

AUGUST 2018



# STUDENT HANDBOOK

Dear Students,

Welcome to a new school year at the Magen David Yeshivah, Joe and Celia Esses High School! We hope that you will take full advantage of the many opportunities for accomplishment and growth provided to you at MDY. We are confident that you will successfully utilize the resources of the staff, the building, and the remarkably and characteristically warm environment to develop as a student, as a citizen of our country, and as a contributing member of כלל ישראל.

To be successful, a friendly, cooperative community must be made up of people joined together through common values and mutually beneficial guidelines. It is our commitment to these principles and our responsibility to them and to each other that forges our identity as a community. MDYHS presents you with this booklet, which details various school policies and procedures, to help define and maintain a safe environment that promotes learning, sensitivity, respect and religious, social and emotional growth in each of you.

No guidebook can cover every contingency of school life. We present only some policies with details, but we intend to convey more importantly the philosophy that informs the policies that guide the community we seek to build. If we note always that our mutual goal is to foster a respectful environment in which high levels of learning and achievement are attained, and one in which students seek to develop a finely-tuned moral compass that is our hallmark as בני תורה we will understand why all elements of this handbook are necessary.

This year will prove to be extraordinary if you will it to be. The faculty and administration have been preparing over many hours for the upcoming school year, hoping to make the year exciting, enjoyable, fulfilling, and even fun. May you dream dreams with high aspirations and may you build the bridges that successfully transport you from today into those spectacular tomorrows.

Rabbi Avi Levitt  
Principal

## **I. Tefillah**

The expectation is that Tefillah and classes will begin on time at MDYHS. Punctuality is important and we wish students to uphold this value. Many things in life follow their beginnings. A good and timely start to the day can make the difference between a mediocre day and a great day. This is true not only in school, but in life. MDYHS instructs our students about punctuality and responsibility from the moment they enter the building.

### **a. School Day Begins**

All students must be in school on time and in accordance with the school's dress code.

- 7:35 am for boys
- 8:05 am for girls (Fridays 8:00 am)

### **b. Tefillah**

Tefillah is an important part of every Jewish person's day. It is an opportunity to connect with HaShem and reflect upon the things which are important in our lives. At MDYHS all students pray each morning, following Sephardic traditions. Our boys pray with a Minyan in various locations in the building, divided by grade. Those girls who pray in "A" period do so in various classrooms in the building, and those who pray in "B" period do so in the Midrash. All girls Tefillah will now have a Hazzanit and the girls will pray together at a reasonable pace. We value the impact this experience can have on our students and the school and as such, treat attendance at, and behavior during, Tefillah quite seriously.

#### **1. Attendance is taken in Shaharit**

- Students who arrive late to Shaharit will be expected to be in class on time; praying during class time is not considered a valid excuse to miss or be late to class.

#### **2. Grade in Tefillah**

- Grade starts at 100 and points are deducted as follows:
  - **Boys:**
    - A boy who arrives five (5) minutes late to Tefillah will be counted as late and may lose one (1) point off his final grade.
    - A boy who arrives fifteen (15) minutes late will be considered to have cut Minyan and may lose three (3) points off his final grade.
  - **Girls:**
    - A girl who arrives after the bell has rung will be considered late to Tefillah and may lose one (1) point off her final grade.
    - A girl who arrives more than ten (10) minutes late to Tefillah will be considered to have cut Tefillah and may lose three (3) points off her final grade.
- If a student loses three (3) or more points in a given week, the student may need to serve a detention at the next opportunity.
- Repeated Tefillah-based detentions may result in student suspension, pending a meeting with the student, his/her parents, and an administrator.
- Should chronic lack of Tefillah attendance persist, there may be greater consequences imposed at the discretion of the administration.
- A failing grade at the end of the semester will result in some combination of an assignment and presentation focused on Tefillah, attendance at a community shiur on Tefillah, attendance at Arbit, and/or attendance at a Sunday morning Shahrarit Minyan and Tefillah learning program which must be completed within six weeks of the previous grading period. These methods may also be used to earn points during the semester, at the discretion of the administration.

c. **Minha**

Minha is the shortest, but possibly most important, Tefillah of the day. It creates a sacred space with HaShem in the middle of our busy day and, much like Shaharit, is treated with the utmost respect. It is important that students be on time to Minha so that they can use this time properly and not have it interfere with the latter part of the day.

