HILLEL YESHIVA

ALL SCHOOL POLICY HANDBOOK

2021-2022

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INTRODUCTION / DISCLAIMERS

Upon signing the Hillel Tuition Contract, parents/legal guardians and students agree to comply with and be subject to the rules and policies of Hillel Yeshiva as set forth in this handbook. This handbook is intended to serve as a guide to help students and their families come to know Hillel Yeshiva's programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, school rules, discipline, safety and security and other topics. Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Hillel Yeshiva to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the school, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Principal or the Head of School, as applicable to your division.

The information contained in this handbook is for the personal use of members of the Hillel Yeshiva community. None of this information may be released or disclosed to any person or organization not affiliated with Hillel Yeshiva without prior written authorization from the school administration. Any copying, use or disclosure by any individual, outside agency or organization for solicitation of any kind is strictly prohibited.

The Hillel Yeshiva All-School Policy 2021-2022 Handbook is subject to change and updates. Please refer to the cover date for most recent publication.

MISSION STATEMENT

Hillel Yeshiva's mission is to provide students with an outstanding Judaic and General Studies education so they can achieve success by building a religious, academic and personal foundation that will enable them to possess a loving commitment to Torah and mitzvot, community, the people and the State of Israel.

OUR VALUES

Torah
We value...

The incorporation of Torah values, halacha and mitzvot into one's life.

Inspirational, loving exploration of the diverse approaches within traditional Jewish thought.

The establishment of a complete Orthodox Jewish life in a challenging secular culture.

The rich traditions of Sephardic and Ashkenazic Jewry, including customs, liturgy, and reading traditions.

Tzelem Elokim
We value...

The uniquely divine worth, potential, and differing perspectives of all people.

The essential contributions of our staff members including teachers, administration and support staff.

The dignified treatment of all people.

Hesed
We value...

Acts of generosity, benevolence, and loving-kindness.

The creation of an environment of kindness amongst students and members of the entire school community.

Our responsibilities to our immediate community, to our fellow Jews in America, Israel and worldwide, to American society and to humankind.

College education and life-long learning
We value...

Each student's unique passion, creativity, and natural tendency to become life-long learners.

Critical thinking skills and an environment of open inquiry in a safe setting, as preparation for college, a profession, and life-long Jewish and general education.

Life-long Torah learning.

Student-centered approach to education

We value...

Child-centered curricula that take into account students' varying talents, abilities, and learning styles.

Educating the whole child.

Each student's personal exploration of self, society, Torah and the physical world, as part of one's search to lead a true, purposeful, and meaningful Jewish life.

State of Israel

We value...

Religious Zionism and the State of Israel as our Jewish homeland.

A commitment to the State of Israel and an understanding of its history and culture.

The study of the spoken and written modern Hebrew language.

Post-high school Israel year-abroad programs.

Parent Participation

We value...

Strong bonds between home and school to create the support system integral to student motivation and achievement.

Parent's ongoing involvement in their children's education.

Parent's active participation and financial support of our school. and Middle

HONOR CODE

Statement of Purpose

As members of the Hillel Yeshiva community, students, teachers, administrators, staff and parents understand that excellence and success results from academic and personal integrity and a developed character that reflects moral, social and educational honesty. Understanding the significance of honor and integrity, our school's community members will always responsibly treat others in the same manner in which they wish to be treated—with honesty, respect, compassion and civility.

This Honor Code also applies to all school-sanctioned activities that take place off of the school's campus (including interaction on social media).

Student Statement of Responsibility

Each Hillel community member at age-appropriate readiness, shall remember the following declaration of personal responsibility and commit to its fullest meaning:

I will abide by all school policies and guidelines and encourage others to do the same.

I will respect others and treat them with fundamental human values.

I will always be truthful in representing my achievements and myself.

I will respect the property of others.

I will do my own work and submit authentic and original work on assignments and assessments.

Parent and Teacher Statements of Responsibility

The relationship between parents and the faculty and administration is formally governed by the school's written tuition contract and this handbook. When parents choose to enroll their child in Hillel Yeshiva, they agree to subscribe to its mission, follow its rules and abide by its decisions.

Each Hillel parent or legal guardian shall abide by the following declaration of personal responsibility and commit to its fullest meaning:

As a parent or guardian, I agree to abide by the rules and regulations of the school as set forth in this handbook. I understand that the school believes that a positive and constructive working relationship between the school and the parent or guardian is essential to the fulfillment of the school's mission. I understand and agree that the school reserves the right to terminate enrollment of my child if the school concludes in its sole discretion that the actions of a parent or guardian seriously interfere with the school's accomplishment of its educational purpose.

ACADEMIC HONESTY

The independence and integrity of each student's individual academic work is a fundamental principle of school life throughout all of the divisions at Hillel Yeshiva. We expect all members of the school community to take pride in their own thoughts and opinions and model for our students how to articulate and defend their thoughts with confidence and assurance. In turn, we also expect all members of the school community to value the thoughts of others, and when using information to support their ideas, to do so with respect and integrity.

Because academic dishonesty is an abstract concept, students are taught important study habits and build upon research skills each year. As students complete their Hillel Yeshiva career, it is our intent to have provided each one with the correct value set, skills and information to respect and abide by the significance of academic integrity.

BOARD OF DIRECTORS

The role of Hillel's Board of Directors is to steward the mission and purpose of our school. The Board hires, supports, and evaluates the Principals/Heads of School; oversees strategic planning to ensure the school's programs are effective and fall in line with its mission; provides financial oversight of the school's budget and operations; and ensures the legal and ethical integrity of the school.

Board members are advocates for the school; they actively support the Principals/Heads of School, keep themselves well informed about current operations, challenges and goals, and attend full Board and committee meetings regularly.

The Board of Directors oversees the Early Learning Center, Elementary School, Middle School and High School Boards of Education, as well as a number of standing and ad hoc committees. Please see our school's website for a list of current Board members.

GRIEVANCE POLICY

Parents are always encouraged to communicate directly with the responsible person on any given matter, whether it be the teacher, educational supervisor, assistant principal and / or principal/head of school. In the event that a parent is not satisfied with how a matter is being handled after having escalated to the highest level of the organization (i.e. the principal/head of school), the parent is encouraged to communicate that grievance in a private and respectful manner to the Chairman of the Board of Education of the Elementary/Middle School, and/ or the Chairman of the Board of Education of the High School, as applicable.

ENGAGING WITH THE COMMUNITY IN SUPPORT OF THE SCHOOL

The indispensable role that families play in the life of our school goes beyond paying tuition, and helps make each student's experience extraordinary. The time, talents, and charitable contributions given by parents, grandparents, alumni, and friends are an invaluable resource to our students, faculty, and staff. There are many ways to get involved, some of which we detail below:

Engage with the PTA. Every Hillel Yeshiva parent is automatically a member of the association and is wel come to volunteer for committees, attend meetings, or participate in events.

Teach Elementary School Electives and Middle School Clubs. We welcome parents to share their areas of expertise, including hobbies, with our student population of all ages.

Offer Internships & Share Expertise: High School students and recent graduates are looking for re al-world experiences. Parents, grandparents, and alumni can help by taking on an intern and/or sharing in sights into their field of expertise as a guest speaker or mentor.

ATTENDANCE

2021-2022 SCHOOL CALENDAR

Please see our PTA calendar to view the dates for 2021-2022 school-year events, performances and assemblies, parent-teacher conferences, holidays and school closures.

SCHOOL HOURS

DIVISION	ARRIVAL	DISMISSAL	BUS DEPARTURE
Business Office	8:30 AM	5:00 PM (Friday: 2:00 PM)	
Early Learning Center	9:20 AM (Kindergarten: 8:50 AM)	2:50 PM (Friday: 12:50 PM)	3:00 PM
Elementary School	8:00 AM	3:50 PM (Friday 1:20 PM)	4:00 PM
Middle School	8:00 AM	4:20 PM (Friday 1:20 PM)	4:30 PM

High School arrival is 8:00 a.m. and dismissal ranges from 1:15 p.m. to 5:05 p.m (Monday 5:05 p.m.; Tuesday 4:26 p.m.; Wednesday 3:48 p.m.; Thursday 4:59 p.m.; and Friday 1:15 p.m.). Students should review their individual schedules for additional details.

EARLY DISMISSALS, DELAYED OPENINGS AND SCHOOL CLOSINGS

The academic calendar is carefully planned in advance of each school year. The calendar respects the academic requirements and traditions of the school, while also observing religious and national holidays relevant to our school's community. There are occasions, however, that require an unplanned early dismissal or school closing. Such events are usually due to poor weather conditions. School closings, including early dismissals, due to severe weather conditions, or other exceptional reasons, would cancel all after-school services and programs. When an early closing, delayed opening or school cancellation occurs, each family will be called by the Hillel Yeshiva Emergency Notification System.

Please know early closings and school cancellations are considered serious decisions for the administrative team and are intended for the safety of our students and staff.

In the event of a delayed opening, the school will open at 10:00 a.m., and students shall report to their homeroom.

Buses will run on a 90-minute delayed schedule, meaning if your normal pick-up time is 7:30 a.m., you should be at your stop at 9:00 a.m.

ALL SCHOOL ATTENDANCE POLICIES

General Policy

Class attendance and participation by each student is a critical aspect of education at Hillel Yeshiva. Therefore, students are expected to attend and be on time to all classes, assemblies, advising periods and other required meetings and activities. This is especially important before and after vacation periods. Major units of work are introduced or completed and assessments are given at such times. Because vacation time at Hillel Yeshiva is generous, school policy is that vacations may not be extended. If a student happens to be absent, late or dismissed early from school with frequency on days when tests or quizzes are administered, the school may contact the parent/guardian to engage in conversation about this pattern, and the student may be subject to disciplinary action.

Arrival (all divisions)

School buildings are not open before 7:45 a.m.; hence, students are not permitted to report to campus earlier than 7:45 a.m. Parents/guardians must never leave their child at school unattended and should wait with their child to ensure entry to the building.

Parents driving and picking up their children to school may drop students off in the car-pool circle only. Pulling into the bus circle is limited to school buses only.

Dismissal

Elementary and Middle School
Hillel Elementary School and Middle School students may be dismissed from school at the regular 4:00 p.m. and 4:30 p.m. dismissal times, respectively, in one of two ways, either by bus or prearranged carpool. Students going home by bus follow regular school procedures towards line up and continue with their bus teacher towards the large circle when their bus is called. Per the rules of the bus company, children may not switch buses, even if they have parental permission to do so.
Changes to your child's default pickup plan can be entered into School Dismissal Manager from a smartphone or computer days, weeks, or months in advance, and at any time up until 2 pm on the day of the change (or 11:00 a.m. on Fridays and other early dismissal days). These changes can include:

a change of carpool,

a move from bus to carpool

or an early pickup.

After 2 pm, changes will not be accepted except in the case of an emergency. Emergency changes can be made via phone directly to the main office. The end of the school day is a busy time, so to ensure the safety of all students, please plan accordingly and limit these exceptions to emergencies ONLY. Please note that parents must

come into the building to sign out any child being picked up early from the Elementary School or the Middle School.

High School
Parents must call to sign the child out at the High School office before the child can be excused to leave from school. Students are not permitted to remain in school after dismissal except for special programs, with the approval of an administrator.

Students will not be excused from class prior to dismissal time.

In the event a student is being picked up early, a parent must call the High School Office first to sign out the child.

Any phone requests for parent pick-up must be received by the office no later than 2:00 p.m. (and 11:00 a.m. on Fridays) in order to ensure the safety and security of our children.

Frequent unexcused early dismissal may result in academic or disciplinary penalty, depending on the nature of the circumstance.

Elementary and Middle School Attendance

Consistent on-time arrival to school is a prime value for all Hillel students. Hillel students begin their day with tefilah, which is one of the most important daily activities our students engage in. A student who misses tefilah on a regular basis is not cultivating the positive habit of starting his/her day with tefilah in the group setting. In addition to personally missing out, students who arrive late to school disrupt the flow of the classroom for the entire class, as teachers have to take their time to help late arriving students transition into the activities of the day. It is in this spirit that we expect full familial cooperation in ensuring students arrive consistently on time to school.

Elementary School Attendance
Attendance is taken twice a day in the Elementary School, in the morning and in the afternoon. Elementary School teachers along with their respective administrators will call the home of an Elementary School child who struggles with daily attendance to partner in strategizing a plan for success in the area of attendance.

Middle School Attendance
Attendance is taken in the Middle School in every period, beginning with minyan at 8:00 a.m. Students who arrive late for minyan without a valid excuse (doctor's note, bus issue etc.) may receive any of the following consequences: a phone call home, an in-person family conference, a private lunch, loss of privileges and even a suspension. Hillel Yeshiva administrators and teachers will work together with the family to find the motivation to help the students always choose the responsible path towards coming on time to school.

Please note that students attending sports games at night are expected to arrive the following morning on time to school. If a team should arrive at Hillel after 10 pm following an away sports game, the team may receive permission to pray at home and arrive by 9 am the following morning, as per the discretion of the administration along with the team coaches.

Elementary and Middle School- Making Up Tests and Homework
Students are expected to responsibly hand in all assignments and complete all tests on time. Students who miss

a homework assignment or a test due to an absence are to be given one additional day to make up any lost work or tests. A student who establishes a pattern of missing homework or tests will receive a phone call home from the teacher, may lose points on his/her report card and may receive behavioral consequences as per the protocol established above.

Elementary and Middle School- Summer Homework

Hillel Yeshiva believes that the summer is a great time for children to enjoy the outdoors in a healthy manner, make new friends, explore new passions or hone skills in areas of personal interest. At the same time, students should also use their time meaningfully to review basic skills in reading, math and Judaic studies from the past academic year. Students receive summer homework packets in these subject areas and are expected to return to school on the first day in September with their completed work. Those assignments may make up the first academic units of the new academic year.

High School Attendance

Minyan Policy

Punctuality is a sign of responsibility and respect. The school day at Hillel Yeshiva begins with minyan, which is mandatory. Minyan begins promptly at 8:00 a.m., and any student who is late to minyan may be given a detention. Continued lateness to minyan will lead to further disciplinary action and a parent meeting with the administration. This may also disqualify students from participation in extracurricular activities and from membership in the National Honor Society.

