



# **PARENT/STUDENT HANDBOOK**

**2023-2024**

**5783-5784**

We feel truly privileged to have your son as an important part of the YMC family. In this packet we have outlined the standards and expectations of our talmidim. These standards and expectations are designed to allow our talmidim to glean the maximum benefit from their years at the Yeshiva. We believe that parents are integral partners in the chinuch of their children. In truth, we are all partners in your son's success. Please review the guidelines set forth in the handbook and feel free to reach out with any questions.

### **1. Late Arrival / Early Dismissal:**

Timeliness is an important trait, which if learned when one is young, helps to pave the way for future success. Our day at the Yeshiva starts at 7:50am. Attendance will be taken at 8:00am (start of Shacharis). If your son is not in school by 9:00, an automated email will be sent to you. Any student arriving after 8:35am must sign in at the school office before proceeding to class. Similarly, any student leaving before the end of the school day must sign out at the office. Parents must email the school if their son is leaving before the end of the school day. Furthermore, **only Seniors with cars (registered in the front office)** will be allowed to sign out to leave the building for lunch, provided parental permission has been given.

Additionally, there should be no student drivers driving another student during school hours. Students may drive other students in a carpool at the beginning and end of the school day. For any student drivers or students who are part of a carpool with a student driver, a waiver must be signed. Please fill out and return the appropriate waiver for your son (see end of handbook for waiver). These policies are in place to ensure the safety of your son and the continuity of their educational experience.

Unexcused absences or frequent late arrivals to class will affect the assigned grade for that course. A student with ten absences (whether excused or unexcused) in one semester in any class will fail that particular class. Attendance is a critical component of the educational experience, and a student must be present the overwhelming majority of the time to be considered educationally engaged. Naturally, it is the responsibility of your son to complete all missed work and assignments. Students arriving after the bell will be considered "late". An arrival of 15 minutes or more after the bell or missing any 15 minute intervals throughout the duration of class will be considered a "cut" (unexcused absence). Four "late" arrivals or one "cut" automatically deducts one percentage point from the student's grade.

## 2. Minyan:

Tefilah is a most sacred gift which connects us to the Ribbono Shel Olam. Our school day begins with Davening. If your son misses a total of four unexcused Tefilos, he will need to demonstrate that he understands the value of tefilah b'tzibbur. In order to do so, he will be suspended for the next day and must notify the school where he plans to attend, on time, three minyanim. He will need to bring in a note from a parent, stating that he attended three minyanim in a Shul. Missing school minyanim will result in a grade reduction, and the student will not be allowed to return to school until he brings in the above-mentioned letter. This process (which includes the partnership of parents) will help him develop a sense of achrayus by taking active steps to remedy the situation.

## 3. Dress Code:

“Clothes make the man.” We want our talmidim to dress in a dignified, modest, and comfortable fashion. Our dress code (whenever students are in the Yeshiva building or on school trips) is

Shirts / Tops: Shirts must be button down with a collar; shirts may be long or short-sleeved. All buttons must be buttoned, except the top one. The material of the shirt should contain polyester and/or cotton (similar to Shabbos shirts worn at shul). Large insignia or logos (greater than approx. one inch diameter) are not permitted, with the exception of YMC logo-wear. Outerwear of all kinds (sweatshirts, sweaters, zip-up hoodies, and jackets) must be of a solid color (black, blue, gray, or white) without large logos or text. Hoodies without zippers are not permitted. Boys are required to wear tzitzis.

Pants: Boys should wear solid-colored, full-length pants in navy, grey, black, or khaki. Jeans, cargo pants, sweatpants, jogger pants, or athletic pants – are not permitted.

Shoes & Socks: Shoes and sneakers are to be worn with socks at all times. Flip flops, Crocs, slippers, or sandals are not permitted.

Other: A Yarmulke on the head is required at all times for boys during the school day and during all school sponsored activities, including sporting events.

Hair must be neat and of appropriate length as determined by the administration. Students should style their hair in a manner consistent with that common for B'nei Torah. One's hair should not be long enough to appear shaggy, disheveled, or unkempt. If the length interferes with the proper placement of tefillin shel rosh in the front, or if it is long enough to be gathered together and tied into a braid or a ponytail, it is too long and must be cut.

There are halachic limitations as to how males can cut their hair:

- a. It is forbidden by Torah law to shave off one's payos.
  - i. This includes all the hair that grows below a line extending from the top corner of the forehead to the top of the ear.
  - ii. The payos should be left to the bottom of the bone that protrudes next to the ear. It includes the entire width of the sideburns.
  - iii. The hair in this area may be cut with a "#2" guard on a trimmer, but should not be shorter than that.
- b. One may not cut the hair on the sides of his head short and leave the hair on top of his head much longer. Additionally, there should not be a significant, sudden change or "step" in the length of one's hair from the side to the top.

