

**Hebrew High School of New England
Parent-Student Handbook
2010-2011**

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Message from the Principal

The Jewish people are aptly referred to as the People of the Book. The entire span of our history, the foundation of our religious system, and the ultimate source for our national heritage and character may all be traced back to a Book. That Book is, of course, our holy Torah. Throughout our long history we have surrounded the Torah with countless other books, but the Torah remains the preeminent core of our identity.

Naturally, this profound devotion to books has led us, as a people, to develop a lofty respect and reverence for literacy, learning, and education. Moses himself, the conduit whom God chose for revelation, is referred to as *Moshe Rabbenu*, which means Moses, Our Teacher.

The Hebrew High School of New England is built upon this same veneration for education and love of learning. We believe that being a teacher and role model for young people is the highest calling to which an individual can aspire. The opportunity to educate students is viewed by our faculty as a privilege and an honor.

Thank you for entrusting us with the privilege and responsibility of educating your child. This Handbook is intended to clearly communicate our policies, rules, and procedures to allow all of us to focus on this vital endeavor.

Rabbi Daniel Loew

* **Please note:** As we move into the new building in the middle of this year, we may have to adjust some of the policies and procedures by which we operate. Thank you for your understanding.

Mission Statement

We are a community, a place of caring and respect for God and humanity, a place of responsibility, educational excellence and love of learning.

The Hebrew High School of New England is a regional, Modern Orthodox, co-educational day school that provides college preparatory Judaic and general studies in an inclusive and supportive environment. Through our challenging program and individualized approach, we empower our students to think critically, behave ethically and embrace learning and Jewish tradition. We inspire the next generation of Jewish leaders, committed to Israel and to the betterment of our world.

Curriculum

The curriculum at HHNE is a dual curriculum: Judaic studies and general studies. Judaic studies courses are taught during the morning session, and general studies courses in the afternoon. Judaic studies courses include text-based classes in Chumash (Pentateuch), Gemara (Talmud), Navi (Prophets), Jewish History and JTL (Jewish Thought and Law). General studies courses include English, mathematics, science, history, and Hebrew language. Courses are identified as advanced placement, honors, or academic. Elective courses and a variety of extracurricular programs are offered as well.

Federation and Endowment Support

The Hebrew High School of New England gratefully acknowledges grants from the following institutions:

Avi Chai Foundation
The Harold Grinspoon Foundation
The Endowment Foundation of The Jewish Federation of Greater Hartford
The Jewish Endowment Foundation of The Jewish Federation of Western Massachusetts
The Jewish Foundation of Greater New Haven

The Hebrew High School of New England is a beneficiary agency of:

The Jewish Federation of Greater Hartford
The Jewish Federation of Western Massachusetts
The Jewish Federation of Greater New Haven

Admission

As a Modern Orthodox school serving families across the denominational spectrum, HHNE accepts applications from students who identify as Jewish and makes decisions regarding admissions on a case-by-case basis. Whenever issues of halacha (Jewish Law) arise, the determination is made by the Head of School in consultation with a recognized halachic authority.

Advanced Placement

HHNE offers a number of advanced placement courses for students gifted in specific disciplines. These courses have included: American History, European History, Biology, Physics, Calculus, English Language and English Literature. The content of advanced placement courses is basically fixed by the College Entrance Examination Board (CEEB) and the Educational Testing Service (ETS), who establish both the syllabus and the final examination for each course.

Advanced Placement courses generally require an extremely high level of commitment on the part of both teacher and students, as each course is essentially a college-level course taught within the high school setting. Students are admitted into AP classes by teacher recommendation only. A student must:

- exhibit high level thinking and writing skills
- demonstrate mastery of course work requirements
- be an independent learner
- exhibit a mature work ethic
- maintain academic honesty and integrity

Students who are recommended for AP classes but then during the course do not meet the above standards may be removed from the course. Teachers must deliver instruction for these courses according to AP guidelines, in order to ensure that students receive adequate preparation for the AP exams. Students will be expected to attend extra lessons in the weeks preceding the AP exam. It is the policy of HHNE that all AP enrolled students shall take the AP examination for a given course in the spring.

If students receive a qualifying score on the formal ETS exam, they may receive advanced standing at the college of their choice. The advanced standing is dependent upon the score and the specific policy of the college. This may entitle them to be exempt from certain freshman level courses. There is a fee for taking the formal ETS exam. This fee is collected from students during the first quarter.

Attendance

Consistent, on-time attendance in assigned classes and activities is essential to maximize each student's success at HHNE. Therefore, the school has established an attendance policy.

Time lost from class and school activities is essentially irretrievable in terms of opportunity for instructional exchange. Research shows a high correlation between good grades and good attendance. The better a student's attendance, the better his or her opportunity to participate in class, assimilate the material and achieve higher grades.

The HHNE attendance policy allows for teachers to formulate their own policies for tardiness. Students who are frequently late to class will be required to join their parents for a conference with the administration. A student who “cuts” a class completely will be subject to disciplinary measures at the discretion of the Head of School.

Each student will be allotted up to **18 absences in each course for the academic year**. Because seniors have a shorter year than other students, seniors may be absent no more than **16 times per academic year**. These absences are distributed in the following way:

Two-semester Courses:

- Each semester: 9 days. On the 10th absence during the semester, a student’s semester grade will be reduced by 10 points. For each subsequent absence (after the 10th day), the student’s semester grade will be further reduced 3 points.
- If a student goes over the total of 18 days (16 for seniors) during the course of the academic year, he or she will automatically lose credit for the course.

One-semester Courses:

- On the 10th day, the student’s semester grade will be reduced by 10 points. On the 11th day, the student will lose credit for the course.

Current medical research indicates that the average person experiences 4-6 colds/viruses per year. Therefore, students should assume that they will need their 18 days (16 for seniors) for illnesses. Students and parents should keep careful records of absences and check report cards and Powerschool carefully to be sure of the number of days they have used. Faculty will also keep accurate records of the dates that students are absent from their classes.

In addition to these allotted absences, seniors can take two additional days and juniors can take one additional day to visit colleges. One additional day can also be taken to attend a shabbaton or other Jewish youth group event. Parents must notify the school office when their children take these days. Additionally, all school-sponsored activities (i.e. team sports, field trips, etc.) will not be counted toward the absence limits.

Any day or period in which a student is not present at school or in class is considered an absence. This includes illness, appointments, family vacations, etc. This also includes cutting class and/or arriving to school late or leaving school early. **Please note that coming 20 minutes or more late to class is considered an absence.**

In the event of a prolonged, serious illness or ongoing medical condition the Head of School will require a doctor’s note. Parents are encouraged to initiate a discussion regarding the extenuating circumstances, if possible far in advance of their occurrence so that the school and family can prepare a program for the student’s success.

Tefilah (Prayer)

The HHNE day begins with arrival at school at 7:55 AM and Tefilat Shacharit at 8:00 AM. All students are expected to be at Shacharit on time and to remain in the chapel or their Tefilah group room for the entire service. We thus recommend that students arrive to school a few minutes early, as they often want

to go to their lockers or use the bathroom before Tefilah. We understand that from time to time a student may be late or need to leave, but we want to make sure it does not happen frequently. Therefore, students can arrive late for Tefilah or miss part of Tefilah on a day that they are in school up to four times per quarter without a penalty. After the fourth, each subsequent time will result in a 5-point reduction in their Tefilah grade for that quarter. This grade will be appear on our online system and on report cards. In the event of extraordinary traffic conditions for the students commuting from New Haven or Springfield, the bus driver will inform the school and the lateness will be excused. Attendance at Mincha is also required.

