

Shearim
Torah High School
For Girls

List of Procedures

5777-8/2017-8

Shearim Torah High School for Girls
715 E. Sierra Vista Dr.
Phoenix, AZ 85014

Mrs. Joyce Statland – Office Manager

Office: 602-324-3406

office@shearimhighschool.org

Rabbi Raphael Landesman – Head of School

rlandesman@gmail.com

rlandesman@shearimhighschool.org

Mrs. Chaya Samowitz – Assistant Principal

csamowitz@gmail.com

csamowitz@shearimhighschool.org

www.shearimhighschool.org

Procedures for Shearim Torah High School for Girls

Schedule

Classes will begin each day at 8:00 am promptly. The school will open 10 minutes earlier. Students are asked to please be on time, as we have a full daily schedule. The school will be located at 715 E Sierra Vista Dr. All students will be assigned a locker and a cubicle to place their personal belongings within the school. Each student is responsible to keep that space clean and neat.

School will end on Monday-Thursday at 4:05 pm, and on Fridays at 2:20 pm. The school is not responsible for any students left at school more than 10 minutes after the end of the school day. If there is a need for a student to remain late, or to arrive earlier than 7:50 am, please contact the school directly to make arrangements.

Drop-Off/ Pickup

Drop-off and pickup should take place in the parking lot of the school. Please enter the parking lot from the east side and exit from the west side during drop-off or pick-up. When waiting, please pull into one of the parking spaces in the lot, or park on the street in front of the school.

Dress Code/Uniform

The appearance of students is important for their effectiveness in learning. To that end, we feel that students should dress modestly, respectfully, and in a way that makes them feel good about themselves.

Students must wear a school uniform shirt and skirt to school each day.

Uniform shirts and skirts must be ordered from Land's End at www.landsend.com or from BYStyles at BYStyles.com.

Shirts should be Oxford-style, either primrose (pink) or white. Shirts must cover the elbow, stomach and collarbone at all times. Only the top shirt button is allowed to be open, even with a shell. Shirts should not be so tight as to make the buttons pull in the front.

Shells should not have any writing or images on them and must be light-colored, by reason of that they should not be seen or be noticeable through one's shirt.

Skirts need to be black, knife-pleated, and should be long enough cover the knee at all times. Three inches below the knee is the standard for insuring that the knee is covered. The wearing of pants, even under skirts, is limited to physical education periods only.

Only solid-colored leggings may be worn.

Socks must be worn, and be high enough cover one's ankle.

Shoes must have backs and be closed-toed shoes or sneakers.

Hair must be worn in a neat and dignified style. Dyed hair is not acceptable if it does not look similar to the student's natural hair color. If a student is found to be in violation of this rule, she will be asked to re-dye her hair back to their original color, and may not be allowed back in school until the student complies with the request.

No **Hats** may be worn in class.

Earrings must be limited to one earring per ear. No other body-piercing jewelry is acceptable.

Light **Makeup** is allowed, but the administration reserves the right to give specific instructions when it deems necessary.

Students may wear solid colored **Sweater/Sweatshirt** to school, provided there are no words or images and that the shirt collar is visible over the sweatshirt neckline at all times. Students may wear the past 2 years Shearim sweatshirts as well. Students must wear a full shirt underneath such sweaters or sweatshirts. Students are **not** allowed to wear cut shirts, and such cut shirts when worn in school are subject to confiscation.

The uniform is applicable not only during school hours but on trips, Shabbatons, and at all school functions unless otherwise noted.

When not at any of the above activities or times, school rules may not apply, but the need to dress within the guidelines of the Torah remains. The school needs to see that students are mindful of these guidelines even when not in school.

As you shop for the new school year, please keep in mind what is considered appropriate Shearim dress. Please help us allow our staff members to be teachers and mentors, and not clothing police, by monitoring what your children wear before they leave home each morning.

Violations of the dress code will usually render a student unable to attend class until she changes. Class missed due to dress code infractions will not be excused.

If a student borrows a shirt/skirt from the office she must sign it out using the sign-out sheet in the Assistant Principal's office and return it cleaned the next day. If not

returned clean, the school will charge the student \$5 a day and will not be able to lend out additional items to the student until the item is returned. Students who are given socks will pay \$1. Socks do not have to be returned.

