



Torah High Schools of San Diego

An Affiliate of the Rabbinical Seminary of America – Yeshiva Chofetz Chaim

Student Handbook

2021-2022

Student 2021-2022 Handbook

Torah High School of San Diego Philosophy

The mission of Torah High School of San Diego is to prepare students for a lifetime of learning, spiritual growth, and community responsibility as Jews. Our goal is to provide students with an outstanding Torah education and an excellent college preparatory secular education in a warm, nurturing environment that produces commitment to Torah and observance of mitzvot.

Students are encouraged to think critically, to grow spiritually and intellectually, to strive for excellence in academic studies, and to maintain the highest standards of moral and ethical behavior.

Dear Parents and Students,

Welcome to the 2021-2022 Torah High School. We want this year to be a wonderful learning and growing experience for you. Our goal is to make your years at Torah High as meaningful and enriching as possible.

Please review this handbook. Parents and/or students are welcome to make an appointment to discuss any questions or concerns that may arise. We are here for you and take pride in our reputation as a school that really cares. The guidelines in this handbook will help ensure that our school runs smoothly and efficiently.

Please mark your calendar for our **Back to School Night** on **Wednesday, September 1st at 7:00 P.M.** We hope to see you there!

We are looking forward to another incredible school year.

Sincerely,
Rabbi Michoel Peikes
Dean

School Policy and Procedures:

Ethics / Achdus (Unity):

"Midot" character development is a central component of a Torah education. Students are expected to treat all staff members with respect at all times. Students are also expected to treat each other with mutual respect and understanding. Moral integrity and respect are as much a focus of the school as academic achievement.

Student Attendance:

Daily attendance is essential and mandatory. Parents must call the school office before 9 a.m. on each day a student will be absent or tardy. Failure to do so will result in an unexcused absence. If a call is not received explaining the absence, it will be noted on our records as an unexcused absence. An unexcused absence will lower your grade. Each teacher will explain their class grading system during the first week of class.

It is the student's responsibility to make sure that she has received all assignments and work for the day(s) that she is absent. In the event of an emergency, parents may arrange with the school office to pick up assignments.

Students who are absent due to illness, quarantine, or other health concerns are encouraged to participate in Torah High's remote learning program. Students who are absent for other reasons and would like to participate in remote learning must get clearance from a Torah High administrator. In the event that a student unexpectedly cannot come to school and wants to participate in remote learning, she should call the school by 9 a.m. to let the office know and ensure that all remote learning information and connection details are accurate.

Arrival/Dismissal

This year, all students arriving will enter campus through the **back entrance**. Student being **dropped off** will use the roundabout of La Jolla Gateway, at 9171 Towne Centre Dr and follow the path down to the back entrance. Students who drive themselves will park in the parking structure and also use the back entrance.

Additionally, all students must arrive to school with masks. Any student who does not have a mask will be provided a disposable mask to use. In the event that a student refuses to wear a mask, she will not be able to enter campus and will have to return home and participate in online remote learning. Any student who cannot wear a mask for medical or other reasons, must bring in a Dr.'s note stating such and will be able to wear a clear face shield as an alternative.

Students who are being picked up will exit through the Beth Israel **back entrance** and proceed below to the roundabout in the Beth Israel parking lot by the parking structure to wait for their rides. Students who drive themselves will exit through the back entrance and proceed straight to the parking structure.

Planned Absences:

We encourage that appointments and other activities be scheduled after school hours. Students who miss school due to a planned absence are responsible for collecting all assignments from their teachers. Forms for planned prolonged absences (of 3 or more days) are available in the school office. Each student is

required to have a form completed and signed by each teacher for classes which will be missed.

We encourage students who need to be absent to make arrangements in advance to participate in online remote learning, if possible.

Missed/Make-up Assignments:

Assignments not turned in on time are subject to receive a lower grade or may not be accepted at all. School policy states that students who are absent on the day of a test are required to take the test the day they return to school, unless previous arrangements have been made with the instructor. Make-up quizzes are at the teacher's discretion.

Students who are absent due to illness are responsible for getting homework assignments from the teacher or from other students in the class. For extended illness students or parents may contact the school to collect missing assignments. Students are required to hand in all missing assignments following an absence in a timely manner. It is the student's responsibility to make sure that she obtains all of the assignments and that she makes arrangements with each of her teachers to get the work completed and turned in.

Health and Hygiene Protocols:

Due to concerns of COVID-19 and in an effort to mitigate risks of infection and illness within our school community, enhanced cleanliness protocols are being enforced this year.

