



# Temima

RICHARD & JEAN KATZ HIGH SCHOOL FOR GIRLS

# Student Handbook

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**2024 - 2025**  
**5784/5785**



*The Perfect Place for a Complete Education*

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# Mission, Beliefs and Goals

Our mission is to enable each girl to reach her full potential as a committed, G-d fearing Jew and a productive member of society.



## **Beliefs Statement**

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1. Student learning, character development, individual dignity, and the creation of a Torah environment are the primary focus of all school decisions.
2. Temima teachers inspire students in areas of academic knowledge, personal responsibility, and commitment to the well-being of others.
3. Students are provided an academic environment defined by intellectual rigor and the highest academic standards.
4. Students are valued individuals who require a variety of instructional approaches and diverse opportunities to demonstrate their achievements in learning.
5. Providing challenging expectations will increase individual student performance.
6. Co-curricular activities that promote team building, relationship skills, and ethical behavior and that encourage the student's musical, artistic, dramatic, athletic, and organizational skills are vital to the school's educational philosophy.
7. Self-esteem is built when a student makes significant progress in addressing her intellectual, emotional, and spiritual needs through instruction in areas such as academic studies, health/fitness, relationship skills, and mussar (ethics).
8. Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
9. We are committed to continuous growth to enable students to become confident, self-directed, lifelong learners.

## **Our goal (vision) is to prepare young women**

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- to live a life of service to G-d.
- for the highest levels of university education and Judaic Studies.
- for the career of their choice.
- to build a Torah home.
- to respect and value all people as being created in the image of G-d.
- to establish healthy relationships.
- to navigate the stages of womanhood in good health.
- to be leaders in the Jewish and broader community.
- to take responsibility for the future of the Jewish people.
- to live as Torah Jews even while involved in the secular world.

## **Temima graduates will have received**

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- An excellent Torah education that prepares them for the meticulous observance of mitzvos, provides them with skills for self-study, instills within them a commitment to lifelong growth, inspires them to revere G-d, provides them with a rich understanding of Jewish history and their place in it and gives them a broad, deep base of Torah knowledge that augments all of the above.
- An excellent general studies education that prepares them for entrance into college, provides them with practical life skills, encourages a lifelong love of learning and enables them to pursue the career of their choice.

# Arrival and Dismissal

## Signing In/Out

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Attendance is taken prior to Davening Shacharis each morning. If a student is not present when attendance is taken, the student needs to make sure to sign-in in the main office as soon as she gets to school. In addition, the student must make sure to sign out any time she leaves campus during the day, and sign back in immediately upon her return.

### **Students may not leave campus during study periods.**

If a student must leave campus during the day, a parent contact must be received by Temima before the student may leave. The student needs to sign out when she leaves school for the day. We rely on the sign out sheet to know who is in the building in case of emergency. Students who do not sign out when leaving campus or do not sign back in upon return will receive a demerit.

## Lunchtime

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Students are free to leave campus during lunch **as long as each student returns to get her books ready and be in class on time.** The student must refer to her personal schedule for her designated lunch period(s) each day. If a study period is attached to a lunch, a student may sign out for the duration.

## Student Driving

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Temima is not responsible for student drivers on or off campus, or for students who are driven to and from school by other students. It is imperative that all student drivers adhere to any/all posted traffic signs in the school parking lot regarding speed limit and direction of traffic flow.

Students may not drive on official school outings or activities.

## Student Parking

Any student wishing to park on campus must register her vehicle in the school office and obtain a parking pass. 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. If a student does drive

to school, she must park in the Beth Jacob lot in the spaces facing LaVista Road. **The Temima lot is reserved for faculty and staff *only*.**

## **Cell Phone Policy**

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**We want a student's mind and heart with us!** Cell phones and other electronic devices (ipods, MP3 players, e-readers, tablets, smartwatches or the like, etc.) are not permitted on campus during the school day (7:55 am - 5:35 pm). Students bringing cellphones to school will be required to check them in upon arrival. If a student does not have a cell phone, or will not be bringing her cell phone to school, we must receive notice of this from the student's parents in writing. Phones may be checked out if the student leaves campus at lunchtime and must be checked back in upon return.