Absences

Every moment of learning is precious. We therefore need our students in school as much as possible. The goal of every student should be PERFECT ATTENDANCE. Parents are strongly encouraged to schedule trips and appointments for students during school vacations and off-school hours. If a scheduling conflict is unavoidable, parents should contact the school principal in advance. It is the responsibility of each student to obtain copies of work missed and make up any assignments or tests that were given during her absence. Parents are also asked to inform the school if a student will be absent that day. Students who miss more than ten days of a particular class during a semester will be penalized a grade letter or 10 percentage points, barring a comprehensive plan worked out in advance between parents and administration due to extenuating circumstances.

Every student must swipe in at the front gate when entering school in order to be considered present. Students should give in their cellphones to the office upon entering the school.

Any work missed due to absences of any kind must be completed by the student in a timely manner. It is therefore the student's responsibility to contact teachers and peers as to what was missed.

No student is allowed to intentionally miss a class period. Intentionally missing class will result in a detention and a loss of credit for any assignments done during class. Missing a class occurs when a student is in school and does not enter class due to a decision not to enter, a decision to engage in another task without prior permission from the teacher, or has left school without appropriate permission.

Discipline

Discipline is one of the key components of the values of Shearim HS. Students are expected to follow the directives of adults politely, and all speech and action should reflect the ideals of a Torah observant individual.

The following directives will be posted in their appropriate places.

Classroom Directives

To ensure the creation of a positive learning environment, each student is expected to meet these standards of classroom decorum:

- Come to class on time, without excuses
- Come to each class prepared with the necessary learning materials and supplies

- Raise your hand when you have a question or something to contribute during the lesson, and wait to be called upon.
- Take notes or sit quietly and focus exclusively on the teacher and the material she/he is presenting.
- In a designated “open” discussion, wait respectfully for your classmates to finish before you begin to speak.
- Speak respectfully to your teacher and fellow classmates. Even a dissenting opinion can be communicated in a respectful and dignified manner.
- Get up only to use the facilities at the allowed times, or else raise your hand and wait until called upon to ask for permission to get up
- Take the hall pass when going to use the facilities
- Keep your private desk area neat, and take pride in the overall cleanliness of the classroom

Respect Directives

- View others as a “Tzelem Elokim” – every human being deserves respect
- The feelings of others are important
- The thoughts of others are important, even if we disagree
- Ask yourself before speaking “will this hurt the person I am saying this to?”
- Take responsibility for the impact of your statements – apologize when necessary
- Listen without interrupting to others who are talking
- Respect yourself – think of what you need to be productive
- Respect authority – they have the Torah wisdom, experience, and caring to properly guide you
- If you need to tell someone that they did something wrong, do it in private
- Consider the way you come across to others

Student Lounge Directives

- Use appropriate language in talking to others, even though it is free time
- Let the administration know where you are
- Respect others’ use of the lunchroom
- Clean up after yourself- leave your space the way you found it
- Keep our school as a place of sanctity, keep music and other activities appropriate
- It’s your space - if you see it dirty, take a moment to improve it

Bathroom Directives

- Keep the bathroom clean – others use it as well
- Use appropriate language in the bathroom - others hear you
- Understand that there are times when one cannot go to the bathroom

The school will also be continuing our school-wide character development program called ‘The Three Rs – Responsibility, Respect, and Reaching-Out’. These three concepts will form the basis of the ticket boutique program.

Infractions

Students who violate school rules will be subject to disciplinary measures. Teachers are instructed to write a referral for any student who violates a school rule and submit it to the school office. A chart with a list of infractions and consequences is attached at the

end of the handbook. A list of definitions of offenses and consequences is available at the school office.

Repeated Infractions

A student who receives multiple referrals in a short period of time will be referred to the school counselor for an intervention. The intervention will consist of a series of meetings with the counselor and administration, an individualized plan for the student to correct the behavior and more severe consequences for continued violations. Consequences included in an intervention may include a grade reduction or suspension.