As a school community, we will work together to create the kind of Tefilah environment of which we can be proud. The Head of School is available to work with each student and his or her family to ensure this outcome.

Please see the “Jewish Orthodox Observance” section of this handbook for more information regarding Tefilah.

Athletics

At HHNE we highly encourage student participation in team sports. There are certain rules of conduct for team sports, listed below.

1. Team members represent the school, and are expected to act in accordance with the school’s acceptable behavior policies at all practices and games and during team travel.
2. To be eligible to play a student must:
 - be taking at least 7 credits of classes
 - maintain a GPA of at least 70
 - be passing and receiving credit for all of his or her courses, with the exception of audited courses. This will be determined both in the middle of each quarter and at the end of each quarter or semester.
3. Parents must indicate on the permission slip that there is no medical reason that their child cannot participate in the sport. If a player is injured, the school will require a doctor's clearance before he or she can resume participation.
4. Team members who are absent from class due to illness on a given day may not participate in that day’s practice or game.
5. When a student is suspended he/she is excluded from participating in all athletic games and practices.
6. Students may be suspended from team participation as a disciplinary action, even if they are not suspended from classes.

Calendar

The school calendar for each year is developed the previous spring by the administration. The calendar takes into account optimal learning schedules, Jewish holidays, traditional vacations, midterm and final exams, report card marking periods, school trips, and all other important events. In formulating the school calendar each year, the administration understands the need to maximize instructional time to meet the needs of our rigorous dual-curriculum.

It is school policy that teachers should not assign homework or projects, or schedule tests, in such a way that these might interfere with the observance of Shabbat or Jewish holidays. Additionally, all school breaks and vacations are important opportunities for students to take time off so they will be rejuvenated when they return to school. As such, teachers should only assign one night's worth of homework over school breaks regardless of their duration. This does not include long-term assignments.

Campus

School and Synagogue Property

HHNE shares a very special relationship with the Agudas Achim Synagogue, in that we currently utilize the lower level of their building for class and office space. Students should be mindful of the fact that the Synagogue has graciously agreed to allow us the use of this space. The parking lot, plantings, fences, walks, walls, doors, lights, windows, floors, and ceilings are actually their property; therefore, students should respect this relationship and not leave any sign that students have had an impact on these fixtures. Any damage to Synagogue property, whether intentional or accidental, will be paid for by the responsible student(s). Likewise, students should show the utmost respect for Synagogue members and personnel, as they are our hosts in this facility.

Students are responsible for damage to school property, including but not limited to textbooks, furniture, school wall fixtures, lab apparatus, lockers, computer apparatus, office supplies and classroom accessories. All such damage, even if accidental, shall be paid for by the student. Students are responsible for General Studies textbooks issued to them. If a textbook or other issued material is lost, damaged, or stolen, the student will be required to pay for its replacement. Report cards, transcripts, and diplomas will be withheld until all such student accountabilities are paid.

Outside Grounds

The school grounds of HHNE are also the synagogue grounds. Students are permitted to use the school grounds for recreation and relaxation during lunch and break time, weather permitting. Appropriate decorum should be maintained when relaxing on school grounds and the grounds should be left in an immaculate state.

Under no circumstances are students permitted to leave school grounds without specific explicit permission from the administration. This is a critically important rule, which we must adhere to in order to safeguard our students.

Board Room

The Synagogue Board Room is off-limits to students except for special circumstances, such as meetings and taking a make-up examination. Students should not bring food or drink into the boardroom.

Library

The Library is available to students before, during, and after school. Students may use the Library during free periods to do homework, read a book or journal, make copies for class assignments, word process assignments, do research for class assignments, be tutored, or attend certain small classes scheduled in the Library. A purposeful and productive environment will be maintained at all times so as to respect the

needs of all who use the Library. Students are not permitted to use the Library for socializing. No food or drinks are to be brought into the Library. Students are not to enter the Library for any reason when classes are being held in the room. Library books must be checked out and returned following the Librarian's guidelines.

Locker Areas

Lockers are provided for all students. Locks are recommended, but combinations must be given to the office. Lockers are the property of the school and may be opened and searched at any time by the school administration. We recommend that you **not** leave valuables in a student locker, especially without a lock. The school is not responsible for items taken from lockers. Locker areas should be kept organized and uncluttered. A cluttered locker is a potential safety hazard. Lockers observed by the administration to represent a safety hazard or an eyesore will require clean up on the part of the student. In general, we must take pride in the appearance of our school and clutter in any area is discouraged. Also, clutter left on the stairs represents a safety and fire hazard. Students must **not** leave their personal effects on the stairs at any time.

Students should respect lockers that are not their own, and **never** under any circumstances search through, take or "borrow" items (including books) from lockers which belong to another student. Such a practice represents theft, and will be handled as a disciplinary matter.

Food

Students are never allowed to eat during class time. Also, there should never be food brought into the two labs (rooms 2 and 7) or the library. However, during lunch or other non-class times, students may eat in the other classrooms **only** if accompanied by a member of the faculty. That faculty member will be responsible to ensure that the area is returned to its immaculate condition. The faculty supervision requirement applies for meetings of student committees and groups as well. Please note that if several people are eating in the classroom it may be necessary to bring trash to the lunchroom as the garbage cans in the classrooms may not be large enough.

Lunchroom

HHNE does not have a Food Services staff; therefore, students are expected to clean up after themselves at the end of breakfast, lunch, and at all other times. Tables and the surrounding floor should be cleared of all wrapper and food debris, and liquids should be wiped off tables. Students will perform lunchroom clean-up duty on a rotating basis.

School Office

Student access to the School Office is limited to the front area before the counter. Students do not have access to the office copier, telephones or faculty work area unless given special permission.

Synagogue Upper Floor and Stairwells

The Synagogue upper floor and upper stairwells are off-limits to students unless a special event is occurring on the upper floor. Use of the upper floor shall only be with the permission and supervision of an HHNE staff member.

Cancellations, Delays, and Early Dismissals

In the event of a delayed school opening or school cancellation due to weather conditions, please call the school (860-231-0317) in the morning after 6:15 AM or check the school website (www.hhne.org). There will be a message on the answering machine and the website regarding the delay or closing if the weather has been assessed to be severe enough. If you hear no message regarding delay or cancellation you should assume that school is in session. Parents and students should never call school personnel at home for this type of information.

In the event that the school day has already begun and weather should force an early closing, the administration will telephone all sources of transportation in order to make arrangements. Students who walk, bike, or have other individual transportation will be provided the opportunity to call home for assistance.

Change of Contact Information

It is absolutely critical that the school has on file correct contact information for each student and his or her parents or guardians. This includes address, email addresses, telephone numbers at home and at parents' work locations and cell phones. Families must promptly notify the office of changes of address, phone numbers, or emergency contact information.

Child Abuse

By law, school personnel are mandated to report suspected child abuse, maltreatment, or neglect to the appropriate state agency whether such mistreatment has been caused by a parent, guardian, or school employee. Forms and rules for completing this process are fixed in law by the State of Connecticut.

College Board Testing

As a comprehensive high school, it is the school's policy to support students in every way possible during the College Board Examination and college application process. HHNE is an official testing site for the Preliminary Scholastic Aptitude/National Merit Scholars Qualifying Test (PSAT/NMSQT), the Scholastic Aptitude Tests (SAT I and SAT II) and the Advanced Placement Examinations (APs).