There is a phone available in the Temima office for student use. Messages received for students will be posted near the attendance sign in/out.

**Cell phones and other electronic devices found on campus will be confiscated and returned at the end of two weeks upon payment of a \$35 fine.** Recurrent infractions will result in the device being held until the end of the semester, as well as a meeting with the parents.

Please note: Should a device be confiscated, Temima takes no responsibility for the phone during the time it is confiscated.

Devices may not be used during study periods or lunches while on campus or Beth Jacob campus, or during school field trips, shabbatons & retreats unless specific permission is granted by the administration.

## **INTERNET POLICY**

At Temima, we recognize that the Internet can be a useful tool in education, including research and communication via e-mail. We also facilitate online courses, in order to allow students to tailor their program of study to meet their individual needs.

Internet use at Temima is filtered and monitored using GoGuardian. It allows for "white list only" which means that students are only allowed access to an approved list of websites.

Students will be assigned a Temima email. The students cannot receive or send email to anyone outside of the Temima domain. Temima e-mail may only be used for school related projects and activities. Temima reserves the right to monitor e-mails for appropriate use. Any use of e-mail between students deemed inappropriate may also result in email privileges being suspended.

## 1:1 Chromebooks

Temima has a 1:1 chromebook program. Students must sign and adhere to the following chromebook policy.

By signing in to my new chromebook, I am agreeing to the following rules:

- I understand that the Chromebook & charging plug assigned to me may be used at school only.
- I will always use the Chromebook as a learning tool. All activities on the Chromebook will be school related.
- I understand that my chromebook is only to be used upstairs (2nd floor) and will **not** be brought downstairs.
- I understand that eating and drinking is **not** allowed while using my chromebook.
- I understand that I am not to add or remove labels to the Chromebook. I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the Chromebook.
- I will always treat others and their ideas with respect when working online.
- I understand that I am accountable for knowing where my Chromebook is at all times and must ensure that it's charged for class.
- I understand that I am not going to loan my Chromebook or charger to anyone.
- I will always login to the Chromebook and network as myself.
- I will not share my password with anyone else.
- I understand that the school monitors my account usage through GoGuardian.
- I understand that I will be held fully responsible for my Chromebook.

Students are expected to take proper care of their devices, and to return them to their cases when not in use. Chromebooks must be returned to the charging carts and **plugged-in** when not in use. A chromebook found anywhere other than the cart must be redeemed for \$5. Chromebooks must be returned in the condition they were received. No stickers or markings of any kind may be made to the chromebooks.

**In the case of damage or loss to the Chromebook or charging plug, I will be responsible for the cost of repair or replacement as necessary, up to \$400.** Students who violate the contract will face consequences that may include loss of computer privileges to more serious disciplinary action. This agreement is valid for the duration of the school year.

## **Academic Integrity & Appropriate use and virtual learning**

Using the Internet appropriately is an important life skill in today's society. We offer Internet access for this purpose. Students must learn the skills to utilize this valuable tool without damaging themselves or those around them. Any inappropriate use of the Internet may result in a student's access being taken away. The student will still be required to complete Internet based assignments, but must find another way to access the Internet, with parent monitoring.

### **Academic Integrity**

All submitted coursework is assumed to have been completed only by the individual student. Students are responsible to observe standards on plagiarism, cheating and properly crediting all sources used during the composition of work. Students who fail to abide by these standards will be reported to the administration, which may result in a conference with the Learning Coach, failure of the course assignment or exam, loss of credit for courses, revoked access to courses and suspension/ expulsion from the school.

### **Cheating**

- Cheating is the use of another person's work to gain an unfair advantage. Cheating occurs when a student knowingly submits the coursework or an assessment of another individual and claims it as their own original work. Examples of cheating include but are not limited to the following:
  - Copying a classmate's work; this may be an answer to an essay question, any written assignment or exam.
  - Copying from course feedback provided by another school.
  - Copying answers to exams found in other sources, such as entering the question into a search engine and copying the response found online.
  - Collaboration between two students, which results in submitting identical answers on such assignments.
  - Using online translators for assignments in language courses.