Severe Infractions

The following actions constitute a more serious breach of discipline, and will require an administrative decision regarding under what circumstances, if any, the student will continue attending the school:

- Stealing school property or items from other individuals in the school.
- Damaging or using school property in an unauthorized manner. In instances of damage, the student will also be obligated to make financial restitution towards the school.
- Possession or use of any illegal substances, both in and out of school.
- Possession of any weapons in school.
- Overt academic cheating
- Repeated profanity
- Repeated disrespect

Examples of disrespect

- Excessive arguing with faculty members
- Refusal to comply with a directive made by a faculty member
- Asking a personal question to a faculty member
- Saying something derogatory to faculty member, such as name-calling

Demonstration of Respect for Teachers and Administration

Students should rise if a member of the faculty enters a classroom where students are seated.

Respect During Announcements

Whenever an administrator, staff member, or other person designated by administration or staff moves to address students, students must immediately stop from talking or engaging in other activities, and give the speaker their full attention. Students who talk or engage in other activities during such announcements will be asked to leave the room and will be given a consequence.

Demonstrations of disrespect or disobeying of directives towards senior members of the administration will be viewed as severe infractions.

Tardiness

Students have one minute after the bell rings to get to class. Students will be marked present if they arrive during that minute. Later arrival will require a visit to the office and

a recording of a tardy. The administration will issue the student a slip acknowledging the recording of a tardy. A need to use the facilities will not be considered an excuse. If a student needs to use the facilities, she must first enter class, and then request permission from the teacher. In general, bathroom trips are not allowed during the first ten minutes and the last five minutes of class. After 6 lateness's per term, a student will receive a detention. Every 3 lateness's after that will result in an additional detention. After 12 lateness's per semester a student will have to sign an intervention plan at a meeting with an administrator and a parent. Failure to adhere to the signed intervention plan will result in an in-school suspension.

Unexcused tardiness of more than twenty minutes will be considered an unexcused absence. Students may not stay in the lounge or bathroom if they are tardy, but must go to class after obtaining a slip.

For first period students will be considered tardy if they are:

- 1) at school
- 2) the bell has rung
- 3) the teacher is in class ready to begin, and
- 4) they are more than one minute late to class from that point.

A student who arrives more than five minutes late to school (unexcused) more than 3 times a semester will have to go to an after-school detention. A 5th lateness will also result in an after-school detention. After the 7th lateness there will be an intervention plan put into place, signed by an administrator, parent, and student. Failure to adhere to the intervention plan will result in an in-school suspension.

Detention/ In-School Suspension

A student must come to detention room/school on time and will be given a room to sit in. The student may not have access to any electronics during the detention/suspension, even if it is being used for school work. The student will not be allowed to socialize with other students in the school. The student may bring school work to do.

Verbal Abuse

Shearim believes that all students have a right to a safe and healthy school environment. The schools and community have an obligation to promote mutual respect, tolerance, and acceptance. Shearim does not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Shearim expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school – sponsored activity.

A student who engages in bullying may be subject to disciplinary action up to and including expulsion. Students are expected to immediately report incidents of bullying to the principal or designee. Any physical bullying will result in an immediate suspension and possibly expulsion. Any verbal abuse, social isolation, social manipulation, etc depending on the severity, will result in a call home and either result in an after school detention to help clean/organize the school, suspension, or expulsion.

Interaction with Boys

Shearim HS strongly discourages any interactions with boys while in high school as being damaging to students' emotional well-being. Although it is difficult to administer consequences on specific actions, students who interact with boys on a regular basis are not a good fit for our school, and will be asked to leave.

Rewards

Students who follow these directives on a consistent basis will be given tickets as a reward. The tickets will be used for a quarterly rewards boutique.

Teachers are directed to distribute tickets to those who adhere to the following:

- Exemplary demonstrations of responsibility
- Exemplary demonstrations of respect
- Exemplary demonstrations of reaching-out
- Particularly excellent performance in academics, such as a thoughtful response or an exceptional paper
- Show exceptional attendance

Teachers have been instructed not to give a ticket to any student who demands to be given one.

