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Torah High Schools of San Diego

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

TORAH HIGH SCHOOL HANDBOOK

2026-2027

Student-Parent

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

Mission Statement

At Torah High School, we are committed to creating a nurturing and academically rigorous environment that is grounded in high standards, high expectations, and values rooted in Torah and Jewish tradition. Through a comprehensive dual curriculum that integrates a meaningful Torah education with an excellent college preparatory program, we aim to cultivate each student's spiritual identity, intellectual capacity, moral character, and leadership potential in a nurturing all-girls environment.

Principal's Message

Dear Parents and Students,

It is my pleasure to welcome you to the 2026-2027 school year at Torah High School.

At Torah High School, academic excellence in Judaic and General Studies courses is a given. We offer Honors and Advanced Placement courses in every discipline of General Studies. Our Judaic courses add to knowledge and learning the essence of what we strive to achieve at Torah High – developing whole Jewish women, proud of our Jewish heritage, and dedicated to living a life of Torah and Chesed.

Our dedicated faculty and staff are here to guide and support each student on her unique journey. I encourage open communication, mutual respect, and shared commitment to making this a successful and meaningful year. My commitment to each and every parent is that I will dedicate all that I have to work together with you to find solutions to concerns so that your daughters feel comfortable and happy at Torah High. I consider every girl in this school as my own and I will work diligently with parents and teachers to ensure the success of each girl.

This is a Parent and Student Handbook. Please review it together carefully as there are important changes and additions. The guidelines in this handbook will help ensure that our school runs smoothly and efficiently.

I look forward to seeing you all for our Back-to-School Night on Wednesday, September 2nd at 7:00 P.M. Please mark your calendars and plan to be there!

Warmest Regards,

Ruth Broudy, Principal

School Policies 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. When a Rabbi walks into a classroom, students should show respect and honor to the Rabbi by standing up. Students are also expected to treat each other with mutual respect and understanding.

Student Attendance:

Daily attendance and punctuality are essential and mandatory. Students are expected to be in attendance and on time for every class. Parents must call or email the school before 8:00 A.M on each day a student will be absent or tardy. Failure to do so will result in an unexcused absence and will lower the student’s grade.

Tefillah (Prayer):

Tefillah (Prayer): Tefillah is the foundation of the school day and a core value of our religious program. This year, davening takes place within a dedicated Tefillah class, where students daven together and learn about the meaning, structure, and power of tefillah. Our goal is for every student to develop a personal and meaningful connection to davening that she will carry with her for life. Students are expected to bring the same respect and kavanah (focus) to tefillah that they bring to every other part of their Torah learning.

Tzniut–Modesty Modesty in Dress:

Our school embraces Tzniut (modesty) as a core Torah value. Tzniut means modesty - in how we dress, how we speak, and how we act.

Students are expected to come to school dressed neatly and modestly in appropriate school dress code daily. The student dress code will be supervised and enforced by Mrs. Broudy. Please direct any questions to Mrs. Broudy at rbroudy@torahhighsandiego.org.

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

Uniform Requirements:**Tops:**

- Crew neck or collar shirt only
- Long or ¾ sleeves
- Crew neck sweatshirts with or without hoods are allowed. A full zip sweatshirt is also allowed
- No writing or images on shirt or sweatshirt
- Colors allowed - Black/Light Blue/Gray/Navy/Light Pink/Crème/White
- Students may wear any Torah High issued tops, sweaters, or sweatshirts

Skirts:

- Skirt: Gray/Black/Navy, A-line or pleated, covering knees when seated

- Tights/Socks: Opaque, solid colors (navy, black, white)
- Shoes: Closed-toe flats, tennis shoes, or Doc Martens only

General Dress Code Rules:

- No pants or pajamas under skirts
- Shorts or black/gray leggings allowed under skirts
- No slippers or Crocs
- No hats, caps, beanies or sunglasses may be worn in class
- No piercings, other than ear piercings
- Natural hair color only
- No whole or partial-shaved hairstyles

*On Rosh Chodesh we have non-uniform day (General Dress Code rules must be adhered to)

Arrival:

Students parking in the structure will enter campus through the back entrance, directly from the top floor of the parking structure.