Minha for both boys and girls will take place in the middle of the afternoon. Arriving late or cutting Minha may result in detention in a fashion similar to Shaharit. Repeated poor attendance/timeliness at minha may result in suspension.

d. **Shaharit During Midterms and Finals**

During finals, Tefillah is considered part of the exam day. The schedule for the day and consequence for missing Tefillah during finals is as follows:

- Boys:
  - Shaharit during midterms and finals will begin at 8:00 AM. A 10 minute window will be allowed, during which students will not be marked late. After 8:10 AM, if a student is 1-10 minutes late, he will not be allowed into his exam for 25 minutes. If a student is 11-20 minute late, he will not be allowed into the exam for 40 minutes. If a student is more than 20 minutes late (after 8:30 AM), he will not be allowed to take the exam on exam day and will need to come in on the exam make up day, to be determined by the school. In this case, a 20 point penalty on the exam will be incurred.
- Girls:
  - Shaharit during midterms and finals will begin at 8:40 AM. A 5 minute window will be allowed, during which students will not be marked late. After 8:45 AM, if a student is between 1-5 minutes late, she will not be allowed into the exam for 25

minutes. If a student is between 6-10 minutes late, she will not be allowed into her exam for 40 minutes. If a student is more than 10 minutes late (after 8:55 AM), she will not be allowed to take the exam on exam day and will need to come in on the exam make up day, to be determined by the school. In this case, a 20 point penalty on the exam will be incurred.

## **II. Residency**

Missing part of a class or a whole class is like missing part, or a whole day, of work. It is the job of the student to attend class, be productive and earn the best grades possible. Missing class jeopardizes the opportunity to achieve success.

### **a. Attendance**

- It is the responsibility of the student to be in class and ready to begin at the second class bell.
- Class attendance and its impact on the course grade will now be under the direct authority of the classroom teacher rather than imposed as a penalty after tallying the grade. Residency requirements and consequences for not meeting them will remain under the authority of the administration.
- If a student is absent more than six (6) times in a particular course during a given semester, the student may not receive credit for the course and/or semester.
- After repeated absences, lateness, or early departures, a student may be required to serve a detention at the next available time. If the problem persists the student may be required to attend a meeting with a parent and administrator before being allowed to return to class.
- If a student cuts, the absence may impact his/her class grade(s), count against residency, and also be met with a detention.

- If a student misses classes/school for school events (such as Model UN) with prior permission from the administration, the administration may grant the student additional absences beyond the existing residency requirements, within reason.
- If a student is suspended, and therefore not in attendance at school or in classes, the absence will be counted against the student's residency requirements.

**b. Sign Ins**

- Students are not permitted to enter school after 10am without advance permission from an administrator. A student who arrives later than the start of the day, but prior to 10am, is considered late.
- Any student coming late to school must pray and eat at home, and may not be given time to do so upon arriving.
- If a student comes late to school (or signs out early from school) more than four (4) combined times in a semester, the next time may be recorded as an absence.

**c. Sign Outs**

- Students are not permitted to leave school prior to Minha (3:30pm) without advance permission from an administrator. Leaving before then may be counted as an absence, not an early sign-out.
- Students who wish to sign out early need a parent to call or email the front office in advance of pickup at the following email address: [signout@mdyhs.net](mailto:signout@mdyhs.net). The students must then sign out in the front office as they leave the building.
- If a student signs out early from school (or arrives late to school) more than four (4) combined times in a semester, the next time may be recorded as an absence.
- A student in violation of the residency policy may not be allowed to sign out early.

### **III. Dress Code**

In adherence to the demands of Kevod HaTorah and a proper academic environment conducive to learning, the MDYHS dress code is in effect throughout the school year, including during testing periods, trips and programs. Many studies done in the business world have confirmed that one's dress has a significant impact on one's productivity.

