



# STUDENT HANDBOOK

2019-2020 / 5779-5780

עד שתהא שלהבת עולה מאליה  
Until the flame ignites on its own  
Yalkut Shimoni

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## Welcome!

Welcome to Shalhevet! We are so happy that you are part of the Shalhevet family, and we cannot wait for an amazing year of learning, inspiration, spiritual growth, and building and strengthening relationships. We are privileged to have an amazing group of teachers here to guide you. Never feel like you are alone. Our faculty and administration and guidance staff are here to help you every step of the way.

In this Handbook you will find some policies and procedures that will help you make the most of your Shalhevet experience. If after reading this Handbook you have any questions, please do not hesitate to ask. *We are looking forward to an incredible year!*

## Administrative Policies

### Food in School

Our school follows BCK's guidelines in all matters dealing with kashrus. Should you have any question as to the acceptability of a product, please contact the BCK.

Any food item that is for distribution to the class/school must be *chalav Yisrael*, *fleishig*, or *pareve* and must come from a BCK-certified establishment. Please make sure the restaurant/store gives you a BCK sticker when closing the packaging. In addition, all food brought to share (sharing includes any number of students other than oneself) must follow these guidelines and be approved by the Head of School.

All food brought from home must meet the BCK's *kashrus* guidelines, including acceptable *hechsheirim*, etc. If a student brings in food from home which is not *chalav Yisrael*, she must bring her own utensils to use at school. We have separate microwaves for *chalav Yisrael* and non-*chalav Yisrael* dairy, a dairy, non-*chalahv Yisrael* toaster oven, and a meat microwave. Please ensure all food is cooked in the appropriate appliance. Our school kitchen is *pareve/meat* under the supervision of the BCK.

### Visitors to Shalhevet

While we welcome parents and guests to visit our school, for security reasons any guest must call the school office prior to his/her visit. Also, to avoid any unnecessary disruptions to ongoing classes, guests check in with the on-site Administrator or teacher when they arrive.

Students must check with the Administration before inviting students from other schools to visit SGHS. Students visiting from other schools may do so with administrative permission and will be expected to observe school rules and behavioural expectations.

### Emergency Closing

If school closes for any reason, parents will be informed by email around 7:00 AM on the day of the closure.

## Attendance

### Arrival Schedule

School begins with *Tefilla* at 8:15 am SHARP, Monday - Friday. Please arrive at least 5 minutes prior so you will be on time and in your seat when the bell rings. Each student is expected to bring her own siddur daily.

*Davening* is a privilege and a precious opportunity. Women's *tefillos* have always been considered especially powerful. Students should make sure to arrive on time to *Shacharis* and *Mincha* and to respect their own and others' davening by maintaining a focused atmosphere. Unless students have received express consent from the Administration, they must daven in school with their classmates. In the event that a student knows that she will not come to school in time for *Tefilla*, she is expected to daven before she leaves home. *Students who are late to davening without a valid excuse 3 times within a term will receive detention.*

### Dismissal Schedule

- Monday through Thursday: 4:24 pm
- Friday: 1:15 pm

### Attendance

Attendance is vital to maintaining academic achievement and to showing respect for teachers and subject matter. There is a strong correlation between educational gains and time invested in the classroom. In addition, the habits students develop with regards to responsibility and organization will carry over and serve them well in their adult lives. Employers, seminaries, and college representatives often inquire about a student's attendance record. Excessive absences/tardies are not acceptable and may result in a loss of credit or loss of leadership role in student activities. In addition to our legal requirement to report attendance to the Ministry, safety is another paramount reason for monitoring attendance. *It is our legal obligation to know the whereabouts of our students at all times.* Parents will be notified if their daughter's attendance record is problematic.

### Excused Absences

Appointments, personal business, and routine medical and dental visits should be scheduled during non-school hours/days.

Only the following reasons are considered excused absences:

- Illness
- Doctor appointment, when no other time is available for scheduling. An excused medical appointment must be substantiated by a note from the doctor. The note must have the student's first and last name, the date of the absence, and be written on the doctor's stationery or it will be considered invalid.

*The office must be notified about planned doctor appointments in advance.* For your daughter's safety, she must be signed out by a parent/guardian at the office before leaving the building for an appointment; parents may do so in the office or through email.

