



**Yeshiva Day School of Las Vegas**

**55 N. Valle Verde Drive**

**Henderson, NV 89074**

**Phone: 702-838-8003**

**office@ydlv.org**

**www.ydlv.org**

# **Teacher Handbook**

**2023-2024**

**5783 - 5784**

# Introduction

The Yeshiva Day School of Las Vegas (YDLV) was founded with the goal to provide an education in a Torah atmosphere to Jewish children living in the Las Vegas Valley. YDLV considers both Torah Studies as well as General Studies as vital components in the development of Jewish children.

The objective of YDLV is to provide quality education for every student, regardless of academic level. Curriculum and teaching methodologies are geared to meet the needs of all the students in the classroom and are tailored to challenge each one to reach his or her potential.

The school day is divided into two components - Torah Studies and General Studies. Regardless of which half of the day teachers find themselves in, they are obligated to recognize that they are vital components in each child's social, academic, and religious development.

As educators, we have an awesome responsibility to ensure our students have the appropriate skills and knowledge they will need to be successful in the 21<sup>st</sup> century. Along with that responsibility comes the satisfaction of bringing worlds of new ideas and unlimited growth into the young fresh minds of our students.

Our heartfelt wishes for a wonderful school year.

The Administrative Team.

Rabbi Dovid Mandel  
Rabbi Mendel Levine  
Mrs. Mollie Angle

## \*Notice of Non-Discrimination

Yeshiva Day School of Las Vegas admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, or national origin in the administration of its educational policies, admissions policies, scholarship programs, or other school-administered programs.

# School Mission Statement

Yeshiva Day School of Las Vegas is a student-centered school that provides excellence in Torah learning, academia, character development, and life skills, which will empower our students to become active and impactful members of their communities.

## SPECIFICALLY, THE GOALS OF THE SCHOOL ARE:

- to inspire an interest and excitement for learning within each student, leading to the development of analytical and linguistic skills in mastering the Chumash (The Five Books of Moses), Talmud, and other Jewish classics, ultimately resulting in the ability to pursue these disciplines in independent study
- to provide skills and understanding necessary to pursue higher secular education
- to foster character development and ethical personality traits through a combination of curriculum integrated study, special projects, and role modeling by the staff
- to imbue the students with the love of G-d, Torah, Israel, and the Jewish people

## 1. SCHOOL ORGANIZATION

### Educational Administration

Rabbi Dovid Mandel	Dean, Director of Development
Rabbi Mendel Levine	Principal
Mrs. Mollie Angle	Director of Academics
Mrs. Sheryl Weisser (Remote)	Registrar/Educational Office Manager
Mrs. Hailey Reynolds	Campus Office Manager
Ms. Jennifer George	Assistant Director of Development

## TEACHER RESPONSIBILITIES

### a. ARRIVAL AND DISMISSAL

- Full time teacher's hours are 8:00 AM to 4:00 PM Monday through Thursday and 8:00 AM to 1:30 PM Friday (2:30 after Spring break). Morning teachers are to be in their classroom or at line-up, ready to begin instruction by 8:10AM.
- Teacher Assistants are expected to report to the line up area for morning duty by 7:45AM.

- Arriving late to campus without administrative approval can result in pay deductions and/or disciplinary action.
- If a teacher anticipates being more than five minutes late, he or she must contact the office.
- Lateness or leaving early of more than 30 minutes will count as a ½ absence per occurrence.
- All teachers are expected to assume a duty assigned by their respective administrator throughout the course of the year.
- Administrative hours are 7:30-4:30 and Fridays until 2:30. There is a 3-week summer vacation in July when the office is closed. Administrative staff will be expected to be available 5 Sundays a year.
- Teachers may not take students off-campus at any time during the day unless it has been approved by the administration.

**b. STUDENT ARRIVAL**

- Students should not arrive before 7:50 am (unless enrolled in before care). Students are to remain in the line-up area until dismissed to class.
- No students will be admitted to their classrooms prior to line-up or davening.
- Students in 5th - 8th grade are to go straight to their classes.

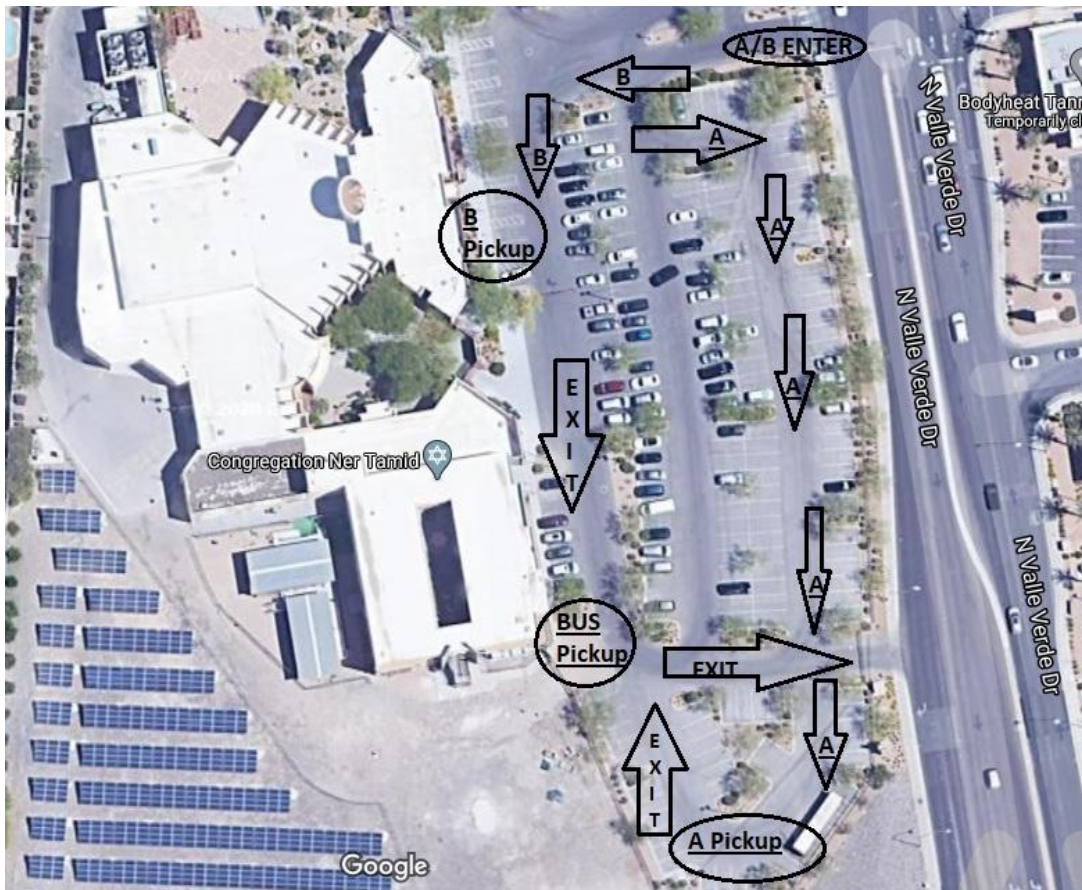
**c. LINE-UP**

- Students in kindergarten through 4th grade need to line up at their designated areas, and students should be assigned to a line.
- All elementary teachers on campus need to be at the Friday line-up at 1:15/2:15 PM.

