



RAV TEITZ MESIVTA ACADEMY THE JEWISH EDUCATIONAL CENTER

Vision

Outstanding educators will provide exceptional learning opportunities to each JEC student. Every student will be driven to achieve to the best of his/her abilities and will be encouraged to acquire the knowledge and develop the middot necessary to become lifelong learners and positive contributors to Klal Yisrael and the global community. The impact of all our work together will qualitatively enhance Jewish education, now and for the future.

Table of Contents

Mission	Page 2
Our Educational Philosophy	Page 2
The JEC HS Environment	Page 4
Minyan	Page 5
Academic Program	Page 6
Limudei Kodesh	Page 6
General Studies	Page 7
Academic Standards	Page 9
Attendance	Page 14
JEC HS Code of Conduct	Page 17
Statement of Plagiarism	Page 20
Dress Code	Page 22
General Information	Page 24

THE J.E.C. HS MISSION STATEMENT

Together we live AboveTheCode. Guided by the Torah, we passionately pursue excellence through engagement, reflection, and growth.

OUR EDUCATIONAL PHILOSOPHY

When The Creator of the Universe presented the Torah to the Jewish people, He offered us both a spiritual and a practical gift. Its eternal truths, handed down from generation to generation since *Maamad Har Sinai*, provide an immutable blueprint for the construction of a meaningful, well-rounded and rewarding life.

The Rav Teitz Mesivta Academy is a full four-year high school program which focuses on growth in *Torah* and *Derech Eretz*. While we encourage all students to strive for the highest level of secular education and career preparation, it is our aim to see that every one of our graduates spends at least one year continuing his *Limudei Kodesh* in Israel before beginning college and professional study.

Rav Elazar Mayer Teitz submits that RTMA's program should be considered a *five year program* - four at RTMA and one in Israel! Furthermore, though we take great pride in the fact that our students apply and are accepted to the finest universities, we take even greater pride in the fact that so many opt to attend schools where they can further their religious education.

Our goal at the Rav Teitz Mesivta Academy is to provide each student with the tools he will need to make his life an edifice worthy of the potential G-d has given him. Clearly, without *Limudei Kodesh* and the ability to learn Torah, we cannot acquire the knowledge and understanding to truly comprehend what HaShem wants of us and how we can best serve Him. *Limudei Chol*, whether as a means of preparing to earn a livelihood or of enhancing the world in which we live, serve as an important adjunct to the study of Torah. Our aim is to help our students acquire skills, knowledge and appreciation of the gifts HaShem has bestowed upon us.

ASPIRING TOWARDS...

- We aspire for each student to realize that the spiritual rewards of continued learning far outweigh other more transient considerations, and for all students to continue their higher education in a Torah environment.

WE EMPHASIZE...

- Character development and growth in *Middos Tovos*
- Emotional and psychological well-being
- Professional preparation through rigorous college preparation
- Social and communal responsibility and commitment to עם ישראל, ארץ ישראל, ותורת ישראל.

POST HIGH SCHOOL YEAR IN ISRAEL

We believe it is in our students' best interests to remain in a Torah environment during the formative years of emergent adulthood, when students are highly impressionable and susceptible to the potentially destructive influences of today's secular society. The environment they are in will have a significant influence on their moral and religious development.

In addition, the year of Torah study in Israel provides our young men with time to gain a degree of independence and maturity before they define their futures by selecting a professional course of study. The Mesivta provides a comprehensive guidance program to help students and parents determine the best path to pursue.

THE JEC HIGH SCHOOL ENVIRONMENT

The Administration and Staff

A team of professional, caring educators - whose goal is to meet the needs of each student and to work together to realize the *yeshiva's* mission - administers the High School.

Rosh HaYeshiva & Dean: Rabbi Elazar Mayer Teitz

Principal: Rabbi Ami Neuman

Assistant Principal: Rabbi Noach Sauber

The administration welcomes parental contact and invites parents to call with any questions or concerns. When possible, calls will be taken immediately; if not, you can expect a prompt return call at the earliest possible opportunity.

Guidance counselors will set up a regular schedule for meeting with all students during the course of the school year. In addition, students or parents may request a meeting with the counselors if the need arises.

Director of Israel Guidance: Rabbi Michael Parnes

Director of College Guidance: Mr. Jeff Frank

Director of Guidance Services: Dr. Akiva Perlman

Director of Student Life: Rabbi Yisroel Rich

The High School office: Whenever possible, contact with the school should be made directly with Mrs. Danna Averbook or Mrs. Amy Leykin at our office. At other times, messages can be left by means of voicemail, **ext. 6254**, or via email at rtma@thejec.org. Parents wishing to speak with a *rebbe* or teacher may leave a message with the school office asking that they be contacted, or they can leave a message in his or her voice mailbox.

Please leave a daytime number where you can be reached. *As with all other professionals, teachers should not be called at home unless prior arrangements to do so have been made.*

MINYAN שויתי ה' תמיד לנגדי

Minyan is an integral part of the *yeshiva*'s educational program and attendance at our school *minyan* is a requirement for all students unless specific permission has been granted by the Principal to attend an alternate *minyan*.