Doors to classrooms will remain propped open to increase ventilation and circulation of fresh air in each classroom. Please refrain from closing doors.

In the event that a student begins experiencing symptoms of illness while at school, please notify your teacher and the office immediately. You will be asked several questions and the office will determine whether you are able to stay on campus or must return home to recuperate. If it is determined that you must return home, your parent/guardian will be notified and you will be escorted to an outdoor waiting area to wait for them. If you drive yourself, you will be asked to return home immediately. Please see COVID Policies below.

Restrooms:

Students may **ONLY** use the restrooms on the 3rd floor. Up to two individuals will be allowed in the restrooms at one time. The restroom door has been fitted with "occupied/vacant" signs. When a student enters the restroom, she should slide one of the signs to read "occupied". If both signs on the door read "occupied", someone waiting to use the restroom is required to wait outside until someone exits. Please do not forget to slide the sign to read "vacant" upon exiting.

Copy Machine:

The copy machine is for use by the staff members. Students may make copies, with permission; however, there is a five cent charge per page, 10 cents for color. Only one student or staff member will be allowed to enter the office at a time to make copies.

Computers/Printing:

Students are able to bring a personal laptop or Chromebook to school (See laptop policy below). There are also Chromebooks available in the main office for short term lending to students. Students must notify office staff before taking a Chromebook, so that it can be noted and recorded.

If a student needs something printed, they may email it to the school at: torahhs@yahoo.com.

COVID Policies '21 - '22:

****Please note that we are carefully monitoring current local case rates and the changing local, state, and federal guidelines. Therefore, these policies are liable to change in response to changing conditions. ****

Masks

- All students are required to mask indoors and outdoors regardless of vaccination status.
- Adults must wear a mask while sharing indoor space with students, regardless of vaccination status.
- Persons who cannot wear a face mask due to a disability or medical condition must wear a non-restrictive alternative (e.g. face shield etc.)
- Students and staff who arrive to school without a mask, will be provided a mask by the school office.
- Students who will not wear a mask must participate in remote instruction.

Physical Distancing

Consistent with CDC guidelines, desks will be spaced 3 feet apart.

Ventilation

Whenever possible, classrooms should have windows open and doors propped open to allow maximum ventilation.

Health Screening and Symptoms

In lieu of the ParentLocker daily screening app, all students and staff must sign the “‘21-’22 COVID-19 Contract” form attesting to their commitment to abide by all COVID policies, including staying home when experiencing any COVID-19 symptoms, including but not limited to: sore throat, cough, fever of above 100.4, congestion/runny nose, aches, upset stomach, etc., not accounted for by a documented chronic condition.

Any student who is exhibiting symptoms of COVID-19 will not be admitted on campus and must stay home. If a student begins exhibiting symptoms once at school already, the student must leave or be picked up immediately.

In the case of a symptomatic student or staff member, or a positive COVID-19 exposure, we will be adhering to the San Diego County Office of Education decision tree, available at the following link: <https://covid-19.sdcoe.net/portals/covid-19/Documents/Health%20Practices/COVID-19-Decision-Tree.pdf>

Travel

The California Department of Public Health travel advisory is no longer in effect. Even so, due to an abundance of caution, Torah High will adhere to the following travel policy based on CDC guidelines:

Students who are unvaccinated and travel out of state will be required to receive a negative COVID test result 5 days after returning, before coming back to school.

Students who are vaccinated and travel out of state will be able to return to school immediately upon returning, but should as always monitor themselves for symptoms and follow the SDCOE decision tree should they become symptomatic.

Remote Instruction

Remote instruction will ONLY be offered to students who:

- Are experiencing symptoms of COVID-19
- Are required to quarantine due to COVID-19 exposure
- Pre-arrange to learn remotely with administrative approval

Due to the impact on learning and teaching, remote instruction will not be offered to students due to reasons of convenience or similar.

Students who are in school are expected to physically attend their in-person classes. Students will not be allowed to join the class remotely from a different location in school.

Positive COVID-19 Case

In the event of a positive COVID-19 case within the Torah High community, parents, students, and staff will be notified while taking efforts to preserve the privacy of the COVID-positive individual. The county health department will also be notified.

Those who are determined to be close contacts of the COVID-positive individual will be required to follow the guidelines of the SDCOE Decision Tree, linked again for your convenience here: <https://covid-19.sdcoe.net/portals/covid-19/Documents/Health%20Practices/COVID-19-Decision-Tree.pdf>

Anybody required to quarantine due to positive COVID-19 case or exposure will be able to participate in remote instruction.

