



The Shoshana S. Cardin School
Baltimore's Independent Jewish High School

PARENT/STUDENT HANDBOOK
2010-2011
5770-5771

7310 Park Heights Avenue
Baltimore, Maryland 21208

Phone 410.585.1400

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www.shoshanascardin.org

Office Hours

Monday-Thursday
7:30am-5:00pm

Friday
7:30am-3:00pm

Mission

The Shoshana S. Cardin School is a co-educational college-preparatory school for grades 9 through 12 that pursues the rigorous integration of Judaic and general studies and achieves excellence in both. Guided and informed by Torah, the School transcends denominational affiliations. As members of a pluralistic school, students and faculty who vary in philosophy, theology, and ritual expression participate fully in an environment that fosters respect, acknowledges differences, and encourages growth. The School's dynamic learning community inspires its graduates to engage in life-long learning, to fulfill their responsibilities as Americans, and to be committed members of the Jewish people.

2010-2011 School Contacts

ADMINISTRATION & STAFF

<i>Barbie B. Prince</i>	Head of School	ext. 205	bprince@shoshanascardin.org
<i>Rabbi Stuart Seltzer</i>	Dean of Judaic Studies	ext. 203	sseltzer@shoshanascardin.org
<i>Leslie Smith Rosen</i>	Dean of General Studies	ext. 208	lrosen@shoshanascardin.org
<i>Anne Tanoff Greenspoon</i>	Director of Admissions / Marketing Associate	ext. 207	agreenspoon@shoshanascardin.org
<i>Alissa Parker</i>	Business Manager / Registrar	ext. 201	aparker@shoshanascardin.org
<i>Hallie Schein</i>	Director of College Counseling	ext. 231	hschein@shoshanascardin.org
<i>Foye Minton, Jr.</i>	Dean of Students / Director of Athletics	ext. 214	fminton@shoshanascardin.org
<i>Jackie Villet</i>	School Counselor	ext. 211	jvillet@shoshanascardin.org
<i>Sandra Linde</i>	Office Assistant	ext. 202	slinde@shoshanascardin.org

FACULTY

<i>Maureen Beabout</i>	Latin Instructor / Development Assistant	ext. 227	mbeabout@shoshanascardin.org
<i>Todd Bryant</i>	Mathematics Instructor	ext. 222	tbryant@shoshanascardin.org
<i>Elaine Brandes</i>	Art Instructor	ext. 210	ebrandes@shoshanascardin.org
<i>Robert Cantor</i>	Social Studies Department Chair	ext. 223	rcantor@shoshanascardin.org
<i>Zohara Chaban</i>	Hebrew Instructor	ext. 228	zchaban@shoshanascardin.org
<i>Rabbi Yaakov Chaitovsky</i>	Judaic Studies Instructor	ext. 206	ychaitovsky@shoshanascardin.org
<i>Rochel Czopnik</i>	Judaic Studies Instructor	ext. 226	rczopnik@shoshanascardin.org
<i>Amy Fink</i>	History Instructor / Coordinator of Academic Support	ext. 218	afink@shoshanascardin.org
<i>Michelle Greenbaum</i>	Mathematics Instructor	ext. 212	mgreenbaum@shoshanascardin.org
<i>Rabbi Chaim Landau</i>	Judaics Instructor		clandau@shoshanascardin.org
<i>Beatrice Maimon</i>	Hebrew Instructor	ext. 236	bmaimon@shoshanascardin.org
<i>Joel Neft</i>	English Instructor	ext. 209	jneft@shoshanascardin.org
<i>Dr. Norman Prentiss</i>	English Department Chair	ext. 216	nprentiss@shoshanascardin.org
<i>Jan B. Schein</i>	Finance Instructor / CFO	ext. 239	jschein@shoshanascardin.org
<i>Alexandra Sloane</i>	Science Instructor	ext. 221	asloane@shoshanascardin.org
<i>Rosemarie Steinberg</i>	Spanish Instructor	ext. 229	rsteinberg@shoshanascardin.org
<i>Dean Whitfield</i>	Math & Science Dept. Chair	ext. 213	dwhitfield@shoshanascardin.org
<i>Rabbi Joel Zaiman</i>	Judaics Instructor		jzaiman@shoshanascardin.org

2010-2011 Resource List

Over the course of the school year, questions and concerns may arise. Cardin sees itself as a partner with parents and students and therefore encourages members of the community to contact the appropriate person promptly. Timely communication usually leads to a simple and quick solution. At the same time, we urge members of the community to weigh when to phone, when to use email, and whom to include in any given communication. *If you have an academic concern that is specific to a particular class, please contact the teacher first.* If the problem is not resolved, please contact the department chair.

Following is a list of concerns followed by the name and phone extension of the person to contact:

