, or personal concerns.

PHYSICAL EDUCATION

To be eligible to graduate from CJHS, students are required to successfully complete four years of physical education or participate in sports to fulfill the requirement. Students will be required to take summer school to complete any physical education course not completed during the school year. Physical education classes meet two times per week throughout the year, while athletic teams may practice more frequently. Athletes are also required to participate in prescribed competitions as designated by each sport. Health and wellness education are part of the physical education curriculum.

Gym shoes, CJHS shorts or sweatpants, and a CJHS tee shirt are required dress for physical education classes. Students may purchase these items from CJHS at the beginning of the school year.

Students are permitted two non-physician excuses from physical education per trimester. Note that any time a student is not properly dressed for physical education class, he or she exhausts one of the two non-physician excuses. Even if a student has a medical excuse from participating or does not have appropriate clothes, he or she is still expected to attend the class. Any student unable to participate in regular physical education classes for any length of time must submit a

doctor's note with an explanation of the injury/illness and the length of time the student must refrain from participating.

Students who are absent from a physical education class may not participate in an after school athletic event or other extracurricular activity on the day of the absence.

POLICY TO EXCUSE ATHLETES FROM PHYSICAL EDUCATION CLASS WHILE THEIR SPORT IS IN SEASON

Participation as a member in good standing of a CJHS athletic team constitutes fulfillment of the student's physical education requirement. Such students will not be required to take a physical education class **during that sport season.**

Member in good standing of a team is defined according to:

1. Regular attendance at practices, as defined by the Athletic Director and coach
2. Regular attendance at contests, as defined by the Athletic Director and coach
3. Inclusion on the roster by the coach/ sponsor.
 - a. If a student is no longer included on the roster, that student will return to Physical Education class.

HONORS CLASSES

Each department will determine standards for participation in honors courses. Students who maintain a grade of B- or higher in an honors course and have a teacher recommendation will automatically be placed into the subsequent honors course. Some honors courses are separate courses while others function as honors designation within a regular course. In the latter case, students must commit in writing by the end of the third week of the term to participate in the honors curriculum and all that it entails. No changes may be made after the end of the third week of the semester without special permission from the department chair and the teacher.

RESOURCE/STUDY HALL

Under certain conditions, students will be able to use the library, student lounge, the Shapiro Dining Hall, the patio, the workout room, or the Gymnasium during their unscheduled time. Students are responsible for managing their own time effectively.

The Academic Dean may assign students who are unable to manage unscheduled time appropriately to supervised study or impose other consequences as deemed appropriate. The Academic Dean may also assign supervised study to students who are on Academic Probation or experiencing academic difficulties.

Students may study quietly in the hallways during unscheduled periods. Students may not congregate and disrupt classes. Students may not be in unauthorized areas of the building, leave the building, or go to the parking lot without permission from the office during unscheduled periods. This includes but is not limited to any area that poses a disruption to the educational process or puts one's self or others in danger. During study halls/ resource/study halls, students are encouraged to utilize the following areas:

Library

When in the library, students are expected to study quietly and to follow the Authorized Computer Use Policy if using computers. Failure to follow these rules may result in the loss of library privileges. Food and drink are not allowed in the library.

Student Lounge

Students are responsible for maintaining a respectful atmosphere within the student lounge. Food should not be consumed in the lounge unless a supervised meeting is taking place.

Shapiro Dining Hall

Students who wish to use their study hall/resource/study hall for visiting and group study may go to the Shapiro Dining Hall.

Patio

Weather permitting and with a staff member present, students may use the patio outside of the Shapiro Dining Hall if they wish to be outside. All other outside areas are off limits. Students are not allowed on the private property surrounding the school. Please note that the patio door must be opened by a staff member in order to disengage the alarm on the door.

Gymnasium

Students may use the gymnasium if it is not being used by a physical education class and if a staff member or designated senior is present in the gym.

HOMEWORK AND EXAMS

The CJHS faculty understands that students have rigorous academic schedules and demanding homework expectations. The faculty works together to coordinate exam schedules and homework assignments in an effort to allow students to handle the workload. Assistance and guidance in time management and study skills are provided throughout the year by students' advisors and other professionals.