Lateness

Attendance is taken in every class and no student may come late to class without permission and a note from the office. A student who comes late to class may have points deducted from their academic grade. Per trimester, upon 6 lates in a class that meets 4, 5, or more times a week, a student will lose 2 points off the trimester grade in that class. For a class that meets 1, 2 or 3 times per week, a student will lose 2 points off the trimester grade upon 4 lates. The student will then lose another point for every additional 2 lates during that same trimester.

As the third trimester of the senior year is shorter, the number of lates to class allowed for seniors during that trimester will be 4 instead of 6 for classes that meet 4 or more times per week. Classes that meet 3 times or less per week are allowed 3 lates to class.

PowerSchool allows students to see if they were marked late for class. If a student feels that they were incorrectly marked late they should speak with their teacher as soon as possible.

Absences

Students who have more than six excused or unexcused absences in a trimester will lose one point off their trimester grades for each subsequent absence (7= -1, 8= -2, 9= -3, etc.). This is for 4, 5 or more periods per week classes. Classes that meet 1, 2 or 3 times per week are allowed 4 absences per trimester. Students who have more than ten absences for a trimester may fail that course for that trimester. As there may be extenuating factors, each case will be evaluated separately. Any information or evidence needed for considering an extenuating circumstance must be submitted to the office within 2 weeks of the absence(s). Any appeals must be made within one month of receiving that trimester's report card.

As the third trimester of the senior year is shorter, the number of absences allowed for seniors during that trimester will be 4 instead of 6 for classes that meet 4 or more times per week. Classes that meet 3 times or less per week are allowed 3 absences.

Please keep in mind the following rules:

1. All family vacations and various religious celebrations such as bar/bat mitzvahs, etc. should be scheduled during official school vacation times. Even going to Israel will be considered as an absence and will count towards the allowable absences for that trimester.
2. Students who cut a class will receive an absence for the cut and will be subject to disciplinary action.
3. Students are expected to be in school the entire day and unless given specific permission by the adminis tration, no student will be allowed to come to school, "just to take a test." No student will be allowed into school past 12:00 p.m. on Monday – Thursday and past 10:30 a.m. on Friday.
4. Students who are absent from or late to school must bring a note explaining the reason for their absence. The School may require that a student bring an official note from a physician.
5. No student is allowed to leave school to take a driving lesson. Driving lessons must be scheduled for when school is not in session.
6. Students can be signed out only if a parent calls the school and speaks with an administrator or office personnel. The office will issue a pass to the student. It is the responsibility of the student to give this pass to his/her subject teacher before leaving the school premises.
7. Seniors are permitted two excused college visits. To be excused, these visits must be approved by the College Guidance department one week in advance of the visit; typically, these visits will only be approved if they are to occur before Winter Break. The student must bring official documentation from the college that they have visited the college.

Leaving Class

Students are expected to be in class at all times. If a student must leave class to go to the bathroom, the student must leave his/her phone at the teacher's desk. Students are expected to limit their time out of class and return to class as soon as possible. Any student that does not leave his/her cell phone with the teacher may have his/her cell phone taken away.

High School Exam Policies

Make up Test Policy

A student who missed an exam due to illness must make up the exam one day after returning to school. If a student does not attend the scheduled lunch make up exam period, he or she will be assessed a 15-point penalty. The exam will then be scheduled for the following day. Should the student not attend the second make up exam period, a 35-point penalty will be assessed (15 points from the first missed exam and 20 points from the second missed exam). If the student does not take the exam on the third scheduled exam make up period, the exam will be graded as a zero.

If a student athlete has an away game the night before a scheduled exam, the exam may be postponed one day and the student may elect not to take the exam with the class. The exam will then be administered the next day during the exam make up period. If a student does not attend the make up exam period, a 15-point penalty will be assessed. The exam will then be scheduled for the following day. Should the student not attend the second make up exam period, a 35-point penalty will be assessed (15 points from the first missed exam and 20 points from the second missed exam). If the student does not take the exam the next day during the third scheduled exam make up period, the exam will be graded as a zero.

Sports practices, games and extracurricular activities will not be accepted as excuses for failing to take a makeup exam in the time period set forth above.

If the student is absent due to suspensions, disciplinary reasons or absent illegitimately, exams missed may or may not be administered to the student depending on the particular circumstances. This decision is at the administration's discretion. If exams are administered all tests and quizzes will be subject to a 20 point penalty.

A make up exam will necessarily differ from the original exam given to the class. All make up exams will be taken during the scheduled make up times provided by the High School from time to time.

Lateness to School on Exam Days
A student who comes late to school on a day that he or she has a test in any class will be penalized with a fifteen point deduction on that test. Any exception to this rule is at the discretion of the school administration. In that event, the student will be provided with a note from the office to be given to the subject teacher.

Leaving School Early On Exam Days
A student leaving school before the end of the school day, thereby missing an exam, will be penalized with a fifteen point deduction on the makeup. Any exception to this rule is at the discretion of the school administration. In that event, the student will be provided with a note from the office to be given to the subject teacher.

Midterm and Final Exam Policy
Midterms and Final Exams provide the student with a way of reviewing the most important material taught in any subject. The Final Exams may be cumulative and include any or all of a year's work. Finals and Midterms will be given in General Studies subjects and select Judaic Studies subjects. Midterms will be administered during the second trimester before winter break. All students, including seniors, are required to take Midterm and Final Exams.

Any student who does not earn at least a 50 on the Final Exam must retake that exam. Students will not be considered as having passed that course until they earn at least a 50 on the Final Exam, and they will receive a failing grade for the year in that course until they do so.

Any student who is absent for a Midterm or unexcused for a Final Exam will receive a 20 point reduction on their exam grade. Due to the fact that Midterms take place during the winter season, the following inclement weather policy will be in effect:

Students are required to always bring home books and materials for the next 2 days of testing.

If school is cancelled, on the next day, we will administer the cancelled test and the regularly scheduled test.

Parents should make any vacation or simha plans so as not to conflict with Midterms or Finals. The twenty point penalty will be assessed without exception.

Senior Final Exam Exemption
Seniors may be exempt from a Final Exam if they meet the following criteria:

Students must have a minimum of 90% average in the subject for the academic year. There will be no rounding up.

Students must have an exemplary attendance and behavior record -no cut classes in any trimester and no points lost for absences or lateness's in any trimester in that subject.

Students must have teacher and administration approval.

Eligibility for exemption from a Final Exam is not to be discussed between a student and the subject teacher. No extra credit work will be given to a student in order to raise the student's grade, thereby making the student eligible to be exempt from a Final Exam. All appeals must be handled through the administration.

ASSEMBLY PROGRAMS

Students are prohibited from attending sibling assemblies, plays and other celebrations during the school day. As there are many children with siblings in other grades and divisions of the school, allowing students to be excused from class for such events would cause a disruption to the school's educational programs.

TRIPS

During the year the school sponsors or promotes a number of varied trips that complement our educational program. No student will be permitted to attend a school trip without written permission from a parent or guardian.

In High School, participation in the seniors' Israel trip, Poland trip, SBH marathons and retreats, and sports tournaments are subject to approval by the administration in each instance. As a general rule, and subject to a student's disciplinary and academic standing, a student may attend either the SBH Dude Ranch Marathon or the SBH Disney Marathon (but not both), and the SBH Disney Marathon and the Florida Basketball Tournament (but not both) unless otherwise approved by the Head of School.

BAR MISSVA POLICY

Philosophy

Hillel Yeshiva believes that at the core of a yeshiva education is proper training for a religious lifestyle. In that spirit Hillel spends many resources including time and money on training its students in both practical preparation and philosophical readiness for becoming Bar Missva.

This is accomplished in many ways:

Keriah Program - Beginning in Kindergarten, students receive daily instruction on how to properly read the Torah

Bar Missva Workshop - Sixth grade students take a year long seminar, introducing them to topics related to becoming Bar Missva; obligation of missvot, determining the time in which one becomes obligated in missvot, Talit and Teffilin, being a Hazan etc.

Torah Lishmah/Beit Hillel - After-school learning and Hesed programming run in conjunction with iDeal Life teaches the lesson that Talmud Torah and Shemirat HaMissvot are not simply for school but are religious values for life.

Celebrating Bar Missva at Hillel

Parents are encouraged to celebrate their son's reading the Torah for the first time at Hillel by joining the middle school minyan for grades seven and eight. Bar Missva celebrations can be scheduled to take place with the minyan from 8:00 - 9:00 am on Monday or Thursday mornings with a Seudat Missva to take place thereafter concluding by 10:30 am.

Please contact Bette Pahuskin by phone at ext. 200 or by email at bpahuskin@hillelyeshiva.org, who can advise you regarding Bar Missva options at Hillel.

Dress - Students are expected to dress in accordance with the spirit of the school dress code, out of respect for the holiness of the Bar Missva.

Music - The celebration should include Jewish music and dancing consistent with the holiness of the Bar Missva.

Timing - The celebration should be conducted at a time on the Jewish calendar appropriate for a Bar Missva. Please avoid scheduling celebrations during the Omer period, between Pesah and Shavuot. If scheduling a Bar Missva on a Saturday night, please ensure the start time to be at least one hour after the end of Shabbat. Bar Missva celebrations should not be scheduled on a school night and should conclude by 9:30 pm, if scheduled on a Sunday night.

Celebrating Bar Missva outside of Hillel

Please understand that should parents decide to celebrate a Bar Missva outside Hillel during school hours, in order to preserve the integrity of the learning, no students will be permitted to attend that simha. Any child who attends an out of school Bar Missva during school hours without permission will be considered as having cut school, and will not be permitted to return to school that day. As the absence that day would be considered unexcused, any missed quizzes and/or tests would be considered a "0"". Please respect the integrity of the school day by adhering to this Bar Missva policy of conducting all midweek Bar Missva celebrations only at school.

TRANSPORTATION

Transportation arrangements to Hillel Yeshiva are a parental responsibility. While the school works with families to arrange for convenient transportation, such arrangements are conditioned upon appropriate student conduct while on buses or while driving.

Please do not block or park in the crosswalks or fire lanes. Young children can never be left in a car unattended. The safety of our students is our priority; therefore, violators of driving rules on campus will be reported to Security and could lose driving privileges.

BUS RULES AND REGULATIONS

All Hillel Yeshiva students are expected to conduct themselves on the buses with the same attention to the four agreed upon school-wide rules in addition to the specific safety guidelines outlined below. To facilitate proper student behavior on the buses, Hillel Elementary School teachers are assigned to specific buses. These teachers line up their bus students each afternoon, they help assign seats on the bus, they board the bus with their students and constantly reinforce the school-wide rules and apply them to bus situations. See examples below.

Hillel Yeshiva Responsive Bus Rules

1. Be Positive (say good morning and thank you to the driver)
2. Respect Others (only touch other people's materials with permission)
3. Respect School Property (clean up one's items before leaving the bus)
4. Show Self-Control (sit in your assigned seat and speak quietly)

Misbehavior that violates safety regulations on the school bus will result in disciplinary action and communicated to the appropriate teacher and Principal/Head of School. If any incident is of a nature that endangers the safety of other students, a student may lose the privilege of riding on the bus. Please be aware that bus rides are recorded by the bus companies and video recordings may be accessed by the School in the case of a disciplinary problem or complaint.

No matter the type of transportation, students are responsible for adhering to the school's standards, behavioral expectations and safety rules of the school. Students also must adhere to the safety guidelines of the bus driver.

Hillel Yeshiva Bus Safety Guidelines

These expectations are in place for the safety of our students:

1. The school bus drivers have complete authority over students during the time they are being transported. Any offensive act committed by a student will be handled as a violation of a school rule and subject to ap propriate disciplinary action by the school administration.

2. In the event of an emergency, students should remain calm, seated and quiet until the driver has given instructions.

3. Students should be at the bus stop five minutes before the bus is due to arrive.

4. Students waiting for a bus should remain back from the edge of the road and not enter the road until signaled by the bus driver.

5. When entering and exiting a school bus, students should step on and off quickly and quietly without crowding, pushing or shoving.

6. Upon entering or leaving the bus, students must always cross the road in front of the bus. Students should wait for the driver to signal when it is safe to do so.

7. Students are also expected to treat bus property with respect. Individual students and their parents will be held responsible for any damage to a school bus.

8. During the bus ride, students must remain seated with seatbelts on until the bus comes to a complete stop at its destination.

9. The throwing of any material or object within the bus or out a window is strictly prohibited.

10. Windows on school buses may only be operated by bus driver.

11. Extending any part of the body, such as head, arm, hand or foot, out the school bus window is forbidden.

12. Aisles must remain clear at all times. Books, backpacks and other materials must be placed within the confines of the seat itself. It is impossible to carry large projects on the school bus; students should make arrangements with their parents to transport large projects and other items to school.

13. Conversation should be conducted in normal tones only. Loud talking, shouting or the use of profanity will not be tolerated.

14. Students are to get off the bus at their assigned stops unless a parent/guardian request in writing has been approved by the Principal/Head of School.

15. No weapons may be carried onto a school bus. Any violation will result in immediate suspension and referral to police.

16, Students must respect each other's privacy while riding the bus and may not record or photograph other students.

For any additional transportation-related questions or issues, please contact your bus company directly or the Board of Education in the town that you reside as they are responsible for busing and/or contracting out busing for your child. If your bus service is provided directly by your town please call them and for those transported by Seman Tov Bus Company they can be reached at 732-774-4000. You can also call the transportation office at MOESC at 732-695-7839.

CARPOOL DROP-OFF AND PICK-UP

Parents driving on campus are expected to read and obey all parking and traffic signs and to cooperate with our traffic guards and campus security. Further, the Hillel Yeshiva campus is a hands-free driving zone; cellphones must be used with hands-free devices.

All new and existing vehicles belonging to parents, faculty, students and any other repeat visitors to the campus must be registered with the security booth. Hangtags provided by security for admission to and for parking on campus must be visibly displayed in the front windshield of each car.