Admissions	<i>Anne Tanoff Greenspoon</i>	ext. 207
Academic Support	<i>Amy Fink</i>	ext. 218
Academic Testing Accommodations	<i>Jacqueline Villet</i>	ext. 211
Academic Testing (college admissions credit)	<i>Hallie Schein</i>	ext. 231
Accounting	<i>Alissa Parker</i>	ext. 201
Advisory	<i>Jacqueline Villet</i>	ext. 211
Athletics	<i>Foye Minton</i>	ext. 214
Attendance	<i>Sandra Linde</i>	ext. 202
College Counseling	<i>Hallie Schein</i>	ext. 231
Course-specific concerns	<i>Contact the teacher first, then the Department Chair</i>	
Curriculum	<i>Contact the appropriate Department Chair</i>	
Development / Fundraising	<i>Barbie Prince / Maureen Beabout</i>	ext. 205/227
Discipline	<i>Foye Minton</i>	ext. 214
Hebrew / NETA Curriculum	<i>Rabbi Stuart Seltzer</i>	ext. 203
Interim Week	<i>Leslie Smith Rosen</i>	ext. 208
Jewish Life	<i>Rabbi Stuart Seltzer</i>	ext. 203
Minyanim	<i>Rabbi Stuart Seltzer</i>	ext. 203
Project ROPE	<i>Barbie Prince</i>	ext. 205
Public Relations / Media	<i>Barbie Prince / Anne Greenspoon</i>	ext. 205/207
Registrar	<i>Alissa Parker</i>	ext. 201
Religious Practices	<i>Rabbi Stuart Seltzer</i>	ext. 203
Safety & Security	<i>Barbie Prince</i>	ext. 205
Student Government Association	<i>Maureen Beabout</i>	ext. 207
Social / Emotional concerns	<i>Jacqueline Villet</i>	ext. 211
Theatrical Productions	<i>Leslie Smith Rosen</i>	ext. 208
Tuition Assistance	<i>Alissa Parker</i>	ext. 201

Community Leadership

Executive Committee

Dr. Arlene Bearman, Chairman of the Board
Howard Rosenbloom, First Vice Chair
Carl S. Silverman, Vice Chair
Michelle Orr, Treasurer
Dr. Larry Pakula, Secretary
Michael S. Novey, Assistant Secretary
Stewart J. Greenebaum, Founding President
Shoshana S. Cardin, Chairman Emeritus
Howard Janet, Immediate Past President

Board Members

Leonard J. Attman
Dr. Jay Baraban
Gerry Chizeck
Adva Goldberg (CAPTS President)
Allan Hirsh
Sandra Hittman
Alan Kanter
Stephen Mackler
Dr. David Mallott
Jennifer Meyerhoff
David Scher
Dr. Paul D. Schneider
Ilene Vogelstein
Brian Weisman
Marc Winner
Lawrence M. Wolf
Rabbi Joel Zaiman

Academic Calendar 2010-2011

Monday, August 30 Monday, August 30 Tuesday, August 31	Student Leadership Training / New Student Orientation / Senior Luncheon CAPTS Back-to-School BBQ 1 st day of school – all students report
Monday, September 6 Wednesday, September 8 Thursday-Friday, September 9-10 Wednesday, September 15 Thursday, September 16 Friday, September 17 Wednesday, September 22 Thursday-Friday, September 23-24 Saturday, September 25 Wednesday, September 29 Thursday, September 30	Closed – Labor Day Close at 12:39 – <i>Erev Rosh Hashanah</i> Closed – <i>Rosh Hashanah</i> School photos College Night School closed – <i>Erev Yom Kippur</i> Closed – <i>Erev Sukkot</i> Closed – <i>Sukkot</i> CAPTS opening meeting and Wine Tasting, 8:30pm Close at 12:39 – <i>Erev Shmini Atzeret/Hoshana Rabah</i> Closed – <i>Shmini Atzeret</i>
Friday, October 1 Tuesday, October 5 Friday-Saturday, October 8-9 Wednesday, October 13 Friday, October 22 Sunday, October 31	Closed – <i>Simchat Torah</i> Back-to-School Night 9 th / 10 th grade Shabbaton PSAT Last day for class withdrawal OPEN HOUSE
Monday, November 1 Thursday, November 4 Sunday, November 14 Wednesday, November 24 Wednesday, November 24 Thursday-Friday, November 25-26 Tuesday, November 30	Closed – Professional Day Parent-Teacher conferences CAPTS meeting, 10:30am 1 st trimester ends Closed at 12:39 – <i>Erev Thanksgiving</i> School closed – Thanksgiving break Senior photos
Sunday-Tuesday, December 5-7 Wednesday-Thursday, December 1-9 Sunday, December 12 Friday-Friday, December 24-31	AIMS accreditation visit <i>Chanukah</i> (in-school activities) ISEE WINTER BREAK
Monday, January 3 Sunday, January 9 Monday, January 17 Thursday, January 20	School reopens CAPTS meeting, 10:30am School closed – MLK Day <i>Tu B'Shevat</i>
Friday, February 4 Friday-Monday, February 18-21	Wellness Day School closed – Presidents' Day weekend
Friday, March 4 Sunday-Friday, March 6-11 Sunday, March 13 Thursday, March 17 Sunday, March 20 Thursday, March 31-Sunday, April 3	2 nd trimester ends INTERIM WEEK CAPTS meeting (nominations), 10:30am <i>Ta'anit Esther</i> – Fast Day <i>Purim</i> <i>Moot Beit Din</i>

Sunday-Tuesday, April 10-12
Friday, April 15
Monday, April 18-Tuesday, April 26
Wednesday, April 27

CABARET CARDIN
Grandparents' Day
School closed – *Passover*
School reopens

Sunday, May 1
Monday-Wednesday, May 2-11
Monday-Friday, May 2-13
Sunday, May 8
Monday, May 9
Thursday, May 12
Friday, May 13
Sunday, May 15
Sunday-Friday, May 15-June 3
Sunday, May 22
Monday, May 30
Tuesday, May 31-Friday, June 3

Yom Hashoah
Senior finals/final projects due
AP exams
Yom Hazikaron
Yom HaAtzma'ut
PROM
Attendance optional for juniors/seniors
CAPTS meeting (elections), 10:30am
Senior Israel trip (tentative dates)
Lag B'Omer
School closed – Memorial Day
FINALS for 9-11 graders, 3pm dismissal

