



Attendance:

Unexcused Absence: A student may accrue up to two days of **unexcused** absence per trimester without consequence. Any further unexcused absence will result in deduction from that trimester's report card. Every day of unexcused absent will cause two points to be deducted from the academic grade of one class on the report card.

Excused absence: A student will be excused when absent from school **only if:**

- Legitimately sick
- A doctor's appointment is unavoidable
- There are extenuating circumstances which require special permission from the administration
- Family Simcha:
 - For an out of town family simcha, the school administration should be consulted to ascertain how many days' absence will be excused, prior to travel arrangements being made.
 - For an in town family simcha, the following time periods will be considered excused:
 - Personal Hanachas Tefillin - 1 Morning
 - Personal Bar Mitzvah- in town - 2 Days
 - Sibling's Bar Mitzvah - 1 Day
 - Sibling's wedding - 2 days
 - Immediate family member's Bris - 1 Morning

Procedures to Follow in the Event of an Absence or Early Departure:

- An excused absence is only valid when accompanied by a note, either from a doctor or parent explaining the reason of absence. The note must be turned in to the office for it to be recorded. Without a note the office won't know the reason for absence and it will be recorded as unexcused.
- For a student to be dismissed from school early, a parent must notify the office in advance or sign him out in person. A student should come to the office before leaving.

In-School Behavior:

The following list of offences will result in a student being given a discipline slip and receiving a consequence from the table below:

- Saying inappropriate words, singing an inappropriate song, having an inappropriate conversation, or being in possession of inappropriate words on a paper.
- Being sent out of class for being excessively disruptive.
- Speaking or acting disrespectfully to any staff member.
- Verbal Aggression against another student including name calling, mockery and harassment.

- Failure to comply with in-school procedures.
- Cutting class or coming excessively late to class.
- Being on a website that is not required for the class taking place at that time.
- Touching school technology (computer, projector etc...) without permission of a teacher.

If a student receives a “discipline slip,” for one of the above offences, he should wait quietly in the office to meet with one of the principals. Within 24 hours of receiving a discipline slip, parents will be notified by phone or email. The consequence of a discipline slip is determined by how many slips a student has on his record, as detailed in this table:

1 st offense	1 st email warning sent to parents
2 nd offense	2 nd email warning sent to parents
3 rd offense	Half day suspension
4 th offense	Full day suspension
5 th offense	3 day suspension
6 th offence	Expulsion

Each discipline slip within this category will remain on a student’s record for 4 weeks, at which point it will expire.

Safety:

The following offences will result in the consequences listed in the table below:

- Fighting – Both parties involved
- In possession of dangerous item, i.e. matches
- Leaving the school premises

1 st offense	Half day in school suspension
2 nd offense	Full day suspension
3 rd offense	2 day suspension
4 th offense	3 day suspension
5 th offense	Expulsion

School Uniform Infraction:

The School Uniform Policy is detailed in a separate document. A student who is not in compliance with the policy will be given an informal warning by the Principal. Continual disregard for the school uniform policy will result in the following consequences:

1 st offense	Full day suspension
2 nd offense	3 day suspension
3 rd offense	Expulsion

Damage of School Property & Equipment:

- Defacing, destroying or causing damage to school property will result in a \$20 charge, (in addition to covering the cost for fixing the damage.)

General Rules:

- **Food:** All snacks and food brought to school must be Pas Yisroel, and if dairy, Cholov Yisroel.
- No skateboards or roller blades are allowed on school premises.
- **Cell Phones / Electronics: All cell phone / electronic use is strictly prohibited during school hours, including recess and lunch.**
 - If a student has a cell phone or other electronic device, it must be handed in to teacher at the start of school and will be returned at dismissal. Failure to adhere to this rule will result in the phone / device being confiscated for 5 days.
- **Reading Materials:** Students may not bring to school any unauthorized secular books. These items will be confiscated.

Klurman Mesivta reserves the right to respond to behavior that is detrimental to the Yeshiva, wherever and whenever it occurs.

Although the consequences for offenses are clearly listed above, the Administration reserves the right to impose a different consequence if in its judgment, the situation warrants it.