



YULA GIRLS
HIGH SCHOOL

Student - Parent **HANDBOOK**

2019-2020
5780

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Letter from Rabbi Spodek

Dear YULA Girls Families,

We are excited to welcome you to YULA Girls High School for the 2019-2020/5780 academic year.

YULA Girls is deeply and passionately committed to providing the best Yeshiva High School education and experience for girls in the country. With a clear understanding of our mission as an Orthodox, Religious Zionist school, we aim to provide the best of both Judaic and General Studies along with rich co-curriculars including Performing Arts, Athletics and STEAM (Science, Technology, Engineering, Arts and Math), all within a loving, warm and safe environment that promotes religious, academic and personal growth.

At YULA Girls our students are inspired to develop their passions and talents and are challenged to actualize their unique potential. We educate and help our students as they form strong identities as Orthodox Jews committed to *Halacha* and *Mesorah*, as proud Americans living the ideals of freedom, democracy and social justice and as passionate Zionists committed to defending and advocating for the State of Israel.

We, at YULA Girls, are reminded constantly that our collective mission is to walk in the ways of Hashem – to *Imitatio Dei* and to act as Hashem acts – to be kind, caring, compassionate, loving, respectful, honest and giving. We are reminded that our ultimate purpose is to be an *Am Kadosh* – a holy nation – that seeks to bring Hashem down into this world through our actions and through our speech. We recognize that we have a responsibility to sanctify our space, to sanctify our time and to treat ourselves and others as holy beings – all created in the image of Hashem.

This handbook, with its set of norms and expectations, was developed with the ideals of *Imitatio Dei* and *Kedusha* in mind. We believe that if we all live by these guidelines on campus, we will create an environment that is conducive to growth and that allows each student at YULA Girls to maximize her potential and become a true *Bat Torah*. These guidelines will help us create a warm, safe and nurturing environment allowing each girl to thrive, learn and be inspired. Additionally, we encourage our students to recognize their roles not only as representatives of YULA Girls High School, but also *Klal Yisrael* as a whole, even when not on campus.

We are truly looking forward to an incredible year together!

Sincerely,

Rabbi Joshua Spodek
Head of School

Campus Community

OUR MISSION

YULA Girls is an Orthodox Yeshiva High School, dedicated to cultivating an unwavering commitment to *Halacha*, *Torah* values, outstanding academic achievement, and exemplary moral conduct.

OUR CORE VALUES

Torat Yisrael

Commitment to Learning *Torah*, *Halacha*, and *Mesorah*

Ahavat Yisrael

Emphasizing the Unity of *Klal Yisrael*

Medinat Yisrael

Supporting and Celebrating the State of Israel

Kavod HaBriyot

Fostering Respect, Dignity and Friendship

Chessed

Prioritizing Communal Responsibility

OUR VISION

YULA Girls graduates:

- Possess *Ahavat HaShem* and have built a personal relationship with Him through study, *Tefilah*, and reflection.
- Can see the relevancy of *Torah* in their lives, and are proud to be part of our *Mesorah*.
- Exhibit self-respect and respect for others as they collaborate and communicate effectively.
- Live the values of *Torah U'Maddah* and strive for academic excellence and intellectual curiosity in both Judaic and General Studies.
- Have developed their potential as *Bnot Yisrael*, prepared for their unique roles in their personal and professional lives, and the Jewish and global community.
- Appreciate different paths of *Avodat HaShem*, grounded in *Shmirat HaMitzvot* and *Chessed*.
- Stress the importance of *Middot*, *Tzniut*, and *Derech Eretz*.
- Display a love of *Am Yisrael*, *Eretz Yisrael*, and *Medinat Yisrael*.
- Live by the American democratic ideals of freedom, justice, and human dignity.
- Are confident, self-disciplined and independent as leaders ready to engage in our modern world.

Academic Policies

GRADUATION REQUIREMENTS

A total of 41 credits are required to graduate from YULA Girls High School. All courses required for graduation must be passed with a grade of “D” or better. Students who receive an “F” in any required subject must repeat the subject or make up the equivalent units in an approved course. Students are also required to complete a total of 70 *Chessed* hours to successfully graduate from YULA Girls.

GENERAL STUDIES

(25 total credits required)

Mathematics.....4 credits
Science3 credits
(2 credits with lab required)
English4 credits
Social Studies4 credits
Hebrew3 credits
Arts1 credit
STEAM.....1 credit
Physical Education2 credits
Electives3 credits

JUDAIC STUDIES

(16 total credits required)

Biblical Literature4 credits
Prophets and Scriptures
.....4 credits
Jewish Law/Jewish Thought
.....4 credits
Jewish History/Talmud
.....4 credits

CHESED HOURS

(70 total hours required)

Freshmen.....10 hours
Sophomores.....15 hours
Juniors.....20 hours
Seniors.....25 hours

1 credit = 1 full year

0.5 credit = 1 semester

REQUIRED COURSES BY DISCIPLINE

High School Subject Area	CA Minimum Graduation Requirements	University of California Freshman Admission Requirements	California State University Freshman Admission Requirements	YULA Girls Minimum Graduation Requirements
Mathematics	2 credits	3 credits (4 credits recommended)	3 credits	4 credits
Science	2 credits (Biology and Physical Sciences)	2 credits with lab (either Bio, Chem, or Physics) (*3 credits recommended)	2 credits (1 credit with lab in Bio, Chem, or Physics)	3 credits (2 credits with lab required)
English	3 credits	4 credits	4 credits	4 credits
Social Studies	3 credits	2 credits	2 credits	4 credits
Foreign Language	1 credit	2 credits in the same language (*3 credits recommended)	2 credits in the same language	3 credits (Hebrew Language)
Arts	1 credit	1 credit	1 credit	1 credit
STEAM	N/A	N/A	N/A	1 credit
Physical Education	2 credits	N/A	N/A	2 credits
Electives	N/A	1 credit	1 credit	3 credits
General Studies Total	14 credits	15 credits	15 credits	25 credits
Judaic Studies Total	N/A	N/A	N/A	16 credits
Totals	14 credits	15 credits	15 credits	41 credits

1 credit = 1 year

REQUIRED COURSES BY YEAR

	Freshman 9th Grade	Sophomore 10th Grade	Junior 11th Grade	Senior 12th Grade
General Studies	5 Courses: <ul style="list-style-type: none"> • Math • Science • English • Social Studies • Hebrew Language 	5 Courses: <ul style="list-style-type: none"> • Math • Science • English • Social Studies • Hebrew Language 	5 Courses: <ul style="list-style-type: none"> • Math • Science • English • Social Studies • Hebrew Language 	3 Courses: <ul style="list-style-type: none"> • Math • English • Social Studies
Judaic Studies	4 Courses: <ul style="list-style-type: none"> • Chumash • Nach • Halacha and Machshava • Classical Jewish History and Talmud 	4 Courses: <ul style="list-style-type: none"> • Chumash • Nach • Halacha and Machshava • Jewish History or Talmud 	4 Courses: <ul style="list-style-type: none"> • Chumash • Nach • Halacha & Machshava • Jewish History or Talmud 	4 Courses: <ul style="list-style-type: none"> • Chumash • Nach • Halacha and Machshava • Jewish History or Talmud
STEAM	1 Course	1 Course	N/A	N/A
PE	1 Course	1 Course	N/A	N/A

ACADEMIC PATHWAYS

YULA Girls High School has three or four academic tracks for General Studies, depending on the grade level. In 9th grade students are tracked at Applied (A), College preparatory (CP) and Honors (H) levels. In 10th grade an Advanced Placement (AP) track is added. Both Applied and CP tracks meet graduation requirements and are considered college readiness courses. Students are placed in all tracks after taking placement exams, meeting grade prerequisites, and based on teachers' recommendation.

