HILLEL YESHIVA
HIGH SCHOOL
HANDBOOK

2018 - 2019
# Hillel Yeshiva
## High School Administration

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<tr>
<td>Rabbi</td>
<td>Howard Bald</td>
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<td>Head of School</td>
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<td>Rosh Yeshiva</td>
<td>Saul Kassin</td>
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<td>Mrs. Jessica Mercuro</td>
<td>Moshe Chait</td>
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<td>Director of General Studies</td>
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<td>Mr. Thomas Sheridan</td>
<td>Daniel Herrmann</td>
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<td>Director of College Guidance</td>
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<td>Rabbi Joseph Dana</td>
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<td>Dean of Students</td>
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<td>Administrative Assistant Principal</td>
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<td>Mr. Seth Dimbert</td>
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<td>Director of Technology</td>
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<td>Mrs. Nadine Tillis</td>
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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.

Hessed
➢ 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.

Lifelong Learning and College Education
➢ 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.
  - 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
1027 Deal Road
Ocean, NJ  07712
(732) 493-0420    Fax (732) 493-2718
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 email 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, European History, Physics, Computer Science, Calculus, Statistics, English Language, English Literature and Psychology. Computers will be integrated into a wide range of courses. Many co-curricular and extra curricular courses and programs are also offered.
COURSE OFFERINGS

Torah Studies
Humash - Studying all Humashim with the exception of Bemidbar
Navi - Studying the Early and Latter Neviim, the Megillot and other selections from Ketubim
Torah Shebe’al Peh - Mishna and Gemara
Halakha – Studying practical areas of life based on the classic poskim
Mahshevet Yisrael/Philosophy of Prayer

General Studies

English
9th grade – Introduction to Literature, Writing I
10th grade – Survey of American Literature, Writing II
11th grade - Survey of British and World Literature, AP English Language, Writing Electives
12th grade – English Electives, AP English Literature

Science
9th grade - Biology, Introduction to Excel, Engineering I
10th grade – Chemistry, Environmental Science, Engineering II
11th grade - Introduction to Psychology, AP Psychology, Introduction to Physics, AP Chemistry, AP Biology, AP Physics, Human Biology, AP Computer Science, Physical Science, Human Anatomy and Physiology
12th grade - Introduction to Psychology, AP Psychology, Introduction to Physics, AP Chemistry, AP Biology, AP Physics, Human Biology, AP Computer Science, Physical Science

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

Social Studies
9th grade – Jewish History
10th grade – U.S. History I
11th grade – U.S. History II, AP U.S. History
12th grade – American Cinema / American Law / Art History / Middle Eastern History

Foreign Language
Hebrew Language - Based on the NETA-CET

GOOGLE AND POWERSCHOOL

Hillel uses both G Suite for Education and PowerSchool to communicate with students and parents. Each student receives both a Hillel Google account and a Hillel PowerSchool account. The G Suite for Education includes Gmail, Drive, Forms, Google Classroom and Calendar and is utilized by administrators, teachers, and the school office, thus it is important for students to check their account each day. From classroom handouts to Student Council activities, 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 bell schedules, lunch ordering information, etc.

Students will need to use their Hillel Yeshiva G Suite account in order to log into our school Chromebooks. Hillel Yeshiva uses GoGuardian to monitor student activity while using their G Suite for Education account. Click here for GoGuardian's terms of service and here for their privacy policy.

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. We encourage all parents and students to download the PowerSchool app for easy access. 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.

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 extracurricular activities on any school day, a
student must attend school the entire day.**

Hillel Yeshiva High School offers the following activities:

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<td>Chemistry Club</td>
<td>Mock Trial</td>
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<td>Coding Club</td>
<td>Model UN</td>
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<td>College Bowl</td>
<td>National Honor Society</td>
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<td>Creative Writing Club</td>
<td>School Newspaper</td>
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<td>Debate</td>
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<td>Dissection Club</td>
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<td>Jazz Appreciation Club</td>
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<td>Literary Journal</td>
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**ACADEMIC POLICY**

**Requirements for graduation**

- 4 years of English
- 4 years of Hebrew Language
- 4 years of Math
- 4 years of History
- 3 years of Science
- 4 years of Torah SheBa’al Peh
- 4 years of Navi
- 3 years of Writing
4 years of Halakha

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 Summer School (or a Hillel Yeshiva approved course).

Parents/Students are responsible for registering for summer school courses.