#### **a. Dress Code**

##### **1. Boys:**

- Full button down shirts or three button collared polos.
- Dress slacks/Dockers/chinos (no jeans, sweatpants, cargo or painters' pants).
- Sissit and Kippah.
- Hair must be neatly trimmed as set forth by the Rosh Yeshivah. Fades in which there is greater length between what is on top of the head than what is on the side of the head should be avoided. Tapered hair lengths will be viewed more favorably.
- Sneakers or shoes must be worn; slippers, sandals or mules are not acceptable. (Shoes must be closed front and closed back).
- No hats or caps may be worn.
- Hooded sweatshirts (with no writing other than the logo) may be worn, but the hoods must remain down. Sweatshirts are in addition to, not in place of, shirts.

##### **2. Girls:**

- Crew neck shirts or sweaters; no writing or images on the shirt (other than the company's logo).
- Dress or blouse-skirt combination.

- Sleeves must cover the elbow.
- Neck lines must cover the collar bone.
- Skirts must extend below the mid-calf. These are known as “Central Skirts.”
- Sneakers or shoes must be worn; slippers, sandals or mules are not acceptable. (Shoes must be closed front and closed back).
- No hats or caps may be worn.
- Hooded sweatshirts (with no writing other than the logo) may be worn, but the hoods must remain down. Sweatshirts are in addition to, not in place of, shirts.

**b. Dress Code Violations**

- A student who is not dressed in accordance with our dress code may not be permitted to remain in school or attend classes until s/he is in appropriate attire.
- When a student needs to change, s/he may be required to purchase an approved item from the school and to immediately change into it. This may be the case even when the student claims to have the necessary item in his/her locker.
- Repeated offenses may result in phone calls home, detentions, suspensions, and meetings between the student, parents, and administration.
- Students may also be required to do research on the importance of proper attire in Halakhah and the professional world.

**IV. School Environment**

At Magen David Yeshiva High School, we strive to create a respectful environment which is in keeping with the spirit of Torah and conducive to learning.

**a. Vandalism**

- A student who defaces school or other students' property may have to serve a detention in which s/he will be expected to clean up the mess and rectify the situation.
- Depending on the nature of the offense, parents may be expected to attend a meeting about their child's behavior following a first offense.
- Repeated or egregious behavior of this sort will follow the standard administrative protocol which may include meetings with parents and possible detentions and suspensions.

**b. Language**

- Students are expected to speak in a respectful and polite manner at all times.
- Frequent and repeated inappropriate speech may result in disciplinary action at the discretion of the administration.

**c. Weapons**

- Students may not bring weapons of any sort to school. This includes plastic, replica, 3-D printed, and toy weapons.

**d. Food and Gum**

- Food should only be eaten in the cafeteria.
- Students should not chew gum in school.
- All food waste, such as wrappers, disposable utensils, gum, and leftovers, should be discarded in the proper receptacles,

**V. Electronic Devices (e.g. tablets, cell phones, etc.)**

- Students may use their cellphones in the hallways in-between classes. However, all cell phones must be kept on "silent" during the course of the day.
- Students may not use their phones in the hallways while classes are in session. This is true for texting, talking, or listening to music, regardless of whether the phone is to the student's ear or air-pods (or

other headphones) are being used. Additionally, when not in use airpods should be kept in one's pocket, bag, or locker, and not in one's ears.

- Cell phones must be given in to the teacher at the beginning of every class and may not be used for the duration of class. There may be occasions on which teachers permit the use of cell phones for educational purposes during class and at those times the students may use them, but only for the specific purpose as directed by the teacher.
- Tablets and laptops may only be used in class with approval from the teacher and while connected and registered through NetRef.
- The first violation of the cell phone rule may result in loss of the cell phone for 24 hours (cell phone may be returned at the end of the school day and must be handed in to the dean of students the next morning). Each subsequent infraction may result in loss of the phone for an additional corresponding number of days.

