

Parent/Student Handbook

2011-2012
5771-5772



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Phone 404-315-0507 Fax 404-634-2111

Proud Affiliate of:



Temima High School for Girls

1985B LaVista Road, NE

Atlanta, GA 30329

Phone 404-315-0507 Fax 404-634-2111

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Temima High School for Girls is dedicated to realizing each student's potential in a wholesome and safe environment focused on the unique needs of young women. Our progressive education program mirrors the philosophical framework of our name, Temima, meaning complete. We not only fully prepare students for higher education in seminary and college, but also bolster each young woman with spiritual support and individualized attention.

Temima offers an excellent secular education and a deep understanding of Jewish original sources, enabling young women to connect with G-d throughout their lives. Encouraging the full development of the scholar in each student opens the hearts and minds of our young women to truly appreciate G-d's world. The Temima message is that G-d expects each of us to make complete use of all our G-d given gifts.

Temima High School is fully accredited by the Southern Association of Colleges and Schools.

**This handbook has been revised
as of June 23, 2011 for the
2011-2012 school year.**

**Please make sure to read all sections
carefully.**



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I. Attendance

A. Daily Schedule

Homeroom

8:00 a.m. – 8:05 a.m., Monday - Friday

Davening

8:05 a.m. - 8:35 a.m., Monday - Friday

Classes

8:40 a.m. – 5:30 p.m.*, Monday - Thursday

8:40 a.m. – 2:20 p.m.*, Friday

* Dismissal time varies based on an individual's class assignments.

Temima cannot be held responsible for the safety of any student on the school premises more than 10 minutes before or after the scheduled school day. Please be aware of your daughter's schedule so that she can be picked up promptly at day's end.

B. Absences

Our attendance policy is constantly being modified to address the needs of our school. Please take careful note of the details of this policy, as there may be changes from year to year.

1. Students are required to arrive in class, on time, and be prepared to begin by the second bell. Students arriving late will be considered tardy. **THREE TARDIES EQUAL ONE DEMERIT.** Any student missing more than 15 minutes of class will be marked absent. Bathroom breaks are expected to last no longer than 5 minutes..
2. In order for a tardy to be considered excused, a student must arrive in class with a tardy slip, signed by a teacher or an administrator. All other tardies will be considered unexcused. Questions about tardies must be resolved within one week of their occurrence.
3. Students are expected to attend class regularly. Excessive absences (**EX or UEX**) over the course of the year may result in a lowered grade or the loss of credit for a particular course. Please refer to the following chart for clarification:

# class periods per week	# of absences leading to loss of credit
5 or 4	11
6 (AP), 3, or 2	7
1	5

School scheduled boarder absences will be excused, but **will** still be included in a student's absence total.

4. Student absences will be considered excused or unexcused according to the following guidelines:

SINGLE – PERIOD ABSENCES ONLY	
EXCUSED	1. doctor's note*
	2. prior approval from a principal
Any other absence will be considered UNEXCUSED , and will be treated as "skipping class."	
*Doctor's notes must include the date and time of the appointment and must be submitted immediately upon student return. Parent notes for doctor's appointments will NOT be accepted.	
**Note: A student marked "UEX" for more than two class periods in one day will be given an UEX absence and asked to serve an UEX A detention, rather than accumulating demerits for skipped periods.	
Students with medical issues that are unable to participate in gym class must have a dated doctor's note on file in order to be excused.	
Students are strongly encouraged to go to sleep on time in order to get adequate rest for the next school day. Morning absences (1st and 2nd periods) intended for students needing to "sleep a little later" or "recover from a headache" will not be excused, regardless of parent phone call. Students with recurrent morning absences may lose Davening pass privileges.	
On the Friday of a Shabbaton, no absences will be considered "EX" without a doctor's note or prior approval from a principal. Students should plan accordingly during the week prior to Shabbaton in order to complete homework, studying, and packing while still getting ample sleep.	

