

HILLEL YESHIVA HIGH SCHOOL HANDBOOK



2011- 2012

HILLEL YESHIVA HIGH SCHOOL ADMINISTRATION

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Our Mission

Hillel Yeshiva's mission is to provide students with an outstanding Judaic and General studies education so they can achieve success by building the 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 contribution 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 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 the Jewish homeland.
- ❑ a commitment to the state and culture of Israel and an understanding of its history.
- ❑ the study of the spoken and written modern Hebrew language as a gateway to participating in modern Israeli culture.
- ❑ 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.
- ❑ parents' ongoing involvement in their children's education.
- ❑ parents' active participation and financial support of our school.

HILLEL YESHIVA HIGH SCHOOL

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www.hillelyeshiva.org

PROFILE

Approved by the New Jersey State Board of Education

Community

Hillel Yeshiva High School (started in September 1983) located in Ocean, New Jersey, a middle class town, is about 55 miles from New York City, and serves as a regional Yeshiva Day School for the New Jersey shore.

School Characteristics

Hillel Yeshiva High School is a private school with students in grades 9 – 12. The faculty consists of 35 men and women, the vast majority of whom have earned a MA/MS degree or higher.

The school year, consisting of approximately 170 days is divided into trimesters. The office will mail home a report card approximately one week after the end of each trimester. Trimesters will consist of approximately fifty-five to sixty days. The objective of the trimester report card is to provide parents with an idea of how their child is performing in school. **Only the final year grade received after trimester grades, midterms and finals will be recorded on the student's permanent transcript.** All Judaic and General Studies course grades will be listed on the permanent transcript.

Curriculum Features

Hillel Yeshiva High School provides a dual curriculum consisting of Torah and General Studies. This dual curriculum which is required of all students includes a comprehensive Torah Studies Program that includes Talmud, Humash, Navi, Ketuvim, and Halakha. Our college preparatory General Studies Program includes English, Math, Science, History, Jewish History Hebrew Language, History, Philosophy and Writing. Advanced Placement courses are offered in Biology, Chemistry, American History, Physics, Computer Science, Calculus, English Language, English Literature and Psychology Computers will be integrated into select courses. Many co-curricular and extra curricular courses and programs are also offered.

COURSE OFFERINGS

Torah Studies

Humash - Studying one Humash a year

Navi - Studying the Early and Latter Prophets, the Megillot and other selections from Ketubim

Torah Shebe'al Peh - Including Mishna and Gemara

Halakha – Studying practical areas of life based on the classic poskim

Hebrew Language - Based on the cutting-edge NETA program

Mahshevet Yisrael/Jewish Philosophy

General Studies

English

- 9th grade – Introduction to Literature
- 10th grade – Survey of American Literature
- 11th grade - Survey of British Literature
- 12th grade - Survey of World Literature

Science

- 9th grade - Biology
- 10th grade - Chemistry & Environmental Science
- 11th grade - Physical Science, Introduction to Physics,
Human Biology, AP Chemistry, AP Biology and AP Physics
- 12th grade - Introduction to Psychology, Introduction to Physics, Human Biology,
AP Chemistry, AP Biology, AP Physics and Computer Science

Mathematics

- 9th grade - Algebra I or Algebra II
- 10th grade - Geometry
- 11th grade - Algebra II or Algebra II and Trigonometry
or Pre-Calculus
- 12th grade - Topics in Math, Statistics, Consumer Math
or AP Calculus

Social Studies

- 9th grade – World History
- 10th grade – Jewish History
- 11th grade – American History
- 12th grade – Film / US Law / Art History

Foreign Language

Hebrew

Electives

- | | |
|----------------------------|------------------|
| Business Academy | Physical Science |
| Human Biology | AP Chemistry |
| Introduction to Psychology | AP Physics |
| Introduction to Law | AP Biology |
| Introduction to Physics | Film |
| AP American History | |

EXTRA-CURRICULAR ACTIVITIES

The purpose of extra-curricular activities is to broaden the high school experience by giving each student the opportunity for personal expression and social involvement. Extra-curricular activities allow students to pursue their unique interests and to develop their individual talents. Hillel Yeshiva views the extra-curricular activities as an important addition to the academic program.

To participate in any extracurricular activities, a student must be in good academic standing, as well as conform to the attendance and discipline policies of Hillel Yeshiva. These same criteria also apply to field trips and special events. Seniors may participate in the Heritage Seminar only if they are passing all of their courses and have not exceeded their allowed absences.

In order to participate in any extra-curricular activities on any school day, a student must attend school the entire day.

