



**STUDENT & PARENT GUIDEBOOK**  
**2020-2021**

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## **OVERVIEW**

Welcome to Chaviva High School!

If you have been accepted to Chaviva, it is because we believe that you will take full advantage of our educational program and thrive in our environment of support and encouragement.

We commit ourselves, ב"ה, to teach, guide and mentor you throughout your high school experience and expect **your** commitment to live up to our expectations of you, as a Chaviva High School student.

This stage of your life as a teenager can be exciting and confusing. While you seek acceptance from others, you will also begin to feel a need to formulate your own unique identity. You will find yourself craving independence and autonomy. We acknowledge and value these developmental needs and will work with you to discover your unique strengths and identity within Klal Yisroel and the world at large.

Although your natural tendency at this time may be to break free from rules and restrictions, your success is largely dependent on being in an environment that is safe and secure with clear expectations and follow through. Rules and standards that are appropriately and consistently enforced will create the setting most advantageous for your and all of our students' growth and development.

We have crafted these guidelines with the following objectives in mind;

- To ensure the safety and stability for all students and staff
- To meet the requirement of halacha, both Das Moshe and Das Yehudis
- To create an environment that is most conducive for higher level learning

This guidebook has been prepared to clearly define our expectations and to set each student up for success.

Please read through these policies and standards to be sure you fully understand and appreciate their value.

We look forward to learning and growing together with you!

Mrs. Rochie Berkowitz

*Principal*

Mrs. Elissa Chanales

*Assistant Principal*

## OUR PHILOSOPHY

### Mission Statement

Our mission is to empower each student to cultivate a genuine relationship with Hashem and become an educated, productive member of society.

### Vision Statement

Our vision is to provide a loving and supportive environment in which each student can achieve success. We enable each student to discover her own inherent worth. Our holistic educational approach supports an internalization of Torah values as well as an acquisition of knowledge and skills.

### Belief Statements

#### **We believe...**

1. ... in an educational philosophy that approaches each student holistically, addressing their hashkafic, social, emotional and academic needs.
2. ... it is essential for young women to formulate a strong sense of self and pride in being a *Bas Yisroel*.
3. ... in the necessity of making Torah relevant, while emphasizing that a life of *Yiddishkeit* is full of *simcha* and purpose.
4. ... in imbuing each student with a love of the Jewish people and a love of *Eretz Yisrael*.
5. ... in valuing each student's personality, strengths, and challenges as well as recognizing student effort and success.
6. ... we must trust and respect our students in order to earn our students' trust and respect.
7. ... the role of a teacher is to engage students, encourage questions & ignite a passion for lifelong learning.
8. ... in providing a rigorous yet accessible academic program, focusing on enabling students to reach their own academic potential and meeting the needs of all learners through student-centered instruction.
9. ... in utilizing techniques that will motivate positive change & encourage personal responsibility.
10. ... in developing the strengths of our students through extra-curricular programming which fosters positive *middos*, social skills & leadership qualities.
11. ... that *chinuch* is a process that requires patience and a partnership with parents.
12. ... that educating young Jewish women is a privilege that requires dedication, flexibility and creativity.

## **EXPECTATION OF STUDENT BEHAVIOR**

רבי אֶלְעָזָר בֶּן עֲזַרְיָה אָמַר, אִם אֵין תּוֹרָה, אֵין דֶּרֶךְ אֶרֶץ. אִם אֵין דֶּרֶךְ אֶרֶץ, אֵין תּוֹרָה

(Pirkei Avos 3:17)

שצריך תחלה לתקן את עצמו במדות ובזה תשכון התורה עליו, שאינה שוכנת לעולם בגוף שאינו בעל מדות טובות. לא שילמוד התורה ואחר יקח לו המדות כי זה אי אפשר.

One must first improve one's own character traits and with that, the Torah can endure with him because it cannot endure with a person that doesn't have good character traits. One cannot learn Torah first and then acquire good character traits because this is impossible. (Rabbeinu Yonah)

As a Torah institution, we give supreme value to the middos and behaviors of our students. This translates into an expectation of sensitivity, refinement and kindness.

All Chaviva students are expected to;

- Behave with respect and sensitivity to both staff and students
- Conduct themselves with self-control both in and out of class
- Ask permission when necessary and express hakaras hatov when appropriate
- Speak with kind and refined words
- Appreciate and value other people's differences
- Seek to understand rather than judge

## **SCHEDULES**

Chaviva operates from Sunday – Friday.

