

Hebrew High School of New England
Parent-Student Handbook
2017 - 2018
Table of Contents

| | |
|----------------------------------------------------|----|
| Message From Head of School | 3 |
| Mission Statement..... | 3 |
| Curriculum | 4 |
| Federation and Endowment Support..... | 4 |
| Admission | 4 |
| Advanced Placement..... | 4 |
| Athletics | 5 |
| Attendance | 6 |
| Bullying | 8 |
| Calendar | 9 |
| Campus | 10 |
| Cancellations, Delays, and Early Dismissals..... | 12 |
| Change of Contact Information | 13 |
| Child Abuse | 13 |
| College Application Process..... | 13 |
| Communication..... | 14 |
| Community Service | 15 |
| Course Changes Add/Drop Procedures | 15 |
| Course Load Requirements..... | 16 |
| Course Selection and Scheduling Process | 16 |
| Digital Use Policy | 17 |
| Discipline | 20 |
| Dress Code..... | 22 |
| Electronic Equipment..... | 23 |
| Field Trips..... | 23 |
| Grades, Credits, and Honors | 23 |
| Graduation Requirements | 24 |
| Guidance Services..... | 26 |
| Homework..... | 26 |
| Honesty | 27 |
| Independent Study | 27 |
| Israel..... | 28 |
| Israel Application Process..... | 28 |
| Jewish Observance..... | 28 |
| Kitchen Guidelines..... | 30 |
| Laboratory Safety..... | 32 |
| Learning Center | 32 |
| Medication and Health Services | 32 |
| Safety and Security | 33 |
| School Social Worker | 33 |
| Senior Grade Privileges and Responsibilities | 34 |

| | |
|------------------------------------------------------|----|
| Sexual Harassment..... | 35 |
| Standardized Testing..... | 35 |
| Student Activities and Extracurricular Programs..... | 36 |
| Student Property..... | 36 |
| Student Records and Access | 37 |
| Study Halls..... | 37 |
| Summer School..... | 37 |
| Tests, Quizzes and Exams..... | 37 |
| Textbooks..... | 38 |
| Transfer Credit..... | 39 |
| Transportation..... | 39 |
| Tuition and Financial Aid | 40 |
| Vacations/Family Travel..... | 40 |
| Visitors..... | 40 |

Message from the Head of School

It is my great pleasure to welcome you to the new academic year 5777, 2016–17 at HHNE.

HHNE is an outstanding institution that gives its students an excellent and holistic Jewish educational experience. We aim to educate the mind as well as the soul in a caring and supportive environment.

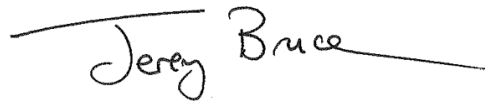
The stakes are high; as Rabbi Lord Jonathan Sacks, one of the most profound modern Jewish thinkers, puts it: ‘To defend a country you need an army, but to defend a civilization you need education.’

We are in the business of preparing our students for a successful and productive life that equips them to enter the world as proud and knowledgeable Jews who will be the leaders of the next generation.

Ultimately HHNE is a learning community where everyone endeavors to learn, improve and build a successful life based on Jewish law and values. Successful and happy communities are built on a foundation of mutual respect and responsibilities. In the following pages you will find some of our expectations and rules that allow HHNE to be such a successful and enjoyable school.

Thank you for entrusting us with the privilege and responsibility of educating your children. We will work hard to ensure they get the most out of their education.

This Handbook is intended to clearly communicate our policies, rules, and procedures to allow all of us to focus on this vital endeavor. We appreciate your support in implementing them.

A handwritten signature in black ink that reads "Jerry Bruce". The signature is written in a cursive style and is flanked by horizontal lines on both sides.