Students should have their own *siddur* and *tefilin* in school each day.

A student should only leave *minyan* on rare occasions. All personal needs should be attended to before or after *minyan*.

Students are encouraged to contribute to *tzedaka*, which is collected during *davening* each day. The money is allocated toward the RTMA Israel Scholarship Fund, which helps subsidize *yeshiva* tuition in Israel for *talmidim* who might require financial assistance.

Mincha/Maariv

Mincha is davened during the school day. When the calendar allows, dismissal will be after Maariv, which will be davened at the end of the school day.

Breakfast

After *minyan*, *talmidim* eat breakfast in the cafeteria before the start of *seder*. Students may not eat breakfast anywhere other than the cafeteria.

ACADEMIC PROGRAM

LIMUDEI KODESH לימודי קדש

Schedule of Morning Classes

8:00am	Shacharis & breakfast
9:05/9:15 -10:15am	Gemara
10:15- 10:20am	Break
10:20-11:00am	Halacha
11:10-11:50am	Nach
11:52-12:30pm	Chumash
12:30-1:05pm	Lunch

Israel Guidance

Our Israel Guidance program is under the direction of Rabbi M. Parnes. At the start of the 12th Grade, representatives from various *yeshivot* in Israel come to offer an overview of their programs. Handbooks and brochures, which provide additional information, are distributed. "Israel Night" provides further information, and can offer answers to questions and specific concerns about the upcoming year. Rabbi Parnes also maintains a link on the JEC website where additional information about the admissions process and the Israeli *yeshivot* can be accessed.

Advisement conferences are conducted so that alternatives can be explored and recommendations made on an individual basis.

JEC's Israel Scholarship Fund exists to provide assistance to students in financial need for post-high school study in Israel. Depending on the availability of funds, we offer a subsidy to offset part of tuition to encourage everyone to participate in this meaningful experience. ***Donations to this worthy fund are welcome.*** (Questions about the Israel Scholarship Fund should be addressed to Rabbi Parnes.)

GENERAL STUDIES

Overview

The General Studies program is presented during six departmental subject area periods on Monday through Thursday. Our curriculum satisfies and surpasses the core curriculum requirements in English, Mathematics, the Sciences and Social Studies that are specified by the Department of Education of the State of New Jersey. Language is a requirement for all 9th and 10th graders. In their Junior and Senior years, students round out their program by choosing from a wide variety of electives. Students in grades 9-11 are scheduled for at least two periods of physical education weekly.

Schedule of Afternoon Classes

Monday – Thursday

PM1 - 1:05-1:45pm

PM2 – 1:48-2:28pm

PM3 – 2:31-3:11pm

Mincha/break 3:11-3:24pm

PM4 - 3:24-4:04pm

PM5 - 4:07-4:47pm

PM6 – 4:50-5:30pm

Maariv – 5:30PM (when appropriate)

Advanced Placement Courses

Most colleges offer credits or exemptions for scores of 4 or 5 on an AP exam (some exams can receive some credit even for a 3). Students should research the policies of the college of their choice. Among the AP offerings are AP Chemistry, AP Biology, AP Physics, AP English, AP Calculus, AP Microeconomics, AP Government, AP Psychology and AP US History. Others may be offered upon sufficient request by students.

Taking Advanced Placement courses, as the name implies, is a privilege and responsibility that each student will carry. Listed below are the criteria for eligibility for each AP class offered at RTMA:

1. Acceptance into the class will be dependent on the teacher's approval.
2. Failure to maintain an acceptable average by the end of the 1st trimester may result in removal from class.
3. The class will not end with the AP exam at the beginning of May. Students will continue to attend class until finals in June. The work during those weeks will be counted on your transcript, and attendance will be taken as every other day.
4. Extra sessions are mandatory if your teacher chooses to hold them. Failure to attend will be treated as a cut class.
5. The right to take the AP exam may be denied by your AP teacher. No AP classes will be subject to exemptions for midterm or final exams. If you do not take the AP exam for whatever reason, you will take a final exam as scheduled and will be counted toward your GPA.
6. The AP exam will be counted on your transcript.
7. The AP exam must be paid for at the beginning of the year. The cost is \$92.00.

College Guidance

Our Director of College Guidance, Mr. Frank, provides direction long before the college application process begins in the senior year. At an orientation session for 10th, 11th and 12th graders, information is presented about the PSAT and PLAN exams, the ACTs, SATs, and SAT II Achievement Tests. At the end of the 11th grade, he will meet individually with juniors in preparation for the impending college application/admissions process.

Individual meetings will be arranged for seniors and their parents to learn about their specific options as well as to learn about costs, available scholarships, and application procedures. Seniors also receive advisement about writing application essays, and they are helped with the articulation and editing of their essay.

Assessments & Standardized Testing

No single instrument can determine a student's achievement. In-class performance measures, teachers' evaluations and report cards give only a partial picture of a student's progress. To complement these subjective evaluations, we administer standardized achievement tests to all 9th graders to further determine a student's performance level.