## **Plagiarism**

Plagiarism is using an author's work, without acknowledging the source of the material. Examples of plagiarism include, but are not limited to the following:

- Quoting work from an outside source, without proper citations and attribution.
- Improper paraphrasing of another person's work, maintaining the original text with little alteration or re-wording and/ or not citing the source.
- Copying information from a book, play, speech, article, website or other written or spoken work without proper citation.

Plagiarism may occur unknowingly. It is important to understand that simply acknowledging a source through quotation marks or comments is not the same as citing it.

## **Academic Integrity Violations**

All students who violate principles of academic integrity will be reprimanded. Depending on the nature of the offense, a student's grade or ability to earn credit for a course may be affected at the discretion of the student's teacher and administration.

Violations of academic integrity will be reprimanded per the following guidelines:

- The first offense will be handled between the classroom teacher, administrator, student and parent/ learning coach. The teacher will provide additional instruction as to what constitutes plagiarism and/or cheating, and the student may receive a zero on the assignment. Depending on the severity of the infraction, the student may have an opportunity to make up the assignment at the discretion of the teacher. If more than one violation is discovered at the same time, it will be considered the student's second offense.
- A second offense will result in a meeting with the school administration, the student, the parent and the classroom teacher. Students will have no opportunity to make up questionable work and a grade of zero will remain. Further action may be taken, as needed, following the discipline policy.
- In the case of a third offense, a meeting will be held with the Head of School, a classroom teacher, the student and their parent(s). The meeting may result in the following: removal from the course with loss of credit, students will be required to make up the course on their own time, at their own expense.

# Social Media

Temima does not allow the use of any social media by the students. There can be no posting of pictures of school events, or tagging of any kind. Temima should not be mentioned in any of the parents' personal social media accounts.

## Student Wellness & Virtual Learning Environment:

A growing body of evidence related to worksite wellness and education (both K-12 and higher education) demonstrates the connection between creating environments that enhance wellbeing and enhanced productivity, learning, satisfaction, engagement, and retention. [Simon Fraser University, 2019. Rationale for well-being in learning environments]. In institutions around the states, students reported

- 1) Stress
- 2) Anxiety and
- 3) Sleep Difficulties

as top three issues that negatively impacted their academics in the 2018 National College Health Assessment. The switch to virtual instruction was a massive trauma and disruption to student's academic experience, as it was for faculty, staff and administrators. The prolonged and stressful nature of our current reality post global pandemic, economic hardship, and an unknown future affects student's ability to learn and achieve. Integrating wellness into the virtual classroom is more important now than it has ever been. While the virtual classroom brings unique challenges, it also brings new tools and opportunities. At Temima, technology is incorporated with the above in mind. In students' junior and senior years they may be eligible to enroll in virtual Dual enrollment courses.

The WHO recommends no more than 2 hours of screen time for teens. Students should reach out for support if they wish to decrease their screen time. There will be informative programs in school promoting awareness and well-being.

## Attendance

Regular attendance at school is imperative to a student's success in high school. Absences, whether excused or unexcused, will hinder the student's performance in the classroom, so students are encouraged to make every effort to be at school on time.

Excessive absences will result in loss of credit. Please refer to page 9 for further information regarding loss of credit in a course.

## **School hours**

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Temima cannot be held responsible for the safety of any student on the school premises prior to 7:45 am or after 5:30 pm (2:15 pm on Fridays).

## **Monitoring attendance**

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Attendance will be recorded in Jupiter. Parents and students can track their attendance by logging in to Jupiter. The link can be found under the parent and student tabs on the Temima website or by visiting <https://login.jupitered.com/login/>. Each new student will be given a unique login at the beginning of the school year. Students are not able to access Jupiter in school.

## **Davening**

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Davening periods (Shacharis and Mincha) are treated in the same manner as classes. Everyone is required to attend and must arrive on time. Students who miss a significant number of Davening periods may be subject to Demerits or other consequences.

Each student will receive three passes per semester to allow the student to daven Shacharis on her own and arrive in time for the first period. Keep in mind that recurrent morning absences may result in the loss of Davening pass privileges and result in possible detentions.

## **Tardy**

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### **Shacharis:**

School begins when Shacharis begins. The student must be seated before the 8:00 am bell, which is when attendance is taken. We recommend the student arrive **no later than 7:50 am** so that she will be able to get her books ready for the day.

