

Louis and Sarah Block Yeshiva High School Student Handbook for 2008-2009

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Louis and Sarah Block Yeshiva High School

Mission Statement

Block Yeshiva High School is and shall be an organization which is operated primarily for religious purposes. It shall conduct religious and prayer services in its facilities and shall fulfill the functions of a synagogue.

In addition to performing the functions indicated above, the corporation shall provide a school for girls and boys. The school shall teach a love and application of the beliefs and practices of the traditional Orthodox Jewish spiritual and cultural heritage through knowledge of the Tanach, the Talmud and the classic commentaries. The school shall foster a love for Israel and the Jewish people by teaching Jewish history, Hebrew language, literature and culture. The school shall also provide the best available high school level secular education.

Educational Goals of Block Yeshiva High School

The objectives and purposes of Block Yeshiva, as stipulated by its charter are to provide and conduct a high school for young men and women that teaches a love and application of the practices of the traditional Orthodox Jewish spiritual and cultural heritage. The school shall also provide a quality high school level general studies college preparatory education.

In order to encourage this atmosphere, the administration has set up a clear organization and structure that will promote our goals. We require all members of the Block community, students, faculty staff, parents and coaches, to follow these rules on all occasions. Therefore we have published this handbook of procedures. We ask you to read it thoroughly and to share it with your family, tutors, coaches or other interested parties.

We have tried to spell out the rules and policies of the school. Clearly, new issues and areas of concern will continue to arise. In all cases not specifically covered by the handbook, the Shulchan Aruch and the decision of the principal will decide both the individual case and future school policy.

Admissions Policy (Approved May 19, 2004)

The Goal of Block Yeshiva High School is to offer an outstanding Jewish and general studies education to every Jewish child who desires one. To this end, the Administration uses the school's resources to maximize the potential of making the school available to all children.

However, Block is a small school, supported by a rather small Jewish community and its resources are limited. Consequently, it is necessary, for the ultimate benefit of all students that decisions are made as to the appropriateness of Block for each student. This may result in a student being denied admission and this document describes the Admissions Policy that will be used in making this determination. The routine process of evaluating a child will be conducted by BYHS with the best interests of the

applicant in mind. If appropriate, the school may request that a professional diagnosis be conducted at the expense of the parents.

This policy takes effect in the Fall 2005 academic year. Block will work with the H. F. Epstein Hebrew Academy to ensure that all students are prepared to enter BYHS after graduation from the 8th grade.

It is firmly believed that while an admissions policy is painful, it is in the best interests of all students and will elevate the scholastics of all students.

Standards for Admission:

Academic

The entering student will have

1. reading comprehension and
2. math skills

sufficient to score within the top 70% of students in the Nation, (i.e., not in the lower 30%) based on standardized testing.

Entering students must also have a proficiency in Hebrew language to a Fourth grade level. For those students who have not had sufficient Hebrew education, the school will develop a plan on how to attain that proficiency. The school's resources will be made available to assist the student, at the student's expense. Failure to demonstrate proficiency in Hebrew, or the potential of attaining that proficiency, is grounds for denying admission.

Behavioral

Students with behavioral issues will be admitted, unless there is indication that their presence will be detrimental to others or be an ongoing disadvantage to the learning process. Speaking with past teachers and principals, interviewing the student, and reviewing the student's academic records will determine this. No student will be admitted without full disclosure. Any parent who seeks accommodation must submit a written diagnosis from a suitable professional.

The evaluation of any applicant who is considered to have academic or behavioral issues will be conducted in conjunction with an admissions counselor, as described in the Admissions Protocol and Procedures (see Attached).

Further Points:

A child can be expelled if his/her behavior is disruptive or dangerous, or the school does not have the resources to provide the child with an appropriate education.

Parents, faculty and staff must understand and agree to their responsibilities as partners in the education process.

The criteria for denying admission will follow the educational principles of Rabbi Moshe Feinstein, z"l as interpreted by the principal of the school.

Finally, as the goal of BYHS is to offer an outstanding Jewish and general studies education to every Jewish child, this document can be amended as the need arises.

Admissions Protocol and Procedure

To ensure a consistent admissions policy the following guidelines have been prepared by the Admissions Policy Committee (APC) to aid the administration in the process and procedures for admission. As there will be circumstances that will arise that may fall outside of those addressed by this protocol, this document should be used to define the intentions of BYHS, allowing for flexibility as the need arises.

