



FANA HOLTZ HIGH SCHOOL

Schwartz-Jacobs Campuses

PARENT- STUDENT HANDBOOK 2019-2020/ 5779-5780

*“Eternal Wisdom for a Changing World”*



Dear Parents and Students,

We look forward to partnering with you to ensure a successful and enjoyable school year. A key to achieving this goal is an understanding of school guidelines and expectations. Please review this handbook carefully. At the end of the handbook you will find several pages that need to be signed and returned to the office. We appreciate your cooperation!

## **Our Mission**

Through the light of Torah and academic excellence, the Hebrew Academy inspires each and every child to improve the world.

## **Our Philosophy**

Beginning with our youngest students, the Hebrew Academy endeavors to instill a lifelong love of Torah, Israel, and the Jewish people. With a curriculum based on cognitive, spiritual and social growth, the school strives to develop students who will be proud, knowledgeable, contributing members of the Jewish community and the larger society. The Hebrew Academy takes great pride in its strong track record of placing its graduates into the finest universities and Yeshivot around the world. Our highly dedicated administrators and teachers provide the students with a profoundly meaningful Orthodox Jewish education along with a rigorous college preparatory program.

The school is known and cherished for its warm family atmosphere. Hebrew Academy students build a safe learning relationship with their teachers who both challenge and nurture their young minds while attaining mutual respect infused with *derech erez*. Our older students expand their awareness of the world around them through our community service program.

Hebrew Academy students exercise their minds and bodies by participating in physical education classes, competitive sports, classes in the arts and technology, and a wide array of extracurricular activities. Our belief is that all students have the ability to shine with exposure to diverse experiences throughout the school year.

## **Our History**

Founded in 1947, the Hebrew Academy was the first Jewish Day School established south of Baltimore. From its original enrollment of just six students, our Early Childhood through 12th grade campus has grown to almost six hundred students, who benefit from a full range of religious, academic, cultural and athletic programs. Along with our impressive growth, we are proud to offer the same personal, individualized attention as our first six students received. Each student is cherished in an atmosphere that nurtures and sparks commitment to both Judaic and general studies.

The school's founder -- Rabbi Alexander S. Gross ob"m -- created the Hebrew Academy as a revered house of learning. The Jewish community is justly proud of our school, which has evolved into a nationally-respected institution and a pillar of strength in the South Florida area. The Hebrew Academy is fully accredited by the Southern Association of Colleges and Schools (SACS).

## **Our Qualities**

Academic rigor, Jewish values and traditions, leveled learning, in-depth critical thinking, innovative integrated curriculum, courses in the arts and technology, physical education, community service, a nurturing and safe environment, competitive sports and extracurricular activities, are all part and parcel of the Hebrew Academy experience

**ADMINISTRATION**

**Rabbi Shaye Guttenberg**  
**Head of School**

**Rabbi Avi Bossewitch**  
**Dean of Academics & Innovation**

**Fana Holtz High School**

**Dr. Dara Lieber**  
**Principal, General Studies**

**Rabbi Aharon Assaraf**  
**Principal, Judaic Studies**

**Rav Oded Karavani**  
**Director of Student Activities**

**Mrs. Sue Enis**  
**Director of College Guidance**

**Administrative Assistants**

**Mrs. Donna Janof – Office**

**Mrs. Teresita Aboff – Guidance**

**Office Telephone Number - (305) 532-6421**

**Office Fax Number - (305) 531-5480**

**School Testing Code – 101-116**

**[www.rasg.org](http://www.rasg.org)**

School Accreditation: The Rabbi Alexander S. Gross Hebrew Academy is accredited by the Southern Association of Colleges and Schools (SACS) and is a participating member of the Center for the Advancement of Jewish Education (CAJE). The Hebrew Academy is a participating member of National Council of Torah Umesorah Day Schools, and the Dade Association of Academic Non-Public Schools (DAANS). The Hebrew Academy is also accredited by the National Association of Education for Young Children (NAEYC), the Institute for University –School Partnership, and the Greater Miami Jewish Federation. This Board is an affiliate of the Orthodox Board of License of the JESNA. The RASG Hebrew Academy is an active participant in the Partnership for Excellence in Jewish Education (PEJE), the Florida High School Athletic Association (FHSAA), and the

Independent Schools of South Florida (ISSF). The Academy requires that all General Studies teachers be certified by the Florida Department of Education and that all Judaic Studies teachers be licensed by the Greater Miami Board of License for the State of Florida

The R.A.S.G. Hebrew Academy admits students of any race, color or national/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 or national/ethnic origin in administration of its educational policies, admissions policies, scholarships of any kind and any athletic and other school administered programs.

## ATTENDANCE

### A. Daily Schedule

#### Grades 9-12 Daily Schedule

Monday – Thursday - 7:50 AM- 4:15 PM

Friday- 7:50 AM- 2:30 PM

Short Fridays 7:50AM- 1:30PM

On special activity days or field trips, the Academy is not responsible for the students 15 minutes after the activity ends. The Academy is not responsible for the safety of High School students prior to the opening of school or more than 15 minutes after the closing of school. Period 1 in the High School begins with a General Studies course promptly at 7:50 A.M. and will be followed by Davening at 8:37 A.M.

### B. Attendance Policy

Every school day is important for the continuity of our students' education. **In recognition of the fact that there may be valid reasons for an individual student missing school, and to avoid confusing the situation of which absences are excused and which are unexcused, a blanket allowance of 6 absences is allocated before penalties are imposed for each semester. These are the only absences considered to be excused. Students cannot choose to be out 6 days and then claim illness, family emergency, and the like. They must save those 6 days for these needs.**

Absence:

- Absence or lateness (tardiness) due to illness, injury, vacations, “semachot”, over-sleeping, traffic/weather problems etc. are all considered absences and lateness (tardiness). **Visits to the doctor or dentist during school hours are considered absences and should be used among the 6 granted.**
- **Davening Attendance:** Prayer is a regular graded course with the same attendance and requirements as other subjects and as such, appears on the student transcript. Each teacher in charge of Davening for a particular grouping will give students an outline of the course requirements and grading criteria for each semester. Mincha attendance is mandatory. A failure in davening may be made up for credit only. However, the original grade will

remain on the transcript and will be included in the GPA.

**For each class, every absence, for whatever reason, in excess of 6 per semester will result in the reduction of the student semester grade by 1 point per day. The deduction will occur at the end of the semester.** Students will not be penalized for absences due to extended illness or other extenuating circumstances at the discretion of the Administration.