### **Class:**

It is important that students come to class on time. If a student is late, she will be marked **TARDY**. The student may be marked absent if she misses more than 5

minutes of class. If a student arrives in class with a tardy slip signed by an administrator, she will be considered “excused.” All other tardies will be considered unexcused. **Questions about tardies must be resolved with your teacher within two days of their occurrence.**

**Three unexcused tardies = one demerit; 3 demerits = 1 detention**

## **Excused Absences**

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**Critical Days: The day before or after a vacation/holiday is known as a critical day. Students may not miss critical days.**

**Appointment:** On occasion, a student may need to miss a class or two for an appointment. To prevent disruption, a student must give a note to the teacher before class begins if she will be leaving in the middle of that class. When the student returns to school, she must make sure to bring back a note from **the doctor**, with the **date and time of the appointment**, in order to be excused. The parent must notify the office by email or phone prior to the student leaving.

**Illness:** If a student is sick and needs to stay home from school, her parent must call or email the school office **by 8:30 am** to let us know that she will be out in order to have the absence excused. Parents must call in each day that the student is sick.

**Illness in the middle of the day:** If a student is feeling ill during the school day, her parent must give permission to the office for her to leave. Students cannot leave without permission.

**Simchas:** We understand that students may need to miss school for the simcha of a **sibling**. **All simcha absences should be arranged with the school administration as soon as the simcha is scheduled by completing the ‘Request for Excused Absence’ form located in the front office or filling it out online.**

Simcha absences will be excused according to the following basic guidelines:

<b>Sibling Bris</b>	½ day
<b>Sibling Bar Mitzvah</b>	1 full day

## **Sibling Wedding** 2 full days

**Seminary Interviews:** Seniors will be permitted one full day of absence for seminary interviews. Interview absences must be scheduled at least two weeks in advance by submitting the 'Request for Excused Absence' form.

**Driver's License/Permit:** Students needing to miss school to obtain a driver's license should make arrangements at least two weeks in advance by submitting the 'Request for Excused Absence' form. DMV 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.

**Other Absences:** For any other absence, the student must fill out a 'Request for Excused Absence' form. Permission will be granted at the discretion of the administration, taking into account the student's attendance record and academic standing. Students are allowed two discretionary days per year.

**AFTER** receiving permission from the administration, students should always notify their teachers of anticipated absences, and ask the teachers for work that will be covered during an excused absence.

**Boarders:** Boarders must adhere to the Boarder Calendar. Extra time off will be considered unexcused.

The administration understands that extenuating circumstances may occur. Please contact the Head of School immediately if your daughter has an exceptional situation that requires her to miss school.

## **Unexcused Absence**

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Any absence other than one for an appointment, illness, or approved requested absence will be an **UNEXCUSED** absence. It is the student's responsibility to inform teachers of unexcused absences and get all assignments. A test missed due to an unexcused absence may not be made up for credit.

**Unexcused absences = 2 demerits per period**

## Loss of Credit

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Temima is committed to a full educational program which is contingent on state mandated clock hours. A student who does not fulfill our clock hour requirements in a particular course is in jeopardy of losing credit for the course. Excessive absences either **EXCUSED** or **UNEXCUSED** over the course of a year will result in loss of credit for a particular course. A student who loses credit in a General Studies course will have to repeat the course through an accredited agency at the parents' expense. For credit recovery in Judaic Studies courses, students will need to complete the course to the satisfaction of the administration. Parents will be required to pay for the services provided by the teacher in order for the student to satisfactorily complete the course. In case of excessive illness, the school may provide other credit recovery options. All of the above will be dealt with at the discretion of the administration.

Parents will receive notification from the school when the student is getting close to losing credit.

**We strongly recommend that students and parents use JUPITER to monitor class attendance on a regular basis.**

Please refer to the following chart below for clarification on the number of absences and the loss of credit:

# class periods per week	# of absences leading to loss of credit
5 or 4	15
6 (AP), 3, or 2	9
1	5

## Non-Emergency Procedures

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Non-emergency medical procedures resulting in long-term student absence (ex. removal of wisdom teeth), should be scheduled during school vacations.