Mission Statement

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

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

Curriculum

The curriculum at HHNE is a dual curriculum: Judaic studies and General studies. Judaic studies courses include text-based classes in Chumash (Pentateuch), Gemara (Talmud), Navi (Prophets), Jewish History, Halacha (Jewish Law) and Machshevet Yisrael (Jewish Philosophy). General studies courses include English, Mathematics, Science, History, and Ivrit (Modern Hebrew). Courses are identified as advanced placement, honors, or academic. Elective courses and a variety of extracurricular programs are offered as well.

Federation and Endowment Support

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

Avi Chai Foundation
The Harold Grinspoon Foundation
The Jewish Community Foundation of Greater Hartford
The Jewish Endowment Foundation of the Jewish Federation of Western Massachusetts
The Jewish Foundation of Greater New Haven
Jewish Children's Service Organization
Legacy Heritage Fund for Jewish Education
The Hebrew High School of New England is a beneficiary agency of:
The Jewish Federation of Greater Hartford
The Jewish Federation of Western Massachusetts
The Jewish Federation of Greater New Haven

Admission

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

Advanced Placement

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

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

- exhibit high level thinking and writing skills
- demonstrate mastery of course work requirements
- be an independent learner

- exhibit a mature work ethic
- maintain academic honesty and integrity

Students who are recommended for AP classes but then during the course do not meet the above standards may be removed from the course. Teachers must deliver instruction for these courses according to AP guidelines, in order to ensure that students receive adequate preparation for the AP exams.

Students will be expected to attend extra lessons in the weeks preceding the AP exam. It is the policy of HHNE that all AP enrolled students take the AP examination for a given course in the spring in order to get credit for the course. During Advanced Placement examinations, students are excused from attending general studies classes the day before each AP exam. They are required to attend their Judaic classes but will not be expected to do homework or study that night.

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

Athletics

At HHNE we highly encourage student participation in team sports. Athletics provides an opportunity for exercise, for the development of positive character traits, and for an expression of school pride, among other benefits.

Team members represent the school, and are expected to act in accordance with the school's acceptable behavior policies at all practices and games and during team travel.

To be eligible to be a member of an HHNE sports team, a student must:

- be taking at least 7 credits of classes
- maintain a GPA of at least 70
- be passing and receiving credit for all of his or her courses, with the exception of audited courses. This will be determined both in the middle of each quarter and at the end of each quarter or semester.

Team members who are absent from school or the majority thereof on a given day may not participate in that day's practice or game. When a student is suspended, in or out of school he/she is excluded from participating in all athletic games and practices. Students may be suspended from team participation as a disciplinary action, even if they are not suspended from classes.

Parents must indicate on the permission slip that there is no medical reason that their child cannot participate in the sport. If a player is injured, the school will require a doctor's clearance before he or she can resume participation.

The permission slip for sports includes the following items to which students and their parents must sign their agreement:

1. Team members are expected to attend all practices and games.
2. Team members are expected to act appropriately at all times and to represent the school in a positive way. Any inappropriate behavior, including disrespect toward the coach or use of foul language, is grounds for suspension or dismissal from the team.
3. Players are expected to display good sportsmanship at all times.

4. A student who is failing a class in any subject by the time of mid-quarter reports is ineligible for the team.
5. Boys should make every effort to keep their heads covered during all practices and games.
6. Girls may wear sweat pants or knee length shorts during practices and games. Tops must be relatively modest as well and meet the top of the pants.

Attendance

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

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

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

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

Two-semester Courses:

Each semester: 9 days. On the 10th absence during the semester, a student's semester grade will be reduced by 3 points. For each subsequent absence (after the 10th day), the student's semester grade will be further reduced 1 point.

If a student goes over the total of 18 days (16 for seniors) during the course of the academic year, he or she will automatically lose credit for the course.

One-semester Courses:

On the 10th day, the student's semester grade will be reduced by 3 points.

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

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

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

In the case of a student missing the first days of the school year, these absences count toward the normal limits. An exception may be made for a student new to HHNE who has not yet registered.

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

Tefilah (Prayer)

As a school community, we will work together to create the kind of Tefilah environment of which we can be proud. Although the school does not obligate any student to pray, we do expect respectful conduct to be maintained during every Tefilah service. This ensures that others who wish to pray are able to do so.