### **General Schedule**

Sunday: 9:15-11:15 am

Monday – Thursday: 8:15 am - 4:45 pm

Friday: 8:15-12:45 pm

### **Detailed Schedule**

#### **Sunday:**

9:15 Shacharis

9:45 Breakfast

10:00-10:45 Special Program

11:15 Dismissal

While we understand that having school on Sunday presents a challenge to our students, we feel it is an integral part of our chinuch as we wish to instill in them the belief that every day must be used to its fullest. However, because we value the struggle of having school on Sunday, we created a schedule that

will help our students approach the morning with motivation and not with resentment. In our effort to do so, we have included the following details;

- The morning starts an hour later than usual, at 9:15 am
- Dismissal is at 11:15 am
- Uniforms will not be required (See Dress Code on page 16 for more details)
- Breakfast will be provided
- Learning will be presented in a more informal manner, covering various topics related to the role of the Jewish Woman (see "CURRICULUM" for more details)
- Guest speakers will be brought in when possible

Lateness or absence on a Sunday will carry the same weight as any other day of the week.

Students will be responsible for all material covered during the Sunday sessions. Projects will be assigned at the beginning of the year which will be utilized to assess students' acquisition and understanding of the topic discussed in our Sunday sessions. Attendance will also count towards a student's overall grade.

### **Sample Schedule:**

#### **Monday-Thursday**

8:15 - 8:45 am	Davening
8:45 - 9:00 am	Morning Announcements & Breakfast
9:00 - 10:00 am	Limudei Kodesh
10:05 - 11:30 am	General Studies
11:35 - 12:35 pm	Limudei Kodesh
12:35 - 1:05 pm	Lunch
1:05 - 2:35 pm	General Studies
2:35 - 3:35 pm	Elective
3:35 - 3:55 pm	Mincha
3:55 - 4:45 pm	Limudei Kodesh
4:45 pm	Dismissal

#### **Friday:**

8:15 - 8:45 am	Davening
8:45 - 9:00 am	Breakfast
9:00 - 10:00 am	Elective
10:05 - 11:05 am	General Studies
11:10 - 12:10 pm	General Studies
12:15 - 12:45 pm	Parsha Shiur
12:45 pm	Dismissal

### **DAVENING PERIODS**

We learn from Channa that women have a unique ability to connect with Hakadosh Baruch Hu through tefilah. While we cannot and should not force tefilah, nor can we grade a student's personal tefilah, Chaviva is committed to instilling in our students the proper respect and appreciation for what tefilah is.

Students will earn credit for Shacharis and Mincha based on their attendance and decorum. Students will sign in for each davening period and are expected to remain in the davening room until the end of the period.

No other work may be done during a Tefilah period.

### **BREAKFAST & LUNCH**

According to William Cochran, M.D., a past member of the American Academy of Pediatrics Committee, as many as 20 to 30 percent of teens do not eat breakfast on a daily basis and the worst offenders are girls. Chaviva believes it is of utmost importance to help support healthy eating habits, so our students have the strength and energy necessary to develop and learn to their fullest potential.

There is a 15-minute breakfast period on Sunday through Thursday to ensure our students, who most likely rolled out of bed and rushed out of the house without a bite, start the day off right.

There is a 30-minute lunch period Monday through Thursday.

Students are responsible for bringing their own breakfast and lunch to school Monday through Thursday.

Having our students responsible for selecting and packing their food daily, instills a sense of responsibility and autonomy, and allows us the opportunity to teach about proper nutrition and making healthy choices in real time.

Breakfast will be available at our Sunday morning program.

There is no breakfast or lunch period on Friday, to allow our girls the ability to be dismissed early and get home to help prepare for Shabbos.

### **CURRICULUM & REQUIREMENTS**

In today's day in age, information is quite literally at our students' fingertips, just a "click away". A Torah institution must commit itself to do more than just educate by imparting facts and details.

The word "chinuch" while often translated as education, has a meaning and purpose much deeper. The word "chinuch" shares the same root as the word "chanukah", which we know means to "dedicate". Our goal as mechanchim is not merely to educate by relaying a series of facts and details but rather to cultivate an atmosphere wherein our instruction and guidance results in students who are dedicated to the ideals and lessons that are presented to them.

### **LIMUDEI KODESH**

In our limudei kodesh classes, Torah will be taught as a relevant and inspiring source of connection and direction. Great emphasis will be placed on finding practical and motivating lessons of mussar in each subject. Most of the sifrei Tanach will be covered throughout a student's four years at Chaviva and we have set our curriculum with the goal of creating a clear and intuitive schedule of classes and topics that plays to the way a teenage brain works.