Students who do not attend summer school may not be promoted to the next grade nor will they 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 and General Studies diploma. There will be no awarding of one diploma without the other.

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.” This name relates to the aspect of the Jewish people 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, 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.

Students must exemplify the values of Hillel Yeshiva High School.

Cheating or plagiarizing will negatively impact a student’s eligibility for induction and membership status in the National Honor Society. 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 Head of School, Honor Society Advisor or Hesed Coordinator.

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 Honor Society Advisor 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**

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.

The College Guidance department of Hillel Yeshiva High School 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 year.

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 best optimize our students’ personal Torah growth.

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

- Grades
- Level of courses
- SAT or ACT scores
- The personal statement (essay)
- Extra-curricular participation
- Special talents
- Teacher recommendations

Students should check college websites 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. 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.

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 Director of the Learning Center, 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 School Psychologist and Director of the Learning Center 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 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.

**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**
Effective in the fall of 2016, Hillel Yeshiva will be administering 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. Consult with College Guidance to determine if the ACT or SAT is best for your particular needs.

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 progress 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 are 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 and Varsity Basketball
  Varsity Hockey

Girls
  JV and/or Varsity Basketball
Volleyball

SPRING
Boys
JV and Varsity Softball
Soccer
Varsity Tennis

Girls
Varsity Softball
Soccer
Varsity Tennis

Requirements for Participation on Athletic Teams
No student may be a member of more than TWO sports teams in any one season (Fall/Winter or Spring). 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 or travel with the team.

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

**Exams missed on the day of or after a home 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”. 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. Students must not engage in unsportsmanlike behavior such as taunting, trash talking and intimidating opponents. Air horns or other instruments and noisemakers are not permitted. 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.

Fans are not allowed to travel on the Team Bus unless authorized by the administration.

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**

All skirts must be mid-calf or longer. Students with dresses 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). No parachute, carpenter, athletic or sweat pants are permitted. No elastic ankle pants may be worn.

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.

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

GENERAL SCHOOL POLICIES

Punctuality

Minyan Policy
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 extracurricular activities and from membership in National Honor Society

Attendance
Students who have more than six excused or unexcused absences in a trimester will lose one point off their trimester grade 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:

**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.

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.** Per trimester, upon 6 lates in a class that meets 4, 5, or more times a week the student will lose 2 points off the trimester grade in that class. For a class that meets 1, 2 or 3 times per week it will be upon 4 lates. The student will then lose another point for every additional 2 lates during that same trimester. A student who arrives 5 minutes or more late to class will not be admitted without a note from the office.
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.

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.

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 purple pass to their subject teacher before leaving the school premises. No student may leave school without obtaining a purple pass from the office.**

Should a student leave the school, ignoring the school’s policy of submitting a purple pass to their subject teacher, missed classes will be considered cuts and the student will be considered “cutting school”.

College Visits
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.** The student must bring official documentation from the college that they have visited the college. Any visits beyond two will not be excused.

We strongly urge students and parents to visit colleges when Hillel is not in session.

Missed Assignments
Students are responsible to make up all missed work including any tests, quizzes or assignments.

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 in the circle in front of school. **Students who violate these rules or drive in an unsafe manner will be punished and may have their right to drive to or park at 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 Twelfth Grade Heritage Program. In order to attend Heritage students must have a good academic record along with exemplary attendance and behavior throughout their school years. Students who wish to attend must seek approval from the Head of School. 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 park in the designated student parking spaces 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 or property 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.**

**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 their 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 their cell phone taken away.

**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 the hall outside their regular classroom until otherwise instructed. If a teacher does not arrive students must immediately notify the office. Only one student volunteer should go to the office.

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 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 make up 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:
9th & 10th Graders - Mondays, Wednesdays, Thursdays, Period 5 - room 207
11th & 12th Graders - Mondays, Wednesdays, Thursdays, Period 6 - room 303
Grades 9 - 12 - Tuesdays - Period 6 (meeting period) - room 302

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 will essentially be on the material of the second half of the year but may 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.

**Students must have an exemplary attendance and behavior record - no cut classes in any trimester and no points lost for absences or latenesses 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.

**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 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 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 unfortunately 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 will be called and asked to meet with teachers or administration.

**Lunch detention and after school 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 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.

**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:**

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.
a) 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; b) submitting the same paper, homework assignment, or project 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.

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.