Transfer Students

Block Yeshiva High School welcomes Jewish students with varied backgrounds who wish to experience a Torah education. Families and interested students begin by contacting the principal and arranging to meet and discuss the school. Once the family has indicated a desire to enroll a student, a procedure similar to that for incoming freshmen is followed.

1. Students will arrange to transfer records from their previous school(s), including transcript, behavior and testing records.
2. The administration reserves the right to contact officials at previous schools, with parental notification of course, to clear up any outstanding issues.
3. The principal will personally make the final decision as to whether a student transfer is advisable, both in terms of a 'student fit' and with regard to the resources available at Block.

Once Block accepts a transfer student, the principal and the assistant principal will evaluate what courses can be credited and what other courses will be required to allow for timely graduation. A course of study will be planned at the time and will be applied for the duration of the student's attendance. **This administration retains the right to plan for all transfer students to ensure that they will benefit from the transfer and will meet the Block school requirements.**

School Organization

The school organization has changed this summer. Here is a list of which administrators should be contacted on specific matters.

To Whom Do We Go?

All school rules and policies

Scholastic Issues

For all questions related to classroom issues

For general questions related to Judaic Studies

For general questions related to General Studies

For questions on requirements or transcripts

For requests to change a class or a grade

Consult with

Rabbi Munk

The Classroom Teacher

Rabbi Rosenbloom

Rabbi Munk

Rabbi Rosenbloom

Rabbi Munk

Senior Issues

For all questions related to college and applications	Dr. Rita White
For all questions concerning standardized tests	Dr. Rita White
For planning for a period of study in Israel	Rabbi Amiel Rosenbloom
For transcripts	Mrs. Donna Jones
For Senior Graduation planning	Mrs. Donna Jones

Financial Issues

For scholarship or tuition issues	Rabbi Gabriel Munk
For building or equipment issues	Mrs. Debbie Fremerman
For fund-raising plans or suggestions	Mrs. Debbie Fremerman
For general questions about necessary changes to tuition arrangements	Mr. Uri Sukhodolsky

General School Behavior and Expectations

The administration of Block Yeshiva High School has organized this handbook to define clearly the expectations we have for our students. Students of Block have always been known throughout the Jewish world as excellent examples of good character. Students who fall short of Block expectations will face the following possible consequences:

1. Students may be placed on academic or general probation. (See below.)
2. Students may lose points or grades on their final semester grades in one or several courses.
3. After consideration by the principal or the assistant principal, a student may be suspended from school for a set period of time or until certain conditions are met. Suspensions may be 'in school', in which the student remains at school, participates in no classes, does not interact with other teachers or students, and receives a zero for all the work for that day, or 'at home'.
4. After repeated violations of school rules, the principal may expel the student or ask that he not return for the following semester. Attendance at Block is a privilege for all students. Inappropriate behavior, blatant disregard for school rules, failure to uphold religious standards, substance abuse, harassment of others, verbal, written or physical abuse of others, or poor grades due to repeated lack of diligence can all be grounds for permanent expulsion.

Basic Obligations:

1. Regular tefillah is a hallmark of all Orthodox Jews. Block requires daily attendance, uninterrupted presence and lack of disruption at each prayer session. Students who are repeatedly tardy (6 times per month) or skip davening will lose 1 point off every Judaic course semester grade for each occurrence.
2. In addition, all students at Block must follow Torah standards for honesty and integrity. Cheating on obligations, assignments or tests has no place in a yeshiva environment and the student will suffer the consequences.