Phones/MP3 Players/iPods/Laptops/Tablets

Phones are to be put in the phone box located in the school office at the beginning of each day. The responsibility to put the phone in the box is that of the student. A student who does not place their cellphone in the box is at risk of not being allowed to have the phone in school. **Phones will be permitted to be used during lunch, provided that they are returned to the box immediately at the end of the lunch period and that they have acceptable filtering software on them.** At no other times may phones be out of the box or checked by students. **Students are not allowed to be watching videos at any time unless they were given express prior permission from an administrator for unusual circumstances.** Music players or iPods that have texting or internet capability must be put in the phone box as well and only allowed out during lunch. Music players and iPods that do not have texting and internet capability must be put away in lockers or book bags at all times except during lunch or breaks. A visible phone/MP3 player during class is grounds for confiscation of that item by the teacher. First time offenses will result in a warning and the item being returned to the box immediately. Second time offenses will result in the device immediately returned to the box and a confiscation of the device for

the rest of the day. Repeated offenses will require a parent to come and get the phone from the school.

The computers in the computer lab are for students to use for research. They are filtered to block unwanted websites. Laptops are permitted in school for educational use, but they are not to be used for social networking or for watching videos.

As we wish to maintain an atmosphere of Jewish growth and sanctity, no non-Jewish music is to be played at school at any time, including singing. Repeated violation of this rule may result in loss of mp3/iPod privileges.

Language

In order to provide a pleasant learning environment for all students, students must use appropriate and respectful language. Cursing is not tolerated. Students who are found speaking in a way that is deemed inappropriate will be given a detention and a call home. If a student persists in speaking inappropriately there will be an intervention meeting with the student, administration, and parents. If a student further uses inappropriate language the student will receive an in-school suspension.

Make-up Test Policy

If a student is absent on the day of a test it is the student's responsibility to make up her test at the next assigned make up day. There are two proctored lunch periods a week, Wednesday and Friday, assigned for students to make up tests. There will be a list posted outside the office specifying which students have tests to make up. If a student is unable to make up the test at the next assigned day she needs to communicate with her teacher beforehand and together come up with a solution. If a student did not communicate with the teacher and therefore fails to show up to the make-up test, she will lose 5 points on the test and is still responsible to make up the test on the next make-up day. The teacher and administration will determine the intervention and consequences for continuing to not show up to the make-up exams.

In-Class Food Policy

Students are not allowed to eat in any class, except for special class functions that involve serving food. Students are allowed to drink in class from closed containers but must take the container with them at the end of class. Teachers have the right to further limit the type of drinks allowed in class. Gum is considered food and not allowed in class. Cups of ice are considered food as well and are not allowed in class.

Restrooms

Students needing to use the facilities during class must receive permission from their teacher before leaving.

Student Lounge

The student lounge has been designated as the eating area and study room. Students are asked to please keep it neat and free of litter. A clean-up rotation will be instituted for the end of lunch period and after school.

Lockers

Each student will be given a locker upon arriving at school on the first day for her books and personal property. They are located in the student lounge. Lockers should be kept neat and free of perishable food items. All books and personal items should be placed in lockers at the end of the school day, as the custodial staff will not necessarily keep left-around items where they were left. A student may put a combination lock on her locker, but must provide the combination to the school office.

Students may not put pictures of any boys or men in their lockers. Any picture will be subject to confiscation. Students should be aware that, by law, lockers are school property and not the private property of the student. At their discretion, school officials may open and examine the condition and contents of a student's locker.

Lunch

Shearim High School has an arrangement with La Bella's that allows students to order lunch from them. Prices and menu will be posted in the lounge.

Students will be allowed to go to La Bella during lunch. This privilege is contingent upon students following this policy and returning on time. Students are otherwise asked to bring their own lunch, and, of course, that it be kosher. A list of acceptable symbols will be posted in the student lounge. Any questions regarding specific kosher symbols should be referred to the school administration. There is a convenience store located near the school building. Students will be allowed to purchase kosher items there during lunch, provided that the proper sign-out procedure is followed.

Leaving the Building

NO STUDENT IS TO LEAVE THE BUILDING WITHOUT PERMISSION FROM THE ADMINISTRATION AND WITHOUT SIGNING OUT AT THE FRONT OF THE SCHOOL. Failure to obtain permission and sign out will result in the student being suspended from school.