- ***Exams***
Exams are given during class time and during semester exams week. Students are expected to complete all tests as scheduled. Make-up exams are scheduled only in extenuating circumstances and at the teacher's discretion.
- ***Homework***
Students are assigned both short-term and long-term homework. Students are expected to submit all homework by the stated deadline. Teachers have varying policies regarding acceptance of late assignments. Please see the *Absences and Homework* section of this manual for specific information about securing homework assignments during absences from school.
- ***Homework/Quizzes/Projects Prior to Exams***
One week before semester exams there will be no quizzes, homework, or projects due for any class.
- ***Semester Exams/Advanced Placement Exams***
Semester exams take place at the end of January for the fall semester and in June for the spring semester. AP exams are administered over a two-week period during the month of May. These are national exams and cannot be rescheduled unless unusually extenuating circumstances exist. This decision is made at the discretion of the College Board.

- ***Semester Exam Policy for Seniors***

Seniors will be exempt from June semester exams in any AP course for which they have taken the AP exam. Seniors will also be exempt from the semester exam in any course in which they have a B or better average at the end of the spring semester.

EVALUATIONS

The school year is divided into two semesters. Courses are either one semester or two semesters in length. Semester grades will appear on official high school transcripts. Final exam grades will not be recorded on official transcripts, but are computed into semester grades.

PROGRESS REPORTS

Midterm Progress Reports are issued mid-semester in all credit classes and contain a narrative reflecting the student's progress in class. Report cards are issued upon completion of each semester. The report card indicates a letter grade representing the student's academic achievement in class for that semester.

ACADEMIC PROBATION AND CONSEQUENCES

Policy

A student who receives one F, two D's, or a GPA below C (2.0) during a single semester will be placed on academic probation for the following semester. If improvement is noted on progress reports issued midway through the semester during which the student is on academic probation, the probation will be removed.

Consequences

While a student is on academic probation, he or she is prohibited from participating in CJHS-sponsored extracurricular and athletic activities. A student who is placed on academic probation more than once may be dismissed from CJHS or required to repeat a grade.

GRADING AND CREDIT SYSTEM

The CJHS grading system is as follows:

| <u>Letter Grade</u> | <u>Score</u> | <u>GPA</u> | <u>Letter Grade</u> | <u>Score</u> | <u>GPA</u> | | |
|---------------------|--------------|------------|---------------------|--------------|------------|--------------------|-----|
| A | = | 95-100 | 4.0 | D | = | 63-66 | 1.0 |
| A- | = | 90-94 | 3.7 | D- | = | 60-62 | .7 |
| B+ | = | 87-89 | 3.3 | F | = | Fail, Below 60 | -0- |
| B | = | 83-86 | 3.0 | P | = | Pass | |
| B- | = | 80-82 | 2.7 | I | = | Incomplete | |
| C+ | = | 77-79 | 2.3 | RNC | = | Required/No Credit | |
| C | = | 73-76 | 2.0 | R | = | Repeated Course | |
| C- | = | 70-72 | 1.7 | W | = | Withdrawn | |
| D+ | = | 67-69 | 1.3 | A | = | Audit | |

As of fall 2010, A+ will no longer be assigned as a grade.

The following courses will receive a letter grade but will not be computed in the semester grade point average:

- Physical Education
- Health
- Fine, Performing, and Literary Arts classes

GRADE-POINT AVERAGE

GPA will be calculated at the end of each semester. Juniors and seniors will receive unofficial transcripts containing their cumulative grade-point averages.

PASSING GRADE FOR REQUIRED COURSES

Students must successfully complete all courses that are required for graduation. The passing grade is a D. Students who do not pass a course must make up the course prior to graduation.

INCOMPLETE GRADE

Incomplete grades must be completed by the end of the following semester. Students who are unable to meet this deadline must seek approval from the department chair of that discipline.

GRADE REPLACEMENT/REPEATED COURSES

If a student repeats a course, only the higher of the two grades earned is reported and calculated into the GPA. That grade is labeled "R" for a repeated course. Students may repeat only those courses for which the original grade was C or below. Prior approval of both the Department Chair and the Academic Dean is required.