HIGH SCHOOL BUS STUDENTS AND DRIVERS

High School students, as the older students on our buses, have an additional responsibility to behave appropriately and respectfully around younger students. Students may lose bus or driving privileges as a result of unsafe, unruly or inappropriate behavior on school buses. Students are expected to follow the instructions of bus drivers at all times.

Students in Grade 11 or above who possess a valid driver's license and have written permission from their parents may drive to school. The following guidelines must be followed in order to maintain driving privileges:

- The student must maintain good disciplinary standing. Students may forfeit driving privileges as a disciplinary consequence for unrelated offenses or as a consequence of disciplinary probation.
- Cars must be parked in designated student parking areas only.
- Formal complaints from members of the Hillel community or members of the greater surrounding community about student behavior while driving may result in a loss of driving privileges.
- The school reserves the right to search any vehicle driven or parked on campus.
- Violations of driving privilege rules may result in sanctions ranging from a warning to a permanent loss of driving privileges, plus additional disciplinary consequences. The school reserves the right to limit or revoke the driving privileges of any student for any reason, including the protection and safety of members of the Hillel Yeshiva community.

Please keep in mind that Hillel assumes no responsibility for student drivers, their passengers, or the use of their cars. Parents should discuss with their children whether or not they may enter the car of a student driver, as Hillel will not monitor and/or authorize student transportation arrangements.

DRESS CODE

UNIFORM POLICY

Elementary and Middle School

Boys and Girls: Kindergarten - 8th Grade

Shirts (solid WITHOUT logo) white, navy, chambray blue and gray short and long sleeves

NO cap sleeves are permitted. LeTank will be selling Hillel Yeshiva approved polos

Sweaters (solid WITHOUT logo) ONLY white, navy or gray crew neck, v-neck and cardigan styles

Sweatshirts zip-up ONLY (solid WITHOUT logo) ONLY white, navy, and gray. Hillel sports and school spirit sweatshirts are permitted in zip-up style ONLY. NO crewneck/hoodie sweatshirts are permitted

Frostings by Venee will be selling Hillel logo sweatshirts

Socks must be worn

Footwear must be closed in the front and back. NO slippers are permitted

Girls: Kindergarten - 4th Grade

Gold Label approved jumpers

Orly Gabbay & LeTank Hillel Yeshiva approved A-line and flare skirt (custom made for our students)

During the cold months, solid full length leggings in navy or black are permitted under the skirt. Capri length leggings and sweatpants are NOT permitted

Girls: 5th - 8th Grade

Orly Gabbay Hillel Yeshiva approved mid-calf length skirts in navy and gray

During the cold months, solid full length leggings in navy or black are permitted under the skirt. Sweatpants are NOT permitted

Boys: Kindergarten - 8th Grade

Orly Gabbay & LeTank will be selling Hillel Yeshiva approved pants. Navy, gray and khaki chino pants ONLY are permitted. No cargo, jeans, ultra tight fitting or elastic ankle pants are permitted

Tzitzit and kippot are required at all times. Tzitzit will be available from LeTank

High School

Girls

All skirts must be mid-calf or longer. Students wearing skirts that do not conform to this length will not be admitted to classes.

Shirts must be either buttoned down collared oxford (short or long sleeves) or button collared polo shirts (long or short sleeves). These shirts may not be form-fitting material.

No cap sleeves may be worn. Short sleeve shirts must reach halfway between the shoulder and the elbow.

Turtlenecks may be worn as long as they are not form-fitting. Sweaters and sweatshirts may be worn as long as a collared shirt or turtleneck is worn underneath.

The outline of any undergarments may not be visible under skirts or shirts.

Shirts must reach the skirt in all postures, including raising the hand.

Scarves may not be worn. No hats, bandanas or sunglasses.

Closed toe shoes must be worn (open toe shoes with socks are not permitted).

No inappropriate printing on clothing.

No body piercing (only ear piercing in the lobe, no cartilage piercing).

Hair must be appropriate style and color for a Yeshiva student.

Boys

Boys must wear a Kippah at all times on school grounds.

Shirts must be either buttoned down collared oxford (short or long sleeves) or button collared polo shirts (long or short sleeves). All shirts must be buttoned (only top neck button may be worn open).

Turtlenecks may be worn. Sweaters and sweatshirts may be worn as long as a collared shirt or turtleneck is worn underneath. At no time during the school day are students permitted to have a hood on their head.

Pants may not have rips or tears nor may they be frayed. Pants must be Docker or Chino style (dress pants). Parachute, carpenter, athletic and sweat pants are not permitted. Pants may not be tucked into boots. Proper socks must be worn so that skin does not show.

Neat black denim is permitted. Blue denim or pants that look like blue denim may not be worn.

No body piercing.

No dyeing of hair (bleaching). Students who do so will be required to dye their hair to their uniform natural color. Hair must be of appropriate length, style and color for a Yeshiva student.

No hats, bandannas or sunglasses.

Closed toe shoes must be worn (open toe shoes with socks are not permitted).

No inappropriate printing on clothing.

All Divisions

In order to participate in any class or school related activity, students must be in full compliance with the entire school dress code, including, without limitation, uniform skirts for girls and kippot for boys. If a student is found to be in violation of the school dress code, his or her parent will be called and asked to bring in the proper clothes or may be asked to purchase the proper clothes in school, if available. Repeat offenders will be subject to further disciplinary action.

Please note that the Hillel dress code remains in effect at ALL school-sponsored activities, events, assemblies and gatherings, whether during the day or evening, on or off campus, and at day and overnight excursions unless otherwise specifically noted by division administration.

Guests

We respectfully request that the Hillel Yeshiva parent body and guests entering the building observe the same Torah standards of attire that we require of our students and faculty. We thank you in advance for your cooperation and respect in creating the proper atmosphere to maintain the sanctity of our children's education.

COMPUTERS, SCHOOL EQUIPMENT, SCHOOL PROPERTY AND LOCKERS

COMPUTERS AND BOOKS

Students are responsible for computers and books provided to them by the school, including Chromebooks, library books, textbooks and workbooks assigned for their use. All computers and books should be returned in the same condition in which they were distributed. Any book not immediately returned upon receipt will be assumed to be in good condition.
At the end of the school year, students are required to return their books to the school. If a student fails to return any book or the condition of the book being returned by the student is unacceptable and it cannot be redistributed the following school year, a charge to replace the book will be assessed. If a student is assessed with a book charge and this charge is not paid by the last day of school, the student will not receive their report card for that school year. If payment is not received subsequently the student will not receive a class schedule for the following year. Any student who tampers with the student number sticker and/or steals another student's/school's books will be forced to pay twice the book's value.

SCHOOL GROUNDS AND PROPERTY

Hillel Yeshiva requires all students to treat the school grounds and property with respect. No littering is allowed. Playgrounds and gym equipment are to be used for the intended audience and purposes only. Children are not allowed on the playground without proper adult supervision.

Any student who defaces school property and/or equipment (including any damage done to school technological systems and computers) will face disciplinary action by the administration, be required to pay for any damage done, and to stay after school to clean up and repair any such damage. Serious vandalism will subject the student to disciplinary action, including suspension and expulsion.

LOCKERS AND BAGS

Hillel Yeshiva reserves the right to search school lockers, handbags, book bags and similar spaces in order to enforce school rules and to assure the health and safety of the Hillel Yeshiva community. Lockers are issued to each student for the purpose of storing books, school supplies and clothing. Money and valuable items such as personal electronic devices and jewelry should not be brought to school and placed in lockers. Each student is responsible for the condition of his/her locker and its contents, and should keep his or her locker locked at all times. All decorations on the inside and outside of lockers must follow divisional guidelines and be removable and leave no damage to the locker.

As students of a yeshiva, it is expected that all students respect the property of other students and of the school. Therefore, no student has the right to enter into another student's locker or bag without permission. Hillel Yeshiva is not responsible for any loss of money or property stored in lockers or otherwise on the school grounds.

ACADEMICS

DUAL CURRICULUM

Hillel Yeshiva's educational program is a unified dual curriculum program. Both our Torah and General Studies seek to produce G-d fearing ethical human beings who are ready to contribute to the Jewish community and the world around them. Students may move on to the next grade, and in the case of 8th and 12th grades, graduate, only if they have successfully completed both their Judaic Studies requirements and their General Studies requirements.

Parents can expect to receive formal communication around the topic of student progress through a number of different ways during the school year. Parent Teacher conferences are an opportunity to sit down one on one with the teacher for a few minutes to hear directly from the teacher about student progress and future goal setting. For communication requiring more in-depth conversation, additional meeting time may be required. Progress Reports provide a quick snapshot into how a student is performing until that point in the marking period. If the marking period would have ended on this day, these are the grades earned by the student and this is what the report card would look like. Report Cards are finalized at the end of the marking period (see below for more details) and represent the summative accomplishments of the student in all academic and character development areas through quantitative and qualitative measures.

PARENT–TEACHER CONFERENCES

Please see our annual PTA calendar for parent–teacher conference dates. Conferences typically take place twice per academic year. Each division will send out email reminders prior to conferences, along with instructions on how to sign up for a particular slot electronically or otherwise.

Additional parent–teacher conferences may be recommended in cases where a student's progress or behaviors are inconsistent and adversely affecting the student's success. These conferences can be arranged by calling the student's teacher; the particular division's office can assist in that communication or parents can email the teacher directly. Parents are encouraged to contact the school at any time to discuss their child's academic progress and personal development.

Any conflicting requests from parents/guardians will be resolved on a case-by-case basis and take into account any custody or similar orders. The decision of the school will be made in the student's best interest and will be final.

Please note that any issues among the school, its students and families are considered to be confidential matters.

REPORT CARDS

Progress reports are distributed in the Elementary School twice per year, and in the Middle School and High School three times per year. In the interim, students in grades 5 through 12 and their parents can view their academic progress in real time through Powerschool (see Technology section).

ELEMENTARY AND MIDDLE SCHOOL- ACADEMIC PROGRESS AND COMMUNICATION

Parents are encouraged to be active partners in the education of their children by communicating any questions or concerns directly to their teachers by email, using the first initial of the teacher's name, along with their last name and the Hillel Yeshiva email domain @hillelyeshiva.org. (i.e. for Rachel Cohen, rcohen@hillelyeshiva.org).

Teachers will communicate homework, assignments and tests using the following protocols:

Grades 1 - 4:
Students are encouraged to write down their assignments in their own daily planners. Additionally, teachers will post all assignments on to their Google Classrooms.

Grades 5 - 8:
Students are encouraged to write down their assignments in their own daily planners.
Additionally, teachers will post all assignments on to their Google Classrooms.
Parents can see their child's progress by logging into the Hillel Yeshiva Open Gradebook on PowerSchool.

ACADEMIC PROGRESS AND COMMUNICATION SCHEDULE

Grades 1 - 4:
Fall - Parent Teacher Conferences and Progress Report
Winter - Semester 1 Report Card
Spring - Parent Teacher Conferences and Progress Report
End of Year - Semester 2 Report Card

Grades 5 - 8:
Fall - Parent Teacher Conferences and Progress Report
Winter - Trimester 1 Report Card
Winter Midterms (Grades 7 - 8)
Winter - Parent Teacher Conferences and Progress Report
Spring - Trimester 2 Report Card
End of Year - Finals (Grades 7 - 8) and Trimester 3 Report Card

HIGH SCHOOL CURRICULUM

Requirements for Graduation:
4 years of English
4 years of Math
4 years of History
3 years of Science
4 years of Torah SheBa'al Peh
4 years of Humash
4 years of Navi
3 years of Writing
4 years of Halakha
2 years of Hebrew Language

The administrators advise students about course selection to ensure that they are choosing courses judiciously with attention both to the student's strengths and interests and to graduation requirements. Students and parents are urged to consult with an administrator or the College Guidance department when there are questions about a student's courses. Students who fail any Torah Studies or General Studies courses will be required to earn credit for the course by going to a Hillel Yeshiva- approved summer school course. Parents/Students are responsible for registering for summer school courses.

Standardized Tests

Hillel High School administers the following set of College Board exams:

The PSAT 8/9 (in the spring for all 9th grade students)

The PSAT 10 (in the spring for all 10th grade students)

The PSAT/NMSQT (in the fall for all 11th grade students)

The SAT is offered several times in the fall and spring (typically, October, March, May, and June). Traditionally, students take the exam for the first time in the spring of 11th grade, and retake it, if necessary, in the fall of 12th grade.

Advanced students will also have the opportunity to take college level Advanced Placement courses in their 10th, 11th and 12th grade. Students must earn a 2 or higher on the AP exam in order to receive the AP designation for that class on their transcript. Students in these classes who take the Advanced Placement exam may qualify for college credit. These exams are offered in May.

The ACT is also a college admission test, and it is administered at Hillel in October. Please consult with College Guidance to determine if the ACT or SAT is best for your particular needs.

Changes to Class Schedule

The deadline for all class changes is December 1st of each year. In the event a student wishes to change classes, he/she should request a change of class form from the Director of Judaic Studies or the Director of General Studies, as applicable.

Appealing a Grade

If a student/parent wishes to appeal a grade he/she has received in a particular class or the amount of points deducted for absences, the student/parent must do so within one month from the time the student has received the report card. After the one month deadline has passed, no student/parent may appeal a grade or absence/late point deduction.

Senior Honors

In order for a student to be considered for a valedictory, salutatory, academic excellence or academic achievement award, he/she must have attended Hillel Yeshiva High School for the entire school years of grades 10-12.

National Honor Society

The name of our national honor society is "Segulah," signifying the Jewish people being a "treasured nation." All students are eligible for National Honor Society, provided that they have completed a minimum of 3 consecutive semesters at Hillel High School. Students must attain a cumulative average of 88 to be eligible for consideration (High Honors and AP classes will be weighted). To be considered for induction into the National Honor Society, students must demonstrate exemplary character, leadership, respect for Tefilah and service to the school or community. Students must have an attendance record in good standing. Students must perform 18 hours of hesed every year. For further details and guidelines please speak to the Head of School, Honor Society Advisor and/or Hesed Coordinator.