A student considering a planned absence from school must have her parents clear it with the Head of School *before* making final travel plans. A planned absence form signed by the Head of School must then be given to the front office for the absence to be considered excused. The student is responsible for all missed work and deadlines.

If a student is feeling unwell during the course of the day, she may go home with a signed fax, email or a phone call from a parent/guardian. She must then sign out. In the unusual circumstance that a student is too ill to attend class, but is unable to reach her parent/guardian for permission to go home, she may

request a pass for one period from the front office or the Head of School. Students who are absent from school due to illness may not participate in after-school/evening events or activities that day.

### Procedures for Reporting Absences

If a student is feeling unwell or will not be in school, a parent/guardian must call, email, or write to the front office before 9:00 am and state the reason for the absence. Students may not call in “sick” themselves. If no phone call has been received, the absence will be recorded as “unexcused.”

Please do not send a student to school who has had a fever within the last 24 hours or who is otherwise too ill to participate in class.

### Unexcused Absences

An absence from school or class is considered unexcused if a student fails to present a valid note within 2 days of said absence. Truancy, cutting class, or not attending assemblies are viewed as unexcused absences. Unexcused absences will be noted on a student’s permanent academic record.

A student is considered late to class when she reports any time after the bell has rung. Attendance will be reported daily on Jupiter and monitored by the Administration. Parents will be notified by the teacher or Administration of any unexcused absences.

### Schoolwork During Absences

Students are responsible for making up all work missed due to absence, including class notes, projects, assignments, and tests. Make up tests will be administered during Homework Club in the afternoon or during lunch period at the teacher’s and Administration’s discretion. Students may not miss another teacher’s period to make up a missed quiz or test.

Class attendance is a necessary element of the learning process. A student who misses over 15% of a course’s scheduled class sessions – whether absences are excused or unexcused - may lose academic credit for that course.

The school will be using an on-line grading system called Jupiter. All homework assignments, quizzes, tests, etc. are posted here. Please check it daily and contact Ms. Huang with any questions about using the system.

### Punctuality and Lateness

A student who arrives late to school must sign in at the front office and present a note immediately. The note must clearly indicate the student’s first and last name, the date, the reason for lateness, and a parent’s/guardian’s signature, or it will be invalid. Late carpool or busing will only be excused three times. Any subsequent tardiness will be considered unexcused. All notes must be in the office within 15 minutes of arrival.

Lateness to a class is disruptive to the educational process of the entire class. Students are expected to be in class on time. Lateness is unexcused unless the student has a valid note signed by Administration, faculty, or the front office. If a student is more than ten minutes late to class or leaves a class for more than ten minutes, she will be considered absent for that period and unexcused. A teacher has the right to deny entrance to a student who is repeatedly late. A student who is late for class must enter the classroom quietly, causing as little disruption as possible.

If a student is in conference with a teacher and is late for the next class, that teacher must sign a note or directly speak to the next teacher excusing her lateness to class. Waiting to speak with a principal is not considered an excused lateness. If the Head of School is unavailable at that time, students should put their names on the list found outside her office indicating their desire for an appointment and should then go to class.

A student who needs to miss a class to work on a school activity must present her teacher with a note from the teacher she is working for before class is missed. The teacher does have the prerogative to *not* allow the student to miss class. If the proper procedure was not followed by the student, the teacher may record this absence as “unexcused.”

**Students with a perfect attendance record (no unexcused lates or absences) at the end of each term will receive a gift card to the store of their choice.**

## Middos and Derech Eretz - Code of Conduct

### Integrity and Honesty

*Torah* observance calls for scrupulous honesty in every aspect of the individual’s life. Cheating and dishonesty have no place in a *Torah* setting where relationships and honesty are cherished. Any instances of plagiarism (copying printed material or information without citation) or cheating on assessments or assignments will be noted in the student's permanent record, and students will automatically fail any assessment or assignment that has not been completed ethically. Repeated occurrences of dishonest practices will result in suspension and, possibly, expulsion.

Part of learning responsibility is learning to never mislead others, whether accidentally or purposefully, into thinking that someone else's ideas, writing or solutions are one’s own. Students must be careful to submit their original work and to avoid cheating when:

- writing assignments (such as lab reports, essays, stories and answers to questions)
- problem-solving in math or in science courses
- designing and creating projects
- studying for tests, quizzes and other forms of evaluation
- obtaining assistance from friends, school peer tutors or private tutors

Plagiarism and cheating are considered Academic Misconduct in schools, colleges and universities. There are serious consequences. Students and parents are asked to review the written school policy on Academic Misconduct and sign to verify that this policy has been read and understood.