## **VI. Behavioral Standards**

- Elevators are for the exclusive use of faculty and those with disabilities. No student is permitted on the elevator without specific written permission from an administrator.
  - Students who violate the elevator policy may have to serve a detention and practice walking the stairs.
- Students may not engage in any form of gambling while on school grounds. Examples of gambling include any kind of game, contest, lottery, or raffle where proceeds from student contributions are used to fund or purchase a prize. This includes sports pools and fantasy leagues.
- MDYHS tests students at regular intervals for indications of use of illegal and harmful substances. We may use urine, hair, or saliva tests.

Students may be tested on more than one occasion during the school year. Students who refuse to participate or produce a sufficient sample will be treated as though they had failed the test. Students who attempt to cheat a drug test will be dealt with sternly by the administration. Ultimately, we hope that students will make better choices because they know that the school holds them to account for responsible behavior. We would much rather not catch a single student but know that our students faced the challenges of adolescent life and used this tool as a means to stay clean. See the expanded section on violation of the substance policies.

- Academic honesty is integral to any educational institution.
  - Cheating, or the appearance of cheating, during an exam may be dealt with in the following fashion, regardless of when in the student's academic career the violation takes place:
    - A first offense may be met with a zero on that test, and that grade will be factored into the student's average.
    - A second offense may be met with failure for the semester in that course.
    - A third offense may result in the student being expelled from MDYHS.
    - Parents, grade deans, and the administration will be notified any time a student is suspected of having, or has, cheated.
  - Please see below for a fuller description of our academic integrity policy, as it relates specifically to plagiarism.
    - All previous incidents of cheating and plagiarism will be transferred into this new tracking system and the students will continue from that point.

## VII. Make-Up Test Policy

Students with an excused absence may make up missed exams according to the following parameters:

- Up to one day per week, as per the posted schedule for that semester, will be designated as test make up day. Not every week will feature an exam make up day.
- Students may not take a make-up exam without a written note from a doctor or written approval from the Dean of Students.
- Students who sign out early on test days, thereby missing their tests, may not be allowed to take a make-up.
- Tests will be given ten minutes after the conclusion of the school day
- Students may take no more than two exams on a given make up day.
- Students may only be permitted to take two make-up tests per class per semester, and no more than six total in a semester.
- A student who needs to take a make-up midterm or final may incur a 20 point reduction on the exam.

## VIII. Administrative Consequences

Students are strongly encouraged to be good citizens of the school community and to avoid any and all situations that might result in a detention, suspension or expulsion. Your administration and staff wish to promote you to higher levels of performance and higher levels of advanced education. We very much prefer to not spend time issuing detentions, suspensions or expulsions and prefer to spend time, instead, on the many positive aspects of high school life and our relationships.

- a. **Detention** is a consequence designed to remind a student to stay within the parameters of expected student behavior.
  1. In 2018-19, detention will run no more than two times per week, will last for one hour, will cost the student \$20 each time served, and will begin ten minutes after the end of the school day.

2. Students will be expected to sit quietly during the detention session in a location to be announced the evening of the detention. Phones are to be turned off. School work is not to be done - this is not a homework drop-in center but a reminder that the student should adjust behaviors during the school day.
  3. Students who are assigned detention and refuse to serve may be assigned two future detentions to replace the one missed.
  4. Repeated detentions for similar infractions will lead to meetings with parents and may lead to suspension.
- b. **Suspension** is a consequence whose purpose is to symbolize that the student's actions took that individual beyond the parameters of the school community and so that individual must spend some time outside the warmth of that community contemplating its norms and expectations.
1. Generally, a suspended student will be asked to spend the day or a period of days outside the school building. At times, a suspension may be administered in the building with the student asked to report to an office where work and reading may be completed and to other parts of the building where community service may be performed.
  2. Many of the administered suspensions will be treated as non-reportables. That is to say, MDYHS consequences will remain a matter between the student, the parents, and this high school.
  3. There is also a class of suspensions which may be reported to colleges and yeshivot/seminaries. In general, more serious violations will be treated as reportable. However, frequent violations of less egregious behavior may also lead to a report that goes with the student to next stage schools and programs.
  4. If a student is suspended, and therefore not in attendance at school or in classes, the absence will be counted against the student's residency requirements.