FULL – DAY ABSENCES	
EXCUSED	1. doctor’s note (see above)
	2. prior approval from a principal
	3. phone call from parent <i>morning of</i> absence and note from parent <i>day following</i> absence (Notes turned in more than one week following an absence may not be accepted.) *Note: Parent phone calls/excuse notes are understood to excuse a student for the <i>entire</i> day. (see above)
Students with chronic medical issues MUST have a dated doctor’s note on file in order to be marked “EX.”	
Seniors will be permitted one full day of absence for seminary interviews. Interview absences must be scheduled in advance with Mrs. Limor.	
UNEXCUSED:	1st offense: student will receive detention (5:30-6:30 p.m.), as well as a “0” in each class missed for participation and all missed assignments and tests.
	2nd offense: student will receive double detention (5:30-7:30 p.m.), as well as a “0” in each class missed for participation and all missed assignments and tests.
	3rd offense: student will be required to meet with both parents and the school administration to discuss attendance issues.

5. Non-emergency medical procedures resulting in long-term student absence (ex. wisdom teeth), should be scheduled during school vacations as such absences are extremely disruptive to the learning process.
6. Students suffering from a contagious illness (fever, vomiting, conjunctivitis, etc.) must remain at home until they have been symptom-free for 24 hours to avoid infecting the rest of the school population. These absences will be excused with parent phone call **each day** and note **upon return**, as per the above policy. Students with documented long-term medical issues may be exempt from this policy.
7. Absence or tardiness due to school-sanctioned activities (with prior approval from a principal) will be excused, but **will** still be counted in the total number of absences.
8. Students needing to miss school to obtain a driver’s license should make arrangements at least one week in advance with Mrs. Limor. Proof of attendance forms may be requested at that time. These absences will be allotted 2 periods, twice/year. Students needing additional retesting will need to do so outside of school hours. These absences will be excused, but **will** still be counted in the total number of absences.
9. Temima understands that students may need to miss school for the simcha of a **sibling**. These absences will be considered “EX” (but **will** still be counted as part of the total number of absences) within the guidelines below. Simcha absences may affect the student’s ability to take her personal days.

	LOCAL	AWAY
Bris	½ day	N/A
Bar Mitzvah	1 full day	N/A
Wedding	2 full days	*arrangements must be made with Mrs. Feldman and Mrs. Limor

Any other simcha absences are subject to the approval of Mrs. Feldman and WILL count as the student's personal day.

Please make the office aware of potential simcha absences as soon as they are scheduled so that appropriate arrangements can be made.

Students with excessive or recurrent absences may lose the privilege of simcha absences due to educational concerns.

- All students in good standing in the areas of academics and attendance will be permitted to take one "personal" day each semester. Personal days **must** be arranged with Mrs. Limor at least **one week in advance**, and will be treated as an excused absence with no additional penalties. Students must submit a parent note giving permission for the personal day.

Personal days will only be granted to 1 student per grade, per day, and will not be granted on "critical days" - the days immediately before/after school vacations, during finals, production rehearsals, Chol HaMoed, and orientation week. The administration reserves the right to schedule additional critical days if the need arises. Personal days **will** count in the total number of absences.

Students are responsible for turning in work that is due on their personal day **before** their absence. Students are required to make up any/all assignments missed while taking a "personal" day within the next two days, and should make arrangements with a fellow student to copy any missed notes. Teachers **are not responsible** for ensuring that the student takes care of this.

- Students with excessive or recurrent absences (excused or unexcused) will not be permitted to take personal days.
- Orientation week is considered to be a part of the regular school year and standard absence policies apply. In addition, any student missing any portion of orientation week may lose one or both personal days.

THE ADMINISTRATION WILL NOT APPROVE ANY ABSENCES ON DAYS IMMEDIATELY BEFORE AND AFTER SCHEDULED SCHOOL VACATIONS, AND DURING FINAL EXAMS.

- The total number of absences and tardies will be recorded on every progress report and included in every semester report card. The progress reports should be monitored by parents to avoid serious consequences on the semester report card. **It is ultimately the responsibility of students and parents to be aware of the number of absences at all times and the impact that they may have on the student's grades and/or their ability to retain credit in a course/courses.** The school will send notification if absences begin to accumulate in any class. These letters will be emailed to parents and sent home in student boxes.

Notice – the school will no longer mail hard copies of attendance letters.

14. Students with excellent attendance records will have the opportunity to accumulate merit points towards rewards (See Section II: Discipline Program).

C. Homeroom

Students are expected to be seated and ready for school at 8:00 a.m. Attendance will be taken at that time. **Any student who is not seated by the 8:00 bell will be considered tardy.** We therefore recommend that students arrive no later than 7:55 a.m. Homeroom will be utilized for attendance and announcements. Students not present in homeroom when attendance is taken must sign in upon their arrival to school. Any student who does not follow this procedure will receive a demerit.