HONORS/ADVANCED PLACEMENT COURSES

- **Honors Courses:** These classes are offered at the 9th through 12th grade levels and receive an additional point bump in the calculation of the GPA.
- **Advanced Placement Courses:** These classes are offered at the 10th, 11th or 12th grade levels and receive an additional point bump in the calculation of the GPA. Advanced Placement courses are college-level courses whose content is determined by The College Board and recognized by U.C. and other universities as college level. Students can take a

total of nine AP courses throughout their time at YULA Girls:

- 10th Grade: One - AP European History
- 11th Grade: Up to four
- 12th Grade Up to four
 - Students wanting to take a 5th AP course in either 11th or 12th grade must be granted permission by the Director of General Studies and Dean of College Guidance .

EARNING PERFORMING ARTS CREDIT FOR PARTICIPATING IN PERFORMING ARTS

- To earn a one-time semester Performing Arts credit for participating in Performing Arts, students must complete the following requirements:
 - Participate actively in a YULA Girl's' annual school play for two consecutive years (ex: 9th and 10th grade years = 1 semester of Performing Arts).
 - Upon verification from the Performing Arts Director, a student will earn a PASS for one semester credit of Performing Arts which will be added to her transcript.

EARNING PE CREDIT FOR PARTICIPATING IN ATHLETICS

Every student is required to take PE during 9th and 10th grade. Any student athlete who is on a sports team will be excused from their PE class **for the duration of the sport.**

- The student must **return to their PE class after their sport has ended.**
- The PE class will remain on the student's schedule as it is California state policy that every high school student completes 2 full years of PE.
- During the time that your sport is in season, you may use your PE class as a study hall.
- If a student is a 3 sport athlete, they will be excused from PE for the entire year.

STUDENT SCHEDULE CHANGES

Students have a two week add/drop period during the first two weeks of each semester. To confirm any changes, students must receive approval from the Director of Judaic Studies or the Director of General Studies.

COURSE PREREQUISITES AND PLACEMENT

Course prerequisites and placement are based on individual departments and determined by the Director of Judaic Studies, Director of General Studies and Department Chairs.

ELECTIVES

Every 11th grade student must take ONE year-long mandatory elective.

Every 12th grade student must take TWO year-long mandatory electives.

A student who is taking a year-long mandatory elective in 11th and 12th grade may not drop that elective at the end of semester one.

GRADING

“Grade Point Average” (GPA) at YULA Girls, is a cumulative assessment of a student’s academic progress in all General and Judaic Studies classes (9-12). GPA is computed at the conclusion of each semester (January and June) on the following point basis:

Letter Grade	Number Key
A	93 - 100
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	0 - 59

GRADING SCALE

Grade	GPA – Applied & College Prep	GPA – Honors & AP
A	4.0	5.0
A-	3.7	4.7
B+	3.3	4.3
B	3.0	4.0
B-	2.7	3.7
C+	2.3	3.3
C	2.0	3.0
C-	1.7	2.7
D+	1.3	2.3
D	1.0	2.0
D-	.7	1.7
F	0	0
I	INC becomes an F if not completed within 2 weeks	
P	Pass not computed into GPA	

**Please Note: Different college/university systems vary in their method of computing GPAs for entrance. Transcript reviewers at each college/university reevaluate all GPAs during the admissions process.*

ACADEMIC TRANSCRIPTS

The official YULA Girls transcript is the academic record of the student's coursework at YULA Girls High School. It includes the classes taken while enrolled at YULA Girls and the grades earned in those classes. Both semester one and semester two grades are reflected on the academic transcript. Test scores from SAT, SAT Subject Tests, AP's and/or ACT tests are not included on the transcript. Only courses taken and graded at YULA Girls High School will be listed on the academic transcript. Grades for work completed during the summer or with an unaffiliated institution are not included in the GPA. Class rank is not included on the transcript, nor is it reported to colleges.

BELL SCHEDULE

MON, TUES, WED			THURS			FRI		
Time	End	Period	Time	End	Period	Time	End	Period
7:45 AM	8:25 AM	A	7:45 AM	8:45 AM	A	7:45 AM	8:45 AM	B
8:28 AM	9:08 AM	B	8:48 AM	9:08 AM	Tefilah	8:48 AM	9:08 AM	Tefilah
9:11 AM	9:31 AM	Tefilah	9:08 AM	9:22 AM	Breakfast	9:08 AM	9:28 AM	Breakfast
9:31 AM	9:45 AM	Breakfast	9:22 AM	10:22 AM	C	9:28 AM	10:28 AM	D
9:45 AM	10:25 AM	C	10:25 AM	11:25 AM	E	10:29 AM	10:54 AM	Clubs / Office Hrs
10:28 AM	11:08 AM	D	11:25 AM	12:10 PM	Lunch	10:57 AM	11:57 AM	F
11:11 AM	11:51 AM	E	12:10 PM	1:10 PM	G	12:00 PM	1:00 PM	H
11:51 AM	12:36 PM	Lunch	1:13 PM	2:13 PM	I			
12:36 PM	1:16 PM	F	2:16 PM	2:34 PM	Comm. Mincha			
1:19 PM	1:59 PM	G	2:37 PM	3:22 PM	Derachim			
2:02 PM	2:42 PM	H	3:25 PM	4:25 PM	J			
2:42 PM	2:52 PM	Mincha						
2:52 PM	3:02 PM	Break						
3:02 PM	3:42 PM	I						
3:45 PM	4:25 PM	J						

ATTENDANCE

Our goal at YULA Girls High School is to fill every day with meaningful exploration, learning, and growth. Attendance is a critical factor in student success. YULA Girls encourages parents to plan family vacations based on our school calendar, as each absence impacts student learning and success.

Personal business, appointments, and routine medical and dental visits should not be scheduled during school hours.

YULA Girls High School trusts parents to decide when their child should be kept home or taken out of school. We do not require notes from doctors or parents to explain a short term absence. Parents should schedule non-emergency appointments (doctor, dentist, etc.) for their children after school hours or on non-school days.

Class Periods Per Week	Grade Letter Deduction Student's grade is lowered $\frac{1}{3}$ of a grade per additional absence. (A to A-, A- to B+)	No Credit Received on Transcript
4+	8 absences per semester	15 absences
3	6 absences per semester	11 absences

In order for a student to learn and master course content and skills **excessive absences beyond 15 per semester for a 4 period a week class or 11 per semester for a 3 period a week class** may result in a student being required to repeat a course (in summer school or the following year), in order to meet graduation requirements.