DROPPING A COURSE

In order to drop a course without a grade penalty, a student must submit a *Course Drop Request Form* to the Department Chair by the eighth week of the semester. This form must be signed by a parent/guardian, the teacher, the student's advisor, and the Department Chair. Students who elect to drop a course after the eighth week of the semester will drop with a grade penalty that will be averaged into the overall GPA. However, each application will be treated on its own merits.

WITHDRAWALS

If the Department Chair determines that a student has been placed in a class inappropriately, that student will be permitted to withdraw from the class after the eighth week of the semester without incurring a grade penalty during the semester of the withdrawal. The student will receive a grade of W (withdrawal).

CHANGING A COURSE LEVEL

CJHS makes every effort, schedule permitting, to enroll students in the courses for which they were recommended or for changes to recommendations that are approved by department chairs as part of the registration process.

Students who wish to make changes to their schedule after the registration process is complete must submit a Course Level Change/Drop Form (available in the Registrar's Office) to the appropriate Department Chair by the eighth week of the semester. This form must be signed by a parent/guardian, the teacher, the Department Chair, and the Academic Dean.

Students who request changes after the registration process has closed will be assigned to a wait list. Subsequent enrollment in the requested course will be contingent upon availability and approval of the Academic Dean.

COURSE AUDIT POLICY

A student is allowed to audit no more than one course per semester and will not receive credit or a grade in that course. The purpose of the experience is to give students an opportunity to either review information in a given content area prior to going on to the next level of coursework or to take a class that is of personal interest without having it calculated into the student's grade-point average. In order to not interfere with the learning climate of the classroom, these students participate in all learning activities and are productive citizens in the classroom. A student may be granted this opportunity with the permission of the instructor and department chair.

INDEPENDENT STUDY

In special cases, an Independent Study course that fulfills a graduation requirement from CJHS will receive a grade and credit and be factored into the overall GPA. Any other course taken as an Independent Study course will be considered an "enrichment" course that will receive credit and be graded with a Pass/Fail grade. Students requesting an Independent Study opportunity must demonstrate the ability, determination and desire to complete the course of study:

- Independent Study is open only to junior and senior students. Other students must get special permission from the department chair and academic dean.
- Students must have exhausted the curriculum choice in a departmental area.
- A student may pursue only one Independent Study per semester.
- A student must initiate the request to pursue Independent Study by contacting an appropriate teacher, preparing an application, and having it approved. Approval of an application to pursue Independent Study is at the discretion of the teacher, the department chair and academic dean.

Credits - Pre-High School Credits

- No credits are assigned to these courses.
- No grades are assigned to these courses.
- Credits do not count towards fulfilling graduation requirements.

Credits - Summer School

Students must complete the appropriate form and obtain prior approval for summer school courses in order to receive credit. Courses taken during summer school will be listed with courses from the following school year. For example, if a student takes a course during the summer between 9th and 10th grade, the course would appear on the transcript at the beginning of the 10th grade courses.

- Summer school credits are assigned based on CJHS' credit system.
- Summer school courses will be computed into the student's cumulative GPA.
- Summer school credits may fulfill graduation requirements.

Credits - Courses taken outside of CJHS

In order to receive credit for a course taken through distance learning, as a correspondence course, or at another institution, a student must complete the appropriate form requesting permission from the Academic Dean.

- Credits are assigned based on CJHS' credit system.
- Grades should be computed into the cumulative GPA using the transferring institution's grade scale.
- Credits may fulfill graduation requirements.

SPECIAL NEEDS

Students with documented special needs will receive reasonable modifications and accommodations as provided by CJHS. The transcripts of these students will not disclose that modifications, accommodations, or services are being provided.

POLICY ISSUES

Questions regarding educational policy or graduation requirements should be directed to the Academic Dean. Questions regarding transcripts should be directed to the Registrar.

GRADUATION CREDITS REQUIREMENT

Credits needed for graduation are as follows:

| Subject | Credits |
|--|----------------|
| Bible..... | 7 |
| English..... | 8 |
| Hebrew Language..... | 8 |
| Mathematics..... | 6 |
| Science..... | 6 |
| History/Social Studies..... | 8 |
| Physical Education/Health..... | 4 |
| Fine/Performing/Literary Arts..... | 4 |
| Jewish Thought..... | 3 |
| Talmud..... | 7 |
| <hr/> | |
| Total credits for graduation..... | 61.* |

**Transfer students may have fewer graduation credits.*

All students are required to enroll in the Hebrew and Judaic programs during each semester of attendance at Chicagoland Jewish High School. Students are also required to attend tefillah for 4 years.