- Absences due to school-sanctioned activities or meetings will not be counted as absences.
- Unused absences do not accumulate from semester to semester.
- **A student who misses more than 13 days in any one semester is liable to fail for the semester in which the absences occur.**

The allowance of **6** absences per class per semester does not, however, entitle students to “cut” classes. Students who are well and able must attend all classes. **Students who are too ill to attend class must go home.** Students may not miss individual classes for any reason other **than** school-sanctioned activities or meetings.

- School activities are an integral part of the program offered in Hebrew Academy. Students are expected to participate in both on-campus and off- campus events. **Parents are requested not to call in to excuse their child from these activities as students will be double-docked for these periods. Should there be the accidental scheduling of a doctor or dentist, a note from the physician of record will be required. Non-participation in a mandatory school activity will count as 2 absences.**

- Absences and tardiness will be recorded in the Parent Plus and Student Plus Portals. **It is the responsibility of students and parents to be aware of the number of absences at all times and the impact that they will have on the student’s grades.** Monitoring can be done by checking the Portals or conferring with the teacher.
- Students will be allowed an additional **3** days during one semester of their choosing during the junior or senior year for the exclusive purpose of visiting Yeshivot or colleges. Parents must request approval from Administration **prior** to the actual trip.

### **Tardiness:**

- **Three (3) times being tardy or late to class equal one**

absence. “Lateness” means arriving after the bell that signals the beginning of the period. Students **must sign in at the office** if they arrive after **8:00 A.M.** Classes missed will be counted as described above.

Students will also receive a tardy for coming to class unprepared, (i.e. without books or other required materials, arriving more than 10 minutes after the bell or for leaving class for a period in excess of 10 minutes.

### **C. Telephone Calls for All Absences**

For security, safety and good communication, parents are required to call or email the high school office between 7:30 and 8:00 A.M. to report that a student will be absent or tardy and to make arrangements to get work sent home, as needed. The school will assume that a student is cutting school if a parent does not inform the school of the child’s absence/tardiness.

### **D. Permit to Leave School Grounds**

If a student plans to leave the campus (e.g. for a medical appointment), he/she should be signed out, in person, by a parent. If a parent is not available to sign the student out, a note must be sent from home on the day of the expected appointment and turned into the office when the student arrives in the morning. He/she will then receive a note from the office indicating to teachers the time that he/she has permission to leave. Students must then sign out at the office and must sign back in again if they return the same day. Under no circumstances may a student sign him/herself out of school on their own authority. No student may leave campus without following this procedure or be subject to suspension. For the safety of all of our students, parents must not try and bypass this procedure. If there is no note, the student will not be dismissed without a parent speaking with an administrator, who may or may not be available at that time. Following this conversation, the parent will still need to email or fax the high school or middle school office written confirmation that the student is to be dismissed prior to dismissing the student.

## **ACADEMIC POLICIES AND STANDARDS**

- A. **Course Placement:** Most classes have two or more sections usually designated AP, honors, regular or basic. A student’s skills in

reading, writing, solving problems, and producing work are all important criteria in determining class placement. These placements, as well as course selections, are educational decisions. It is appropriate for students and parents to understand the placement decisions and to consult with teachers/counselors/administration when a question arises. **The final decision as to placement remains with the Administration.** Student requests for class changes will only be considered during the first two weeks of a course and should be initiated in the Guidance Department with a Change of Course Request form available in the Main Office and in Guidance.

### **B. Grading Policy**

Scholastic grades will reflect a student's performance in class and on tests, quizzes, homework, and other assignments. Absences, tardies, and class participation will be reflected in the academic grade. Please refer to the attendance policy detailed above. The appearance of "Inc." or "I" on a report card means that work/testing are pending. The teacher will write an action plan with the student detailing the work that must be completed within two weeks. Failure to meet the deadline will result in failure in the course. **Parents should monitor "Incompletes" to ensure that credit is received for the course.**

### **C. High School Graduation Requirements**

Judaic Subjects	14.0-15.0 Units
English	4.0
Mathematics	4.0
Science	4.0
Social Studies	4.0
Foreign Language/Hebrew	4.0
Physical Education	1.0
Electives	4.5
<u>Health</u>	<u>0.5</u>
Total	40.0

**Students must have a minimum 2.0 cumulative G.P.A. in order to graduate from Hebrew Academy.** Students cannot graduate without completing all community service and prayer requirements. Students must enroll in a full program of Judaic and General Subjects in each year of four years of high school, unless exemption is granted by the

Administration. **Furthermore, no student may accelerate his/her program by taking summer courses etc. without the approval of the administration.**

#### **D. Grade Point Average**

Florida State law mandates that all schools that are members of Florida High School Athletic Association conform to the following grading scale:

<b>Grade</b>	<b>Percent</b>	<b>GPA Value</b>
<b>A</b>	<b>90-100</b>	<b>4.0</b>
<b>B</b>	<b>80-89</b>	<b>3.0</b>
<b>C</b>	<b>70-79</b>	<b>2.0</b>
<b>D</b>	<b>65-69</b>	<b>1.0</b>
<b>F</b>	<b>0-64</b>	<b>0.0</b>

#### **E. High School Is Four Years**

A fundamental goal of the school is to produce well-educated students who will proudly identify themselves as Hebrew Academy graduates and who will find that their High School education prepared them for a meaningful and purposeful Jewish life as well as an ability to achieve higher goals in education. The Administration feels strongly that this goal can only be met through a four-year high school experience.

Hence: (1) The school does not award a diploma for less than four years of high school unless the Administration advises the student to enter a special program under the auspices of the Hebrew Academy. (2) The school does not encourage students to leave early and **will not issue recommendations for students who choose to leave before completing the full four-year program.**

#### **F. Parent/Student Portals and Homework.**

Parents should monitor the work habits of their children on the Parent Plus Portal. A Portal account may be opened through the Technology department in the summer or early in the school year. This will inform parents and students about upcoming assignments, quizzes, and current grades.

Successful students study regularly and plan effectively for long-range assignments. It is not unusual for successful students to study and work for several hours each night. The homework load and test schedule is designed to require a significant time commitment of every student on a nightly basis. If you notice that this is not the case, please notify an administrator

or guidance counselor.