Attendance for each school day is taken during first period and attendance during each class is taken at the beginning of every class. **If a student arrives at any point after first period has begun, she must sign in at the office and receive a pass to be admitted to class.**

If a student cuts class she will receive a zero for any assignments done in class that day. If a student cuts a class that had a test that day, she will be unable to make up the test and will automatically receive a zero.

Students will be excused for absences due to any school sponsored activity, event or trip including meeting with teachers or administrators. In addition, students attending community-based trips such as March of the Living, NCSY or *Bnei Akiva Shabbatonim* will be excused.

The student must inform her teachers when she will be absent.

COLLEGE AND ISRAEL GAP YEAR VISITS

Students are allowed 5 additional absences per year for College/Israel Gap year visits during their Junior and Senior year. College/Israel Gap year absences must be approved by the College or Israel Guidance Office prior to the absence, and the student must provide written

confirmation of the visit. The student must inform their teachers when they will be absent for the above mentioned events, and plan make up assignments accordingly.

EXTENUATING CIRCUMSTANCES

In the following extenuating circumstances, the school will accommodate students due to absences:

- Extended serious illness
- Extenuating family circumstances

TARDIES

A student is considered tardy when arriving late, within the first 10 minutes of class. Three tardies will be equivalent to an absence. After 10 minutes, the student will be marked “absent” but is required to stay in class. **No student is permitted to enter class late without a permit slip from the office.**

LEAVING CAMPUS DURING SCHOOL HOURS

In order to ensure the safety of our students and to comply with standard school legal policy no student is permitted off campus without authorization from the school office.

Security will not allow a student to leave until:

- Parents call the office stating their name, the full name of the student, the reason for the call-out, the time of departure, and the time of return. This call must be made **before** the fact **with the parent leaving a call back number.**
- The student must sign out in the office and with the security guard.

In the event of illness, the onset of which occurs during the school day, the student will first come to the office before calling home so that the school administrator may initiate the call to the family and make appropriate arrangements.

TEACHER ABSENCE

In the event of a teacher’s absence, students are not to leave the classroom, as either a substitute or work assignment will be provided. When this is not possible, the time is to be utilized as a study period.

ATHLETIC/PERFORMING ARTS ABSENCES

The Athletic Director/Performing Arts Director will email the schedule for the week to all staff. It is the **student’s responsibility** to make the teacher(s) aware of an upcoming event before class is missed. The student must also make arrangements with the teacher for any missed assignments or exams.

PHYSICAL EDUCATION

In the event that a student cannot participate in PE classes:

- **A doctor's note (original copy)** must be submitted to the school office.
- Student must meet with our Dean of College Guidance to plan her credits accordingly.

SCHOOL ACTIVITIES

It should be noted that days or periods during which non-academic school activities take place are counted as part of the mandatory school day requirement. As such, attendance will be taken and any absence duly recorded. The policy as stated above for absences will apply to activities such as Shabbatonim, Color War, Class Trips, etc.

HOMEWORK POLICY

- Students are required to do their own homework and turn in assignments on the due date set by the teacher.
- There will be no homework, major projects, and tests/quizzes due the day after a religious holiday.
- There will be no homework, major projects, and tests/quizzes due the day after a major student activity the evening prior. The administration will identify those activities that fall into the category of major student activity.
- No homework assignments will be due for the following class. Teachers will give at least two days to be able to complete the homework assignment. Math will be the only exception to this rule and will be due the following class. Math homework should not exceed 20 minutes per day.
- Homework assigned Monday will be due on Wednesday. Homework assigned Tuesday will be due either Thursday or Friday. Homework assigned Wednesday will be due Friday or Monday. Homework assigned Thursday will be due Monday. Homework assigned Friday will be due Monday.
- Advanced Placement classes may assign reading over long holiday periods except for Rosh Hashana and Yom Kippur.

STUDENT HOMEWORK RESPONSIBILITY

- If a student is absent, homework can be made up within as many days as the student was absent. For example; if a student was absent for two days, she has two days to make up the homework.
- If a student leaves campus early for a school event (sports or extracurricular activity) she must hand in the homework to the teacher before she leaves campus. Lateness and delayed assignments, due to sports or extracurricular activities, are not an option.
- If a student fails to hand in an assignment the date it is due the student receives a zero. The

student can make up the assignment within **four** school days and will receive a lower grade dependent on department's class norms and type of assessment.

ASSESSMENTS

TESTS

Tests are defined as:

- Full period tests (40 or 60 minutes in duration).
- Announced assessment, covering material from more than one lesson/homework.
- Long term assignments including term papers/researching projects.

TEST POLICY

A maximum of 4 tests per week (max. 3 tests for AP courses per week) are allowed, one General Studies and one Judaic Studies per day. This will be closely monitored by our Director of General Studies and Director of Judaic Studies.

- A teacher may schedule only 1 test per course per week.
- All tests must be announced in class at least 1 week prior to the test.
- Students who know ahead of a test date that they have an urgent, legitimate reason for having to be absent must notify the teacher in advance of the test date of the need for a make-up exam.
- No tests or quizzes can be administered the day after a Jewish holiday or after a major student activity in the evening, as determined by the Director of General Studies and Director of Judaic Studies.

QUIZ POLICY

- Short announced quizzes (of approximately 10 minutes) may only cover material studied in the previous one or two lessons.
- Short unannounced quizzes - pop quizzes (10 minutes) may only cover material studied in the previous night's homework or material taught in the previous class.

MAKE-UP TESTING

- Students are permitted to make up tests if they are absent. If a student is absent, the test must be made up within as many days as the student was absent. For example, if a student was absent for two days, she has two days to make up the test.
- Make-up exams will be administered Mondays, Tuesdays, and Wednesdays after school, and Thursdays before school.

BLACKOUT WEEK

During this week, no tests, quizzes, or long term written assignments may be administered or due except for makeup tests and assignments. This week can be used to continue teaching.

SEMESTER FINAL EXAMS

Semester exams are administered in January and June. These exams will count toward 15-20%

of the student's semester grade depending on the department.

FINAL MAKE-UP EXAMS

Vacation and travel must not be planned during the January or June final exam periods.

- Special permission may be granted by the administration in the event of an unavoidable absence.
- If a student must leave school during final exams, arrangements must be made BEFORE the student leaves. In such cases, parents should communicate directly with the administration. This must be done at least TWO weeks prior to the student's departure.
- There will be no make-ups after the final exams have been administered.
- In the event of student illness, a note from a physician must be submitted to the school in order for a student to be given a make-up exam.
- Grades for courses requiring make-up exams will be delayed and students will receive an incomplete on the semester report card until the exam is scored and the final grade is computed. Seniors should be acutely aware of this and the potential impact on transcript requests.