## JUDAIC STUDIES REQUIREMENTS

20 Credits in total

Chumash:	4 credits
Navi:	4 credits
Kesuvim:	2 credits
Halacha:	2 credits
Bekius:	2 credits
Historia:	2 credits
Parsha:	1 credit
Yesodos (Sunday Program):	1 credit
Moadim (Rosh Chodesh Program):	1 credit
Chessed	1 credit

### LIMUDEI KODESH CURRICULUM SCHEDULE BY GRADE

#### 9<sup>th</sup> GRADE

Chumash: Sefer Beraishis  
Navi: 1<sup>st</sup> Semester – Yehoshua  
2<sup>nd</sup> Semester - Shoftim  
Kesuvim: 1<sup>st</sup> Semester - Mishlei  
2<sup>nd</sup> Semester - Megillas Rus  
Halacha: Halachos Bein Adam L'Chavero

#### 11<sup>th</sup> GRADE

Chumash: Sefer Bamidbar  
Navi: Melachim Aleph & Beis  
Kesuvim: Koheles (1<sup>st</sup> Semester)  
Shir Hashirim (2<sup>nd</sup> Semester)  
Bekius: Sefer Vayikra (1<sup>st</sup> Semester)  
Yeshaya (2<sup>nd</sup> Semester)  
Halacha: Hilchos Tefillah U'Berachos

#### 10<sup>th</sup> GRADE

Chumash: Sefer Shemos  
Navi: Shmuel Aleph & Beis  
Kesuvim: Tehillim  
Halacha: Hilchos Shabbos & Yom Tov

#### 12<sup>th</sup> GRADE

Chumash: Sefer Devarim (Topical; Ahavas Hashem, Yiras Hashem, Teshuva, Tefillah)  
Navi: Trei Asar (1<sup>st</sup> Semester)  
Yirmiyahu (2<sup>nd</sup> Semester)  
Kesuvim: Megillas Esther (1<sup>st</sup> Semester)  
Megillas Eicha (2<sup>nd</sup> Semester)  
Mussar: Various Sifrei Mussar  
Halacha: Hilchos Kashrus

### YESODOS CURRICULUM – Sunday Program

#### Four-year cycle:

**YEAR ONE:** Women in Tanach, Models for today

**YEAR TWO:** Koach HaTefillah, How women connect

**YEAR THREE:** The Hashkafa of Tznius and the Internality of the Jewish Woman

**YEAR FOUR:** Yesodos HaEmunah, It's Natural



### **PARSHA**

Parsha will be taught every Friday. The entire school will join together for the weekly Parsha shiur.

Students will be assessed based on attendance, participation, basic knowledge of the parsha, sharing divrei torah at home, and a student researched Dvar Torah presented to the entire student body.

### **MOADIM/G.E.M. Program (ROSH CHODESH)**

Rosh Chodesh is a day gifted to Jewish women. In order to acknowledge the specialness of the day, students are not required to wear their uniform on Rosh Chodesh and are encouraged to dress in clothing that represents the beauty of this unique gift.

We are taught that each month is infused with a special koach as a means of strengthening our connection to the Ribono Shel Olam. Our students will take part in monthly Rosh Chodesh classes as part of our G.E.M. (Growing Each Month) Program, to discover the unique opportunity in our Avodas Hashem each month presents.

Students will be assessed on their understanding of these topics by creating artistic entries in their "Student Portfolio".

### **CHESED**

The Torah begins and ends with Chessed.

As a teenager, our students are hardwired to be self-centered. This is not necessarily a bad thing, as it serves as the setting necessary to make critical life decisions. However, as Jews, we can never be so inwardly focused that we lose sight of those in need. Knowing the supreme importance of chessed and valuing the middos of sensitivity and concern for others in our students, **Chaviva requires students to complete a specific number of hours of chessed per year in order to earn their diploma.**

The requirements are as follows;

#### **9th Grade**

Students must help in their own homes a minimum of one (1) hour per week.

#### **10th Grade**

In addition to helping in their own homes a minimum of one (1) hour per week, sophomores must also spend at least one (1) hour per month doing chessed in the greater Cleveland community.

#### **11th Grade**

In addition to helping in their own homes a minimum of one (1) hour per week, juniors must also spend at least two (2) additional hours per month doing chessed in the greater Cleveland community.