### Decorum

Perhaps the most important goal of *Torah* education is the promotion of *menschlichkeit*. Precepts of *derech eretz* must be followed at all times and should govern interaction with one's peers and one's teachers. Each student is expected to contribute positively to a climate of mutual respect at all times and in all interactions, inside and outside the classroom.

If a student’s behaviour in class becomes disruptive to the learning process, she may be dismissed from class and sent to the office. Such dismissal will be noted in the student’s file and parents will be notified.

Consequences for disruptive or disrespectful behaviour will be determined on an individual basis by the Head of School, taking into account the specific circumstances.

### Music and Movies in School

As a religious Orthodox institution, we strive to maintain an atmosphere that is reflective of *Yiddishkeit's* high standards and sensitivities. As such, non-Jewish music and movies have no place within the walls of Shalhevet or on any Shalhevet event/trip. Whether in production, in the van, or in the lunchroom during break, we ask our students to respect these ideals at all times to ensure our school remains an environment of *kedusha*.

### School Premises and Property

A clean and pleasant environment sets the proper atmosphere for learning. Students are expected to treat the property of others and of the school with respect. Students are responsible for the basic cleanliness of their classrooms and all common areas and will be asked to pick up after themselves. A weekly rotation system for maintaining the cleanliness of the common areas of the school will be in place, as well.

### Textbooks and School Materials

Students are responsible for the textbooks that they are issued. These books must be labelled with the students' names and kept in their lockers. Like all school property, books must be treated with respect. Students may not underline, write in, highlight, or deface school textbooks. Students will be charged for lost or damaged textbooks.

A textbook or student property that is left where it does not belong may be confiscated by teachers or Administration at any time of the day. Books or other materials that have been confiscated may be redeemed for a fee.

Students are not permitted to take paper, markers, or other consumable items belonging to the school, unless they have been expressly permitted by a teacher to do so.

### Lockers

All books and notebooks should be kept in the student's locker. There is enough time in between each class to allow students to retrieve the materials necessary for each class. If a student finds herself pressed for time between class blocks, she should take the materials for both classes until the break along with her. Bookshelves in the classrooms are meant for schoolbooks unless otherwise noted. It is the student's responsibility to keep them, and the area/floor around them, clean and neat always.

### Consequences

Students who violate school policy are liable for suspension or expulsion, depending on the gravity of the situation. Students may be suspended for one of the following reasons:

- Absence totaling more than twelve days (barring extenuating circumstances)
- Three cuts
- Leaving the building without permission
- Second occasion of cheating/plagiarism
- A total of five infractions of any kind
- And egregious offense (to the Administration's discretion)

An email will be sent home to inform the student and parents of the suspension and dates, as well as a phone call. A student who is suspended will be held accountable for all classwork and homework assignments. In the event that a quiz/test/exam is given during the term of suspension, she will have 10 points deducted from that assessment. A student who is suspended may not participate in after-school activities. She will not be permitted to return to class following her suspension until a parent or guardian has met with the Administration, and a letter of suspension will be placed in her file. Following two suspensions, a student may be asked to leave the school.

## ACADEMIC PROGRAM

### Curriculum

The SGHS curricula in both Judaic Studies and General Studies are designed to prepare students for higher education. Students are expected to treat every area of academic pursuit seriously and devote appropriate effort to attaining the educational goals set out for each subject.

Our General Studies curriculum is customized by our staff to fit individual class needs using the British Columbia Ministry of Education curriculum. Our dynamic and energetic Judaic Studies staff has compiled a diverse curriculum to rival some of the finest schools in North America.

### Classwork

Students are expected to come to class punctually, bringing their books, notebooks, pens, and any other necessary supplies. They are also expected to be prepared to participate in classroom discussion and to exercise self-control. Each teacher will hand out a course syllabus in the beginning of the school year explaining the expectations for the year, as well as the percentage that will be given to each part of the grade. The classwork grade will be affected negatively by excessive absences, lateness, and/or consistent lack of preparedness for class.