ADVANCED PLACEMENT EXAMS

- 10th & 11th grade students taking an AP Course will be required to take the AP exam in May.
- Students taking AP exams will be excused from school the day of the AP exam. Any additional days students wish to miss (including the day before the exam) are counted as absences.
- Any 10th and 11th grade student who does not sit for the exam or receives a "1" on the exam will have the AP designation removed from her transcript and will not receive AP credit. Instead, she will receive Honors credit for the course.
- Seniors who are taking an AP Course are not required to take the AP exam in May. Since many students have not finalized their college plans by the time exams are ordered, we strongly encourage all of our Seniors to sit for the AP exam.

ACADEMIC PROBATION

Students are expected to maintain at least a C average (2.0) in their academic subjects. A student incurs Academic Probation when at the conclusion of any quarter she receives at least one F or two D's on the report card or has a combined GPA of less than 2.0. During the time that a student is on Academic Probation, the student is prohibited from involvement in extracurricular activities. This includes sports teams and major school productions.

SEMESTER ACADEMIC PROBATION

A student who receives an F in a course at the end of the semester does not earn credit for the course and thus jeopardizes graduation status. The process involved at the semester end is

as follows:

- The Director of General Studies or the Director of Judaic Studies will meet with the student and/or parent.
- An Academic Probation Contract will be signed stipulating that the student **MUST** make up the failed class in summer school, night school, online course, or approved professional tutoring before returning to YULA Girls the following year and advancing to the next grade level.

If an additional F is incurred while a student is on Academic Probation, the school may ask the student to withdraw from YULA Girls at the semester or year-end.

ACADEMIC PROGRESS REPORTS

Approximately one month before the end of each marking period, teachers are required to submit academic progress reports for students who have a C- or lower in any class. A copy of each report is kept in the student's file. The purpose of these notices is to inform both the students and parents of their progress so that the necessary steps can be taken to ensure success on the upcoming semester final.

A student may receive a "D" or an "F" without prior notification if the student's final exam grade brings the average down to that level or as a result of excessive absences.

INCOMPLETES

A student who receives an "I" or "Incomplete" in a course at the end of the semester, must complete that course within two weeks or the "I" will automatically become a "FAIL." **Students are responsible for contacting the teacher to determine what work must be completed.**

OFF-CAMPUS COURSES

COURSES TAKEN OUTSIDE OF YULA GIRLS HIGH SCHOOL

(except for One School House)

- A student may not take a course outside of YULA Girls if it is currently offered as a class on campus.
- If a student is planning to take a course outside of YULA Girls, they must receive prior permission from the Director of General Studies and the Dean of College Guidance .
- The course and grade of a course taken anywhere other than YULA Girls High School will not be incorporated into the student's Grade Point Average (GPA) or listed on her transcript.

INDEPENDENT STUDY COURSES AT YULA GIRLS

- There are special circumstances where YULA Girls students may take an Independent Study course.
- Arrangement and approval must be coordinated with either the Director of General Studies

or Dean of College Guidance.

ONE SCHOOL HOUSE COURSES

- YULA Girls High School 11th and 12th grade students may take OSH courses as elective courses. Students who take OSH courses will be responsible for all costs accrued while enrolled. **YULA Girls High School does not cover these costs.** Courses taken through OSH will be included on the YULA Girls High School transcript. These courses are accepted at UC schools. The courses do not count toward a student's GPA.
- OSH is an accredited program approved by Middle States Association of Colleges and Schools.

HONOR ROLL

GPA (Grade Point Average) is calculated twice a year on the report cards for each semester (Midterm = Semester 1 and Final = Semester 2)

Honor Roll is based on a combined cumulative GPA of 3.75 or more.

ACADEMIC HONESTY

All forms of cheating are prohibited. Cheating includes, but is not limited to, the following:

- Copying homework or an assignment from another student.
- Obtaining a quiz or test from other sources before it is given.
- Using a crib sheet, notes, or any other materials intended to provide help during a quiz or a test.
- Submitting work of any type for curricular or extracurricular purposes (i.e. coursework, yearbook, school newspaper, etc.), which is not the student's original work.
- All types of plagiarism - see examples below.
- Cheating also includes assisting another student in any of these activities.

Examples of plagiarism include, but are not limited to:

- Copying another student's homework or assignment and turning it in as your own.
- Copying texts from the Internet or other sources and using in your work without quotation marks or accurately citing the source.
- Buying or acquiring a paper and turning it in as your own.
- Using verbatim text or paraphrasing someone else's words without acknowledging the source. (*Ibid.*, 75)
- Using someone else's ideas and passing it off as your own.

The penalties for cheating are:

First Offense	Second Offense	Third Offense
<p>The student will receive a zero on the quiz, test or assignment (if teacher usually drops the lowest grade, the zero will not be dropped); notification of parents; report of the incident is placed in the student's permanent file.</p>	<p>The student will receive an F in that course (even if it is not the same course as the first offense) for the semester; the student is placed on academic probation and is ineligible for any honor society or honor roll; conference with student, parents, and administration.</p>	<p>Expulsion</p>

STUDENT LEARNING/SUPPORT SERVICES

Student Learning/Support Services meets with students individually to address any learning challenges and help students adjust to the demands of a dual curriculum that is characteristic of Jewish high schools. Our full-time Director of Student Learning develops and coordinates appropriate accommodations and an individualized learning plan is created for each student's unique learning profile. The Director of Student Learning works closely with the Educational Leadership Team and all faculty to meet our students' learning needs.

This program is designed to offer the following unique services:

- On-campus weekly meetings with students to discuss all academic issues.
- Ongoing communication with faculty and administration.
- Development and coordination of appropriate accommodations.
- SAT and ACT application services for students with disabilities.
- Assistance with time management and coursework organization.

REQUEST FOR ACCOMMODATIONS

A student with a qualifying disability who desires reasonable accommodations, should contact the Director of Student Learning and must identify:

1. Services requested
2. Desired accommodation plan
3. Appropriate documentation

After receipt of above documentation, the school will arrange a meeting with the student and the student's parents. The school will determine whether reasonable accommodations will be made and the type of accommodations to provide.

Guidance and Discipline

GUIDANCE & SUPPORT

Crucial to YULA Girls' education is the support and guidance offered to students in the process of planning their future beyond high school, whether that's in the arena of social and emotional growth, college, professional lives, and most significantly, the religious realm. To that end, we offer several guidance programs:

SOCIAL AND EMOTIONAL SUPPORT

The Director of Guidance at YULA Girls plays an integral role in identifying individual student needs, addressing group concerns, planning educational programming and providing services to YULA Girls students. The Director of Guidance is dedicated to providing our students with support and healthy tools to assist them in cultivating emotional, social and personal growth. In order to actualize these goals, students are invited to arrange individual or group meetings to discuss any topic including but not limited to: transition, class environment, stress management, coping skills and decision making strategies.

MECHANECHET

Students are paired with a *Mechanechet* (grade advisor) with whom they meet in a one-on-one and group based setting to discuss social, religious, and *Hashkafic* questions in a supportive and informal way, fostering deep and meaningful relationships. The purpose is to have honest and open discussions about religious growth and values.