### **G. Testing and Test Schedule Grades**

Tests form an extremely important part of the grading process. It is crucial for students to learn how to properly prepare for tests in order to demonstrate their mastery of the subject matter. In order to ensure that students are able to do their best in test settings, the school has established the following procedures:

1. Teachers must announce an upcoming test to students at least three days before the test is to be given. For example, if a teacher wishes to administer a test on Thursday, s/he must announce the test to the class no later than Monday of that week. (This rule does not apply to “pop-quizzes” which can take no longer than 15 minutes and homework-check quizzes)
2. In general, every effort will be made to ensure that students do not have to take more than two tests on any given day.

In order to facilitate this goal, teachers are asked to schedule their tests and major quizzes (i.e. those that cover more than four days of material) according to the following test calendars:

### **High School Test Calendar**

Monday: Talmud & English

Tuesday: History & Hebrew

Wednesday: Math & Halacha

Thursday: Chumash & Science

Friday: Elective & FLEX

### **3. Making up Tests**

Exams must be made up during the first available day within the week; i.e. a student returning on Monday must take his/her make-up on Tuesday after school of the same week. Make-up tests will be different from the original missed exam. No more than two exams can be made up on any given day.

Make-ups for semester exams will only be allowed with a doctor’s note.

#### **4. Semester Exams**

Semester exams, which are comprehensive of all material covered during the year or semester, are given during the last 4 days of each semester. Learning to cope with the academic and emotional rigors of an exam period is an important part of a quality education. Seniors with 2 semester averages of 94+ for the year are exempt from that semester exam. Eighth grade students with a year average of 94+ may choose to be exempt from one final only. No semester exams will be administered before the exam days.

#### **H. National Junior Honors Society and National Honor Society Membership-Rabbi Yossi Heber Z”L Chapter**

1. No grade lower than 90%
2. Cumulative average of at least 93%
3. Passing Prayer
4. Satisfying Community Service Requirement plus an additional five hours prior to selection period
5. No detention prior to selection period

Please note that Junior National Honor Society and National Honor Society membership is for one year. Inductees must requalify, according to the guidelines outlined above, each year. Freshmen and 6<sup>th</sup> grade students are not eligible for National Honor Society. Students must be enrolled in Honors and/or AP Courses, when recommended by the school

Administration. Students who fail to do so will forfeit their eligibility for National Honor Society. Finally, National Honor Society members must, at the very least, qualify for Honor Roll during every semester of their membership year. Failure to do so will result in immediate removal from the National Honor Society.

#### **I. Valedictorian/Salutatorian**

A student must have been enrolled in the Hebrew Academy a minimum of 3 years (grades 9-12) in order to qualify and be the recipient of the prestigious valedictorian /salutatorian honors. Additionally, the GPA, citizenship (discipline) and community service records are reviewed in determining valedictorian/salutatorian eligibility.

#### **J. Failures**

Any student who receives an “F” (64 or below) on the semester report card in any subject including community service and prayer must remediate that course by attending an approved summer program. Students may also “correct” a failing grade through an approved correspondence course or an approved on-line course (for both Judaic and General Subjects). The student must then take a Hebrew Academy final in that subject. Failure to do so within the next school year may result in the repetition of the grade or not being asked to return to the Academy. If this occurs in the 12<sup>th</sup> grade, failure in even one course will result in withholding of the diploma until the course is remediated. **Please be advised that all of these options may result in additional tuition fees and/or expenses. The course failure will remain on the student transcript with an asterisk and the remediated grade will be attached. The failed course will not count in the student**

### G.P.A.

### **K. Recommendations**

At times, Administration and Faculty are asked to forward personal recommendations to institutions, organizations and individuals. Faculty members are not required to write these recommendations and they are held in the strictest confidence between faculty members and the recipient of the recommendation.

### **L. Student Council**

Students who are interested in running and maintaining a Student Council position must adhere to the following guidelines:

- Their overall GPA must be 3.0 or higher
- They cannot score below an 80 in any class/subject (including Tefillah)
- Must be in good disciplinary standing
- Must get approval from both administrators
- Must get a recommendation from 1 teacher
- \*\* The High School administration has full discretion on who may or may not run for a position

## **ATHLETIC PROGRAM**

The Hebrew Academy is a member of the FHSAA (Florida High School

Athletic Association). This Association mandates many of the criteria set forth for participation in the program. In order for a Hebrew Academy student to represent our school in any sports event, the following code must be observed:

1. A student must maintain at least a cumulative 2.0 G.P.A. (unweighted) to be eligible for membership on an athletic team. Failure to maintain this G.P.A. will result in suspension from the team until the cumulative G.P.A. is raised to 2.0. A student whose academic standing or behavior is in question during the middle of a semester may be dismissed from an athletic team by the administration.
2. Failure in any subject, including community service and Prayer, will result in **automatic ineligibility** from sports for the subsequent marking period and until the failure is rectified.
3. Students on probation will not be permitted to participate in any athletic program until the probation is lifted by Administration. It is **not within the jurisdiction of individual teachers or coaches to permit students who are on probation to participate.**
4. **A team member who reaches step 4 in the cycle of consequences in the discipline code, for any reason, will be brought before the Administration for a ruling on his/her continued eligibility to participate on school teams.**
5. A team member will be responsible for all material covered in the classes s/he misses due to a scheduled game (including tests). Tests must be made up according to the procedure detailed elsewhere in this handbook.
6. **Athletes must be in attendance by 11:45 AM to be eligible to play that day.**
7. Athletes may not miss classes or be late to school the day after any sports event. The penalty for this violation is sitting out the next scheduled game, in addition to the penalty detailed above in the attendance policy.
8. Athletes will remain in class until they are dismissed from the office for their games.
9. The Hebrew Academy Sports Code must be signed by the student, parent and Administration before the second week of practice.
10. Every student participating in the sports program must have on file a letter with the parent's or legal guardian's signed permission for the student to participate in any athletic competition. A verifying statement

by a physician, licensed to practice medicine in the State of Florida, must be on file in the school office, stating that the student is physically able to participate in sports competition. The school maintains the right to require of any of its student athletes to take a complete and special athletic physical prior to the student's participation in the program. The Academy does not guarantee that any student will remain free of any injury during participation in the athletic program.

## **CARE FOR SCHOOL PROPERTY**

### **A. Textbooks**

Students are responsible for maintaining their textbooks in good condition. The school requires students to cover their textbooks. Any book assigned to a student becomes the responsibility of that student whether the book is lost, damaged or apparently stolen. The school will not supply a replacement until the lost, damaged, or stolen book is paid for. **In the event that a student does not return the book or returns it in poor condition, the student will not be allowed to take semester exams until payment is received.** The cost to replace a textbook will be a minimum of \$75.00 per hard cover textbook. A book check may be done periodically and specifically before each semester examination

### **B. Locks and Lockers**

High School lockers and locks are rented at a price of \$10.00. Each student is assigned a locker with a lock attached and will be provided the combination on the first day of school.