### Homework

Our students carry a heavy course load. Generally speaking, most teachers assign homework each night. The amount of homework assigned will vary with the degree of difficulty of the coursework, and the amount of time necessary to complete a particular assignment is likely to vary from student to student. In the case of long-term assignments, students are expected to plan ahead and pace themselves, so that they will be able to complete these assignments in a timely manner, with a minimum of stress. In the event that any student finds the workload overwhelming, she is encouraged to speak directly to the teacher and, if necessary, to the Head of School.

A dual program with high standards creates an intense workload. The following are ways in which we assist our students in meeting this challenge:

- All tests, long-term project due dates, and long quizzes must be posted on the testing calendar found outside the front office.
- No tests, quizzes, or long-term assignments may be scheduled for the day after a Yom Tov (Jewish holiday) or vacation.
- Students may have a maximum of two tests per day. Long-term assignments are viewed as tests for this purpose.
- An unscheduled quiz can require no more than 20 minutes of study.

Students who miss an exam due to illness or any other excused absence are expected to arrange with the teacher for a makeup test the following Homework Club day after school.

## Evaluation

Report cards are written in the manner prescribed by the Ministry of Education of British Columbia. Report cards use the standardized provincial system of letter grades and are accompanied by individualized, anecdotal comments. Students will be assigned one of the following letter grades corresponding to the student's numerical grade: A, B, C+, C, C-, I or F

A teacher will assign this grade according to test performance, homework, participation, and any other criteria subject to the teacher's discretion.

## Honour Roll

Any student who displays outstanding effort and *middos* (character) during a term will be placed on a *Middos* Honour Roll. As well, a student who receives an A in all classes (Judaic Studies or General Studies) will be placed on the Academic Honour Roll. A Judaic Studies and General Studies Honour Roll letter will be mailed each term to parents and added to the student's file. A certificate will be issued at the end of the year, specifying the terms and curriculum for which the Honour Roll was given.

## Chesed/Community Service

At SGHS we believe that spiritual and character development play a vital role in realizing the growth potential of our students. As such, students will participate, as a group and individually, in several *chesed* programs throughout the year. These programs are a part of our Career and Personal Planning curriculum and an integral part of the SGHS program which must be completed to earn credits towards graduation. Of course, we encourage students to involve themselves in *chesed* opportunities whenever they should arise.

Each year the students must complete a minimum of 15 hours of Community Service and 15 hours of *chesed* of their choice (10 per term). At the end of each term, the girls will submit their *chesed* hours to be calculated.

## Technology in School

### Cell Phones

In order to promote a strong educational atmosphere, cell phone use is not permitted in SGHS unless express permission is given by a teacher for a specific lesson. Students must keep their phones off and in their bags throughout the day. During lunch time only, a student who wishes to use her phone may do so outside of the school building. School phones are available for students to make phone calls when needed.

Any cell phone seen or heard during the school day, whether in use or not, will be taken away for the remainder of the day for a first offence. For a second offence, the student will lose her cell phone for a 24-hour period. Third time offenders will have their phones taken away for a week. After a third offence the privilege of having a phone in school will be revoked. Parents will be contacted if a student is found using a cell phone in the school building. Phones that ring, alarms that go off in lockers, etc., will be subject to these same rules.

If a parent needs to contact their child, the office is open from 8:00 AM- 4:30 PM and 8:00-1:30 on Fridays.

## Laptops

Students are not permitted to bring laptops to school for personal use, unless otherwise indicated on a student's IEP. If a student feels that she will perform better academically with the use of a laptop in school, she must discuss it with the Head of School. Any student who receives permission to use a laptop may not use it for movies, YouTube or any other entertainment/social media websites during the school day (breaks and lunch included). The Head of School reserves the right to determine if the laptop is a distraction to the student and may ask her to leave it at home.

There are laptops in school for student use. These laptops are connected to the student Wi-Fi, which is heavily filtered and monitored by the Administration. To use a laptop, students must sign them out with their name, date, laptop number and charger number. Upon returning the laptop, students must sign them back in. Any student who does not follow this procedure may lose her computer privileges.