Pick up and Drop off:

Students should be picked up and dropped off at the main entrance of Beth Israel parking lot off of Golden Haven Dr.

Jupiter:

As part of our ongoing commitment to enhancing school communication and giving families seamless access to vital information, we are thrilled to introduce Jupiter, our new Student Information System (SIS). This state-of-the-art platform is one of many technological upgrades we've been working on behind the scenes to better serve our school community. Moving forward, both parents and students will log into this centralized portal to view class schedules, update contact details, track grades, attendance, check homework assignments, and message teachers directly. Parent account setup invitations will be sent via email—if you do not receive yours shortly, please reach out to us at office@torahhighsandiego.org so we can get you connected!

Planned Absences:

Appointments and other activities should be scheduled after school hours. Please do not schedule non-emergency appointments during the week of midterms, finals, AP Exams, and other testing days (please refer to the enclosed calendar for these dates). Students who miss school due to a planned absence are responsible for collecting all assignments from their teachers. Assignments must be made up within a week of return to campus.

Missed/Make-up Assignments:

Assignments/tests 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. Assignments must be made up within a week of return to campus.

For extended illness, parents may contact the school to collect missing assignments. 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.

Add/Drop Period:

Enclosed you will find your daughter's fall schedule of classes she has selected. If a change needs to be made it must happen within the first week of school. No changes will be made following the first week of school.

Restrooms:

Students may **ONLY** use the restrooms on the 3rd floor. A hall pass is required to go to the restroom.

Computers/Printing:

Students needing to print must use the printer in the student lounge only. Please be sure to follow the posted rules and be respectful of shared resources.

Leaving Class and Campus:

Students are allowed to leave the classroom only to use the restroom with teacher permission and a hall pass.

Torah High School is a closed campus. The liability of a student is in the hands of the administration and teachers at Torah High School. During school hours the student may **NOT** leave the school for any reason unless the school is notified and picked up by a parent or guardian whose name is on file with the school. If the child drives herself to school and is under 18 years of age, the parent must notify the school office with the reason why the child is leaving and must release liability from the school administration. No student will be released without parental notification.

Students are expected to arrive at school and all classes on time and prepared to learn; attendance is taken at the start of each class. Any student arriving late must report to the front office before entering class and obtain a late slip—students without a slip will be sent back to the office. Parents or guardians must notify the school promptly of any absence. All absences and tardies are recorded. Excessive unexcused tardies or absences will result in parent notification and possible administrative action. If a student is known to be on campus but does not report to class, the school will immediately initiate follow-up procedures.

Visitors:

All visitors must receive prior approval from the administration and check in at the school office upon arrival. Students may not bring guests to school without advance permission.

Lockers:

Lockers are optional and are provided to students on a first-come basis. You may choose a locker for yourself during Orientation or on the first day of school.

Food:

Students may eat between classes and during lunch and break time in the Student Lounge as well as in outdoor spaces. The administration of Beth Israel has notified Torah High School that eating in classrooms is NOT allowed.

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.

Cell phones:

The cell phone rule is simple and will be strictly enforced. Cell phones may not be used during class time and must be kept in backpacks at all times.

Students may use cell phones during breaks ONLY.

If a student uses a cellphone in class, it will be taken away and turned in to the office and the student may collect it at the end of the day.

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.

Personal Laptops:

Personal Laptops are mandatory. Every student must have her own laptop.

The school no longer provides loaner devices. (Please be aware that State digital tests, such as PSATs, PreACT and AP exams can NOT be administered on a Chromebook.)

Laptops may be used in class for school related work only and with permission from the teacher. The same classroom 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 teachers.