Student lockers are school property maintained for school use. The school reserves the right to open and inspect the lockers at the discretion of the Administration. Each student is assigned a locker for his/her use. **Students store their belonging in the lockers at their own risk.** Though the school assumes no responsibility for loss or damage to items stored in the lockers, it is **highly recommended that valuables not be stored in the lockers and that the lockers be locked at all times.** If lost or broken the student will be required to purchase a replacement from the school. High students should return their lock at the end of the year in order to receive a refund of \$5.00.

### **C. School Cleanliness**

Students should help maintain the cleanliness of the school. Students are asked to use the trash cans that are provided throughout the building.

Clean your place in the cafeteria before you leave. Do not litter the tops

of the lockers. Dispose of soda cans properly. No eating or drinking is allowed during class nor is food or drink to be brought into the classroom. **Food/eating will only be allowed in the Cafe or on the school patio.**

## **CHANGES IN RULES AND HANDBOOK**

From time to time, the Administration will hold meetings with students and faculty to review the school rules. Any resultant changes will be considered addenda to this handbook and will be incorporated herein.

## **COMMUNICATION BETWEEN SCHOOL AND HOME**

### **A. Parent Plus Portal and Report Cards**

Parent Plus updates and Report Cards are the primary means of communication between the school and parents. They represent assessments and ongoing communication during the school year of student achievement and progress and may include comments and suggestions. They will be issued according to a schedule indicated on the school calendar. Parents should pay careful attention to them. Course information on the Parent Plus Portal allows parents to track student progress, exam dates, homework, etc. Should information become outdated on the Portal, the student and/or parent should contact the teacher. If the situation is not resolved, the appropriate administrator should be informed.

### **B. Parent-Teacher Conferences**

Formal Parent-Teacher conferences take place during the 1<sup>st</sup> semester. All parents should have the opportunity to confer with their child's teachers at least once during the first half of the school year and are encouraged to take advantage of these opportunities. A special conference can be arranged by calling the office to request one at any time.

(Please note: When coming to school for dismissal, conferences or any other business with a teacher or Administrator, we ask that you be appropriately attired.)

### **C. Direct Communication with Administration and Teachers.**

If at any time you would like to talk with the Administration or teachers about a problem or concern, please do not hesitate to call or to make an appointment to see them in person. Please do not expect to arrive in school

and see a teacher on demand. If you wish to speak to the teacher directly please let the office know so that the teacher can call you. When necessary, a conference between parent and teacher will be arranged. Please share your concerns with us before they become serious and more difficult to resolve.

#### **D. Guidance Department**

Parents are urged to make use of the professionals in the Guidance Department. The department has a general guidance counselor, academic counselor and college guidance counselor.

#### **E. HAppenings**

Our school publication “HAppenings” is digitally sent weekly and is available on the school website. This publication contains highlights of activities happening in each of the four divisions as well as messages from the administration and teachers. In addition, it contains important announcements and information from the school to parents. Please read it so that you will be informed regarding schedule changes, upcoming events, etc.

### **COMMUNITY SERVICE**

The RASG Hebrew Academy was one of the first schools in the country to institute a community service requirement. This reflects the emphasis the school has always placed on the torah values of chesed (kindness) and Tzedakeh (charity)

- A. The High School community service requirement increases each year as follows: 9<sup>th</sup> grade- 20 hours; 10<sup>th</sup> grade- 25 hours; 11<sup>th</sup> grade- 30 hours; 12<sup>th</sup> grade- 35 hours. Community service hours must be completed in order for a student to graduate.
- B. The main community service guidelines are:
  - All community service projects should be approved in advance in order to make sure that they meet the school’s criteria.
  - Community service must be documented, and the documents submitted and Mrs. Janof in the high school. (Documentation should be on the official letterhead of the organization where the service was performed)

- If payment was received for the service, it is not eligible for community service credit.
- Community service may be done at the school, a synagogue, a Jewish institution, or on behalf of a needy individual or organization.
- Participation in school groups such as clubs, teams, yearbook, student council, etc. does not qualify for community service credit.

## **COMPUTER AND SYSTEMS USAGE POLICY**

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, phones, video cameras, PDA, etc.) on school property or at a school related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

**Purpose:** The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

**Privilege:** The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

**Internet Access:** The School community-students, faculty, administrators and staff-have the privilege of limited access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge, however, the school also has in place a filtering system to block sites that might be deemed harmful. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained

on other computers. Files may be downloaded only to personal disks. Files are not to be downloaded to the Schools local or network hard drives.

**Network Access:** Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using the password of someone other than yourself or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation.

**School's Right To Inspect:** **The School also reserves the right to inspect any personal electronic devices brought onto campus.** Students should not assume that any messages or materials on their computers or the School's systems are private.

**Chat Rooms, Instant Messaging, and Social Networking Sites:** Participation in "chat rooms," instant messaging, posting messages, blogs, or browsing social networking sites (such as Facebook, Twitter, YouTube, or any others similar sites) on campus or using School equipment is prohibited. In addition, any person who believes that they have been harassed or threatened by any of these methods of communications should immediately report the concern in accordance with the School's No Harassment/No Bullying policy. Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

**Computer Care:** Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

**Prohibited Uses:**

- School classroom technology resources may not be used for

personal, commercial or financial gain. All data and software must be of an educational nature. Hebrew Academy community members are provided a username and password to access it's computer network.

- Members should not reveal their username or password to any other member. Any suspect activity with a student account should be immediately reported. Damage that results from a security breach related to the misappropriation of a member's network identity will result in both parties being prosecuted under the Hebrew Academy handbook, including expulsion, and where appropriate Florida law.
- Community members are not allowed to download any executable files to Hebrew Academy computers unless directly related to an educational activity. This includes games, videos, zip files, wave files, programs, screen savers, and desktop backgrounds, etc. Any downloads will be considered a direct violation of this policy and will be dealt with accordingly.
- Community members must not access or attempt to access any of the school's restricted LAN sites and/or programs. Doing so will be considered among the most major offenses and will be dealt with accordingly.