Sunday, June 5
Sunday, June 5
Monday, June 6
Monday, June 6
Tuesday, June 7
Wednesday-Thursday, June 8-9
Friday, June 10

Sports Banquet
Race for Cardin
Awards Ceremony, 12:30 dismissal
Senior Dinner
Last Day of School, close at 12:30 – *Erev Shavuot*
School closed – *Shavuot*
GRADUATION – entire student body encouraged to attend

Academics

Academic Integrity

The Cardin community highly values *yosher*, honesty, and integrity in thought, word, and deed. Proper attribution is a central tenet of Jewish learning and culture, which applies to homework, projects, and all other forms of independent work as well as to quizzes and tests. Independent assignments are part of the high school curriculum, with the expectation that students complete them without assistance. Copying another person's work or concept and presenting it as one's own constitutes plagiarism. When using the work of another (whether the exact wording or the general concept presented), the student must give credit to the original source. If a student is unsure how to cite a reference, the student should confer with a faculty member.

We take plagiarism very seriously. If a student uses the work of another, whether from a fellow student or any other source, without noting it, the student will fail the assignment or get a "0" on a quiz or test. Other disciplinary action may also result.

Cheating includes not only plagiarism and copying, but any unauthorized passing of information between members of the community; this includes, but is not limited to, instances that involve speech, writing, and all media.

As part of our ongoing work with students regarding academic integrity, each student must purchase *A Pocket Style Manual* that is used across the curriculum in the preparation of formal writing assignments.

Academic Probation

A student is placed on academic probation if the student earns two D's or one F in any trimester. The purpose of placing a student on academic probation is to indicate the seriousness of the concerns about the student's progress and to encourage the student to work with the faculty to make whatever adjustments are necessary to achieve success, including academic support and counseling, if necessary. Academic probation precludes the student from participating in extracurricular activities, including all sports, clubs, dances and the school play.

A student who is on academic probation for two consecutive trimesters must reach an acceptable academic standing before a re-enrollment agreement is offered for the following school year. These requirements are determined in consultation with the Administration.

Academic Standards and Grading

The faculty will make every reasonable effort to ensure that students succeed in their courses. Instructors will supply their students with a course syllabus that will include the course outline, requirements and expectations. Students must take primary responsibility for their own academic success and are responsible for all work required in each course. Faculty, in coordination with the Office of Student Support, may recommend tutoring or other academic support when a student is in need of extra assistance beyond what the teacher is able to provide.

Cardin's approach to student report cards reflects the recognition that each student is unique, as is each student's approach to learning. The reporting process is therefore designed to be a comprehensive assessment of the student's entire learning process.

Cardin runs on a trimester marking period, therefore, report cards are issued 3 times per year. Interim reports are sent to all students approximately halfway through the first

trimester. During the second and third trimester, interims are sent only to a student in a class where his/her grade has dropped a full letter grade (i.e. B+ to C+) since the previous marking period, or where a student is currently maintaining a grade below a C-. However, teachers may choose to send interim reports when the student has exhibited significant improvement as well. First and second trimester report cards are letter grades only while third trimester report cards will include narrative reports, except senior report cards, where narratives are up to each individual teachers for the final reports.

The formal reporting process is complemented by parent-teacher communication, through both scheduled parent-teacher conferences and informal conversations, as needed. Parent-teacher conferences are scheduled for the beginning of November, and then as needed at the teacher's or parent's request. Parents are encouraged to contact teachers whenever they have a question or concern. Additionally, concerns that arise in several classes or are of a general nature should be directed to the student's advisor. All teachers and administrators have email addresses and voice mail and will respond to communication from parents and students within 24 school hours.

Grades are not weighted. Cardin uses a letter scale with the following numerical equivalents (GPA equivalents noted in parenthesis):

98 and above	A+ (4.3)
93-97	A (4.0)
90-92	A- (3.7)
88-89	B+ (3.3)
83-87	B (3.0)
80-82	B- (2.7)
78-79	C+ (2.3)
73-77	C (2.0)
70-72	C- (1.7)
68-69	D+ (1.3)
60-67	D (1.0)
59 and below	F (0)

Academic Support

A student in need of extra assistance should be in direct contact with the Coordinator of Academic Support. She will then assess, along with the School Counselor, the student's needs and Cardin's ability to meet those needs. Support can be long or short term. For example, a student who is having difficulty with a specific class, after speaking with the teacher and consulting with the Coordinator of Academic Support, might be assigned a peer tutor.

Advisory

Every student is assigned an advisor, and the advisor acts as the student's advocate. Advisors meet weekly with their advisory groups and at least monthly with their individual advisees. The advisor is the liaison between the family and the teachers, assisting when an issue arises that crosses into more than one class. The advisor is not a learning specialist and does not take the place of a tutor; his or her role is one of support, encouragement, and fostering communication.

College Visitation

We encourage students to visit colleges. However, we discourage excessive time off from school, especially junior year, and therefore suggest that families utilize Presidents' Day Weekend or Passover break of junior year as well as the summer between junior and senior years for the majority of college visits. If a student will be missing school, a *signed form from the college visited is required in order to excuse the absence.*

Course Placement

Cardin has both heterogeneous and homogeneous class groupings. Class placement is determined by the appropriate academic department during the prior year and is based on careful consideration of a student's academic needs and abilities. All questions concerning placement should be directed to the department chair.