Hillel Yeshiva High School offers the following activities:

Band/Music	School Newspaper
College Bowl	Science League
Drama	Seminar/Leadership
Eimati	Sports Teams
Hesed Programs	Summer Reading Club
Israel Trip	Torah Bowl
Literary Journal	Yearbook
Math Team	
Mishmar	
Mock Trial	
Model UN	
National Honor Society	

ACADEMIC POLICY

Requirements for graduation

- 4 years of English
- 4 years of Hebrew Language
- 4 years of Math
- 3 years of American/ World History
- 1 year of General Studies Electives
- 1 year of Jewish History
- 3 years of Science
- 4 years of Torah She Ba'al Peh

4 years of Chumash
4 years of Navi
4 years of Writing
4 years of Halacha

The administrators will 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 Hebrew Language course will be required to earn credit for the course by going to Summer School, Tuesday Afternoon School at Hillel Yeshiva (depending on offerings) or a Hillel Yeshiva approved course. Students who fail any General Studies course will only receive credit for the course after successful completion of summer school offered at the local public school or a Hillel Yeshiva approved course.

Students are responsible for registering at their local public school for summer school courses. Please be advised that public schools only allow students to make up two courses per summer.

Students who did not attend summer school or make up failed courses will not be eligible to graduate.

Hillel Yeshiva's educational program is a unified 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 graduate **ONLY** if they have successfully completed **both** their Judaic Studies requirements and their General Studies requirements. Students will then receive their Judaic or General Studies diploma. There will be no awarding of one diploma without the other.

Marking/ Grading System

95 – 100	(A+)
90 - 94	(A)
85 – 89	(B+)
80 – 84	(B)
75 - 79	(C+)
70 -74	(C)
65 -69	(D)
Below 65	(F)

Appealing a Grade

If a student wishes to appeal a grade he/ she has received in a particular class or the amount of points deducted for absences, **the student 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 may appeal a grade or absence point deduction.

Academic Honors

Students who achieve an average of 85% or better for the semester in both Judaic and General studies are eligible for the Honor Roll. Students who achieve an average of 90% or better for the year in both Judaic and General Studies are eligible for Principal's Honor List.

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." This name relates to the aspect of Israel as being a "treasured nation."

Selection Guidelines

The academic requirements to be considered for induction into the National Honor Society are established by the National Council of the National Honor Society. All students are eligible for National Honor Society. 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 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.

Students must exemplify the values of Hillel Yeshiva High School.

Cheating or plagiarizing will automatically disqualify a student for induction into the National Honor Society and will immediately forfeit a student's membership.

These standards must be maintained until graduation in order to remain a member of the National Honor Society. Students not maintaining these standards will be removed from the National Honor Society. For further details and guidelines please speak to the Honor Society Advisor.

Guidelines

Students in National Honor Society are required to do a minimum of 18 hours of hesed (community service) each year. Hours earned during the school year can only be applied to that school year. At the student's discretion, hesed hours completed during

the summer may be applied to either the past school year or the new school year. After the hours are completed for a specific organization, the student must get a letter of certification from the organization on their letterhead, indicating the amount of hours, the particular service, and the contact person along with their phone number to be submitted to the high school office for review. No hours are to be done for any division of Hillel Yeshiva itself unless it has been pre-approved by the Head of School.

A list of pre-approved organizations is available in the office. If you have another organization you want to volunteer for, please speak with the Head of School or Hesed Coordinator for pre-approval.

Hesed Hours

One of the fundamental principles of Yahadut is concern for others. Hillel Yeshiva encourages that each student contribute a minimum of 18 hours of community service per year. A sample of the service which require our student's support, time, and enthusiasm include bikur holim, old age and nursing homes, Chai Lifeline, Tomchei Shabbat, outreach, synagogues, and Yachad. Students will be assisted in hesed placement through our community service program.

Israel guidance and College Entrance Requirements

It is recommended that all students review the requirements for colleges where they would like to apply. The College Guidance department of Hillel Yeshiva High School will meet regularly with students during all four years of High School. Parents are strongly encouraged to attend all of these meetings. It is strongly recommended that parents attend the meetings that are scheduled during the student's Junior and Senior year.

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 department communicates regularly with college admissions officers and participates in professional activities at the University level.

In addition to college guidance, Hillel Yeshiva High School has an Israel Guidance department. Our students will be advised regarding Yeshivot and Seminary options in Israel. Our familiarity with the yeshivot and seminaries and our students allows us to best optimize our students personal Torah growth.

Most colleges review the following criteria to determine admission to their school:

- Grades
- SAT scores
- The personal statement (essay)
- Extra-curricular participation
- Special talents
- Teacher recommendations

Level of courses

Students should check college catalogues for specific entrance requirements. Students are urged to take as challenging an academic program as possible and meet with the College Guidance department for planning and direction.