**Reporting Requirements/Discipline:** Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via email or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to an administrator so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

### **SCHOOL WEBSITE**

**HEBREW ACADEMY RETAINS THE RIGHT TO POST ON OUR WEBSITE, PICTURES AND GENERAL TEXT, SUCH AS THAT FOUND IN NEWSPAPERS, IN REGARDS TO STUDENT ACTIVITIES FOR GRADES K-12. IN NO CASE WILL A STUDENT'S FULL NAME, ADDRESS OR PHONE NUMBER BE POSTED IN MENTIONED ARTICLES.**

### **DISCIPLINE**

The ultimate objective of a Hebrew Academy education is to nurture young men and women who reflect the ideals of Torah in everything that they do and in all of their relationships. The accomplishment of this objective requires a school climate where each student can feel needed, valued and **RESPONSIBLE**. Each student has the ability to choose his/her actions and upon these choices rest the acceptance of consequences and the development of responsibility. Students and their parents also need to be aware that the consequences of irresponsible choices impact the people around them and we ask that families support the school's consistent enforcement of clearly defined consequences.

Outlined in this section is both a guideline of specific offenses (with designated penalties) and policies that outline expected conduct. Students should note that for very serious offenses, as determined in the Administration's sole discretion, a student may be expelled the first time.

- Students and parents should be considerate and show respect toward other students, faculty, all guests and visitors should respect school property and the personal property of other people. Students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events. Students are expected to abide by our school's policies, both on and off campus, during the school year, holidays, breaks, and summer vacation. If the school determines that a student has engaged in behavior off campus that violates one of our policies, such as the drug and alcohol policy, we reserve the right to impose disciplinary action for such an infraction. Students hosting a party at which alcohol or drugs are present will be subject to disciplinary action, even if they did not personally consume alcohol or drugs.

#### **A. Hierarchy of Offenses for Fana Holtz High School**

It is our goal that all students should behave appropriately, respectfully, and responsibly at all times and under all circumstances. Before presenting the list of offenses, it is important to recognize the following. Whereas many offenses are specified and unequivocal, there are those such as "Disrespect" that are subject to the standards and definitions of each teacher. Although

we strive for consistency in these standards, there are bound to be subtle differences. **In all cases, it is the individual teacher who is the arbiter of these matters, as he/she was the professional on scene.** Teachers may well decide that a warning, conference, parent phone call, or detention with that teacher is sufficient. In other words the teacher has his/her own cycle of consequences, in addition to that of the school, so that by the time the inappropriate behavior enters the school log there have been repeated attempts to correct the unacceptable behavior. It is important to recognize, therefore, that this cycle of consequences will not be necessarily employed for every first offense.

Following is the list of offenses and the standard consequences: **\*\*Please See Addendum\*\***

When an offense is committed the student will be notified, a copy will be mailed home, and a notation will be entered in the student's file. Be advised that colleges are now asking about disciplinary records. **Whenever a Disciplinary Referral Form is issued, the student will automatically suffer one of the consequences in the cycle. This is not a discretionary issue.**

#### Reporting of Infractions to Colleges and Universities

If requested on the original application, students and parents are responsible for immediately reporting to colleges and other schools to which the student may be transferring (1) disciplinary matters for which a consequence has been given; and (2) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student's college counselor will also inform the school/college of such an incident.

In the case where a disciplinary action (or withdrawal) has occurred after the college or school transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on disciplinary infractions, the student should update the information if it later changes and provide the School with a copy of the update letter. Similarly, the School will update the information to the college or school. This reporting must take place in letter form to the

college or school within ten days after the consequence has been imposed or the withdrawal has occurred.

#### D. Additional consequences

- *Cell phones and iPods may be used in between classes and during lunch. At the discretion of the teacher, with prior approval of administration, teachers may allow students to use personal technology in that class. At times other than before school, during lunch, between classes, or after school hours, phones are subject to confiscation by any staff member for the day. The second time this occurs the confiscated phone or iPod would require the parent to come to school to retrieve the student's property. A student may not refuse to surrender their cell phone to any staff member.*
- Laptops- permission for use of a laptop must be obtained from the Administration and Technology Department.
- **Hebrew Academy reserves the right to respond to behavior that is detrimental to the school, wherever and whenever it occurs. This includes responding to students who attend off-campus parties where illegal or inappropriate behavior, such as alcohol or drugs are present, under FL Statutes 562.11 and 855.015 making it unlawful for anyone in control of a residence to allow an open house party if any alcoholic beverage or drug is possessed by any minor where the person fails to take reasonable steps to prevent this occurring.**
- Detentions will be supervised on the 4<sup>th</sup> floor.
- Failure to serve detention will result in an additional 3 hours of detention.

**Administration reserves the right to impose a harsher consequence if, in its judgment, the situation is extraordinary and, therefore, warrants it.**

#### Suspension

Any student suspended from school for any reason must be picked up by a parent or guardian immediately unless the suspension is in-school. Suspension is then served the next day. When suspended, the student receives a zero for every class and all work missed. Suspensions may become part of the student's permanent record and as such are sent to colleges/seminaries. *In severe cases, as in cheating for example, the student may be suspended indefinitely as per the discretion of the Administration.*

**Expulsion** - If a student's behavior is such that the Administration feels compelled to consider expelling the student, an Expulsion Hearing will be convened by the High School Administrators. The student, his/her parents and a Board representative will be invited to attend the Expulsion Hearing at which time the reasons for the possible expulsion will be fully discussed. After the Hearing, a final decision will be made by the Head of School. Any student expelled from school for any reason must be picked up by a parent or guardian immediately. Students expelled from school (or who withdraw in the middle of an investigation) are not permitted to return to campus for any reason, including attending graduation or other ceremonies.

## **HARASSMENT/BULLYING**

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Harassment also includes unwanted or offensive sexual conduct. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyber-bullying (creating websites, instant messaging, e-mails, using camera phones, or other forms of technology to engage in harassment or bullying). Any of these types of offensive conduct can create an uncomfortable School environment. All concerns relating to harassment or bullying should be reported immediately to the Administration. We also expect that anyone, whether student, faculty, staff or family member who witness, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying.

Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

## **HEALTH**

### **A. First aid**

Students requiring first aid will be referred to the school office. First aid is limited to cleaning and bandaging wounds. No aspirin or any other medication will be given to any student unless the office staff has a permission slip signed by a parent. In case of emergency, G-d forbid, it is our procedure to call 911 and then contact the parent. *The Parent Emergency Contact Card must be filled out and return it to school by the first day of instruction.* This will help us contact you in case of an emergency. **Please be advised that no student will be admitted to the school building unless this card is on file.**

### **B. Special Medical Problems**

Special considerations, such as nearsightedness or farsightedness, speech or hearing impairments or other medical problems, should be called to our attention in writing. The appropriate teachers will be informed in the beginning of the year of any stated concerns. These are contributing factors to the child's success in class. PARENTS MUST NOTIFY THE OFFICE IN WRITING with regard to any student who must be administered medication. ALL MEDICATION WILL ONLY BE ADMINISTERED IN THE OFFICE AND WITH WRITTEN PERMISSION.