The Yeshiva does not permit any type of body piercing, including earrings, nose rings, or in any other part of the body. Bracelets (of any material) may not be worn at school. Necklaces may not be visible.

#### 4. Technology:

Students who own a phone must bring it to school and place it in a designated "phone locker" upon arrival. Students may not bring smartwatches and other internet-enabled devices to school. YMC will provide each talmid with access to school-owned electronic devices for specific in-class use (when needed). If a student is found with his phone, smartwatch, or earbuds in school, the item will be confiscated for one week. Similarly, misuse of the school's Chromebook will also result in a one-week confiscation and potential additional ramifications. Should a student need to contact a parent, the office phone will be made available for use.

We want our boys to reap the maximum benefit from their time in Yeshiva. We want them to get the most from their learning and General Studies classes. Furthermore, school offers young men the opportunity to create and forge relationships and cultivate meaningful life skills. The use of phones during the school day is an unnecessary distraction and erodes the impact of the educational process. We want the boys to be fully immersed in the meaningful experience we hope to create for them.

*While we do not have a policy for technology use outside of school, we strongly encourage parents to filter any device that their son is using. This is necessary for his physical and spiritual safety.*

## **5. Student Conduct:**

We expect our Talmidim to behave in a way that is “mikadeysh shem shamayim.” Our talmidim are expected to be honest, courteous, respectful, and responsible. Our talmidim should behave in a way befitting a ben-Torah demonstrating respect for themselves and others.

Students receiving consistently low citizenship grades (below 4 out of 5) will be subject to action which will include the inability to participate in extra-curricular school activities (events, Shabbatons, sports games, etc.) as determined by the school administration.

The use of inappropriate language, behavior, bullying, hazing, including cyberbullying will not be tolerated. Any recording/photographing/videoing of another student, faculty, or staff member without his/her consent will be treated as bullying or hazing.

Sexual harassment is halachically and ethically reprehensible and against the law. It is defined as conduct or communication of a sexual nature which has the effect of substantially interfering with an individual’s self-esteem or sense of personal safety. Complaints of sexual harassment should be made to the administration and will be promptly investigated.

No weapons are permitted in the school building or at any school events at any time.

## **6. Academic Integrity:**

Cheating and plagiarism inhibit one’s personal and academic growth. Neither behavior will be tolerated.

Plagiarism is “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work” (dictionary.com).

Any form of Artificial Intelligence (“AI”) (i.e. ChatGPT, etc.) use for classwork, tests, or any other school work is also not permitted.

Students who plagiarize, cheat, or otherwise misrepresent submitted work will be subject to an “F” for the assignment and can be subject to further disciplinary actions.

## **7. Drugs, Alcohol, Vaping and Controlled Substances:**

Substance abuse, which includes drugs, alcohol, and tobacco products, is a serious health issue and an action contrary to Torah values. The school reserves the right, at any time, to test any student for drug and/or alcohol. Students who voluntarily report their own use of drugs or alcohol will not be subject to disciplinary action. Rather, parents will be notified, and they will be confidentially guided in receiving the help they need in a manner that allows them to preserve their dignity.

If a representative of the school has a reasonable belief that a student (who has not self-reported) has a problem with drugs and/or alcohol, parents will be notified immediately, and the student will be required to submit to a confidential screening interview performed by a qualified substance abuse counselor selected by the school. The school reserves the right to also require drug testing as part of the screening process. If intervention or treatment of any kind is recommended, the student and his parents will meet with the substance abuse counselor to discuss and implement the treatment plan. Both the student and his parents will be required to sign a contract with the school confirming that:

- The student will follow and participate in any course of treatment or therapy deemed necessary by the evaluation.
- The student commits himself to refraining from the use of illegal drugs or alcohol throughout his tenure at YMC, and also commits himself to refrain from associating with or being in the same place as other young men or women who are drinking or using drugs.
- This commitment is in force at all times, including evenings, weekends, school breaks, and the summer.
- The parents grant permission to the school to have their child drug-tested whenever and wherever it deems appropriate at the parents' expense.
- Any future use of drugs or alcohol by the student or refusal to be tested for drugs when required to do so by the administration will lead to a further evaluation and may result in dismissal from the school.

Depending on the circumstances, the above-described process may require that the student be out of school for periods of time while receiving treatment. Nevertheless, as long as the student and his parents agree to and abide by the entire plan, the student will remain in good standing at the school throughout the process.

Certain behaviors involving substance abuse that endanger other members of the school community will be dealt with as a serious disciplinary issue and may be grounds for immediate expulsion. Thus, a student will face grounds for dismissal in the event that:

- He hosts a party at which drugs or alcohol are present. Even in the event that illegal substances are brought by others without the host's knowledge or consent, nonetheless, the host will be held responsible.
- He is found to provide drugs or alcohol to others.
- He possesses or uses drugs, alcohol, nicotine products (including, but not limited to cigarettes, vaping pens, e-cigs, etc.) on or off the school premises.