College Nights and Workshops

During the course of the year Hillel Yeshiva High School runs various programs such as College Night, parent-student workshops and various other events. These events are an important part of a Hillel Yeshiva education, and our students and parents are strongly encouraged to attend.

Learning Support

We, at Hillel Yeshiva High School, are particularly proud of our learning support program that we offer to assist students who may be struggling academically. Our 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. Our learning specialist monitors the progress of students who struggle in school so as to keep the parents apprised of their child'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.

In consultation with our school psychologist, our learning specialist also provides support for classified students. She serves as the school's liaison to the Monmouth Ocean Educational Services Commission ensuring that our students receive the services to which they are entitled through P.L. 192-193 and IDEA. She attends all Child Study Team meetings assisting in developing an Individualized Service Plan for each child.

School Psychologist

The emotional support that our students receive at Hillel Yeshiva High School is second to none. We believe and understand that a student has emotions, aspirations and dreams, and does not leave his/her emotional life at home when coming to school. Therefore, the school psychologist will serve as a resource for teachers, parents and students who are facing any social/emotional, academic or behavioral difficulties. He will meet with students individually to discuss any problems being confronted. Freshmen and new students will meet routinely with our school psychologist to ensure adjustment to school. Other students will be met with based upon referral by a parent, teacher or the student requesting a meeting him/herself. Based upon consultation with parents, teachers and students the psychologist will make recommendations for intervention. He will also monitor the progress of the students ensuring the success of the intervention. The psychologist will also notify teachers of any changes or concerns in a child's life about which they should know. If a child faces academic distress, the psychologist will conduct an informal screening to determine a plan of action- including further evaluation and/or working with our Learning Specialist. He will work hand in

hand with the Learning Specialist to ensure that all accommodations the child needs are implemented. He will sit with teachers and parents to develop a consistent school and home plan to meet the student's emotional needs.

The psychologist will also serve as a resource for parents on any issues concerning their teens, and parents are encouraged to be in contact with him whenever needed. He will also serve as a resource for parents for outside counseling options if more intensive support is needed. In addition to intervention, the psychologist will be involved in Prevention- through the Emotional Curriculum. Throughout the year, programs and workshops for students, faculty and parents are coordinated that target facets of the teen's life.

Standardized Tests

The PSAT/NMSQT is administered in October of the 10th and 11th grade. The test measures a student's skill in mathematics, critical reading and writing. The PSAT taken in October of the 11th grade is used to determine eligibility for the National Merit Scholarship program.

The SAT Reasoning Test which measures critical reading, mathematics and writing, is administered in the spring of 11th grade and fall of 12th grade. More information about these tests will be provided to students and parents by the College Guidance department.

Students may take the SAT Subject Tests (formally known as SAT Achievement tests and SAT II's). It is recommended that they take these tests after they have taken the academic course in school. May or June are preferred times to take these exams. All colleges do not require SAT Subject Tests. Consult with the College Guidance department as to your particular needs.

Advanced students will also have the opportunity to take college level Advanced Placement courses in their 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 an admission test developed by the American College Testing Corporation of Des Moines, Iowa. It is primarily utilized on the admissions process by college in the Midwest and Southeast, but it has gained popularity in the East and Northeast. The ACT consists of a battery of four academic tests which cover four subject areas: English, Mathematics, Social Studies and Natural Sciences.

There is an optional writing test. These tests are constructed to assess each student's general educational development and ability to complete the college level work. The tests require that the student demonstrate both problem-solving and reasoning ability. Hillel Yeshiva High School offers Sunday ACT testing.

Parent-School Communication

Hillel Yeshiva provides parents and teachers with both formal and informal opportunities for communication. Each year, the school communicates with parents via parent orientation, parent teacher conferences, trimester report cards, and interim reports. Hillel Yeshiva recognizes that successful education is a partnership between parents and teachers. Therefore, parental feedback and concerns are always welcome.

To ensure efficient communication, please adhere to the following recommendations:

We strongly urge you to communicate with teachers via e-mail. Teacher e-mail addresses will be mailed home as well as being available on our website. You can also call the high school office at 732-493-0420 and leave a message with a secretary. If your message is time sensitive, please inform the high school office. Please be sure to discuss all issues/concerns with the teacher(s) first. If after discussion with the teacher(s) the concerns have not been satisfactorily resolved, then contact the department head or an administrator. Please do not speak with an administrator before you speak with the teacher.

ATHLETICS

Teams

Hillel Yeshiva High School is a proud participant in the New York Metropolitan Area Yeshiva High School League for many different sports. Hillel Yeshiva teams in the past have won many league championships and usually are in the playoffs every year.