### **C. Accidents**

The Academy carries a SUPPLEMENTARY ACCIDENT INSURANCE POLICY covering injuries suffered during the school hours and while participating in school activities off campus. All injuries must be reported immediately to the office in order to complete the appropriate forms.

### **D. Use of the Elevator**

In general, students are not allowed to use the school elevator at any time. However, in cases of clear medical need (e.g. a student in a leg cast) permission will be granted to use the elevator. If the medical need is not apparent, a doctor's note explaining why the student cannot or should not

use the stairs will be required.

## **INCLEMENT WEATHER POLICY**

The cornerstones of our inclement weather policy are: good judgment, common sense, and safety of our students and staff first.

1. The Academy will follow the lead of the Miami-Dade Public School System regarding school closure and evacuation.
2. In the event that there is no public school scheduled for a day when The Academy is in session, and therefore no announcement regarding the public school system, we will act according to the following guidelines:
  - In the event of a HURRICANE WATCH or HURRICANE WARNING for Miami-Dade County, there will be no school.
  - If school is already in session and a hurricane watch or warning is posted, students will be sent home in an organized manner.
  - In the event of a TROPICAL STORM WATCH or WARNING, the school will be open.
3. In all cases when the Academy is open, use good judgment and common sense in deciding whether to go to work or send your children to school. If you live in Broward or Monroe counties, act in accordance with the conditions where you live if the weather is more severe than near the school, and/or you feel that it is not prudent to travel to school. Even if you live in Miami-Dade County, if in your best judgment the roads near your home are not safe or you have any other safety concerns, act accordingly.
3. Listen to the local radio and television stations for updates about weather conditions and school closings and school reopening. In addition, if there is power, we will post regularly updated messages on the school phone system at **305-460-3246** and/or the website and hotline. The school has also offered a text update for certain in-school emergencies.
4. After a school closure, each campus will be thoroughly inspected for safety and health concerns before the announcement of the reopening of school will be declared. Information will be available through as many means of communication as possible. The school's decision to reopen or remain closed may not be consistent with the public school's decision to reopen or remain closed. A quorum of administrators will

- make the decision to reopen or remain closed.
5. In the event of a sudden tornado or severe weather warning while school is in session, the students will be moved into the high school cafeteria or safe place if deemed necessary for safety.

### **INSPECTION POLICY**

The School reserves the right to inspect and conduct a search of a student's locker, backpack, vehicle, computer, and any other possessions or property on the School premises or at a School sanctioned event. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the School's rules, community standards, and/or local and state law.

### **KASHRUT**

The students at the Hebrew Academy are taught that eating kosher food is a vital part of Jewish observance. Kashrus laws must be respected and their practice facilitated by parents. The following kosher certifications are acceptable: OU, Star K, OK, ORB and KM- Kosher Miami.

#### **A. Lunch**

We request that students bringing their own lunch not bring meat products and that all lunches must consist of products that carry an **authorized** kosher label, as defined above. High School students may order food from a strictly kosher establishment to be delivered to school during the lunch period. The school is not responsible for the delivery of lunch from outside restaurants after the designated lunch period. Students are expected to be in class on time and as a result will not be able to miss class time should their lunch arrive late. Middle school students are not allowed to place outside food orders to be delivered to school.

#### **B. Out of School Parties**

Parents planning out-of-school parties, to which Academy students are invited, should take Shabbat, *Chagim* and Kashruth into consideration and schedule the parties at a time and place that allows all of your child's

classmates to attend. All parties should conform to Orthodox religious practice.

### **OFF-PROPERTY TRIP POLICIES**

In order to provide opportunities for experiential learning, the school coordinates off-campus trips for special programs such as shabbatons, Model UN, AIPAC, athletic competitions, and the 10<sup>th</sup> grade trip to Israel. These opportunities should be viewed as special privileges. Students will be expected to represent the school and be responsible to adult chaperones who are acting in the absence of their parents. Any violation of school policies or unacceptable behavior, as determined by the chaperones may result in the student being sent home at parent expense. Further disciplinary action may be enacted upon the conclusion of the trip.

### **PARENT/FAMILY COOPERATION**

A positive and constructive working relationship between the School and parent is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not to extend the privilege of enrollment or re-enrollment to a student if the School concludes that the actions of the student's parent or other family member makes such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purpose. Moreover, the School reserves the right to expel a student at any time if, in the judgment of the Head of the School, conduct of the student or anyone directly associated with the student, including but not limited to the student's parent or other family member, in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

### **PAYMENT OF TUITION AND FEES**

The School strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires

a financial commitment much like any other major purchase. Please make School tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from School or not being allowed to take examinations. Transcripts and student records will not be forwarded to another school if there is an outstanding balance in his/her account, or if there are other outstanding debts.

### **PERSONAL PROPERTY**

Any personal items brought from home, e.g. Tefillin, computers, suitcases for the weekend, etc. are the responsibility of the student; the school does not assume responsibility for loss or damage, even if the items are stored in the office with the permission of the office staff.

### **RELEASE AND CONSENT FORMS**

In consideration of the Board of Trustees, hereinafter referred to as “the Board”, of the Rabbi Alexander S. Gross Hebrew Academy, hereinafter referred to as “the Academy”, arranging for the attendance of my child/children at the Academy, for the academic year and in consideration of the Board’s providing the opportunity for and permitting my child/children to attend, participate and/or take part in the programs of the Academy, including but not limited to, academic, religious, community service, volunteer work, externships, athletic and social, we do hereby release, remise, and forever discharge, indemnify, and agree to hold harmless the Board, its officers, teachers, members, agents, servants, employees, and/or any one or more of any thereof against any claim, demand or cause of action whether now in existence, or hereafter arising for any injury to the person of or for the death of the participant arising out of, resulting from, caused by, occurring during or in any way connected with the aforesaid attendance at the Academy, whether or not such injury, death or damage is caused by or contributed to in whole or in part by any action or failure to act, negligence, breach of contract or other misconduct on the part of the Board, its officers, teachers, members, agents, servants, employees, trustees, any other Participant in said Academy any participating parent and/or any one or more of any thereof excluding any willful misconduct or gross negligence. Each parent and child by receipt of this document,

whether delivered separately or as part of the 2016-2017 Hebrew Academy Handbook, and by virtue of their enrolling their child or children at the Hebrew Academy agrees to the terms of this release of liability.