In the tenth grade and above, students receive advisement and are readied for the Preliminary Scholastic Aptitude Test (PSAT) and PLAN exams, which we consider as necessary preparation for the Scholastic Aptitude Test (SAT) and ACT required for college admission. For many colleges, SAT II (subject area) tests are an entry requirement. At individual advisement sessions, students are told which SAT II, if any, are required by their schools of choice so that they may gear themselves for these exams.

Juniors are encouraged to enroll in an additional SAT or ACT preparatory course. Information about programs (after school hours) conducted by independent agencies will be made available.

ACADEMIC STANDARDS

Class Placement

In order to effectively address academic strengths as well as challenges, students are homogeneously grouped whenever possible. Students may be placed in either a Grade Level, Advanced, or Honors class in most subjects. Honors classes cover core curriculum content areas at an accelerated pace and/or in greater depth than the Advanced or Grade Level track. **Regardless of placement, we expect each student to maintain a level of academic performance commensurate with his abilities.** Class placements are determined by those who know the students best - their *rebbeim* and teachers, in concert with the administration. Consideration is given to past performance and achievement tests, as well.

It is important that students view their placement positively! They also need some time to adjust. Review of progress is on-going during the year, and changes are made by the administration when warranted.

Class placements can be changed during the year, but only if there is a strong reason and the student is dedicated to achieving academic excellence. Students will not be permitted to switch from a higher level class to a lower level class ***within a month of the end of a trimester.*** Class changes, in general, will be made only with authorization of the administration. ***Regardless of what a teacher or administrator tells you about a class change, do not go to a class until Mr. Glasser has informed you that the change has been entered.***

Honors Courses

Honors classes cover core curriculum content areas at an accelerated pace and/or in greater depth than regular classes. For initial placement in a general studies Honors class, a student must have an 88% average.

In the computation of Grade Point Averages, which appear on the student's report card at the end of the school year, each Honors course is *weighted by five points*, to compensate for the higher level of difficulty. Honors points are not added to individual grades. Weighting of grades impacts positively on a student's overall GPA and his Class Rank, the main indicators used by colleges (along with SAT or ACT scores) when evaluating student transcripts.

Homework

Homework is designed to reinforce what has been taught, to provide practice in skills learned, and/or as preparation for upcoming classes.

Studying requires concentration. A quiet, well-lit area where there are no distractions is the ideal place to study and do homework. Time management and long- and short-term planning are study skills which help students achieve success without having to feel overly burdened.

We expect students to have completed all assignments on the day they are due. There should be no excuse for undone homework except under extenuating circumstances, when a note from home (hand-written and signed by a parent) must be presented. Even then, a missed assignment must be made up and handed in the next school day.

If a student is absent, it is his responsibility to get the homework assignments from a classmate. He may arrange to have books brought home by a classmate by calling the school office. However, the office cannot be responsible for gathering books or homework assignments.

If a student is found doing an assignment for a different subject during class time, it will be confiscated. No credit will be given for that work.

Failing Grades

If a student fails a subject in the first or second trimester, he may, at the discretion of the teacher, be given the opportunity to complete additional work to prepare for retesting and/or re-evaluation. Administration will meet with any student who has more than one failing grade to determine how best to improve his performance. A student who is failing a class will not be permitted to participate in extracurricular activities, including sports teams, until he has a passing average in that class.

Promotion

There is no automatic promotion from one grade to the next when severe academic problems persist.

End of year failure:

1. A student who fails a *General Studies* course will be required to retake the class in an accredited summer school or complete an approved independent study program and be retested before re-admittance to school.
OR
2. Retake the course in 12th grade

* A student who fails a *Limudei Kodesh* course will be required to complete a substantial assignment to makeup the learning and be retested at the end of the summer. He must earn a passing grade of 80% before being promoted in that subject.

If a student fails any two subjects, whether Limudei Kodesh, General Studies or one of each, an evaluation will be made as to whether he can return the following year. A student may possibly be permitted to return on the condition that he repeats the entire grade. These decisions will be made on an individual basis.

Midterm and Final Exams

The school calendar has postings of all midterm and final exams. For any course in which no midterm exam is given, the final exam will be cumulative and span the entire course curriculum. On exam days, there are no regular classes but students must attend *minyán*. Regular rules for *minyán* apply. ***Students who are not present for minyan will not be permitted to take an exam that day.***

Absence from a midterm or final exam will only be excused by an administrator or with a doctor's note.

In the absence of such, the student will receive an automatic ten-point reduction on his make-up exam grade.

Students will not be permitted to take exams early to facilitate a family vacation.

Senior Exemptions

Seniors *may* be exempt from taking a final exam upon recommendation of the teacher (based on class performance and behavior) and the approval of the administration. Only students who receive written authorization from the administration will be exempt from taking a final exam. **Exemption is a privilege; it is not an entitlement.**

Exemption is contingent upon maintaining a 90% average in the subject and having no more than 7 absences. The student must have at no time during the year faced suspension.