- c. **Expulsion** is an administrative consequence of last resort.
1. It may be employed to separate a student from the school community when repeated infractions of a lesser nature are not addressed and the student continues the behaviors that the administration asked be changed.
  2. Expulsion is also to be used when a single episode of particularly egregious or harmful behavior has taken place.
  3. The administration expresses its distaste for separating students from school. However, we will not shirk our responsibility to be stewards for all students in the school and for the school as an entity. In order to protect the integrity of MDYHS and its students, this may mean that an individual student now has to explore an alternate educational pathway.
  4. Students are encouraged to behave as expected so that many years will pass before the school is forced to respond with this ultimate consequence.

## **IX. Student Safety**

At MDYHS, the safety and wellbeing of students is our number one priority. School safety, both physically and emotionally, is in direct correlation to academic performance.

### **a. Medication**

- Students must have written authorization on file from a physician detailing the name, frequency, and dosage of a prescribed medication and the school must have a written request on file from the parent in order to administer the medication, as prescribed by the physician.

### **b. Field Trips**

- Each student is required to submit a written permission slip from his/her parents for all field trips at the start of the school year. If

additional forms are needed for specific trips these forms should be returned at least one week prior to the activity.

## **X. Emergency Situations**

In an emergency, MDYHS may need to contact students' family or any other person designated as an emergency contact. As a result, it is very important that the names, addresses, and phone numbers for emergency contacts are accurate and up-to-date at all times.

### **a. Severe Weather and Emergency Closings**

- MDYHS will declare the school closed if weather or other conditions are severe enough to warrant closing.
- If emergency conditions develop during normal business/school hours, MDYHS may declare the school closed so that students and faculty can leave early before conditions worsen.
- Please visit [www.magendavidyeshivah.org](http://www.magendavidyeshivah.org) for notification of closings, delayed openings, or other emergencies. Alternatively you can also check the school's Instagram account (@welovemdyhs), or listen to local news radio.
- MDYHS may schedule "make up days" following a school closure.

### **b. Fire and non-Fire Emergencies**

- Students are expected to follow directions in a quick and quiet manner so as to ensure the safety of themselves and all those around them.
- In the event of a fire alarm, or any other evacuation notification, students should proceed to the nearest exit in a calm and orderly fashion.
- Once outside the building, students should gather in the designated areas and quietly await further instructions.
- During any evacuation scenario, it is essential that students remain quiet so that directions can be heard and followed.

- Follow all directions from faculty members and official personnel in a quick and quiet manner.

**c. LockDown Procedure**

- Students are expected to follow directions in a quick and quiet manner so as to ensure the safety of themselves and all those around them.
- An incident may arise in which a lock-down may be put into place. At such times students should be quiet, follow appropriate protocols and the directions of faculty and official personnel.
- When a lockdown procedure begins, all activities stop, students should go directly to the nearest classroom (or remain in the one they are already in), windows and blinds should be shut, lights should be turned off, and the classroom door should be locked - **no one** will be allowed into the classroom once the door has been locked.
- Students must remain absolutely silent and still during the entirety of the lockdown.
- Students should be seated against the longest portion of the door wall.
- All persons outside of the school facility must report to the JCH across the street from MDYHS located at 7802 Bay Parkway. A staff member will join them for school updates.
- Students are released from a lock-down when the code phrase is used by a member of the administration.

**d. Bomb Threat**

- If a student sees a suspicious object, s/he must notify the nearest faculty member.
- In the event of an explosion or fire, and after the student notifies a member of the staff, students are to remain quiet and follow the instructions of faculty members and official personnel.

**XI. Harassment, Intimidation, and Bullying**

MDYHS expects its pupils, staff members, and community to treat one another with civility and respect, and will not tolerate acts of harassment, intimidation, or bullying. Like other disruptive or violent behaviors, this conduct interferes with an individual's ability to learn and a school's ability to educate its pupils in a safe environment.

