

majority of the upper arm, between the shoulder and the elbow. Necklines must remain within 1-1/2 inches of the neck all the way around. Tops should completely cover the student's midsection—even when the student raises her arms or bends over.

Female students are required to wear knee-length, loose-fitting dresses or skirts. If the skirt or dress has a slit, the slit should not go above the knee. Pants, even when worn in combination with skirts and dresses, are unsuitable attire.

Males and Females

Male and female students should wear the proper attire even under a jacket or sweater.

Unusual hairstyles, including dreadlocks or hair colors, are not appropriate for any student.

Halacha prohibits tattoos and most body piercing. Students who disregard this prohibition may be asked to leave NYHS.

P.E. clothes should be taken home and laundered frequently so that they remain clean.

Students wearing inappropriate dress will have their Citizenship grade lowered and asked to change their clothes. In some cases, students may be sent home.

DRESS AND APPEARANCE AT NYHS EXTRA-CURRICULAR ACTIVITIES

The above dress code applies to students when on campus. The school has also established expectations regarding the dress of students participating in extra-curricular activities. These expectations include the following:

- Uniforms for all athletic teams must be approved by the administration. The primary concern in reviewing proposed uniform options has focused on considerations of halacha.
- Students who participate in school drama presentations and the annual talent evening are required to dress in a manner that conforms with halacha.
- The school establishes specific expectations for dress at Shabbatonim and similar activities. These expectations are dictated by considerations of halacha and impact on the atmosphere of the event or program.
- Students and families that are in attendance at athletic events or in the audience at school events are expected to dress appropriately. Dress should meet the requirements set by halacha. Students and their families should also consider that their dress reflects on NYHS.

ATTENDANCE

The purposes of our attendance policy are to ensure the successful completion of all course work and to provide for the safety of our students. Each day or period missed puts a greater burden on the student to avoid falling behind. Please consider carefully the need for any absences. It is the responsibility of the student to make up all work missed due to absence within the time limits set by the instructors.

Appointments should be scheduled, whenever possible, for non-class hours. In the event a series of appointments needs to be scheduled, please avoid repeated absence from the same class.

In order for faculty and administration to plan effectively, we must be informed of upcoming absences. In the event of a pre-planned absence, please provide written notice at least ten (10) school days before the expected absence.

ATTENDANCE REPORTS

Attendance reports are available via secured login on the NYHS website. Parents may request that an attendance report be e-mailed to them. It is the responsibility of the student's parents to monitor absences and tardies and to determine whether these absences and tardies have a legitimate basis.

NYHS will not immediately contact parents when their student is not in school or is tardy. We will only contact you in the event that we cannot ascertain your student's whereabouts and are concerned about his/her safety.

ABSENCES

Once a student enters the campus he/she is expected to attend all classes. If a student leaves during the course of the day, prior notice and written authorization must be provided to the office. Please note that this is the only case in which a note is required to excuse a student from school. If a student leaves without providing this notification and authorization, the absence will be regarded as unexcused. A subsequent note cannot excuse this absence.

ABSENCES DURING SCHOOL HOURS

If a student does not feel well, he/she is still required to report to class. The student may request permission from the classroom instructor to report to the office. The student may not excuse him/herself from class or leave campus without permission. If the student does not report to class, a subsequent note will not excuse the absence.

If a student leaves the campus during the course of the school day with the intention of returning to school later, the student must report to the office before returning to class. This policy also applies to students age 18 or over.

TARDIES

Students are expected to be in class on time. Students are also expected to remain in the classroom for the entire period. If a student visits the restroom, he/she should return promptly. Students will not be excused from class for phone calls.

The time between periods should be used to pass between classes or to visit the restrooms. It should not be used for phone calls or similar activities that are not related to school.

A tardy is defined as either being late to class, being out of class without permission, or taking excessively long breaks.

The accumulation of 60 minutes of tardies per quarter in a class is treated as one unexcused absence.

CONSEQUENCES

The consequence for an unexcused absence is a 1.0 reduction of the student's grade in each class that has been skipped. This consequence will be enforced with each unexcused absence, including the first time it occurs.

EXCESSIVE ABSENCES

Classroom instruction is a fundamental element of every course. More than six (6) absences from any regularly-scheduled course in any quarter are excessive. For each absence in the excess of six, the student's grade for the course will be reduced by 0.5 grade points. This consequence reflects the fact that the student has not fully participated in the course. If these reductions result in a failing grade, the student will still receive credit but may be required to repeat the entire course.

APPEALING EXCESSIVE ABSENCES

A student whose grade is reduced due to failure to meet attendance requirements may appeal.

Appeals Committee: The Appeals Committee is composed of the Assistant Head of School and two faculty members. Decisions of the Appeals Committee will not be accompanied by comment. Decisions of the Appeals Committee are final, and are not subject to further appeal.

Basis for Appeal: NYHS provides students with a budget of six absences per quarter. Students may apply in advance to the Appeals Committee for a maximum of two additional days. If this budget is exceeded solely as a result of illness or other unavoidable absences, the student may file an appeal. However, if the budgeted or additional days are exceeded as a result of using any of the days for a purpose other than an unavoidable circumstance, no appeal will be entertained.

In order for an appeal to be approved, three requirements must be met: (1) the student must show that the absences were a result of illness, or some other factor that was not preventable; (2) the course instructor must agree that it is possible for the student to make up the missed material, and that the student should not be required to repeat the entire course; and, (3) the instructor must be willing to supervise the student's completion of the course. Instructors will not be required to provide this service.

Appeals Process: Students should apply for an appeal no later than the last day of the course. At that time, students must provide the Committee with four documents: (1) cover letter explaining in brief the reasons for all the absences; (2) written confirmation, by the parent, of the legitimacy of the student's request; (3) documentation to support all the absences, i.e., doctor's appointment notes where appropriate; (4) written confirmation from the instructor regarding the work missed.

Response to Appeal: Students may expect to receive a response from the Appeal Committee within five school days of the receipt of the appeal.

CLASS ASSIGNMENTS

Each student is provided with a list of his/her courses. The student is expected to attend the courses on this list. If a student is not present for any course on this list, s/he will be regarded as absent. Students will not be permitted to enter any other course.

If a student feels that there is an inaccuracy in the roster, the student should immediately report to the instructor of the assigned class. In the interim, the student is responsible to report to the course to which s/he has been assigned. A student may not change courses until the class roster has been changed.

Sometimes, it is appropriate to reassign a student to a different course or level. In order for a student to be reassigned, the following steps must be followed:

- The student secures a transfer form from the office.
- The current instructor, new instructor, and the appropriate Dean agree to the transfer. The signatures of these individuals on the transfer form indicate their agreement. The student's parents are also consulted when appropriate.
- The student delivers the completed form to the receptionist.
- The office personnel makes the roster change in the computer.

Until the change appears on the rosters, the student remains assigned to the original course.

HOMEWORK POLICY

Homework is an integral part of the Northwest Yeshiva High School curriculum. All students are expected to devote time to the completion of assignments at home. It is anticipated that such work at home is necessary for students to successfully complete the program. As in all aspects of the curriculum, the structure and implementation of homework assignments are carefully monitored.