LEAVE OF ABSENCE

While CJHS allows for alternative semester experiences for students, we strongly recommend that these experiences be reviewed with the Academic Dean prior to registration. A proposal for a semester leave of absence should be submitted to an administrator by September 1 for the spring semester or by January 1 for fall semester in which the student intends to exercise this option. Academic programs will be reviewed by the administration, and applicants will receive approval/disapproval by November 1 for requests made by September 1, and by March 1 for requests made by January 1.

SENIOR YEAR INTERNSHIP

Senior year internships allow eligible seniors (those who have completed their graduation course requirements) the opportunity to participate in a variety of meaningful internships or voluntary experiences during the spring semester. This program enables students to learn from “real life” experiences and/or fulfill the mitzvah of *chesed*. In order to qualify for this program, students are required to present a written proposal to their advisors by November 1 of the senior year. At the end of the internship/experience, students submit a narrative and final evaluation of their experience.

PARENT-TEACHER COMMUNICATION

BACK-TO-SCHOOL NIGHT

The faculty and staff of CJHS look forward to Back-to-School Night, which is held in the fall of each academic year. This program provides parents with an opportunity to meet each other and their child's teachers, who will share a brief overview of their curriculum and objectives for the coming year.

PARENT-TEACHER CONFERENCES

Conferences are held during the first semester to provide an opportunity for parents to discuss their child's progress with teachers, counselors, and/or advisors. Conferences will be held soon after midterm progress reports are mailed home. Parents are strongly urged to attend the fall conferences.

Student Activities

An addendum to the CJHS Student Handbook 2011-2012

Dear Students,

Welcome to the wonderful world of student activities! While your primary responsibility in school is to attend classes, do homework, and participate in events that promote your learning, there is much more to being a well-rounded, educated young adult.

Each school year is full of meaningful moments that become lasting memories—sinking a three-point shot at a basketball game, enjoying the Sukkah Hop at the homes of your peers, cheering at a pep rally, volunteering at Café ARK or Maot Chitim, experiencing Kabbalat Shabbat at an All-School Shabbaton, competing in a SET tournament, and more. These moments happen because CJHS is committed to providing a wide spectrum of student activities and because students have worked hard so that each of these events actually happens.

CJHS offers a multitude of student activities, including intramural and competitive sports teams, performing arts opportunities, a wide complement of student organizations, and social events throughout the year. Participation in extracurricular activities provides valuable learning experiences not available solely through the classroom. Students can develop skills in the areas of leadership, time management, teamwork, ethics, self-discipline, loyalty, and more.

We encourage you to become involved in at least one student activity. You can and will make a difference in your life, your school, your family, and the greater community. If you have a new idea for a group that has yet to be created, please come and see one of us. Our doors are always open.

Tony Frank
Head of School

Bruce Scher
Academic Dean

Rabbi Ruven Barkan
Rabbi-in-Residence

CJHS PHILOSOPHY ABOUT STUDENT ORGANIZATIONS

Chicagoland Jewish High School creates a culture of academic excellence that inspires our children to think critically and achieve their full potential, while preparing them to live Judaism as responsible and involved citizens in the modern world.

Our program empowers students to find their own voices in a respectful community where every individual counts. The students are empowered to develop activities that interest them. CJHS is an environment that respects the diversity of voices. The development of new activities is always encouraged. Helping to make our world a better place to live for all people is part of our educational and social responsibility and is encouraged through many of our clubs and organizations.

CURRENT GROUPS

As the school year begins, many student groups are already in place. Each group has at least one student chair and at least one faculty advisor.

Va'adot

When CJHS first opened, the school set up several *va'adot* (committees) to oversee activities that are absolutely critical to the school's culture.

The student body of the CJHS elects a *Va'ad HaStudentim (Student Government)* each spring for the following year. The *Va'ad HaStudentim* is often simply referred to as the Va'ad. The Va'ad consists of a President, Finance Vice President, Fundraising Vice President, Programming Vice President, Communications Vice President, and Freshman Representative. In the event that representation from every class is not reflected on the elected Va'ad, a class representative position will be created and elected. The freshman representative is elected in the fall.