Graduation Requirements

Definition: 1 credit = 200 minutes per week for one full year

English	4 credits
History	3 credits
Civics	1/3 credit
Science	3 credits
Mathematics	4 credits
Financial Literacy	2/3 credit
Hebrew	4 credits
Judaic Studies: Mikra	3 credits
Judaic Studies: Netivim	3 credits
Arts and Electives	3 credits
Judaic Studies: Senior Colloquium	1 credit
Integrated Studies: Senior Seminar	1 credit
PE	1 credit

Total credits required 31 credits

Recommended:

Other Language 3 additional credits (of the same language)

Notes:

- No student may take fewer than 6 academic courses in a trimester.
- The required 3 years of science may include general science, biology, chemistry, physics and forensics; all are lab-based courses.
- Languages include Spanish and Latin.
- At Cardin's discretion, the 4th year Hebrew requirement may be satisfied either by a language-based or a culture-based course.

Cardin students are required to complete all credits needed for graduation "in residence" at Cardin unless extenuating circumstances arise. Arrangements for external credit completion must be made in advance with the Head of School. Students who do not earn a passing grade in required courses must make up the credit. Credits earned at other institutions must be approved in advance by the Head of School. Students may earn supplementary credits for summer or academic year courses that exceed Cardin's requirements or offerings, provided that enrollment in such courses does not interfere with the student's full participation in Cardin's programs. Participation in the *Halikha Ba'Aretz* program in Israel is required and may not be substituted with supplementary work at an outside institution. *Cardin students are required to complete the final credits of their senior year at Cardin or within a school sponsored program.*

Head of School's List and Honor Roll

The Head of School's List and Honor Roll recognize high academic achievement. They are determined at the conclusion of each trimester. The standards for the Head of School's List and the Honor Roll are as follows:

Head of School's List: a GPA of at least a 3.7 with no grade below a B+

Honor Roll: a GPA of a least a 3.0 with no grade below a B-

Homework

Homework is assigned on a regular basis in all academic courses, and all students are responsible for recording and completing assignments. Students are required to purchase school planners in order to assist them in scheduling their study time. Concerns about homework should be communicated to the appropriate teacher. Students who are absent must check PCR to retrieve the day's assignments. All make-up work must be completed in a timely manner as determined by the instructor. No student is required to complete homework on Shabbat or *Haggim*.

Test Schedule

Teachers will make every attempt to schedule a maximum of two major tests on any day. The *due date* for a long-term paper or project also counts as a test. Please be aware that there will be days that this will not be possible; therefore, students who have testing conflicts or are facing an overload of assignments should speak with their teachers *prior to the due date or test date*. There is no limit to the number of quizzes per day, whether announced or not – as a quiz is much smaller in scope than a test. At the approach to the end of each trimester, there may be an increase in the number of tests/papers per day.

Religious Policies

Ours is a pluralistic Jewish day school. What Jews have to learn and experience together transcends the ideologies and practices that may distinguish us one from another. As it says in the Talmud (*Shvu'ot* 39a), “כל ישראל ערבים זה בזה – All Jews are bound up with one another.” Engaging jointly in Jewish learning and living can only enhance us in our separate ways and create something new together.

We affirm the diverse Jewish beliefs and practices that characterize our students and faculty. We assume the integrity of the views we encounter in this educational environment. Mutual respect is the entry point for living in a modern Jewish community. Teachers may speak from their own point of view. When they do, they will also make room for other views to be respectfully and intelligently considered, in recognition that those views merit discovery and understanding. Being a school, however, we should challenge one another to examine our beliefs, our behavior, and our openness to change. As there is no education without transformation, we regard apathy as detrimental to the growth of our learning community.

We require students to make it a priority to take standardized tests on Sundays and we will provide a rabbinic letter to the appropriate testing organization.

כשרות *Kashrut* (Dietary Laws)

Observing a common *kashrut* policy is part of our Jewish educational mission. The practice of *Kashrut* has long been one of Judaism's most distinctive observances. For many, it is an essential obligation, and it can connect us with other Jews and with God. Standards and details of *Kashrut* observance among our families vary widely. We set a standard that allows all of us to sit and eat together comfortably.

- All food served by Cardin will have Kosher certification (*hekhsher*), including snacks and hot lunches that we may make available each week.
- All food brought in by individuals for their own lunch or a snack must be dairy or *pareve* (neither dairy nor meat, such as a salad or pasta with tomato sauce). All kosher fish are *pareve*.
- Microwave ovens are available. One is exclusively for *hekhshered* food and the other is for food that is kosher by ingredients.
- Food served at Cardin by a faculty member, student or family for an event (e.g., a birthday or class activity) must have kosher certification. We do permit *uncertified* baked goods from home provided that a second item is also provided that *is* certified (on the box, such as Entenmann's, or from a local kosher bakery). Excluding the plain 'K', the School accepts all certifications (*hekhshers*).
- Our policy remains in force when we are off campus, such as on school trips.
- So that all students can feel comfortable and respected, the School asks that students and their parents provide kosher or vegetarian food at parties to which Cardin School students are invited.

מנינים **Minyan Program**

תפילת קבע **Tefillat Keva - Daily Prayer**

Tefillah, prayer, is at the core of Jewish tradition and among our most precious acts before God. To give communal voice to this part of ourselves, we gather in *Minyan* every day. This is a time of quiet dignity, noisy happiness, private reflection, and public concern. We reserve school time for *Shacharit* (the morning service) each morning. Students who own a kippah, *tallit* and/or *tefillin* should bring them to School and wear them as part of our services (extras are available).