## Missing Tests

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If a student misses a test due to an excused absence, the student must make sure to arrange with the teacher to make up the test within **one week** of her return to school to avoid having points deducted from her grade. Tests can be

taken during study periods, lunch, or after school. Make-up tests will be supervised in the office and maintain the same time allowance as the original evaluation.

## Grading and Academic Standards

### Grading Policy

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Scholastic grades will reflect performance in class and on tests, quizzes, homework, and other assessments. Grades will be updated often in Jupiter.

The appearance of “Inc.” (Incomplete) on a report card means that work/testing is 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.**

Any student who receives an “F” on her report card will not receive credit for that course. (See credit recovery on page 9)

Any student with two or more failures will be placed on academic probation.

### Exams

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Midterm exams, which are comprehensive of all material covered during the first semester, are given during the last week of the 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.

For each semester course, students must pass the exam (a grade of 65 or higher) to ensure passing that course. If a student fails a final, she will be given additional work and assessment to ensure her basic knowledge of the course.

Note: The dates for exams appear on the school calendar. **No one may be excused from a mid-term or final exam for ANY reason (barring an emergency, G-d forbid). Finals cannot be rearranged for individual students.**

## **Report Cards and Progress Reports**

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Report Cards and Progress Reports are the primary means of communication between the school and parents. They represent four assessments of student achievement and progress and may include comments and suggestions.

Progress Reports (at the end of first and third quarters), and Report Cards (at the end of each semester) will be distributed according to the schedule indicated on the school calendar. Parents should pay careful attention to them.

## **Honor Roll and Honor Roll with Distinction**

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### **Honor Roll:**

- Attain an average of at least 3.5 in the semester
- A minimum of 8 core courses
- No incompletes
- Passing grades on all midterm/final exams
- No detentions OR dress code infractions
- Satisfactory Attendance in all classes as determined by the administration
- Completion of required hours of Community Service/Chesed

### **Honor Roll With Distinction:**

- Meet all Honor Roll requirements **AND**
- Attain an average of 3.75 in the semester

## **Grade Point Average**

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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.

<b>Numerical Grade</b>	<b>Letter Grade</b>	<b>Standard Scale</b>	<b>AP Scale</b>
<b>98-100</b>	<b>A+</b>	<b>4.0</b>	<b>4.5</b>
<b>93-97</b>	<b>A</b>	<b>3.8</b>	<b>4.3</b>



<b>90-92</b>	<b>A-</b>	<b>3.6</b>	<b>4.1</b>
<b>87-89</b>	<b>B+</b>	<b>3.3</b>	<b>3.8</b>
<b>83-86</b>	<b>B</b>	<b>3.0</b>	<b>3.5</b>
<b>80-82</b>	<b>B -</b>	<b>2.7</b>	<b>3.2</b>
<b>77-79</b>	<b>C+</b>	<b>2.3</b>	<b>2.8</b>
<b>74-76</b>	<b>C</b>	<b>2.0</b>	<b>2.5</b>
<b>70-73</b>	<b>C-</b>	<b>1.5</b>	<b>2.0</b>
<b>65-69</b>	<b>D</b>	<b>1.0</b>	<b>1.5</b>
<b>&lt;65</b>	<b>F</b>	<b>0.0</b>	<b>0.0</b>

## **Academic Integrity (in class and online)**

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It is expected that students will make every effort to complete their assignments with integrity.

Should cheating or plagiarism be discovered, potential consequences may include (but are not limited to):

- Requirement to redo the assignment
- Receiving a '0' on the assignment
- Loss of one letter grade (for the quarter) in affected subject area
- Loss of credit in affected subject area
- Suspension

## **Graduation Requirements and Curriculum**

Students who complete Temima's academic program in its entirety will receive one transcript which includes Judaic Studies and General Studies courses. The GPA will be inclusive of all courses. A qualifying student will receive two diplomas - one secular, and one Judaic.

In addition to the requirements below, students must satisfactorily complete the Tanach overview exam and the Halacha (covering four years of Hilchos

Shabbos) exam. She must also meet all chesed requirements.