Va'ad Tefillah is the student organization that oversees daily *Tefillah*. It works to maintain an atmosphere conducive to prayer, while allowing for creativity and individual expression.

Va'ad Israel raises awareness and support for Israel. Va'ad Israel helps plan Israel-related programs, including but not limited to the annual Yom HaAtzmaut celebration, the t-shirt design contest for the Walk with Israel, and observance of Yom HaZikaron. Va'ad Israel also keeps the student body informed about what they can do to support Israel and collects money for Israel-related causes.

Va'ad Tikkun Olam plans and coordinates social action activities for the student body. Several committees comprise the Va'ad Tikkun Olam, including collection drives, Youth Philanthropy Initiative, Café ARK and ARK Book Club, visiting the elderly, recycling, chesed, and STAND: Genocide Intervention Network.

The **Shabbaton Committee** is a group of students and faculty who work together to develop and implement the Shabbatonim (weekend retreats) that take place throughout the year.

Student Organizations

In addition to the va'adot, many student organizations have developed based on student interest. The list below reflects groups currently active at CJHS:

U.S. Politics Club plans many social, educational, and advocacy programs for the CJHS student body.

Interfaith Youth Core is a partnership among students at CJHS, Loyola Academy, and the Universal High School. IFYC strives to teach students how to relate to people from different faith backgrounds.

AMC (Math Team) meets about once a month to participate in math contests. AMC also sponsors a SET tournament and other math-related festivities.

Bike Club promotes health and fitness among our students and faculty by sponsoring Bike to School events and opportunities to raise money for tzedakah while biking.

Student Ambassadors welcome new students and prospective students throughout the year. Ambassadors assist with New Student Orientation and recruitment activities.

Peer Buddies assist new students with their transition to high school in general (and CJHS in particular).

In addition to the student organizations listed above, students may choose to participate in a number of school and community-based activities. Students with particular interests and talents should speak directly to Rabbi Barkan. Yearly options will be determined by student interest and availability of faculty advisors.

How to join a group: Attend a meeting and find out more information about the club, team, or activity. With a few exceptions, groups accept all those who are interested. Students who would like more guidance about club participation should speak with the group's advisor.

How to get information about Student Activities: Announcements, emails, and mailbox communication keep our students up-to-date on all school and community programs. Announcements are made daily following *tefillah*. Information is posted regularly on bulletin boards throughout the school. The weekly CJHS E-News is sent on Friday afternoons and contains a great deal of information about upcoming programs. Students are also expected to access the CJHS Online Calendar regularly. The calendar is located at www.trumba.com/calendars/cjhs, and the password is gotigers.

ATHLETICS

Students are invited to join any CJHS team of their choosing. Participation is completely voluntary, and every interested athlete is assured of the opportunity to join a team. It does not guarantee playing time; however, all athletes who adhere to the coaches' guidelines may participate in competitions.

Interscholastic teams compete in a series of contests against other Chicago area high schools. Many teams compete in tournaments and in the Illinois High School Association-sponsored state tournament for their sport. Most of the athletic teams started as a response to student interest. If you are interested in an athletic team that is not offered, please contact the Athletic Director.

Our athletic facilities are a source of pride for the school community. In addition to our state-of-the-art gym, students enjoy the use of a fitness center, comfortable locker rooms with showers, a regulation-sized outdoor soccer field, and outdoor basketball courts.

Being part of an athletic team at any level requires commitment and dedication, not only by the athlete, but by the athlete's family as well. Resources of the school, community, and the home join forces to support our athletes as they cultivate a passion for excellence in athletics. Because we understand that participating on a CJHS team is demanding of your time, team members are exempted from physical education classes while they are participating on a team.

The Athletic Department also sponsors special events for students and families during the year such as a faculty/student basketball game, alumni basketball game, middle school basketball feeder leagues, and a spring athletic banquet. The department also supports the Tiger Club (athletic booster club), which seeks to raise awareness of and support for CJHS athletics. The athletic season calendar is posted in the **Online Appendix**. To become involved in CJHS Athletics, please talk to the Athletic Director.