Report Cards

Report card grades, issued each trimester, reflect class participation, classroom work, homework, quizzes and tests, and mid-year and final examinations. A teacher may deduct *up to 10%* of the trimester grade in the case of a student whose unacceptable behavior has affected the overall learning environment of the class.

Academic grades are reported in numerical form. Conduct is reported in comment form, either as Excellent, Satisfactory, Needs Improvement, or Unsatisfactory. Final grades are computed by averaging trimester grades, mid-year exam grades (when applicable) and final exam grades.

Students displaying consistent behavior problems or negative attitude may be asked not to return the following year.

Honor Roll

A student will be included on the Principal's List and designated as having made the *Honor Roll* in each trimester that his overall average is **90%**. Inclusion is contingent on no failing grades, no Unsatisfactory comments, and not more than one Needs Improvement comment in conduct on his report card for that trimester. Honor roll students with averages of **95%** or above will be designated *High Honors*.

End-of-year Honor Roll status is based on a student's performance throughout the year and is notated on the official transcript. In addition to maintaining an overall average, the student must not have received more than one Unsatisfactory or 3 Needs Improvement comments on his report cards during that year.

Segulah Honors Program

There are students who display inner goodness and unique skills that are not measurable in a classroom. Though designees may be members of other honors programs, the Segulah Program is not based on academic achievement. It recognizes the achievements of those special young men who excel by

helping others and working for the good of the community.

To be awarded Segulah status, a student must have an exemplary record and have completed **40 hours** of school and/or community service for each year of his placement. He must have received no more than one Unsatisfactory or 3 Needs Improvement comments on his report cards during the year for which he is applying or faced suspension.

National Honor Society

To apply for membership in the National Honor Society, a student must, by the end of the first trimester of his Junior year, have a Grade Point Average of **90%** in all subjects - both Judaic and secular. He must display an attitude that reflects the ideals toward which we strive, contribute positively to the school as a place of Torah and secular learning, and have exemplary conduct. Juniors must have completed a minimum of 35 hours of school and/or community service, and Seniors a minimum of 50 hours of service to apply.

All applications are reviewed and must be approved by a special faculty committee. The standards of behavior to qualify for membership in National Honor Society are comparable to those of Honor Roll and Segulah.

Membership in the Segulah Honors Program and the National Honor Society will be noted on a student's official transcript.

Extra-Curricular Activities

For most students, extra-curricular activities and trips enrich the school experience. The Mesivta provides a full complement of intellectual and physical activities and programs for students to enjoy.

Criteria for Participation: Extracurricular activities like sports, academic competitions, school newspaper, yearbook, and holding office, contribute to making high school enjoyable and memorable. Students may participate in a variety of activities, and they are encouraged to do so unless it interferes with their academic performance, which is of primary importance.

The following criteria for participation have been established:

1. Parental consent.
2. A student in good academic standing may participate in school athletic and/or academic teams.
3. A student must maintain a minimum of a 75% Grade Point Average for varsity sports or an 80% GPA for academic competitions and student office. He may not have failing grades on his trimester report. If he does, he will have to discontinue his active participation, pending review of his academic performance or evidence of significant improvement in that subject. (Under special circumstances, at the discretion of the principals and parental consent, this rule may be conditionally waived.)
4. School officers and team members are, at all times, a reflection of this school, and must represent

high standards of behavior and citizenship. It is, therefore, understood that if a student acts in any way that is contrary to our standards, he will be suspended from his position and not permitted to play for our school.

5. A student who accumulates more than one Unsatisfactory or more than 2 Needs Improvement comments from more than one teacher on the trimester report card will result in suspension from team participation until significant improvement is seen.

6. If on the morning after a competition, a sports or academic team member is not present for school minyan or is absent for any part of the school day without a doctor's note, he will face disciplinary consequences. If it occurs again, he will be suspended from the team indefinitely. (Conditions for reinstatement will be at the Principal's discretion.)

7. Students will be required to sign a school contract in order to be on a team.

ATTENDANCE

Regular attendance is essential for effective education. Absences should occur infrequently, and only due to illness or extenuating circumstances. Personal business, appointments, and routine medical and dental visits should not be made during school hours. It is the responsibility of the student to ensure that his absence has been cleared.

Permission for planned absences should be arranged in advance with the Mr. Glasser.

Students who are absent (or late to school) must have a parent notify Mr. Glasser at extension 6253. ***Emailing is not sufficient; please call.***

Patterns of absence (i.e. Fridays, test days, etc.) will be noted and addressed appropriately.

For Seniors, two college visitation days will not be counted in the total number of absences if the visit has been approved in advance by the administration and a letter from the registrar confirms the visit.

Absences

During an Absence: A student is expected to make up all assignments, class notes, projects, and tests. It is the student's responsibility - not his teachers' or his parents' - to see that he does!

Number of Absences:

A student who is absent from any class more than 5 times in any trimester will lose one point for that class, and an additional point for each further absence. Students who are absent 2 times or less in any given class will be awarded two additional points on their GPA for that class.