Israel Guidance and College Entrance Requirements

Our College Guidance department provides personal guidance throughout the entire college admissions process and meets regularly with parents and students to provide information and support to help students achieve the goals that they have set for themselves. To advocate effectively for each student, the College Guidance depart-

ment communicates regularly with college admissions officers and participates in professional activities at the University level. The College Guidance department meets regularly with students during all four years of High School. It is strongly recommended that parents attend the meetings that are scheduled during the student's Junior and Senior years.

Hillel Yeshiva High School has an Israel Guidance department consisting of the Director of Judaic Studies and the Rosh Yeshiva. Our students are advised regarding yeshivot and seminary options in Israel. Our familiarity with the yeshivot and seminaries and our students allows us to make recommendations that optimize our students' personal Torah growth.

LEARNING SUPPORT SYSTEM

Hillel Yeshiva is committed to helping each and every child achieve happiness and success in school in all areas of student well-being, including academics, social-emotional and religious development. All divisions of the school provide learning support to assist students who may be struggling academically.

In the Elementary School and Middle School, Hillel employs its own psychologist and social workers and coordinates academic services for qualifying students through designated MOESC special educators from the Monmouth-Ocean district. Parents who may have any concerns about how their child is developing in any of these areas can have their child referred to our Educational Support Team (EST) of specialists to develop an action plan for the happiness and success of the child. The EST will assign a member of the team to serve as the case manager/liaison between the parent and the school in advocacy of the student. The case manager works closely with the classroom teacher to articulate and implement the student's Individual Educational Program (IEP) within the classroom. To have a child referred to the EST, please contact the EST coordinator, Mrs. Taly Rishty at trishty@hillelyeshiva.org.

If you should decide to pursue the teacher's recommendation for referral in an independently "outside of school setting," please share your plans with the teacher as well as with the administration. All of the members of the EST are available to parents with any questions or concerns regarding his/her child's academic social and emotional development.

In the High School, a full-time learning specialist works with students one-on-one to help them "learn how to learn" - to remediate in areas of study skills, conceptualization, organization and self-monitoring. The learning specialist monitors the progress of students who struggle in school so as to keep parents apprised of their children's progress, and to help the students see the overall picture of their progress in each class. Our learning specialist also serves as a resource for teachers who may need some advice about how to address different learning styles in their classrooms. He/she serves as the school's liaison to the Monmouth Ocean Educational Services Commission, thereby ensuring that our students receive the services to which they are entitled through P.L. 192-193 and IDEA. He/she attends all Child Study Team meetings and assists in developing an Individualized Service Plan for each child.

The following accommodations and modifications policy applies to all divisions in the school:
Any accommodations or modifications to the standard environment, curriculum, instruction or assessment practices in Hillel must be discussed with Hillel Yeshiva's School Psychologist and EST Case Manager/Director of

the Learning Center, as applicable, who will then evaluate the student in conjunction with MOESC. Following this evaluation, and after reviewing the results of any testing performed by MOESC, the foregoing team will make a recommendation for or against the requested accommodations and/or modifications.

Hillel Yeshiva will determine, in its sole discretion, whether to take into consideration the results of any evaluation performed outside of the school. By policy, the school will consider the recommendation of the School Psychologist and EST Case Manager/Director of the Learning Center above and beyond any evaluation performed outside of the School.

The purpose of this policy is threefold:
1) to allow for uniformity of practice throughout Hillel Yeshiva
2) to ensure our practices are consistent with current educational standards and practices, and
3) to ensure that accommodations and modifications are used sparingly yet appropriately as needed.

ADMISSION/PSYCHOLOGICAL TESTING

New Students

New students in Kindergarten through Grade 8 are required to provide prior results of or otherwise undergo psychological testing prior to admission to the yeshiva. Psychological testing may be performed at Hillel for a fee, and a written evaluation by the psychologist will be generated and made available for review by parents upon request.

Mental Health

The school's team of psychologists and social workers serve as a resource for teachers, parents and students who are facing any social/emotional, academic or behavioral difficulties. Parents and students are encouraged to be in contact with him/her whenever needed. All discussions with the school psychologists and social workers remain confidential, unless consent is obtained, in order to protect the patient or the public from serious harm, if the issue relates to domestic violence or neglect, or in the event he or she receives a court order demanding otherwise. If you do not wish for your child to communicate with the school's psychologists and social workers on a one-on-one basis for mental health purposes, please feel free to reach out to the appropriate divisional office.

SUMMER SCHOOL

Elementary and Middle School

In order for students to advance to the next grade level, students are expected to pass all their academic requirements in their current grade. Should a student fail to demonstrate adequate knowledge of skills and or content in a given subject, the student may receive summer work to help reinforce these lessons.

Additional summer work for a student who failed a class may take the following forms:

Grades 1 - 4 - additional summer work and/or mandated tutoring

Grades 5 - 7 - additional summer work and/or tutoring
additional testing or long term project

Grade 8 - additional summer work and/or tutoring
Summer School

In order for an eighth grade student to receive a Hillel Yeshiva diploma, she/he must demonstrate a passing grade in every class.

High School

Students who fail any Torah Studies or General Studies courses will be required to earn credit for the failed course by going to Summer School (or taking a Hillel Yeshiva approved course). Parents/Students are responsible for registering for all make up or summer school courses. Please contact the High School office for additional information on registration.

Students who do not attend Summer School will be required to make up the failed course in a manner approved by the administration, or otherwise may not be promoted to the next grade or be eligible to graduate.

TUTORING GUIDELINES

Hillel has set the following tutoring guidelines for all of its divisions:

1. A teacher may not tutor any student who is currently in his/her class on a one-on-one basis.
2. All teachers are required to submit the names of any Hillel student who he/she is tutoring.

The administration will gladly assist parents in selecting an appropriate and professional tutor when deemed necessary. Please have your child's tutor contact the teacher for the course of study which will be most beneficial to your child.

FERPA STATEMENT OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide

copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):

- school officials with legitimate educational interest
- other schools to which a student is transferring
- specified officials for audit or evaluation purposes
- appropriate parties in connection with financial aid to a student
- organizations conducting certain studies for or on behalf of the school
- accrediting organizations
- to comply with a judicial order or lawfully issued subpoena
- appropriate officials in cases of health and safety emergencies
- state and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to the discretion of each school.

DAY-TO-DAY

CELLULAR PHONE AND ELECTRONIC DEVICE USE ON CAMPUS

Phone Messages

Messages for a student from home will be distributed by the appropriate division office. We ask that parents refrain from contacting their son or daughter via cell phone so that students are not deterred from complying with the School's cell phone policy set forth below. Students will be contacted by a division staff member when messages are of a time-sensitive nature (e.g., transportation information). Messages of an emergency nature (e.g.,

impact on immediate health or safety or family emergency) will be delivered directly to the student. Should you need to send a message to your child, please contact the division office directly.

Elementary School Students

Cell Phone Free
Students in the Elementary a School are NOT allowed to bring cell phones or other electronic devices with internet access to school. It is our hope that the school's adoption of a no cell phone policy will help students improve focus and engagement in school, contributing to a more productive and pro-social environment.
Parents who need to reach their children during the day are encouraged to reach out to the Elementary School division office at ext. 222.

Students found to be in possession of a cell phone or other electronic device will have the device taken away and returned to the parents after a two night reprieve from the device. For example, if a cell phone was taken away on a Monday afternoon, the device would be returned on Wednesday night after school. The incident will be documented and additional disciplinary action may be taken at the discretion of the administration.

Hillel is not responsible for any loss or damage to a cell phone that occurs on the School's grounds.

Middle School Students

Middle School students are permitted to bring cell phones to school and are must leave their cell phones, powered off, in their lockers from the beginning to the end of the school day.

Parents who need to reach their children during the day are encouraged to reach out to the Middle School division office at ext. 231.

Students found to be in possession of a cell phone or other electronic device during the school day will have the device taken away and returned to the parents after a two night reprieve from the device. For example, if a cell phone was taken away on a Monday afternoon, the device would be returned on Wednesday night after school. The incident will be documented and additional disciplinary action may be taken at the discretion of the administration.

Hillel is not responsible for any loss or damage to a cell phone that occurs on the School's grounds.

High School Students

Cell phone use is permitted only during non-class times and then only outside of classrooms. Cell phones simply being visible or heard ringing or vibrating will constitute cell phone use. Students using a cell phone during class time or in the classroom or during minyan will have their cell phones confiscated. The cell phone will be returned at dismissal of the next day for the first offense. There will be no exceptions to this rule unless prearranged with an administrator. All subsequent offenses may require a parent to pick up the cell phone. Special accommodations will be made for family emergencies through the front office. The rules above apply to smart watches, wearable smart devices, and the like.

Any student who records or films a teacher, class or school activity without permission will have his recording device confiscated and severe disciplinary action will result. Students may not distribute or post recordings of school or teachers on social media of any kind, including Facebook, Twitter, or Instagram.

No Expectation of Privacy

Students in all divisions of the School must recognize that there is no guarantee of privacy associated with their use of their cell phones. Hillel reserves the right to search and examine students' cell phones in order to investigate and/or resolve any Hillel-related issues involving its students.

MEAL PROGRAM

Elementary, Middle School and High School

Hillel students are afforded the options of bringing their own lunches from home (subject to Kosher Guidelines below) or purchasing lunch from the School's lunch program.

Students who bring lunch from home and students who purchase lunch in school must observe the following schedule:
Mondays and Wednesdays: meat days
Tuesdays, Thursdays and Fridays: dairy days

Parents and students may purchase school lunches on an annual or semi-annual basis, at a discount by submitting their selections via the school website (www.hillelyeshiva.org/lunchmenu).

At Hillel Yeshiva, we understand the importance of adult influence in keeping our students healthy and making good choices. We encourage families to review the menus with their children and to discuss healthy food choices each week.

Appropriate dining behavior is practiced during lunch. Students are encouraged to be responsible for keeping dining areas clean and orderly.

Parents are NOT permitted to have a restaurant or other lunch arrangements delivered to the school.

Students may not organize class parties of any kind without permission from the administration.

Additional High School Option

The High School's Student Council offers lunch options as well. Please see the High School Division Office for additional information.

KOSHER GUIDELINES

Hillel is committed to respecting and observing the mitzvot and halachot (Jewish laws) of the Jewish religion. This includes kashrut, Jewish dietary laws. Hillel's Kashrut guidelines are:

All food prepared by or catered by Hillel will be kosher and in accordance with the guidelines established by the School's Rosh Yeshiva.

Food that is brought into Hillel from the outside by students:

Cannot be shared with other students either individually or as a group, unless it was made under the su pervision of a kashrut authority - whether an individual or organization – on Hillel's approved list; and

Food brought into Hillel on special occasions for communal events must be made under the supervision of a kashrut authority on Hillel's approved list.

For additional guidelines, please consult with the School's Rosh Yeshiva.

ATHLETICS

Hillel is a proud participant in the New York Metropolitan Area Yeshiva League for students in Middle School and High School. Please see the School's Athletic Handbook (to be distributed prior to the commencement of the athletic season) for additional information and guidelines regarding our sports teams.

Among other requirements, good academic, attendance and disciplinary standing, as well as an up-to-date sports medical form, are required for participation on all athletic teams. A student may only participate on 2 sports teams during an academic year. A student must attend school on the day of a practice or game in order to participate or travel with the team, and must attend school the day following a practice or a game. For High School students, exams missed on the day of or after a home game are subject to the makeup policy set forth herein.

Conduct at Athletic Events

Players

Players must adhere to the highest standards of sportsmanship and spirit of our religion. Hillel is committed to fair play, graciousness and respect towards opponents, coaches, officials and spectators. Sports are recognized as a great tool we have to help student athletes develop positive character traits and emphasize values.

Players who do not uphold these standards and who engage in behavior that is insulting to officials and opponents (including "trash talking") will be subject to suspension from team participation.

Fans

Hillel spectators are expected to behave in an exemplary manner, cheer for our School and accept the decisions of the officials. Students must not engage in unsportsmanlike behavior such as taunting, trash talking and intimidating opponents. Air horns or other noisemakers are not permitted. Not upholding these standards will lead to removal from the sporting event.

USE OF STUDENT IMAGES

As stated in the tuition contract, parents grant permission for Hillel Yeshiva to photograph the student and to use his/her likeness for purposes of advertising in publications and the school's and third party website/media platforms unless the school is notified to the contrary in writing. Further, parents hereby permit notification to newspapers or other media of the student's special recognitions and achievements.

ISRAEL DAY PARADE

As expressed in our mission statement, Hillel supports religious Zionism and the State of Israel as the Jewish homeland. Hillel views participation in the Israel Day Parade as integral to this value. Attending the Israel Day Parade is mandatory for all students of Hillel Yeshiva in Grades 5 through 12. Any student who does not attend the parade must attend an alternate Israel educational program to be determined by the administration.

DISCIPLINARY PROCEEDINGS AND POLICIES

All members in the community are expected to adhere to the Honor Code outlined herein and model the school's standards. This expectation is important when teaching children to act in honest, respectful, tolerant, responsible, trustworthy and accountable ways. Knowing that young people may stumble periodically, we have developed behavior expectations in each the divisions to support the learning process with appropriate consequences at each age of student throughout the school.

ELEMENTARY AND MIDDLE SCHOOL DISCIPLINARY OVERVIEW

Hillel Yeshiva Elementary and Middle School is guided by a Responsibility - Centered Discipline approach, outlined in the book "Roadmap to Responsibility". This philosophy aspires to build a positive school culture by adhering to the following principles:

- Clear expectations
- Consistency
- Accepting responsibility
- Guided conversations
- Positive relationships

The approach focuses on proactively teaching children to be respectful, responsible and display good citizenship. This is accomplished by teachers' use of specific language and through their modeling of positive behaviors.

Hillel recognizes that different students may find themselves on different levels of a continuum in developing these pro-social behaviors. Thus, when a student demonstrates through his/her behavior, that s/he needs more review of certain positive behaviors, that student may be taken out of class until s/he can return to class and meet the behavioral expectations necessary to function in the classroom.