Master Calendar/tests:

A Master School Calendar and grade level calendars are posted in the school office. Our school policy is that a student will have no more than two tests each day. Please note that a quiz does not count as a regular test, and is not included in this policy.

Leaving Class and Campus:

Students are allowed to leave the classroom for a drink of water or to use the restroom with teacher permission.

If a student must leave campus in the middle of the day, parents are required to notify the school office. Every student that leaves campus during school hours is required to sign out in the office. Students may not leave campus during school hours without first getting permission from an administrator.

Computer Lab:

Students are not allowed in the computer lab **without a teacher** being present unless they are given special permission by the administration. Students with special permission are not allowed to let other students in.

Lockers:

Lockers are optional and are provided to students on a first come, first serve basis. You may choose a locker for yourself during orientation or the first day of school. Not all students choose to use a locker. If you do decide to use a locker, it is suggested that you bring a lock to put on it.

Food:

No food or drink is allowed in the classrooms. Students may eat between classes and during lunch and break time, in designated places. Students may eat in the Art Room, outside, and in the Rotunda area. Class parties must be scheduled ahead of time with the office.

No homemade food is allowed to be brought to school to share. Any food items brought for a class party need to be marked with an approved Kosher symbol

No outside food is allowed to be ordered to the school. The security guard will turn away any restaurants/delivery services attempting to deliver food.

No non-Kosher food items or food from non-Kosher restaurants may be brought to school.

Parking:

There is plenty of street parking available around the school. Most students park along Towne Centre Drive. Students are not permitted to park in the front parking lot at Congregation Beth Israel at any time. Please note that if you park in the Gateway parking garage adjacent to Beth Israel you will be charged upon exiting.

Cell phones:

The cell phone rule will be strictly enforced. Cell phones may not be used during class time without the teacher's permission. Students may use cell phones during breaks.

If a student uses a cellphone during class time without permission, it will be taken away and turned in to the office. **Parents must then come to the school office to retrieve it.**

If a parent needs to reach a student during the school day while the student is in class, they may call the school office at: 858-558-6880.

Music

Students may not play any music out loud in the classroom. Teachers may give students special permission to listen to music through headphones while studying.

Personal Computers:

Laptops may be used in class to take notes, do school work, or for use with Zoom, only with permission from both the school office and the teacher. A teacher or staff member must be present when laptops are being used. Laptops may be used during break or during study hall for school purposes only. The same rules apply to laptops as cell phones: it will be taken away if a student uses a laptop for something other than school work, or during class without permission from the teacher. Parents must then come to the school office to retrieve their daughter's computer.

Cheating:

Cheating is a serious offense. If a student copies work or allows work to be copied they will receive a zero on the assignment or test. Any student cheating risks being expelled from Torah High or other disciplinary action.

Communication with Parents:

We greatly value our partnership with parents and encourage all parents to read the weekly Torah High Update e-mail. Please call or e-mail us if you have a concern, want to request a conference with your child's teachers, or to speak with an administrator. If you wish to speak with a staff member, please call the school office and the teacher will return your call as soon as possible.

Please plan to attend our Parent Back to School Night which is scheduled on September 1st from 7:00 – 8:00 P.M.

Grades and Unsatisfactory Progress:

Report cards are issued four times a year. In addition, approximately every four to six weeks into each semester, Unsatisfactory Progress Notices will be mailed to the parents of students at risk. Notices will be sent to the parents of students receiving a “C-” grade or lower for each grading period or for any student not working up to expectations.

Report Card and Unsatisfactory Notices dates for 2021-2022:

Quarter I	Begins August 24th - November 5th
Quarter II	Begins November 8th - January 21st
Quarter III	Begins January 24th - March 25th
Quarter IV	Begins March 28th - June 8 th

Report cards are handed out to students the week following the end of the grading period and will be mailed to parents. Report cards I and III are progress reports and are not part of the student's permanent record.

Graduation Requirements:

In order to graduate from Torah High School, each student must fulfill the general academic requirements and maintain a “C” average in both Judaic and Secular classes. In order to advance into the next grade level at Torah High Schools, all students must maintain a “C” average in all of their Judaic and Secular classes.

AP Classes:

If a student is taking an AP class and wants to receive AP credit on her transcript, she will have to sign a commitment letter no later than November 5th. Any student taking an AP class, who chooses not to take the exam may receive Honors Credit. There is a fee for each AP Exam. Students who are attending Torah High School under Title I are eligible for a reduced fee. Prices for exams are based on the College Board's 2021-22 fee schedule and may be subject to change.