**d. DISMISSAL**

- **Class instruction ends at 3:45** to allow for pack up and clean up. **Students may not be dismissed from the classroom before 3:50PM.**
- K-1 - Students and Staff lineup in the breezeway until all students are called.
- 2-5 - All teachers stay in the classroom until all students are called.
- 6-8 - Students and Staff lineup on the field until all students are called.
- Please be sure that students are prepared to leave by 3:50PM. Preschool students are to be escorted by a teacher down to the carpool.
- Students that have not been picked up by 4:00PM are to be escorted to aftercare/office to await their carpool ride.

- One teacher will be designated as Monitor of the Summerlin bus. This teacher will be responsible for the safety of the children during the pick-up and drop-off designated areas.
- For carpool duties, faculty members will be on-site for assistance with the loading of cars. **Students cannot be running around.** Teachers cannot be on their phones for any reason unless there is an emergency. **All Radios must be switched to channel 6 five minutes prior to dismissal.**
- Dismissal is not a time to start to discuss students' progress with parents. If there is an issue, ask the parent to either email the teacher to arrange a time to speak.
- Please refer to the attached Drop-Off/Pick-Up map:



e. **SICK/PERSONAL DAYS**

- **All teachers are required to have at least 3 days of emergency sub plans submitted to the office before the start of the school year.**
- The salary teacher's contract provides for 10 sick/personal leave days. These days may not be banked. These days are "earned" monthly. **If you are going to take a sick day, please notify the administration and the office by 6:30AM. This includes Rabbi Levine, Mrs. Reynolds, Mrs. Angle, and Mrs. Weisser.**
- **All planned personal days must be approved by the Administration with at least two weeks notice. Personal days with less than 2 weeks notice will count as two personal days.**
- **\$100 bonus per day at the end of the year for unused days**
- **All sick/emergency leave lasting more than one day must be accompanied by a Dr.'s note or other proof of emergency or will count as 2 days.**
- Personal leave taken on any day(s) immediately before or immediately following any school vacation will count as two personal days. Personal leave may not be taken on the first or last day of the school year.
- Teachers are entitled to 6 weeks of paid maternity leave. If you wish to take unpaid maternity leave longer than six weeks, please discuss this with the Administration.
- When a teacher has pay deducted (e.g. a day in excess of personal or sick leave), 1/180th (1/210 for administrative staff) of the total annual salary is deducted for each day.
- **Absences in the first 10 school days and last 10 school days of the school year will count as double days.**
- **All missed teacher meetings will count as a ½ day missed**

f. **STUDENT ABSENCE AND LATENESS**

- Students are considered tardy if they are more than 5 minutes late.
- **All attendance is required to be recorded on Educate by 9 am.** Attendance for elementary students will be recorded twice a day. Middle school attendance will be taken once in Torah Studies and at the beginning of all General Study classes. Preschool teachers must have students signed in and out daily.
- A follow-up phone call or email to parents should be made by teachers after three late arrivals. The teacher should notify the Administration that a call has been made.

- A student who is tardy more than 3 times to that class period will lose a 3 point deduction off their final grade in the class. A student who skips class will have a 10 point deduction. Parents will be notified if their child is absent from class periods. **Fifteen (15) absences from school is legally truancy; administrative follow-up is required for any child absent 15 or more days (excluding documented medical situations) Truancy will result in suspension pending parent conference and behavioral contract prior to return.**

**g. FACULTY MEETINGS AND PROFESSIONAL DEVELOPMENT**

- **Faculty meetings and meetings throughout the year:** Attendance at these meetings is mandatory.
- Please refer to the school calendar for Teacher Professional Development Days and meeting dates.
- All teachers, regardless of part-time or full-time responsibilities, are expected to attend the full length of each Professional Development session and Teacher meetings, unless notified by the Administration. Absences from these sessions will be treated as a half day absence.
- The Administration may approve a maximum of 2 Professional Development observation days outside the classroom, in order to serve the teacher's specific needs in his/her classroom. **These days will not be considered as a sick or personal day.**

**h. CLEANLINESS**

- **General Classroom cleanliness must be maintained on a daily basis, with particular care to avoid the accumulation of papers, projects, etc. in the classrooms. Classroom rules should serve to address these issues.**
- Many of the rooms are shared by multiple teachers. Please ensure that at the time of dismissal from your respective classes, the rooms are restored to the proper cleanliness with items that can not be vacuumed removed from the floor. The last teacher of the day should have the chairs put on the desks or stacked.

**i. COMMUNICATION**

- **Please check your email at least twice daily.**
- **Teachers should respond to parent emails within a 24 hour period so as to alleviate any subsequent issues.**
- The door to the principal's office is always open should you need to



come in to talk. We see this as being essential to the success of YDLV.

- In order to ensure student success, it is absolutely necessary to maintain constant contact with parents.
- EDUCATE is an important tool for students and parents to monitor their grades. All teachers must make at least 3 entries per week to be completed by every Thursday.
- Teachers must alert parents and administrators when there is a serious issue, be it education or behavioral. The administration will be responsible for scheduling any subsequent “team” meeting thereafter. A team meeting is designed so that parents are involved and proactive in helping find a solution to a challenge. The challenge must be presented with documented proof and recorded notes.
- Middle School teachers will be required to maintain testing schedule calendars set up by the school. This process will be established by the Middle School team in order to ensure the most efficient form of documentation.

**j. CELL PHONES AND WALKIE TALKIES**

- Teacher cell phones are to be turned on silent during class time and should not be visible.
- No staff members should be wearing any other devices i.e headsets, AirPods etc.
- **Teachers should instruct family members to call the office in case of an emergency. Any emergency communications will be forwarded immediately.**
- **Please use your classroom phone to communicate in school.**
- Talking on a cell phone, texting, or even preparing for class by looking for apps is inappropriate and unsafe for our students.
- Teachers may use cell phones for appropriate classroom lessons or to take pictures or videos of students while working in the classroom.
- Please e-mail photos and videos to [jg@ydlv.org](mailto:jg@ydlv.org).

**k. LESSON PLANS**

- **All weekly lesson plans should be completed via the Google form by Thursday at 11:59 PM.**
- References to pop culture (movies, actors, singers etc.) should not be referenced at school. Sports references are acceptable. All videos and video slideshows to be shown in class must have approval by Rabbi Levine within three days before showing.



- The following policy is a school policy based on cultural sensitivities and not reflective of any individual.
- Halloween and its related symbols are generally not celebrated and should not be part of any curricular activities.
- Thanksgiving can be part of curricular activities.
- Christmas is not celebrated and should not be part of any curricular activities.
- New Years and its related symbols are generally not celebrated but can be part of curricular activities.