Sending a Child to the Office

Teachers are generally expected to handle classroom behavior matters in the classroom, with the goal of redirecting the negative behavior towards better options. A child may be sent to the office to speak with an administrator for the following reasons:

Physical violence (even on a first occasion)

Incessant disruptions that prevent learning from happening in the classroom.

If a child should be sent to an administrator for a behavioral infraction, the administrator and teacher will work together with the parents and students to determine the best path towards redirecting the child towards success. Strategies may include, brainstorming with parents, family conferences, developing a behavioral plan, referral to an EST staff member or outside mental health professional, loss of privileges, detention and/or suspension from school.

Upon receiving a school suspension, the child will only be accepted back to school after a parent conference with a school administrator. A student who is suspended may also lose certain privileges such as representing the school on a sports or academic team, participating in a school trip or other activities.

Hillel reserves the right to combine or skip strategies depending on the facts of each situation and the nature of the offense.

HIGH SCHOOL DISCIPLINARY OVERVIEW

Every community has norms and rules of behavior. In life there are consequences for violating those norms and rules. The school community, in order to ensure a proper educational environment for the majority of the students who behave appropriately, must define the sanctions for those times where student behavior lapses from the accepted norms.

The goal of Hillel Yeshiva High School is to use every minute of classroom time for teaching and learning. High school students are expected to arrive in class on time with the appropriate books and writing instruments, and to follow the teacher's instructions and classroom expectations. Students who disturb class not only hurt themselves but also disrupt the learning process of their classmates. In life, there are consequences to inappropriate behavior. Students who misbehave in class or during prayer will be disciplined. Our expectation is that our students will behave appropriately.

When the teacher asks a student to leave the classroom, that student must report immediately to the main office or to the office they are told to go to. There are no exceptions to this rule. A student who fails to report immediately to the proper office will be disciplined.

Classroom Behavior

Students will behave in ways that promote learning in the classroom. Devoted students and teachers share in the responsibility of maintaining a learning-conducive classroom. Most of the time for most of the students, there is no need to involve the office in discipline. However, teachers occasionally will request that students speak to an administrator. Students who are sent to the office for disruptive behavior in class, in the corridors or during prayer services will be dealt with as is deemed appropriate by the administration. Repercussions for misbehavior may include but are not limited to detentions, conferences with parents or school suspensions. Students who repeatedly violate school rules in classes or prayer will be dealt with more severely and may be expelled from the school. Students can expect consequences for inappropriate behavior.

We expect that the students at Hillel will speak and act respectfully with all of the people in the school (that includes other students, teachers, office staff, custodial staff, and administrators). Speaking or acting disrespectfully to another person in the school is a grave character flaw that must be rectified. Sanctions for disrespectful behavior will be determined by the administration.

Consistent unacceptable and inappropriate behavior on the part of any student reflects the existence of a more serious problem. This can require a parental conference and further disciplinary actions, including but not limited to expulsion from the school.

Detentions

Detentions will be assigned as indicated throughout this handbook or for other reasons deemed appropriate by the administration. Students will be assigned a time at which to serve their detentions. Practices and games are not valid excuses for rescheduling. Students who fail to serve their detention may be suspended. At the discretion of the Administration, parents will be called and asked to meet with teachers or administration.

Detention reminders will be texted and emailed to students before lunch each day. It is the student's responsibility to check his or her phone. If, for any reason, you do not have a phone, you may check with the Assistant Administrative Principal to see if you are scheduled for detention.

If a student is asked to leave his or her class five times during any trimester, on the fifth time, he or she will be suspended for both the day of the infraction and the next day. The five incidents do not have to be from the same class or teacher. If, after the suspension, the student is sent out again, the consequences will be at the discretion of the administration.

Disciplinary Procedures

A student who misbehaves during class will be warned by the teacher to stop the disruptive behavior. If the disruptive behavior continues, the teacher will contact the parent detailing the situation. Should the disruptive behavior persist, a meeting will be arranged with the student, the teacher and an administrator. Should the disruptive behavior continue further, a parental meeting with the Head of School will be scheduled. Further misbehavior will result in prolonged out of school suspension and could result in expulsion.

Suspensions

The student is responsible for all missed assignments and examinations. Assignments may be collected and graded on the first day back from suspension. All school days missed by a student due to a suspension may be counted as absences for that student.

At the discretion of the administration, students may or may not be allowed to make up exams, quizzes or work. If the administration allows them to make up an exam, any exam missed during that period will have to be made up according to the policy for examination make up. All tests and quizzes will have a 20-point penalty.

Cheating

Our good reputation is one of the most important assets that we have. Integrity and credibility are attained through consistent honest and upright behavior. The real consequence of cheating is that your reputation is damaged, sometimes irreparably.

These are some of the other, more tangible, consequences of cheating:

Cheating on any test or quiz will result without exception in a zero for that test or quiz and may result in a parent conference.

Cheating is: a) giving or receiving, or appearing to give assistance to another student during the test, including appearing to look at another student's test; b) leaving the test room without permission; c) attempting to remove any part of a test from the test room or any classroom; or d) the use or possession of any prohibited aids (such as a calculator, cell phone, smart watch or study card "crib sheets").

Inappropriate behavior during an exam will result in a zero on that quiz or exam. This includes communicating with another student for any reason, failing to follow any instruction or creating a disturbance. It is the responsibility of the student to behave in a fashion that places the student above suspicion at all times.

The ultimate determination as to what is considered inappropriate behavior or cheating will be made solely by the administration.

Plagiarism

Plagiarism is theft. More specifically, plagiarism is presenting as your own:
a) a phrase, sentence, or passage from another writer's work without using quotation marks; b) a paraphrased passage from another writer's work; c) facts or ideas gathered and reported by someone else; d) another student's work with your name on it or e) a purchased paper or "research" from a term paper mill[1].

Students are expected - often required - to build their own work on that of other people, just as professional researchers and writers do. Giving credit to someone whose work has helped you is expected; in fact, not to cite the work is a crime. This kind of plagiarism is the severest form of academic fraud. When in doubt whether your acknowledgement is proper and adequate, consult your English teacher.

Other forms of academic fraud include:

1. collaboration between two or more students who then submit the same paper, homework assignment, or portion of a paper or homework assignment, or project under their individual names;
2. submitting the same paper, homework assignment, or project for two or more courses without the knowl edge and the expressed permission of all instructors involved;
3. giving your permission to another student to use your work for a class; or d) using purchased term papers[2].

Consequences for plagiarism vary according to the individual context of each incident and often include the loss of credit on the assignment for any student involved. Each incident is examined as a separate case and the expressed learning goal is for each student to gain an understanding of "what went wrong" in order that plagiarism not occur again and individual ownership of academic content is restored. For example, if a student has over-relied on "help" from another student's work or notes to complete an assignment, then a typical recourse will often be to ask the student to redo the assignment during school hours in order to more aptly show understanding. Again, the ultimate determination as to the consequences of plagiarism resides entirely with the administration.

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[1] term-paper mills (Businesses created to sell papers to students) often claim they are merely offering "information" or "research" to students and that this service is acceptable and allowed throughout the academic community. THIS IS ABSOLUTELY UNTRUE. If you buy "research", drafts, summaries, abstracts, or final versions of a paper, you are committing plagiarism and are subject to stringent disciplinary action. Plagiarism is cheating and will not be tolerated, consequences are severe and reputations suffer.
[2] This statement is taken from New York University, used in the Expository Writing program at NYU, and modified for use at Hillel.

STUDENT HEALTH

ILLNESS AND ACCIDENTS

A registered nurse is on duty at Hillel Yeshiva during the school day. Students who become ill or who are in need of medical attention will be sent to the nurse (with a buddy in the Elementary School).

A Student must inform his/her teacher, who will provide a nurse pass, prior to going to the nurse's office. Except in case of an emergency, the nurse will not accept a student without a pass from the teacher. High School students must report to the High School office to sign out before going to the nurse's office, and must sign back in before returning to class. Except in the case of an emergency, no High School student will be permitted to visit the nurse during the last period of the school day. When parents are notified that a child is ill and resting in the nurse's office, prompt arrangements should be made to transport the child home. Please sign out your child at the applicable division's office.

In order to maintain a healthy learning environment and reduce the potential spread of contagious illness, all students who are sent home from school must be fever free (without the use of fever- reducing medicines, e.g. Tylenol, Advil, Motrin) and free of symptoms of illness for 24 hours before returning to school. State guidelines recommend that the School informs parents when a child has an illness that may affect other students. If your child will be absent due to a contagious illness, please communicate this with the nurse's office. The classroom will be informed of the contagious illness, but no student will be identified. All student medical information will remain confidential. If your student misses three (3) or more days of school due to illness, a doctor's note may be requested prior to the student's return.

A number of automated external defibrillators (AEDs) have been placed in strategic locations across campus, allowing Hillel Yeshiva to maintain a High level of preparedness for student and staff emergencies.

A note from a medical doctor is required for a student to be excused from physical education classes or if they will be using other special physical accommodations, such as crutches or a wheelchair.

INFECTIOUS DISEASES

Hillel Yeshiva follows New Jersey State and local Monmouth County Regional Health Commission laws and guidelines on infectious diseases when setting its health policies.

HEALTH FORMS AND IMMUNIZATIONS

All students must submit an Emergency Medical Form to the Nurse's Office before the start of school. If forms are not received, students may not be able to attend school. These forms are mailed home prior to the start of school in September.

A physical exam is required for all Kindergarten students and new students before the start of school.

New Jersey State Law requires that all children have the following immunizations: Hepatitis B, Varicella, Dtap, MMR, Polio, Pneumococcal, and Meningococcal. The influenza vaccine is required annually for all children in grades Pre-Nursey, Nursery and Pre-Kindergarten. In addition, every child entering Grade 6 must have received one dose of Tdap (Tetanus, Diphtheria, acellular Pertussis) given after the 10th birthday, and one dose of a meningococcal-containing vaccine.

Valid medical exemptions to immunization require formal documentation shared with the nurse's office. The **School does not accept religious exemptions.**

Please note that without current medical information, students will be prohibited from classes, field trips, athletic events and special activities.

MEDICATIONS

All medications—prescription and over-the-counter—must be dispensed by the nurse. Students may not keep medicine in their possession. If your child is required by a physician to take a prescription and/or non-prescription medication during the school day, the following procedure must be followed:

A parent must bring in the medicine to the Nurse's Office in the original (prescription or nonprescription) bottle.

Written orders from the doctor must be provided, including name of the drug, child's full name, reason for giving, date, time, dosage and any possible side effects.

Students with a special healthcare need (e.g., asthma, food allergies, diabetes, seizures) who take medicine in school must provide the nurse with an individualized Emergency Healthcare Plan/Food Allergy Action Plan. The development of this plan provides for efficient delivery of care and optimal environment of safety. The Emergency Healthcare Plan must be completed by the doctor and signed by the parent.

All medications must be current through the school year (i.e., not expired or due to expire during the school year). All medications must be picked up by a parent from the nurse's office prior to your child's last day of school or they will be discarded.

ALLERGIES- ELEMENTARY AND MIDDLE SCHOOL

Hillel Yeshiva's Allergy Guidelines are meant to ensure a safe learning environment for all students. Recognizing that medical and health related needs are unique to each individual, we ask that all adults and children in the ELC, Elementary and Middle School, or otherwise in the ELC, Elementary and Middle School wings of the building, observe the following allergy guidelines. Please keep in mind that the High School is not nut-free.

Allergy-Aware and Nut-Aware Guidelines

Food allergies can be life-threatening and Hillel Yeshiva recognizes that the risk of accidental exposure to foods can be reduced when students, parents, and physicians work together to provide a safe educational environment for food-allergic students. Knowing that we cannot always avoid contamination because some allergens go unrecognized, we expect obvious allergens to be avoided on campus, as follows:

Allergy-Aware: Families must notify the school nurse if their child(ren) has a food allergy (e.g., dairy, eggs, nuts, gluten, etc.) or other allergy (e.g., bee stings, etc.) prior to the start of the school year or as soon as an allergy is diagnosed. The school will share this information (with respect for anonymity) with families as needed and as appropriate. In these instances, we ask that students, staff/faculty, and families in homerooms/classrooms with food-allergic children refrain from bringing such allergens into the classroom as appropriate.

Nut-Aware: Hillel Yeshiva strives to be a peanut- and nut-free school. We do not knowingly allow food containing peanuts or nuts onto campus. Food containing nuts and nut byproducts should not be brought to campus or consumed during lunch or as a snack throughout the school, or at related school, after-school, and athletic events.

Food that does not follow the above guidelines will be removed. Please always read ingredient labels each time food is brought into school, as manufacturers often change plants without notice. If peanuts or nuts are in a product, it will be listed in the ingredient line or written as a disclaimer under the ingredient line.

Buses and Class Trips: Food that is brought onto or consumed on school and trip buses and on class trips should follow the guidelines set forth herein.

After-School & Athletic Events: Snacks and food that are brought to campus and/or consumed during after-school events (e.g., play rehearsals, clubs) and athletic events should follow the guidelines set forth herein.

Responsibilities

Families should educate the allergic child in the self-management of their food allergy including:

- safe and unsafe foods
- strategies for avoiding exposure to unsafe foods
- symptoms of allergic reactions
- hand-washing after eating/touching foods
- how and when to tell an adult they may be having an allergy-related problem
- how to read food labels (age appropriate)

After a reaction has occurred, the family should review policies/procedures with the school staff and the child's physician.

Students should:

- not trade food with others
- not eat anything with unknown ingredients or known to contain any allergen
- be proactive in the care and management of their food allergies and reactions based on their developmental level
- notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

The school should ensure that each staff member who interacts with the student on a regular basis understand food allergies, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.

Visitors

It is important to note that, as a school, we often have visitors on campus, including athletes from other schools, and cannot always ensure that these guidelines are enforced.

HEALTH-INFORMATION SHARING

It is very important that Hillel Yeshiva is made aware of any medical condition that affects or may affect any student. As a condition of enrollment and continued attendance at Hillel Yeshiva, a confidential health information form must be completed and updated as necessary, and the student and family must consent to Hillel Yeshiva's emergency or routine treatment of the student as required by any medical condition and as agreed by the student and family or as the student's physician may require.
Parents must provide the Nurse's office with a doctor's clearance note in order for their child to return to any physical activity, including gym and athletics, following an injury.