Students who have a signed permission slip from parents may leave school during lunch and break to go to La Bella or Shell. When leaving school students must sign out and sign back in when they return. Failure to do so will result in the loss of the privilege to leave school grounds for a week. If a student returns late from lunch or break their privileges will also be suspended for a week.

Academic Calendar

The academic calendar will consist of two semesters, one ending towards the end of January, and one after the second week of June. Final grades will be distributed at the end

of each semester. There will be one set of progress reports sent home in the middle of each semester. Class participation, classwork, homework, projects, exams, behavior, and attendance will all be factors in students' final grades. Please consult the School Calendar for more details concerning vacations and special events.

Students must pass a course (D and above) to receive credit for that class. Should a student fail a course, she must make it up during the summer.

Final Exams will take place from January 22-25 and from June 11-14.

There is a parent-teacher conference day scheduled for Wednesday, November 1.

Textbooks

Copies of textbooks are available for purchase directly from the school. The school will buy back copies of textbooks in usable condition at the end of the school year at appropriate prices, as decided by the school administration.

It is a student's responsibility to make sure that her textbooks not get lost, stolen, destroyed, damaged, or misplaced. At the end of every day, any textbooks/novels left out in classrooms or communal areas of the school will be collected and given to Ms. Statland. A student will have to pay the school a \$10.00 fine in order to get her textbook back. A student that damages her textbook will have to pay the cost of replacing the textbook.

Trips/Student Activities

Student activities play a vital role in Shearim HS. The school will be providing a number of varied opportunities for students to fulfill this requirement.

Shearim plans to have at least two shabbatons during the year. In addition, the student activities director is making arrangements for juniors and seniors to participate in conventions with other schools throughout the year.

There will also be a number of Rosh Chodesh events and Melava Malkas during the year. Students are encouraged to participate in the planning of these special events.

Student Council

The Shearim student council is responsible for planning many of the student activities, such as shabbatons, Rosh Chodesh events, and themed activities. The student council consists of a president, vice president, secretary, treasurer, and at-large member. Students also lead Ruach Committee, Chessed Committee, and the Mishmeres Program.

Production

Shearim puts on a production every year. Production is a group effort, and students should participate in whatever way fits their talents.

Chessed

Students have a chessed requirement every month. Shearim celebrates chessed with a special event every month for those who fulfill their chessed requirement.

Driving to School/Parking

Students who drive to school must have parents sign a consent form. Under no circumstance is a student driver allowed to drive another student in her car without specific permission from a parent of the passenger and parent of the driver. Students are never allowed to drive other students during or on behalf of school functions. High school students are new drivers and the school does not consider it safe policy for students to be driving other students. Students must inform Ms. Statland if they are leaving school in their car during school hours, and make sure to indicate so on the sign out/in sheet. Students who fail to comply will not be allowed to drive to school. If a student leaves school in their car during school hours, including lunch time and break time, without express permission from an administrator, they will lose their driving privileges.

Parking is available in front of the school. As parking spaces in front are limited, students are asked to park in spaces near the street only.

Emergency Contact Information

All students must provide the school with emergency contact information in case of a need for immediate consultation or action in extenuating circumstances.

Medication

All parents are required to fill out a medication consent form. Over the counter medications may then be obtained from a member of the faculty at said member's discretion. The administration must be notified of any prescription medication.

Emergency Procedures – 715 E Sierra Vista Dr.

Fire

In case of a fire or fire drill, teachers should

- lead their students to the closest exit of the school facility.
- then lead the students east towards the front parking lot of the building, unless blocked.
- An administrator will immediately check the bathroom for any students.
- Teachers will then take attendance of their group.

If the fire or fire drill occurs during a free period,

- an administrator will enter the student lounge and lead all students out in the manner mentioned above.
- Another administrator will sweep all school rooms, including bathrooms, and lead students who are present in those rooms to the front parking lot.
- Teachers on site will be enlisted to aid in the sweep.

Lockdown

If the need for a lockdown arises,

- all students will remain in the rooms they are currently in,
- move away from all doors and windows, and
- sit on the floor.

Teachers will then

- lock all doors to the corridor and
- close the blinds
- shut all lights in the classrooms, and
- instruct students to remain silent until further notice.