3. Infractions of these fundamental requirements will place a student in a state of **general probation**, including the following:
 - a. Parents of the student will be notified that the student's behavior is unacceptable and that repeated occurrences (2 additional) will result in suspension.
 - b. The student will not be allowed to leave the school at any time during the school day.
 - c. Students on probation may not participate in either practices or games as a member of a Block sports team.
 - d. Students on probation cannot be excused for any activities during school hours that require missing class time, including field trips, JCRC, Shabbatons or travel.
4. In a school adhering to Torah standards, behavior to others should always reflect Middos and Torah attitudes. Students must honor fellow students, administration, faculty and staff, always addressing them courteously. No foul or inappropriate language will be tolerated. Harassment, either verbal or physical, whether seriously or in jest, is completely unacceptable. Students are always expected to treat each other in a helpful, respectful and friendly manner. No physical contact between students, either in jest or in anger, is ever appropriate.
5. Students are also expected to treat the school property and the property of others with respect. No student may harm other's property by defacing it, abusing it or destroying it. Books, desks, chairs, walls, lockers etc., should be maintained in the condition in which they are found. Students who damage these items will be charged the cost of their replacement and will, if the offense is repeated, be placed on probation.
6. As mature members of the school community, all students are expected to maintain each building in a state of cleanliness, throwing out all trash, cleaning up after themselves, and not leaving seforim, books and study material strewn around the school. After each use, all personal materials not replaced will be subject to being confiscated. Repeated lack of compliance with this rule will result in placing the student on probation or suspension.
7. Music, loud noise, yelling, lounging or sleeping in the hallways is never allowed during a class. The computer room is off limits when a student is assigned to a class during that period
8. All food brought into the school must be Kosher and certified as such. If there is any question about the status of a particular item, a student must consult the principal to ascertain whether it is permissible. In addition, all foods at any outside activity, whether school-sponsored or not, must meet kashrut standards.
9. The halachik requirement of tzinus, or modesty (in dress and conduct), is a fundamental standard at the Yeshiva.

Student Behavior as Representative of the School

Block students frequently participate in activities within and outside the school. Students are expected to project an image of Torah generated behavior at all times (Kiddush Hashem)

1. Student dress must conform to the dress code listed below.
2. Students must act with respect to others and to fellow students
3. Students should make every attempt to represent the Yeshiva in a positive manner.

Dress Code

Jewish law stresses modesty and appropriateness of dress and conduct for both sexes. Therefore, Block Yeshiva High School upholds requirements that enable students to stay within the framework of Halacha. The following guidelines are required for the entire student body whenever they are in the school building and at all school activities in other locations (i.e. sporting events, field trips, etc.).

1. All clothes must be neat and clean. Torn or stylishly ripped clothing is unacceptable. Writing or symbols on the clothes should not include inappropriate images or text.
2. Tight clothing, shorts, sweat pants, camouflage patterns or sleepwear are never allowed, even if under other clothing.
3. Neither hats nor caps (Boys) may be worn during the school day, except for davening.
4. Clothing must cover the whole torso at all times, including when the student is sitting standing or bending.
5. Students may wear sneakers or sandals, but no slippers or 'flip-flops'.
6. No student may dress in a way that, while meeting technical requirements, draws inappropriate attention to themselves or their physique.
7. A student who is inappropriately dressed must change his/her clothing before s/he can participate in any school activity.
8. If the student is inappropriately dressed on more than one occasion, the parents will be asked to confer with the administration before the student may resume attendance.
9. After three offenses the student is placed on probation and may be subject to suspension.

Girls' Dress Code

1. Girls are required to wear skirts or dresses that cover the knee completely when they are sitting. Slits in dresses or skirts must not be in the front, nor may they go higher than one inch below the base of the knee.
2. Tops must be modest and have sleeves that reach at least below the elbow when the arm is flexed. Necklines must be at the neck; at the lowest they may stop 1" short of the collarbone. Tight shirts, T-shirts of flimsy material, scoop necklines, v-necks or boat-neck tops are not acceptable.
3. Girls may not wear inappropriate tops and simply wear a coat or sweatshirt over them.
4. Block does not allow girls to wear pajama bottoms or pants under their skirts for warmth, as this is not a proper way to dress in a Torah institution. If the

students find the rooms chilly they may wear tights or long underwear under a long skirt.

5. All girls must wear either stockings or socks that cover the ankle. Sport socks are not acceptable.

Boys Dress Code

1. All boys must wear tzitzit under their shirts and kippot at all times. Boys failing to do so will be sent home and will not be allowed in school until their omission is repaired.
2. All shirts must have a collar and a minimum of two buttons at the top. Sleeves must extend to mid bicep. Only the top button may remain unbuttoned.
3. Boys must wear full-length pants and may not wear sweatpants, blue jeans, camouflage pants, long shorts or baggy pants.
4. Boys may wear a sweater but only with the collar of their shirt clearly visible from under the sweater. No hooded sweatshirts may be worn at the school.
5. Proper grooming is required of all students. Hair must be neat, of **appropriate length** and in consonance with Halacha. Halacha requires that sideburns extend below the upper juncture of the ear to the head. No hair should extend one half inch above the back shirt collar. The principal, the school's halachic authority, will decide which haircuts are acceptable. Boys may not wear earrings.