LICE CHECKS

Head checks are conducted for all children PreN-Grade 8 four times during the school year at a cost of $25 per child. Payment for head checks must be submitted prior to or at the time of the head check. No child will be admitted into class without clearance from the head check team.

TECHNOLOGY

TECHNOLOGY PROGRAM

Hillel Yeshiva strives to use technology in its educational process. Students are exposed to computing technology and lessons are enhanced through the use of a wealth of educational software applications, electronic resource databases, and structured access to the Internet.

Students learn how to use technology to stimulate and enhance creative writing, promote cooperative skills, enhance logical thinking, improve problem-solving, enhance communication, develop artistic abilities, and improve analytical skills.

Computer resources are available in nearly every classroom are used as a tool for reinforcing subject material currently studied in the classroom while stressing the importance of Internet safety.

GOOGLE AND POWERSCHOOL

Beginning in the Elementary School, Hillel uses both Google Workspace for Education and PowerSchool to communicate with students and parents. Each student receives both a Hillel Google account and a Hillel PowerSchool account. The Google account includes a wide range of software tools and is utilized by administrators, teachers, and the school office, thus it is important for students to check their email each day. From classroom handouts to the test calendar, and sports forms, the Hillel student Google account is a valuable tool for information, communication, and organization. For the convenience of parents, the Hillel website also contains the test and sports calendars, as well as lunch ordering information.

Students use their Hillel Yeshiva Google account in order to log into our school Chromebooks. Hillel Yeshiva uses several software tools to monitor all student activity while using their Google accounts. Below are links to their privacy policies and terms of use:

https://www.goguardian.com/product-privacy/

https://www.goguardian.com/eula/

https://s3.amazonaws.com/bark-assets/guides/AI_Data_Technology_BarkForSchools.pdf

PowerSchool provides students and parents with information regarding both General Studies and Judaic classes. Students and parents may view homework, quiz, test grades and attendance in each class. Through PowerSchool parents and students can view grades and attendance records for all classes. Please note that while PowerSchool is an excellent indication of your child's academic progress in a given class, it does not necessarily reflect the final report card grade.

We encourage all parents and students to download the PowerSchool app for easy access, and indeed, from grades 5 through 12, it is parents' and students' responsibility to monitor students' progress through this tool.

ACCEPTABLE-USE POLICY AND INTERNET-USE PROCEDURES

Philosophy on Technology

Hillel Yeshiva aspires to instill a love of learning in its students through all the available modalities and technology available in the twenty-first century. In both Judaic and General Studies there is a vast amount of websites, apps and opportunities that make learning come alive by putting technology in the hands of our students.

Hillel Technology Overview

Hillel Yeshiva's technology systems are intended for the exclusive use of registered student users for school purposes. Hillel technology systems, including all user accounts and data, are the sole property of Hillel. Hillel reserves the right to monitor and access information on its technology systems, including user accounts and data on both internal systems and external systems provided by companies such as, but not limited to, Google and Zoom. Inappropriate use of Hillel technology systems may result in suspension of privileges, disciplinary action, and/or referral to legal authorities. This policy applies to systems used by students on and off school property and devices.

Digital Citizenship Expectations for Students

Hillel's citizenship expectations extend to the "digital world" whether use of the technology system occurs on or off campus. Accordingly, students are expected to behave with the same self-discipline in the digital world as they would in the classroom. The following behaviors are examples of inappropriate use and may result in disciplinary action:

Using information and communication technologies inappropriately (e.g., cyberbullying, personal attacks, or harassment). Cyber-bullying occurs through an electronic device such as a computer or mobile phone and can involve any associated digital or Internet form of communication including, but is not limited to social media (Instagram, Facebook, Twitter, etc.), email, WhatsApp, texting, photos and images, instant messaging, blogging and chat rooms.

Intercepting, reading, deleting, copying or altering other person's email, information or files.

Impersonating or misrepresenting another user.

Attempting to gain unauthorized access to other devices, network equipment or firewall systems.

Violating U.S. or state laws – e.g., transmitting threatening material, spreading computer viruses, participating in software piracy, gambling, violating copyright laws, or participating in the sale or purchase of drugs or alcohol.

At any time when a student is using the school's network or technology, is present on school grounds or at a school-related activity, or is interacting with another member of the Hillel community, the student must adhere to the same standards of conduct that would apply to the student's in-person interaction with the Hillel community member. Using a personal e-mail address, digital phone, messaging platform, or other means of communication will not avoid the obligation to follow the school's conduct standards. Even interactions with anyone outside of the Hillel community may result in school-imposed consequences, based on the nature and severity of the offense in context, as determined by the School.

Please note that Hillel teachers and students are expected to communicate electronically only through their "@ hillelyeshiva.org" email accounts.

Examples of Digital Citizenship Expectations: Hillel students are expected to demonstrate responsible and respectful digital citizenship at all times, which includes the following:

Students will respect each other's work on the computer and school network and not edit, rename, change or move emails or files that belong to others without the owner's permission.

Students will not send hurtful messages online. If a student should receive a transmitted message that is upsetting s/he report the incident immediately to a trusted adult.

Students will not post any inappropriate messages or content both in school and at home.

Students will use kind, polite words in digital communication as one would face to face.

Students will use technology in a way that shows respect and kindness for others, and that complies with the school's general conduct standards.

Students will not cyberbully. If one becomes aware of it in any manner, s/he will report it to an adult immediately.

Examples of Inappropriate Use of Computers in School:
Hillel students agree to adhere to the following regulations in all of their work with computers and any other internet enabled devices at school.

School computers are used for school work ONLY.

Hillel teachers and administrators can monitor all information on and use of all school computers.

Students will not change any preset computer or network setting and will not download or install any software without permission.

Students will only stream video (e.g., YouTube or Hulu) or music or play computer games when it is school-appropriate and approved by a teacher for use within an educational context.

Students will handle equipment with care so it can remain in good working condition.

Students will access the online accounts only with his/her own account information and not with another user's account. Students will not share their password with anyone.

Students will not reveal any personal information online about oneself or someone else, including names and email addresses, without guidance from a teacher.

The school intends for the school's Internet filters to block inappropriate web content and sites. Students will not try to disable these filters. If inappropriate material gets past the filter, students will report it to the teacher immediately.

Students will follow copyright and fair use guidelines when copying information from the Internet. These guidelines include proper citation when referring to downloaded text, images, or other media.

Students will not attempt to gain unauthorized access to other devices, network equipment or firewall systems.

Examples of Inappropriate Use of Technology in General:

Using information and communication technologies inappropriately (e.g., cyberbullying, personal attacks, or harassment). Cyber-bullying occurs through an electronic device such as a computer or mobile phone and can involve any associated digital or Internet form of communication including, but is not limited to social media (Instagram, Facebook, Twitter, etc.), email, WhatsApp, texting, photos and images, instant messaging, and blogging.

Intercepting, reading, deleting, copying or altering other person's email, information or files.

Impersonating or misrepresenting another user.

Violating U.S. or state laws – e.g., transmitting threatening material, spreading computer viruses, participating in software piracy, gambling, violating copyright laws, or participating in the sale or purchase of drugs or alcohol.

Enforcement of the AUP

Hillel reserves the right to make the final decision regarding whether or not a student has violated this AUP, and the appropriate disciplinary action if a violation is determined to have occurred. If a student violates this AUP, parents will be notified and the student will be disciplined. Student discipline may include suspension of privileges, suspension, or expulsion. Violations of the AUP, which are also violations of law, may be referred to appropriate

local, state or federal law enforcement officials for prosecution. Hillel will cooperate fully with the local, state and federal officials in any related investigation. The nature, severity, and timing of a violation of the AUP may require notification to other educational institutions in connection with applications for admission.

Privacy

The Hillel Yeshiva technological resources are the property of the school. Monitoring or inspection of network files and folders, Hillel Google Docs accounts, as well as e-mail accounts, may occur to protect the integrity of the system or to comply with legal obligations or when the administrators of the school may otherwise deem such monitoring or inspection to be appropriate. The school reserves the right to inspect the contents of electronic transmissions in the course of an investigation of impropriety. In addition, the school reserves the right to conduct routine maintenance and track problems that might interfere with the function of the school technological resources.

Users must recognize that there is no guarantee of privacy associated with their use of school technology resources. Users should not expect that Hillel Google Apps for Education accounts, e-mail, files, web pages and any other information created or maintained in the system are private or confidential. Although all possible means to ensure student safety have been employed, Hillel Yeshiva makes no express or implied warranties for the network and Internet access it provides. Hillel cannot completely eliminate access to information that is offensive or illegal and that may reside on networks inside or outside of the Hillel Yeshiva system. The accuracy and quality of information obtained cannot be guaranteed. Hillel Yeshiva will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.

Cell Phones

Please see DAY TO DAY: PHONE, CELLULAR PHONE AND ELECTRONIC DEVICE USE ON CAMPUS

CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

COPPA applies to operators of commercial websites and online services and limits their ability to collect personal information from children under the age of 13. COPPA allows the school to act as the parent's agent and consent to the collection of a student's information on the parent's behalf within the educational context— where an operator collects personal information from students for the use and benefit of the school, and for no other commercial purpose. By signing the Tuition Contract, parents grant consent for Hillel Yeshiva and its employees to act as the parent's agent in providing consent for the collection of student information within the educational context.

WHATSAPP GROUP CHATS

Hillel Yeshiva encourages parents who have questions or concerns to directly communicate with the responsible party at all times. (See the Hillel organizational chart attached to this handbook to know whom to address which issues to). Parents who have class or homework specific questions are encouraged to check Google Classroom, or consult with their children's teachers directly.
However, we are also mindful of the fact that parents often organize WhatsApp chat groups to help with communication around grade level or classroom matters. **As such, please keep in mind the following matters when communicating on a WhatsApp group chat relating to the school:**

The purpose of the WhatsApp group is to facilitate communication as it pertains to your child at Hillel Yeshiva.

Keep all communication positive and pertinent to the group without editorializing or expressing negative opinions in this public platform.

Should something on the group chat be shared that is inappropriate or offensive, please contact the group chat administrator directly so s/he can handle the matter off line in a private manner.

WhatsApp Group Chats should be used for:

Sharing public service announcements for information relating to the group

Answering basic questions relating to facts about school matters

WhatsApp Group Chats should NOT Be used for:

Offering one's opinion on controversial, personal, subjective matters relating to school

Polling parents on questions relating to their opinions on school matters

Administrators are asked to help maintain proper tone and content of group chat discussions and to remind participants of this policy when appropriate.

SAFETY AND SECURITY

CAMPUS SAFETY

Campus security is a ubiquitous presence, from the Security Gatehouse at the school's main entrance, to camera surveillance on campus and school buses, and the ongoing presence of security presence at each entrance to the building. The security team diligently secures the campus by documenting all visitors, issuing nametags and directing visitors to appropriate parking areas. Hillel Yeshiva institutes a series of school-wide safety programs and procedures, ensuring maximum measures of safety are met. The most important aspect of these plans is to provide continuous reassurance to our students that their school environment is safe, and that teachers and staff are fully prepared to take care of them at all times.

WEAPONS AND VIOLENCE POLICY

Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and may result in disciplinary action including possible suspension or expulsion, loss of athletic or extracurricular activities privileges, parental conference, behavior probations, or other disciplinary action as may be deemed appropriate. Fighting includes (without implied limitation) the throwing of punches or a serious physical struggle. Likewise, threatening another will not be tolerated. Threatening includes any behavior which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.

The possession of a weapon or other dangerous object in the school building or on school property, school buses, or at school functions is prohibited and may result in immediate suspension or expulsion and police intervention. Dangerous objects include without implied limitation items such as guns, firearms, explosive devices, knives, slingshots, pepper spray and chemical sprays. Prohibited items include facsimiles of weapons, nonfunctioning copies, "toy" weapons and any other item that resembles or could be mistaken for an actual weapon or other dangerous object.

HARASSMENT, INTIMIDATION, BULLYING POLICY

Hillel Yeshiva prohibits acts of harassment, intimidation or bullying of a student, or any member of the school community. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Because students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying. Hillel Yeshiva establishes that "harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication whether it be a single incident or a series of incidents that are:

- reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and
- that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and
- that a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

This policy applies to all acts of harassment, intimidation and bullying, that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds.

Hillel Yeshiva expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the

educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the code of student conduct. Conduct such as inappropriate touching, groping, horseplay, yelling, or other conduct that does not rise to the level of bullying or harassment but is nevertheless not in line with the values and standards of the school or our religion are nevertheless prohibited.

Hillel Yeshiva believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers and students, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff and community members.

Complaints of Harassment, Intimidation or Bullying

Hillel Yeshiva has implemented procedures that ensure both the appropriate consequences and remedial responses for students and staff members who commit one or more acts of harassment, intimidation or bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors.

Hillel Yeshiva requires the Division Leaders (Principal/Head of Schools and Assistant Principal/Head of Schools) to be responsible for receiving all complaints alleging violations of this policy. All school employees, volunteers and contracted service providers who have contact with students, are required to verbally report alleged violations of this policy to the Principal/Head of Schools or the Principal/Head of School's designee on the promptly following when the individual witnessed or received reliable information regarding any such incident.

Students, parents and visitors are encouraged to report alleged violations of this policy to the Principal/Head of School on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents and visitors may report an act of harassment intimidation or bullying anonymously.

Hillel Yeshiva requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation or bullying.

The Principal/Head of School shall proceed based on the investigation findings. Should an incident of harassment, intimidation or bullying be confirmed, it is considered a violation of the Hillel Yeshiva's policies and will be addressed in accordance with the respective division's procedures.

Hillel Yeshiva recognizes that some acts of harassment, intimidation or bullying may be isolated incidents, requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom or division level or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Hillel Yeshiva prohibits a school employee or contracted service provider who has contact with students, school volunteers or student from engaging in reprisal, retaliation or false accusation against a victim, witness, one with reliable information or any other person who has reliable information about an act of harassment, intimidation or bullying or who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act.