The PSAT/NMSQT is an exam which both prepares students for the SAT to be taken later in high school, and which selects students to compete for National Merit Scholarships. The exam tests for verbal (English language) and mathematical skills. The PSAT/NMSQT is offered to all 10th and 11th grade students during the school day in October. Students are charged a fee for this examination. At sign up, students are given practice materials and information about the content of the test. This information is available online at www.collegeboard.org. The purpose of the PSAT is practice and the scores are not released to any college or program.

The Scholastic Aptitude Test (SAT I) tests for verbal, writing and mathematical reasoning skills and produces scores which many colleges use to make admission decisions. The SAT I exam is offered on Sundays at HHNE. Refer to the www.collegeboard.org website to read details about the test, to sign up

and to see the current schedule. Sign up is easy but requires that Sunday testers (for religious reasons) apply the first time using the paper application and include a letter from a rabbi. We give all of our students a rabbi letter and extra copies are available in the school office. There is a fee for taking this examination.

The SAT II exams are tests that determine how well a student has learned the content of specific courses in high school. Examples are the SAT II for biology, chemistry, algebra, English literature, and American history. Students who plan to apply to highly selective colleges will need to take at least two of these tests. Students should refer to college websites to see which SAT II tests they require for a specific major. Refer to the www.collegeboard.org.

College Application Process

The faculty and administration of HHNE are committed to assisting students in every possible way with the college application process. Course selection, course success, college research, essay writing, activity list development, obtaining teacher recommendations, preparing college applications, information on college visits, information on the financial aid process are all topics covered in the college planning process. Students should refer to the College Planning Handbook given to them by the guidance counselor during their junior year for more information. Students should take advantage of all college planning programs that are offered annually at HHNE.

Communication

School to Parent

Our school to parent communication relies heavily on e-mail. This includes information about academic work, calendar and dismissal changes, after school programs and deadlines. Therefore, all parents at HHNE must have an e-mail address and internet access.

When it comes to some aspects of communication, regarding homework completion for example, HHNE believes in striking a balance between parent involvement and student responsibility. One of our jobs as a high school is to “empower our students,” as it says in our mission statement, and to allow them to take more and more “responsibility” for their own lives as they progress through high school. This sometimes means allowing them to learn from their mistakes. Therefore, although parent engagement and communication is still vital on the high school level (see below), we purposefully communicate with students instead of with parents more often than is typical in middle school. Because we understand that this is a progression throughout their four years at HHNE, we generally err on the side of more communication with freshmen parents, and more student responsibility with seniors.

HHNE sends home report cards four times per year: at the end of the first quarter, the end of the second quarter/first semester, the end of the third quarter, and the end of the fourth quarter/second semester. The semester report cards are accompanied by narrative semester reports for each class. The school reserves the right not to send report cards to families who owe tuition, other fees, or documentation.

In addition to the above, parents have access to Powerschool so that they can check students’ grades, assignments, and attendance at the parents’ convenience. We encourage parents to keep current with how

their students is doing in each of his or her courses using this tool. Parents can also set up Powerschool to proactively email them this information.

Parent to School

Parents may contact the school by phone (860-231-0317) or email (info@hhne.org). Each teacher provides his or her preferred method of contact, whether email or phone, on his or her syllabus, which is given to the students on the first day of the year and given to parents at Meet The Faculty night.

When contacting the school about a specific issue, it is most helpful for a parent to first contact the faculty member or administrator responsible for that area. For example, for academic issues, the first contact should be the teacher; for college guidance issues, the first contact should be Beth Duzy; etc. If necessary, subsequent communication on the issue should be to the next level of administration. For example, Edlyn Blitzer is the next contact for general studies concerns and Rabbi Loew is the next contact for Judaic studies. Faculty and staff make every effort to return calls within 24 hours.

Parent to Student and Student to Parent

Parents who must contact a student during the school day should call the office. Non-emergent messages will be delivered at lunch and at Mincha. Students who must reach their parents during the day may call from the office.

Community Service

HHNE's mission includes inculcating within our students the importance of giving back to the community. Thus, a requirement for all HHNE students is participation in 15 hours of community service per year. Participation in the school's Community Service Day counts as five hours toward the 15-hour requirement. The 15-hour requirement must be completed and documented by the last day of each academic year. Forms are available in the office and must be signed by a person from the charitable organization who supervised the community service. If this requirement is not met, it will result in the report card being held until such time as the community service hours are completed and documented. Students cannot bank community service hours to fulfill future years' requirements, because this would defeat the goal of having our students participate in regular service throughout their high school years. Hours completed during the summer may count toward the upcoming academic year.

Community service consists of unpaid aid given to charitable organizations or causes. Some examples of acceptable organizations are soup kitchens, hospitals, synagogues, geriatric facilities, community events, and food pantries. Performing a service for HHNE may also count toward the requirement, however only up to 5 hours per year. In case of doubt, students should ask an administrator to confirm that the community service hours they are planning to perform will be counted toward the requirement. Community service performed as a requirement for another academic program or Israel experience will not be counted toward the HHNE requirement.

Completed community service hours will be documented by the school on transcripts and sent to colleges, Israel programs, etc. Students should carefully complete and submit all forms documenting hours of community service in a timely manner in order to prevent delays in transcript completion.

Computer Use

HHNE maintains a number of computers throughout the school for student use. These computers are designated (1) for faculty use only, (2) for students to work on course-related and student activities-related projects only, or (3) for all permitted purposes (see below).

1. Faculty Use Only Computers: All computers located in classrooms or office areas are designated for exclusive use by faculty or under the direct supervision of faculty.
2. Student “School-Work Only” Computers: Computers located in the library are designated as “school-work only” systems and the following rules apply:
 - No computer games or music CDs may be played
 - No software may be downloaded or installed
 - Internet use on these computers is intended for course-related and student activities-related use only
3. All Permitted Purposes Computers: The computer located in the student center is designated for both academic and non-academic purposes. Students may use the Internet, e-mail, AIM, online games, etc. on this computer. The following rules apply to the use of this computer:
 - No software may be downloaded or installed without permission from school administration.
 - Inappropriate web sites may not be visited
 - Students are asked to use good taste and discretion in utilizing the student center computer’s built-in camera. Photos and video recordings that reveal violations of school policies are not permitted.

Students are permitted to bring laptop computers from home. Laptops may access HHNE’s wireless network provided that each laptop’s MAC address is registered with school administration. Network use is governed by the same policies that are in place for the student lounge computer. Personal laptops may be used during non-instructional periods, and they may also be used in class provided that:

- The teacher has granted the student permission to use the computer in class.
- The computer is used exclusively for class-related pursuits.

Students who are found to be in violation of these guidelines will lose their rights to use laptops in class and may be subject to other disciplinary action.

The following guidelines apply to all HHNE-maintained computers and networks:

- Students found utilizing computers or the Internet for inappropriate uses shall be subject to loss of computer privileges as well as other disciplinary action, which may include suspension from school.
- Under no circumstances is a student permitted to modify network or computer resources. This includes moving computer components or rewiring devices without direct faculty supervision.
- Computer hacking and/or sending viruses will be viewed as serious offenses and treated as such.

Course Changes: Add-Drop Procedure

Students may notify the administration of a desire to change their course enrollments for a given upcoming school year at any time during the spring or summer. Course changes may include changing from honors to academic or vice versa (a level change), adding a course, or dropping a course. Once the school year has begun, changes in courses will adhere to the following calendar limitations:

<u>Change</u>	<u>Timing</u>	<u>Procedure</u>
Switching levels	Any time during first twenty school days	Fill out form for approval and submit to administration. (Grades already earned are transferred to new class.)
	As of day 21	Not permitted
Dropping a course	Any time during first twenty school days	Fill out form for approval and submit to administration
	As of day 21	WD-F appears on report card and transcript
Adding a course	Any time within first 10 days of school	Fill out form for approval and submit to administration. (Student must complete work already assigned by new teacher.)
	11 th day of school onward	Not permitted

The administration reserves the right to make exceptions to this policy under mitigating circumstances. The net result of this policy is that students must carefully examine the appropriateness of their course placements during the first two weeks of school. Further, teachers are responsible for providing students with some indication of the true level of rigor of the course within this time period.