#### **12th Grade**

In addition to helping in their own homes a minimum of one (1) hour per week, seniors must research the needs of our community and create their own unique Chessed project that will benefit the greater Cleveland community at least two (2) hours per month.

Throughout the course of the year, Chaviva will arrange special chessed opportunities and programs for our students to reinforce our commitment to this fundamental Jewish characteristic.

## GENERAL STUDIES CURRICULUM

In our general studies classes, we seek to ignite a curiosity for learning and a motivation for discovery. We seek to form well-rounded individuals who will have the tools necessary to succeed and excel long after they leave our school.

Chaviva High School's curriculum will follow the state requirements to earn a high school diploma in the state of Ohio.

These requirements are as follows;

All students must earn a state minimum of 20 credits in specific subjects.

Courses	State Minimum
English language arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

Students also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts.

Source: <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Courses-and-Requirements>

## GENERAL STUDIES CURRICULUM SCHEDULE BY GRADE

9th Grade	10th Grade	11th Grade	12th Grade
World Literature	Modern American	British Literature	Holocaust
Algebra I	Geometry	Algebra II	Pre-Calculus
Physical Science	Biology	Chemistry	Health & Nutrition
World History	Modern American	Government	Current Events
Personal Wellness	Performing Arts	Speech / Debate	Ivrit / ASL
5k Training	Yoga	Dance Aerobics	Weight Training

## TESTING AND GRADUATION REQUIREMENTS

Students are required to take the required EOC (End of course) Exams. There are 7 exams covering the following subjects;

- Algebra I and Geometry
- Biology
- American History and American Government
- English I and English II

For each of the seven end-of-course state tests, a student earns one to five graduation points. Students have the potential to earn a total of 35 points.

2) Ohio law also requires students to take a national college admissions test, either the ACT or SAT.

**In order to meet the Ohio state requirements for graduation, a student must earn at least 18 points in total on the EOC exams, or a remediation free score on the college admission test.**

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. These rights can be found at the following web address: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html>

## GRADING SCALE

Numerical	Letter	GPA	Numerical	Letter	GPA
100-98	A+	4.0	79-77	C+	2.3
97-93	A	3.8	76-73	C	2.0
92-90	A-	3.6	72-70	C-	1.5
89-87	B+	3.3	69-65	D	1.0
86-83	B	3.0	<65	F	0.0
82-80	B-	2.7			

## **GRADING POLICY**

Students' grades will be based on various items utilized at the discretion of each teacher.

Students will receive formal report cards on a semesterly basis, once in January and once in June.

Informal reports will be issued in November and in March which will give a snapshot of each student's progress at that time.

Grades will be comprised in part from tests, quizzes and/or projects.

Students will be required to complete all homework and class work assigned.

Class participation and engagement will also be considered as part of a student's overall grade.

Every individual teacher will determine which assessments to utilize and the weight of each item as it relates to a student's overall grade. Teachers will inform their students of this grading rubric at the beginning of the course.

**In all classes, a student's attendance will account for at least 10% of their entire grade.**

### **I.S.D.R.**

Chaviva's **Individual Student Development Review** will take place once a year in lieu of a typical Parent Teacher Conference. During orientation of each new school year, students will set personal goals for themselves in the following areas; academic, social/emotional and avodas Hashem. Between the months of December and February, the administration will schedule a time to meet with each student and her parents to review these goals, acknowledge achievements and determine areas for continued growth. These reviews will be based on feedback and observations of the staff, academic scores, as well as input from the student herself and her parents.

## **ATTENDANCE POLICY**

It is of extreme importance that all of our students are in attendance, on time, to every class on a daily basis. Besides for not wanting our students to miss a minute of valuable learning, and our commitment to maintaining the most productive learning environment for all students and teachers, timeliness is an incredibly important character trait for our students to acquire on their journey to becoming successful adults.

An attendance sheet will be posted in the davening room very morning. Students will sign themselves in when they arrive.

The attendance sheet will be taken to the office 5 minutes after the start of davening.

Any student who arrives at school past that time, must sign in with the secretary. They will be marked as "Tardy".

At the beginning of each class period teachers will take attendance. Students arriving more than 5 minutes after the start of class will be marked as "Tardy".

## **LATE ARRIVAL / EARLY DISMISSAL**

If a student will be arriving late to school, we ask that parents notify the school by 9:00 am on the day of the tardiness, if not before. If a student is absent for Shacharis, and the school has not been notified by the parents about a tardiness, the office will reach out to parents to ensure the safety and well-being of that student.

