



**Zvi Dov Roth Academy
Of
Yeshiva Rambam**

STUDENT HANDBOOK

SCHOOL PHILOSOPHY

It is the goal of Zvi Dov Roth Academy of Yeshiva Rambam to provide each of our students with a warm, caring environment in which they can grow both spiritually and academically. Academic growth will be based on the criteria set forth by the New York City Board of Education and New York State Board of Regents and as a Yeshiva we follow the guidelines of our Torah and Rabbis.

It is with much joy that we welcome you into the doors of Zvi Dov Roth Academy. Indeed, we look forward to seeing many successes from you in the future.

Executive Administration

Alex Rovt, PhD – President Emeritus
Steven Plotnick, ESQ – President
Michael Spiegel – Executive Director & CEO

Educational Administration

Rabbi Avi Setton – Principal of Hebrew Studies
Dennis Hodne – Principal of General Studies

Guidance

Esther Madnick – Student Coordinator
Natalie Brown Office Manager

Attention Students:

Please read carefully the rules and regulations set forth in this handbook as you will be responsible for abiding by them during your time at Zvi Dov Roth Academy. Upon completion of review of this handbook, please sign the attached form acknowledging that you are familiar with it and return to the Yeshiva office.

1. Tests, Quizzes and Projects

- Students are expected to be present for all assessments (tests and quizzes) and to submit major projects and term papers in accordance with deadlines. Late submissions and missed exams will be subject to penalties as per the teacher's individual policies.

2. Absence

- The New York City Department of Education dictates that any student who is absent more than 18 days in a school year is **not** eligible to advance to the next grade or to graduate.
- A pattern of absences indicates a lack of responsibility and may result in a student being barred from extra-curricular activities (i.e. – teams, trips, etc.). A pattern of absences can also have a negative impact on a student's academic progress.
- Students who are absent from school on any given day **may not** participate that evening in any extra-curricular activities (i.e. – teams, practices, etc.).
- In the event that you are absent from a Final Examination, call the Yeshiva Office (718-677-5100) as early as possible. In order to qualify for a temporary grade of "Incomplete" and be given a "re-test", a Doctor's Note **must** be given to the office. Otherwise, you will receive an "F" in the course.
- Students who are absent for one day are required to bring a note written and signed by their parent upon their return to school. Students absent for more than one day must bring a doctor's note upon returning to school.
- **Vacation** – "Extended" vacations are **unexcused!** Students who engage in early departure from school or late return to school will be subject to penalty at the discretion of the Administration.
- Students are **NOT PERMITTED** on their own to miss class to meet with the College Advisor or to discuss personal issues with the Office. **This is to be done on your own time or with special permission from a principal!**

3. Lateness

Lateness to School

- **The school day begins at 7:50am for boys and 8:15am for girls.**
- **After a 5-minute grace period student will be marked late.**
- **After the 3rd lateness student will serve a Sunday detention (\$10 fee).**
- A student arriving late must sign in at the Office. Sign-ins begins after 8:00am for boys and 8:20am for girls, prior to this, a student must report directly to Shul/Class.
- **Any student who arrives at 9:00a.m or later must be signed in by a parent unless previous arrangements have been made by the parents.**
- No student will be admitted to school after 11:00a.m. unless previously arranged.

Lateness to Class

- **All students are expected to be in class on time.** Teachers will submit a daily lateness record to the office as part of the class attendance record. Principals will continue to track overall lateness of students to classes. Excessive or regular patterns of lateness may be grounds for suspension.
- *Note: The break in between classes is meant as an opportunity to prepare yourself for the upcoming class. This time should not be used to visit your friend down the hall. **Students are expected to be in class before the bell rings – not walking in after!**

4. Signing Out

- Students may not call home without first receiving permission from a Principal. Once approved, calls home can only be made using a **school phone**.
- In the event that a student needs to be **sign out** early, a parent must personally come to the office to sign him/her out.
- If an individual other than a parent wishes to sign out a student, it is the parent's responsibility to call the school and send a fax verification giving permission to the individual to sign out the child. The individual must present a valid **Photo Id**.
- **Medical/Dental/Other appointments should be made during non-school hours, on vacation or after your last class!**

5. Textbooks

- Textbooks are very expensive, and should be placed in your locker. Any textbooks that are left on the desk or on the floor will be taken into the office and the students will have to pay a fine before receiving it back.
- Lost or damaged books must be replaced immediately (students will be responsible for the cost).
- Students who have not handed in textbooks at the conclusion of a semester or who have not paid for lost textbooks cannot take final examinations and will not receive Report Cards. It is the student's responsibility to return all textbooks to the subject teachers on the day of the final.

6. Tefilah

- There are minyanim for both Shacharit and Mincha. All students must attend the daily Shacharit minyan, and must put on tallit and tefillin. Students who are absent from Shacharit or Mincha will be penalized at the discretion of the Administration.

7. Bathrooms

- The bathrooms **are off limits** during the first and last ten minutes of each period – **no students should be in the vicinity of the bathrooms during this time.**
- Only **one** student at a time is permitted to leave class to use the bathroom.
- If a student has a medical condition that requires excessive use of the bathroom, proper documentation from a Licensed Doctor must be submitted to the Yeshiva office.
- The school provides toilet paper for bathroom uses only. Students are not allowed to remove the toilet paper from the bathroom and use it as a tissue. In the event that you have a runny nose you must bring a tissue box from home or purchase tissues from the office.