FINE ARTS PERFORMANCES

In addition to our courses in Fine, Performing, and Literary Arts, several performances take place throughout the year, including plays, musical revues, and student-directed one-act plays. These performances involve many opportunities for student involvement—through acting, singing, dancing, directing, designing sets, and creating publicity.

SHABBATONIM

CJHS holds several Shabbatonim throughout the course of the school year. Shabbatonim provide the opportunity for students to spend significant time together outside of the school setting while creating a communal Shabbat experience. The singing, dancing, and davening at Shabbatonim are remembered for weeks afterward, and the informal setting helps to build bonds among students and between students and faculty. The Shabbatonim are planned by a committee of students and faculty members.

The All-School Shabbaton (one per year) focuses on the Shabbat experience itself, along with an exploration of our school community. The Freshman Shabbaton is an opportunity for freshmen to bond together and experience Shabbat as a discrete unit. The Senior Shabbaton, held in the spring, serves as a culmination of four years together and provides students with time to reflect on their experiences at CJHS and the community they have built.

HOLIDAYS

Chicagoland Jewish High School community celebrates the holidays together throughout the course of the year. Holiday programs and celebrations are developed and organized by committees of students and faculty. Students who are interested in planning holiday programs should speak to Rabbi Belgrad.

SOCIAL ACTIVITIES

The Va'ad plans several social events each year, including a Back-to-School program, Sukkah Hop, Tigerfest (Spirit Days), Chanukah party, etc. The Va'ad also sponsors a Homecoming Dance and a Purim Dance. Student committees work with faculty advisors to plan dances.

Social activities are supervised by faculty members. It is expected that students will check in with staff when they arrive and check out if they are leaving prior to the end of the event. Once you depart from an event, it is expected that you do not return. Guests are permitted at social activities and must abide by the CJHS Guest Policy, as described in the policy section of this manual.

STARTING A GROUP

In order to start a student organization, find at least three other students who share your interest. Ask a faculty member to serve as your advisor. Once you have members and an advisor in place, complete a New Student Organization packet. A copy of the packet is available in the **Online Appendix**. Packets should be turned in to Rabbi Barkan, who is also available to answer any questions about starting an organization.

PLANNING A PROGRAM

First Steps

Most student organizations plan events throughout the year, and these events can take many forms—a lunch meeting, an after-school discussion, a collection drive, or a larger program. Work with your faculty advisor to develop the program's concept.

To put your event on the calendar, turn in a Calendar Form to the front office. You should have at least two potential dates in mind for any event, and a staff member will review the calendar with you and let you know which date will work and in which space your event will be held. See the **Online Appendix** for the form needed to place an event on the CJHS calendar. These forms will also be available in the front office. *Every event must be listed on the CJHS calendar.*

For all events, students should work with their faculty advisor to complete a Facilities Request form at least two weeks in advance of the event—even if it appears that setup assistance may not be needed. Work with your faculty advisor to complete the program planning forms, available in the **Online Appendix**. The forms will guide you through proposing a program/project, developing a plan, and creating a budget. The specific program plan should be completed two weeks in advance of an event.

Publicity

There are many effective ways to publicize your event.

1. **Talk to your friends!**
2. **Put it in the announcements.** Announcements can be made by any student involved with the group or activity. It is preferable for announcements to be made by students rather than faculty advisors. Creative announcements are always welcome, but please keep in mind the time constraints following *tefillah*.
3. **Put a flier in people's mailboxes.** Fliers should contain the following information:
 - a. The school's logo
 - b. Who—which student group, and who is invited?
 - c. What—what's the program?
 - d. When—when will it take place? Include date and time. Don't forget the ending time.
 - e. Where—where will it take place?
 - f. Why—why should people participate?
 - g. How much will it cost?
 - h. Contact people—at least one student and one faculty member should be listed, in case of any questions.
 - i. A phone number for questions—use a student's number or a faculty member's extension rather than the main school line.
4. **Submit the information for inclusion in e-news.** Include all of the information listed above for the flier. The information should be written *in complete sentences* and submitted to the E-News Editor via email by the weekly deadline. E-news submissions received after the deadline will be included in *the following week's* e-news.