Boys are required to wear Tefillin when praying in the Beit Midrash service.

The HHNE day begins with arrival at school at 7:55 AM and Tefilat Shacharit at 8:00 AM. All students are expected to be at Shacharit on time and to remain in the Beit Midrash or their Tefilah group room for the entire service. We thus recommend that students arrive to school a few minutes early, as they often want to go to their lockers or use the bathroom before Tefilah. In the event of extraordinary traffic conditions for the students commuting from New Haven or Springfield, the bus driver will inform the school and the lateness will be excused.

Students will be graded on their attendance and this grade will appear on report cards and the official transcript. Attendance at Mincha is also required.

Bullying

Bullying Behavior in School

Hebrew High School of New England is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment, and discrimination.

Prohibition Against Bullying and Retaliation

Hebrew High School of New England prohibits:

- Any form of bullying behavior on school grounds; at any school-sponsored or school-related activity, function, or program, whether on or off school grounds; at any school bus stop; on any school bus or other school vehicle; or through the use of any electronic device provided by the school;
- Any form of bullying behavior outside of school if such bullying (1) creates a hostile environment at school for the student against whom the bullying was directed, (2) infringes at school on the rights of the student against whom the bullying was directed, or (3) substantially disrupts the education process or the orderly operation of the school; and discrimination and/or retaliation against any individual who reports or assists in the investigation of any act of bullying.

Students who engage in bullying behavior (or in discrimination or retaliation as described above) are subject to appropriate school consequences, up to and including suspension or expulsion. In addition, school administrators will notify appropriate law enforcement officers of any act of bullying that they believe constitutes a criminal offense.

Definitions of Bullying and Cyberbullying

“Bullying” means the repeated use by one or more students of a written, verbal, or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending HHNE that:

Causes physical or emotional harm to the other student or damage to his or her property;

- Places the other student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- Creates a hostile environment at school for the other student (i.e., when the bullying is so severe or pervasive as to alter the conditions of the school climate);

- Infringes on the rights of the other student at school; or substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, any communication, act, or gesture described above that is based on a student's actual or perceived race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental, or sensory disability, or his/her association with another individual or group who has or is perceived to have such a characteristic.

“Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other electronic device, or any electronic or digital communications.

Reporting Complaints of Bullying

Written Reports. Students and their parents/guardians may file written reports of bullying with any grade advisor, administrator or school social worker. Written reports of bullying should be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. All bullying reports are forwarded to the school's administration for review and investigation.

Anonymous Reports. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In such a case, an administrator (or his/her designee) will meet with the student (if his/her identity is known) to review the request for anonymity and discuss how maintaining anonymity may impact the investigation and possible actions to remedy the situation. Administrators will review all anonymous complaints and take reasonable action to address the situation without disclosing the source of the complaint and consistent with the due process rights of student(s) alleged to have committed acts of bullying. No disciplinary action is taken solely on the basis of an anonymous complaint.

Calendar

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

It is school policy that teachers should not assign homework or projects, or schedule tests, in such a way that these might interfere with the observance of Shabbat or Jewish holidays. This includes not scheduling tests on Chol HaMoed (the intermediate days of) Sukkot. Additionally, all school breaks

and vacations are important opportunities for students to take time off so they will be rejuvenated when they return to school. As such, teachers should only assign one night's worth of homework over school breaks regardless of their duration. This does not include long-term assignments or AP requirements.

Campus

Arrival at School and Building Access

The building will be opened each day by 7:30 AM. Please do not arrive earlier than that. Each student will receive a card, which will grant him or her access to the building after 7:30 AM and until 5:45 PM. These can also be used to enter the commons from the back of the building.

Care of the Building and of School Property

We are blessed to have a beautiful building, with new furniture and cutting-edge technology. The utmost care must be taken to ensure that the furniture and equipment is maintained and cared for. It goes without saying that any graffiti or other abuse of the building or of school property anywhere in the facility will be subject to strict disciplinary action, including the responsibility to pay to replace whatever was damaged. School property for which students are responsible includes but is not limited to furniture, wall fixtures, lab apparatus, classroom furnishings, lockers, computer equipment, textbooks, and office supplies. All such damage, even if accidental, shall be paid for by the student.