At Hillel Yeshiva High School we field the following teams:

FALL/WINTER

Boys

JV & Varsity Basketball

Varsity Hockey

Girls

JV & Varsity Basketball

SPRING

Boys

JV & Varsity Softball

Boys Soccer

Varsity Tennis

Girls

Varsity Softball

Varsity Hockey

Requirements for Participation on Athletic Teams

Students will only be allowed to participate on our teams if the following requirements are fulfilled and maintained:

Parental permission form signed and dated by a parent/guardian.

A physical examination form completed by a licensed medical doctor or doctor of osteopathy. **A new physical form is required for each school year.**

A completed Medical History Questionnaire, dated for the current school year.

A student must sign any forms required by the Yeshiva League for participation in League sports.

A student must be in good academic standing, with passing grades in each course. Not meeting these requirements could lead to suspension from the team.

A student must be in good attendance and disciplinary standing. Students may be suspended from teams for attendance or behavioral issues.

The following rules govern participation in athletic events:

A student must attend school on the day of a practice or game in order to participate.

Students must attend school on the day following a practice or game.

Exams missed on the day of or after a game are subject to the regular make up policy including a 15-point deduction.

All members of a team must travel with the team to away games.

Conduct at Athletic Events

Players

Players must adhere to the highest standards of sportsmanship. Sportsmanship means “abiding by the rules of a contest and accepting victory or defeat graciously” (American Heritage Dictionary). In addition players must adhere to the standards of the Torah.

Hillel Yeshiva High School 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 Yeshiva high school spectators are expected to behave in an exemplary manner, cheer for Hillel Yeshiva and accept decisions of the officials. Appreciate talent on both teams, applaud the special efforts of all players and accept the results of the game graciously. Recognize and respect the rights of players, coaches, officials and

spectators to enjoy the game free from harassment or any actions that threaten their safety and welfare. Students must not engage in unsportsmanlike behavior such as taunting, trash talking and intimidating opponents. We do not model ourselves after the professional players of any sport (one cannot argue “that is what they do in the pros”). Not upholding these standards will lead to removal from the sporting event. Boys must wear Kippot or hats to all games. Girls must wear school dress code skirts and tops to all games.

Appearance/Dress Code

The Torah spends many verses describing the appropriate clothing of the kohen gadol (the high priest). The basic principle that sums up the dress code is that it should be *lekavod ultiferet* (with dignity and splendor). These are the basic principles of the Hillel Yeshiva appearance code. Dress and comport yourself in a way that enhances your dignity and splendor. This is the attitude that underlies any of the specifics concerning the school appearance code. **Dress with dignity - act splendidly.**

All classes and activities of Hillel Yeshiva, whether during the school day or during extra-curricular activities including athletic events, reflect the basic attitude of dignity and splendor. Students and staff represent the school and its values. Appropriate dress and comportment is an important aspect of good school representation. Remember this is your school- represent it with dignity.

GIRLS

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 zippered sweatshirts may be worn as long as a collared shirt or turtleneck is worn underneath. **No hoodie shirts are permitted.**

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.

Girls must wear dresses or skirts that cover the bottom of the knee in a sitting and standing position. **Skirts with slits may be worn provided that the slit does not**

extend above the knee. The administration reserves the right to change this and decide that only skirts without slits will be allowed.

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. **No hoodie shirts are permitted.** Only sweatshirts with a zipper are permitted to have a hood. Sweaters and zippered sweatshirts may be worn as long as a collared shirt or turtleneck is worn underneath.

Pants may not have rips or tears nor may they be frayed. Pants must be Docker or Chino style (dress pants). No parachute, carpenter, athletic or sweat pants are permitted.

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, bandanas or sunglasses.

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

No inappropriate printing on clothing.

Violators of the Dress Code will remain in the office until they receive the appropriate clothing from home. Repeat offenders will be punished.

GENERAL SCHOOL POLICIES

Punctuality

Punctuality is a sign of responsibility and respect. The school day at Hillel Yeshiva begins with minyan. **Minyan attendance is mandatory. Lateness to minyan or absence from minyan will be sanctioned.** Students are expected to arrive at school by 8:00AM. **Minyan will begin promptly at 8:05AM.** Any student who is late to minyan may be given a lunch and/or an after school 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 extra curricular activities and from membership in National Honor Society.

A student who arrives 10 minutes or more late to class will not be admitted without a note from the office.

Attendance

Students who have more than six excused or unexcused absences in a trimester (for a class) will lose one point off their trimester grade for each subsequent absence (7= -1, 8= -2, 9= -3, etc.). **Students who have more than twelve absences for a trimester may fail that course for that trimester.** As there may be extenuating factors each case will be evaluated separately.

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.

Please keep in mind the following rules:

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 unexcused absence and will count towards the allowable absences for that trimester.

Students who cut a class will receive an absence for the cut and minimally an automatic detention. If a student cuts an exam the student will receive a zero on the exam.