Intentional false reporting can lead to disciplinary action.

See also Hillel's Acceptable-Use Policy and Internet Procedures in the Technology section of this Handbook regarding "Cyber-bullying."

SUBSTANCE AND MATERIAL ABUSE POLICIES

Smoking

Hillel Yeshiva is designated a smoke-free campus. No member of the school community may smoke anywhere on campus or at any school-sponsored activity. Students are not permitted to carry cigarettes (including "E-Cigarettes" or vaping devices) or store them anywhere on school property (including in lockers, vehicles, bags, etc.). Being in the presence of someone who is smoking or vaping is also prohibited. Chewing tobacco and other tobacco products are also not permitted on campus or at any school-sponsored activity. Violation of this policy will subject the student to discipline and may jeopardize a student's standing in the school.

Alcohol and Drug Use

Hillel follows the drug and alcohol guidelines and practices recommended by The SAFE Foundation, which are provided below.

Students at Hillel are expected to be completely drug and alcohol free. Without limitation:

Smoking, vaping (whether nicotine or other substances), otherwise using illegal drugs and misuse of prescription or over- the-counter medication, household cleaners, aerosol propellants and any other substance is prohibited.

A student consuming, buying, selling, in possession of, or under the influence of any such substance at Hillel Yeshiva or at or preceding, any Hillel Yeshiva activity or event is subject to immediate dismissal or other discipline.

Being in the presence of the use and or possession of alcohol or any illegal substance is also prohibited.

Drug and alcohol violations during non-school time and/or off school premises may have ramifications, including loss of privileges or other disciplinary action, including expulsion.

In the event of such offenses, Hillel Yeshiva reserves the right to require drug and/or alcohol testing, sub stance abuse counseling, or other counseling or education for the offending student.

At the present time, in accordance with its partnership with SAFE, Hillel Yeshiva mandates and carries out drug testing in the High School. By enrolling your child at Hillel Yeshiva High School your consent to the drug testing and its policies is automatic. If you are unwilling to agree to this consent by not allowing your child to be tested,

Hillel Yeshiva may prevent your child from continued attendance at the High School. Please read below for more information regarding SAFE's drug program that is adhered to by Hillel.

SAFE Drug and Alcohol Policy

Drug, alcohol abuse, and nicotine use is a problem that affects many adolescents in our country. Unfortunately, this plague has not passed over Yeshiva day schools. Hillel Yeshiva is interested in preventing our students from being caught up in this problem. Hillel Yeshiva is a partner with SAFE on these and all related matters.
If a child is found to be using drugs, our goal as an educational institution, is to have the child rehabilitated. This will be accomplished by mandating a professional drug assessment and appropriate drug therapy in accordance with SAFE and its programs.

Students who use or possess drugs, alcohol, E-cigarettes, or vaping devices on school premises or during a school activity will be treated with the utmost severity including expulsion. At the present time, in accordance with our partnership with SAFE, Hillel Yeshiva mandates and carries out drug testing. By enrolling your child at Hillel Yeshiva High School your consent to the drug testing and its policies is automatic. If you are unwilling to agree to this consent by not allowing your child to be tested, Hillel Yeshiva may prevent your child from continued attendance at the high school. Please consult SAFE and Hillel Yeshiva's guidelines below for all information regarding drug testing.

FAQ'S School Drug Testing Policy

Why drug test students?

1. To provide for the safety of all students
2. To undermine the effects of peer pressure by providing a reason for students to refuse to use illegal drugs
3. To encourage students who use drugs to participate in drug treatment programs
4. To deter and prevent drug use
5. To reinforce all other prevention efforts

What are the benefits of drug testing?

1. Student drug testing also achieves three public health goals:
2. It deters children from initiating drug use
3. It identifies children who have just started using drugs so that parents and counselors can intervene early
4. It helps to identify children who have a dependency on drugs so that they can be referred to an effective drug treatment.

Is student drug testing a stand-alone solution?
Drug testing should never be undertaken as a stand-alone response to the drug problem. Rather, it should be one component of a broader program, including education and prevention, treatment, rehabilitation and follow up, as needed.

Can the school search student's locker?
The school reserves the right to search any student's locker.

Will results of drug testing be used to punish students academically?
No. The school drug testing program is academically non-punitive. This policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. No student will be penalized academically for testing positive for drug use.

When will drug testing occur?

1. Drug Testing: Students will be drug tested throughout their four years at high school. Students may be tested after summer vacation, in September; after winter vacation, at the end of January; after Passover vacation, in April. In addition, small numbers of students will be randomly tested every other week throughout the academic year.

2. Cause to Test: any student who gives cause, such as, and not limited to: excessive lateness, falling grades, poor attendance, cutting classes and/or any change in student behavior, will be drug tested. In addition, in cases where school personnel has reasonable reason to suspect a student is under the influence or in possession of drugs or alcohol, that student will be drug tested.

Does a student need to have a signed consent form from the parent/guardian/custodian authorizing participation in the drug-testing program?
Yes. The informed consent form will be sent home. It must signed by both the parent and the student.

What if a parent does not consent to testing?
The student will not be able to register or attend school.

If a student is currently in treatment are they subject to school drug testing?
If a student is in treatment, parents can sign a Release of Confidentiality Form stating that their child is currently in treatment and should not be subject to random drug testing by the school. This release should be given to the Head of School or a selected Administrator.

Can a student refuse to be tested?
Refusal on the part of any student to participate in a scheduled or random drug test shall be considered as a positive test.

If a student is found in possession of drugs/illegal substances during school hours/activities what are the consequences?
The consequences are the same as a second positive drug test result. In addition, law enforcement may be called.

What drug testing method will be used?
Urine or hair testing

Who does the testing?
An outside certified laboratory will conduct the testing of the urine specimens.

Which drugs are tested for?
All controlled substances including: alcohol - including beer, wine, distilled liquors; amphetamines, barbiturates, hallucinogens, benzodiazepines, cocaine, marijuana, opiates, Oxycontin, and creatinine.

How are the students selected for testing?
For school wide drug testing, a computer based system designed specifically for the purpose of a confidential testing schedule will be created prior to the initiation of testing to ensure randomness of testing.
Each day that students are present in school they are eligible for a random test.
Students who are randomly selected are individually excused from class for a short period of time, after which the student returns to class.

How will the drug test be administered?
The test will be administered in a timely fashion, immediately after the student is notified that he or she has been randomly selected that day.

Where will the test be administered?
Testing will be conducted on site, at the school. The samples will be collected in a restroom or room suitable for the testing and which has been chosen by the Head of School and a representative from the lab.

When will my child be tested?
Your child will be tested at a reasonable and acceptable time during school hours. Every attempt will be made so that students will miss a minimal amount of class time.

Will I know what day my child will be tested?
No. Random drug testing programs are effective deterrents because no one knows when he or she may be tested.

How will I be notified of the results?
Parents will be notified of positive test results from either the Head of School or a selected Administrator. The only school officials who will know the results are the Head of School and the selected Administrator.

What happens if my child tests positive in 9th grade and then again in 10th, 11th or 12th grade?
Positive test results are cumulative. For example, after the first positive test in 9th grade, a second positive test at ANY time during the fours years of high school is considered a second positive test.

What happens if a student is absent on the day he or she is chosen for testing?
Any student identified for random testing on a given date and because of illness or any other legitimate reason, is not in school, will be included in the next random drug screen.

Who will administer the drug test at the school?
Trained staff from a certified laboratory will obtain the sample from the student.

What happens if my son/daughter is taking prescription drugs that may alter test results?
Positive results will be confirmed by a Medical Review Officer (MRO) in order to rule out a positive laboratory result as a result of prescribed medicines. If the MRO determines and confirms that the initial test is positive due

to legally prescribed drugs, the test is officially reported to the school as negative and no further action is taken.

What is the urine collection process?
Selected students, chosen randomly, are escorted from class to the designated collection site in school.
A specimen of urine is collected following this process:

No purses, bags, or containers may be taken into the collection area with the student. All coats, vest, jackets, sweaters, etc. are to be removed before entering the collection area.

The student is asked to rinse their hands and dry them.

The student is told to urinate directly into the provided container. 30 ml is sufficient. The student hands the container of urine to the collector.

If a student is unable to provide a urine sample, the student may drink up to 40 oz. of water and wait 1 hour.

The student is not to leave the test area.

The collector collects the urine and checks the volume, reading and recording the temperature within four minutes of collection.

The collector will pour the specimen into properly labeled test tubes while the student is watching. The sealed tubes are placed inside the transport bag.

If the collector suspects any tampering of a sample, a second sampling will be requested. A second suspected tampered specimen will be considered refusal to test.

What about privacy and confidentiality and where will the samples be collected?
The collection and coding of specimen samples will be done in a manner that ensures proper identification and confidentiality. The specimen collector will always be positioned in a way that gives each student his or her privacy. All results from the lab will be held in the strictest confidence. The school cannot take responsibility for students sharing their results with one another.

Will the results of the drug testing be part of the student's record?
No. Separate drug testing files with the test results will be kept. The school will remove all records and results of testing from its records within 90 days after the student's graduation. No information will be revealed without parental written consent.

In the event that a student is removed from his/her school for a violation of this School Drug Testing Policy, all schools who are in partnership with this School Drug Testing Policy will be informed about same student and incident.

Who pays for ongoing treatment?
Parents/guardian will be financially responsible for all counseling associated with treatment.

First Positive Drug Test

1. The Head of School or a selected Administrator will notify parents and student of test results. The Head of School or a selected Administrator will then meet with the parents and student.

2. Student remains in school and is not suspended.

3. Appointment for student assessment at a SAFE approved OASAS licensed drug counseling facility must be made within 5 working days.
4. Facility to forward to the school an appointment letter confirming student kept scheduled appointment.
5. Facility to forward recommendation letter to school regarding treatment.
6. Facility will inform school if student is non-compliant in his/her attendance.
7. All attempts will be made to schedule student's treatment after school hours. In the event that is not possible, the school will consider allowing the student to go for treatment during school hours.
8. During student's treatment, random drug testing by the school will be suspended. All testing will occur at the treatment facility.
9. After treatment is completed, students can be tested periodically by the school for the remainder of the year.
10. Student may be suspended for 14 days from all extracurricular activities after which he/she will be reinstated after first negative drug screen after the 31st day.
11. During treatment, if the student consistently tests positive after 30 days, the school will be notified, and a more intensive program will be recommended.

Second Positive Drug Test

1. School Administrator will notify parents and student of test results and meet with them.
2. Student is suspended from school until AFTER evaluation appointment takes place. Assessment to be conducted at a SAFE approved OASAS licensed drug treatment facility.
3. Facility to forward to the school an appointment letter confirming student kept scheduled appointment
4. Facility to forward recommendation letter form to school regarding treatment.
5. Facility will inform school if student is non-compliant in his/her attendance.
6. All attempts will be made to schedule student's treatment after school hours. In the event that is not possible, the school will consider allowing the student to go for treatment during school hours.
7. During student's treatment, random drug testing by the school will be suspended. All testing will be occurring at the treatment facility.
8. After treatment is completed, student can be tested periodically by the school for the remainder of the year.
9. Student may be suspended from all extracurricular activities and all future activities for the remainder of the school year (i.e. trips, Seminar, sports, etc.)

Third Positive Drug Test

1. Appointed school official will notify parents and student.
2. Student will be suspended from school until completion from intensive outpatient program (30 - 45 days) or residential inpatient program, but the school reserves the right to expel student completely.
3. Upon completion of #2, mandatory enrollment at a SAFE approved OASAS licensed drug counseling

outpatient facility for remainder of the school year for continuing care.

4. Facility to send recommendation letter to school regarding treatment.
5. Facility will inform school if student is non-compliant in his/her attendance.
6. All attempts will be made to schedule student's treatment after school hours. In the event that is not possible, the school will consider allowing the student to go for treatment during school hours.
7. During student's treatment, random drug testing by the school will be suspended. All testing will occur at the treatment facility.
8. Student will be suspended from all current extracurricular activities and any future activities for remainder of the year. (i.e. trips, Seminar, sports, etc.)

Distributing or Selling Drugs:

1. Student will be expelled from school. No exceptions.
2. The Head of School or a selected Administrator will notify the parents.
3. Law Enforcement will be called.

Student Voluntary Request for Help Without Testing:

1. Appointed school official will notify parents and meet with student and parents.
2. Student remains in school and is not suspended.
3. Appointment for student assessment at OASAS licensed drug treatment facility within five working days to have student evaluated.
4. Facility to send appointment letter confirming appointment to school
5. Facility to send treatment letter to school regarding treatment.
6. Facility will inform school if student is non-compliant in his/her attendance.
7. All attempts will be made to schedule student's treatment after school hours. In the event that is not possible, the school will consider allowing the student to go for treatment during school hours.
8. During student's treatment, random drug testing by the school will be suspended. All testing will occur at the treatment facility.
9. After treatment is completed, the student can be tested periodically by the school for the remainder of the year. Student will not be in random pool any longer.
10. If student tests positive after 45 days, then student may be suspended for 30 days from all extracurricular activities, after which he/she will be reinstated after first negative drug screen after the 31st day.

Off-Campus Parties and Substance Abuse: Guidelines for Parents

Exposure to alcohol and/or illicit drugs is a problem confronting today's students and parents. In recent years, the legal consequences of underage drinking have escalated. The following guidelines can help parents reduce the risk for all students.

Discuss alcohol and drug use with your child(ren). Be clear about your expectations for their behavior. Discuss with your child some strategies that can be used to recognize, avoid or handle risky situations. Educate yourself about what drugs and behaviors are currently popular.

If your son or daughter is going to a party, make sure that the parents will be home and verify when/where the party is being held. If you don't know the other child's parents, call to be sure. Also verify that alcohol will not be served. Make sure you are comfortable with the situation.

Consider making an agreement with your child that he/she will call you for a ride home rather than getting into a car with a driver who has been drinking or under the influence. Your end of the bargain is that she/he will not be in trouble with you for seeking your help. Be clear with your child about your priorities.