## **8. Lockers:**

A locker equipped with a school-provided combination lock is assigned to each student. Students should not share their locker combinations with anyone. Locker doors must be kept closed during the day and preferably locked. All locker decorations must conform to school standards. Lockers are the property of the school and may be routinely opened for inspection by the school administration.

## **9. Food:**

Students are responsible for providing their own breakfast, lunch, and snacks. All food brought into school must have proper kosher certification. Only kosher food from restaurants and bakeries with accepted supervision is allowed at school activities or celebrations.

There is no eating during class time. As high school students, there is ample time for eating during breakfast, lunch, and breaks. Consistent eating during class is disruptive and often creates unnecessary distractions. Students may drink during class time, provided the drink is in a container less than or equal to 32 oz. Large thermos containers are not permitted.

## **10. Student Medical Information:**

All Students must have a current health form on file. At the beginning of each year, the health form must be updated to reflect a doctor's office visit within the last 12 months. All new students must submit immunization records, and do not require annual updating. Parents must update the school with any changes in medical information or emergency medical information. If there are any changes to the information parents entered during the enrollment process, they should contact the Front Office immediately. All students requiring short or long-term prescription medication during school will receive this medication provided the following procedures are followed:

- The medication must come in the original labeled container from the pharmacy with proper instructions and dosage information.
- An additional three-day supply is kept in the school office and an extra bottle is kept at home in case of emergency. It is the parent's responsibility to follow up on refills. Any changes in medication, dosage, or scheduling must be made clear to staff.

## 11. Photography & Videoing of Students:

Students at YMC may be photographed or videoed for the school's use in internal and external communications. This includes, but is not limited to, promotional material, flyers, newspapers, videos, websites, and social media. If you do not want your child's photo to be used in school materials, please e-mail [office@yeshivasmekorchaim.org](mailto:office@yeshivasmekorchaim.org).





## DRIVING WAIVER

### STUDENT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ Distance to School \_\_\_\_\_

Student Driver's License #: \_\_\_\_\_ Student Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Make, Model, and Year of Vehicle	State and License Tag #	Color	Is Vehicle Insured?		Name of Insurance Company	Name of Legal Owner
			Yes	No		

### TO BE COMPLETED BY SCHOOL

Approved:      Semester 1                  Semester 2                  Full Year

Not Approved Reason: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parking Space Number Assigned: \_\_\_\_\_ Parking Permit No. \_\_\_\_\_

*I hereby request permission for the above named student to drive a private vehicle to school under the following conditions:*

1. Student must provide a copy of his insurance, attached to this form.
2. Students must adhere to our closed campus policy and may not drive on or off campus during school hours without written parental permission.
3. Parents/Guardians of a student who wishes to drive to school must sign below indicating their permission has been granted for their son to drive to and from school.
  - a. If student passengers are to be carried in the vehicle, their names must also be listed on this form.
4. If the passengers in a vehicle driven by a student are not siblings of the driver, a note must be provided from the parents of the passengers, giving permission for their child to travel in the car with a student driver.
5. No other student(s) may be in the car without a signed parental approval on file in the front office. This includes driving while on field trips, sporting events, or driving before or after school.

*I understand that violation of law and/or school regulations governing driving may result in disciplinary action, including the suspension or revocation of driving privileges. I further understand that owners or operators of vehicles might incur certain legal responsibilities when other persons are transported as passengers. I also understand that if I need to drive another family automobile, I will register the car in the school office in order to park it on school grounds or be subject to ticketing and/or towing at my expense.*

*I agree that by typing my name and today's date below, and submitting this form by electronic mail, I am intending that the below constitutes and is the equivalent to my personal signature.*

\_\_\_\_\_ *My son may transport other students to and from school.*

\_\_\_\_\_ *My son may not transport other students to and from school.*

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*I hereby give permission for my child, \_\_\_\_\_, to travel as a passenger with the student driver named below. I understand that this permission is only valid for travel to and from the school. I agree to hold Yeshivas Mevor Chaim harmless for any liability or damage related to my child.*

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ACKNOWLEDGEMENT RECEIPT

This is to acknowledge that we have received a copy of the Student & Parent Handbook and understand that it contains important information about Yeshivas Mekor Chaim's school policies and about my privileges and obligations as a member of the YMC community. We acknowledge that we are expected to read, understand, and adhere to the school's policies and will familiarize ourselves with the material in the handbook. We understand that we are governed by the contents of the handbook and that the school may change, rescind, or add to any policies or practices described in the handbook from time to time. **Students may not attend school unless this form has been signed and submitted to the front office.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_

Parent Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_