מעלין בקודש **Ma'Alin BaKodesh - Growing in the Sacred**

Tefillah is not simple. Prayer is incomparably subtle, beautiful and bold. We take students' minds and hearts seriously and challenge our students to grow in prayer as they grow up. This means growing in "How to Pray" as well as "What Prayer Means." We are comfortable with the fact that a number of us might choose not to pray at all if we were not at the Cardin School. Since we aim to teach Judaism as broadly as we can, we are committed to cultivating the experience and substance of prayer for everyone. Without experiencing prayer, one has no possibility of ever learning it or choosing it, and so therefore all students will attend and participate in our services. We understand that participating in a service is not the same as praying – only the individual and God know what is in the heart. Finally, since *Tefillah* includes much more than the words on the page and the melodies that go with them, *Minyan* is not always a prayer service. Discussion, song, and training are also a part of the mix.

אלו ואלו **Eilu v'Eilu - Diverse Observance**

Our *Minyan* program reflects the diversity of our community. Some of us are accustomed to formal *Tefillah* daily, weekly, or occasionally, and some of us never do it. We have among us different approaches to prayer, and we pray from different *siddurim*. For some of us these are mere habits; for others, *Tefillah* is a matter of principle and a fixed obligation. What we expect everyone at the Cardin School to share is respect for the integrity of one another's *halakha* (path). While no one will be pressured to violate his/her *halakha*, sustaining communal prayer, like other elements in joining a community, often requires a willingness to stretch beyond the familiar.

כפות **Kippot**

All students are encouraged to wear kippot in keeping with their traditions and practices. Male students are required to wear *kippot* when attending a *Minyan* in which *kippot* are customary, as well as at certain other appropriate school events. A baseball hat is not a substitute for a *kippah*.

שבת וחגים **Shabbat and Haggim**

As the Cardin School functions as a community in all things, we recognize the place of Shabbat and the *Haggim* in filling Judaism with sanctity, beauty, and meaning. Whatever our particular observance, Cardin cultivates awareness and celebration of Shabbat and *Haggim*. In keeping with these goals, we maintain the following policies:

- No school business is conducted on or assigned for Shabbat and *Haggim*, beginning before candle-lighting before sundown and ending with *Havdalah* after dark.
- School programs beginning Saturday nights will allow a full hour after Shabbat for travel.
- We encourage students to plan private parties so as not to coincide with Shabbat or holidays so that the whole community may attend.
- We encourage students to take standardized tests on Sundays, and we will provide a letter to facilitate that accommodation.

POLICIES

The Shoshana S. Cardin School is a community focused on creating a learning environment that is suitable and welcoming for all of our students. Every person within the Cardin environment has the right to complete his or her responsibilities without interference from others. From a student's point of view, this means that they can expect a physically and emotionally safe school environment that is enhanced by a focus on learning. From the teacher's perspective, all behavioral interruptions are understood in terms of interfering with another student's right to learn or with the teacher's right to instruct. We are a learning community based in respect, cooperation, and individual responsibility. Cardin seeks to create an environment where individuals take the responsibility for their own behaviors and actions. The Jewish concept of *derech erez* – how to conduct oneself with propriety and respect in relationship to others – is of supreme importance in Cardin and a necessary precondition to learning. Cardin's approach to student discipline attempts to teach students respect for self and others, honesty, accountability, and responsibility in creating an atmosphere conducive to education. Students are taught to assume responsibility for their actions and choices and maintain high standards of personal integrity as they strive to become knowledgeable, thinking, responsible Jewish adults.

Attendance

At Cardin we believe that when a student is absent from class, whether excused or unexcused, the student's learning capabilities for that class are diminished. Each student's input, ideas, and passions are a vital component of class. Regularity in attendance and diligent application to study are essential to a student's learning and achievement. Students should come ready for class with all necessary books and materials. The school day begins at 7:55am. Students are expected to be in their first class and ready to begin promptly. Daily attendance will be recorded at this time. Excused absences include illness, doctor's appointments, approved college visits, and family functions (e.g. wedding, bar or bat mitzvah, funeral, shiva, graduation).

The consequences for absences per class are as follows:

<u>Absences per trimester</u>	<u>Academic Consequence</u>
5 (≈10%)	Drop ½ a letter grade
7 (≈15%)	Drop 1 letter grade
9 (≈20%)	Earn a failing grade

Unexcused tardiness and absences are unacceptable. The academic penalty for incomplete or late work is at the teacher's discretion. The student will also face disciplinary action of detention, in-school suspension, and/or suspension from school for unexcused absences.

It is the student's responsibility to make up all work missed due to a school-related activity such as athletic events, theater productions, etc. These absences from class do not count towards the total absences per trimester.

If a student is absent because of illness, parents are requested to notify the office before 8:30am. If it becomes necessary for a student to miss school for an appropriate reason other than illness (i.e. medical appointment, special family occasion), parents must send notify the office at least one day before the absence. The Office Assistant will contact each family by 9am when a student is marked absent.

Campus

Cardin shares its building with Temple Oheb Shalom's religious school and pre-school. Students are not allowed on the first floor of Cardin building nor in the Temple building unless accompanied by a faculty member.

Currently, we have a closed campus for students in grades 9-11. These students are to remain within the school property throughout the academic day. During lunch, students may go outside in the designated areas to the west of the building; this includes the back lawn and tennis courts **only** unless accompanied by a faculty member. Students are only permitted to leave campus during the academic day if signed out by a parent or a parent's designee. Seniors have a modified open campus policy. Seniors are allowed to leave the school campus during lunch and free periods **ONLY** with written parental permission. A form has been provided to parents for this purpose. (See senior privileges section below.)