Please proofread your publicity materials (and have your faculty advisor proofread as well) to avoid spelling or factual errors. In addition to students' mailboxes, copies of fliers should also be distributed to faculty, staff, and three copies to the front office. *Please photocopy judiciously and recycle unusable copies.*

During the Program

All food served at school programs must adhere to the school's kashrut policy. Menus must be approved in advance by Rabbi Barkan. The school's kashrut policy is in the student handbook.

Before any program, designate at least one person to take pictures. These pictures are needed for the yearbook, the e-news, and a general history of each student organization. Following the program, email the best pictures to the Yearbook Editor, E-News Editor, and Ms. Agbodza within two days.

After: Evaluation, E-News

After the event, complete an evaluation. (See the **Online Appendix**.) The event should also be written up for the E-News, as described in Section 8.2 above, and emailed along with 2-3 pictures to the E-News Editor and Ms. Agbodza within two days.

LUNCH MEETINGS

Lunch meetings are an excellent opportunity to take care of group business. Before scheduling *and announcing* a lunch meeting, check with the main office to determine which day or days will be best.

Many different groups plan lunch meetings on a regular basis. Therefore, the leaders of student organizations will develop a schedule at the beginning of the year for recurring meetings. (For example, Group A on the first and third Monday of the month, Group B on the second and fourth Tuesday, Group C on the first and third Wednesday, and Group D on the second and fourth Thursday, etc.) In order for this schedule to work, groups that meet regularly are asked to meet only once every two weeks during lunch.

One day per week will be blocked from group meetings. Additional meetings can be held after school.

Lunch meetings can take place in the cafeteria or in classrooms, if a faculty sponsor is present. The faculty sponsor and student leaders are responsible for ensuring that any room used is left clean; all garbage and papers should be removed, and the desks and chairs should be replaced to their original positions.

GENERAL SCHOOL POLICIES

Guests to Social Events

Students are welcome to bring guests to school-sponsored social events. Guests are any individuals not currently enrolled at CJHS. The following are the rules for guests at CJHS-sponsored social events.

1. Each student may bring ONE guest.
2. All guests must be at least high school age.
3. You must complete a Guest Form—see the **Online Appendix**—prior to the date of the event and submit it to the faculty advisor for the event.
4. The Guest Form will require at least the following information: Guest of _____ (CJHS student), name, address, parent's name, home phone, and parent's cell phone.
5. All guests at CJHS social events must be Jewish, as defined by CJHS's admissions policy. For questions about specific situations, please contact Rabbi Barkan.

Friday Afternoons

Events and programs that take place on Friday afternoons must conclude two hours before candlelighting to allow participants sufficient time to return home before Shabbat.

T-shirts and Other Apparel

Throughout the year, many student organizations may wish to produce t-shirts or other apparel. This is a great way to show school spirit and create lasting memories. In addition, it helps get the word out to the greater community about who we are and what we do. Therefore, all apparel must be approved before it is ordered.

Guidelines:

The school's name should be prominently displayed. This can be accomplished in a number of ways: CJHS, Chicagoland Jewish High School, תיכון שיקאגו, the logo, etc.

1. Copyright laws must be followed.
2. Articles of clothing must be in accordance with the school's dress code.
3. The design/message should reflect the school's mission.

Use the t-shirt design submission form in the **Online Appendix**. Faculty and staff members are happy to assist with production, development, and design of the apparel. All apparel orders must be made through Rabbi Barkan or the Athletic Director, regardless of who approves the order. Ordering procedures must be consistent with those laid out by the CJHS Business Manager.

Athletic apparel requires approval by the Athletic Director.

Student Activities apparel requires approval by Rabbi Barkan.

Academic apparel requires approval by the Academic Dean.

Finances

Expenses, purchases, and orders must be approved in advance and be in accordance with procedures of the Business Office. **Expenses incurred without approval are the obligation of the spender and may not be reimbursed.**

Students are accountable for all funds associated with activities and programs that their groups sponsor. To ensure accountability, the following guidelines have been developed.