In all cases, Block Yeshiva High School will make the final determination whether students are meeting the dress code. Those who continually flout these rules will be subject to suspension or expulsion. It is also understood that new contingencies may occur which are not listed in the above rules. In all questionable cases, male or female, the principal has the final authority on what will be accepted. Students are also expected to observe the spirit of these rules as well as the letter.

Attendance and Punctuality

Regular student attendance in classes is important for both the individual and the class. No matter what study occurs outside the class, the classroom provides the setting for the teacher to instruct, outline objectives, discuss assignments and transmit the material in a variety of methods. The classroom also offers the intellectual stimulation of both teachers and peers. Students who are frequently absent interrupt their studies, delay the class, and cause extra work for the instructors.

Absences

Whenever a student is absent, for a single class, a partial or full day or for a prolonged period, he is required to have a parent either:

1. Submit a note explaining the absence
2. Call the school and explain the absence

In addition, students absent for medical appointments must bring a doctor's note.

Upon receipt of this information, the school administrators will decide whether this is an excused absence. Reasons of medical illness or family emergencies, for instance,

often occur and are excused. Other absences for personal preferences may not be excused. When the administrator makes his decision he will fill out an absence form to be presented to the teachers whose classes have been missed.

Unexcused Absences

Unexcused absences are a serious infraction because they interfere with learning and class progress. Any student who misses one or more classes without an excuse approved by an administrator will automatically lose one grade symbol for the quarter (e.g. B- to C+). In addition any work, quiz or test that day will become an automatic zero. You may obtain permission to miss a class only by consulting with the principal; the teacher's permission is not sufficient.

Excessive Absences

Excessive absences seriously harm a student's course of study. No matter how worthy the cause, a student's inability to attend regular classes is a very serious issue. Except for a school-sponsored trip, students are only allowed 8 absences per semester. These absences include family trips, Shabbatons, simchas and other excused activities. Each additional absence over 8 will result in a grade reduction by one full grade. In addition, no student may miss more than 6 school days per semester due to attendance at tournaments, model UN, Shabbatons etc.

The school maintains its longstanding policy that any student who misses more than 20% of the class periods for any class in a given semester will not earn a grade or be given credit for the class.

Absence Notice

If a student will be tardy or absent from school, the student's parent or guardian must contact the school by 9 AM the day of the absence. In the event the phone is unattended, the parent should leave a message. Calls from the student will be accepted. In addition, the act of calling does not automatically excuse the absence or tardiness.

Planned Absences

When students plan to be absent from school for any reason they must:

1. Obtain previous approval from the principal and present him with the specific times of dates of the absence.
2. Be current in all their class work and present a note signed by every teacher affirming that they are current;
3. Make up all missed work or tests according to a scheduled pre-arranged by each teacher;
4. Return to class promptly at the time approved by the principal.

In addition, students may not miss any class with a scheduled quiz or test because of any other school activity, including speakers or tests in other courses without previous approval from the principal.

Late Arrivals to School

All students are required to be present in the Tefilla **on time** (Boys-7:50, Girls-8: 35). There are no excuses for tardiness. Students who arrive late must bring a signed note from a parent explaining the reasons for the tardiness. No student will be admitted after 10:30 A.M. under any conditions unless by a previously approved arrangement.

Accumulating 8 tardies to Tefilla in one month will result in a one-week suspension.

Late Arrivals to Class

Students who arrive late to class disrupt the class proceedings and show disrespect to their teacher and their peers. Students have the responsibility to arrive on time with all their appropriate materials. Classes begin on time, whether or not the bell has rung. Three tardies to any one class will be reported to the school administration. For the third tardy and each subsequent one, one point will be taken off the final semester grade.