Cardin Association of Parents, Teachers and Students (CAPTS)

This parent-led organization meets regularly to assist and support Cardin in a variety of ways. All parents are encouraged to attend meetings and to participate in CAPTS events. Interested parents should contact the CAPTS officers for more information.

Cell Phones

Cell phones are **PROHIBITED** in all classes and throughout the academic day with the exception being during lunch periods. Students are permitted to use cell phones for *short* conversations on an "as needed" basis only during lunch periods. Students who bring a cell phone to school must turn off the phone and store it in their lockers during all academic periods. Faculty *will* confiscate cell phones not properly stored. Students must then request the return of the phone from the Dean of Students. Regardless of a cell phone's other capabilities it still falls under this category and is subject to the rules stated here.

Communication (Parent-School)

Parents are encouraged to discuss any concerns about a particular class directly with the teacher. If the concern is not satisfactorily addressed, parents should communicate with the appropriate department chair. The advisor and the administration are also available for follow-up discussions about a particular concern and for broader issues concerning the student. We ask that parents make all logistical arrangements with students in advance of the school day, as we do not have the resources to get non-emergency messages to students reliably.

Communication (School-Parent)

Cardin regards email as the primary mode of communication with our families. We make every effort to notify families of programs, calendar changes, and other necessary information in a timely manner. We ask that families read these communications and honor deadlines for any responses required. Please be sure to provide us with a reliable email address that is checked regularly and make sure that any filtering software on your account permits communication from Cardin. If you do not have a reliable email address, please inform the office assistant.

Copy Machine

Students are not permitted to use Cardin's copy machines at any time. Faculty or staff must make any copies students might need.

Disciplinary Consequences

Depending upon the infraction of a school rule or policy, and the severity of that infraction, any or all of the following consequences may include but are not limited to:

- Confiscation of the inappropriate item
- Lunch detention
- After-school detention
- Failing mark on item in question
- Reduction in course grade or failure
- Recommendation or requirement of in-school counseling
- Loss of privileges and sanctions
- Parent/student conference with faculty member and/or administrator
- Required courses/counseling outside of School related to the infraction
- Student is sent home to change
- Repair/remuneration for a stolen/damaged object
- Immediate removal of student from activity or from school grounds until all circumstances are valuated
- Re-evaluation of the student's presence at Cardin
- Campus work
- In-school suspension
- Out-of-school suspension
- Expulsion

Disciplinary Methods of Enforcement

A Disciplinary Referral is a formal report of misconduct, policy violation, etc. Any teacher, administrator, or staff member may fill out a referral form when an infraction is observed or when a student's conduct merits it. The accumulation of referrals may result in a detention, suspension, or expulsion depending on the number and nature of the referrals compiled. The student, parents, and the student's advisor will be notified if the student is persistently receiving referrals. Behavior that results in a student being dismissed from a teacher's class will result in the minimum of an after-school detention.

Dress Code

Our school aims to provide an environment for study that encourages seriousness and respect for self and others. Therefore, we expect students to dress in a manner that is appropriate and shows respect for the Cardin community.

Dress code is strictly enforced. Administration, faculty or staff may decide that a student's clothing choice is inappropriate and the student will be required to change into clothing that meets school standards. There are some dress code appropriate clothing in the office, however, if nothing suitable is available, parents will be notified and asked to bring clothing to school. Furthermore, while the student is waiting for dress code clothing, he/she will not be allowed to return to class, forfeiting instructional time. Subsequent consequences for dress code violations might also include: lunch detention; after-school detention; meetings with parents; suspension; and ineligibility to participate in school sponsored events.

All students are required to wear shirts with collars.

If students choose to wear button-down shirts, they *must be buttoned*. The collar of the dress code shirt must be visible if a student wears a sweatshirt or sweater.

Acceptable clothing:

Long pants and jeans; shorts to the knee and Capri pants; skirts/dresses to the knee; shirts with collars and sleeves covering shoulders (or longer); sneakers, closed-toe shoes, and nice sandals. Pants must be worn at the waist level. Hats are allowed in school; however, they may not be worn during Minyanim and teachers may ask a student to remove the hat at any time. Hoodies, sweatshirts, etc. may be worn over dress code shirts, however, hoods must be off during the school day.

Unacceptable clothing

*Torn, frayed, or sagging pants/jeans; T-shirts; shirts with inappropriate, offensive, provocative words and/or pictures; clothes that are revealing, short, or tight; short or skin-tight skirts; skin-tight pants or shorts; pajamas; spaghetti straps; tank tops; halter tops; tube tops; see-through fabrics or spandex; flip-flops (shower shoes).
Cleavage, backsides and midriffs are to be kept covered at all times- this includes when bending, sitting and raising arms.*

If you have to ask yourself, "Should I wear this to school?" **DON'T!**

Students are encouraged to wear kippot, especially during Minyanim and in Judaic studies classes.

In general, attire, jewelry, or hairstyles that command undue attention should be avoided. *Students must wear closed shoes during science laboratory activities (leave a pair of closed-toe shoes in your locker for convenience).* The dress requirements are appropriately relaxed during physical education and other designated activities.

During events under Cardin's auspices such as graduation, award ceremonies, dances and sporting events (as spectators) students are required to wear dress code appropriate clothing.