Students are expected to be in school the entire day and unless given specific permission by the administration, no student will be allowed to come to school, “just to take a test.” **No student will be allowed into school past 12:00 noon on Monday – Thursday and past 10:30 on Friday.**

Students who come late to school for the academic day must bring a note. **If the student is late due to a doctor’s appointment, the student will not be admitted to school without a note from the doctor’s office.** Students who are absent from school must bring a note explaining the reason for their absence. It will sometimes be required that a student bring an official note from a physician.

Attendance is taken every class and no student may come late to class without permission from the office. **A student who comes late to class may have points deducted from their academic grade.** After 6 lates in a class per trimester the student will lose 2 points off the trimester grade in that class. The student will then lose another point for every additional 2 lates during that same trimester.

Early Dismissal During the School Day

It is very important for students to be in school for the entire day, but we realize that a need could arise for a student to be dismissed early on a school day. **Please be aware that no student is allowed to leave school to take a driving lesson. Driving lessons must be scheduled for when school is not in session.**

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. ***There will be no exceptions. It is the responsibility of the student to give this blue pass to their subject teacher before leaving the school premises. No student may leave school without obtaining a blue pass from the office.***

Should a student leave the school, ignoring the school's policy of submitting a blue pass to their subject teacher, missed classes will be considered cuts and the student will be considered "cutting school".

Missed Assignments

Students are responsible to make up all missed work including any tests, quizzes or assignments announced in their absence.

Leaving School Premises

To ensure the safety of all students, students are not permitted to leave the school grounds - by any means - during the school day without explicit permission from the administration. **Under no circumstances** are students permitted to drive their cars on the road leading to school or in the circle in front of school while school is in session.

Students who violate these rules will be punished and may have their right to drive to school revoked. This is a safety issue. There will be no compromise or leniency regarding this policy.

Heritage Trip

The only approved trip to Poland and/or Israel other than the Senior Trip is the Yeshiva sponsored Heritage Program. In order to attend Heritage students must have a good academic record along with exemplary attendance and behavior throughout their school years. The March of the Living is not a school approved program and students may not attend this program during the school year.

Driving Privileges

Students may only use the designated area of the parking lot after they submit the appropriate form to the office. Seniors may only drive off campus when scheduled by the administration. Seniors who leave before the permitted time or who return late will lose part or all of their driving privileges. In addition, parents should discuss with their child whether to enter the car of a student driver or friend. Hillel Yeshiva cannot authorize or monitor the use of cars. Hillel Yeshiva assumes no responsibility for student drivers, their passengers, or their automobiles. **Students who drive recklessly or speed in our parking lots will have their school driving privileges revoked. Other disciplinary action may occur.** Please note that any illegal parking or driving is subject to the laws of Ocean, NJ.

Tenth grade students are not permitted to drive a car to the school nor park in the school parking lot.

Hall Pass

Students are expected to be in class at all times. If a student must leave class to go to the bathroom, the student must take a hall pass given to them by their teacher. Students are expected to limit their time out of class and return to class as soon as possible in consideration for other students who are waiting to use the bathroom. Hall passes are not to be used by students to “hang out” in the All Purpose Room. Any student found in the hall without a pass may be given a detention.

Nurse Pass

If a student must leave class in order to go to the nurse, the student must take a note given to them by their teacher to the office. The office will issue a nurse pass. The student must bring this nurse pass back to the office to have it stamped “excused.” **Excepting emergencies, nurse visits will not be allowed during the last period of the day. We are not a medical facility. Visits to the nurse will be limited. Any medical emergency will be brought to the attention of the nurse.**

Restricted Areas

Students are not allowed to be in any of the other buildings, namely elementary and middle school buildings. Students are not allowed to go to the gym when they are not scheduled to be there, unless they receive permission from an administrator.

Teacher Absence

When a teacher is absent, the students are to remain in their regular classroom until otherwise instructed. If a teacher does not arrive within ten minutes students must notify the office. Only one student volunteer should go to the office.

Exam Policies

Make-Up Exams

A student will be allowed to take **one make up exam** in any subject class for each semester without penalty. Any additional make-up examinations will be contingent upon permission from the office and could incur up to a 15 point penalty. No student may take more than a total of six make up exams per semester for all their classes. Students who reach six make-ups per semester may have a conference with an administrator.

Students who miss a test due to disciplinary actions or a dress code violation must take the test and at the administrator's discretion may be assessed a 15 point deduction.

A student must be ready to take the makeup exam on his first day back in school. A student must take the exam **within one week** from the date of the student's return to school. The date chosen for the makeup will be at the **sole discretion** of the teacher. If a student fails to take a makeup exam within one week of the student's return to school, further points will be deducted from the exam.