To initiate a change, students must submit a completed Add-Drop form to the appropriate administrator. These forms are located in the Main Office.

Course Load Requirements

In general, students are expected to carry a full load of nine courses, except when there is no course offering of the appropriate level available during a period when a student is “free”. Normally a student will take four Judaic courses, and five General studies courses each year. A student must take at least seven courses each year to maintain full-time status. Please see the section “Program of Studies” for more details on how many of each type of course are required for graduation. See the section “Promotion Requirements” for details on how you advance from one grade to the next at HHNE.

As is apparent from the Mission Statement, HHNE believes that senior year is a vital quarter of a students’ high school career and that students should “embrace learning and Jewish tradition” by enrolling

in a full course load. Seniors are required to take a minimum of 4 Judaic Studies classes and 3 General studies classes in order to matriculate at HHNE.

Course Selection and Scheduling Process

Each spring the General Studies course selection process begins for the subsequent school year. This process consists of a number of important steps that, if followed faithfully, maximize the likelihood (although cannot guarantee) that students plans will be fulfilled, and that desired courses will in fact be built into the student's schedule for the following year. The steps in this process are:

1. Students fill out a course selection form and obtain parent and teacher signatures, discussing prerequisites, course load, and graduation requirements as appropriate.
2. Students submit course selection sheets.
3. Administration checks to ensure that students have met course prerequisites and are on track to meet graduation requirements.
4. Conferences are held between students and administration to make corrections as needed.
5. Master schedule is constructed based on number of students who have selected various courses.
6. Students are given a first draft of their schedule for the upcoming year.
7. Students are given a final draft of their schedule for the year.

Students may request modifications in their schedule at any time during the summer preceding the school year. The administration will grant most course changes, contingent upon course prerequisites, course load requirements, promotion requirements, the student's ability level, and school graduation requirements. However, once the school year has begun, changes can only be made during limited time periods. See "Course Changes" in this handbook for information on the calendar for administrative approval for schedule changes.

Course selection for freshmen is the exception to this process. Admission tests in the areas of Judaic Studies, Hebrew Language, Math, and English are taken by entering ninth graders. The results of these tests are used to determine the class level for freshmen.

Discipline

It is the goal of the Hebrew High School of New England to promote a positive atmosphere that helps students grow academically, socially, and emotionally. Our entire staff is dedicated to providing students with a safe, productive and enjoyable environment. We encourage all students and parents to become allies in this endeavor. Like any school, HHNE has its share of rules and regulations, not to limit freedoms, but rather to ensure that the rights and opportunities of both students and staff are protected. This section of the Student/Parent Handbook is intended to enable students and parents to better understand our expectations for student conduct and to promote an atmosphere of mutual respect.

HHNE is a tobacco, drug and alcohol free environment. Students are also not to possess weapons. Although it may be the most extreme of rare circumstances, the administration needs to be clear on the consequences for rare situations. Student possession of, under the influence of, use of, sale of, or transfer of drugs, alcohol, drug paraphernalia, or tobacco is prohibited at all times on school property, school

buses/vans, school-sanctioned activities, and during school time off school property. HHNE reserves the right to test students for drug use, including random drug tests. Students who violate these rules will be subject to disciplinary action, including suspension and possibly expulsion from school. They may also be referred to the Police Department for possible prosecution.

Students should be aware that lockers are considered school property and can be searched by school authorities for the location of alcohol, drugs, tobacco, or weapons. Students may also be required to empty backpacks and pockets for similar reasons.

Students who violate school rules, or are disruptive to the educational process, will be disciplined with disqualification from activities, grade reduction, special assignments, detention, suspension, or expulsion. The action taken will depend on the severity and frequency of the offending behavior. Disciplinary action is always at the discretion of the Assistant Principal and Head of School. Suspended students will receive a zero on all work covered during their suspension.

Students who are sent out of class due to disruptive behavior, must report to the school office where they will wait to meet with an administrator. Each time a student is sent out of class, the office will automatically deduct one point from the student's quarterly grade in that class.

Off-school misconduct:

Students and parents should be aware that a student's conduct off school grounds during non-school time can still be grounds for disciplinary action if there is a reasonable likelihood that the student's return to school would contribute to a disruptive effect on the educational process by threatening:

- the school's orderly operations
- the safety and welfare of the people who work or study there
- the safety of school or synagogue property

Examples of the type of such off-school conduct include, but are not limited to:

- use, possession, sale, or distribution of dangerous weapons or illegal drugs
- violent conduct

For example, if violent conduct in the community presents a reasonable likelihood of repeating itself in school, the administration may impose discipline up to and including suspension and/or recommendation for expulsion.

Dress Code

The HHNE dress code seeks to foster an educational environment that reflects the qualities of *kedusha* (holiness) and *tznuut* (modesty) and creates an environment free of distractions and conducive to learning. Where ambiguous situations may arise, decisions will be made at the discretion of the Head of School and Assistant Principal.

All Students:

1. All clothing should fit and be clean, neat and not ripped, frayed, torn or disheveled.
2. All clothing and accessories must be worn in the customary manner and be free of violent and inappropriate words or imagery.

Boys:

1. Head covered at all times: inside the building, by Kippah only, and outside the building, by Kippah, baseball hat and/or bandana.
2. Collared shirts. All but the top two buttons must be buttoned.
3. Sweaters and sweatshirts permitted, with shirt collars visible and hoods down.
4. Belts worn at the waist
5. Dress pants, khakis, corduroys or chinos (no shorts, sweatpants, or jeans)
6. Hair of any natural hair color, with sideburns, and in a hairstyle appropriate for school
7. Sneakers or dress shoes
8. Socks
9. No piercings are permitted.

Girls:

1. Skirts or dresses that cover the knee at all times. Slits permitted provided they do not come up above the knee.
2. Shirts and T-shirts that are opaque and not tight fitting, have necklines within three fingers of the collarbone, and cover the tops of skirts at all times. Sleeveless shirts or cap sleeves are not permitted. When wearing tank tops under other shirts, the straps should not be visible.
3. Sweaters and sweatshirts permitted, with hoods down.
4. Hair of any natural hair color, and hairstyle should be appropriate for school
5. Visible and appropriate piercings in ears only
6. Baseball caps and hats (outside the building only)
7. Sneakers or dress shoes. Sandals and flip-flops are permitted except during a lab.
8. Pants under skirts are permitted provided that skirts conform to the dress code as noted above.

School Functions and After Hours:

The dress code remains in force at all school functions, on or off campus, unless explicitly stated by the Head of School or Assistant Principal. The dress code also applies before and after school while students are on campus.

Dress Code Consequences:

A student may only attend class and other school activities if he or she is dressed in accordance with the dress code. If a student is found to be in violation of the dress code, he or she will be expected to change immediately. Thus, the consequences for non-compliance may include being marked tardy or absent from a class. Students may be able to borrow clothing from a friend or to borrow school attire from the office, but if a student is unable or unwilling to rectify the problem at school, he or she will not be able to return to class or to school activities and will have to remain in the office as long as he or she is in school. Upon the first dress code violation, students will be given the opportunity to make up quizzes and tests missed while going to change. Upon the second infraction, students will not be able to make up missed work.