Late to School / Leaving School Early

Students will not be admitted late without a parent's signature. ***A phone call or email is not sufficient; the parent must sign in the student in person.***

Students who arrive after 11:00 AM will not be allowed to attend classes without a doctor's note, or special permission from the administration beforehand. They also may not participate in extra-curricular activities that day or evening.

Arrival after 10:30am on Friday will be considered a ½ day's absence and the student will not be permitted to take tests that day.

Any combination totaling 4 tardies and/or early dismissals will be considered one full absence when computing attendance.

In no case will a student who is absent in the morning be permitted to take a test in the afternoon.

A student may leave early only with the consent of his parents and the administration. It is strongly requested that you do not schedule appointments during school hours, as this sends the wrong message to students.

****For security purposes, parents coming to pick up a student during the school day must sign him out in the office, in person.** A phone call or email is not sufficient.

A student who leaves school before 4:00 P.M. will be recorded as absent for a half-day.

Late School, Late to Class, Leaving Class

School begins at 8:00 AM with Davening. Students must be in the Beit Midrash for Davening on time; simply being in the building is not sufficient.

Students who are late to school, after 8:05, will serve lunch detention that day. After five occurrences, there will be after school detention and a parent meeting will be required.

Bells ring to signal the start of each period, and students are expected to be in class on time. A Student who arrives late **OR unprepared** for class more than three times will lose two points on his average for that class every third occurrence. For example, the fourth time a student is late to class, he will lose two points; similarly the 7th time, the 10th time, etc.

Students who are out of class for more than 15 minutes without specific authorization will be considered to have cut that class.

Cutting a class is a serious breach of conduct and will be treated accordingly: Each incident of cutting will result in a two point reduction from that trimester in that class. A second incident may result in a multi-day suspension and the student may not be permitted to return to school until a conference with his parents is held. Any recurrence of cutting class may be grounds for dismissal from the school.

Transportation home after an after-school detention is the responsibility of the parents.

Students are expected to attend all scheduled classes and activities each day, and attendance is taken each period. Unapproved absence from class will be considered a cut. Even with consent of his teacher, the student must receive the approval of an administrator to absent himself from any class.

If a student will be late to class, he should first inform the teacher of his impending lateness.

If a student is found to have been absent from school without his parent's knowledge, he may not be permitted to return to school until his parents meet with the principal and he may be subject to further disciplinary action.

Vacations

Regular attendance is important for academic success. It is often difficult, if not impossible, for a student to make up missed class work. Therefore, all vacation plans should be made in concert with the school calendar. The student is responsible to plan in advance with the teacher to avoid missing work.

JEC CODE OF CONDUCT

The Code of Conduct is a guideline for student behavior and disciplinary consequences. It was formulated after extensive consultation with parents, faculty and the student body and accordingly, it reflects general opinion as to what are reasonable and fair expectations.

What does discipline have to do with learning? Everything! In fact, the word discipline is derived from the Latin verb meaning to teach. Most young people need external controls and know that they need them, despite loud protestations of the opposite. Our purpose in establishing disciplinary guidelines is educational in and of itself. We are training our students to develop the self-control they will need throughout their lives.

Most importantly, students need to follow good common sense with regard to their behavior.

The overwhelming majority of our students complete their schooling without any disciplinary consequences and contribute positively to the environment of mutual respect, caring, and Torah growth.

Discipline implies living up to acceptable standards. Students are expected to be familiar with these standards. They can expect that the school administration will act in terms of this code.

Needless to say, all disciplinary measures mentioned in this code will be subject to the discretion of the Principal. If a situation arises that is not covered by this Code, it will be resolved by the faculty and/or Principal.

Catch Them Being Good!

Too often it seems that good behavior goes unnoticed and without reward. We recognize the importance of positive reinforcement and have incorporated a way to reward those *caught being good!* In concert with academic achievement, good behavior is acknowledged in all of our programs. When a student goes for two months in a trimester without any disciplinary action or points, he will be entered into the Trimester Lottery, where he will be eligible to win a substantial prize. In addition, at each Rosh Chodesh program, a number of students who have been named for middos, exceptional effort, character and good behavior will be awarded a special commendation.

General Discipline

Individual incidents of misconduct may seem insignificant when taken by themselves, yet the proliferation of incidents leads to a deterioration of attitude and effort, and a lack of respect for the school environment. By training students to avoid even minor incidents of misconduct, we hope to preclude the possibility of more extreme misbehavior. Furthermore, it is essential that students understand that all actions have repercussions, both positive and negative: studying results in good grades; good citizenship earns recognition; misconduct has unpleasant consequences. **It is understood that any student who chooses to disregard school rules has also chosen to face the consequences of that choice.**

Disciplinary Removal from Class

Students are expected to conduct themselves appropriately. Disruptive behavior is unfair to others. A student told to leave class for a brief "Time Out" (not more than 5 minutes) must remain standing outside his classroom until he is permitted to re-enter.