Cell Phone Possession and Recording Devices
Cell phone use is permitted only during non-class times and then only outside of classrooms. Cell phones heard ringing or vibrating will constitute cell phone use. Students using a cell phone during class time or in the classroom 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 off. Special accommodations will be made for family emergencies through the front office. The rules above apply to smartwatches and wearable smart devices, etc.

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. Students may not post recordings of school or teachers on Social Media of any kind - Facebook, Twitter, Instagram, etc.

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.

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2 This statement is taken from New York University, used in the Expository Writing program at NYU, and modified for use at Hillel.
Gambling
All games of chance and forms of gambling are prohibited at Hillel Yeshiva High School. Violations provide grounds for suspension.

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. This includes E-cigarettes and any vaping devices.

SAFE DRUG PROGRAM

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. 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?  
Student drug testing also achieves three public health goals:  
1. It deters children from initiating drug use  
2. It identifies children who have just started using drugs so that parents and counselors can intervene early  
3. 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:
1. 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.
2. The student is asked to rinse their hands and dry them.
3. 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.
4. 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.
5. The collector collects the urine and checks the volume, reading and recording the temperature within four minutes of collection.
6. 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.
7. 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.

SCHOOL DRUG TESTING POLICY
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 suspend 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, student 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.


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.
5. 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. 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.

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.

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 2x 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.

Any student who does not attend the parade must attend an alternate Israel educational program to be determined by the administration. There will be no exceptions to this rule including family functions, semahot, etc. of any kind.

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 December 1. Students should come to the Director of Judaic Studies or the Director of General Studies 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 or Rosh HaYeshiva. There are to be no class parties of any kind without the permission of the Head of School.

Trips
During the year the school sponsors or promotes a number of varied trips that compliment our educational program. These include, but are not limited to, our senior Israel trip, Poland trip, SBH marathons and retreats, and sports tournaments. **To be a participant in such trips it is only with the approval of the administration.** As a rule, no student may attend both the SBH Dude Ranch and the SBH Disney Marathon - unless the administration grants such an exception. Likewise, a student is not permitted to go on both the SBH Marathon and the Florida Basketball Tournament.

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
In case of inclement weather a text and email will go out to the parents and students notifying them if school is closed or if there is a delayed opening. You can also log on to the school’s website ([www.hillelyeshiva.org](http://www.hillelyeshiva.org)) for closing information or call the school. Students should come to school already having prayed - preferably in their local synagogues if there is a delayed opening.

**In case of inclement weather during midterms** we will postpone the scheduled midterm and have two midterms on the next day. Students will then have an extra full day to study for both midterms. Dismissal on the day of two midterms would then be 1:30PM (not 12:30). If there should be inclement weather on Wednesday (the day of the last midterm), we will advise you as to whether we will reschedule after the vacation or not. All students **MUST** each night bring home all textbooks and study materials for all of their midterms. In this way they will be prepared for
all their midterms in case of bad weather. **Excuses will not be accepted.** Please remind your child of this policy and ensure that they bring home their books and study materials.

**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. 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 accounts 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**

Any student who uses spyware or introduces viruses, malware etc or any hacking software will not be permitted to use the school computers and will be disciplined.

**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 an administrator for clarification.

**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. 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.

LOCKDOWN PROCEDURES

1. If you hear, “(phrase will be communicated to students on first day of school)” over the intercom or an administrator announces the lockdown in person:
   a. Everyone is to stay where they are.
   b. Classroom teachers are to:
i. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.

ii. Lock your door.

iii. Lower or close any blinds and if possible cover the door windows.

iv. Place students against the wall, so that the intruder cannot see them looking in the door. Look for the ‘Safe Corner’

v. Turn out lights and computer monitors.

vi. Keep students quiet.

Note: All staff members should locate and hold on to their roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.

c. Physical education classes being held in the gym should move into a locker room, lock all doors, and find a safe area.

d. Any students in the cafeteria should move outside if faculty instructs to do so. If students and teachers are outside the school building, they should stop, drop, and remain still. You will be directed where to relocate depending on the situation.

f. If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.

h. Nurses/cafeteria workers/support staff should stay in the area they are in, secure the doors, and turn out the lights.

i. Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.

2. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.

3. An administrator will signal all personnel if the lockdown has been lifted.

4. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class.
Administrators will divide and keep in communication with radios or cell phones. Teachers should/must keep cell phones with them, turned on, during such a process.