D. Davening Attendance

Davening is a Halachic requirement, which we have also incorporated as one of the requirements of our school day. Therefore, as it relates to attendance, the time period allotted for davening will be treated as a class, and all relevant guidelines will apply. Ex.: an “UEX” absence in davening WILL count as “skipping class.”

Students who are tardy to Davening are still responsible for completing Davening within the allotted time.

In order to allow students some flexibility in the mornings, each student will be granted 3 “Daven at home” passes per semester. These passes enable students to miss Homeroom and Davening 3 times per semester without penalty. These students are expected to Daven at home, and MUST be on time for first period, arriving no later than 8:35 a.m. in order to prepare for class. Should a student utilizing a “Daven at home” pass be late to first period, she will incur a “double tardy” for this infraction.

E. Mincha

All students are expected to daven Mincha in the student lounge at the scheduled time. Students with a lunch/free period immediately before or after Mincha break **are** required to be present for Mincha. Students whose last class period ends immediately prior to Mincha break **are** required to attend Mincha before departing school. Unexcused absences from Mincha will result in one demerit.

F. Telephone Calls for All Absences

Parents/guardians must call the school office (404-315-0507) **on the morning of the absence** to report that a student will be absent and to make arrangements to get work sent home, as needed. **This will enable the absence to be considered “excused.”** If the phone is not answered, please leave a message on the message answering service.

** Parents/guardians seeking an “excused” absence must also remember to send a note to school upon the student’s return.

A friendly reminder – students are allotted 3 “sleep late” passes/semester allowing them to Daven at home and come late to school. These do **not** require a parent phone call. Please refrain from calling in your daughter on the occasion that she is not actually sick, but instead choosing to sleep in. (See “Single Period Absences,” page 5.)

G. Permit to Leave School Grounds

Students (with the appropriate permission form on file) may leave school grounds for their designated lunch period after signing out, and must sign in immediately upon return.

Students (except seniors) may not leave during study hall. Students leaving for doctor's appointments must return to school with a doctor's note indicating the date and time of the appointment as well as the time the student left the office. Please refer to section VII: F regarding student driving releases.

Students leaving campus for any reason must sign out in the office. Any student who does not follow this procedure will receive a demerit.

II. Discipline Program

The ultimate objective of a Temima education is to nurture young women who reflect the ideals of Torah in everything that they do and in all of their relationships. The accomplishment of this objective requires, among other things, the creation of a school climate where the beauty of each student is appreciated and where each student can feel needed, valued, and RESPONSIBLE. Such a climate must provide the opportunity for each student to assume responsibility for her behavior, academic success, and failure.

The key to developing a sense of responsibility and an attendant sense of self-worth is the recognition, on the part of students, that they "own" their actions.

They cannot blame the environment, parents, teachers, or peers for their behavior. Each student has the ability to choose her actions and upon these choices rest the acceptance of consequences and the development of responsibility.

The achievement of all this requires discipline. Disciplined students are respectful, responsible, and behave appropriately. Unfortunately, a lack of discipline results in disrespectful, irresponsible, and inappropriate behavior.

Among the hallmarks of a successful discipline program are clarity and consistency. Expectations must be communicated clearly. Rules must be simple and direct. Also, they must be administered with consistency. Students who experience consistent and realistic consequences develop responsibility. They know in advance what will happen if they choose to act irresponsibly and can make choices accordingly. We trust that the discipline program described below accomplishes these objectives.

A. Academic Integrity

It is expected that students at Temima will make every effort to complete their assignments with integrity. Should cheating or plagiarism be suspected, potential consequences may include (but are not limited to)

- Requirement to redo assignment
- "0" on assignment/test
- Loss of one letter grade (for the quarter) in affected subject area
- Loss of credit in affected subject area
- Suspension

B. Behavioral Infractions

Before presenting the list of offenses, it is important to recognize the following: whereas many offenses are specific and unequivocal, there are those such as “Disrespect” that are subject to the standards and definitions of the individual teacher. Although we strive for consistency in these standards and definitions, there are bound to be subtle differences. **It is the individual teacher who is the final arbiter of these matters.** However, this is not true of all offenses. There are some offenses for which the consequence is immediate and is not subject to the discretion of the teacher. These offenses are marked by an asterisk. **Please note that all rules apply for the duration of the school day (8:00 a.m. – 5:30 p.m.), regardless of the student’s personal schedule.**