Makeup exams may be administered to students on "**Make Up Exam Night**". 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.*

In the event that a student misses more than one exam **per class** that student and their parents may be required to attend a mandatory conference with the Head of School.

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 may 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 exams.**

Any student who is absent for a midterm or final exam will receive a 20 point reduction on their exam grade. Any exception is at the discretion of the

administration. 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.

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.

Students must have an exemplary attendance and behavior record (no cut classes, excessive lateness, no more than 6 absences in the 1st or 2nd trimester and no more than 4 absences in the 3rd trimester).

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.

SCHOOL DISCIPLINE

General Expectations and Rules

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 prayers 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. ***There are no exceptions to this rule.*** A student who fails to report immediately to the 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 in-school suspensions. Students who repeatedly violate school rules in classes or prayers 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, 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.

At some point the reality is such that for a small number of students Hillel Yeshiva is not the right environment. At that point the student will be expelled 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 night on 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 may be called and asked to meet with teachers or 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 still continue a meeting would be arranged with the student, the teacher and an administrator. Should the disruptive behavior still continue a parental meeting with the Head of School will be scheduled. Further misbehavior will result in prolonged out of school suspension and could end 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. Any exam missed during that period will have to be made up according to the policy for examination make up.

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 parental conference. Any further incident will result in a failure even if the cheating occurred in another class. The student's trimester grade will consist of other work pro-rated on 64 points.

Cheating is: a) giving or receiving assistance during the test; b) leaving the test room without permission; c) attempting to remove any part of a test from the test room; or d) the use of any prohibited aids (such as a calculator, cell phone, 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 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

¹Term-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.

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.***

Since plagiarism is a matter of fact and not intention, it is crucial that you acknowledge every source accurately and completely. If you quote anything from a source, use quotation marks and take down the page number of the quotation to use in your footnote. Consult "A Writer's Reference" handbook for accepted form of documentation. When in doubt whether your acknowledgement is proper and adequate, consult your English teacher. Show the teacher your sources and a draft of the paper in which you are using them. It is against the law to publish plagiarized work. Teachers must report plagiarism to the administration. When plagiarism is confirmed students fail the course for the marking period. This has happened to students at Hillel Yeshiva High School.

Other forms of academic fraud include:

a) "collaborating" between two or more students who then submit the same paper under their individual names; b) submitting the same paper for two or more courses without the knowledge and the expressed permission of all instructors involved; c) giving your permission to another student to use your work for a class or d) using purchased term papers.²

Cell Phone Possession and Recording Devices

Cell phone use is permitted on the main floor only during breakfast, lunch and the break after Mincha. Students shall not be seen or heard using a cell phone except on the main floor and during the times stated above. In addition cell phones heard ringing or vibrating will constitute cell phone use. Students using a cell phone in any other place or during class time will have their cell phone confiscated. The cell phone will be returned at dismissal of the next day for the first offense. All subsequent offenses may require a parent to pick up the cell phone. At all other times and in all other places cell phones must remain closed off. Special accommodations will be made for family emergencies through the front office. The rules above apply to iPods, video games, MP3 players, and CD players.

Any student recording or filming a teacher, class or school activity without permission will have his recording device confiscated and severe disciplinary action will result.

Note: Cell phones should not be the method by which parents contact the students in school. Parents and students should communicate via the high school office. Students may not post recordings of school or teachers on Facebook, MySpace, etc.

Gambling

All games of chance and forms of gambling are prohibited at Hillel Yeshiva High School. Violations provide grounds for suspension.

² This statement is taken from New York University, used in the Expository Writing program at NYU, and modified for use at Hillel.

Smoking and Substance Abuse

Smoking is a lethal addiction. We want to prevent any of our students from this addiction. Chapter 96. P.L. 1989 prohibits smoking within the school, on school grounds and on school buses. Any student found smoking on the school premises or during school events will be suspended.

Drug or alcohol abuse 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.

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.

Students who use drugs or alcohol **on school premises or during a school activity** will be treated with the utmost severity including expulsion. In addition, we may institute a policy of drug testing. Parents will be informed if their child is suspected and asked to consent to carrying out the test. No test will be done without parental consent. **If consent is not granted, the school may prevent the child from continued attendance at Hillel Yeshiva.**

Public Behavior

Hillel Yeshiva High School students are expected to behave in all public situations in ways that enhance not only their own good name but also the reputation of Hillel Yeshiva High School. Remember – if you are a Hillel Yeshiva High School student, you represent Hillel Yeshiva High School. Like an ambassador your actions reflect on the school.

Any student who intentionally behaves in such a way that damages the reputation of Hillel Yeshiva High School will be dealt with the utmost severity up to and including expulsion. More importantly as Jews our actions should always cause *Quiddush Hashem*. The penalties for *Hillul Hashem* are very severe.