#### I. **HOMEWORK**

- Specific grade level homework requirements will be determined at grade level meetings during orientation. Consult with the Judaic and General Studies teachers to make sure the amount of homework does not cumulatively exceed: Grades K-4: 10-20 minutes 5-8: 20-30 minutes.
- Homework should be used to reinforce previously taught material or prepare students for material taught the next day.
- No written homework is to be required over the holidays, including Chol Hamoed or the evening of a school event.
- Homework over the weekends should be limited to review only, unless it is studying for a test or ongoing assignments
- Inform parents via homework folders, email, google classroom, etc. about the homework assigned for the week.
- Middle School teachers are required to use Google Classroom for homework assignments.

#### m. **REPORT CARDS/ PROGRESS REPORTS/GRADING/QUARTER and SEMESTERS**

- **Educate: All staff members are required to use Educate as their grading platform/program. Training sessions for use of Educate will be provided prior to the beginning of the year so as to allow for an efficient grading system.**
- All report cards should be completed on Educate. 3 Grades per week must be entered to allow parents to monitor their student's progress.
- Teachers should use the appropriate grading scale for their content areas.
- Report cards will be OPEN for teachers to finalize two weeks prior to the end of the marking period. 11/3/23, 1/19/24, 3/29/24, final grades 6/7/24.
- Report card comments must be completed in Educate at the end of each semester.

- All grades must be finalized by the teacher at the end of each semester.
- **Quarter grades will be considered as “grades in progress” and subsequent parent-teacher conferences, scheduled at the end of the 1st & 3rd quarters, should be used proactively so as to ensure improvement with final semester grades which mark the end of each grading term.**
- Progress reports and interim reports are methods for regular and frequent communication with parents. In case of academic problems, these methods allow the parents to work with the teacher to correct the problem. **No student may be given the grade of a D or F without documented communication with the parent that would allow for sufficient time to correct the problem.** There should be at least three written notices, along with phone calls, etc.

n. **BULLETIN BOARDS**

- Teachers should use their bulletins to display student work or educational learning materials that will strengthen the environment for the students. Student work should be updated monthly.
- All student work should be represented so as to refrain from excluding any individuals.
- Teachers sharing classrooms should communicate with their co-teacher to ensure there is an equal division of student work displayed within the classrooms.
- **Teachers should refrain from sharing other student grades and performances on bulletin boards or in any classroom dialogue.**
- Windows should be decorated with student work as well.

o. **PAYROLL**

- The school year is divided into 24 pay periods, September – August. Paychecks are distributed on the 5th and the 20th of the month. All payroll inquiries should be sent to: [hr@ydlv.org](mailto:hr@ydlv.org)

p. **BACK TO SCHOOL NIGHT**

- This evening affords the teacher an opportunity to relate to parents an overview of what their children will be learning and what they will be responsible for. When speaking with parents, please be aware that you will have a short span of time to talk with them about an entire year’s worth of classes. If the parents have specific questions about their child,

please set up an appointment to meet with them at another time that is convenient for all. A schedule will be distributed before the event.

- **Back to School Night attendance is mandatory for all teachers.**
- The office will create Back to School night family folders for all parents.

q. **LUNCH**

Teachers/TAs are required to:

- **Enforce the school policy of not sharing or trading food.**
- **Encourage the use of good table manners and appropriate etiquette.**
- **Circulate through the classroom area to supervise students or sit down and eat with your students.**
- **Supervise clean-up.**
- Monitor washing for bread and recital of bentching (prayers after a meal). Seek help if needed.
- Remember: Students are not permitted to bring meat products from home. If a child does bring in meat, please notify the parents as a reminder. Please do not call it to the attention of the child. Please notify administration if this continues.
- **The school does not allow students to use the hot water urn or have adult warm up soup for them.**

**2. DRESS CODE**

a. **FACULTY DRESS CODE**

- Our dress code models appropriate Orthodox modesty laws with the understanding that we are additionally trying to reflect a sense of professionalism. The teachers' dress code is as follows:
  - No revealing of any body piercings besides ears, and no religious symbols on jewelry or clothes.
  - Men – Button down shirt, slacks. Kippah for Jewish men is required. No running shoes (except for PE teachers). No colored nail polish or makeup. Hair no longer than shirt collar.
  - Women – dresses and skirts must be at least two inches below the knee and cover their knees while sitting. Sleeves must be below the elbow even when the arm is raised. Necklines must be within an inch of the collarbone.
  - To maintain our professional appearance, denim skirts, running shoes and flip flops should not be worn during school hours.

- If a teacher has a specific medical concern that will impact their ability to adhere to our school dress code, please contact the administration to discuss this privately.
- Teachers should follow dress code requirements at ALL school functions and special days inside and outside of regular school hours.

**b. STUDENT DRESS CODE**

- No student will be admitted to class until appropriate clothing is brought to school. Make sure clothes are clean **with no tears or holes**.
- YDLV PTO is the exclusive uniform retailer for YDLV students. Please refer to the student handbook or ask an administrator if you have concerns about dress code violations.

**3. SCHOOL CLOSINGS**

- **In the event of unforeseen circumstances, the school may have to officially close its doors.** Example: broken water lines or extreme heat. If the school needs to close, all parents will be notified to pick up their children as soon as possible. If the school cannot open, all parents will be contacted as soon as possible to not bring their child(ren) to school. Once the situation is resolved, parents will be notified and school will reopen.

**4. EARLY DISMISSAL**

- Any student who needs to leave school early must complete a dismissal change form with the office. No students will be allowed to wait in the office. They will be called down for dismissal once a parent or caregiver arrives.
- PARENTS may not pick students up from your classroom. The office must contact you first.

**5. SCHOOL SAFETY**

**a. ACCIDENTS**

- In cases of accidents in the building or on the grounds involving a student:
  - Make the child comfortable if he/she cannot be moved
  - Notify the office immediately by messenger or walkie or classroom phone
  - In case of an emergency that requires a teacher to leave the class, the teacher of the adjoining class should stand in between the rooms and watch both classes,

- Fill out the accident report form as soon as possible (forms are available in the office).

**b. HANDS OFF POLICY**

- For the protection of students, staff and YDLV, physical contact is not permitted. Exceptions to this policy include breaking up a physical altercation, assisting an injured child or any safety related reasons. Violation of this policy is grounds for immediate dismissal.
- In the event that one teacher and one student are alone in a classroom, a door must be kept ajar and the window shades must also be kept open.
- For additional guidance on these matters, please consult the administration.

**c. HEALTH AND FIRST AID**

- Teachers should report any symptoms of a student's illness to the office.
- Teachers may not administer any medication to be taken internally; however, a full supply of first aid items will be kept in your classroom for external use.
- If you do not feel comfortable attending to the needs of an injured student, please send them to the office or call for help.
- There is a fully stocked First Aid kit in school at all times.