In accordance with Georgia state and SAIS standards, we are required to have 180 school days. All students who complete the secular graduation requirements will receive a college preparatory diploma. Those students completing high school with a 3.5 (or higher) cumulative GPA will be eligible to receive their diploma “with distinction.” Those students completing high school with a 3.7 (or higher) cumulative GPA and completed a minimum of 2 Honors courses will be eligible to receive their diploma “with honors.” Course load and curriculum may be modified to accommodate individual student needs.

	Number of credits required
<b>English</b> (must include 9 <sup>th</sup> grade Lit. & American Lit.)	4
<b>Mathematics</b> (minimum of Alg. I, Geometry, Alg. II, + 1 additional higher level course)	4
<b>Social Studies</b> (World, American, ½ Government, ½ US & World Affaris., ½ Con. Ec.)	3.5
<b>Science</b> (must include Bio., & Physics or Phys. Science)	4
<b>Foreign Language</b> (2 yrs. same language; <i>*Temima requires min. 3 years of Hebrew language</i> )	2*
<b>Health/Phys. Ed.</b>	2
<b>Arts</b> ( <i>achieved through our productions</i> )	2
<b>Bkuis including Tanach Review and Tanach exam</b>	4
<b>Chumash</b>	4
<b>Halacha including exam</b>	2
<b>Navi</b>	2
<b>Additional Courses</b> (Bior Tefillah, Jewish History, Pirkei Avos/KSH, Megillos, Machshava, Foundations, SIP, etc.)	3

# Appropriateness of Materials

Temima strives to prepare students for higher education - including all college programs. Temima ensures that the curriculum chosen and taught in class is consistent with the Jewish philosophy, which informs every aspect of our students' education. Our hope is that curriculum materials are rich and prepare our students to think critically and analyze, while maintaining the sensitivity befitting an informed, thinking bas Yisroel. If a student or parent has a concern about material taught in a course, they should address it with the administration.

## School Decorum

### Dress Code

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Our common goal is to create an atmosphere at school that is safe, friendly, and nurturing. One that will foster personal growth for each girl as she embarks on her journey to become a Bas Melech with a feeling of self worth, dignity, love, and *kedusha*.

Our dress code is designed to reflect the importance of the learning that goes on within the walls of Temima, while still demonstrating the poise, individuality, and grace of each student.

Students out of dress code will be notified and may be asked to change in the office or sent home for proper garments. Be aware that class time missed due to dress code infractions will be unexcused. Students with repeat infractions may also incur additional penalties including demerits.

Please see table overleaf for dress code specifics.

<p>Skirts**</p>	<ul style="list-style-type: none"> <li>• Pleated A-line solid black skirts are the preferred option. A second option A-line non pleated skirt may be worn, this is limited to the specific skirt that will be picked by the school administration.</li> <li>• ankle length (up to 2 inches above), there should not be a gap between skirt and socks whether sitting or standing</li> <li>• No slits</li> <li>• Only loose-fitting skirts are allowed;</li> <li>• seamless leggings may be worn, only if there is no gap between the leggings and socks</li> <li>• Seniors are permitted to wear a “shorter” skirt that is still pleated or A-line, must be at least 4 inches below the knee. Stockings must be worn with a shorter skirt.</li> </ul> <p><b>**Purchasing Skirts</b> - Students are free to purchase their pleated skirts from any store or manufacturer. The company we listed in the original notice (Freylich) and BYstyles have good reputations of giving good service and quality merchandise. And some items are even customizable.</p> <p>Skirts should be either a black pleated, A-line, “uniform style” fabric (polyester or wool or knit) and meet the length requirements, it does not have to be a sewn-down pleat, or the ‘second option’ must be the specific skirt that is designated. If you have a specific question, please send Mrs. Nagla an email.</p>
<p>Shirts</p>	<ul style="list-style-type: none"> <li>• Button-down, oxford style shirts only with long or three-quarter length sleeves</li> <li>• Sleeves must cover the elbow, even when arm is raised or bent</li> <li>• Shell must be worn under an oxford shirt with a <b>rounded neck that covers the collarbone at all times</b>. Shells must be cotton or lycra fabric specifically made to be a shell. Ribbed shirts, camisoles, or undershirts may not be worn. Shells can be any color.</li> <li>• Shirt must cover the entire abdomen and back, even when hands are raised above the head or student is bending forward</li> <li>• Must fit loosely enough that the buttons do not pull in front</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Socks must cover the ankle. There cannot be a gap</b> between the sock and skirt. Socks do not have to be worn over</li> </ul>