We are aware that the issue of dress code is a sensitive one for our students. Therefore, we appreciate that parents support the school in creating a positive, respectful, and respectable educational atmosphere.

Electronic Equipment

During non-instructional periods such as scheduled breaks, lunch and free periods, students may use personal electronic devices such as iPods **with headphones**. These must be turned off and kept out of view during all instructional periods.

An exception to this policy is cell phones. Although cell phones may be used during lunch and before and after the school day, at other times during the day their use is more restricted than other electronic devices due to their disruptive nature. During non-instructional time, cell phones may only be used outside the building and in the stairwell entranceways.

(Students may make phone calls from the office. Likewise, parents may call the office to have messages delivered to their child. Parents are asked to try to do so before Mincha so that the message can be delivered then, minimizing class disruption.)

For all of these electronic devices, upon the first offense the item will be confiscated and can be picked up at the end of the school day. After the second offense the item will only be allowed in school if it is kept in the office during school hours.

During classes, laptop computers are permitted in classrooms at the discretion of the classroom teacher; however, it is school policy that these devices may only be used for lesson-associated work.

Field Trips

HHNE supports the concept of “learning outside of the classroom.” As often as appropriate, administrators and teachers at HHNE develop learning activities that occur out in the greater community. Students should be aware that all school rules apply to students on field trips, and complete cooperation with the chaperones is expected at all times.

Grades, Credits, and Honors

HHNE is on a two-semester, four-quarter grade calendar. Teachers calculate each student’s quarterly grade according to their own standards. Teachers will review their evaluation procedures with students during the first week of school. Students will receive a report card at the end of each quarter.

Most courses at HHNE are year-long courses. HHNE awards one credit for these courses, and reports a single year-long grade on transcripts. For one-semester courses, HHNE awards half a credit and reports the semester grade on transcripts. No credit is awarded for passing only a single semester of a full year course. However, in the event that the student is not enrolled for the full course of study of a year-long course, HHNE will treat one semester of such a course as a half-credit course.

To arrive at the semester grades, teachers count each quarter as 40% and the midterm or final exam as 20%. Teachers also calculate a total average at year-end, this being the average of the two semester grades. This will determine a student’s final grade for the entire year, and whether the student will receive credit for the course. The HHNE grade scale follows:

97-100	A+	87-89	B+	77-79	C+	67-69	D+
93-96	A	83-86	B	73-76	C	63-66	D
90-92	A-	80-82	B-	70-72	C-	60-62	D-

Below 60 is failing. No credit is issued for a failing grade.

At the end of each semester, teachers will complete a comprehensive narrative of each student’s progress. These Semester Reports provide students and parents with a summary of the content covered in the course and an overview of the student’s strengths and areas requiring improvement.

Students must take responsibility for making up work missed due to absence as quickly as possible after being out. Students must consult teachers upon the day of their return to determine make-up work and due dates in order for grades to be determined for the quarter. Students may receive an ‘I’ (incomplete) on their report cards if they have been ill and unable to complete required work in time for the end of the marking period. Students must complete all such missing work within two weeks of the end of the marking period. Failure to complete the missing work within two weeks of the end of the marking period will result in receiving a zero, which will then be figured into the quarterly grade.

Students are recognized on our honor roll each quarter for scholastic achievement. High honors will be awarded to all students who earn a grade of 90 or better in all courses. Honors will be awarded to all students who earn a grade of 80 or better on all courses, with the average of all grades equaling or exceeding 90. In addition to the quarter honor roll, honor roll will be calculated for each academic year and reported on transcripts.

Graduation Requirements

All students and parents should become familiar with HHNE graduation requirements as they plan the four-year journey through our school. The graduate of Hebrew High School of New England will have earned a minimum total of 34 credits to qualify for his or her diploma. A credit is earned by receiving a passing grade (60 or above) in a full-year course. Further, the distribution of those 34 credits must meet the following minimum requirements.

General Studies:

English	4 credits
World Languages	4 credits
Mathematics	3 credits
Science	3 credits (including 2 lab sciences)
Social Studies	3 credits
Electives (in any department)	1 credit
	18 credits

Judaic Studies:

Talmud	4 credits
Chumash	4 credits

Navi	2 credits
Jewish History	2 credits
Jewish Thought & Law	<u>4 credits</u>
	16 credits

Exceptions to the Judaic Studies minimum requirements may be made in cases of students transferring to the school having completed a semester or more of high school elsewhere, or in cases of documented learning difficulties.

Exceptions to the 4 credit World Language requirement will be made in the following two situations:

1. Students who have participated in the Mechina program at HHNE, who have scheduling conflicts between their appropriate level Hebrew Language class and another required course, may be eligible for a reduction to 3 credits.
2. Students from Israel and other students with advanced Hebrew skills may opt to take a test to determine if they place into higher-than-grade-level Hebrew. This may enable them to complete our Hebrew curriculum in fewer than four years.

Periodically, the administration may adjust the school's graduation requirements or course admission/prerequisite requirements. When this occurs, the change becomes effective with the freshman class entering in the year following the change decision.

A student who fails a General Studies course for the year may repeat that course in a subsequent year to earn the credit or may take the course in an approved summer school program. (See "Summer School" for information on earning credit for graduation over the summer at other institutions.) Otherwise students are not permitted to repeat a course for credit. For Hebrew Language and Judaic courses, a summer school course will be arranged at HHNE. These will be arranged on an as-needed basis and the cost of running the course will be assessed to the parents.

Guidance Services

The College Guidance Counselor provides the following services:

- Works with students regarding college plans and career choices
- Works with seniors during the college application and scholarship application processes
- Coordinates the College Night and Financial Aid Night programs
- Composes students' official transcripts

The Israel Advisory Program supports students in the following capacities:

- Coordinates visits by representatives of Israeli programs
- Coordinates the Year-in-Israel application process
- Works with students to help them select an appropriate program in Israel

The Grade Advisory Program

- Links each student with an advisor
- Provides parents with a contact person in the school
- Provides students with extra support and guidance

The following programs either occur at HHNE, or involve the school as a participant, as a means of providing students with guidance in making their journey through our school a smooth and productive one:

- Freshman orientation
- Study skills reinforcement program
- Teacher-Parent conferences
- Annual course selection process
- College Board Examination process
- College application process
- College Fair
- College Night
- Financial Aid Night
- Israel application process
- PPTs
- Modified course programs

Homework

Homework is an important, positive part of school life. Homework should extend classroom-based learning outside the school day. Students should expect to receive some amount of homework each night in every course taken. If a student feels that the total homework load is too heavy he or she should talk to teachers and/or the administration to explore the issue both in terms of workload and in terms of time management. Students should make every effort to have assignments completed by the due date, and should expect a consequence from the teacher if homework is not done. Teachers are asked to develop a homework policy of their own regarding late homework, and to contact parents if a pattern of late or missing homework is seen.

It is school policy that athletics, jobs, extracurricular, and outside-of-school student activities will not be accepted as valid reasons for not having homework in on time. However if a student has been ill, he or she is entitled to extra time to complete assignments, the exact amount of this extra time to be determined by the teacher. Students who do not make up homework assignments missed due to illness within the prescribed extra time will receive zeroes on those assignments. Parents play a significant role in helping to ensure that students have completed homework properly and on time. The administration strongly encourages parents to contact teachers regarding homework concerns. We also encourage students to consult with teachers, in a timely manner, when completion of a homework assignment presents difficulty.