**6. PARKING**

- For the safety of our students, park to the south of the school's gated entrance.
- U-turns are illegal at all times in front of the school.

**7. CONDUCT POLICY AND BEHAVIORAL STANDARDS**

- Yeshiva Day School is committed to providing a safe and appropriate environment for all students and staff. Parents entrust their children to our school, especially in light of the fact that all students are taught to respect and trust their Rabbis, teachers, administrators and all school personnel (educational, clerical and custodial). The Yeshiva Day School strives to establish a safe environment for every child's physical, emotional and spiritual well-being.
- This policy details a broad outline of proper interaction and behavior between faculty/student, student/student and faculty/faculty. Because the Yeshiva Day School is an exemplar of role modeling in the community, these standards encompass conduct inside and outside of the school

during school hours, after-school activities and private interactions with students outside of school.

- These guidelines place a special emphasis on unwanted touch and the exerting of any form of verbal, physical or inappropriate psychological influence or control of students. Any violation of these guidelines will not be tolerated. In keeping with its commitment to maintain a safe environment, the Yeshiva Day School will conduct a thorough investigation, report such violations when legally mandated to appropriate authorities and take necessary measures to counsel or remove individuals who violate these principles.
- Any allegations of abuse, harassment or violation of behavioral standards are required to be reported promptly. See the “Child Abuse Reporting Policy” included with this document for our school’s procedures.
- YDLV is a smoke-free and drug-free environment. All employees must undergo fingerprinting procedures at their own expense before starting work. YDLV also reserves the right to conduct random drug testing.
- To achieve these goals, all Yeshiva Day School staff members are expected to adhere to the following Conduct Policy and Behavioral Standards set forth in this Handbook.
- The purpose of this handbook is to help guide and inform the teachers and assistants at the school as to what their responsibilities are, what school resources are available to them in conducting their assignments, and general principles that govern our institution.

*(Detailed explanations of these policies are included at the end of this handbook.)*

**a. STUDENT DISCIPLINE**

- Discipline is an ever-present element in the education of grade school children. Although our goal is to create a positive classroom and school atmosphere, students need clearly articulated expectations to feel secure and comfortable.
- While teachers have certain latitude in determining the discipline rules for the classroom, the rules will need to be reviewed by the principal and are subject to adjustment.
- The rewards and behavior plans are very much up to the individual teacher’s discretion and are reviewed by Administration. Severe situations will require the principals’ follow-up.
- Teachers should implement their respective behavior management plan in their classrooms; these plans should adhere to the general guidelines set forth by the school.

- Likewise, coordination between both the Judaic and General Studies teachers is very important in presenting a consistent level of expectations and enforcement for the class.
- Discipline in a whole school setting is a different matter. The rules, rewards and consequences for school (as opposed to an individual class) situations are determined by the Administrators and are to be enforced by the entire staff. Firm and uniform enforcement of school policies is essential, not only to teach the children proper behavior, but for their safety and security as well.
- School rules are in force during the following situations: hallway, moving about the campus, recess, lunch (even though you are with your class in your classroom), arrival, dismissal, assemblies, special events, and trips.
- Every staff member is to be thoroughly familiar with school expectations and what he or she is to do in any given situation. Firm and consistent enforcement, especially in the beginning of the school year, will help the entire school year run in a safer and less stressful manner. The students need to know what is expected of them in these school situations and that the consequences and rewards will be provided fairly and uniformly.

**b. STUDENT CONDUCT**

- There must be consistency in the standards of acceptable behavior.
- It is generally accepted that the first and foremost place for a student to be disciplined is the classroom. When a teacher sends a child to the office for breach of school rules the child must have an office slip with them. **Teachers are expected to communicate a follow-up email to the parents of any student sent out of class or for any student referred to the Administration.**
- **Foul/inappropriate language is not accepted in YDLV.**
- Expectations:
  - In the classroom: Students should conduct themselves as polite, thoughtful people living in close proximity. Organization and responsibility must be encouraged and demanded. A classroom code of behavior outlining what is expected of all students and what they can expect should be established at the outset of the year.
  - In the hallways: The YDLV hallways should be calm. When an entire class leaves their room at any time, the teacher must accompany them.



- o Students should arrive at classes with appropriate materials for learning in classes.
- o Students will only be allowed in the office with an office slip.
- o Students are not allowed in the inner office.
- o On the playground: Games should be orderly, safe and supervised by a teacher at all times. This is not a time to socialize with other teachers. The teacher in charge must control all interpersonal conflicts. At no time may any student be permitted to leave the confines of the playground and venture into non-designated areas.
- Teachers are expected to make their own copies. If you need unexpected copies made, please submit them to the office with specifics by 8:00AM for 9:00AM pick up. Copies submitted after 8:00AM can be picked up at 12:30PM. Teachers cannot leave their classrooms to make copies during instructional time. Students are not permitted in the office area to pick up copies, except during pick up times.
- Please send one class representative to the office to pick up student copies.
- Clear expectations help students acquire knowledge, develop better skills and achieve academically.
- Food or drinks other than water are not allowed to be eaten in the classrooms except at lunch or at the discretion of the teacher.
- Students may not chew gum in school, unless permission from the administration was provided.
- Students must follow all directions from any school authority, when and as given.
- Students must walk in halls and must be careful not to disrupt classes that are in session with raised voices.
- Teasing or harassment of any kind will not be tolerated (see rubric).
- Good sportsmanship is expected at all times.
- Students should be taught to celebrate one another's successes.

**c. ANTI-BULLYING POLICY**

**Bullying will not be tolerated.**

- Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending him or herself.

- Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically is repeated.
- Bullies often feel justified in inflicting hurtful behavior because they think their victims deserve the mistreatment.
- Students who are repeatedly victimized experience more physical and psychological problems than non-bullied peers.
- Bullying occurs both with and without a teacher or another adult present.
- Bullies appear to be concerned with their own wants, pleasures and needs. The Bully usually derives and demonstrates a sense of pleasure from the process of demeaning his victim.
- Bullies are more likely than non-bullies to be involved in vandalism, fighting, theft, substance abuse, truancy, or to have an arrest by the time they enter young adulthood.
- Victims can withdraw and become depressed if bullied by the time they enter young adulthood. Some victims could take extreme measures and seek violent revenge or consider suicide.

**d. PLAGIARISM**

- Teachers should model and encourage students to turn in work completed by the student.
- Students will not plagiarize work and should learn how to appropriately cite resources used in their writing.
- In the event that a student turns in a written assignment that has been plagiarized, the teacher will help guide the student to correct the assignment.
- If a student repeatedly turns in work that has been plagiarized, the student will receive a 0 for the assignment and necessary consequences will be determined by the Administration.

**e. RUBRIC FOR PREVENTION OF BULLYING AND OTHER AGGRESSIVE BEHAVIORS**

- Verbal Aggression: Verbally aggressive behaviors include, but are not limited to: insulting, taunting, name calling, putting down, embarrassing and mocking.