Textbooks and Books:

At the beginning of the school year, your teachers will hand out the textbooks you need for each class. Please take good care of your books — they need to last the whole year!

A textbook deposit will be added to your tuition account. All textbooks must be returned at the end of the year on the day of finals — returning your books is part of receiving your final grades.

Once your books are returned, the deposit will be credited or refunded. Lost or damaged books will be charged against the deposit.

Additional books (reading books, reference books, etc.) are purchased for each student and the charge will be added to your tuition account. These books are yours to keep — once purchased, they belong to you and do not need to be returned.

Please treat classrooms, furniture, and school equipment with care and respect at all times.

Technology, Internet, and Social Media Use:

School technology resources and personal devices used at school are for educational purposes only. Students may not use school internet access to view, post, or share inappropriate content.

Cyberbullying, harassment, impersonation, or posting negative content about students, faculty, or the school on social media - whether during or outside school hours - is a serious violation of school policy and of the laws of lashon hara and may result in disciplinary action.

Academic Integrity:

Cheating is a serious offense. If a student copies work or allows work to be copied, she will receive a zero on the assignment or test. Any student caught cheating, risks severe disciplinary action.

Judaic and General Studies**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.

Grading Quarter Dates - 2026-2027

Quarter I August 25th - November 13th

Quarter II November 14th - January 29th

Quarter III January 30th - March 26th

Quarter IV March 27th - June 13th

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.

Midterm/Final Exam Policy:

Midterms and Final Exams will be administered in every class. All teachers are required to administer Midterms and Finals in all classes.

Please note the Midterm and Final Exam Dates:

- Midterms: January 25-29
- Finals: June 1-4

Students will have up to 1 week to make up a missed Midterm or Final Exam. If exams are not made up one week upon their return, they will receive an incomplete on their report card. Letter grades are assigned as follows: A, B, C, and D represent passing levels of achievement; F indicates failing performance with no credit awarded. In addition to letter grades, the school uses several status codes: NC (No Credit) indicates that no credit is earned for the course; I (Incomplete) indicates that required work has not yet been finished and must be completed by a specified deadline; P (Pass) indicates satisfactory completion with credit awarded; and Pass/Fail may be used for designated courses where only successful completion (Pass) or non-completion (Fail) is recorded. An E ("Working to Capacity with Credit") may be assigned to students with documented educational limitations, as approved by the Principal, to indicate that the student is earning credit while performing to the best of their educational capacity.

Graduation Requirements:

In order to graduate from Torah High School, each student must fulfill the California State Department of Education general academic requirements and maintain a "C" average in both

Judaic and General Studies

AP Classes:

Any student taking an AP class who chooses not to take the exam may receive Honors Credit based on a 4.5 rubric. A student taking the AP Exam will be graded on a 5.0 rubric grade. Please note that AP exams carry additional test fees. Fee information will be communicated at the beginning of the year to families of students who declare that they are taking AP exams. AP test fees are not refundable. Please contact the office at office@torahhighsandiego.org for further information.

Homework Policy:

Students will not be required to do homework during Holidays, and teachers should plan accordingly. No assignment may be due the week of returning from Holidays.

Disciplinary Action:

When student behavior violates school expectations and policies, appropriate disciplinary action will be taken. The disciplinary decisions are based on the nature and the severity of the behavior, student history, and the context of the incident. Mrs. Broudy will determine appropriate consequences.

Disciplinary actions may include, but are not limited to:

- Verbal warning
- Loss of privileges
- Parent/guardian conference
- Suspension or Expulsion

Bullying, Harassment, and Lashon Hara:

Torah High School is committed to a safe and respectful environment for every student. Bullying, harassment, intimidation, or humiliation of any kind - physical, verbal, written, electronic, or online - is unacceptable and will not be tolerated. Students who experience or witness bullying should report it to a teacher or to Mrs. Broudy. Reports will be handled promptly and with discretion.

Student Health and Safety

Immunizations: All students must have immunization records on file that meet California Department of Public Health requirements. Medical exemptions must be documented by a physician.