Following is the list of offenses and the consequences each incurs (in parentheses):

1. Being disruptive (1) (This includes disruptive behavior inside as well as outside the classroom, e.g., during assemblies, field trips, in hallways, and common areas, etc.) **This category also includes eating in class.**
2. Being disrespectful to adults and/or fellow students (1) (This includes failure to follow classroom procedures and instructions, and untruthfulness.) **This category also applies to students chewing gum on campus.**

School policy states that students may bring **clear, closed bottles of water** to class. Beverages other than water will be confiscated and disposed of. Reusable containers may be picked up in the office at the conclusion of the school day.

3. “Skipping” class/Unexcused absence from class (2) (This includes unauthorized absence at school-wide events)
4. Leaving campus without permission (1) (This includes leaving without signing out or not signing in.)
5. Possession and/or use of “illegal” equipment (including cellular phones, IPODS, and MP3 players, etc) (equipment will be confiscated for 48 hours and held for parent pick-up) Please note: Should a cell phone be confiscated, Temima reserves the right to review the most recent outgoing/incoming calls and texts.

Serious offenses will be dealt with separately, even unto the levels of suspension or expulsion.

A Discipline Code cannot be so thorough as to cover every possible offense. Good judgment must be exercised at all times and in all places. A Jew should always examine her actions and consider their value according to the standard of “Kiddush HaShem” i.e. does my action contribute to the sanctification of G-D’s name or does it detract from it? ...and act accordingly.

Students with questions about demerits can speak to the appropriate teacher or school administrator within one week of the demerit being assigned.

C. Consequences

3 Demerits = 1 detention

Detentions will be held one afternoon/week from 5:30 p.m. – 6:30 p.m.* Students will be required to serve detention during the week immediately following the accumulation of 3 demerits or the receipt of a detention.

Detention slips indicating date and time of detention will be sent home no later than 24 hours prior to detention, and must be returned with parent signature. Failure to serve detention when assigned will result in one additional hour of detention.

Beginning with the 3rd detention in a quarter, students will be required to pay for detentions as follows: \$5.00/3rd detention, \$10.00/4th detention, etc.

Students earning more than 2 detentions may lose school privileges in addition to serving detention.

*Students earning detention solely for accumulated tardies may be offered the opportunity to attend a time management session in lieu of detention. Participants in these sessions may also have the opportunity to decrease their accumulated tardy demerits by demonstrating improved timeliness.

Parental support for the Discipline Program of the school will ensure its success.

D. Rewards

Students may earn merit points for positive behaviors and accomplishments. Following are some of the ways to earn merit points:

- all HW complete in a class
- perfect attendance in a class
- perfect Davening attendance
- no tardies
- no Davening tardies
- Random Acts of Kindness
- No dress code infractions
- No demerits

We will, on occasion, offer additional opportunities to earn merit points.

Merit points will be counted at the end of each quarter to be redeemed for rewards. Merit points may not be carried over from one quarter to the next.

4th quarter merit points will be redeemed for use during 1st quarter of the following year.

III. Dress Code: Dress Jewishly

The Dress Code seeks to satisfy three standards:

- (1) The requirements of Halacha and Tznius (modesty)
- (2) Attractive, fashionable appearance befitting young people engaged in Torah Study and
- (3) Safety.

Please read the following dress code carefully before purchasing your school wardrobe. Temima students should be well groomed and attractive, while complying with the code in every detail. Students arriving in class out of dress code will be sent to the office and may be sent home for proper garments. **Be aware that class time missed due to dress code infractions will be unexcused.**

Skirts-Solid black, navy, khaki, or gray

No slits

Skirts must fall at least 2 inches below the knee at all times

Only A-line or pleated skirts are permitted; pencil skirts, or other tight-fitting skirts may not be worn

Hems must be properly sewn, not ripped, even if that is the style. Hems may not touch on the shoes or drag on the floor.

Denim or “Jean” materials are not permitted.

As per student request: All “short” skirts must be pre-approved and tagged by the school administration prior to day of wear.