Honesty

Honesty and integrity are expected qualities at HHNE, reflecting both our Judaic and academic standards. Cheating and plagiarism represent behaviors that are totally contrary to the values, principles, and ethics of HHNE. All incidents of cheating/plagiarism at HHNE must be reported to the Administration. Cheating/plagiarism consists of both the giving and receiving of answers or writings, copying of material without giving due credit, or attempting to receive credit for someone else's work. Students must be

certain that they can distinguish between cheating and working together to complete a project or assignment. The consequence for cheating/plagiarism will be as follows:

- Freshmen and Sophomores: The student will receive a zero on the assignment and will be required to redo the assignment. The final grade for the assignment will be an average of the two grades.
- Juniors and Seniors: The student will receive an irrevocable zero on the assignment with no opportunity to redo the assignment.

In addition, a student may be removed from a leadership position, and a remark about the incident may appear in college recommendations written by HHNE faculty and administration. Repeat offenses will involve disciplinary action and a conference with parents. Where more than one individual is involved, both are subject to the consequences described above.

Independent Study

Periodically, a student may express interest in a topic that does not fall under the aegis of any of our course offerings. The student may wish to investigate this topic in depth over the course of an entire semester or school year, under the supervision of a teacher, for a high school credit or half-credit. The administration will give these requests serious consideration. The structuring of meeting time with the teacher, accountability, curriculum, and grade calculation will be dealt with on a case-by-case basis. Independent study may not be used to take a course that students simply cannot fit into their schedules.

Since independent study has a strong element of self-responsibility, students must be highly motivated in order to receive approval. Students in independent study assume much of the leadership for the learning process, and must possess the initiative, persistence, energy, and curiosity to carry the task to completion. An important aspect of the independent study program is the one-to-one relationship that develops between the student and the teacher/mentor who serves as a special resource for the program. A letter requesting an independent study must be submitted to the appropriate administrator who will make a final determination on all requests. An independent study program must be able to demonstrate and document a minimum of 90 hours of work for ½ credit, or 180 hours for one unit of credit.

Israel

At HHNE, we firmly believe that the creation of the State of Israel is one of the seminal events in Jewish history. Recognizing the significance of the State and its national institutions, we seek to instill in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.

Israel Application Process

One of the things that we strive for at the Hebrew High School is that our students should gain a true love and appreciation of Judaism and of learning Torah. This feeling is instilled in our students over their four years here. In addition, we encourage our seniors to spend a year learning in Israel after graduation before they start college.

The selection of an appropriate school in Israel can be overwhelming to many students and parents as well. HHNE has an Israel guidance program that supports students in identifying and applying to appropriate programs in Israel. Here is a brief time line of the Israel Program process:

- Representatives of Israeli schools visit HHNE: October – November
- Israel Night: November
- Application deadlines: Girls – mid November
Boys – end of December
- Interviews: February – March
- Acceptance letters are mailed: March – April.

Jewish Observance

HHNE is committed to being guided and inspired by Orthodox Jewish practice. Everything that transpires at the school must be within the parameters of Halacha (traditional Jewish law). Parents and students should be aware of the following areas where Jewish law impacts upon daily life at the school:

Interpersonal Relationships

As a coed school we encourage positive and healthy relationships between boys and girls. Furthermore, it is our goal to create an environment that reflects the principles of Halacha (Jewish Law) with regard to physical contact between boys and girls. Keeping these two very important points in mind, HHNE has a policy of no physical contact, as innocent as it may be, between boys and girls. This policy applies during school and at all school programs and events.

Kashrut (Dietary Laws)

The school maintains the highest standard of kashrut. However, we know that our families have varying levels of observance. Our kashrut policies therefore reflect these two realities. The school requires that any food which is brought in for personal use be kosher. Since we as a school cannot vouch for each student's level of kashrut, we strongly discourage the sharing of food between students. Any food that is brought in for public consumption either for a class party or a student council or senior class event must have a symbol of strict Kashrut, such as: OU, Star K, and Chof K. Under no circumstances should home-prepared items be brought to school for distribution. Please direct Kashrut-related questions to the Head of School.

Dairy and meat microwaves are provided for student use in school. Since everyone keeps their own level of kashrut, anyone who uses the microwaves must double wrap their food. Food heated in the school microwave without double wrapping should be considered not kosher. A student who puts either un-kosher or un-wrapped foods into the microwaves may lose his or her right to use them.

Tefilah (Prayer)

Prayer is a vital part of the way we develop a relationship with God. The structure of thrice daily prayer is intended to provide us the opportunity throughout the day to take a break from our routine and refocus on the spiritual. Beginning the day with Tefilah in particular allows us to frame all that we will do with a higher purpose. It sets the tone for all of our other activities.

Tefilah, therefore, is a prominent part of our daily schedule at HHNE. Our hope is that the students will learn:

- how to pray
- what the prayers mean
- to appreciate the opportunity to pray
- how to personally benefit from prayer

However, prayer is not easy. It is well known that creating an environment for Tefilah that is respectful, meaningful and in which there is a high level of participation is something with which all Modern Orthodox schools (and many synagogues) struggle. **At HHNE, we strive to create an environment that is conducive to prayer.** This is reflected in our attendance policy as well as the following guidelines intended to establish proper decorum in the chapel.

- All students will have a Siddur. Boys will wear Tefillin for Shacharit.
- Schoolwork and other reading material will not be allowed.
- Students will conduct themselves with respect for prayer and for the sanctity of the synagogue. For example, they will sit and stand when appropriate and in a respectful manner.

Furthermore, as a school, our services are not only an opportunity to pray but an educational opportunity. We will therefore be encouraging participation, teaching about Tefilah, and expecting all boys to learn to lead services. Though Tefilah is always a work in progress, for both the individual and the institution, together we can create a positive atmosphere in which to develop a relationship with God.

Please see the “Attendance” section of this handbook for more information regarding Tefilah.

Washing and Bentching

After Tefilah the school provides breakfast for the students. It is expected that the appropriate blessings be made both before and after eating breakfast. Prior to lunch those students who have bread are expected to wash before they eat.

Laboratory Safety

As safety conscious as we must always be, the laboratory poses additional risk and thus requires additional vigilance. The science faculty is trained to ensure the safety of our students and will enforce adherence to the rules and regulations for laboratory safety.

Students will be informed by science teachers of the lab safety guidelines at the beginning of the school year, and adhere to them at all times. Especially important are the eye protection rules for using chemicals and glassware. Students who fail to follow these safety guidelines will be subject to disciplinary action. If a student demonstrates a pattern of misbehavior in the lab, he or she may no longer be able to participate in lab activities and thus lose credit for the course.

Students who use the lab room for non-science classes should NOT touch any lab equipment, apparatus, chemical solutions, or lab specimens at any time.

Learning Center

The Learning Center provides academic support to students during the General Studies class hours. Organization, long term planning, study skills and comprehension strategy are a sampling of the academic areas the Learning Center addresses. Meeting times are by appointment only. Teachers and students are encouraged to speak with the Learning Center Director or Assistant Principal during office hours regarding questions or to set up support services. Sessions will be scheduled during students' free periods.

Medications and Health Services

A written authorization from a parent and from a physician are required in order for medications to be administered in school. A log is kept in the Main Office of medications given by a school administrator. No student may self-administer medications except for approved inhalant asthma medication and insulin injections. However, these also require written parent authorization.

Parents are asked to keep the school informed of any changes in the student's health and physical condition, including possible non-eligibility for physical education. All students must have a completed medical assessment form filed with the office prior to the first day of school. If a student becomes ill in school and must be sent home, the Main Office will try to reach a parent at home or at work. If a parent cannot come to school to pick up a student, a responsible person designated by the parent must provide transportation and accept responsibility. The school does not presently have a school nurse on staff.