ISRAEL GUIDANCE

Beginning in Junior year, each student meets with the Director of Israel Guidance who will offer the student advice, encouragement, and direction in selecting an appropriate Seminary to maximize her potential during the Israel Gap Year. In the initial meeting, they will discuss the student's intellectual, spiritual and emotional objectives for the year in Israel. Subsequent meetings allow for the Director of Israel Guidance to help the student navigate through the application process. Parents attend some of these meetings and communicate regularly with the Director of Israel Guidance.

ACADEMIC ADVISING AND COLLEGE GUIDANCE

Integral to a YULA Girls education is the support and guidance offered to students in the process of planning their future beyond high school. Our College Guidance philosophy is that there are many excellent colleges and universities, and the role of the Dean of College Guidance is to help students identify the colleges and universities where students are most likely to thrive.

Counseling students in this process starts when they enter YULA Girls and is inseparable from the school's larger commitment to the development of each student's full potential as a committed Jew. The process becomes more focused in the 11th and 12th grades when our

Dean of College Guidance meets individually with students and their parents to discuss the college admission process including college applications, admission requirements, curriculum, and standardized testing.

Evening educational programs about college planning are provided to parents and students throughout the school year and families are strongly urged to attend these presentations. The Dean of College Guidance and guest speakers provide information about course selection, private college admissions, financial aid, UC requirements, and the SAT (including Subject Tests), PSAT, and ACT tests.

LETTERS OF RECOMMENDATION

Part of the application process includes confidential letters of recommendation from both teachers and the Dean of College Guidance. In order to retain the integrity of the admissions process and to guarantee to colleges that all recommendations are fair and unbiased, it is a YULA Girls policy that recommendations will not be shared with students or parents/guardians. These confidential letters of recommendation are not part of the student's school record, and are only sent to colleges and universities as requested by students.

In addition to counselor and teacher letters of recommendation, YULA Girls submits a Secondary School Report to all colleges. This report provides additional information about each candidate addressing very specific questions about a student's history here at YULA Girls including academic or behavioral misconduct that resulted in disciplinary actions. YULA Girls is ethically bound to respond truthfully in all communication in keeping with the Principles of Good Practice of the National Association for College Admissions Counselors (NACAC).

After an application and Secondary School Report are submitted, the Dean of College Guidance may provide additional information to a college or university, should a student's status at school change in any way. This information may include, but is not restricted to, a change in grades, a change in course load, disciplinary infractions, an incident of academic dishonesty, and/or dismissal from school.

BEHAVIOR AND DISCIPLINE

It is expected that students will conduct themselves at all times in a manner appropriate for YULA Girls High School students. It is incumbent upon each student to demonstrate respect for adults and for one another, as well as for the property of others and of the school. Students are expected to conduct themselves according to the school's rules which are intended to create a dignified and comfortable environment for all of us who spend our days at YULA Girls High School. Students are expected to comport themselves with dignity, respect, and responsibility towards staff, school environment and property.

- The classroom is an integral part of student learning. A student who is sent out of class should report directly to the office and wait for an administrator. Being sent out of class will result in an immediate absence and a zero on any tests, quizzes, or assignments due that day.
- Students are expected to conduct themselves in a manner which reflects *Derech Eretz* and

Kedushah - respectful behavior and holiness - which are the hallmarks of our community and of our school. The use of inappropriate language and behavior which demonstrates a lack of respect of others - adults or peers - of the property of others, or of the learning process will not be tolerated.

- Any form of bullying or “hazing” including cyberbullying will not be tolerated. Any recording/ photographing/videoing of another student, so as to compromise her dignity or privacy, without her consent will be treated as bullying or “hazing”. All students should be able to expect an environment of safety and respect at school.
- Sexual harassment is both 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 gambling is permitted at YULA Girls.
- Students are expected to respect the property of the school. No posters or notices are to be posted anywhere in the building without the permission of the Associate Principal. Vandalism or defacing of school property will be dealt with as a very serious disciplinary issue.
- Students are advised to keep cell phones and other communication devices locked in their lockers during class time. Students who are using these devices during class, *Tefilah* or assemblies will result in confiscation for the remainder of the day.
- Students are not permitted to bring visitors to spend any part of the school day on campus without prior approval of the Associate Principal.

If a student exhibits behavior unbecoming of a YULA Girls student, consequences will ensue. The following are considered behavioral infractions:

- Bullying or Harassment: no form will be tolerated whether physical, verbal, or electronic.
- Cheating and/or plagiarism (see Academic Policies).
- Disobedience: continued and willful disobedience of school regulations, inclusive of classroom norms, established by each teacher.
- Defiance: willfully defying the valid authority of school personnel (Ed. Code 48900).
- Falsification of documents: a student may not alter notes, grades, or other school-related documents.
- Gambling: a student may not engage in any activity on campus which can be identified as a game of chance for the purpose of personal gain.
- Gang related activities: this includes the wearing of any identifying garments or paraphernalia, which may be deemed disruptive to the educational process of the school.
- Stealing: stealing or attempting to steal or knowingly receiving stolen property (Ed. Code 48900).
- Fighting: all students involved in a physical fight are subject to suspension. The school will

not necessarily conduct an investigation to see who “started” it.

- Profanity: habitual profanity or vulgarity.
- Truancy: repeated unexcused absence from class.
- Vandalism: destruction of school property or the property of other students, faculty, or staff (Ed. Code 48900).
- Other causes: determined necessary by the school administration.

Disciplinary Causes for Expulsion without Warning:

- Assault or battery: a student may not cause, attempt to cause, or threaten to cause physical injury to another person (Ed. Code 48900).
- Controlled substances: a student may not possess, sell, use, furnish, or be under the influence of any alcoholic beverage, intoxicant, or controlled substance. Included in this definition is the sale of substances represented to be alcohol, drugs, vaping, or other intoxicants, or arranging or negotiating to sell any drug paraphernalia (Ed. Code 48900). (Please see below for a full description of the school’s policy).
- Explosives: a student may not possess, use, or furnish any explosive device (Ed. Code 48900).
- Weapons: a student may not possess, sell, or furnish any firearm, knife, or other dangerous object. It is a felony for any individual to possess a firearm, loaded or unloaded, on the grounds of this school (Ed. Code 48902).
- Hazing: a student may not initiate or engage in any action that tends to injure, degrade, harass another student or member of the institution (Ed. Code 32050, 32051, 32052).
- Insubordination: extreme insubordination to any member of the school community.
- Vandalism: willful and malicious defacing of property belonging to the school or any member of the school community (Ed. Code 48900, 48904; PC 640). Parents are financially responsible for any damage caused by the student.
- Extortion/Robbery: (Ed. Code 48900; PC 520).

The following disciplinary consequences can ensue:

- Lunch and/or after school detention
- Meeting with parents before students can return to class
- Community service
- In or out of school suspension, depending on the nature of the infraction and subject to administrators’ decision
- Expulsion
- Notation on school record

SUBSTANCE ABUSE

- Any student that possesses, uses or is under the influence of alcohol or drugs (including cigarettes and vaping) at school or at a school event (e.g. sports game or practice, *shabbaton*, or trip) is subject to expulsion from school and may not be invited to apply for readmission the coming year.