Treatment of the School Facility

At Hillel Yeshiva High School students are required to treat the facility with the utmost care and respect. For the sake of safety, cleanliness and health, students may not eat anywhere in the building except in the all-purpose room. Students may eat outside the building in the picnic area in the back of the building. In order to maintain the dignity of our school, no student will be allowed to eat or loiter in front of the building. It does not make a good impression upon visitors.

Any student who defaces school property will face disciplinary action by the administration, required to pay for any damage done and to stay after school to clean up and/or repair any damage he or she has done. Serious vandalism will lead to suspension or even more serious repercussions (including expulsion).

Lockers

Each student is responsible for his textbooks. In order to prevent unauthorized use of books or notes students should keep their lockers locked at all times. Hillel Yeshiva High School will provide combination locks for all students upon receipt of a \$10 refundable deposit.

Book Policy

It is the responsibility of students' to take care of their books. Books should be returned in the same condition in which they were distributed. All books received by a student are designated with that student's locker number, which is placed on the inside cover of the book. Books will be distributed at orientation. Students should examine the condition of each book that is distributed to them. Any book not immediately returned 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. At that time, a student's books will be checked for that student's correct locker number. Additionally, each book's condition will be examined. 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 final exams, 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 3x the book's value.

Other School Policies

Israel Day Parade

Attending the Israel Day Parade is mandatory for all students of Hillel Yeshiva High School. As expressed in our school's Mission Statement, Hillel Yeshiva High School supports the State of Israel. Participation in the Israel Day Parade reflects this value. Students of Hillel Yeshiva must participate and show their support for the State of Israel. **Attendance is mandatory for all students.**

Making Announcements In Class

Any student who would like to enter classrooms and make an announcement during class time must obtain a note from the school office or the administration. No student announcements will be allowed without this note and teacher approval.

Elevator Use

No student may ride the elevator without permission from the office. Any student found on the elevator without permission from the office will receive a detention. Repeat offenders will be dealt with more severely.

Changes to Class Schedule

The deadline for all class changes is November 1. Students should come to the office and request a class change form.

Kashrut and Class Parties

All food brought into the school by students or faculty must have the correct acceptable certification. Any questions regarding kashrut should be directed to the Head of School. There are to be no class parties of any kind without the permission of the Head of School.

Class Trip Policy

To participate in any class trip during the school year, a student must submit the school's Field Trip/Activities Form which will be mailed during the summer. Failure of a student to submit this permission slip will result in the student becoming ineligible to participate in the class trip.

Lost And Found

All items placed in the school's Lost and Found Box will be donated to charity after July 15th. Jewelry and electronics will be kept in the front office.

School Closings/Weather Related Closings

Students must call 732-493-9300 or 732-493-0420. The recording will advise students if school is closed on any particular day. Students can also log on to the school's website (www.hillelyeshiva.org) for closing information. In addition students and parents can tune into News NJ 12 or CBS Channel 2 for school closing information. In the event of a delayed opening, students should check again with one of the above sources before leaving for school. Students should come to school already having prayed preferably in their local synagogues. If we have a delayed opening on a Monday or Thursday students will first have Torah reading and then proceed to classes.

Computer and Technology Use

All students should be aware that school computer usage is a privilege, not an unalienable right. Inappropriate usage, as described in the guidelines below, will result in the cancellation of those privileges. The administration and teachers will determine what qualifies as inappropriate usage and their decisions are final. They may disable, cancel or suspend any user account at any time for any reason.

Vandalism is inappropriate usage will not be tolerated and will result in the cancellation of computer privileges or other disciplinary measures. Vandalism is defined as the malicious attempt to harm or destroy computer hardware, software or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses, hacking, and any violation of school rules discussed below. Serious violations will be dealt with accordingly and may result in suspension or expulsion.

All data on school computers is legally school property. Additionally, the school reserves the right to observe all student computer activity and to record it should the need arise (using specialized network software tools).

Computer Access

Each student must have a username and password to log in to a school computer. Your username and password are not to be shared with any other students. Any student found using another person's password would be subject to loss of computer privileges and / or further disciplinary action. Any student who willingly shares a password with someone else will also be subject to loss of computer privileges and /or disciplinary action. Any student who uses spy ware or any other hacking software or having such things on his account whether or not he put it there will have his account closed for a period to be determined by the administration.

Internet

Internet and e-mail use at school are privileges not rights. Any infractions of the acceptable use policy will result in a loss of those privileges and / or suspension. Students are not allowed under any circumstances to visit any types of gambling, file sharing, pornographic, business, or other types of objectionable sites. Any student caught visiting one of the above sites will be subject to loss of computer privileges and / or suspension. If a student is not sure whether a site is acceptable, please see the General Studies Director or the Director of Technology for clarification.