Early Dismissal from School

Students who wish to leave early due to illness must first obtain permission from either the principal or the assistant principal. If they are unavailable, one of the secretaries may evaluate the situation. The student will not be excused without obtaining a **written** permission of a parent or guardian. Students who leave early for any other reason must present a note from a parent, in advance, explaining the need for the absence. Only the principal may approve such arrangements.

On days when Mishmar takes place or Mincha or Maariv services are held, school dismissal does not occur until after those activities have been completely finished. Absence from Mincha, Mishmar or Maariv will be considered as unexcused absences and students' grades will be penalized.

Testing Schedule

In order to ease the burden of studying for full period tests and allow students and teachers to plan ahead, the school has an internal teacher's calendar so that only one Judaic and one secular course can have exams on a particular day and tests will be given advanced notice (one week).

Quizzes may be assigned at the teachers' convenience, but must only take up 15-20 minutes and require a limited amount of study.

For students who miss tests, make-up tests are to be taken the next day during class at a seat in the back of the room or in a pre-arranged format. This immediate make-up policy is required for any student who missed only one day of school. Test absences, which include a more prolonged time out of school, shall be made up at the convenience of the instructor. Students who are repeatedly absent for tests in a particular subject will be asked to substantiate by doctor's notes the reasons for this pattern.

Sports Participation

Students need to maintain a C+ average to participate in practices or games. Students who have been absent on any day may not practice or play in a game on that day.

Block School Requirements

Judaic Studies

Each student is enrolled in 6 courses each semester. Class enrollments are designated by skills. Requirements include:

1. 4 years Gemara or TBP (Mishna or Talmud)
2. 4 years Chumash (Biblical text)
3. 4 years Navi (Prophets)
4. 4 years Ktuvim or Halacha (electives)
5. 4 years Jewish History
6. 4 years Ivrit (Hebrew)

General Studies

Students must fulfill at least twenty-one credits (one year courses) in General Studies, which includes 2 credits from Hebrew language and 1 credit from Jewish history. These must include:

1. 4 years English
2. 3 years Mathematics
3. 3 years Science
4. 3 years History
5. 1 year Fine Arts
6. 1 year Practical Arts (Mo. State College Prep Diploma)
7. 1 year Physical Education

State requirements include one year of American History and one year of world history.

College Advising

1. To prepare for college admissions, the school sponsors a College Night for juniors in the spring to discuss general considerations and testing schedules.
2. An additional College night for seniors takes place every fall to discuss the actual mechanics of the applications and to answer any questions. In addition, parents and students schedule meetings with both the College Counselor and the advisor on programs in Israel. At that time, they should discuss the selection process, the testing schedule and the needs of their children.
3. The administration and teachers must be given at least two weeks notice to write student recommendations, fill out forms and send transcripts.
4. Requests for transcripts should be referred to the executive secretary.

5. The school requests that students notify the administration of the results of their applications.
6. Parents are encouraged to attend lectures presented by yeshiva, college and seminary recruiters.

Classroom Behavior

Daily Organization

1. Students are expected to be present and prepared for class when the bell rings.
2. No eating or drinking is allowed in class.
3. The classroom door is not a revolving one. Except in an emergency, **all** students are expected to stay in class.
4. Students who need tissues or over-the-counter medicines will not be excused from class for these purposes. Those with these needs should plan ahead and obtain anything necessary between classes.
5. Before each class, each student should have **completed** the assignment given for that day.
6. Students who are absent for any reason have the *entire responsibility* to get appropriate work that has been missed and prepare any assignments or study for any tests that the teacher announced.
7. **Last and most importantly:** If a student is having trouble either with work or tests, the sooner s/he discusses the situation with the instructor; the sooner measures can be taken to fix the difficulty. **Each teacher's primary interest is that students understand the material and develop learning skills.** If a student is not doing so, for any of a variety of reasons, **call the teacher.** Teachers can use many different methods, each geared to the learning styles of specific students.

Requests for Program or Class Changes

Students wishing to switch or drop classes must fill in a 'class change' form and submit it to the principal. A parent or guardian must also sign this form. The principal will then discuss the matter with the teacher and meet with the student. A student may only drop a course before the last week of the 1st or 3rd semester. **General school policy states that all students take the regular load and all required classes. Only in special circumstances will a student be permitted to leave a course.** If the student is having difficulty with the work, this should be discussed early in the semester when arrangements can be made to assist the student.