8. Lunch Schedule and Instructions

- The Yeshiva upholds the highest standards of Kashrut and expects its students to follow them. All students who bring lunch from home must adhere to strict Kashrut and are to keep it in the lockers until lunchtime.
- Students are responsible for the cleanliness of the tables and removal of all garbage.

- Students are not permitted in the classrooms during their lunch hour.
- Students should wash before eating bread and say Birkat Hamazon at the conclusion of their meals.
- The use of cars by students during the school day, including lunchtime, is prohibited. Students may not move their car at any time during the school day.
- In order to ensure the constant cleanliness of our building, it is necessary to insist that no food or drink (except water) may be consumed in the classrooms during any time of the day.

9. Homework

- It is a school policy that homework should be given every day.
- It is expected that students will observe all homework policies and standards as set by the respective members of the faculty.
- **Student are expected to complete the homework assignment on a daily basis, homework represents 10-15% of the grade.**
- When absent, **students must contact a classmate to get homework assignments.**

10. Conduct

- Students are expected to abide by appropriate standards of conduct and school regulations. **Misconduct charges will be entered into student's files.**
- Students are expected to enter and leave the building in a manner and dress that reflect the values of our Yeshiva.
- **Any physical contact between students is prohibited in the Yeshiva or during school time. This rule will be strictly enforced.**
- **Any student fighting whether physical or verbal will be penalized immediately.**
- **Bullying is unlawful and will not be tolerated in our Yeshiva.**

11. Cell Phones, Cameras and Other Electronics

- Cell phones will be collected in the morning before praying and given back before lunch, recollected during the period after lunch and given back before school ends.
- Any phones that are found during classes will be taken away and not returned until a parent comes in.
- During lunch period cell phones can only be used outside the building or in the lunch
- At no time may students use cameras or any other photo or video imaging devices in any area of the Yeshiva. (It is an invasion of privacy to both students and teachers). The use of such devices within the Yeshiva for legitimate activities must have written authorization from a member of the Administration. Students who violate this policy will face consequences that may include suspension and the possibility of expulsion.
- Laptops, iPods and other similar devices may not be used anyplace in the school except during the lunch period and in the lunch room.

12. Dress Code

- **Students must enter and exit the school building wearing the proper school uniform. No exceptions will be made.**
- **Students out of uniform will not be permitted to enter school and will be marked absent.**

The ZDR dress code is as follows:

BOYS: Dress style button-down white shirt or uniform light blue shirt and Dark colored pants such as black, navy or dark gray must be worn.

Tzitzit and socks must be worn.

Kipot are the only acceptable head coverings. **Boys must wear kipot before entering the building and upon leaving the building at any time.**

NOT PERMITTED:

- Jeans of **any** sort; loud or brightly colored pants
- Sweatshirts with inappropriate prints (note—Sweatshirts may only be worn **on top of** uniform shirts, not in place of them).
- Backless shoes and sandals
- Caps or hats
- **Body piercings of any kind**

GIRLS: Ankle-length skirts and blue or light blue uniform shirt, Shirts **must** be buttoned to cover the collar-bone, scarves do not count!

NOT PERMITTED:

- Tight or low-cut shirts of any kind
- Skirts with slits or denim skirts
- Head coverings of any kind
- Sandals/Flip-flops

Note: Students are expected to enter and leave the building in proper dress – this includes school functions both on and off campus (i.e. – team practices, games, Melava Malka, etc.)

13. Hesed hours

- Each student is required to complete a total of **9** Chesed Hours each semester.
- Hesed Hour forms are available in the Yeshiva office.
- The Yeshiva strongly recommends that students fulfill these hours throughout the year, rather than waiting until the end of the semester.

14. Grades

- The Second and Fourth semester grades are *cumulative* and are recorded on your College transcript.
- Any student who fails *three* or more subjects in a given semester (General Studies or Hebrew Studies) will be asked to meet with the Administration and may be placed on Academic Probation or asked to leave the Yeshiva.
- Any student who performs inadequately throughout the Spring or Fall semester **may receive a *failing grade on the report card*** even if he/she passes the Regents.

15. Graduation Requirements

- Students who have not returned all books and met all academic, disciplinary and financial requirements will **not** receive a diploma.
- Students must pass the required NYS Regents examinations in order to receive a Regents Diploma from the Yeshiva.
- Student must complete the Hesed hours 36 per year, a total of 144 hours for four years of high school.

16. Senior Year

- We kindly ask that all Seniors keep the following in mind:
- Seniors can put their college acceptance and graduation at risk by cutting class, having excessive absences and failing to complete class work (including exams and projects).

17. First Aid

- The Yeshiva does not have a school nurse. In the event of an emergency or any situation where first aid might be necessary, come to the office.
- Please note that the Yeshiva is **not** permitted to dispense any kind of medication (including Tylenol).
- In a case of a medical emergency 911 or Hatzoloh will be called, and parents will be notified

18. Tuition

- The Yeshiva reserve the rights to ask the parents to keep the student at home if the payments are not made by the 10th of each month or as agreed on **Enrollment Contract for 2016-2017 Academic Year.**

Please keep the handbook.

This page only is to be signed and returned to the Yeshiva office no later than the first day of school.

We the undersigned student and parents of Zvi Dov Roth Academy of Yeshiva Rambam have read the entire Student Handbook and will, hereby, comply with all rules and regulations therein.

Print Parent Name

Print Student Name

Sign Parent Name

Sign Student Name