Shirts-Button – down, oxford-style, collared shirts. Long or ¾ length sleeves. Shirt sleeves must cover the elbow, even when arm is raised or bent. Solid color shells **MUST** be worn under shirts and must cover collar bone. Shells should not stick out from underneath shirt hem. Shirts must cover the entire abdomen and back, even when hands are raised above the head or student is bending forward. Shirts should not be so tight as to make the buttons pull in front. Students are permitted to unbutton only the collar and 1st button of their shirts. Shirts with buttons that begin below the collar may not be worn unbuttoned. If a shirt appears questionable, the student will be sent home to change into a dress-code compliant shirt, and will be asked not to wear that shirt again.

Socks-Crew socks (ONLY) or knee-highs may be worn when wearing long skirts. Crew socks come up above the ankle without being pulled up. Please refer to package labeling to ensure the purchase of “crew” socks only. Tights or stockings are the only leg covering permitted with calf-length skirts. Knee socks or short socks over stockings may not be worn with short skirts.

Earrings-Students may wear no more than one earring in each ear.

Nails-Students must keep nails short, as defined by the administration. Only clear nail polish may be worn.

Headgear-No baseball caps. Other hat styles may not be worn in class. Long hair should be worn with headband or pulled back partially.

Shoes-Backless or open-toed shoes of any type are not permitted. Slippers may not be worn to school. Students may not wear CROCS.

Sweaters/Sweatshirts-Official Temima sweater or sweatshirt OR solid black cardigan only. Sweater/sweatshirt must be worn over a dress-code compliant shirt. Shirt collar must be visible over the sweatshirt neckline at all times.

Outerwear-Due to the nature of Temima’s campus, students are permitted to wear jackets or coats between buildings when it is raining or the temperature is below 40 degrees. All outerwear must be removed and properly stored during class.

Makeup – A refined Bas Torah does not draw attention to herself through the use of excessive makeup. Juniors and seniors (only) are permitted to wear a minimum amount of makeup provided it remains unobtrusive.

A. Dress Requirements for Physical Education

Physical Education is a required class at Temima High School. Mandatory dress for P.E includes a short or long sleeve t-shirt (no tank-tops), shorts or pants (no skirts), and sneakers. Students will have the opportunity to dress out for physical education immediately prior to class, and will also be allotted time to dress back in at the conclusion of class. Students are not permitted to wear pants underneath their skirts outside of gym class.

Athletic sneakers, walking sneakers, and sport sneakers are the best type of footwear. Cloth type sneakers are not recommended, as they do not provide sufficient support for the ankles. Student safety is a primary concern to us.

On the **first day** of P.E., please be sure to have proper dress and sneakers. A student who comes to P.E. class without the mandatory clothing will be marked UEX A for class that day.

IV. Grading and Academic Standards

A. Homework and Testing

Parents should monitor the work habits of their children. Successful students study regularly and plan effectively for long-range assignments. It is not unusual for successful students to study and work for several hours each night. The homework load and test schedule is designed to require a significant time commitment of every student on a nightly basis. If you notice that this not the case, please notify an administrator.

Homework assignments must be handed in on time to the teacher. The teacher may choose not to accept assignments handed in after the due date. If they are accepted, the grade may be lowered, as a consequence of being late. The grade is always at the discretion of the teacher.

In general, all work missed due to absence must be made up within three (3) days after the student's return to school. **However, students missing only part of a school day due to an appointment or other pre-arranged absence are responsible for making up missed assignments *in time for the next class*.** Regardless of the reason for absence, and whether it is excused or unexcused, all work must be made up to earn full credit for the course.

Assignments may be requested through the office if a student is home more than one day due to illness.

If a student is absent on the day a long-term assignment or project is due, she must send it in to school on the due date. If there is a problem with this, students must make prior arrangements with the teacher.

If a student is going to miss a test, due to illness or circumstances beyond her control, a PARENT must leave a message on the school voice mail **before 8:15 a.m.** on the day of the test, specifying the reason for the student missing her test. Except in cases of emergency, a student may not approach a teacher immediately before a test to request permission to be excused from the test.

B. Test Schedule

Teachers must schedule their tests on a calendar that is maintained by the administration. This is done to ensure that no more than two tests are scheduled on any one day. However, there may be rare circumstances when the administration will permit as many as three tests in one day. This will be done with great discretion. A word on tests vs. quizzes – a test is an assessment for which students must PREPARE. It doesn't matter how long or short the assessment is. If they must prepare, it is a test and must be scheduled. A quiz is designed to test whether or not students are well prepared for class or have listened well and have taken effective notes. These do not have to be scheduled.