Students with Special Situations

Although a very small school, Bock Yeshiva prides itself on attempting to meet the educational and developmental needs of all its students by forming a dynamic partnership between parents, students and the faculty. Block is willing to take students who may need special assistance or who may be learning at an advanced level. Given its financial and staff limitations, it is imperative that parents of a student with special circumstances contact the school before enrolling the student.

The admissions process certainly discovers some of the particular issues, giving the administration an opportunity to meet with the parents and work out suitable strategies. Others may need to be brought to the attention of the administration and faculty before school commences. Some issues become apparent during the school year. In such cases teachers frequently use progress reports (arriving 4 times a year in mid-quarter) to indicate weaknesses or difficulties. **All parents are advised to attend parent conferences and to read all progress reports in order to monitor their child's progress.**

Grade Corrections or Incompletes

Those students who receive an INCOMPLETE at the end of a quarter or semester have 4 weeks (20 school days) to make up the missing work. During that time penalties, if appropriate, may be assigned at the teacher's discretion. **The fulfillment of course requirements are the responsibility of the student, who must obtain a list of needed work and complete all assignments. The teacher will assist the student in informing them of delinquencies, but are not required to remind or tutor the student.**

Students who wish to contest grades (principal) must do so, in writing, within 3 weeks of the receipt of report cards and will receive a final response within one week of submitting a request.

Independent Study Courses

Block High School offers independent study courses through the University of Missouri. A student may take these courses because s/he is interested in or requires a course that is not being offered in an appropriate time at Block or because he has failed a course.

1. If the student enrolls in a course because of a limitation due to Block's schedule, Block will pay the fees and supplies for that course. If the course is taken for reasons of personal preference or because of a previous failure, the parents must pay all the fees involved. Block teachers frequently help students with occasional questions during their independent study, but do not have the time to tutor fully or supervise student work.
2. All independent studies, as well as courses at other institutions, are acceptable only with the prior approval of the principal.
3. All independent study work must be completed by the end of the year in which the work is being done. The course may not extend beyond that time.

Academic and Middos Problems

Academic Difficulties

The administration and faculty of Block Yeshiva High School place primary emphasis on each student's growth in knowledge and learning both in Judaic studies and general studies. To foster this growth, students experiencing problems will be given special

attention and guidance to overcome their problems. The intent of this procedure is not punitive, but rather to help the student focus on his/her primary educational obligations.

Block has set out a standard procedure for students whose academic performance is poor or failing. Students may be placed on academic probation for any of the following:

1. The student fails to maintain a C- (70) grade point average for a semester
2. The student scores below a C- (70%) in any given course
3. The student has developed a pattern of not turning in homework in a timely fashion, as attested by 3 or more incidents in one course.
4. The student has repeatedly exhibited poor behavior or disrupted class more than 3 times in any one course.

When a teacher informs the administration that any individual student should be placed on probation, the administration responds by doing all of the following:

1. A letter is sent to the parents informing of the particular issues about the student's academic performance and asking that a conference be scheduled.
2. The student is denied participation in all in-school and out-of-school activities, so that they may concentrate on improving their studies:
3. Students on academic probation may not participate in either practices or games as a member of a Block sports team.
4. Students cannot be excused for activities during school hours that require missing class time, including field trips, JCRC, Shabbatons or travel.

Parents and students will meet with the principal or the assistant principal and discuss the issues involved in the poor academic performance. Any of a number of solutions may be proposed and accepted, subject to the teacher's indication that this program will be of assistance. The administration, parents and students will sign a contract outlining the steps to be taken and the contract will be binding on all parties until all parties agree that the problems are resolved.

Character Issues

Block Yeshiva High School expects all students to behave with respect to all Rabbis, teachers, staff and adults. No inappropriate behavior will be tolerated.