E-Mail Use

E-mail has become one of primary methods of communication. It is important that we maintain the same respect and demeanor with email, as we would in other forms of communication. Hillel Yeshiva students will only have access to their school e-mail accounts. Your school e-mail address is: username@student.hillelyeshiva.org

To check this account, open Internet Explorer and type in the address window:

mail.student.hillelyeshiva.org

Enter your username and password

Proceed to your inbox

This will be the account used by your teachers and other school staff. It is your responsibility to check this e-mail on a regular basis. You will not have access in school to other e-mail accounts. This includes AOL, Yahoo, and Hotmail.

Other Equipment

The school has several other pieces of technology equipment such as digital cameras, projectors, and laptop computers. A faculty member may only sign these out. Students may only use this equipment when being supervised by a faculty member.

STUDENT ANTI-ABUSE AND ANTI-HARASSMENT POLICY

Reporting

Hillel Yeshiva (the "School") has a zero tolerance student anti-abuse and anti-harassment policy. Hillel Yeshiva encourages reporting of all perceived incidents of abuse and harassment, (mental, physical, sexual, racial, etc.) regardless of the offender's identity or position.

If a student believes that he/she has been abused or harassed by a teacher, fellow student, administrator or any individual affiliated or otherwise with Hillel Yeshiva, he/she should immediately discuss this with the Head of School, the School Psychologist, or members of the Board of Education. The student or the parent of the student also has the option of reporting the incident to a lay leader such as the President or members of the Board of Directors, if either feel uncomfortable dealing with the school administrator. At that time, the student will be asked to provide specific information about the alleged abuse or harassment and to sign a written statement to that effect. While a written statement is preferred, verbal allegations will also be taken seriously and investigated.

Upon receipt of a complaint alleging abuse or harassment, Hillel Yeshiva shall immediately take all appropriate steps to prevent the alleged misconduct from continuing pending completion of the investigation. If one of the persons indicated above is approached by an alleged victim with a complaint, a report of the incident must then be made to the Executive Director within one (1) school day. Hillel Yeshiva will then determine what steps to take thereafter. A written record of each complaint and how it was investigated and resolved will be maintained. Written records will be maintained in confidence to the extent practical and appropriate.

Investigation

Any and all reported complaints of abuse and harassment will be investigated promptly. The investigation may include, but will not be limited to, initial preliminary individual interviews. In certain cases, an external investigator may be retained to fully investigate the complaint. The investigation will include discussions with the alleged abuser or harasser by the individual(s) assigned to the investigation. In no case will the alleged victim be required to confront the alleged abuser or harasser face-to-face, nor be required to discuss the allegations in the presence of the abuser.

The allegations and the investigations will be handled with sensitivity and will be kept confidential throughout the investigation to the extent practical and appropriate under the circumstances, in light of the important privacy interests of all concerned. At the conclusion of the investigation, a written report will be produced by the investigator, summarizing the evidence obtained and the factual conclusions reached.

Retaliation

Retaliation against an individual for reporting abuse or harassment or assisting in providing information relevant to a claim of abuse or harassment is a serious violation of this policy and will be treated with the same strict discipline as would the abuse

itself. Acts of retaliation should be reported immediately and will be promptly investigated.

Cooperation

An effective anti-abuse and anti-harassment policy requires the support and cooperation of everyone. Those who engage in abuse, harassment or retaliation or who fail to cooperate with Hillel Yeshiva sponsored investigations may be subject to disciplinary action.

Disciplinary Procedures

In the event misconduct constituting either abuse, harassment or other inappropriate behavior has been determined after a thorough and impartial investigation has been completed, immediate responsive and remedial action will be taken. Such responsive action may include, but is certainly not limited to, reprimands, reassignment, and temporary suspension without pay, compensation adjustments, or termination. If the investigation determines that the complaint of abuse or harassment is false and malicious, disciplinary action may be taken against the fabricating person. However, complaints made in good faith, even if erroneous, will not be subject to disciplinary action.

Modifications

Hillel Yeshiva reserves the right to alter, abolish, modify or amend this policy at any time as its sole discretion, with or without individual notice. Hillel Yeshiva wants all individuals to know they are not required to endure insulting, degrading or any other treatment that may be deemed as abuse or harassment.

Teacher Anti-Abuse Policy

Mutual respect is a key factor in any relationship. Teachers will immediately report any disrespectful or abusive behavior on the part of the students. The administration will investigate promptly any complaints received. Students who behave in such ways may be removed from the school. Students who damage a teacher's personal property will be required to pay compensation for all damages and will be removed from the school. Conditions for readmittance, if allowed, will be determined by the administration.