- “Harassment, intimidation or bullying” (HIB) is defined as any gesture or written, verbal, electronic communication or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school- sponsored function or on a school bus. The policy and procedures may address and impose consequences for acts of harassment, intimidation or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate or bully).
- In all instances of HIB behavior occurring off school grounds, the consequences may be exercised when it is reasonably necessary for the victim and offending student's physical or emotional safety and well-being or for reasons relating to the safety and well- being of other students, staff or school grounds, and when the conduct which is the subject of proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of HIB that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions.
- MDYHS prohibits acts of harassment, intimidation or bullying against any pupil on school property, off school property, and at any

school-sponsored activity or while using district provided transportation. Examples of bullying and harassment may include:

- o Verbal abuse including name-calling, racist remarks, teasing, etc.
  - o Physical attacks including pushing, hitting, punching, hair pulling, scratching, spitting, etc.
  - o Social exclusion including ostracism, ignoring, alienating, etc.
  - o Psychological abuse including acts that instill a sense of fear or anxiety.
  - o Any other act that has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause distress, a reluctance to attend school, a decline in work standards, or problem behaviors.
  - o The use of electronic communication devices that include, but are not limited to, a telephone, cellular phone (e.g. text), computer (e.g. Instant Messaging, email) to harass, intimidate, or bully.
- MDYHS requires the principal and/or the principal's designee to be responsible for receiving complaints alleging violations of this policy. All school employees as well as all other members of the school community, including students, parents, volunteers and visitors, shall report alleged violations of this policy to the principal/designee. While submission of the Incident Report form is not required, the reporting party is encouraged to use the report form available from the principal. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal action for violations of the code of student conduct may not be based solely on the basis of an anonymous report.

- MDYHS recognizes that some acts of HIB may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of HIB that they require a response either at the classroom, school building, or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of HIB may range from positive behavioral interventions up to and including suspension or expulsion, as permitted.
- In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past continuing patterns of behavior, and the context in which the alleged incident(s) occurred.

## **XII. Title IX Policy**

Title IX of the Education Amendments of 1971 protects students from discrimination based on sex in educational programs and activities.

- Title IX states:  
No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by MDYHS.
- This policy reaffirms MDYHS' commitment to comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence. This policy covers sexual harassment and sexual violence alleged to have been committed by one student against another, as well as sexual harassment alleged to have been committed by an employee or contractor against a student.

### **a. Prohibited Conduct**

- “Sexual Harassment” refers to any unwelcome or unwanted sexual advances. Conduct that may constitute sexual harassment can include, but are not limited to, verbal comments of an overtly sexual nature, comments of a sexual nature not relevant to the material being taught, remarks of a sexual nature about an individual’s clothing, gesturing, leering, unwanted touching, requests for sexual favors, and sexual violence. Sexual harassment may occur in a single incident or consist of a series of incidents.
- “Sexual Violence” is any non-consensual sexual act prohibited by law, including when the victim lacks capacity to consent. Examples of sexual violence include, but are not limited to, rape, sexual battery, molestation or attempts to commit those offenses, and intentional physical contact which is sexual in nature.
- “Sexual Favoritism” is the granting or withholding of MDYHS opportunities and benefits including assignments, discipline, and progress marking and reporting.
- “Stalking” is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her own safety or the safety of others, or to suffer substantial emotional distress. This includes two or more acts done directly, indirectly, or through a third party.
- “Dating Violence” is violence committed by a person who is or has been in a romantic or intimate relationship with the victim.
- “Domestic Violence” includes felony or misdemeanor crimes of violence.

**b. Title IX Coordinator**

- MDYHS has appointed two Title IX Coordinators, Dr. Dearson and Ms. Waknin to ensure its compliance with Title IX. The Title IX Coordinator is responsible for overseeing all Title IX complaints and

investigations, identifying and addressing any patterns of systemic problems that are based on review of complaints, and providing education and training about this Policy to the MDYHS community. Dr. Dearson can be reached at [ddearson@mdyhs.net](mailto:ddearson@mdyhs.net). In the event of Dr. Dearson's absence, Ms. Waknin will carry out his duties. Ms. Waknin can be reached at [lwaknin@mdyhs.net](mailto:lwaknin@mdyhs.net).