C. Making-Up Tests

In the case of absence, students must arrange with the teacher to make up a test within one week of the student's return to school. Make-up tests will be supervised and maintain the same time allowance as the original exam. These make-up tests must be scheduled during regular school hours with either the teacher or the Resource Director. Students will not be permitted to miss classes in order to make up a test. Teachers may, at their discretion, require the student to take a different version of the test than the one originally given.

Make-up tests will be given full or partial credit, at the discretion of the teacher and the administration, depending on the circumstances of the absence. Failure to appear for the make-up test may result in a grade of zero at the discretion of the teacher and administration.

D. Exams

First semester exams, which are comprehensive of all material covered during the semester, are given during the last week of 1st semester. Cumulative exams will be administered at the end of the year. Learning to cope with the academic and emotional rigors of an exam period is an important part of a quality high school education. Policies and procedures for exams will be distributed each semester.

Note: The dates for exams appear on the school calendar. Parents and students can use this as an opportunity to plan out of town visits during periods between semesters. **No one may be excused from a final for ANY reason (barring an emergency, G-d forbid). Finals cannot be rearranged for individual students.**

E. Class Groupings

Many classes have two or more sections usually designated honors, regular, and/or basic. A student's skills in reading, writing, solving problems, and producing work are all important criteria in determining class placement. Placement is strongly influenced by teacher recommendation, class size, and graduation requirements.

These placements are educational decisions. It is certainly appropriate for students and parents to understand the placement decisions and to consult with teachers/administration when a question arises. Any change of status (basic to regular, regular to honors) requires the approval of not only the administration, but also the current teacher and, when applicable, the department chair. Please be aware that, despite recommendations, school schedules may preclude a student's ability to change classes.

Temima reserves the right to place students into classes and to modify student schedules in a manner that best benefits the student as well as the school.

At times, the school administration will suggest that a student audit a particular class due to academic or developmental needs. Auditing students will be required to attend class, take notes, and participate, but will not be held responsible for homework and tests and will not receive a grade or credit for the course. Report cards and transcripts will indicate that the course is being audited.

Mid-year changes in course status will require the signatures of the parent, course teacher, and the school administration.

F. Grading Policy

Scholastic grades will reflect a student's performance in class and on tests, quizzes, homework, and other assignments. Absences and tardies may also be reflected in the academic grade. Please refer to the attendance policy detailed above.

The appearance of "Inc." or "I" on a report card means that work/testing are pending. The teacher will write an action plan with the student detailing the work that must be completed and the date by which it must be completed. Failure to meet the deadline will result in failure in the course. **Parents should monitor "Incompletes" to ensure that credit is received for the course.**

G. Grade Point Average

Our GPA structure is designed to correspond with the Georgia Department of Education standards. This alignment ensures a smooth transition for those students wishing to continue their education at a state institution.

Numerical Grade	Letter Grade	Standard Scale	AP Scale
98-100	A+	4.0	4.5
93-97	A	3.8	4.3
90-92	A-	3.6	4.1
87-89	B+	3.3	3.8
83-86	B	3.0	3.5
80-82	B -	2.7	3.2
77-79	C+	2.3	2.8
74-76	C	2.0	2.5
70-73	C-	1.5	2.0
66-69	D	1.0	1.5
<65	F	0.0	0.0

H. Graduation Requirements

Students who complete Temima's academic program in its entirety will receive two diplomas – one secular, and one Judaic. Courseload and curriculum may be modified to accommodate individual student need.

Please refer the Temima website for specific course information by grade.

	Number of credits required
English (must include 9 th grade Literature & American Literature)	4
Mathematics (min. Alg. I, Geometry, Alg. II, + 1 add'l higher level course)	4
Social Studies (World, American, ½ Gov't, ½ Con. Ec.)	3
Science (must include Biology, Chemistry, & Physical Science)	4
Foreign Language (2 yrs. same language; NETA students must complete through Book 18)	2
Computers	1
Health/Phys. Ed.	2
Fine Arts	2
Electives	2
Bkuis	4
Chumash	4
Halacha	4
Jewish History	2
Navi	2
Add'l Courses (Biur Tfillah, Pirkei Avos/Mishlei, Megillos)	3

I. Qualifications for Honor Roll/Honor Roll with Distinction

Honor Roll:

Maintain an average of at least 3.5
 A minimum of 8 core courses
 No incompletes
 No detentions/dress code infractions
 Satisfactory Attendance in all classes

Honor Roll With Distinction:

Maintain an average of 3.75
 Minimum of 8 core courses
 No incompletes
 No detentions/dress code infractions
 No more than 3 absences in any class
 Teacher Recommendation

J. Failures

Any student who receives an F on her report card must arrange with the Principal to make up the deficiency. This can be done by attending an accredited summer school, by studying with an approved tutor and taking final exams, or by contracting an individual plan for completing the course. Please be advised that all of these options will result in additional tuition fees and/or expenses for the student. Any student with two or more failures will be placed on probation.