Homework Policy:

Teachers have been informed of all Jewish Holidays and base their homework policies accordingly.

Probation:

Any student who fails two subjects during each semester either in Judaic or Secular class, will be put on academic probation. A student on probation who does not make up the grades may be asked to leave the school.

Medication:

Prescription and Non-prescription:

Students are not permitted to take any medication prescribed or otherwise without checking with the office, and signing the log book. All medicines brought on to the school campus must be checked in with the main office staff and kept in the school office at all times. A medical form must be on file in the office for each student, stating that she may take over the counter medicine for a headache or pain. In order to take prescribed medication during the school day the student must have:

- A signed permission slip from a physician, or an original bottle indicating drug, dosage, and administration time.
- A signed permission slip from the parent or guardian indicating drug dosage and administration time.

No medication will be dispensed without parental permission. This includes all over the counter pain medications.

Student Dress Code:**Student Dress Code 2021-2022**

The student dress code is a key component in setting the appropriate learning environment in the school. Students are expected to come to school dressed neatly and modestly in appropriate school uniform daily. Any questions regarding uniform can be answered by calling 858-558-6880 or by email at torahhs@yahoo.com.

SKIRTS

- Black or gray, A-line, pleated skirts (at least four inches below the bottom of the knee when standing) are required. Skirts must cover the knee at all times (even when sitting, walking, running, etc.) Skirts may not be tight or form fitting and no slits are permitted. Skirts are expected to be buttoned at the waist and are not permitted to be rolled up at the waist.

Skirts that fit these requirements may be ordered from Dennis Uniform, Lands' End (items #430793, #430801), and www.engelicuniforms.com. Any questions with appropriate uniform skirts can be checked with the school office.

Please note, Dennis Uniform no longer carries the longer style skirts for purchase in the store, but they may be ordered online or through the store. For sizing, you may go to the store to try on the shorter skirts and then order one in a longer style. Dennis Uniform does not have Torah High's uniform listed as an option in their online store, but YULA has the same uniforms as Torah High (with exception to the plaid skirt option). You can order uniforms online through Dennis by going to the YULA uniform site: <https://www.dennisuniform.com/schools/LA00FT>

Dennis Uniform Manufacturing Co
www.dennisuniform.com
4217 Ponderosa Avenue, San Diego, CA
92123 (858) 573-1804

TOPS

- Collared, single color blouses/polos with a $\frac{3}{4}$ sleeve length or longer are required even when wearing a sweatshirt, sweater, or Torah High t-shirt. Sleeves must cover the elbows, and necklines must cover the collarbone (including shells). No more than one button at the neckline is permitted to be opened.

Any neutral or soft color tones are acceptable. No vibrant or neon colors are permitted. White or matching shells may be worn under uniform blouses. Crew neck (or jewel neckline) shells that cover the collarbone are the only acceptable neckline allowed. Any other low or wide necklines (including but not limited to v-neck, square-neck, scoop, off the shoulder, etc.) are not permitted. Tight or form-fitting shirts are not allowed. It is not permitted to wear a scarf or use long hair to cover an unacceptable neckline.

- Solid colored sweaters may be worn over uniform blouses.

MASKS

Masks are required to be worn at all times indoors on campus. Masks must cover student's nose, mouth, and chin. In the event that a student feels they need a break from wearing a mask, they can request a short break from the teacher and remove their mask outdoors for a few minutes before returning to class.

Masks can be cloth or disposable, and cannot include slogans, obscene words/pictures, or political statements. Masks cannot have a valve as part of their construction. Students who cannot wear a mask for medical reasons, will be allowed to wear a clear face shield after they submit a Dr.'s note.

GENERAL RULES

- Pants or pajamas are never permitted under skirts; however, shorts may be worn under skirts but must not be visible.
- Any attire containing any writing, slogans, pictures, or logos are not permitted (including sweat shirts). Students may wear Torah High issued sweatshirts, tops, or masks. Seniors may wear college sweatshirts second semester.
- Closed-toe, flat shoes are required everyday. Shoes must be worn at all

times. Slippers are not allowed. High heels are not allowed. Students are required to wear socks, hose, peds, or tights at all times. Colored tights or leggings are acceptable.