Students are responsible for textbooks issued to them and library books they check out. If a textbook or other issued material is lost, damaged, or stolen, the student will be required to pay for its replacement. Report cards, transcripts, and diplomas will be withheld until all such student accountabilities are paid.

In general, we must take pride in the appearance of our school and clutter in any area is discouraged. Also, clutter left on the stairs represents a safety and fire hazard. Students must **not** leave their personal effects on the stairs or in the hallways at any time. Students who fail to adhere to this will be subject to disciplinary action.

Commons

Students are expected to clean up after themselves at the end of breakfast, lunch, and at all other times. Tables and the surrounding floor should be cleared of all wrapper and food debris, and liquids should be wiped off tables. Please see the "Kashrut" section for details about microwave usage.

Drop Off and Pick Up

When dropping off students, cars and buses should pull as far forward as possible in the right-most lane next to the school. At pick up time, cars should park while waiting for students, and buses will wait in the right-most lane.

Elevator

Students cannot use the elevator unless granted specific permission.

Food

Students are never allowed to eat during class time, except in the event of a class party. Teachers have the discretion to permit students to drink water in their classrooms provided that it is in a container with a spill-proof or sports cap. Students may eat in the commons, student lounge, and outside the building provided that they clean up after themselves and dispose of all garbage in proper receptacles. Students may eat snack foods near their lockers and in the alcove but cannot eat any food while walking in the hallways.

No eating or drinking is permitted in the library, gymnasium, or Beit Midrash. An exception is for student organization meetings. For each such meeting, a student must register in the office for permission to use a classroom. That student will serve as the responsible party to ensure cleanliness. Please note that if several people are eating in the classroom it may be necessary to bring trash to the commons as the garbage cans in the classrooms may not be large enough.

Grounds

Students are permitted to use the school grounds for recreation and relaxation during lunch and break time, weather permitting. Appropriate decorum should be maintained when relaxing on school grounds and the grounds should be left in an immaculate state. Additionally, care should be taken around all bushes and trees. These were recently planted and are still somewhat delicate.

Students must remain on HHNE property at all times and cannot go into the wooded areas. The back of the property is at the top of the bank that leads down to the river. Students who approach or enter the river will be subject to disciplinary action up to and including suspension from school. Under no circumstances are students permitted to leave school grounds without specific explicit permission from the administration. This is a critically important rule, which we must adhere to in order to safeguard our students.

JCC/Zachs Campus

Seniors who have senior privileges may go to the JCC or to other agencies on the Zachs Campus. Of course, all senior privilege rules regarding when students may leave campus, students driving other students, etc. apply.

Library

The library is available to students before, during, and after school. During free periods, students may use the library to read, to complete homework, to print documents, to photocopy handouts, to research class assignments, or to meet for tutoring. The librarian has posted general rules for student behavior to ensure that everyone may use the library comfortably.

The posted rules for the library are:

1. Students are not permitted to have food, snacks, or drinks in the Library. To avoid confusion, food and drink containers should not be in the Library.
2. Students will keep conversations to a moderate volume to avoid disturbing others. Shouting, screaming, or conversing loudly is not permitted.

3. Checking messages and updating Facebook are acceptable uses of the computers. However, students who need the computers for class or for homework have priority.
4. Students must use either their own ear buds or the Library's earphones when engaging in computer activities which generate sound (e.g. music, videos, tutorials, games).
5. Students may not leave bags or backpacks on the tables. Students should share the workspace with others in a considerate manner.
6. Chairs are to be used by one occupant at time. Students may not put their feet upon chairs, tables, computer stations, or other students.
7. Chairs with wheels are a convenience at the computer stations; they are not vehicles. Those who ride these chairs risk injuring others.
8. Anyone who wishes to remove materials from the Library will fill out an "Honor System Borrowing Form" at the circulation desk. Reference books marked "REF" may not be removed from the library.
9. Students should place returned materials upon the Returns Cart.
10. Personal items and printouts left in the Library overnight may be placed in the office, student mailboxes, the Lost-and-Found, recycling, or the trash.
11. Punishments for violating the rules are at the discretion of Mr. Page and the HHNE administration. Any punishment resulting from a misunderstanding should be taken to the Head of General Studies.