Drugs, Tobacco, and Alcohol

Cardin believes that the use of illegal drugs, tobacco, and alcohol by students is antithetical to their physical, emotional, social, and intellectual development and well-being. Accordingly, the possession, purchase, distribution, consumption or use of drugs, including intoxicating beverages, tobacco, or inhalants and/or drug paraphernalia, is illegal and prohibited anywhere on Cardin property. Any involvement in drug-related or alcohol-related activity is prohibited. This includes behavior on and off school grounds. Penalties for violating this rule, imposed at the discretion of the Head of School and the Dean of Students, may include immediate and permanent expulsion for a first offense. Cardin fully cooperates with all legal authorities.

Cardin shares a responsibility with parents and other adults to educate students about the nature and dangers of drug, tobacco, and alcohol use. Cardin will share with parents, as possible and appropriate, information concerning their own child's rumored, suspected, or known alcohol or drug use outside of Cardin's official purview. Cardin may require drug testing or a treatment program as a condition of continuing at Cardin, when warranted in the judgment of the Head of School and Dean of Students.

Eligibility for Athletics, Extra-Curricular Activities & School-Sponsored Events

Students are eligible to participate in athletic events, extra-curricular activities and clubs as long as they are in good academic standing, to be determined by the Athletic Director in consultation with the faculty. Students may not participate in any activity if discipline or academic action is pending. In addition, students must be present in school for at least the equivalent of half of a full school in order to be eligible to participate in any activity – this includes athletics, the school play, play rehearsals and dances.

Eating and Drinking

As a means of respecting and protecting Cardin's property and physical equipment, there is to be no gum chewing in the classroom. Eating and drinking in the classroom is allowed with the permission of the teacher. However, we understand the need for teens to stay hydrated and therefore water bottles with lids are allowed in the classrooms. Students are expected to clean up after themselves and dispose of all trash appropriately. Students may bring snacks in compliance with Cardin's policy on *kashrut*.

All supplies and food must be provided by students. The Shoshana S. Cardin School will not provide any paper goods (including napkins, utensils, plates, and cups), drinks, or snacks, except for special occasions.

Finals

Final exams or projects are used as culminating activities to assess whether students have mastered the scope of material learned throughout the year. Teachers work within their academic departments to determine the appropriate final assessment. Therefore, not all classes will have exams or projects. During finals, the school day begins at 9am and ends at 3pm, thereby allowing two finals to be scheduled per day, 10-12 and 1-3, according to the class periods. Students are only required to be in attendance when they have a final. Final projects are due during the scheduled exam period. Monitored study halls are held during each exam period so that students may study at school. Once students have arrived on campus, they may only leave with parental permission prior to the end of the school day. *Students with 10am finals are required to attend Minyan at 9am.*

Gifts

To avoid even the appearance of impropriety, faculty and staff are not permitted to accept individual gifts from students or families, though families are welcome to give gifts that include all faculty members. Families are encouraged to show their appreciation by donating to one of Cardin's funds in honor of a faculty member and other meaningful people and events in their lives.

Harassment

Harassment of any kind, including but not limited to verbal, sexual, and physical (including bullying) is a severe violation of Jewish values and, in some cases, of state and federal law. Harassment may include, but is not limited to, verbal threats, sexually suggestive comments that cause a fellow student or faculty member discomfort and/or concern for the individual's safety, and unspoken gestures using hands or other body parts that threaten or may be reasonably interpreted as sexually suggestive. Harassment of any kind is regarded by Cardin as a severe breach of community ethics and behavior and will not be tolerated.

Lashon Hara (the sanctity of speech)

No member of our community may use language in a way that is deliberately harmful, defaming, ridiculing, belittling, or obscene. Gossip and cruelty through language are most serious violations of Jewish law and ethics; even the repetition of stories that may have truth but could be hurtful, unless such a repetition is necessary or required for the sake of safety and the overall benefit of the community, is prohibited. Language includes any communication in any form throughout the community. Cursing and rudeness between any members of the community, scape-goating, name-calling or badgering will not be tolerated.

Leaving Class or Campus

Leaving class without permission is unacceptable. In order to leave class a student needs permission from the supervising teacher and must have a pass in order to be in the halls. First offense will result in an after-school detention.

Students are not allowed to leave campus during the course of the day without explicit permission. A student will earn disciplinary consequences, a grade of zero will be given for work missed, and the police may be notified. Students leaving and returning with permission must sign in and out at the office.

Library

Students can check out books using the Athena software on the computer in the library. Cardin charges \$1/day for overdue books more than one week past due.

Lifecycle Events

Cardin students and faculty are very supportive of one another and want to be able to celebrate or commiserate together. Therefore, please let us know when your family experiences a lifecycle event so that we may let the Cardin community know. If we do not hear otherwise, we will inform the community (families and faculty) when events occur.

Lockers

Each student is provided a locker. Lockers are assigned by the office assistant and *these assignments can only be changed through the office assistant*. Lockers are the property of Cardin and are on loan to the student for the academic year and therefore must be kept in excellent condition. No stickers, graffiti, or markings of any kind are allowed on the exterior of the lockers and inside decorations must come cleanly off at the end of the year. *Only locks issued by the Cardin office may be used*. Cardin reserves the right to inspect student lockers at any time. This rule ensures the safety and well-being of all of our students.

Medication

Students may not be in possession of ANY medications, including over-the-counter medications (acetaminophen, ibuprofen, Benadryl, etc.). Over-the-counter (OTC) medications to be dispensed during the school day must be brought to the school office following all procedures and can only be dispensed if the non-prescription medication form has been completed. OTC medications will be dispensed by a Medication Technician only with proper documentation. Prescription medications must be brought to school by a *parent, and be in the original containers* and will be dispensed by a Medication Technician only with proper documentation by a prescribing physician.