- Moderate Aggression: Moderate aggressive behavior includes, but is not limited to: pushing, shoving and spitting.
- Severe Aggression: Severely aggressive behavior includes, but is not limited to: punching, kicking, wrestling, throwing objects and biting.
- Bullying behaviors are cumulative throughout the school year
- Note: "Classes only" refers to a student sitting out from recess and lunch and may only attend actual class time.

## **8. RECESS POLICIES**

- Teachers who are on recess duty need to be roving on the playground areas at all times. During Recess Duty, each teacher needs to have on hand a "recess bag" with basic first aid supplies. If there is a serious medical situation, the office (channel 6) should be alerted immediately. The recess duty teacher is required to fill out an accident report (found in the office) and detail what transpired, and what was done to help the student. Please do not send students to the office for minor cuts. Have the student wash themselves off in a bathroom and then apply the necessary ointment and bandage. For bruises and head injuries please send the students to the office to retrieve an ice pack. Please remind the students to return the ice packs when they feel better.
- Please encourage students to drink plenty of water, and watch for signs of dehydration and heat exhaustion.
- It is important to closely observe and at times intervene to help guide students to help reach an amicable solution to issues that may ensue during recess games. At times it may be necessary to give certain students a few minutes to cool down due to temper flare-ups. We discourage taking recess time away from a student.
- Teachers should not be sitting during recess time (unless there is a specific medical issue that requires them to do so). Teachers need to be roving in an area that allows them to keep a close eye over the general student population that is in the outdoor area.
- Students are never permitted to climb the fence, dig, or climb the wall areas near the fire hydrant. Students are responsible for school equipment. If a student destroys school equipment, it needs to be recorded and the office needs to be notified in order to bill the parents.

## **9. EXPO DAYS AND SPECIAL PROGRAMS**

- During staff development week teachers will be asked to sign up to chair either a special program or an Expo Day for our school. These days will

vary from year to year and will provide students a break from the traditional classroom and will be a fun, interactive way for students to really engage in their learning. The implementation of Expo Days and special programs provides YDLV with an opportunity to reach out to our parents and the greater community to build new relationships to strengthen support from outside our school walls.

- Middle School students will hear from a Rabbinical speaker on Rosh Chodesh. All students are required to attend.

## **10. BIRTHDAY PARTIES**

- Please remind students that gifts of any type cannot be given out during school time. No exceptions will be made.
- No birthday invitations may be distributed in school, unless they are distributed to the entire class or all students of the same gender.
- Class birthday parties are allowed only during recess or lunch by teacher discretion. No homemade food is allowed.
- A contribution to the school's Library Fund is a lovely way to honor your child's birthday.
- Students in grades Pre-K to second grade could bring in a class present from their teacher's wish list on their birthday as well.
- Teachers, please remind parents to review the school's food/kashruth policy (scroll down) carefully before planning their celebration. Parents should consult with the teacher well in advance regarding timing. In school parties are limited to fifteen minutes. No Goodie Bags are allowed to be given out at school.
- It is important to be mindful of students with dietary restrictions and contact their parents of an upcoming celebration where food will be served or keep extra treats on hand in the classrooms.

## **11. EMERGENCY SAFETY PLANS AND PROCEDURES**

- YDLV follows the appropriate emergency plan administered by Ner Tamid Congregation. All emergency plans and procedures are outlined below. Teachers should keep their emergency preparedness kits in an accessible place in their classroom.

### **a. LOCKDOWN PROCEDURE INSTRUCTIONS**

- If the office decides lockdown is needed, you will hear the phrase, **"SHABBAT IS CANCELED."** This means you need to follow the lockdown procedure listed below. If you are the one who decides Lockdown is

necessary, contact the office / Administration and get yourself into a safe setting. Everyone needs to take care of themselves at this point. Whether informed or suspicious of an intruder on campus or an unsafe activity is occurring, you must:

- Call 9-1-1 as soon as you can.
- Lock your office door (if you have an office).
- Close all blinds.
- Turn off lights.
- Move yourself to a “safe” area (under your desk or directly under a window)
- Keep quiet.
- Keep cell phone close and on vibrate
- Keep emergency phone numbers close.
- DO NOT reopen the office/classroom door until you are positively sure all is safe.
- DO NOT trust the voice outside the door until you are convinced it is a person to help.

**b. WHAT IF YOU DON'T HAVE OR ARE NOT IN AN OFFICE/Classroom:**

- Call 9-1-1 as soon as you can.
- Find a safe spot (restroom, someone else's office, kitchen.)
- Practice often so you go on “automatic”
- You may not be able to find a place that locks down. Find an area in that space that keeps you out of view (under your desk, standing on a toilet in a bathroom stall, etc.).
- Follow the instructions listed above.

**c. EMERGENCY SAFETY PLANS**

The purpose of this plan is to ensure that the staff is prepared to respond to an emergency or natural disaster. Children will participate in a fire drill at least once a month, and a natural disaster drill at least once every 3 months. A record of fire and disaster drills will be maintained on the premises for 2 years. Phone numbers and emergency services are posted on all telephones in the school area. Upon hearing the smoke alarm, designated staff from each class will access the Emergency Folder (if possible), gather the children in their classes, carrying and/or helping sleeping children, and evacuate the building. While staying low to the ground, all classes will meet at the southeast corner of the parking lot. The designated staff members will then use the Emergency Folder to verify that all children are present. The Fire Department or 911 will be called by the Administration or staff person at the earliest possible opportunity, ensuring that the safety of the children is of the utmost importance.

**d. NATURAL DISASTER (EARTHQUAKE)**

Teachers will direct children to the nearest inside wall or doorway, away from windows or high ledges. When shaking has stopped, teachers will access the Emergency Folder, escort children to the CVS across the street – 60 N. Valle Verde, Henderson, NV, 89074, and verify that all children are present. If a teacher smells gas, observes flooding from broken water pipes or an electrical short circuit, she/he will take the appropriate action of turning off the main gas valve located in the back of the building outside the kitchen, turning off the water valve located at the northeast and northwest corners of the parking lot, or turning off the electrical current located in the room right outside of the kitchen.

**e. FLOOD, EXPLOSION, OR OTHER DISASTER**

Teachers will follow the directions of the local authorities. In any event, teachers will attempt to access the Emergency Folder in order to verify that all children are present, and then proceed as directed.

**f. RELOCATION OF CHILDREN**

If children are to be relocated, they will be taken to the CVS across the street –60 N. Valle Verde, Henderson, NV, 89074, or a site designated by emergency personnel. Parents will be contacted as soon as possible and instructed to pick up their child(ren), if necessary. Children will remain under the direct supervision of the teacher(s) and/or Administration until picked up by the parent or authorized agent.