## Photocopy Machine/School Computer and Printer

Photocopying is a significant annual expense for any school. Shalhevet's photocopy machine is meant for the use of the staff to duplicate materials for the students for their lessons. A student may use the photocopy machine occasionally if she has misplaced a sheet or two or due to absence and needs to make-up an assignment for a course. If a student would like to photocopy notes for a test or an exam, she must pay the office \$.10 a page. There is a sheet hanging from the copy machine on which students can tally their copies to make payment to the office easier.

Students may use the computer in the multipurpose room DURING school for their classes. If the information printed using this computer is for a class, as directed by a teacher, a student may print using this computer. If a student is printing out information which does not pertain to school or class work, we ask that the student please pay the office \$.10 a page. As computer and printing use will not be individually monitored, we ask that each student maintain this Honor System on her own.

## Student Safety

### Permission to Leave Campus

At SGHS, the safety of our students is a primary concern. For this reason, unless their parents have signed a waiver, students are not permitted to leave campus unaccompanied by a parent, a guardian, or a school official during the school day, unless they have been officially dismissed. The following rules govern off-campus privileges for students with a parental waiver:

1. Students will be given permission to leave campus only during lunch hour, breaks or study periods.
2. Students will walk in groups of two or more.
3. Students will advise the administration of their destination and must sign out with the front office. Failure to comply with this stipulation will result in immediate loss of all off-campus privileges (duration of which is to the Administration's discretion).
4. Students must return in a timely manner, i.e., at least five minutes before the beginning of the next class, and sign back in with the front office.
5. Students must check-in with a staff member before leaving.
6. If a student fails to return on time, her off-campus privileges will be suspended for a week. If she is tardy three times, the school reserves the right to revoke her privilege for the duration of the school year.

7. No student will be granted off-campus privileges without a signed parental waiver (see permission slip attached).

### Driving

Any student who wishes to bring a car to school must have a written permission note from home for that day. No student will be allowed to drive another student, unless there is written permission from the parents of all students in the car, and the student being driven has a signed driver permission form. A student's driving privilege may be rescinded by the school at any time if not used responsibly.

### Prescription Medication

The school does not dispense prescription medications. Non-prescription medications, such as Tylenol, are available in the school office. Please fill out the enclosed medical form concerning your daughter taking non-prescription medications. If special arrangements must be made regarding medication in school, please contact the school office.

### Fire and Earthquake Drills

By law, we are required to conduct fire and earthquake drills on a regular basis. To ensure the safety of all persons, the following guidelines will be enforced:

When the alarm rings for a fire drill, students should be silent and:

- look to see what exit should be used.
- leave the building immediately, in silence.
- go in single lines, following directions of teachers and/or other adults.
- move quickly to exit.
- the first student at the doors should open and hold the door.
- line up in designated areas at the end of the block.
- return to classrooms quickly and quietly when the signal is given.

When the alarm rings for an earthquake drill, students should be silent and:

- go under their desks.
- cover their heads with their hands.
- count out loud with a staff member until 60.
- exit the building in silence.
- go in single lines, following directions of teachers and/or other adults.
- move quickly to exit.
- the first student at the doors should open and hold the door.
- line up in designated areas at the end of the block.
- return to classrooms quickly and quietly when the signal is given.

### School Dress Code

One of the hallmarks of the Jewish woman is her *tznius* (modesty). Students are expected to dress in a manner that reflects the highest standards of *tznius* at all times, thereby according respect for *Torah* study and for themselves. The following dress code is in effect for all students on *Rosh Chodesh* and whenever

entering the building, whether or not school is in session at the time. The dress code applies to any school functions, regardless of when or where they take place, as well.

### **Tops**

- Elbows must always be covered
- No phrases should appear on the front of tops
- Necklines should be appropriate and should hug the neck at the base. Only the top button on shirts may be left open if the collarbone will not be exposed
- V-necks or boat necks are to be worn with a layer underneath.

### **Skirts**

All skirts must come to at least 3 inches below the knees so that the knees are covered, even when sitting. No slit skirts will be allowed. All slits should be sewn closed.

### **Stockings**

Students must wear either knee socks, leggings with mid-calf length socks (no anklets), or tights. Legs must be covered from knee to toe, making sure that no skin is exposed. Knee socks must meet the skirt when a student is sitting.

### **Cosmetics and Accessories**

Students are expected to present themselves in a manner that accords respect for *Torah* while expressing their individuality. During school hours and on school excursions, students are required to keep make-up to a minimum and avoid noticeable eye make-up and lipstick. Nail polish in nude or light pink is permitted in school; students wearing dark-colored nail polishes will be asked to remove it at the Administration's discretion.