Parties and Social Events

All parties and social events must be supervised by adults. *No alcohol may be served or consumed at these events.* Though parties sponsored by families are not under the supervision of Cardin, we do encourage all members of our community to consider the sensitivities and standards of all our families in planning events. See above for policies regarding *kashrut*, Shabbat, holidays, and parties.

School Closings and/or Delayed Start

In the event of a school closing due to snow or any other unforeseen emergency, school closings and delayed openings are posted on the Cardin website, on the voice mail and on WBAL-TV. Families are also *strongly* encouraged to sign up for alerts from www.wbaltv.com.

Senior Privileges

Seniors who have written parental permission on file in the Cardin office may leave campus during lunch and free periods. Seniors must sign out before leaving and immediately sign in once returned to campus. It is the student's responsibility to be back to class on time.

Procedures for seniors:

- Seniors may leave for lunch during the lunch period.
- All seniors leaving campus must sign out and in every time. Tardiness to class will result in loss of privileges.
- Any senior who is scheduled to serve detention will have off campus privileges revoked until detention has been served.
- All completed permission forms must be on file in the office. Over the phone permission is not acceptable.
- Leaving campus without permission can result in suspension. If a senior is suspended, he or she will lose off campus privileges for the remainder of the year.

Student Activities

Students interested in participating in or sponsoring an activity or club should contact the Head of School. All extracurricular groups and activities are expected to uphold the mission and values of Cardin. The administration does not censor student publications, debates, campaigns, or discussions unless the fundamental values of Cardin are brought into question or the integrity of an individual is at stake. There can be no libel, לשון הרע -- *Lashon Hara*, or mockery written or spoken of fellow students, faculty, or any individual.

Written permission is required for all off-campus events. Parents are asked to sign and return the blanket permission form and the athletic participation form at the beginning of the school year which covers all events that take place during school hours. Additional permission forms might be required for individual activities. Students are not allowed to participate in any off-campus event without a permission form signed by a parent – there will be no exceptions.

Student Drivers

Student drivers must have a completed vehicle registration form on file in the office. *Students may not return to their cars during the academic day.* All drivers must be aware that our school shares a facility, including the parking lot and drop-off area, with Temple Oheb Shalom and the Learning Ladder pre-school, and great caution should be exercised at all times. Driving privileges may be revoked by the administration.

Tardiness

Students are expected to be prepared with all required materials at the beginning of each class. Tardiness, whether it is coming late to class, *Minyan*, or any school activity, disrupts activities and takes time from the teacher and fellow students. Students have ample time to arrive to class on time. Any student who is late to class should go to the classroom, not the office. Each trimester a student may be late three times before earning a detention. Excessive lateness to class will lead to tougher disciplinary actions that may include suspensions, loss of privileges and/or participation in extra-curricular activities. If late to school, students must bring a note, or a parent must contact the school office, and the student must sign in at the office.

Technology

Computer literacy, including electronic research, is an integral part of a college-preparatory education. Therefore, Cardin has provided each student with an e-mail account as well as access to computers and the Internet. The Cardin community trusts that students will embrace these opportunities ethically and responsibly. Students will not be allowed access to the computers until the technology agreement has been signed by students and parents.

Cardin's guidelines state that the student:

- May not interfere with another computer user or circumvent system protections.
- Will not share the student's password with another user nor ask to use another's account or password.
- Will not attempt to break into files or programs to which access is restricted nor attempt to acquire system privileges to which the student is not entitled.
- Will not make or use illegal copies of copyrighted software, store such copies, or transmit them over Cardin's network.
- Will not load any software onto a computer, even temporarily, without proper authorization.
- Will refrain from monopolizing systems, overloading the network with excessive data, or wasting computer time, disk space, printer paper, or other resources.
- Will refrain from sending frivolous or excessive messages either within Cardin or beyond.
- Will not send, receive, or create any kind of electronic message, sound, or image that would be deemed inappropriate by Cardin.
- Will not access any Internet sites that contain information and/or material deemed inappropriate by Cardin.

The school network has software that tracks all internet sites accessed.

Students must receive permission by his/her teacher in order to use any technology in the classroom. There may not be any non-educational programs used during the academic day. The inappropriate use of any technological equipment will result in disciplinary action.

Laptops may be used with permission of the classroom teacher. Personal listening devices may only be used in the classroom with permission of the teacher.

Academic Computer Lab

The school maintains an academic computer lab for educational purposes. Use of these computers to play games is prohibited; in addition, students may not visit social network sites (MySpace, Facebook, etc.) or video or music sites (youtube, etc.) unless they have permission from an instructor and need the site to complete an academic project.

Weapons

Possession of a weapon of any kind, including look-alike weapons, is prohibited. Use of any object as a weapon is also prohibited. The administration will determine appropriate consequences for infractions on a case-by-case basis.

Conclusion

It is our prayer and hope that these policies and procedures will continue to allow our community to grow in *Torah* and wisdom, maturity and insight, health and happiness. We welcome constructive feedback from students and parents and as we continue to work together in the future. We will modify policies as our needs and experience dictate and will keep families informed of all changes.

Any conduct, whether specified or not, that violates the letter or the spirit of these guidelines will result in appropriate disciplinary action. The administration and/or the faculty may increase or decrease the disciplinary action if they feel that it is in the best interest of the student and Cardin.

Acknowledgement of Handbook

All students and their parent(s)/guardian(s) are required to acknowledge that they have read and understand the policies and procedures in this handbook and that they will abide by them.

Please sign and return this page to the Cardin school office *no later than Friday, September 3, 2010.*

Signature of Student

Printed Name of Student

Date

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date