**g. CHEMICAL OR RADIOACTIVE MATERIAL ACCIDENTS**

The Administration will determine if everyone needs to evacuate or remain in the building. If the former is chosen, an announcement over the intercom saying, “LEAVE THE BUILDING NOW” will notify teachers to escort children outdoors. If possible, the Emergency Folder should be brought to verify that all children are present. If everyone is to stay in the building, the Administration will notify all teachers of the occurrence and ensure that the ventilation system is shut off and that all windows and exterior doors are closed.

**h. For Leaving the Building:**

- Proceed to an evacuation area, keeping in mind to avoid the fumes.
- The Administration will arrange for transportation to a safe location and monitor the area if radioactive materials are involved and danger persists. The students and teachers will not return to school until the proper authorities have declared the area safe.
- Follow Relocation of Children's instructions for parents.
- Further action will be directed by the Administration.

**i. For Remaining in the Building:**

- Teachers will be informed of the occurrence in order to ensure that all children remain in the building. The Administration will immediately turn off all heating, cooling, and ventilation systems.
- All teachers will immediately move their classes to the inside wall of their classroom. Children will be seated against the wall where teachers will verify their attendance by using the Emergency Folder, and will remain there until otherwise directed.
- The entry doors in each classroom must be sealed with plastic and duct tape. One teacher will seal the doors, while the other will comfort the children. When complete, all classroom doors will be sealed.
- **If any pungent odor is present**, protect breathing by breathing through wet paper towels.
- **Remain sheltered until given direction by the Administration.**

**j. BOMB THREAT AND EXPLOSION PROCEDURES**

- A special school announcement (“code blue”) for a bomb threat will be announced over the intercom. Normal fire alarm procedures will be used unless special instructions regarding a change of fire procedures are announced. 911 should be called as soon as possible. If an explosion occurs prior to evacuating the school, students should seek cover under the tables, if possible. They should cover their heads with their hands or books and assume a kneeling face-down position on the floor to protect themselves from flying debris.

**k. FALLEN AIRCRAFT**

- If an aircraft falls in the immediate vicinity of the school, the Administration will determine what action, if any, should be implemented. When necessary, teachers will take immediate action for the safety of the children without waiting for Administration’s instructions. Should the building be struck or the proximity of the fallen aircraft warrant evacuating the building, the action of LEAVING THE BUILDING will be implemented in the following manner:
  - The action DROP should be initiated when necessary. (Kneel on floor and cover head with arms)




- The teachers on their own initiative or upon notice from the Administration will implement the action of LEAVING THE BUILDING utilizing the exits farthest from the downed aircraft.
- The evacuation area will be determined by the location of the downed aircraft and at a distance that would be safe in the event of an explosion.
- Further action will be directed by the Administration as required.

## 12. FOOD POLICY IN SCHOOL

### a. KASHRUS POLICY

- All food that is shared with students must contain a reliable Kosher supervision symbol.
- If you have any specific questions regarding a food product, do not hesitate to speak with one of the YDLV Rabbis.
- The Chicago Rabbinical Council offers a free app with a list of approved Kosher symbols and other Kosher products. Search for “CRC Kosher” in the App store.
- The following is a partial list of recommended Kosher Symbols:

 The "O/U" The Union of Orthodox Jewish Congregations; Rabbi Menachem Genack (212) 613-8241	 The "NK" National Kashruth; Rabbi Yacov Lipschutz, Rabbi Mendel Simon, Barry Eizik (914) 352-4448	 The "SCROLL K" Vaad Hakashrus of Denver; Rabbi Moshe Heisler (303) 595-9349	 The HEART "K" Kehila Kosher; Rabbi Avromom Teichman (323) 935-8383
 The "O/K" The Organized Kashrus Laboratories; Rabbi Don Yoel Levy (718) 756-7500	 Rav of Nitra-Monsey Rabbi M.M. Weissmandl (845) 352-1807	 United Mehadrin Kosher; Rabbi Asher Zeilngold (651) 690-8300	 The CALIFORNIA "K" Kehilla Kosher (Igud Hakashrus of Los Angeles)
 The "STAR K" / "STAR D"; Vaad Hakashrus of Baltimore; Rabbi Moshe Heineman (410) 484-4110	 VAAD Vaad HaKashrus of the Five Towns; Rabbi Moshe Chait (516) 569-4536	 The "DK" Vaad Hakaashrus of Dallas, Inc. (Formerly Dallas Kashrut Council) Rabbi David Shawl (214) 750-8223	 The "KSA" Kosher Supervision of America; Rabbi Binyomin Lisbon (310) 282-0444
 The "CHOF K" Kosher Supervision Service (201) 425-3588	 Debraciner Rav Rabbi Shlomo Stern (718) 853-9623	 Va'ad Harabanim of Greater Seattle Rabbi A. Brun-Kestler (206) 760-0805	 Rabbinical Council of Orange County & Long Beach (562) 426-4894
 The "KAJ" Beth Din of K'hal Adath Jeshurun (Breuer's) (212) 923-3582	 The "cRC" Chicago Rabbinical Council / The "TEXAS K" & International Kosher Supervision Rabbi S. Fishbane (773) 465-3900	 Atlanta Kashruth Commission; Rabbi Reuven B. Stein (404) 634-4063	 Va'ad Harabanim of San Diego (858) 535-1196
 Vaad Hakashrus of Crown Heights Rabbi Dov Ber Leverov (718) 604-2500	 The "OV" Kosher Inspection Service of The Vaad Hoier of Saint Louis; Rabbi Sholom Rivkin (314) 569-2770	 The "MK" Montreal Vaad Hair; Rabbi Niznik, Rabbi Peretz Jaffe (514) 739-6363	 Vaad Hakashrus of Northern California Rabbi Ben-Zion Welton (510) 843-8223
 Kashruth of The Central Rabbinical Congress; Rabbi Yidel Gruber (718) 384-6765	 The "COR" Kashruth Council - Orthodox Division; Rabbi M. Levin (416) 635-9550	 Orthodox Rabbinical Council of British Columbia; Rabbi Levy Teitlebaum (604) 275-0042	 BELZ The Bais Din Tzdek of K'hal Machzikei Hadas 011-972-2-538-5832
 The Vaad Harabonim of Flatbush Rabbi Meir Goldberg (718) 951-8585	 The "K-COR" Vaad Harabonim of Greater Detroit and Merkatz; Rabbi Beryl Broyle, Rabbi Joseph Krupnik (248) 559-5005	 The "RCC" Rabbinical Council of California; Rabbi Avrohom Union & Rabbi Nisim Davidi (213) 489-8080	 Rabbi Moshe Y. L. Landa (Rav of Bnei Brak) 011-972-3-618-2647

### b. DRINKS

- Due to the arid climate in Las Vegas, we allow water bottles in class (containing water only).

## 13. STAFF EVALUATION POLICY

- The staff evaluation policies implemented are to ensure consistency and encourage growth within ourselves as teachers. It is important as teachers to reflect and improve upon ourselves so we can become better

teachers and ultimately continue to help YDLV continue to grow as a school.