**c. Making a Complaint**

- Complaints may be reported by the victim or by anyone else who has knowledge of a violation of this Policy.

**d. Procedure**

- Once the Title IX Coordinator has received a complaint, a timely and thorough investigation will be conducted. MDYHS' disciplinary procedures will be used to adjudicate complaints of sexual harassment or sexual violence.

## **Magen David Yeshivah High School Substance Use Policy**

### **Use of Banned Substances Strictly Prohibited**

It shall be a violation of this policy for any student of MDYHS to possess, use, display or sell any marijuana, drugs, alcohol, tobacco products, tobacco-related devices, nicotine-related devices or electronic cigarettes at any time on or around School property or on any extension of School property or at any venue where a School event is taking place (seminar hotel, athletic event, along the Celebrate Israel Parade route, etc.).

Smoking, including, but not limited to, marijuana, tobacco products, tobacco-related devices, nicotine-related devices or electronic cigarettes is strictly prohibited on Magen David Yeshivah High School (MDYHS or the School) property, as well as on the block of the School within sight of the building.

### **Use of Electronic Cigarettes Prohibited by Law**

In addition to being prohibited by the School, smoking, including tobacco products, tobacco-related devices, nicotine-related devices or electronic cigarettes, on or around School property is also illegal under New York State Public Health Law Section 1399-o. This law applies to *all students* regardless of their age and ability to legally purchase tobacco and nicotine products.

### **Definitions**

The term “*tobacco product*” means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Examples include but not limited to, cigarettes; cigars; little cigars; dry snuff, moist snuff/chewing tobacco; snus; dissolvables; hookah; and blunt wraps.

The term “*electronic cigarette*” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term includes any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor, such as JUULs or GPENs.

The term “*tobacco-related devices*” means ashtrays, cigarette papers or pipes for smoking or any components, parts, or accessories of electronic cigarettes, including cartridges.

The term “*School property*” means all facilities and property, including land, whether owned, rented, or leased by MDYHS, and all vehicles owned, leased, rented, contracted for, or controlled by MDYHS for use in transporting students, staff, or visitors. School property also includes all property owned by a third party in which students occupy during a school field trip.

The term “*drugs*” includes any substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed healthcare

professional. The term “*drugs*” also includes inhalants, solvents and over-the-counter or prescribed medication not used as intended or as directed by a licensed healthcare professional.

### **Enforcement of MDYHS Substance Abuse Policy**

The School takes violations of this policy and the law extremely seriously. Accordingly, students will be penalized in the following manner:

#### **1. First Offense:**

- a. All alcohol, tobacco products, tobacco-related devices and electronic cigarettes will be confiscated by the School administration and will not be returned to the student.
- b. Notification of parents/legal guardians.
- c. Out-of-School suspension for a minimum of 5 days.
- d. Commitment to a cessation service\*. Intake process by the counseling service will determine length of therapy protocol. Cessation service provided by SAFE or other services that are approved by the school. Costs are borne by the student’s family.
  - i. \* A cessation service is a service provided by a third-party structured to assist in the discontinuing of alcohol or tobacco use.
- e. Following their suspension, students may still not be allowed to return if they have not completed their cessation service program.

#### **2. Second Offense:**

- a. All alcohol, tobacco products, tobacco-related devices and electronic cigarettes will be confiscated by the School administration and will not be returned to the student.
- b. Notification of parents/legal guardians.
- c. *Expulsion from MDYHS.*

### **Marijuana and Other Drugs**

The use, possession or distribution of marijuana, liquid marijuana or any other drug on School property is strictly prohibited. Accordingly, students will be penalized in the following manner:

#### **1. First Offense – Use or Possession:**

- a. All marijuana, other drugs, and drug-related paraphernalia will be confiscated by the School administration and will not be returned to the student.
- b. Notification of parents/legal guardians.
- c. Indefinite out-of-school suspension.
- d. Enrollment in and attendance of rehabilitation program. Local programs include SAFE and other services approved by the school. Costs are borne by the student’s family.