If the school has good reason to believe that a student is endangering her health or well-being, or that of other students, the student will be sent for evaluation and counseling by a school-approved mental health professional, who will share the results with the school Director of Guidance. Additionally, there must be ongoing communication between the mental health professional, school, and family. If this behavior continues, the student may be suspended and will be readmitted to school only upon verification by a professional that the problem is being treated and resolved. If (after this process) the behavior still continues, the student will be subject to expulsion.

YULA Girls reserves the right to test any student at any time for drug or alcohol use. A parent must pay for the cost of such testing. A student who fails to submit to such testing will be expelled.

Students that test positive for drugs or alcohol will be sent to a YULA Girls approved Substance Abuse Counselor. The frequency and termination date of counseling will be determined by the Substance Abuse Counselor and YULA Girls. If the student tests positive a second time, she will again have to go for counseling. If a student tests positive a third time, she will be expelled.

LOCKERS

- The lockers provided to students are the property of the school. The school is not responsible for any loss of or damage to the contents of the student's locker.
- Any pictures hung in a locker must be appropriate for a Yeshiva.
- YULA Girls reserves the right to open and search lockers at its discretion.
- The lockers are cleaned at the end of the school year. Any items left in lockers will be discarded.

CAMPUS APPEARANCE

The general appearance of the school campus is the responsibility of all its citizens. Therefore, students are expected to pick up litter in classrooms, halls, bathrooms, and outside areas when it is evident, or when they are requested to do so. This is especially imperative for all students following lunch and snack breaks. In addition, personal belongings and school materials should be placed in lockers. Any books, notebooks or other items left unattended will be collected and brought to the school lost and found.

Student Life

CO-CURRICULAR ACTIVITIES

As a Yeshiva, YULA Girls sponsors *Shabbatonim*, Educational Retreats, and special programming to reinforce the values taught in the classroom. YULA Girls offers many co-curricular activities for students to increase their involvement with the school. These are excellent opportunities for students to use and expand their individual talents. **Event held on or off campus during school hours are mandatory.**

In regard to student participation in co-curricular activities, which include athletics, clubs, and school productions, the following should be noted:

- Students may not be on academic probation.
- Good sportsmanship and *Middot* must be displayed at all times. No foul language or fighting will be tolerated.
- It is the responsibility of students to arrange directly with fellow students for any notes or assignments missed during event participation. Rescheduling tests or quizzes should be arranged with the teacher.
- School work due on the day of an activity must be submitted to the teacher on that day.
- School attendance, homework, test taking and study, may not be negatively affected by participation in the activity.
- The full uniform designated for the activity must be worn. Dress must always be appropriate.
- Students must meet the particular criteria established for the specific activity.

ATHLETICS

Students who participate in YULA Girls Athletics are subject to the policies in the YULA Girls Athletic Handbook as well as the California Interscholastic Federation (CIF) Codes of Ethics and CIF rules. These rules include the following:

- Athletes may not participate in more than one sport per athletic season.
- Athletes must be in attendance at school for the entire day in order to participate in an athletic event scheduled for that day.
- Athletes must have a 2.0 GPA with no Ds or Fs in the academic quarter in which they are competing.
- Athletes may not participate on any other athletic team during the same season whether or not the team is sponsored by YULA Girls. This includes club sports, religious or synagogue leagues.

CHESS/COMMUNITY SERVICE

The *chessed*/community service program at YULA Girls High School aims to encourage students to be meaningfully engaged in *chessed*/community service in ways that foster their

own independence. All Freshmen, Sophomores, Juniors and Seniors are required to perform *chessed*/community service. The school will provide a list of approved *chessed*/community service activities.

We are proud of our students who engage in *chessed*/community service over the summer but please note that for purposes of our community service requirements, we only award credit for hours performed during the school year.

Shabbatonim for *chessed* will count for five hours.

Students will receive a grade of Pass or Fail on their report card at the end of each semester which reflects participation in *chessed*/community service. The required hours are as follows:

Seniors	25 hours per year
Juniors	20 hours per year
Sophomores	15 hours per year
Freshmen	10 hours per year

Chessed/community service hours must be approved by the Director of Student Life and Leadership. Students will submit their hours per the Director of Student Life and Leadership's directions.

FIELD TRIPS

Field trips are incorporated throughout the course of the year. Co-curricular outings enhance classroom learning; these outings promote socialization and increase school spirit.

All of the school's religious, behavioral and dress code norms apply during field trips and students are expected to conduct themselves in a fashion that will make a *Kiddush Hashem*. Parental consent forms for trip attendance are mandatory and should be signed before school begins.

OFF CAMPUS LUNCH (OCL)

- Off campus lunch is a privilege reserved for Juniors and Seniors.
- The school will designate which days are designated for OCL.
- Students must sign in and out with the Security Guard when leaving and returning to campus. Signed parental permission must be on file in the school office. Students must use their student ID cards for OCL purposes. No other ID is accepted. Using another student's ID will result in the loss of OCL privileges for the semester.
- Any lateness following OCL can result in the loss of OCL privileges for a month.
- All YULA Girls students are expected to adhere to Kashrut guidelines. Violators of the

Kashrut policy will lose OCL privileges.

KASHRUT

Food brought into the school must be strictly kosher. Any food brought into, ordered or delivered to the school must be R.C.C., OU, OK, STAR K or CHAF K approved.

SECURITY

Under no circumstances should students open the gate doors to allow non-authorized visitors to enter the campus.

For the safety of our community, YULA Girls staff and security personnel will open and inspect any bags, packages or deliveries entering the school campus.

PARKING

YULA Girls High School is located in a residential area with very limited street parking. Due to city regulations, no parking is allowed on Key Street or Pickford Street by any YULA Girls student, employee or visitor.

PARKING LOT PRIVILEGES

Due to limited space, and for the protection of students, faculty and the neighbors, YULA Girls reserves the right to restrict those students who may drive a vehicle to and from school. Parking lot privileges must be applied for and assigned at the beginning of the school year, as there are a limited number of spaces available for students. To be eligible for parking privileges, students must:

- Be Juniors or Seniors.
- Register with the office.
- Provide the office with a copy of their driver's license.
- Provide the office with a copy of their automobile insurance.
- Provide the office with a copy of the make/model of the vehicle to be parked.
- Provide the license plate number of their car.

Priority will be given, space permitting, to carpools with a minimum of two other students. Students who obtain a driver's license after the start of school may apply at that time. A waiting list will be maintained in the event of an opening. Any student who parks in a faculty space will lose the right to park in the parking lot.

PICK UP & DROP OFF

Pick-up and drop-off takes place in the alley behind the school. The procedure is:

1. Cars must enter the alley from Key Street and proceed northbound to Pickford Street.
2. Cars must stay on the right side of the alley unless passing to exit.
3. **Do not honk your horn.** We are adjacent to a residential neighborhood.
4. **DO NOT** block Key Street. If the alley is backed up, proceed up Key to Livonia and wait there.