Socks	stockings.
Shoes	<ul style="list-style-type: none"> <li>• Close-toed shoes only</li> <li>• No backless or open-toed shoes of any kind</li> <li>• No slippers or flip flops or slides of any kind (even on dress up days!)</li> <li>• No high heels</li> <li>• No CROCS</li> </ul>
Sweaters, Sweatshirts & Vests	<p><b>There are four sweater / sweatshirt options:</b></p> <ul style="list-style-type: none"> <li>• Plain, solid black without zippers or buttons, crew-neck, <b>flat</b> (not cable) long-sleeve sweaters</li> <li>• Plain black zippy sweater (no letters or symbols)</li> <li>• Black velour logoed sweatshirt</li> <li>• Uniform logoed sweatshirt from Land’s End</li> <li>• Senior sweatshirt designed by seniors based on theme of year: sweatshirt from the 3 previous years only</li> <li>• T.H.I.S. sweatshirt on Fridays</li> <li>• Chesed Sweater on Thursdays</li> </ul> <p><b>No other sweaters or sweatshirts will be allowed.</b></p> <p>Sweaters and sweatshirts:</p> <ul style="list-style-type: none"> <li>• Must be worn over a dress-code compliant <b>shirt and shell</b> (even on Fridays!)</li> <li>• Oxford shirt collar must be visible over the sweatshirt/sweater neckline at all times</li> <li>• Upon the seniors’ request, in addition to the crew neck, we are allowing a knit V-neck or round neck vest option as part of the senior dress code in navy, black, and dark gray. See this <a href="#">chart</a></li> </ul>
Earrings	<ul style="list-style-type: none"> <li>• No more than one earring in each ear</li> </ul>
Hair	<ul style="list-style-type: none"> <li>• No hats or hoods</li> <li>• <b>Hair past the shoulders should be pulled back in a ponytail</b>, half up or fully up AT ALL TIMES</li> <li>• No hair dye or highlights of any kind (even ombre). No hair extensions.</li> </ul>
Nails	<ul style="list-style-type: none"> <li>• Must be kept short, as defined by the administration. No artificial nails.</li> <li>• <b>No nail polish</b></li> </ul>
Makeup	<ul style="list-style-type: none"> <li>• No makeup is allowed during school</li> </ul>

**Rosh Chodesh** - Over the past 2 years, students have been encouraged to “dress up” for Rosh Chodesh and are encouraged to wear a dressier/Shabbos-like top. “Dressing up” for Rosh Chodesh will now include any dress, skirt, or top of their choice – as long as these dressier clothes meet the requirements of the dress code, i.e. 4 inches below the knees, loose-fitting, collar bone and elbows covered, appropriate footwear, etc.

Dress code infraction prevents students from being listed on the Honor Roll. Students violating the dress code may be asked to go home to change their attire.

## **School Cleanliness**

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### **Hallways/Elevator:**

- Hallways must be kept clear of backpacks and personal items
- Students may only use the elevator with permission from the administration.

### **Student Lounge/Lunch-Room:**

- Trash must be placed in waste baskets
- Clothing must be stored in lockers
- Coats may be hung on the coat rack in the student lounge
- Food containers must be removed or disposed of after lunch
- There should be no evidence that a student was present after she leaves

Each student 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 food wrappers, soda cans or bottles, water bottles, cups, utensils, etc. Food may not be left on counters after lunch.

If there are any food items, including water bottles or food containers left in the building, they will be disposed of nightly.

Lost and found items will be collected and put in the bin in the student lounge. Unclaimed items will be disposed of weekly.

## Visitors

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**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 administrators or teachers.**

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

FOR SAFETY REASONS, STUDENTS MAY NEVER OPEN THE DOOR OR HOLD THE DOOR OPEN FOR ANYONE ENTERING THE BUILDING.