In addition, a written and signed permission slip must be handed into the school office before **each** off-campus-scheduled activity. These may be found on the School website. **No student will be allowed to participate in any off-campus activity without this permission slip. TELEPHONE PERMISSION WILL NOT BE ACCEPTED.** Faxed permission, however, will be accepted. It is imperative that your child strictly adheres to all rules, regulations, and instructions about safety and protection. Failure to comply will result in the child's exclusion from the activity and possibly from future activities.

Several important release and consent forms are included at the end of this Handbook. These forms should be signed by both students and parents and returned to the school office before the start of the school year.

## **STUDENT RECORDS AND INFORMATION**

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees.

The School makes every effort to ensure that both natural parents (and legal guardians) receive the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information.

## **STUDENT DISABILITY ACCOMMODATIONS**

We understand that there may be circumstances when a parent may request

that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

**General Policy:** In general, it is the School's policy to provide accommodations or adjustments for a student's needs in circumstances in which the administration determines, at its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent that we agree to provide accommodations, we may require a sharing of responsibility for the accommodation. **Request and Documentation:** For any type of medical accommodation (including administration of medication at school), the parent must contact the School nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

**Release for Communications with Physician:** Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) should sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

**Assessment of Request:** Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) special equipment needed, training for the school's staff, or

other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School decides are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

**Limitations on Requests:** Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing medication.

## SUBSTANCE ABUSE POLICY

A. **General:** The Hebrew Academy is a smoke-free, alcohol-free and drug-free environment. Students are prohibited from possessing, using, selling or purchasing tobacco and nicotine products (JUUL), alcoholic beverages or illicit drugs on or near School property or at School-related activities.

**Testing:** Students may be required to submit to hair follicle, urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations at any time, including but not limited to the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and may result in expulsion. These tests will be performed by an individual company or organization designated by the Academy for drug or substance abuse. The parents may

be required to assume the cost of the testing and consent and agree to allow the student to be submitted to testing at any time throughout the year. The student consents and agrees to submit to the drug and substance laboratory testing, and also allows the school to search his or her personal items and lockers whenever requested by the school administration. This policy does not prohibit the proper use of medication under the direction of a physician.

However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs, which could affect their ability to function in a safe and efficient manner must notify an administrator in the School Office of this fact when they report to School.

B. **Consequences:** If the student tests positive through a substance abuse test given by the designated individual, company or organization, then an immediate conference will be arranged with both parent(s) and student. The course of action would be as follows: 1) the student is suspended for the following 2 days and is not allowed back on campus until an appointment to enter a treatment program as designated by the school is scheduled. 2) The student will meet with a Counselor for a minimum of 3 1-hour sessions. More sessions may be required based on the Counselor's assessment. If the student refuses to enter the program or if the parents refuse to allow their child to enter said program, the student will be expelled immediately. If the parents and student agree to conform to the treatment program designed on their behalf, then upon completion of the program, Hebrew Academy will further test such student and if the test results thereafter prove to be positive at any time during the student's career at the Hebrew Academy, then such student will be expelled immediately without appeal.

If the student and parent consent to the treatment program as stated above, then the student will be allowed to remain in the school on probationary status and will be randomly tested from time to time to ensure that the student completes the program as designated and maintain him or herself under a drug or substance abuse-free status.

By enrolling the student in the school, the parent/guardian consents to the disclosure of the results of these tests to be given by the individual company or organization performing the tests to the RASG Hebrew Academy.

In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration.

## **FANA HOLTZ HIGH SCHOOL POLICIES**

### **CO-CURRICULAR ACTIVITIES**

Hebrew Academy strives to provide a wide variety of co-curricular activities so the students may have the opportunities to broaden their interests beyond the classroom. Students who would like to start a new activity are encouraged to speak with the Activities Director or an administrator.

### **DRESS CODE**

The Dress Code seeks to satisfy three standards:

- (1) The requirements of Halacha and Tzniut (modesty)
- (2) Achieving a professional appearance that is clean and neat befitting young adults.
- (3) Safety

Students are asked to dress within the spirit of the code, not only within its letter.

#### **Boys' Dress Code 1.**

##### **Shirts:**

- a. Must be a solid white, light or navy blue, or heather grey polo shirt with Hebrew Academy printed over the banded left sleeve.
- b. Though polos need not be tucked in, they should be of the appropriate length and size to be tucked in if need arises.
- c. Outerwear (sweatshirts and sweaters) must be Warrior Wear or solid, one-color white, grey, blue, black or white without designs or writing, to be worn over a school shirt. Hoods may not be worn at

any time.

## 2. **Pants:**

- a. Must be navy blue, black, or khaki chinos or dress pants.
  - b. **Denim or “jean” material, cargo pants, skinny pants and jogger pants are not acceptable.**
  - c. Must be worn appropriately, at the waist.
  - d. May not be baggy or with large pockets.
  - e. Pants cannot have any rips, tears or holes in them and must have open foot holes with no ties or elastic around the ankles.
3. Flip flops or slippers are not allowed and socks must be worn at all times.
  4. Kippot must be worn at all times and the wearing of Tzitzit is strongly encouraged Hats of any kind are not permitted, and hoods may not be worn at any time. **NO BLANKETS ARE ALLOWED IN SCHOOL.**
  5. No unconventional hairstyles or lengths (as defined by the Administration). Dyed hair, Mohawks and shaved heads are not permitted.
  6. No necklaces, wallet chains, earrings or piercings.

## Girls’ Dress Code

### 1. **Shirts:**

- a. Must be a solid white, light or navy blue, or heather grey polo shirt with Hebrew Academy printed over the banded left sleeve.
- b. Although polo shirts need not be tucked in, **they must be of a sufficient length that could be tucked in and should be the correct size.**
- c. Shirts may not be tight or form-fitting.
- d. Outerwear (sweatshirts and sweaters) must be Warrior Wear or solid one-color white, grey or blue without designs or writing, to be worn over a school shirt. Hoods may not be worn at any time.

### 2. **Skirts:**

- a. Must be the uniform skirt, navy blue, black, or khaki, in color.
- b. “Jean” material, pencil skirts, spandex or similar material is not acceptable.
- c. Must reach below the knee, even when seated.
- d. Girls may wear ankle-length skirts that conform to the school colors.