- **Formative and Summative Evaluations for all teachers will be provided at least twice every school year.**
- Additional evaluations may be made through walk-in observations by respective administrators.
- Twice a year, teachers will have a formal observation. This will require teachers to complete a detailed lesson plan of the content they are teaching, a pre-observation form and a post-observation form, followed by an evaluation meeting with their appropriate administrator.
- At the beginning and the end of the year, each teacher will meet individually with their admin to set/review goals for professional development for the present year.
- Teachers are encouraged to ask questions throughout this process. The evaluation process is to ensure we are offering the best program for our students and continuing to improve our practices on a regular basis.

#### **14. FIELDS TRIPS**

- Each teacher is encouraged to take his or her class on an educational field trip. To arrange for a field trip, contact the administrative team once the field trip forms are completed.
- It is important to keep a keen eye for safety and behavior. Constant misbehavior of a student on a field trip will lead to that student losing the opportunity to go on future field trips unless they have the consent of a principal.
- **Students are expected to demonstrate school-appropriate behavior as representatives of the school while on any field trips.**
- We do not charge a trip fee, and as such, each trip is paid for by the parents. Please keep this in mind as you arrange trips for your class to keep them as reasonable as possible. It is important to keep the parents “in the loop” for trips and other special class events, so that they can appropriately arrange their schedule to be of assistance.
- If requesting use of the school bus teachers must provide the Administration at least 2 weeks notice to reserve the bus.

#### **15. TEXTBOOKS/SUPPLIES AND SERVICE REQUESTS**

- The school provides all classroom supplies (not the parents). Teachers should plan ahead when possible and order supplies for their classrooms. Contact Ms George for ordering questions.

- Teachers should complete a service request form if furniture or classroom materials are broken or need to be moved. This also includes replacing light bulbs. If you are having a special program in your classroom and need furniture moved or special set up this form can be used as well.
- If a teacher needs to use a “special room” on the Ner Tamid Campus for a program, **you need to provide at least 2 weeks notice**. Please fill out the special event form.
- All forms must be filled out online and can be found at [Google Forms for Parents and Staff – Yeshiva Day School of Las Vegas \(ydlv.org\)](https://forms.gle/9v11111111111111)

## 16. DRUG AND ALCOHOL POLICY

- Any employee who possesses, sells, delivers, consumes, uses or is under the influence of any controlled substance (except as directed by a physician), during working hours, will be dismissed. Any employee who, on the School premises, consumes, or is under the influence of an alcoholic beverage or a controlled substance during working hours, will be subject to dismissal. The school may insist on random testing for illegal substances or testing for reasonable cause. A refusal to take such a test may result in termination.

## 17. ANTI-HARASSMENT POLICY

- It continues to be the policy of the School to employ positive and professional business and personnel practices designed to ensure the full realization of equal employment opportunity without regard to race, creed, color, age (over 40), religion, gender, national origin, disability, or sexual orientation. With regard to this policy, the School expects all employees to perform their duties in a professional, businesslike manner with particular concern for the well- being of their co-workers. Our philosophy is that everyone should treat others as they would like to be treated. Therefore, the School will not permit any harassment of employees regardless of their working relationship. The School will not tolerate harassment of any kind relating to the categories above. Such harassment includes remarks, gestures, physical contact, display or circulation of written materials, pictures or objects derogatory to racial, ethnic or religious groups or to the national origin or disability of any employee. Any employee who experiences harassment of this nature should immediately bring it to the attention of the Administration.. Complaints will be promptly investigated. Any employee violating this rule against harassment of an employee may be subject to discipline, up

to and including dismissal. There will be no retaliation from the School or co-workers for reporting violations of these rules and to the fullest extent possible, this information will be kept confidential.

#### **18. SEXUAL-HARASSMENT POLICY**

- The School's policy is to provide all employees with a working environment free from all forms of harassment, specifically including sexual harassment. "Sexual harassment" is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, in the event that: (1) submission to such conduct is made either explicitly or implicitly a condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting an employee; or (3) submission to or rejection of such conduct by an individual has the effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment. The School will not tolerate sexual harassment in any form, whether by an employee, management personnel, faculty member, student or visitor. Neither will it retaliate against an employee for reporting an act of sexual harassment. Specifically, such harassment includes, but is not limited to, unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or basing personnel decisions on an employee's response to sexually-oriented requests. Such conduct may result in disciplinary action up to and including dismissal. Any person who has a complaint of this nature should immediately contact the Administration. Complaints will be promptly investigated. If so requested, all such complaints will be kept as confidential as practicable under the circumstances.

#### **19. NON-FRATERNIZATION POLICY**

- Yeshiva Day School of Las Vegas is committed to fostering a positive learning and working environment for all students and staff in order to promote educational excellence and Orthodox Jewish values. Yeshiva Day School of Las Vegas' Non-Fraternization Policy shall serve as a statement on appropriate conduct and relationships between students and staff of YDLV. The spirit and intent of this policy is meant to help both staff and students understand and appreciate the delicate balance that exists between them and to better define the boundaries that their respective roles dictate. For purposes of this policy, "staff" refers to YDLV full-time

and part-time employees, contracted service personnel, and any volunteers working on school property. For the purpose of this policy, “student” refers to all YDLV individuals in grades from Pre-K through 8th grade. For the purposes of this policy “school property” includes all places on the school campus, along with any place where extracurricular activities and/or events may take place, including any location visited during the course of field trips and/or other school-sponsored activities.

- Policy: All staff must be aware that students of all ages and intellect are susceptible to influence by both staff and fellow peers. While this influence most often yields positive educational results, it can also be used in a manner that is entirely inappropriate. Accordingly, staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and students, which can live on long after the student has graduated from the YDLV. This imbalance of power places students in a vulnerable position that must be recognized and respected by staff. It is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. Accordingly, staff is prohibited from engaging in any romantic, sexual, or physical relationship with students.
- Many personal relationships are entirely appropriate and develop through family or neighborhood interactions with respect and adherence to the appropriate standards of professional conduct. To the degree that such relationships develop or exist, it is the staff’s responsibility to ensure that such relationships continue along and within appropriate boundaries. Failure to adhere to the requirements of this policy may result in severe consequences, up to and including termination.
- The staff of YDLV must understand that this Non-Fraternization Policy is a condition of employment. As a condition of employment, Yeshiva Day School of Las Vegas reserves the right at any time, without advance notice to staff, to monitor, access, investigate and/or review the appropriateness of any activity or relationship between staff and students in order to protect the health, welfare and safety of the school, its staff and students.
- Staff members are responsible for appropriate and professional conduct in all settings and in all forms of communication, including, but not limited to, verbal communications/speech, written communications, texting, e-mail, and other internet communications, physical gestures, motions or any other form of interaction. This policy does not preclude

legitimate, non-sexual, physical contact between like-gendered faculty deemed necessary to respond to legitimate educational circumstances. There shall be no physical contact, however, between male staff members and female students in grades 4 and above or between female staff members and male students in grades 4 or above, unless such contact is necessary to prevent physical harm to the student.