5. Please respect our neighbors and enable them to access their own homes.

6. Always drive slowly and cautiously through the carpool area.

TEFILAH

One of our goals at YULA Girls is to foster spiritual development by providing the resources, time, and guidance for students to build on their relationship with *Hashem*. As *Tefilah* is a fundamental part of that relationship, we respect that time by not scheduling any in-school appointments, meetings, or makeup tests during any *Tefilah* period. YULA Girls will also provide new students a personal *siddur* of her choice at the beginning of the year for her to keep. Additional *siddurim* and *Mincha* cards are also available on campus.

Any YULA Girls student who is absent more than 15 times during the semester will fail *Tefilah* for that semester. That F will remain on her transcript.

The *Tefilah* program is divided into two parts: *Shacharit* and *Mincha*.

SHACHARIT

Shacharit consists of a variety of student-elected differentiated groups, as we recognize that there is no 'one size fits all' path in both the tradition and the inspiration to connect in one's *Tefilah*. At the end of each quarter, students may opt to stay in their current group or elect to join a different *Tefilah* group. On *Rosh Chodesh* and at various other times, *Shacharit* will be communal in the *Beit Midrash*.

Attendance is taken at every *Shacharit*. If a student is absent for 6 periods, she will meet with her *Mechanechet* to discuss her personal challenges with *Tefilah*.

MINCHA

Mincha runs daily for ten minutes at the end of period H in the classrooms. On Thursdays the students will come together for communal *Mincha* in the *Beit Midrash*.

TEFILAH EXAM POLICY

Every student will receive an "entrance ticket" signed by their *Tefilah* teacher. This must be given to the exam proctor before a student can sit for their final. Students will be unable to take their morning final if they do not show up for *Tefilah*.

DRESS CODE

The YULA Girls dress code is based both upon *halachic* norms and upon the desire to create an environment which is conducive to learning.

SHIRTS

- Crew neck only.
- $\frac{3}{4}$ sleeve or long sleeve only.
- Necklines must cover the collarbone.
- Undergarments should never be visible.
- Shirts must be worn in their original condition. Any shirt that has been tampered with or altered in any way will not be allowed.
- Sheer material and tight, form fitting shirts are also not permitted.
- Hooded sweatshirts may be worn, but the hood should not cover the student's head.

SKIRTS

- YULA Girls students may only wear the 3 approved YULA uniform skirts which are available from Dennis Uniform Company. The approved colors are black, gray and plaid and can be ordered directly from www.dennisuniform.com (school code: LA00FT).
- The skirt must come to the knees.
- No decorations or design elements may be added to the uniform skirt.

PANTS

- No pants are permitted at any time.
- Pajama pants or sweatpants are not permitted under skirts.

SHOES

- No open toe shoes, slides or slippers may be worn to school at any time.

HAIR

- No unnatural hair color, streaking or dyeing.

PIERCINGS

- Piercings are only permitted on the ears.

GYM DRESS CODE

All students must wear athletic shoes and attire during PE class. School clothing may not be worn during PE and any student not dressed appropriately for PE will receive half an absence from that day's class.

ENFORCEMENT

YULA Girls faculty and staff will enforce the dress code.

Students are not allowed to attend class, take exams or attend field trips if not in compliance with the dress code.

ACTIVITIES OUTSIDE OF SCHOOL

Students are expected to represent themselves, as well as YULA Girls High School through appropriate, respectful conduct at all times on and off campus. YULA Girls' standards of

personal conduct, dress code as well as *Torah* and *Halacha* serve as a guide for YULA Girls' expectations of our students in any public event or forum.

YULA Girls does not condone students' attendance at co-ed parties, unless the parties have proper adult supervision. Students who attend parties that involve alcohol and/or drugs will face disciplinary action.

Communication

GENERAL GUIDELINES

Students are expected to represent themselves, as well as YULA Girls High School through appropriate, respectful communication at all times. YULA Girls' standards of professional conduct, as well as *Torah* and *Halacha* serve as a guide for YULA Girls' expectations of our students in any public event or forum, including social media. Rude, abusive, threatening, or otherwise inappropriate content or language is not permitted and is subject to disciplinary action.

PRIMARY COMMUNICATION

The primary forms of communication between faculty and students are through YULA Girls official email accounts, and/or the PowerSchool Learning Management System. Messages are sent through these platforms on a daily basis and it is the student and parent's responsibility to monitor emails and communications through these platforms and ensure messages are being received and read.

During the school year, students and parents can typically expect a reply from YULA Girls staff within 24 hours for messages received Monday-Thursday and within 72 hours on weekends.

When school is closed for an extended period of time, such as holidays and vacations, students and parents should not expect an answer until 24 hours after school resumes.

Students should never expect an immediate response from staff on any communication platform.

Students, parents and staff should never communicate directly through personal email, text message or WhatsApp accounts.

If students or parents have a question or concern about any academic matter, the first step is to speak directly with the teacher. As it is not possible to give proper and respectful consideration in the time directly before and directly after class, please refrain from approaching or discussing issues during this time.

Parents may request individual conferences with teachers to discuss their child's progress or challenges, and for other issues related to education. Teachers may arrange individual conferences with parents when academic and/or social concerns arise. Teachers and parents are responsible for working together to schedule a conference or meeting.

Administration will not meet directly with students or parents to discuss any academic matters

without prior attempts to work things out directly between parents, students and teachers.

ASSIGNMENTS AND GRADEBOOKS

The PowerSchool Learning portal is a powerful, easy-to-use, secure communication tool connecting teachers, parents and students. Using the PowerSchool student information system, students and parents have up-to-date, online access to class grades and homework. This makes it easier for parents, teachers and students to accurately monitor, identify and accelerate student progress.

While PowerSchool tracks progress during the semester, final grades are stored and notified via the My Backpack system, at the end of each semester. Additionally, academic progress reports are sent quarterly via email to parents and students.

Training and setup of these systems is provided to incoming students and parents at the beginning of each school year. It is the student's and parent's responsibility to monitor these platforms.

EMERGENCY COMMUNICATIONS

In situations where the school is under emergency conditions or is closing due to unforeseen circumstances (e.g. weather, facilities failure) parents will be informed via SMS text messaging. Parents are responsible for ensuring that their cellphone numbers are updated within the MyBackpack system.

SOCIAL MEDIA

Students may not follow, friend, message or communicate with staff on personal social media accounts. These guidelines apply to all current and future social media platforms, such as Facebook, Twitter, Snapchat, Instagram and similar.

TEXT MESSAGING

In an effort to improve informal communications with students and parents for class announcements, planning and activities such as field trips, academic competitions, and athletic events, YULA Girls has adopted the use of a mobile messaging application titled Remind.

Remind permits monitored communication with students via mobile phone while maintaining the privacy of information, such as student and faculty phone numbers.

Remind is not a replacement for email, but an additional service that can be used for communicating informally with students when using email is not practical or expedient. Each staff member will decide whether Remind is appropriate for their class or event.

Remind messaging should not be used after 10pm.

For more information about Remind, browse <https://www.remind.com/>. The Remind privacy policy is located at <https://www.remind.com/privacy-policy>.

