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## I LEAVING THE SCHOOL BUILDING

- A. Students are permitted to leave the building during the scheduled lunch break. However, no student may leave the building any other time, for any reason whatsoever.
- B. Students with free periods cannot leave the building unless specifically permitted by Mrs. Greenwald or Mrs. Soloveitchik. (Note: no student is permitted to make any personal schedule changes without speaking to Mrs. Soloveitchik. A teacher's permission is insufficient.)
- C. If you have any appointment or an emergency which may require you to leave the building, you must go to Mrs. Soloveitchik for permission.
- D. If you leave to an appointment (such as an orthodontist appointment) during lunch and may possibly be late returning to your first period class, you must sign out with Mrs. Soloveitchik.

## II LATENESS

- A. There is no excuse for being late to any class. Any student who is late because she had to buy lunch and was delayed will not be excused. Students who do not hear the bell or are dismissed late may not be excused and will be required to serve detention. Similarly, a student who is delayed because she is completing a test after the bell has rung will not be excused.
- B. Do not wait for your teacher to enter class. You must be in your classroom *before* your teacher arrives.
- C. Wear a watch and make sure it is properly set and running.
- D. If you are late for any reason and are sent to the office you must go to Mrs. Soloveitchik *immediately*.

## III ABSENCE

- A. Any absence must be explained by a note, signed by a parent or a guardian. The note must be submitted to Mrs. Klein on the day the student returns. Failure to submit such a note will result in an unexcused absence, even if the excuse is valid. Any student who receives three unexcused absences will receive two points off her entire report card (limudei kodesh as well as general studies). NOTE: Sunday absence notes must be submitted to Mrs. Soloveitchik
- B. On the top of each absence note, print your name, limudei kodesh and general studies classes, and date of absence(s).
- C. Any student who is absent for all her morning limudei kodesh classes must sign in with Mrs. Soloveitchik as soon as she enters the school building.
- D. Students who are absent during limudei kodesh for any reason may not be permitted to take any general studies tests during the afternoon. Any such student must obtain permission from Mrs. Greenwald before the scheduled exam begins. If a student does not obtain permission from Mrs. Greenwald she will either lose a substantial number of

points on her exam or the entire test will be invalidated. NOTE: A student who stays home in the morning for any reason and spends time studying for an afternoon exam will absolutely not be permitted to take that exam.

E. Any student who must leave early to attend a chasunah or another simcha, must obtain permission from Mrs. Soloveitchik. A letter from a parent must be submitted. Permission will then be granted to leave no earlier than after third period, at 3:15. Therefore do not schedule any appointments before that time.

**F. Any student who is absent excessively on Sunday will not receive credit for her required courses, therefore denying her a diploma. In addition, students cannot miss any class on Sunday in order to "make up" another class, such as a lab.**

#### **IV LEAVING SCHOOL EARLY**

A. Any student who must leave school any time during the afternoon must bring a note from home which specifically states a reason. This note must be brought to Mrs. Soloveitchik

B. If a student does not feel well, she must go to Mrs. Soloveitchik. Parental permission is required in order for a student to leave. Mrs. Soloveitchik will call and obtain permission before she allows you to leave. Any student who fails to obtain permission to leave from Mrs. Soloveitchik may be suspended.

C. Any student who is engaged in extracurricular activity, must obtain permission from Mrs. Soloveitchik before she misses classes, even though another staff member has already given permission to participate in this activity.

#### **V MAKEUP EXAMS**

A. A student who misses an exam due to a serious matter must be prepared to take a makeup exam on the first Monday or Wednesday after her return to school. (Note: A scheduled simcha is NOT a valid excuse.

B. Makeup exams are scheduled for Monday and Wednesday at 4:50 p.m. in Room 307.

#### **VI ENTERING A CLASSROOM WHILE CLASS IS IN SESSION**

A note must be obtained from Mrs. Soloveitchik before any student is permitted to enter class, whether to make an announcement or for any other purpose.

#### **VII DETENTION**

A. Students are required to sit detention because of lateness, unexcused absences, cutting, breach of discipline or failure to submit absence notes. Students who owe detention must report to the detention room at 8:15 sharp on assigned detention days. If you are late, even by a few seconds, you will not be admitted to the room and will not be entered as having sat detention. .

B. Detention assignments will be posted conspicuously throughout the building. If you do not understand why you have been assigned a detention, or wish to discuss any aspect of it, please see Mrs. Greenwald or Mrs. Soloveitchik during your lunch period.

C. Students who fail to serve their detentions will be considered "delinquent." Such failure to complete detentions will be viewed most seriously.