V. Home/School Communication

A. Report Cards and Progress Reports

Report Cards and Progress Reports are the primary means of communication between the school and parents. They represent four assessments during the school year of student achievement and progress and may include comments and suggestions. They will be issued according to a schedule indicated on the school calendar. Parents should pay careful attention to them.

B. Parent-Teacher Conferences

Formal Parent-Teacher conferences are scheduled at least once during the school year as indicated by the school calendar. All parents should have the opportunity to confer with their child's teachers at least once during the first half of the school year and are encouraged to take advantage of this opportunity.

Information about scheduling appointments for these conferences will be issued during the school year. However, a special conference can be arranged by calling the office to request one at any time.

C. Direct Communication with Principals and Teacher

If at any time you would like to talk with the principals or teachers about a problem or concern, please do not hesitate to call or to make an appointment to see them in person. If you wish to speak to the teacher directly, please let the office know so that the teacher can call you. When necessary, a conference between parent and teacher will be arranged. Please share your concerns with us before they become serious and more difficult to deal with.

D. Telephone Calls and Messages

There is a phone available in the Temima office for student use. In the case of an emergency, the school secretary may place phone calls on behalf of the students. Messages received for students will be delivered twice daily (noon and 4:00 p.m.). Please bear in mind the difficulty in delivering immediate messages to teachers and students and make every effort to avoid imposing this hardship on the office staff. Cell phones are not permitted on campus during the school day and will be confiscated as per the school discipline policy.

VI. Incident Reporting

There are certain behaviors that are incompatible with the goals and standards of our school and a Jewish upbringing and are therefore always prohibited. Immodest behavior between students, teachers/staff and students, and teacher/staff and each other is not tolerated. Should any of our girls witness or be part of any such behaviors, they are to report to the administration and fill out an incident report.

VII. Library/Media Center

The High School Library/Media Center serves all students and teachers in grades 9 through 12. The Media Center is fully accredited by SACS (Southern Association of Colleges and Schools) and meets all standards and requirements set by SACS. Aside from reference books, students are welcome and encouraged to check books out for their assignments or their enjoyment. Books may be checked out for two weeks. **Reference books are not allowed to be removed from the library EVER.** A fine of \$.05 per day will be imposed for each day the book is not returned beyond the due date. **Books may not be taken from the library without checking them out in the office.** Students may renew a book that is due if no one else has requested it.

Students have access to computers for academic use during school hours, when they have a study period, or during lunch. The Internet will be available during designated periods only. Game playing and E-mail are not allowed on the computers. Earphones are not permitted at any time during the school day. Students who use the computers are responsible for maintaining decorum and respect.

Computers and library books are valuable and easily damaged. The cost of fixing/replacing these items is very high. Therefore, food and drinks are not permitted in the Media Center (Computer Lab and/or Library). **Students will be asked to leave the room or dispose of food/drink and will be charged a \$5.00 fine.**

VII. School Procedures

A. Fire and Tornado Drills

Fire and tornado drills, held periodically, are important and necessary exercises. We cannot overstate the importance of preparedness in case of emergency, G-d forbid. All students, faculty, and staff are expected to treat these drills with the utmost seriousness and to maintain complete silence while evacuating the buildings. Teachers will provide drill instruction and drills will be repeated until they are conducted properly.

B. Health

1. Students requiring first aid will be referred to the school office. First aid is limited to cleaning and bandaging wounds. No aspirin or any other medication will be given to any student unless the office staff has a permission slip signed by a parent. In case of emergency, G-d forbid, it is our procedure to call 911 first, and contact the parent second. *Please fill out the supplied Parent Emergency Contact Form and return it to school by the first day of instruction.* This will help us contact you in case of an emergency.