- e. No slits above mid-calf.
3. No hats or kerchiefs.
4. No open - toed sandals, unless worn with ankle-length skirt.
5. **Slippers and flip flops are never acceptable.**
6. No unconventional hair colors or styles (as defined by the Administration.)
7. Only two earrings may be worn, one in each ear and only in the earlobe, and may not be ostentatious, as defined by the Administration.

### **DRESS CODE FOR CLASS TRIPS, SUNDAYS AND AFTER SCHOOL ACTIVITIES AND ATHLETIC EVENTS.**

Students participating in a school-sponsored activity, on or off campus, must adhere to the dress code outlined above (unless otherwise authorized by the Administration).

The dress code for athletes at away athletic events or during school on game days is to be a solid white Oxford cloth shirt with a tie.

### **FIRE DRILLS/LOCKDOWNS**

Fire drills and lockdowns are important and necessary exercises. We cannot overstate the importance of preparedness in case of emergency, G-d forbid. **All students, faculty, and staff are expected to treat these drills with the utmost seriousness and to maintain complete silence while evacuating the building.** Seniors and Juniors will exit using the outside stairwell and proceed quickly and without talking to 24<sup>th</sup> St, while the Freshmen and Sophomores will, without talking, exit via the inner stairwell, out the front gateway and north along Pine Tree. In the event of a lockdown, students and staff will remain in the room where they are with the door locked, door window covered, and cell phones on vibrate until notified by administration that the crisis has ended.

### **MEDIA CENTER**

The High School Library/Media Center serves all students and teachers in grades 9 through 12. Students may check out books for two weeks at a time

and renew books if they wish. All reference books may be checked out on an overnight basis. If an assigned book is not part of the Media Center collection, the Media Specialist will either order the book or locate the place where the student can find the book.

In addition to its General Studies and Judaic Reference collection, the Media Center has multi-media computers and software for student use, audio-visual

equipment for classroom use and current periodicals and newspapers. Additional extensive Judaic references are located in the Boys' Beis Midrash on the 2nd floor and the Girls' Beis Midrash on the 3<sup>rd</sup> floor. The Media Center Specialist is always available to help students with research assignments, selection of materials and in teaching library research skill

## **Hebrew Academy**

### **Student Handbooks**

#### **Social Guidelines and Expectations**

##### ***Purpose and Goal***

Our goal is to maintain a secure, challenging, and nurturing School environment in which students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with

guidance to help them meet the goals and expectations of our community. The list of rules and policies should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from school. Students may also be held responsible for any damage or harm that they cause to individuals and/or the School community at large.

The policies and standards apply any time a student is enrolled in the School, including when a student is on campus, is participating in or attending a School-sponsored event on or off campus; is officially representing the School; is traveling on behalf of the School; and during School breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The policies and rules outlined in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on **honesty, respect, trust, and safety**.

Any behavior that constitutes a breach of these School values may be treated as a major School rule violation. Students are expected to comply with School standards and rules, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

### **Off Campus Behaviors**

The School does not wish to unnecessarily involve itself in a student's off campus behaviors. However, the School's rules and regulations apply at

all times a student is enrolled in School. In addition, the School reserves the right to take action to the extent that off campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health. As examples, off campus Internet activity, criminal activity, sexual activity, use of drugs, alcohol, or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from school.

**Social Media and Social Networking Policies and Procedures** Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

**Use at School or a School-Related Event:** We do not permit students to access social media and/or social networking sites while on School property or at a School- related event. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

**Use Away from School Property:** It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the Student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities on line. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

**Your Identity Online:** You are responsible for any of your online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets.

## **Cheating on Homework**

**1st offense:** A zero with no makeup

**2nd offense:** One day suspension and a zero with no make-up

**3rd offense:** Three-day suspension, a zero with no make-up and probation

**4<sup>th</sup> offense:** Failure of the course

## **Policy for Illegal Substance Use**

(Illegal Substances: tobacco, alcohol, drugs, JUUL and Vaping)

### **Suspected but unconfirmed substance use**

- Meeting with student and mandatory drug test with notification to parents. Administration reserves the right to search the child's belongings

### **Confirmed substance use outside of school**

**1<sup>st</sup> offense:** Meeting with the student and parents; 1-day suspension, a zero with no make-up (and unexcused absence). Behavioral Probation

**2nd offense:** 5-day suspension; mandatory counseling; All of the above

**3rd offense:** Expulsion

### **Confirmed substance use in school**

**1<sup>st</sup> offense:** Meeting with the student and parents; 3 day suspension, a zero with no make-up (and unexcused absence). Behavioral Probation

**2<sup>nd</sup> offense:** 5-day suspension, mandatory counseling; probation

### **3<sup>rd</sup> offense:** Expulsion

Note: All suspensions include community service requirement and notation **on a student's college record**. At the discretion of the administration, if more severe consequences are appropriate based on the magnitude of the infraction.

## **Dress Code Policy for High School Students 2019-20**

**Boys:** Boys must wear navy, khaki or black pants. They cannot wear jeans or pants that appear to look like jeans. They also cannot wear pants that have the elastic bottom (joggers). Boys should be in a Hebrew Academy polo shirt at all times.

**Outerwear:** Boys can wear a Hebrew Academy warrior-wear sweatshirt or a solid blue, grey, black or white sweatshirt. They cannot wear sweatshirts from 8th grade or from bar/ bat mitzvah parties. They also cannot wear Hebrew Academy tee shirts or long sleeve tee shirts. Boys must have a kippah on at all times.

**Girls:** Girls must wear navy, khaki, or black skirts that are below the knee. They cannot wear fitted skirts of any kind. The skirt must be a uniform skirt or one that is wide and flowing. Girls should be in a Hebrew academy polo at all times.

**Outerwear:** Girls can wear a Hebrew Academy warrior-wear sweatshirt or a solid blue, grey, black or white sweatshirt. They cannot wear sweatshirts from 8th grade or from bar or bat mitzvah parties. They also cannot wear Hebrew academy tee shirts or long sleeve tee shirts.

- Should a boy or girl come into school out of dress code they will be sent home with no exception. They can return to school once they

are appropriately dressed, but will take the unexcused absence for that day.

- It has become increasingly more difficult to control the length of the girls' skirts and so if at ANY time during the day, a girl is seen with a skirt that is not below the knee when sitting and standing they will first be given a warning and a parent will be contacted. Should they be told a second time they will be given a suspension and will count as an unexcused absence. **We will no longer give multiple warnings.**