## Lockers

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Each student will be assigned a locker. The school reserves the right to open and inspect the lockers at the discretion of the administration. **Students store their belongings in the lockers at their own risk.** The school assumes no responsibility for loss or damage to items stored in the lockers. **It is recommended that valuables not be stored in the lockers unless the lockers are closed and locked.** If a student chooses to lock her locker, she will be required to provide the locker combination to the school office.

**Students are permitted to go to their lockers during designated lunch/break times ONLY.**

## Textbooks

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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 her obligation to pay for that book before a replacement is supplied. Chumashim or any other sefer used in a class may not be written in. If a student does not return a book, or returns it in an unusable condition (including writing in seforim), her report card and/or transcripts will be withheld until the book is returned or payment is received.

## Library

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Aside from reference books, students are welcome, and encouraged to check books out for assignments or their enjoyment. Books may be checked out for two

weeks. 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 on the Library catalogue computer.** Students may renew a book that is due if no one else has requested it. **Reference books may NOT be removed from the library.**

The library is intended to be a workspace for students. Students are encouraged to use the library for research and other school-related assignments. Silence must be maintained in the library at all times.

Computers and library books are valuable and easily damaged. The cost of fixing/replacing these items is very high. **Therefore, food and drink (other than water) are not permitted in the library under any circumstances.**

## **Incident Reporting**

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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 student witness or be part of any such behaviors, she should report to the administration and fill out an incident report.

## **Merits**

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The merits program at Temima recognizes students for all the things they do! They earn points for Random Acts of Kindness, regularly doing their homework, excellent classroom participation, no uniform infractions, etc.

With the points accrued, students can purchase prizes for various point values.

## **Demerits**

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One of the greatest lessons we all have to learn is that our actions, both positive and negative, have consequences. Behaviors not in line with school expectations will result in Demerits. Serious offenses, chas v'shalom, will be dealt with separately and may even lead to suspension or expulsion.

Following is the list of six offenses that result in demerits, and the number of demerits each incurs [in brackets]:



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.
2. Being disrespectful to adults and/or fellow students [1] - This includes failure to follow classroom procedures and instructions, and untruthfulness.
3. Unexcused absence from class [2] - This includes unauthorized absence at school-wide events. Unexcused absences from additional classes will accrue as 1 demerit per class. A full day of unexcused absences will result in 6 demerits or 2 detentions.
4. Unexcused absences from Mincha will result in [1] demerit.
5. Leaving campus without permission [1] - This includes leaving without signing out or not signing back in.
6. Eating/drinking (except water in clear, closed containers) upstairs [1]. Chewing gum is not permitted anywhere on campus.

## **Detention**

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Three demerits will result in detention.

Detentions will be held after school. Students will be required to serve detention during the week immediately following the accumulation of 3 demerits or the receipt of a detention slip. Detention slips indicating date and time of detention will be placed on the student's locker no later than 24 hours prior to detention, **and must be returned with parent signature** at time of detention. Failure to serve detention when assigned will result in one additional hour of detention.

Students will be required to pay for detentions as follows: \$5 for the 1st detention, \$10.00 for the 2nd detention, etc. A student who serves one detention, and remains detention-free for the remainder of the school year will be reimbursed the \$5.

Students earning more than 2 detentions may lose school privileges in addition to serving detention, ie. leaving campus for lunch.

# **Communication**

## **Parent-Teacher Conferences**

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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.

## **Direct Communication with Administration and Teachers**

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Students should contact their teacher before or after class to arrange an appointment.

If at any time a student would like to talk with the administration about a problem or concern, she should not hesitate to make an appointment with the front office to see them in person. All concerns should be shared with us before they become serious and more difficult to deal with.

## **Jupiter**

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Students and parents can also track grades in Jupiter. The log in and links are the same as for attendance (see page 15).

## **Snow Days**

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Should Temima need to be closed due to weather, we email you to let you know. Days that the school is closed may have to be made up in order for students to get full credit for their courses and for the school to maintain its accreditation.

## **Fire, Tornado, and Safety Drills**

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Fire, tornado, and safety 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.

## **Health**

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Students requiring first aid will be referred to the school office. First aid is limited to cleaning and bandaging wounds. In case of emergency, G-d forbid, it is our procedure

to call 911 first, and contact the parent second.