A Jewish girl or woman should be distinguished in the way she dresses and in the way she carries herself from her contemporary counterpart. Students should avoid clothing and accessories that are questionable. We educate our students to be sensitive to *Tznius*. A student who is dressed or made-up inappropriately will be spoken to individually and privately and may be asked to change. In such cases, the discretion of teachers and Administration will be followed.

## **Uniform**

Students must wear the school uniform purchased from Cambridge & Company. The Store is located at #135-1305 Welch St, North Vancouver. Telephone number is (604) 924-9009. Please note, the storefront is actually on West 1st Street, which runs parallel to Welch, one block south.

### **School Uniform:**

- White or navy blue cotton, long-sleeve blouse or golf shirt
- Tartan plaid (green and blue) pleated skirt; must be 3" below the knee
- Tartan plaid tie – encouraged to be worn daily and on "Full Uniform Days" (not mandatory)
- Navy blue, gray or black cardigan or zippered sweater (no large logos or letters) when weather is appropriate; collar of shirt MUST be visible. No other colored sweaters.

### Gym uniform:

- Gym T-shirt (to be purchased from the school's office)
- Stretchy skirt that covers the knees
- Pants under the skirt if directed by teacher
- Running shoes

On non-uniform days, trips or *Shabbatonim*, students are expected to dress in accordance with the dress code.

*Rosh Chodesh*, which has special significance as a *Yom Tov* for women, has been marked by dressing up, and uniforms are not required. Students may not wear denim skirts or tops with writing, logos, and pictures on *Rosh Chodesh* in order to highlight the festivity of the day and maintain the *Torah* atmosphere in school.

When a particular activity involves changing into clothing that is not consistent with the dress code (e.g., swimming or other PE activities), students must travel back and forth to the school wearing clothing that meets with SGHS standards.

## Staff Email Addresses

Mrs. Meira Federgrun - **Head of School**; Chumash, Hashkafa I  
[principal@shalhevet.ca](mailto:principal@shalhevet.ca)

Ms. Suzanne Huang – **General Studies Principal**; Math, Fine Arts / Yearbook and Academic Advisor  
[shuang@shalhevet.ca](mailto:shuang@shalhevet.ca)

Mrs. Sarah Ben Dov – Special Education  
[sbendov@shalhevet.ca](mailto:sbendov@shalhevet.ca)

Rabbi Stephen Berger – Koheles  
[sberger@shalhevet.ca](mailto:sberger@shalhevet.ca)

Mrs. Malky Bitton – Jewish History, Bekios, Navi, Hashkafa II  
[mbitton@shalhevet.ca](mailto:mbitton@shalhevet.ca)

Ms. Jennifer Brodsky – Language Arts  
[jbrodsky@shalhevet.ca](mailto:jbrodsky@shalhevet.ca)

Mr. H. Isaac Deniz – Science, Coding  
[hdeniz@shalhevet.ca](mailto:hdeniz@shalhevet.ca)

Rabbi Ari Federgrun – Halacha  
[rabbif@shalhevet.ca](mailto:rabbif@shalhevet.ca)

Dr. Tali Keselman – Ivrit  
[talikes@gmail.com](mailto:talikes@gmail.com)

Ms. Davina Milton – Director of Extra-Curricular Activities, Chesed Coordinator, Davening  
[davinamilton21@gmail.com](mailto:davinamilton21@gmail.com)

Mr. Ian Mills – Social Studies  
[imills@shalhevet.ca](mailto:imills@shalhevet.ca)

Ms. Daniela Tempesta – Physical and Health Education  
[dtempesta@shalhevet.ca](mailto:dtempesta@shalhevet.ca)

## Handbook Contract Declaration:

I have read and understood the contents of the Shalhevet Girls High School Student Handbook, and I agree to abide by the rules and policies stated herein.

I understand and accept all protocols regarding the policies of:

- Attendance
- *Middos* and *Derech Eretz*
- Safety
- Uniform
- Cell phones and technology
- Plagiarism and cheating

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**Student Name (Please Print)**

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**Student Signature**

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**Parent/Guardian Name (Please Print)**

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**Parent/Guardian Signature**

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**Date**