When a student arrives late to school, they must sign-in with the office.

If a student needs to be dismissed early, she may only do so after a parent has given express permission to a school official. Students leaving school before dismissal must sign out with the office.

**Due to the safety and security concerns for our students, any student who fails to comply with these standards and leaves school without express permission, will be given an in-school suspension.**

## **RESIDENCY REQUIREMENT**

A student's attendance will count towards at least 10% of her overall grade in each class.

A student may miss a given class up to 3 times in a semester with no consequences.

The fourth time the same class is missed and each additional time, 10% of the overall attendance grade is deducted (equal to 1% of the overall class grade).

*Example-*

A student misses Chumash 5 times in one semester.

The first 3 classes missed result in no change in grade. The fourth time, she will lose 10% of her attendance grade and the fifth time, she will lose an additional 10%. (20% of her attendance grade = 2% of her entire course grade).

Even if a student had a 100% overall grade in that class, she cannot earn more than a 98% because of her absences. Be advised that this means poor attendance can ultimately result in dropping a student's overall score in a given class up to one letter grade. Students are responsible for knowing where their attendance is holding by checking the Chaviva SIS (Student Information System).

In extenuating circumstances, a student may meet with the school administration to earn back credit for missed classes if deemed appropriate. This is the responsibility of the student, and not her parents.

## **MAKING UP MISSED WORK**

Being responsible is the key to success as students and as members of society. As high school students, taking responsibility for their learning is important for all students and will improve their confidence and competence as learners.

Below is a list of guidelines for missed tests and homework assignments due to absences.

These guidelines are being implemented to ensure that work doesn't pile up and become an added burden for our students.

- If a student is absent the day homework is due or on the day of a test or quiz, she must make up that homework/test/quiz the day she returns to school, regardless of whether she has that class that day.
- Beyond that point, every additional day that the homework/test/quiz is late results in a 10% decrease in grade per day.
- The deadline to complete missed homework/tests/quizzes is one week, at which point the grade becomes a 0%.
- If a student is absent the day before a homework assignment is due, or the day before a test or quiz, but is present the day of the test, she is responsible to take it on time.
- When a student is absent, she is expected to reach out to her teacher before her return to school to find out what she missed and what needs to be made up.
- It is a student's responsibility, not their teacher's, to make arrangements to hand in missing work or make up tests.

## **PLANNED ABSENCES**

We understand that, on rare occasions, a student might choose to be out of school for an extended absence. We trust that together with her parents, a student makes this decision with an appreciation for the learning that they will miss by being out of the classroom. To best help our students in such cases, we have developed the following guidelines.

- Students or parents should email the school to let us know about an upcoming absence 2-3 weeks in advance.
- Students should email their teachers more than a week in advance of their absence to find out what they will be missing and make a plan for the work they will need to make up.
- While students should ask for work in advance, they should not expect the full course load to be available, as not every assignment is ready for the advanced timeline, or able to be given without the classroom instruction.
- Kornukopia will help each student stay informed about upcoming or missed assignments and tests.
- Students who know they will be out of school should make arrangements with a responsible peer who can take an extra copy of handouts, be available for check-ins during the absence, and for reviewing the material later. We are happy to assist any student who needs help choosing an appropriate peer.
- Any missed test should be made up within a week of the student's return. They can arrange a date with teachers in advance.

- It is often difficult and not realistic for teenagers to do work or study while on special trips or vacations. We want our students to be able to enjoy their break, but they should know that it might mean scaling back on extracurricular activities for a week or spending more time working on the weekend upon their return.
- It is typical that a student returning from an absence will be temporarily behind in work and therefore feel overwhelmed. While we want students to take school and grades seriously, we do not want them to worry unnecessarily. This is a great opportunity to reflect on the cost/benefit approach to decision making and what went into their choices in this situation.
- Unfortunately, given teachers' full schedules, teachers will generally not be available to individually teach students what they missed while they were away. For most students, being back in class and/or catching up with a friend will be sufficient. If this is not the case for any given student, we are happy to recommend an outside tutor.

## **UNIFORM & DRESS CODE**

Chaviva High School understands that when a girl feels good about herself, she will be willing to work harder and ultimately accomplish more. Feeling confident about the way we look is a very real psychological need, especially in the developmental stage of being a teenager.

With input from our students, Chaviva chose a uniform that would allow each girl to stand tall, by taking into consideration color, fit, style and material.