Technology

BASIC EXPECTATIONS

Students at YULA Girls High School have access to many technology resources. Students and Parents (Users) must understand and accept the responsibilities, policies, and terms involved in the use of the technology that is provided and facilitated by the school.

These policies and procedures must be adhered to by every student, and applies not only to YULA Girls' devices on and off campus, but also privately-owned devices while on our campus.

YULA Girls fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. Violating the letter or spirit of the policies and procedures may be cause to deny a user access to the YULA Girls computer systems, and/or may result in more serious disciplinary action(s) and/or financial obligations.

TECHNOLOGY PRIVILEGE

Access to the technology resources, services, network and internet at YULA Girls is a privilege, not a right. Access is provided to support YULA Girls' educational programs, and is not intended for commercial use or any personal use which may interfere with YULA Girls' educational mission. YULA Girls may revoke access to any and all technology resources and equipment, at any time, for any reason.

Any electronic device brought on campus should be used only for educational purposes at the specific direction of a faculty or staff member. With probable cause, we reserve the right to confiscate any equipment brought on campus by any student.

FILTERING, MONITORING AND PRIVACY

All YULA Girls' owned equipment, networks and network services (such as laptops, iPads, Internet access, LMS systems, SIS systems, email and cloud storage) are filtered and monitored.

No right of privacy exists in the use of YULA Girls' technology resources. Users should not assume that files or communications created or transmitted using YULA Girls' computers, services, networks or stored on servers or hard drives of individual computers will be private. School system administrators or individuals designated by the administration may review files, monitor all network communication, and intercept data and email messages to maintain system integrity, ensure student and faculty safety and to ensure compliance with school policy and applicable laws and regulations.

School personnel shall monitor activities of individuals who utilize school-owned computers, networks or resources while on or off campus. Communications relating to or in support of illegal activities will be reported to the appropriate authorities. Information in electronic messages is not anonymous and is subject to disclosure to third parties under state and/or

federal law in certain circumstances.

Access to online content and services via the network may be restricted in accordance with our policies and federal regulations. YULA Girls provides filtered Internet access. Users should be aware that, although filtered, the potential exists, as it does with all Internet use, for users to access material that may contain content that is illegal, inaccurate, or potentially offensive to students, parents, employees or others. Even with filtering software it is not possible to absolutely restrict access (accidental or otherwise) to all such material. It will be each user's responsibility to adhere to the school-wide policy and the general usage rules set forth in this document. Users may request to block or unblock a network resource, and requests will be reviewed by the administration. YULA Girls reserves the right to deny access to any network or Internet resource at any time.

EQUIPMENT OWNERSHIP

Each YULA Girls student is provided an Apple MacBook laptop computer (specific models vary year to year) which includes a charger and a three-year AppleCare Warranty which started on the day of purchase by YULA Girls. **The computers and chargers are the property of YULA Girls and are on loan to the User while enrolled at YULA Girls.**

YULA Girls reserves the right to collect and/or inspect the computer at anytime. Ownership and control of the laptop will remain with YULA Girls, even though the user has possession of the device at the school or elsewhere. Nothing in this agreement, nor the delivery of the laptop by YULA Girls, constitutes a transfer of ownership of the laptop to the student or parent.

Upon graduation, a student may submit a request for transfer of ownership of the laptop computer. If all fees are paid and other requirements have been met, the student may take ownership of the computer after official approval has been received in writing from the administration.

If a student withdraws from YULA Girls before graduation, the laptop is to be returned to YULA Girls with the charger in the same condition as it was given (normal wear and tear accepted). If there is any damage affecting the usability of the computer, the student will be responsible for any repairs needed to restore the computer to full functionality. Withdrawing students may have the option to purchase their computer pending approval from the administration. The purchase price of the computer is calculated as: the full purchase price paid by the school for the computer and AppleCare, minus 25% per each year of enrollment.

Departing students should expect their network credentials, email addresses, storage and all other technological resources to be disabled, deleted or deactivated within 7 days of departure. No further access or support will be provided after departure.

COMPUTER/NETWORK USE & CONDUCT

Students are permitted to use only the YULA Girls owned MacBook during class, at the teacher's discretion. Personal computers or tablets are not permitted in class and are subject

to confiscation.

Computers are required at school every day and are expected to have a fully charged battery each morning.

Students must be connected to the YULA Girls wireless network at all times. Creating ad-hoc networks, accessing private subscriptions, such as portable hotspots or turning off the WiFi is prohibited. YULA Girls makes no guarantee that the school wireless network will have 100% uptime.

Applications and data stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school network. Any material found is subject for immediate deletion without notice, and depending on the content disciplinary action may be sought.

The use or installation of any YULA Girls provided software on personal computers is prohibited and considered theft.

YULA Girls' technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school system technological resources for commercial gain, profit, amusement or entertainment is prohibited.

Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

Users are prohibited from accessing another individual's computer account. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without appropriate authorization or the owner's express prior permission. In addition, users shall not share or reveal their passwords or user IDs for any data system.

DATA BACKUPS

YULA Girls is not responsible for the loss of any data. YULA Girls can help users setup a backup system and provide guidance, but it is the responsibility of the user to complete this and YULA Girls is not responsible for any data loss or retention.

It is the user's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work; therefore, users should backup all work.

YULA Girls IT Department is not responsible for the loss of any data resulting from necessary computer maintenance, repairs or technician work.

PRINTING

Student users are allocated 100 black and white prints per school year. Additional pages can

be purchased from the administration for \$0.10 per page.

TECHNICAL SUPPORT

YULA Girls will provide technical support during school hours. Any issue affecting the usability of the laptop should be promptly reported. If a repair is needed, YULA Girls has a limited supply of loaner equipment available, but availability is not guaranteed. Any user accepting a loaner accepts full responsibility for the equipment with the same rights and responsibilities as any other YULA Girls' provided technology and equipment. Due to the busy nature of the IT support environment, immediate assistance is not guaranteed, and users may be required to set an appointment or return at a later time.

PROPER CARE OF EQUIPMENT

Proper care of the equipment is expected at all times. Users are not to decorate, engrave, mark up, or otherwise alter the physical features of any equipment. YULA Girls strongly encourages that users purchase a hard plastic cover as well as a padded carrying case to protect the equipment from damage.

EQUIPMENT DAMAGE & LOSS

All computers, chargers and other equipment provided to users is on loan, and as such, the users are responsible for their care and safekeeping. If damage occurs to the equipment which is not covered by warranty, a repair must be arranged for and completed in a timely manner by the user.

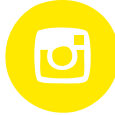
YULA Girls provides no warranty or repair service. Each computer and charger is covered for three (3) years from date of purchase under the AppleCare warranty program, and users are responsible for the care and repair of their assigned computer and charger. The AppleCare warranty does not cover accidental damage or loss, broken chargers, lost or broken cables, water damage, negligence and similar determinations.

Any additional costs or liabilities assessed by Apple are the responsibility of the user. Users have the option of seeking a third-party repair if desired.

If a loss or theft occurs, it is the responsibility of the user to promptly file a police report and provide a copy to YULA Girls.



YULA GIRLS
HIGH SCHOOL



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