2. Special considerations, such as nearsightedness or farsightedness, speech, or hearing impairments or other medical problems, should be called to our attention in writing. These are contributing factors to the child's success in class. Parents must notify the office **in writing** with regard to any medication that must be administered. **Medication will only be administered in the office, and with written permission.**

C. Lockers

Student lockers are school property maintained for school use. The school reserves the right to open and inspect the lockers at the discretion of the Administration. Each student is assigned one locker for her use. **Students store their belonging in the lockers at their own risk.** The school assumes no responsibility for loss or damage to items stored in the lockers. **It is, therefore, highly recommended that valuables not be stored in the lockers and that the lockers be closed at all times.**

Students will be permitted to go to their lockers during designated break times ONLY.

D. School Cleanliness

Our school is a Makom Kadosh, a place of Torah learning and, therefore, holy. It should be treated as the Bais Hamikdosh was – with Zrizus, and loving care. A Temima student should take pride in the place where she learns Torah. She should take a personal interest in ensuring the cleanliness of the building in general, and her classroom in particular. At the end of each day, the kitchen, classrooms, lounge, and library must be left neat.

Rooms must be kept presentable; i.e., trash in waste baskets; books, papers, pencils, and pens properly stored. Clothing and other possessions are to be stored in lockers.

Each girl is responsible for cleaning up after herself after eating lunch or snack. Spills in the microwave must be wiped up. It is the responsibility of each student to dispose of her food wrappers, soda cans or bottles, water bottles, cups, utensils, etc. Food may not be left on counters after lunch.

At the beginning of the school year, a plan will be created with the students and the Administration designating daily student responsibilities for keeping the building neat and clean throughout the school day.

E. Snow Days

In the unlikely event that Temima needs to be closed due to weather, the Principal will contact WXIA. Each day that the school is closed will have to be made up in order for students to get full credit for their courses, and for the school to maintain its accreditation.

F. Student Driving

Temima is not responsible for student drivers and for students who are driven to and from school by other students.

All student drivers must have on file in the office:

- a copy of their valid driver's license**
- proof of insurance**
- signed parental consent form**

We require the above items to be on file in the event that a student drives off of campus, with permission, during the school day.

Students may not drive on official school outings or activities

Due to limited availability for parking, students who live within walking distance of school are strongly encouraged to walk. Faculty and staff will be given priority for parking spaces. Students should park on the side of the building, facing the fence.

Students violating driving policies will lose the privilege to drive to and from school.

This includes any driving behaviors that would be considered illegal under Georgia law.

G. Textbooks

Textbooks are the property of Temima High School. Students are responsible for keeping books in good condition. If the book assigned to a student is lost, damaged, or stolen, it is the student's obligation to pay for that book before a replacement is supplied. If a student does not return a book, or returns it in an unusable condition, the student will not be permitted to take the exam in that course until payment is received for that book. In the event that the exam has already been administered, the student's report card and/or transcripts will be withheld until the book is returned or payment is received.

H. Visitors

Visitors to our school are impressed by the warmth and friendliness that are evident in our classrooms. They feel the unique atmosphere which pervades a Jewish school in which Torah and Jewish values play the central role. This atmosphere adds richness to each child's life. We urge visitors to feel that they are part of the special Jewish environment which we strive to create and sustain.

For security purposes, all visitors to the school campus are required to check in at the front office. This includes parents who have appointments with administrations or teachers.

NO PARENT OR VISITOR IS ALLOWED INTO A CLASSROOM WITHOUT PRIOR PERMISSION FROM THE SCHOOL ADMINISTRATION.

VIII. Changes in Rules and Handbook

From time to time, the administration will hold meetings with students and faculty. Everyone should feel free to discuss their views with the administration. Based on the needs and goals of our total school community, requirements for accreditation, and our ongoing evaluation of our policies and procedures, we will make adjustments and changes as we deem necessary. We will announce such changes in a timely manner. Those changes will be considered addenda to this handbook and will be incorporated herein.

It is imperative that your child strictly adhere to all rules, regulations, and instructions about safety and protection. Failure to comply will result in the student's exclusion from the activity and possibly from future activities.

The school is not the insurer of the safety of your child and cannot be responsible for spontaneous injuries.

A handbook compliance form, to be signed by both student and parent, is included with this handbook. It is self-explanatory. **This form must be signed by both student and parent and turned into the office on or before the first day of school.**