On Monday through Friday every student must wear the Chaviva skirt and a Chaviva uniform shirt. Girls have the option to wear any one of the Chaviva vests or cardigans if they chose.

Uniform options can be found at our estore <https://business.landsend.com/store/chaviva/>

Skirts and shirts are available at:

### **Head, Shoulders, Toes and Bows**

14408 Cedar Rd, South Euclid, OH 44121

(216) 785-2697

On Sunday, students may wear their own clothing if they chose.

Whether on Sunday and Rosh Chodesh in their own clothes, or on Monday through Friday in the uniform, the following guidelines apply to all Chaviva students at all times:

- All skirts must cover the knees at all times, whether sitting or standing. “Cover the knee” implies the entire knee, including the bottom of the knee cap.
- No pencil skirts may be worn, and skirts may not have slits of any size.
- No part of the foot or leg may be exposed at any time. If a student chooses to wear leggings, extra care should be taken to ensure that no skin is exposed at any time. Socks or boots must cover any gap.
- Shirts must have enough buttons closed that the collar bone is not exposed. Extra care should be taken when wearing a polo shirt in this regard.
- Shirt sleeves must cover the elbows at all times.
- Clothing should be loose fitting. Extra care should be taken when wearing a polo shirt in this regard.

## **TECHNOLOGY**

Chaviva is committed to utilizing technology in a meaningful way to engage and empower our staff, students and families.

Kornukpia, our SIS (Student Information System), will be utilized for a number of functions including;

- Attendance
- Homework Assignments
- Test & Quiz Scores

We encourage both parents and students alike to take full advantage of this incredible resource.

Chaviva students will be issued Chromebooks at the beginning of each year to use in all of their classes. These Chromebooks are the property of Chaviva High School. Students may not take their Chromebook home.

In the event that a Chromebook is damaged, it will be the student’s responsibility to pay for a new Chromebook.

Chaviva High School maintains a firewall with “white-list only” approved sites.

## **CELL PHONES**

In this “Age of Distraction”, Chaviva seeks to create an environment conducive to focused and uninterrupted learning. To that affect, students are not permitted to have phones with them during the school day.



All students will have a personalized phone holder in the office. If a student brings a phone to school, she must place it in the phone holder when she arrives at school. She can retrieve her phone upon her dismissal.

In the event that a student is found to have her cell phone with her during school, it will be confiscated for 24 hours. This will have a zero-tolerance policy.

If a student is found a second time with her cell phone with her during school, it will be confiscated for 24 hours and her parents will be called letting them know that she has lost the privilege to bring her phone to school for the remainder of the semester.

**Based on guidance from our Torah leaders, and the overwhelming data and evidence of the dangers and damages caused by cell phone and social media usage by teenage girls, Chaviva strongly recommends that students do not own smart phones or have them adequately blocked and supervised if they do. Ultimately, this is a decision that must be made and implemented by parents. Chaviva offers informational workshops throughout the school year to inform and empower both parents and teens in this regard.**

### **S.W.A.G.**

So much of successful living boils down to the habits we maintain. In the high school years, it is a wonderful time for our students to develop healthy habits that will stay with them for many years.

In an effort to encourage positive behaviors in our students, Chaviva holds a program known as S.W.A.G. which stands for Students Working to Achieve Goals.

Positive middos and behaviors are chosen each week with both individual and collective incentives earned for exhibiting these chosen character traits.

### **EXCEPTIONS**

Chaviva High School understands that life presents situations that are at times out of our control. With that understanding, all rules in this guidebook are subject to flexibility if, and when, the need arises. Individual needs will be assessed on a case by case basis when they are brought to the attention of the administration.

### **ANTI-DISCRIMINATORY POLICY**

Chaviva High School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race,

color national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

### **CODE OF CONDUCT**

Chaviva High School is an institution based on Orthodox Jewish beliefs and practices, and as such, all decisions will ultimately be determined by those standards.

Chaviva High School requires all students to be up to date with vaccinations according to the CDC recommendations. The only exemption to this policy is for a student who currently has a medical condition that prohibits them from being vaccinated. This exemption will only be granted with a signed note from the student's current primary care physician listing the medical condition that prohibits the child from receiving vaccinations.

For the safety of our students, no other exception will be granted.

### **GUIDEBOOK REVIEW**

All of the policies and procedures listed in this guidebook are subject for review and revisions as the administration sees fit.

Students and parents will be asked to acknowledge receipt and understanding of this guidebook on an annual basis.