- No hats, caps, beanies, or sunglasses may be worn at any time in the classrooms. Hoodies sweatshirts are allowed to be worn, but at no time are hoods allowed to be pulled over the student's head.
- Hair color must be a natural color. Whole or partial shaved hairstyles are not allowed. No piercings, other than one ear piercing at the ear lobe, are allowed.

These guidelines apply equally to all school-related activities both on and off campus.

Any student who comes to school improperly dressed will be sent home (if necessary) to correct their uniform violation. The student will receive a warning for the first uniform violation. A second offense will result in a referral. A third offense will result in a referral and a parent conference with Rabbi Peikes. Any further offenses will result in a referral and an in-school detention which will be included on the student's school record.

Inappropriate items to bring to school:

Skateboards and skate shoes are not permitted.

Radios, headphones, earbuds, and any gaming devices are inappropriate in the classroom but may be used during private study periods or during breaks or lunch. If used during class they will be taken away.

Classroom Behavior:

Students are expected to be on their best behavior and to use appropriate language at Torah High Schools at all times. If a student breaks a rule or is disrespectful, a referral will be written.

A record will be maintained of each instance in which a student is subject to disciplinary action. If a student misbehaves, and a referral is written, it needs to be signed by the student and turned into the office. (see referral policy below.)

Referral Policy:

1st offense: Talk with the teacher or staff member. Student to be given a verbal warning which will be recorded in the student's personal record.

2nd Offense: A referral will be written and a copy sent to the office to be placed in the student's file. The student will be required to sign the referral. The student will be required to meet with Dr. Michaels or Rabbi Peikes to resolve the problem. The referral will be on file, but will not be a part of the student's personal permanent file. Parents will not be notified.

3rd Offense: If a student receives a third referral during the school semester, a copy will be sent to the parents, who will be asked to sign and return it to school. This referral will become a part of the student's personal record. Parents may be asked to attend a conference with the dean, along with their child, in order to address the problem. In the event that the parents live out of town, a telephone conference call will be set up or a visit may be required. There may be a one-day in-school suspension or lunch clean up (at the dean's discretion.) If suspended, the student will be responsible for all missed work. Assignments and tests must be completed on time. The school reserves the right to require on-going professional counseling for any student who has received three or more referrals.

4th Offense: In the event that another referral is issued during the semester the above rules apply; however, there may be a two day in-school suspension or home suspension (at the dean's discretion). If suspended, a parent, student, teacher, administrator(s) conference will be required before re-admission to the classroom.

5th Offense: In the event that a student receives four referrals in one semester, the above rules apply and the student may be asked to leave the school.

Emergency Procedures:

Fire drills can be expected at any time. When you hear the loud noise and see the flashing strobe in your classroom, please exit using the nearest stairs and come to the front of the building. Please do not prop open doors or leave them open when exiting. The doors to the stairwells are fire doors designed to mitigate the spread of fire. Please exit as quickly and as quietly as you can. Torah High girls are role models for the preschool children at Beth Israel, so please be on your best behavior and make sure that you remain quiet until the "All Clear" signal is given.

Staff members are required to stay with their students in the event of an earthquake or other major emergency. No teacher or administrator will leave the school until the emergency is over and every student has been picked up by a responsible parent or guardian. During a disaster, students will be dismissed from the front of the school building by an administrator.

Emergency Earthquake Plan:

1. At first signs of an earthquake, duck and cover. Earthquake preparedness has advised that we remain indoors unless it is clearly unsafe for your class to remain in the building. After the tremors have ceased, move your class to the southeast quadrant of the parking lot.
2. Rabbi Peikes, Dr. Michaels, Mrs. Lederman and Ms. Guenniche will be in charge of **dismissing students to their parents and guardians and for making emergency decisions. NO STUDENT MAY LEAVE WITHOUT CHECKING OUT.**

Lockdown Procedure:

In an event of a lockdown, an announcement will be made over the intercom. All doors are to be locked immediately and shades drawn. Students and staff are to remain silent and attempt to hide out of sight. When the lockdown is lifted, a representative from Torah High and Congregation Beth Israel will go to each classroom to inform the occupants it is safe to come out of lockdown.

We will review the lockdown procedures during the first weeks of school and practice the school-wide safety plan.

Thank you for reading this handbook. Please feel free to offer any suggestions that you think would help make Torah High School a better or stronger school. We would appreciate any ideas that you have to improve our school.

Once again, welcome to the 2021-2022 school year. By working together we have the opportunity to make this a wonderful year for our students. With strong parent commitment, and our incredible teaching staff, Torah High School will reach new heights. The greater your support and help, the greater our accomplishments!