It should not be necessary for a teacher to send a student to the administration. However, if it does occur, the student will be directed to Rabbi Sauber's office. He will receive *a disciplinary warning*. He will be responsible for all the work he missed while out of class, may be given additional homework, and parents may be notified. (In the event that Rabbi Sauber is not in his office, the student must go to Rabbi Neuman.) The **second offense** will result in **two lunch detentions and a phone call home**.

If a student is found doing an assignment for a different subject during class time, it will be confiscated. No credit will be given for that work.

Studying for a test in a different subject during class time or during davening will result in a 10 point grade reduction on the test.

Serious Breaches of Conduct

Serious breaches of conduct will be responded to strictly. Examples include, but are not limited to: acting disrespectfully to a faculty member, conduct which can be deemed dangerous, unauthorized leaving of school premises, unauthorized presence in areas that are out of bounds for students, physical altercation, gambling, cutting class, or use of improper language. Consequences of such actions will be severe.

A student who is thrown out of class will receive a disciplinary warning and an absence for that class.

If a student's behavior results in the destruction of school property or of another student's property, he will be responsible for the cost of repair or replacement of the property damaged. If the damage was willful, not accidental, the student will also be subject to suspension and will be placed on disciplinary probation.

Extreme Breaches of Conduct

Extreme breaches of conduct are certainly not anticipated, but are mentioned because they are totally unacceptable. These include, but are not limited to altercation (physical or verbal) with a teacher, foul language directed at a teacher, substance abuse, eating in a non-kosher establishment, stealing, bringing inappropriate material to school, bringing a weapon to school, or willful disregard of an administrative directive. Smoking during school hours or events, whether on or off school grounds, is strictly prohibited. Even a single incident of such behavior can result in immediate expulsion.

Security

Every precaution possible is made to assure the safety of students in our building. To prevent unwanted entrants, there is a system of exit doors that are locked on the outside, some with keypad entry (ex. Park Ave and Elmora entrance) and some without keypad entry. It is essential that unobserved doors not be left open! Therefore, **any student who compromises the security of the building, for example by propping open any of these doors or any other act that compromises security, will face suspension.**

Leaving School Premises

In general, once the school day has begun, students *may leave school grounds only to go to Elmora Avenue, and only during a free period.*

They may visit the following establishments only: 7-11, Dunkin' Donuts, Jerusalem Pizza, Avenue Grill, and New Kosher Special Chinese. It is always a student's responsibility to be back in school before the start of classes. In addition to facing consequences for lateness, returning late from lunch may result in having this privilege revoked.

Suspension

Suspension is a serious consequence, which few students should reach. **External suspension** means that the student is not permitted in school for that day. He is fully responsible for all work he misses. Suspensions are noted on the student's official transcript. A suspended student may be reinstated only after a principals' meeting with his parents.

Disciplinary Probation

A student who commits a serious breach of conduct demonstrates lack of control and lack of respect for school authority. Such a student may be placed on disciplinary probation, and will be carefully monitored to determine whether he can remain at the school.

STATEMENT OF PLAGIARISM

Plagiarism is theft. More specifically, plagiarism is presenting as your own:

a) a phrase, sentence, or passage from another writer's work without using quotation marks; b) a paraphrased passage from another writer's work; c) facts or ideas gathered and reported by someone else; d) another student's work with your name on it or e) a purchased paper or "research" from a term paper mill.

Students are expected - often required- to build their own work on that of other people, just as professional researchers and writers do. Giving credit to someone whose work has helped you is expected; in fact, not to cite the work is a crime. *This plagiarism is the severest form of academic fraud.*

Since plagiarism is a matter of fact and not intention, it is crucial that you acknowledge every source accurately and completely. If you quote anything from a source, use quotation marks and take down the page number of the quotation to use in your footnote.

Consult "A Writer's Reference" handbook for accepted form of documentation. When in doubt whether your acknowledgement is proper and adequate, consult your English teacher. Show the teacher your sources and a draft of the paper in which you are using them.

It is against the law to publish plagiarized work. Teachers must report plagiarism to the administration. **When plagiarism is confirmed, students will be subject to all of the penalties for cheating as enumerated in the handbook.**

Other forms of academic fraud include:

a) "collaborating" between two or more students who then submit the same paper under their individual names; b) submitting the same paper for two or more courses without the knowledge and the expressed permission of all instructors involved; c) giving your permission to another student to use your work for a class or d) using purchased term papers.

*Term-paper mills (Businesses created to sell papers to students) often claim they are merely offering "information" or "research" to students and that this service is acceptable and allowed throughout the academic community. **THIS IS ABSOLUTELY UNTRUE.** If you buy "research", drafts, summaries, abstracts, or final versions of a paper, **you are committing plagiarism** and are subject to stringent disciplinary action. Plagiarism is cheating and will not be tolerated, consequences are severe and reputations suffer. This statement is taken from New York University, used in the Expository Writing program at NYU, and modified for use at RTMA*

Academic Integrity During Exams

Because of the *halachic* injunctions and moral implications involved, we do not anticipate having to deal with the issue of cheating at JEC. Nevertheless, should it be necessary, cheating will be dealt with severely.