Please also see the "Computer Use" section.

Locker Areas

Lockers are provided for all students. Lockers are the property of the school and may be opened and searched at any time by the school administration. The school is not responsible for items taken from lockers. Lockers should be kept closed/locked when they are not being accessed and nothing should be left hanging out of them. Locker areas should be kept organized and uncluttered. Lockers observed by the administration to represent a safety hazard or an eyesore will require clean up on the part of the student.

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

School Office

Students may enter the office during free time. They should only be in the office during class time with their teacher's permission. If a student needs to see a member of the administration, the School Social Worker or the nurse, he or she should first check in with the front office staff.

Cancellations, Delays, and Early Dismissals

In the event that the school day is cancelled, delayed opening or early dismissal and weather should force closing, the administration will implement the Honeywell system to contact all parents and students not yet on-site to inform them of the news. It is therefore important that the office has correct phone numbers where you may be reached at home, car, or other places of employment.

In the event of a delayed school opening or school cancellation due to weather conditions, please call the school (860-231-0317) in the morning after 6:00 AM or check the school website (www.hhne.org). There will be a message on the answering machine and the website regarding the delay or closing if the weather has been assessed to be severe enough. If you hear no message regarding delay or cancellation you should assume that school is in session. Parents and students should never call school personnel at home for this type of information.

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

Change of Contact Information

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

Child Abuse

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

College Application Process

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

The National Association of College Admissions Counselors states in their "Statement of Principles of Good Practice" that college advisers should "[c]ounsel students and their families to notify and withdraw applications from other institutions when they have accepted an admission offer." HHNE benefits from positive relationships with colleges and universities based on openness and trust. In order to maintain these relationships, HHNE discourages students from "double depositing." It is also HHNE policy to send a final transcript to only one college or university where a student has been admitted and has decided to enroll.

There are two exceptions to this policy. The first is if a student deposits at one college and then is admitted off the waitlist at another college. HHNE will send a final transcript to the second college, provided that the student has notified the first college in writing that he or she will no longer be enrolling and has provided the College Guidance Office with a copy. The second exception is if a student enrolls in an institution (such as Yeshiva University) that provides federal financial aid for a year in Israel, and at the same time enrolls and defers attendance at a second institution that he or she plans to attend after Israel. HHNE will send a final transcript to both institutions, provided that the student has notified both institutions of his or her intent to enroll in two colleges, defer at the second one, and spend a year in Israel and has received approval for this plan from the second institution. All notifications should be made in writing, and students should provide copies for the Guidance Office.

Regarding reporting disciplinary issues to colleges, please see the section under "Discipline" below.

Communication

School to Parent

Parents may contact the school by phone (860-231-0317) or email (info@hhne.org). Each teacher will provide his or her preferred method of contact, whether email or phone, on his or her syllabus, which is given to the students on the first day of the year and given to parents at Parent Orientation as well as on Canvas.

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

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

In addition to the above, parents have access to Powerschool so that they can check students’ grades, assignments, and attendance at the parents’ convenience. We encourage parents to keep current with how their student is doing in each of his or her courses using this tool. Parents can also set up Powerschool to proactively email them this information.

Parent to School

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

When contacting the school about a specific issue, it is most helpful for a parent to first contact the faculty member or administrator responsible for that area. For example, for academic issues, the first contact should be the teacher; for college guidance issues, the first contact should be the College Advisor; etc. The relevant Grade Advisor should be contacted if parents are concerned about their child’s general academic performance. If necessary, subsequent communication on the issue should be to the next level of administration. For example, the Head of General Studies is the next contact for general studies concerns and the Head of School is the next contact for Judaic studies. Faculty and staff make every effort to return calls within 24 hours.