Students are required to follow the rules listed below:

1. Students must always address their teachers, and any other faculty and staff, by their appropriate title and family name. The teacher is the authority in his classroom. Any requests or rules she/he chooses to enforce must be followed.
2. No student may argue with the teacher or criticize his/her plans in a disrespectful manner.
3. Students who are asked to leave the class for infractions must do so without discussion, pleading or excuses.
4. As employees of the school, teachers are always expected to insure that school rules and policies are enforced both inside and outside of the classroom

- Therefore, if a teacher notices any improper activities going on, she/he may intervene to stop such activity and the students must obey his/her instructions.
5. As the heads of the school, the principal and the assistant principal have jurisdiction over anything occurring at school or school-sponsored functions. Because of their responsibility for the health and well-being of all students, their authority is final. If students are upset at a decision, they may follow the concern procedure listed below in the Handbook.
 6. No 'hanging out' is permitted in either school offices. The table and the space provided are for the use of the faculty.
 7. No students may use the telephone, school computer, or copier without permission of the secretary. Students must pay, in advance, for all copies made using the school's copy machine.

Administrative Procedure for Communicating Concerns

In order to implement an organized procedure for parents and students who have concerns with any aspect of their experience at Block Yeshiva High School, the administration has adopted a uniform procedure. When any party has a question or concern, they should follow the following procedure.

1. Parent or student may come to the office, talk to the secretary (who will decide the nature of the crisis) or call in for a Concern Form. They should complete this in as thorough a manner as possible. (Bear in mind that issues relating to other students, which do not directly affect the parents or student filling out a form, cannot be discussed with anyone else due to confidentiality requirements.)
2. When the form is turned in, the secretary will log it in, direct it to the appropriate administrative personnel and schedule an appointment for a meeting.
3. The Administrator will then integrate all the relevant information available to investigate all the aspects of the situation and make a full, confidential report of his findings. (Naturally as other students, faculty and staff may appear in the report, this information must remain confidential.)
4. When the parents or student meet with the Administrator, there will be a frank and open exchange of information. Proposed solutions, personal needs and school requirements may all be discussed at this time.
5. The Administrator will suggest a solution and the steps to implement that solution, as well as the procedures to notify faculty, staff or student.
6. The person filing the report will sign to indicate his/her understanding of the proposed solution.
7. If the situation persists, or there are problems in implementing the solution, any of those at the meeting can, of course, schedule a review of the situation subsequently.

The Administration must always be informed of school issues. Until it has been notified, has investigated and has proposed a solution, the Administration cannot properly resolve issues. Any discussions or concerns must utilize this procedure and should never be aired in a public forum or in the community to prevent, G-d forbid, *lashon hara* or *motzei shem ra*.

Bypassing this procedure will not be tolerated.

Attendance and Parental Responsibilities

1. All financial obligations must be met before a student may attend class or be present at school
2. All financial obligations must be current on a monthly basis (Status will be checked the 5th of every month) or a student will not be allowed to attend classes, or be on campus.
3. All paperwork relating to permission, health forms and fees must be received by orientation. No one may come to school for the first full day without being cleared of all obligations by the office. There can be no exceptions to this policy.
4. All fees for Block supervised standardized tests must be paid in full before the test. Students who have not done so will not be allowed to take the tests.

Procedures for Graduation

Block Yeshiva is proud to celebrate the graduations of its students every year at the beginning of June. Fees charged at the time of graduation are for special graduation expenses.

At graduation the school recognizes the winners of special awards and scholarships. In addition, the administration and faculty honor those students who are Amudim recipients. There are three qualifications for the Amudim award:

1. Academic excellence, as expressed by the attainment of a Grade Point Average of at least 3.75 in both Judaic and General Studies.
2. Faculty evaluation on seven levels of performance, which include creativity, diligence and role modeling.
3. A commitment on the part of the student to go beyond academics and purely personal growth, expressed by significant involvement in the extra and co-curricular activities within the school.

Snow Day and Emergency Information

During periods of inclement weather, please listen for our closing announcements on:

KMOX Radio (AM 1120)

KSDK Television (Channel 5)

KMOV Television (Channel 4)

ABC Television (Channel 30)

We also have recorded announcements on our telephones at both schools and a School Reach phone announcement system.

Computation of Grade point averages:

AVG	GRADE	GRADE PTS.	Evaluation
100-97	A+	4.3	Excellent
96-93	A	4.0	Excellent
92-90	A-	3.7	Excellent
89-87	B+	3.3	Good
86-83	B	3.0	Good
82-80	B-	2.7	Good
79-77	C+	2.3	Acceptable
76-73	C	2.0	Acceptable
72-70	C-	1.7	Acceptable
69-65	D	1.0	Minimally Adequate
Below 65	F	0	Failing