Promotion Requirements

Students will be promoted from one grade to the next each year based on the number of credits they have earned. To become a sophomore a student must earn a minimum of 8 credits during ninth grade. To become a junior students must have earned a total of 16 credits during grades 9 and 10. A minimum of 25 credits entitles a student to become a senior. In order to graduate a student must have 34 credits minimum. Students who take a full load of nine classes each year will exceed these requirements.

Students who fail to receive enough credits to be promoted will remain in the same grade level for the next year. This does not necessarily mean that the student cannot graduate in four years.

Safety and Security

The safety of our students, teachers, and staff is of course of paramount importance at all times. It is therefore important that all students be informed of school safety policies and procedures for the protection of all.

Fire Drills

In the event of a fire, fire drill, or bomb threat, the following process should be undertaken in order to ensure the safety of all students and personnel. Students who fail to cooperate with the faculty or administration during this process will be subject to disciplinary action.

1. Administration sounds school bell.
2. Faculty leads classes directly out of the building via nearest corner exit, closing classroom doors, turning off lights, and taking all attendance records. No stops may be made along the way. Exiting directions are posted in each room.
3. Faculty leads students to rear parking lot, takes attendance, recording on paper teacher name and “all present” or names of missing student(s). Mrs. Lerner compares these slips with her attendance book. ALL STUDENTS MUST REMAIN WITH THEIR TEACHER DURING THIS TIME.
4. Administrators check building for compliance.
5. As soon as all necessary attendance slips are received, an “all clear” is given for return to the building and the bell is turned off. No one may enter building until that time.
6. Classes resume
7. In the event of an actual fire, students must be kept clear of the path of incoming emergency vehicles by faculty.

Building Security

The key to making our building secure for all is three-fold:

- Limit building access/egress to one door only
- Maintain appropriate levels of vigilance
- Have a Lockdown Procedure in case of intruders

Despite the temptation to take the nearest door in or out of the building for convenience, it is imperative that all traffic into and out of HHNE be through the front door closest to the Main Office. It is when other doors are opened that we subject ourselves to one of the highest levels of risk. We therefore ask students and faculty to enter and leave only through this door.

Students and Faculty should be vigilant as to who is walking the corridors of our school. Under no circumstances should a student get confrontational with a stranger discovered in the building. Instead the individual should be directed to go to the Main Office, and should be reported to a teacher or administrator immediately. Should an unwanted intruder be discovered in the building, the administration will implement a procedure to keep students and faculty safe.

Lockdown Drills

Should an unwanted intruder be discovered in the building, or for a lockdown drill, the following process should be undertaken in order to ensure the safety of all students and personnel. Students who fail to cooperate with the faculty or administration during this process will be subject to disciplinary action.

1. The administration will sound three long bells.
2. Anyone in the halls or central areas should proceed immediately to the nearest classroom.
3. In each classroom, the lights should be turned off. The doors should be closed and, if possible, locked. The windows should be closed.
4. Faculty direct students to the corner of the classroom out of sight of the door window. Only let additional people into the room if they can be positively identified.
5. Students must remain silent until an administrator has circulated with an “all clear.”
6. Classes resume

Senior Issues

Seniors have special responsibilities and privileges. These issues will be reviewed in detail with the seniors at the start of their twelfth grade year. A brief description follows:

Leaving School

Seniors with parental permission on file are allowed to leave school grounds during their breaks and free periods. They must sign out with the school office before their departure and sign in upon their return. Seniors may only ride in another student's car if both the driver and passenger(s) have signed parental permission forms on file. It is understood that students will not go to non-kosher establishments.

AP and Final Exams

During Advanced Placement examinations, students with 3 or more AP exams are excused from attending General Studies classes starting the week before their first AP exam and ending on the day of their last AP exam. However, all students are required to attend Judaics classes. Students with 3 or more AP exams will not be required to take tests or quizzes or do homework in their Judaics classes until their AP exams are over. After the AP exam in a given course, seniors are not required to attend that class.

During senior exam week (usually at the end of May), seniors are required to attend any class in which they have a final examination. Seniors are exempt from a final exam if:

- The student has maintained a 90 overall year average or higher for the course, or
- The student took an AP exam in the course.

Senior Trip and Graduation

Seniors will take a class trip at the end of May. The destination and activities will be decided upon by the senior class, the senior advisor and the Head of School. The trip will be paid for entirely from the senior class fundraising account.

Seniors must complete all work and return (or reimburse the school for) all texts by the Friday before their senior trip. Any senior with incomplete work of any kind (i.e. tests, quizzes, papers, presentations, community service, final draft of their graduation speech, etc.), missing texts/library books or unpaid book fees, will NOT BE PERMITTED TO PARTICIPATE IN THE SENIOR TRIP. No deposits will be refunded. Seniors will be apprised of this policy and are expected to plan to responsibly meet their obligations in a timely fashion. Consequently, seniors will forfeit any deposits for the trip if they do not meet the criteria for participation. Teachers will allow ample time for students to understand their obligations and responsibilities in each course so that students may complete them well before the final deadlines.

Graduation is a momentous occasion for students and their families and friends. The community gathers to share this turning point and to offer their support. It is expected that all graduates will attend graduation and the practices for graduation held in the preceding weeks. A schedule of practices will be decided upon by the Head of School with input from the senior class.

The behavior of our graduates is a direct reflection upon our school. Therefore, any behavior deemed inappropriate by the administration during any portion of the graduation event will result in a letter sent to the student's college apprising the admission committee of the student's behavior.

Sexual Harassment

In line with Jewish Law and the Federal Civil Rights Act - Title IX, it is the policy of HHNE to maintain a learning and working environment that is free from sexual harassment. The school prohibits any form of sexual harassment of employees or students, both by employees and students.

Sexual harassment is conduct of a sexual nature that creates an offensive, hostile, or intimidating educational or work environment, or that interferes in any way with that person's educational performance or work performance. This may consist of conduct physical or verbal, including but not limited to insulting or degrading remarks or behavior, or threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in some way influence a decision regarding that person's education or employment.

Any individual who suspects that they or someone else may be a victim of sexual harassment must contact an appropriate authority immediately. Such an authority may include a teacher or an administrator. An established process for handling such a complaint is set by Federal and State law.

Student Activities and Extracurricular Programs

"Schools," notes Amitai Etzioni, social theorist at George Washington University, "have a central role in cultivating character by including self-discipline and empathy, which in turn enable true commitment to civil and moral values. In doing so it is not enough to lecture children about values, they need to practice them, which happens as children build the essential emotional and social skills."

At HHNE we believe that it is critical to provide students with the opportunity for learning life skills that will prepare them for the challenges ahead. Social competence, problem solving and decision making skills, autonomy, and a sense of purpose are qualities that will be strengthened in order to encourage the development of healthy, competent young adults.

It is the purpose of the Student Activities Program to offer programs and activities that reflect these goals. By intertwining traditional course work and co-curricular activities we hope to enhance and broaden the student's overall educational experience. Additionally, the Student Activities program is meant to build a school culture of a caring community, where students feel respected and have opportunities for creative expression and pursue student led initiatives.

Community service and student government are but two examples of the ways in which HHNE fosters an atmosphere where students practice the values and skills that will enable them to develop an understanding and responsibility for being part of a community and an appreciation for the importance of civil and moral values.

Student Property

All personal property, just like school or synagogue property, is to be respected by students and faculty alike. Though, under certain circumstances, confiscation of certain items from a student may be necessary, those items remain the property of the student and will be returned at an appropriate time.