Parent to Student and Student to Parent

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

Community Service

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

Community service consists of unpaid aid given to charitable organizations or causes. Some examples of acceptable organizations are soup kitchens, hospitals, synagogues, geriatric facilities, community events, and food pantries. Performing a service for HHNE may also count toward the requirement, however only up to 5 hours per year. In case of doubt, students should ask an administrator to confirm that the community service hours they are planning to perform will be counted toward the requirement.

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

Course Changes: Add-Drop Procedure

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

Change Timing Procedure

Switching levels any time during first twenty school days students must fill out form for approval and submit to administration. (Grades already earned are transferred to new class.)

As of day 21 switching is not permitted.

Dropping a course at any time during first twenty school days students must fill out form for approval and submit to administration.

As of day 21 **WD-F appears on report card and transcript.**

Adding a course any time within first 10 days of school students must fill out form for approval and submit to administration.

(Student must complete work already assigned by new teacher.)

The 11thth day of school onward adding a course is not permitted.

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

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

Course Load Requirements

In general, students are expected to carry a full load of eight courses, except when there is no course offering of the appropriate level available during a period when a student is “free.” Normally a student will take three Judaic courses, and five general studies courses each year. A student must take at least seven courses each year to maintain full-time status. Please see the “Graduation Requirements” section for more details on how many of each type of course are required for graduation.

As is apparent from the Mission Statement, HHNE believes that senior year is a vital quarter of a student’s high school career and that students should “embrace learning and Jewish tradition” by enrolling in a full course load. Seniors are required to take a minimum of 3 Judaic studies classes and 3 general studies classes in order to matriculate at HHNE.

Course Selection and Scheduling Process

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

1. Students fill out a course selection form and obtain parent and teacher signatures, discussing prerequisites, course load, and graduation requirements as appropriate.
2. Students submit course selection sheets.
3. Administration checks to ensure that students have met course prerequisites and are on track to meet graduation requirements.

4. Conferences are held between students and administration to make corrections as needed.
5. Master schedule is constructed based on number of students who have selected various courses.

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

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

Digital Use Policy

The Hebrew High School of New England (HHNE) prides itself on maintaining cutting-edge technology in the classrooms, laboratories, library, student lounge, and offices. We offer and utilize a number of innovative technologies in order to blend the best of digital technologies and learning in the classroom. These technologies include an advanced learning management system (Canvas), Google Apps for Education, a suite of Chromebooks, SMART Boards in every classroom, document cameras, a mathematics computer lab, a high-speed WiFi network, as well as access to printers, scanners, and copiers.

In our 21st century digital work, the Internet, mobile, and other computing technologies are integral to modern life. However, it is also important to strive to prepare students to manage and maintain a healthy relationship with these technologies through personal responsibility. As such, students are expected and encouraged to use all available technologies to enhance and improve their learning, while at the same time respecting their use for primarily educational purposes and during appropriate times. This includes showing respect for fellow students online, adhering to the acceptable use of HHNE technology and equipment, and using technology when appropriate and allowed in and out of the classroom.

Computers and Other Devices

A number of computers, printers, and copier-scanners are made available throughout the school for both student and faculty use. In order to provide a safe, secure, and effective technological and learning environment, computers and other devices (e.g. printers, scanners, and copiers) are designated as follows: (1) for faculty use only, or (2) for students to work on course-related and student activities-related projects. Use of technology -- that which is provided by HHNE and that which is brought from home -- is a privilege, and students are expected to follow and adhere to this Acceptable Use Policy.

- *Classrooms and laboratories.* All classrooms and laboratories are equipped with at least one computer and an interactive SMART Board with LCD projector. Other technologies, such as document cameras, may also be in use within the classroom. Classroom/laboratory computers and associated technology are to be used exclusively by faculty, or under the direct supervision of a faculty member for teaching and learning purposes only. Classroom and laboratory computers are protected for student safety, and students should not attempt to circumvent any security measures. Students are also not permitted to use the classroom or laboratory computers, or other classroom technology, without the express approval and supervision of a faculty member or a member of the HHNE administration.