Inappropriate behavior during an exam will result in a zero on that quiz or exam. This includes communicating with another student for any reason, looking at another student's desktop for any reason, or failing to follow any instruction of the proctor.

Cheating: Our standards will be defined as it defined for all high-stakes standardized testing (SAT's, Advanced Placement, etc.).

- Attempt to communicate information about the test to another person, in any form.
- Give or receive assistance during the test.
- Create a disturbance.
- Leave the test room without permission.
- Attempt to remove from the test room any part of a test.
- Use of any prohibited aids.

The first time that a student is presumed guilty of cheating, he will be given a zero on the exam in question and will be suspended. He will be disqualified for the year from Honor Roll, membership in National Honor Society and Segulah. Should there be a second occurrence at any time throughout his school career, he may be subject to expulsion.

The determination as to what is considered inappropriate behavior and what is cheating is solely the province of the Principal.

Substance Abuse

The JEC is committed to a student body that is free of controlled substances. Therefore, a student who uses alcohol (except for religious observance and within reason), or drugs, whether alone or with others, at any point during the year - **even outside of school** - may be subject to expulsion from school.

We reserve the right to test any student at any time for drug or alcohol use. Any student who refuses to submit to such testing may be subject to expulsion.

If a student reveals his involvement in Substance Abuse to a guidance counselor or member of the administration, we will consider it as if the student has asked for help and is making an honest attempt to take a step to prevent any recurrence of this type of behavior. We are committed to assisting him as long as it does not compromise the safety and health of others. A therapeutic course of action will be designed and implemented at the parents' expense for such a student. Parents will be expected to sign and honor a compliance contract with the school in order for the student to remain in school, and the student may, at the discretion of the principal, be suspended from participation in extra-curricular activities and trips.

Any use of a controlled substance on the J.E.C. campus, or at any school-sanctioned event, is grounds for immediate expulsion.

DRESS AND PERSONAL APPEARANCE CODE

In this spirit and in accordance with the dictates of Halacha, we have set a simple yet appropriate dress code, which is intended to foster self-respect and pride in one's appearance in our *talmidim*.

Haircuts and Payos

The style of a haircut can be a halachic issue. To avoid conflict, we aim toward simplicity.

- * Hair should be of normal length (neither long nor too short).
- * Step haircuts - even a minor step - buzz cuts, or extra-long, whether in front or back, are not acceptable. Buzzing the sides and leaving the top/front long is also not permitted.
- * Payos are a halachic requirement. Halacha specifies that payos should reach the top of the jawbone (which Rav Teitz has defined as mid-ear length). The first time a student does not have payos of proper halachic length, he will be warned. Should it happen again, he will not be permitted to attend Yeshiva until they have grown in.
- * Students are to appear in *yeshiva* clean-shaven (except during *Sefirah*). *****Any significant difference in length between the side and top of the hair is not acceptable. A student who appears with an inappropriate hair style will be asked to repair it before he will be admitted to class.**

Yarmulkes

A student is expected to wear his yarmulke at all times, even while playing ball. As per Rav Teitz, yarmulkes should be large enough to be visible from all sides of the head. **Inappropriate designs are not acceptable.** Plain patterned borders are permissible. If after a warning a student is seen in a *kippah* that is not in accordance with our dress code, it will be confiscated and he will be required to purchase an appropriate one from the school office.

For Tefilah

A student who consistently does not bring *tefillin* at *shacharis* will be fined \$10 after receiving a warning.

Tzitzis

Tzitzis are to be worn at all times. An exception can be made when playing ball. Any student without *tzitzis* will be required to see Rabbi Sauber to purchase them.

Shirts

Students may opt to wear either:

a. Polo shirts with a collar (No writing, large logo or pattern)

or

b. Button-down dress shirt. All buttons, except for the top collar button, must be closed. Cuffs must be neatly rolled or buttoned.

Pants

Regular length dress/business or casual style pants may be worn. **Only** black, blue, grey or khaki pants are acceptable. “Sweatpants-material” joggers are not acceptable. Pants with patches, torn knees or frayed hems are not permitted. Excessively tight pants will not be permitted. Carpenter’s pants, sweat pants, denims of any color, and jeans are not permitted.

Shoes and Socks

All shoes and sneakers must have closed backs (no Naot, etc.), flip flops (sliders) are not acceptable. **Snow or work boots (unless during inclement weather), shoes with holes (i.e. crocs), dockers, slippers and sandals or slides are not permitted.**

Socks must be worn at all times.

Outerwear

Sweaters, vests or sweatshirts (with appropriate logos) may be worn. Inappropriate designs or writing are not permitted. Hoods **may not be** worn during the school day.

Jewelry

Visible jewelry (i.e. rings, neck chains, bracelets) may not be worn in school. Jewelry will be confiscated if a student is seen with it on after he has received prior warning to remove it.