If there is a threat within the school, staff is instructed to

- immediately call 911
- lock or barricade their classrooms,
- turn off all lights,
- close all blinds, and
- have students sit silently on the floor away from doors and windows, until further notice.

Non-Discriminatory Policy

Shearim Torah High School for Girls admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions, general policies, scholarship and loan programs, and other school-administered programs.

Discipline Chart

OFFENSE

FIRST

REPEATED

Absence - Unexcused

Loss of credit-

Intervention Meeting

Bullying

Detention

Intervention Meeting

Cheating/Plagiarism

Loss of credit

Loss of semester credit

Cellphone Not in Box

Loss of privilege/
Detention

Confiscation

Cellphone/Computer Usage

Confiscation –full

Loss of Privilege/
Intervention Meeting

Disruption of Class/ Activity

day

Intervention Meeting

Dress Code Violation

Teacher's prerogative

Detention

Food/Gum in Class

Change clothing/Send
home

Detention

Disrespect/Defiance

Loss of privilege

Detention

Lack of Cleanup

Detention

Intervention Meeting

*Leaving school grounds without
permission*

Extension of cleanup

Detention

Playing of Non-Jewish Music

Detention

In School Suspension

Physical Aggression

Teacher discretion

Confiscation

Profanity

Loss of privilege

Detention

Leaving the School Without Signing Out

Detention

Intervention Meeting

Returning Late from Lunch

Loss of privilege for
one day

Extended loss of privilege

Tardiness

Loss of privilege for
three days

Extended loss of privilege

*Alcohol/Drug Possession, Usage, or
Distribution*

Tardy Slip

Detention/ Grade

Assault

Dangerous Item Possession

Endangerment

Forgery

Theft

Trespassing

Administrative Decision

List of Classes

Ninth Grade

Chumash
Melachim I
Halacha
Tefilla
Bekiyus Bamidbar
Hashkafa
Hebrew
Biology
Algebra I
English 9
Criminal Justice/Economics
Lifeskills
Physical Education
Studio Art
Parsha

Tenth Grade

Chumash
Melachim I
Halacha
Bekiyus Bamidbar
Hebrew
Hashkafa
Chemistry
Geometry
English 10
Criminal Justice/Economics
Physical Education
Studio Art
Parsha
Computer Literacy/Electives
Organizational Skills/Electives

Eleventh Grade

Chumash
Yeshaya/Yona
Halacha
Bekiyus Devarim
Modern Israel/Jewish History
Hebrew
Environmental Science
Algebra II/Accounting
AP English Composition
AP US History
AP Studio Art/AP Biology
Personal Finance/ SAT Prep
Physical Education
Jewish Thought

Twelfth Grade

Chumash
Yeshaya/Yona
Halacha
Bekiyus Vayikra
Modern Israel/Jewish History
Hebrew
AP Psychology
Pre-Calculus/Accounting
AP English Composition
AP US History
AP Studio Art/ AP Biology
Marriage/Parenting
Jewish Thought

List of Graduation Requirements

Judaic Studies

Chumash – 4 years (4x per week)

Halacha - 4 years (3x per week)

Navi - 4 years (3)

Jewish Thought/Hashkafa – 4 years
(9/10 2x, 11/12 1x)

Bekiyus – 4 years (2)

Jewish History/Holocaust - 2 years
(2)

Tefilla -1 year (2)

Marriage and Parenting – 1 year (1)

General Studies (Core classes
4x a week, Math and AP 5x a week)

English - 4 years (Composition/
Literature based)

Mathematics - 4 years

- Algebra I
- Geometry
- Algebra II
- One course requiring Algebra II as a prerequisite/ Business Math

Laboratory Science/Psychology - 4
years

- Biology
- Chemistry
- Physics/Environ. Sci.
- Psychology

Social Science - 4 years

- Geography
- Criminal Justice/
Economics
- Government
- US History

Foreign Language – 4 years

- Hebrew, unless tested
as proficient

Other -

- ***Technology***- 1
semester (2)
- ***Physical Education*** -1
year (=3 years once per
week)
- ***Art*** – 4 years (9/10 2x,
11/12 4x)
- ***Personal Finance*** – 1
semester (1)
- ***Lifskills*** – 1 year (1)
- ***Electives*** – 1 semester
(3)