1. All expenses for student activities must be approved by Rabbi Barkan prior to purchase.
2. All requests must be submitted in writing.
3. Students should turn in money collected for an event on a daily basis to the faculty advisor for the appropriate student organization. Students should not be in possession of student activities monies overnight.
4. Students are responsible for maintaining accurate records and completing deposit slips and reimbursement forms when necessary. (A Student Activities Deposit Slip is available in the appendix.)
5. In order for the school to reimburse individuals for costs incurred, a check request must be completed. The request must be approved by Rabbi Barkan for student activities expenses and the Athletic Director for athletic expenses.
6. **CJHS is a tax-exempt organization. We do not pay sales tax. The tax-exempt form is on the back of each purchase order. The school WILL NOT reimburse you for sales tax.**

Eligibility

Participation in Student Activities (including athletics and fine arts) is a privilege to be earned not only by demonstrating a particular talent or ability but also by demonstrating exemplary conduct.

Any student whose conduct, either in or out of school, is such as to make him or her unworthy to represent the ideals, principles, and standards of CJHS may be declared ineligible to participate in Student Activities by the administration. It is the responsibility of all students to conduct themselves in a manner that will reflect credit to themselves, their school, and their community. Please see the Student Handbook for policies regarding academic probation and its effect on extracurricular and athletic involvement.

Transportation

Throughout the year, students participate in CJHS-sponsored activities that do not take place at the high school. These activities include, but are not limited to, athletic events, athletic practices, extracurricular events, school-sponsored social events, field trips, and Shabbatonim. When the departure point is CJHS, the following transportation policy is in effect:

Students are not permitted to drive to and from academic field trips and Shabbatonim; nor may they drive to events beyond a reasonable distance, determined at the discretion of the administration. Locations determined to be beyond a reasonable distance will be publicized well in advance.

Staff vehicles transporting students must have a certificate of insurance on file at CJHS.

Students may drive themselves and others (except in the cases mentioned above), but *only when a completed transportation waiver indicating such permission is on file*. Please note that the waiver allows parents to select permission for a student to drive himself/herself, transport others, ride in other students' cars, or not to allow any of the above.

All students must have a current transportation waiver on file, regardless of the permission decisions made by their parents/guardians.

Attendance

A student must be in school and attend classes the half-day immediately preceding any scheduled event or practice in order to participate, unless the student was absent for an appointment approved by the administration.

Any student who participates in a public performance or activity is expected to be in school on time following the activity. Exceptions must be approved by a school administrator. Sleeping in is not an excusable absence.

ONLINE CALENDAR

Each day at CJHS contains many additional events—classes, of course, but also club and committee meetings, athletic events, college visits, guest speakers, rehearsals, etc. The CJHS Online Calendar integrates all of this information into a unified, easily accessible structure;

because the calendar is online, you can access it from virtually anywhere.

The calendar's features include color-coding by event type, addresses and maps to events taking place outside the CJHS building, a search function, the capability to download events to your personal calendar, and much more. See the **Online Appendix** for more information about how to use the calendar to its greatest potential.

The CJHS calendar is updated on a daily basis. Be aware that if you print the calendar, your printed document will soon be out-of-date. Please check the online calendar regularly for updates. This is an excellent tool to keep everyone updated on events within the school.

The CJHS calendar is available online at www.trumba.com/calendars/cjhs. The password is gotigers (no caps, no space, no punctuation). This calendar is intended for use by students, parents, faculty, and staff; therefore, please do not share the password beyond these groups.

LIST OF APPENDICES

Use the forms referenced in the previous pages when submitting student activities information or requests. **Items in the Online Appendix are available at <http://www.cjhs.org/StudentLife/Forms.php>**. Check request forms are available in the school's main office. Tax-exempt forms are available on the back of purchase orders.

Check in with your group's faculty advisor for assistance in the completion of these tools.

Starting a New Student Organization

Calendar Form

Program Planning Forms

Budget Planning Form

Program Evaluation

T-shirt Submission Form

Student Activities Deposit Slip

Online Calendar Information Sheet

School Logo

Athletic and Fine Arts Seasons

Guests to CJHS Social Events

Additional forms may be added online as needed.

SIGNATURE PAGE 2011-2012

I have read and will follow the rules and regulations as set forth in the CJHS Student Handbook.

Student's Printed Name

Student's Signature

Date

Parent/Guardian's Signature

Date

Please tear out this sheet and submit it to the CJHS office.