Dress Code Infractions

The dress code is in force during the entire school day (except during gym). **Students must leave the gym fully dressed.**

Any student in school during school hours, **even if they are absent that particular day**, must adhere to these policies.

If there is any doubt whether your attire is in compliance with the code, play it safe; don’t wear it!
Students in violation of the dress code will wait in the office until they can get proper attire. Any test or assignment that is missed because of this will result in a 10 point penalty.

GENERAL INFORMATION

Cell Phones

Students are not permitted to use their cell phones or to receive calls at any time, except during official breaks. **Regardless of who the owner is, a phone will be confiscated if SEEN at any other time, whether the phone is on, in use, or off.** *Students are required to deposit their cell phones on the teacher's desk at the start of each period.*

***The first time a phone is confiscated it will be held for the day. If confiscated a second time, it will be submitted to Rabbi Sauber before davening and returned at the end of the day for one week's time. If confiscated a third time, the phone will be held by Rabbi Sauber for one entire week. If the behavior continues, a parent will be called in to discuss the issue.

The administration reserves the right to check a student's cell phone log if it is deemed necessary.

Portable Media

We are in the 21st century. Students and faculty alike rely on technology not only for communication and entertainment, but for teaching and learning as well. We encourage students to use those devices that help their learning in school. We trust that these devices will be used appropriately during school hours. Laptops and tablets may be used for classroom learning, so long as they don't prove to be distractions. If a student is found to be using a device for something other than learning he will lose that privilege. Any media device with objectionable written, pictorial, or video content will be confiscated for return to parents and will result in the owner's suspension.

Cars

Any student who drives to school must submit a school driving contract, signed by his parents. Cars may only be used to transport a student to school and home at the end of the day. **Students are never permitted to drive or ride in a car during the school day, including lunch.** Under special circumstances, the administration may allow a student, *with his parents' written consent*, to drive during the school day.

Students are not permitted to park in the school's parking lot.

Emergency School Closing

In the event of inclement weather, school closing announcements will be made on the JEC web site (www.thejec.org).

Faculty Room

The Faculty Room is out-of-bounds to students. No student may enter for any reason, even if he is just looking for his rebbe/teacher and even with a teacher's permission. If it is necessary to contact someone in the faculty room, another faculty member may be asked to deliver a message to him/her.

Fire and Safety/Security Drills

Fire and Safety Drills will be conducted periodically throughout the school year. Procedures and emergency routes are posted in every room in the building, and students should be familiar with the routines to follow in event of an emergency. Because of the serious nature of such drills, any levity or failure to follow the directions of the persons in charge will be dealt with appropriately.

Parties

REMINDER: *If you place yourself in the wrong situation, you invite guilt by association.*

Class Parties: When arranging for a class party, all food must be store-bought and under reliable *hashgacha*.

Outside Parties: It is our expectation that *mesivta* students live in accordance with *Halachic* standards in all circumstances. We presume, therefore, that no student will **host or attend** a party that includes mixed dancing, the serving of alcohol, or other *halachically* objectionable activity. While we realize that we cannot control out-of-school activities, we are impelled to ensure that when socializing with friends from school, an individual not be placed in an uncomfortable or compromising situation. ***Consequently, it is school policy that should an RTMA student make such a party and invite other RTMA students, or attend such a party, he will be subject to suspension or possible expulsion.***

Textbooks and Seforim

Other than consumable workbooks, all textbooks on loan to a student must be returned at the end of the year in satisfactory condition. Students are responsible for any loss, damage, defacement or theft. No student will be permitted to take final exams or receive a final report card until all books have been returned or reimbursement made.

A list of required *seforim* for each grade is sent out before the start of school and the *seforim* may be purchased independently or from the Mesivta on Orientation day. *Seforim* remain the property of the *talmidim* for future use.

Student Lounge

The SGO maintains the Student Lounge, as well as a canteen and soda machines. The SGO Student Lounge provides an area where students can relax and unwind during their scheduled breaks.

The Student Lounge is out of bounds during regular class time.

Transportation - School Bus

The same rules of decency and *menchlichkeit* apply on the school bus as in school. Simply put, **bus time is school time** - all requirements of a Mesivta student apply and are subject to the same consequences.

Please be aware of the following guidelines:

* Keeping arms and heads inside the bus, even when it is not moving, is a matter of safety and common sense!

* *Shmiras Halashon* and the avoidance of *nivul peh* are attributes that are expected of *bnei Torah* at all

times, including on the bus and at the bus stop.

* In communities where only one bus is available for all JEC students, seats are not to be shared by boys and girls.

* Mesivta boys are easily identified as such. Behavior such as calling out to passing cars or pedestrians is inappropriate and causes a *chilul HaShem*.

* Electronic devices may be used on the bus only when used with headphones and if they are not a disturbance to others.

Students are not permitted to board any bus other than the one to which they are regularly assigned without a boarding pass. Anyone planning to travel home on a bus other than his regular bus must bring a written request from his parent or guardian and submit it to the business office before lunch.

School bus transportation is a privilege that may be withdrawn for inappropriate behavior.