- e. Following their suspension, students may still not be allowed to return if they have not completed their cessation service program.

**2. First Offense – Distribution and Second Offense – Use or Possession:**

- a. All marijuana, other drugs, and drug-related paraphernalia will be confiscated by the School administration and will not be returned to the student.
- b. Notification of parents/legal guardians.
- c. *Expulsion from MDYHS.*

MDYHS reserves the right to accelerate and/or modify the foregoing enforcement policies for smoking and marijuana/drug use as deemed necessary given the circumstances of each situation. MDYHS also reserves the right to report any potential criminal matter to local law enforcement.

**Off-Campus Behavior**

To ensure a safe and positive community for all MDYHS students, we strive for our students to act appropriately off school grounds. In particular, if a student is found to have used substances covered under this policy off campus, MDYHS retains the right to impose consequences as appropriate up to and including expulsion.

# **Plagiarism**

## **Rationale**

The faculty at Magen David Yeshivah is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is visual, written, or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Magen David Yeshivah or any other institution of higher learning. It is an expectation that all departments and students adhere to and enforce this policy.

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## **Definition of Plagiarism**

Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
  - Submitting one's own work from another class, completed or current, without self-citation and any updates/corrections/edits, etc.
  - Purposeful and/or consistent lack of proper documentation and citation in the project or paper.
  - In-text documentation that is not listed on the Works Cited page.
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## **Definition of Paraphrasing**

Paraphrasing is defined as:

- Expressing the meaning of [something] using different words, often to clarify a meaning or interpretation
  - If a work is not plagiarized, but it is paraphrased without using proper citations, it is considered plagiarized
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## **To What Does This Apply?**

Plagiarism and/or paraphrasing is/are applicable, but not limited, to the following cases, for which the consequences apply:

- Copying online resources (websites, blogs, articles, etc.)
- Copying a project

This applies to both a student who copies *and a student who allows another student to copy his/her work.*

## **Teacher Responsibilities**

Magen David Yeshivah teachers are to provide the following at the beginning of the paper or project:

- An assignment sheet with detailed instructions including requirements for in-text citations and/ Works Cited page;
- A rubric outlining assessment at all points of the process and for the final product;
- Clear guidelines regarding acceptable amount of help from peers or other adults.

In addition, teachers can assist with:

- finding and interpreting information;
- managing time and deadlines throughout the research process;
- formatting and writing the project or paper.

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## **Student Responsibilities**

- Submit original work;
- Follow the project instructions and deadlines assigned by the teacher;
- Ask questions and seek help from appropriate people (teachers, the librarian);
- Follow the Magen David Yeshivah MLA Style Guide
- Cite in-text or in-project sources correctly and accurately;
- Format Works Cited pages correctly and accurately.

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## **Plagiarism Violations**

Magen David Yeshivah has a “four strikes” cumulative policy against plagiarism. Throughout their academic career at Magen David Yeshivah, students who are caught plagiarizing may only be given three chances regardless of the grade or subject in which the infraction occurred. All violations that took place before the 2018-19 academic year will be imported and counted as part of the new system.

Procedures for first violations are as follows:

1. The student must attend a “plagiarism boot camp” to learn about plagiarism and produce some work demonstrating understanding.
2. The student will have the opportunity to redo the assignment and will receive a ten-point reduction as part of the grade on the assignment.
3. The administration, grade dean, and parents will all be notified of the infraction.

Recommended procedures for second violations are:

1. The student will receive a zero on the assignment, and will have no opportunity for make-up work.
2. The administration, grade dean, and parents will all be notified of the infraction.

Recommended procedures for third violations are:

1. A failing grade in the class for the semester of either the student's average or a 50, whichever is lower.
2. The administration, grade dean, and parents will all be notified of the infraction.
3. A meeting will be scheduled for the student, parents, teacher, and administration.

Recommended procedures for fourth violations are:

1. A grade of zero and no credit for the course.
2. The administration, grade dean, and parents will all be notified of the infraction.
3. A meeting will be scheduled for the student, parents, teacher, and administration.
4. Possible expulsion from MDYHS.