- Staff shall not conduct social activities on a one-on-one basis outside of school with students or single out students from the general student population for special treatment (e.g. gifts, dinners, and rides). One-on-one meetings, even of an educational nature, between male staff members and female students or between female staff members and male students, must be conducted in a public space such as the teacher lounge, library or classroom while school is in session. If such meetings are to take place after school hours, a public venue such as a local coffee shop or bookstore may be used, but only with express permission granted by the student's parent or guardian. Such meetings may never take place in a school office with the door closed. Likewise, faculty may only give rides to students of the opposite gender if there will be more than one student in the car with them.
- Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:
  - Staff members shall not make derogatory comments to students regarding the school and/or its staff even in jest and/or as a means of fraternization.
  - Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the use of alcohol or illegal drugs by students.
  - Dating between staff members and students is prohibited.
  - Staff members shall not send students on personal errands.
  - Staff members shall exercise extreme caution when approached by a student regarding personal problems relating to sexual behavior, substance abuse, mental or physical health and/or family relationships. Wherever appropriate, the staff member should refer the student to the appropriate individual or agency for assistance.
  - Staff leading extra-curricular activities for students of the opposite gender shall be careful to start and end such activities at the time communicated in advance to parents.



- o Staff members should not engage in relationships with superior/subordinate colleagues. These relationships create an unhealthy “imbalance of power” and are grounds for immediate dismissal.
- Any question by staff as to the appropriateness of an activity, relationship, or interaction with a student may be directed to the Administration. All inquiries into the appropriateness of an activity or relationship will be confidential to the fullest extent appropriate. All staff that suspect an inappropriate relationship exists between a staff member and student are required to immediately notify, orally or in writing, the Administration. Submission of a good faith report of a suspected violation of this policy will not adversely affect the reporting individual’s employment. Submission of a purposely inaccurate report may result in disciplinary actions.

## **20. CHILD-ABUSE POLICY**

- As educational professionals, we have a moral and legal responsibility to protect the children we teach from child abuse, neglect and abandonment.
- The State of Nevada considers any school teacher or employee as a ‘Mandated Reporter.’ This means that any employee who knows or has reasonable cause to suspect that a child is being harmed or threatened with harm by the person responsible for the care of the child, to report that information to the Department of Children and Family Services (“DCF”). Harm includes child abuse, neglect or abandonment. Failure to report child abuse can result in criminal prosecution. This policy is designed to provide you with guidance in recognizing child abuse and procedures for child abuse.
- Statute NRS 432B defines abuse as any willful act or threatened act that results in physical, mental or sexual injury or harm that causes or is likely to cause a child’s physical, mental or emotional health to be significantly impaired. Corporal punishment by a parent or legal guardian for disciplinary reasons does not, by itself, constitute child abuse when it does not result in harm to the child. On the other hand, spousal abuse, even if the child is not physically harmed, can cause emotional harm to the child that could warrant a report.
- Nevada Statute NRS 432B defines neglect as depriving the child of necessary food, clothing, shelter, supervision or medical treatment. Neglect also occurs when a child is permitted to live in an environment



that causes the child's physical, mental or emotional health to be significantly impaired or to be in danger of being significantly impaired.

- Nevada Statute NRS 432B defines abandonment as a situation in which the parent or legal guardian of a child makes no provision for the child's support and makes no effort to communicate with the child. This situation is sufficient to evince a willful rejection of parental obligations.

## **21. YDLV TECHNOLOGY USE POLICY**

- Students will not abuse, tamper with, or willfully damage or change any computer system.
- Students are only allowed to use school computers for academic work and are only permitted to use computer-related equipment when supervised or given permission by a staff member.
- Students are only permitted to use classroom computers or school laptops with teacher permission and supervision.
- Only authorized users may have access to computer equipment and must obtain that authorization through the office.
- No food or drink is permitted in a computer work area.
- Students will help keep any computer area clean by disposing of trash, cleaning up work areas, and recycling paper and other resources.
- When using a computer, students are responsible for any and all actions and are not allowed to access, trash, or delete files that belong to others, either on the desktop or on the server.
- Students are not allowed to use any computers for any illegal activity including the violation of copyright laws.
- Students are not allowed to load any music, pictures or videos of any kind without expressed teacher permission to do so.
- Students may not develop or use any program to harass other users, attempt to infiltrate a computer system or alter the software or hardware of a system.
- Students may only use the computer while logged on with their own name and password. At the end of their computer session, they must log off.
- The use of a computer or network in such a way that may disrupt or lead to the disruption of the system services, traffic, or equipment is forbidden. Disruption includes, but is not limited to, propagation of computer viruses and using the network to make unauthorized entry to any other computer or accessories.

- Students may not create their own email addresses or check personal email accounts during school hours.
- Game playing either online or local is not permitted.
- Students are not allowed on computers during lunch, breaks and after school.
- Headphones may only be used with expressed teacher permission.

**a. Internet Access and Use**

- The purpose of the Internet at Yeshiva Day School of Las Vegas is to facilitate communication and research in support of its educational objectives. With this in mind, the following guidelines shall apply to the Internet and its use in any way.
- If a teacher provides students with the teacher login information for the internet filter this could be grounds for dismissal and will be discussed with the administration.
- Students are not allowed to access web sites or email programs that are not related to curriculum study.
- Students are not allowed to access the Internet to check or send personal email or instant messaging.
- Students who receive information or messages that make them uncomfortable must immediately report the occurrence.
- Posting personal information in the public domain such as addresses, phone numbers, gender, age, and unauthorized images is prohibited.
- Students can only copy or download material for which they have supervisor's express permission. Permission will not be granted for the downloading of gambling, music files, videos, and other similar programs.
- Students may not attempt to access private or personal materials, information, or files of others without their prior authorization. Students may view published web pages and site information obtained from them appropriately.
- Students will not vandalize, damage, or disable the work of another individual or organization.
- Students will not access, create, or distribute harassing, obscene, racist, explicit or threatening material, imagery or language.
- Students will not use school-provided Internet access for illegal purposes or for non-approved commercial purposes.

- Student electronic devices brought to school may be confiscated and checked by an administrator if there is reasonable suspicion of violation of this agreement.
- The use of YDLV's computer equipment is not a right, but a privilege.
- Disciplinary actions related to student access to electronic resources may be determined at the school and/or classroom level in accordance with school disciplinary policies.
- Violations of the school policy may result in a loss of access to electronic resources. Such loss may result in the inability of the student to successfully complete the curriculum learning outcomes.
- It is the responsibility of the parents and students to sign a copy of the school's Acceptable Use Agreement.



## **Acknowledgment of Receiving and Having Read Teacher's Handbook 2023-2024**

I have received and read the entire YDLV Teacher's Handbook for the 2023-2024 school year. By signing this contract I understand and agree to the conditions and expectations of working at YDLV.

**Employee Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_