However, there are certain times of the year, for example before Passover and at the end of the school year, where students are asked to clean up their belongings and warned that anything left lying around will be dealt with by the school. In those situations, items left will be considered abandoned and the school will dispose of them as it sees fit, for example, donating articles of clothing to charity.

Student Records and Access

Students' academic and tuition records are kept in a locked file in the Main Office. Students who wish to see their records must make arrangements with a member of the Administration. Academic records kept include report cards, progress reports, standardized exam scores, referrals, correspondence of an educational nature, disciplinary records, and transcripts, both from HHNE and previous schools. These records are the confidential property of HHNE. Parents, guardians, and students are entitled to copies of these documents. These records can only be shared with other agencies or professional persons outside the school with written permission of the parent, guardian, or student.

Study Halls

Students have two periods per week free for special programs and study halls. Certain rooms may be designated for quiet study time. Other areas may be used for collaborative work. Unless another special program is scheduled, all 9th graders are required to attend quiet, proctored, Study Hall.

Substitutes

When a teacher is ill, HHNE arranges for a substitute teacher to replace the absent instructor. All school policies and rules that apply to regular teaching instruction apply in the presence of substitute teachers.

Substitutes may be new to our school environment, and they may not know individual students. Therefore students' attitudes about the learning situation should be one of being helpful to the substitute in completing normal class routines, and completing the lesson assigned. Substitutes are asked to report back to the classroom teachers the names of any students who create problems and/or exhibit an attitude of non-cooperation. Disciplinary action will be taken should students prove to be problematic when substitutes are present.

Summer School

Students who wish to accelerate to an advanced course in a discipline in the fall but who have not completed the prerequisite for that course, and students who have not taken or failed a course at HHNE,

may take a course in an accredited summer school program in order to meet their needs. It is school policy to accept a credit granted by a regional summer school program if that program is indeed an accredited institution, and if the content of the course taken in summer school is comparable to the curriculum of a similar course given here at HHNE. **To obtain credit, students must obtain prior approval from the Assistant Principal.**

Tests

Formal written tests are one way to assess student learning. In order to coordinate regular course tests so that students are not unduly stressed, and so that they can perform on tests to their highest potential, that faculty have agreed to the following system:

- All faculty members will record their tests, quizzes, and long-term assignments on the testing calendar in the faculty work area.
- Freshman may not have more than 2 units of testing per day. Other students may not have more than 3 units of testing per day.
- A test (defined as an assessment that takes nearly an entire class period) is considered one unit and a quiz (defined as an assessment that takes 15-20 minutes and is based on a limited amount of material) is counted as ½ unit. Pop-quizzes, open-note quizzes, and very short quizzes (five minutes or under) do not count.

Midterm and final examinations are an especially important time of year for high school students. No classes are held on the days of midterm or final exams. The midterm and finals experience is a new one for most 9th graders, and HHNE teachers and administrators wish to make the process as smooth and non-intimidating as possible for new students.

The administration schedules Judaic and General Studies midterm and final exams well in advance. Should inclement weather force the cancellation of school on an exam day, those exams will be conducted on the make-up day built into the exam week calendar. Scores on midterm and final exams will count as 20% of the semester grade. The administration asks that teachers not assign additional homework assignments over the midterm and final exam periods, so that students may concentrate their efforts on their exam performance. See “Senior Privileges” for information on exempting students from final exams.

Textbooks

Students purchase their softcover books, workbooks, and Judaic Studies textbooks at HHNE, thereby making them their personal property.

General Studies textbooks are distributed by teachers and collected at year’s end. Students are responsible for returning the same textbook they received at the beginning of the year, or paying for its replacement. It is school policy that textbooks remain covered. Students are to write their names on the inside endsheet of textbooks upon receipt. If a textbook is discovered to be missing, notify the teacher immediately so that arrangements can be made for a replacement. A student should never borrow another student’s textbook without first obtaining explicit permission. Students must pay for any lost or damaged textbooks. Report cards will be held until either the book is returned or payment is received.

Students who withdraw from HHNE before the end of the year must undergo a checkout process including verification that General Studies textbooks have been returned.

Transfer Credit

HHNE recognizes that some students come to us after having spent a year or more in another high school. It is school policy to accept the number of credits that a student has duly earned from other accredited high schools upon receipt of an official transcript from the school. Transfer students must still meet HHNE's graduation requirements. Students must arrange for their previous school to send a transcript to HHNE as soon as they apply, in order to properly plan for the student's course selections, and to ensure that graduation needs will be met.

Transportation

Bus transportation is available to students from Greater New Haven and Western Massachusetts. The Town of West Hartford supplies a school bus for some West Hartford families. Additionally, buses or vans may be used for school trips. The bus or van is an extension of the school and it is expected that proper behavior will prevail. The driver is in full charge of the bus, and his/her instructions are to be followed. For your own comfort and safety, you are to abide by the following:

1. Be on time; buses meet a schedule. The bus drivers' responsibility is to leave on time and not to wait for those students who are late.
2. Remain seated while the bus is in motion and always wear a seatbelt in the proper fashion.
3. Quiet conversation is encouraged. Do not distract the driver by loud talk, shouting, or loud music.
4. Appropriate language must be used at all times.
5. Do not offend others outside the bus by improper language, or by throwing objects from the bus.
6. Students who deface the bus will be responsible for repairs. If you notice any damage, report it immediately to the driver.
7. Any student who loses the privilege of riding the bus due to misconduct is still required to attend school.

Students with valid driver's licenses are permitted to drive to school. Student parking is permitted only in the regular parking lot of the Synagogue. Students will leave their cars promptly upon arriving at school. Students are not permitted to "hang out" in their cars, or sit on others' cars, during free time. 9th – 11th grade students are not permitted to leave the school grounds in their cars for lunch or during free periods.

There is a bicycle rack behind the school for students who bike to school. Students are strongly encouraged to lock their bikes to this rack all day. Bicycles should not be brought inside and left in the stairwells.

Students are generally not permitted to use their personal cars to drive other students, or themselves, on school field trips.

Individual students who are transported to school by parents are responsible for arriving to school on time for morning Tefilah, and to remain in school until the official end of the school day.

Tuition and Financial Aid

Hebrew High School of New England is committed to making our program available for students who will benefit from and contribute to the school community regardless of financial ability. Financial assistance is made available in the form of grants and scholarships.

The Harold Grinspoon Foundation generously provides a tuition subsidy of \$3,500 to all students from the Western Massachusetts area regardless of need; however, students must apply directly to the foundation to receive funding.

We make every effort to assist deserving families equitably and within our means through scholarship awards. We likewise expect that families will go through the process with integrity and honor the deadlines. All scholarships are awarded on the basis of demonstrated need. All discussions and procedures regarding financial aid will be conducted with the utmost confidentiality and sensitivity. To discuss financial assistance or obtain financial aid forms, please contact the school office.

Vacations/Family Travel

If a student will be absent from school due to family travel, parents are asked to send a note to the Head of School at least 10 days in advance of the trip. It is the student's responsibility both to inform and to confer with teachers as to how to handle missed work.

Parents and students should take into account that students are responsible for all work covered during their absence. Teachers will arrange make-up tests but will not provide any other special assistance. All make-up work must be completed within one week of the student's return.

Visitors

All visitors to our school must register with the Main Office upon entering and leaving the building.

Students may bring a teenage visitor to school under the following conditions:

- Student must obtain prior permission from Head of School.
- Visitor must adhere to all rules and regulations of the school including dress code.
- Only one visitor at a time is permitted.
- The visitor may not attend classes unless special arrangements are made ahead of time, but is welcome to use the library, student center and/or cafeteria.