Investigate the legal consequences your child may face if he or she is convicted of underage drinking or drug possession. Such convictions can have long-term consequences, such as affecting eligibility for certain opportunities, postponement of driving privileges or denied admission to some programs and colleges. Discuss these significant ramifications as a family.

Know the consequences you may face if underage drinking happens "during your watch"– on your property or in a car you own (there can be fines and jail terms for allowing minors to consume alcohol, in addition to financial liability).

No parent wants to be obtrusive, but remain aware of the happenings at your own child's gatherings. Be alert for uninvited guests, guests you do not know or guests who leave and return.

Consider what you would want another parent to do if your child was in trouble (Contact you!). Don't let shyness or uncertainty prevent you from contacting another parent if you have concern for their child's safety and well-being.

Remind your child that the school has a "zero tolerance" policy with respect to use and/or possession of drugs or alcohol – their use or possession on school grounds will likely result in immediate expulsion from school.

Make sure your son or daughter is properly supervised if you must be out of town. Should this occur, we strongly encourage you to let the school know where you will be and who we can contact if any issues or emergencies arise.

Gambling

All games of chance and forms of gambling, including online gambling, are prohibited at Hillel. Violations provide grounds for suspension.

OUT-OF-SCHOOL AND OFF-CAMPUS CONDUCT

Hillel expects its students to behave at all times so as to cause a Kiddush Hashem, enhance their own good name, and maintain the good reputation of the School, Students should be aware that certain activities, even outside of School hours, off School property, or on social media, may result in loss of School privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, causes negative publicity to the School, violates the Honor Code and/or division-specific rules, interferes with the work of the School, is contrary to the mission of the School, impinges on the rights of other students, employees, or members of the School community, or has a direct or immediate effect on the discipline or general welfare of the School, even if such conduct takes place off campus, during non-School hours or on breaks from School. Such conduct will be evaluated at the sole discretion of the School, and the School reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct that may have disciplinary ramifications at School include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; and use or misuse of computers or computer websites (personal, at home or at School), which do, or could, impact the welfare of any member of the School community or the reputation or functioning of the School.

STAFF-STUDENT CONDUCT

Hillel is committed to ensuring the well-being, safety and protection of each one of its students. These guidelines apply to the behavior and conduct of all students and all members of the school staff, whether teachers or non-teaching personnel, and including athletic coaches, and whether on-campus or off-campus.

Both staff and students are expected to avoid and/or report any behavior that could be considered sexual harassment. Behaviors that should be avoided include:

Student and staff being alone, especially when engaging in otherwise permitted contact such as teaching. For example, doors should remain unlocked and windows uncovered.

Driving in a car together without anyone else present

Communicating on any topic that is sexual or inappropriate in nature

Engaging in horseplay, roughhousing or other inappropriate games

Keeping “secrets” from parents or the administration

Giving gifts to one another

Promoting, providing access to and/or sharing pornographic or other inappropriate material with one another

Inappropriate touching or other displays of affection

Sleeping at one another’s houses, sharing a hotel room or other sleeping arrangement

Having a romantic relationship with one another

Under most circumstances, faculty and students must restrict one-on-one electronic communications to accounts and computer systems provided by or accessible to Hillel. Faculty and students may not use personal accounts to text students and are prohibited from interacting one-on-one through social networking sites.

The School recognizes that there may be certain circumstances where the foregoing behavior cannot be avoided, such as when the student requires privacy to discuss a confidential issue. In such circumstances, all parties are expected to use their best judgment, and to share any concerns with a staff member.

Any student who believes he/she has been subject to inappropriate behavior, or others who have knowledge of or witness any possible occurrence, should report the incident immediately to the School's Principal or Head of School, or if the incident involves such an individual, with another trusted staff member.

PRIVACY

Students in all divisions of the school must recognize that there is no guarantee of privacy associated with their bags, lockers, cell phones (as mentioned above) or other personal property brought onto campus. Hillel reserves the right to search and examine the foregoing property in order to investigate and/or resolve any potential disciplinary infraction or if there is reason to believe that the existence of physical or other potential harm to the student or others will be discovered. By sending your child to Hillel, you consent to the school taking photos and videos, including via the school's and buses' video surveillance systems, and the use by Hillel of such photos, videos and images in furtherance of the security, discipline, and other matters involving Hillel students.

EMERGENCY PREPAREDNESS AND CRISIS COMMUNICATION

Hillel Yeshiva maintains an Emergency Preparedness Plan that was developed with the Ocean Township Police Department. Hillel Yeshiva operates a Crisis Management Team which includes various administrators, support staff and local authorities to address all safety and security needs on campus. The details of school drills are carefully reviewed with the faculty and staff, and students are made aware of the procedures. Our younger students will receive the comfort and guidance of their teachers to help them see drills as normal, routine and safe. Fire drills are conducted once per month and lock down drills are performed quarterly. During these regular drills, students are expected to follow the directions of faculty based on the nature of the drill to prepare them for actual emergencies.

In addition, Hillel uses its Emergency Notification System to keep parents, students, faculty and staff informed of critical information, including weather related school closings, and both external and internal emergencies. In the event of an emergency or unscheduled school closing, this automated system will trigger messages to the home phones, cellphones and email addresses provided by parents, students, faculty and staff at the beginning of each school year.

CHILD ABUSE

Hillel Yeshiva has developed very specific policies and procedures for the protection of the health and welfare of its students. These policies and procedures are in strict compliance with current New Jersey State code and law. Hillel is a very special community full of loving, devoted parents and families. However, even in our community, child abuse can happen and must be addressed. Often, the school is the primary source of possible identification and therefore shares an important role with the Division of Child Protection & Permanency (CP&P), a New Jersey agency within the Department of Children and Families in the investigation of a reported suspected case. Any

suspected child abuse or neglect will be reported immediately to the CP&P by any administrator, teacher, counselor, nurse, bus driver or anyone else working or volunteering at Hillel Yeshiva. It is not required that such individuals notify the parents or other persons legally responsible either before or after making their report.

GUESTS ON CAMPUS / CAMPUS VISITS

When visiting campus during school hours, parents MUST report to the closest reception area, located in each division building. Parent arrivals need to be registered and announced. Messages for teachers may be left with the building assistants, and appointments can be made if needed. These expectations are for the safety and security of our students.

Entering campus can only be permitted with a registered car tag. Cars without tags will be stopped until identification and approval can be obtained. These measures help to ensure the safety of our students and staff.

Third-party visitors will not be welcomed on campus without proper references and security approval. All members of the Hillel Yeshiva community and registered visitors MUST abide by parking and traffic rules. Please do not drop off students in middle traffic lanes or park in fire zones in front of the school building. Cell phone use is restricted to hands-free devices while driving. Finally, for the safety of our students and staff, drivers MUST follow speed restrictions.

SCHOOL DIRECTORY

Hillel Yeshiva
1025 Deal Road
Ocean, NJ 07712
732-493-9300

Rabbi Saul Kassin
Rosh Yeshiva

Rabbi Saul Kassin is the Halachik authority of the Hillel Yeshiva. He is responsible for setting the policy on all matters relating to the Judaic Studies curriculum and religious observance in the school. Rabbi Kassin is most accessible by email at skassin@hillelyeshiva.org.

Elementary and Middle School

Rabbi Stephen Knapp
Principal, Grades 1 - 8

Rabbi Stephen Knapp is responsible for setting the vision and direction for the Elementary and Middle Schools. Additionally, he is responsible for all operations of the school through the effective functioning of the members of the administration. Rabbi Knapp is most accessible by email at sknapp@hillelyeshiva.org and by phone at extension 200.

Rabbi Avi Bodlander
Assistant Principal, Grades 1 - 8

Rabbi Avi Bodlander is responsible for overseeing all co-curricular matters of the Elementary and Middle schools relating to student life. As such, he supports the needs of all students by coordinating student council, electives, all music and AV needs for programming and more. Rabbi Bodlander is most accessible by email at avbodlan@hillelyeshiva.org.

Mrs. Carly Mavorah
Assistant Principal, Grades 1 - 4

Mrs. Carly Mavorah is responsible for the day to day operations of the Elementary School, supervision and evaluation of all matters of education in the Elementary School. Mrs. Mavorah is most accessible by email at cmavorah@hillelyeshiva.org.

Rabbi Joseph Dana
Assistant Rosh Yeshiva, Middle School and High School

Rabbi Dana is responsible for spearheading all spiritual programming and advising and guiding all students in regard to their religious and personal growth. Rabbi Dana is most accessible by email at jdana@hillelyeshiva.org.

Rabbi Victor Gheriani
Judaic Studies Curriculum Coordinator, ES

Rabbi Gheriani is responsible for the development, supervision and execution of all matters relating to the Judaic Studies curriculum in the Elementary School. Rabbi Gheriani is most accessible by email at vgheriani@hillelyeshiva.org.

Mrs. Rivky Eidelman
Assistant Principal, Grades 5 - 8

Mrs. Rivky Eidelman is responsible for the day to day operations, supervision and evaluation of all matters of the Middle School. Additionally she is responsible for the General Studies education in the Middle School . Mrs. Eideleman is most accessible by email at reidelman@hillelyeshiva.org.

Rabbi Ike Hanon
Assistant Principal, Grades 5 - 8

Rabbi Hanon is responsible for the day to day operations, supervision and evaluation of all matters of the Middle School. Additionally he is responsible for the Judaic Studies education in the Middle School. Rabbi Hanon is most accessible by email at ihanon@hillelyeshiva.org.

Dr. Daniel Herrmann
School Psychologist

Dr. Herrmann serves as the school psychologist for the Elementary and Middle School. He is accessible by email at dherrmann@hillelyeshiva.org.

Mrs. Bette Pahuskin
Executive Secretary

Mrs. Bette Pahuskin supports the needs of Rabbi Knapp and the administration over the entire Elementary and Middle Schools. She is accessible by email at bphauskin@hillelyeshiva.org and by phone at extension 200.

Ms. Elana Cohen
Administrative Assistant, Elementary School

Ms. Elana Cohen supports the needs of all matters relating to the administration of the Elementary School, its teachers, students and families. She is accessible by email at elana.cohen@hillelyeshiva.org and by phone at extension 222.

Mrs. Bonnie Adjmi
Administrative Assistant, Middle School

Mrs. Bonine Adjmi supports the needs of all matters relating to the administration of the Middle School, its teachers, students and families. She is accessible by email at badjmi@hillelyeshiva.org and by phone at extension 231.

High School

Rabbi Howard Bald
Head of School

Rabbi Howard Bald is responsible for setting the vision and direction for the High School. Additionally, he is responsible for all operations of the High School through the effective functioning of the members of the administration. Rabbi Bald is most accessible by email at hbald@hillelyeshiva.org.

Rabbi Joseph Dana
Assistant Rosh Yeshiva, Middle School and High School

Rabbi Dana is responsible for spearheading all spiritual programming and advising and guiding all students in regard to their religious and personal growth. Rabbi Dana is most accessible by email at jdana@hillelyeshiva.org.

Mrs. Susan Snyder
Administrative Assistant Principal

Mrs. Susan Snyder is responsible for all disciplinary matters as well as setting the tone for creating a respectful and responsible tone in the High School. She is accessible by email at ssnyder@hillelyeshiva.org.

Mrs. Jessica Mercuro
Director of General Studies

Mrs. Jessica Mercuro is responsible for the supervision and evaluation of all matters of the General Studies education in the High School. Mrs. Mercuro is most accessible by email at jmercuro@hillelyeshiva.org.

Rabbi Moshe Chait
Director of Judaic Studies

Rabbi Chait is responsible for the supervision and evaluation of all matters of the Judaic Studies education in the High School. Rabbi Chait most accessible by email at mchait@hillelyeshiva.org.

Mr. Thomas Sheridan
Director of College Guidance

Mr. Sheridan is responsible for advising and guiding High School students through the college application process. Mr. Sheridan is most accessible by email at tsheridan@hillelyeshiva.org.

Mr. Oren Glickman
College Guidance Counselor

Mr. Glickman is responsible for advising and guiding High School students through the college application process. Mr. Glickman is most accessible by email at oglickman@hillelyeshiva.org.

Mrs. Chaya Kahn
Learning Center Director

Mrs. Kahn is responsible for supervision of all matters related to learning support and for coordinating a team of specialists who work directly with students and their teachers. Mrs. Kahn is most accessible by email at ckahn@hillelyeshiva.org.

Mrs. Danny Ash
Director of Student Activities

Mrs.Ash is responsible for student activities and programming and the Student Council. She also coordinates Girl's Cantata and Career Tracks. Mrs. Ash is most accessible by email at dash@hillelyeshiva.org.

Mrs. Sara Azar
School Psychologist

Mrs. Sara Azar serves as the school psychologist for the High School. She is accessible by email at sazar@hillelyeshiva.org.

Mrs. Nadine Tillis
Administrative Assistant

Mrs. Nadine Tillis supports the needs of Rabbi Bald and all matters relating to the administration of the High School, its teachers, students and families. She is accessible by email at nadine@hillelyeshiva.org and by phone at extension 301.

Mrs. Marta Meyer
Administrative Assistant

Mrs. Marta Meyer supports the needs of all matters relating to the administration of the High School, its teachers, students and families. She is accessible by email at mmeyer@hillelyeshiva.org and by phone at extension 300.

All School Services

Mr. Seth Dimbert
Director of Technology

Mr. Dimbert is responsible for all aspects of technology for the School, and manages staff in support of technology in the School. He is accessible by email at sdimbert@hillelyeshiva.org.

Mr. Jamie Dweck
Athletic Director

Mr. Jamie Dweck oversees all Hillel sports teams, including with respect to its coaching, athletes, and protocols and guidelines. He is accessible by email at jamiedweck@hillelyeshiva.org.

Business Office
Ext. 201

Early Learning Center
Ext. 218

School Nurse
Mrs. Jeanne Cadenelli
Mrs. Millo Handwerker
Ext. 212; jcadenelli@hillelyeshiva.org

School Nurse
Mrs. Stella Saka
Ext. 225; stella.saka@hillelyeshiva.org

Lunch Program
Ext. 255

PTA
PTA@hillelyeshiva.org

Please call your divisional office for a specific teacher's contact information.