Allergies and Medical Conditions: Parents must notify the office of any food allergies or medical conditions (asthma, seizures, diabetes, severe allergies) before the first day of school. Students with such conditions must have an Emergency Action Plan and any emergency medication (EpiPen, inhaler) on file in the office. Please be considerate of classmates with allergies when bringing food to share.

When to Keep Your Daughter Home: Students with fever, vomiting, or diarrhea must stay home and may return only after being symptom-free for 24 hours without medication. If a student becomes ill during the school day, the office will call a parent for pickup.

Medication:

Prescription and non-prescription:

ALL medications brought on to the school campus must be checked and kept in the school office at all times.

OTC Medications:

A medical form to be signed by the parent (included with this packet) will be kept on file in the office for each student, stating that she may take over-the-counter medicine for headache or pain.

Prescriptions:

In order to take prescribed medication during the school day the student must have either:

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

Emergency Procedures

Fire Drills:

Drills may occur at any time. When the alarm sounds and lights flash, exit quietly and quickly using the nearest stairwell. Do not prop open fire doors. Proceed to the top of the adjacent parking structure. Torah High students are role models for Beth Israel preschoolers—remain calm, quiet, and respectful until the “All Clear” is given.

Earthquakes & Major Emergencies:

During tremors: Duck and cover. Stay indoors unless unsafe.

After tremors: Move to the southeast quadrant of the parking lot.

Dismissal: Students will be released from the front of the school by Mrs. Broudy and the Administrative Assistant.

Note: No student may leave without checking out with a designated staff member.

Staff will remain with students until all have been safely picked up by a parent or guardian.

Lockdown Procedure:

Upon announcement, lock all doors, draw shades, remain silent, and hide out of sight. Do not exit until a staff member from Torah High or Beth Israel confirms it is safe. Procedures will be reviewed and practiced.

Communication with Parents

Education works best as a partnership, and at Torah High School that partnership depends on engaged parents. We ask every family to take an active role in staying connected with the school:

- Stay informed. Please read the *Torah High Today* Newsletter, emailed every Friday, and all school communications promptly. Important dates, policy updates, and school news are communicated there first.
- Reach out early. If you have concerns about your daughter's academics, social wellbeing, or anything else, please don't wait. Call or email the school office (office@torahhighsandiego.org) to raise a concern, request a conference with your daughter's teachers, or speak with the Principal. No concern is too small.
- Respond to teacher outreach. Our teachers maintain ongoing communication with parents about academic progress and will contact you promptly with any concern — we hold a "no surprise" report card policy, so nothing on a report card should ever be news. This policy only works in both directions: when a teacher reaches out, we ask that you respond within two school days and partner with us on any follow-up steps.
- Check in regularly. Please review your daughter's assignments and grades regularly and speak with her about her progress. Parents who have not heard from a teacher but have questions are encouraged to initiate contact through the school office at any time.

Attendance at Back-to-School Night and scheduled parent-teacher conferences is an expectation for all families. Please plan to attend our **Parent Back to School Night** which is scheduled on **Wednesday, September 2nd from 7:00 – 8:00 P.M.**

Please take the time to read this handbook carefully as there have been important changes in our policies. If you have any questions or concerns regarding the school policies, please feel free to offer any suggestions that you think would help strengthen Torah High School as an institution of both intellectual excellence and spiritual growth. We are open to innovative and creative ideas.

Once again, welcome to the 2026-2027 school year. By working together, we have the opportunity to make this a wonderful year for our students. With strong parent commitment, incredible teaching staff, Torah High School will reach new heights. The greater your support and help, the greater our accomplishments!

Handbook Acknowledgment Form

Please review this handbook together as a family, sign below, and return this page to the school office by the end of the first week of school.

We have read and reviewed the Torah High School Parent and Student Handbook together. We understand and agree to abide by the policies and procedures it contains.

Student Name (please print): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____