- *Offices and faculty room.* The computers, printers, copiers, and other technologies in the offices and faculty room are for the exclusive use of the faculty and office staff. These computers are protected for student safety, and students should not attempt to circumvent any security measures or use them without express approval and supervision of a faculty member or a member of the HHNE administration.
- *Library and Chromebooks.* Computers, printers, and a copier-scanner are made available in the library for students' educational use. In addition, a number of Chromebooks are available for students to use during the course of the school day. These computers are for educational purposes only and not to be used for recreational use. Unacceptable uses include, but are not limited to: playing computer games, music CDs, videos, or other audio files, downloading or attempting to install unauthorized software, and using the Internet to visit non-educational sites. In addition, these devices are protected for student safety, and students should not attempt to circumvent any security measures.
- *Wi-Fi network.* HHNE provides the latest in Wi-Fi technology to allow for students to access rich content, multimedia, and coursework through Canvas. Both students and faculty are expected to use these networks appropriately. To provide a safe and secure environment, students are permitted to connect only to the available student Wi-Fi network. Any attempt to circumvent the protections and security measures associated with the Wi-Fi network, or to access the faculty/staff Wi-Fi network, are expressly prohibited.
- *Home computers.* Students are permitted to bring laptop computers from home. Wi-Fi network use is governed by the same policies that are in place for other devices that are for student use. Personal laptops may be used during non-instructional periods, and they may also be used in class, provided that (1) a teacher has granted the student permission to use the computer in class, and (2) the computer is used exclusively for class-related purposes. Students who are found to be in violation of these guidelines will lose their privilege to use their laptop in class and may be subject to other disciplinary action.

Digital Use Policy

Students are required and expected to follow all rules and guidelines for utilizing technology responsibly and in accordance with this Acceptable Use Policy. Violations of this Acceptable Use Policy may result in disciplinary or legal action at the discretion of the HHNE administration or under existing laws. Students found to be utilizing computers, the Internet, or other technological resources for inappropriate uses shall be subject to loss of privileges as well as other disciplinary action, which may include suspension from school. HHNE reserves the right to deny access to computing, network, and other technology resources for appropriate cause.

- *Copyright and Plagiarism.* HHNE adheres to the Digital Millennium Copyright Act, existing copyright laws, and other statutes protecting intellectual property. Copyrighted material is not to be downloaded or used without the owner's permission except under laws regarding fair use of material for educational purposes. Students will not use technology, or the Internet, to plagiarize works (see the Plagiarism section in the student handbook).
- *Malware.* HHNE computers and technology are not to be used for creating and propagating viruses, trojans, worms, denial of service attacks, or for committing fraudulent or illegal acts.
- *HHNE Property.* Under no circumstances is a student permitted to modify network, computer, or software resources. This includes moving computer components or rewiring devices without direct faculty supervision, or accessing devices for which the student has

not been permitted access, including, but not limited to, faculty and office equipment, televisions, copiers, printers, and scanners. Physical damage to computers or other technologies will be handled in similar fashion as destruction of any HHNE property. Damage to Chromebooks are the responsibility of the student who has checked out the device, including the costs for repair or replacement.

- *Harassment.* Students may not post, submit, publish, or display harmful or inappropriate material that is harassing, insulting, threatening, or that attacked any individual, and may not engage in cyberbullying. This includes prejudicial or discriminatory attacks or insults, as well as using, displaying, or disseminating material which depicts or describes in an offensive way sexual conduct or violence and which lacks serious literary, artistic, political, or scientific value for students. In addition, students are not to use obscene, profane, vulgar, inflammatory, threatening, disrespectful or other inappropriate language in online communications and through the use of school-related technologies. Messages sent to others in support of illegal activities may be reported to the proper authorities.
- *Inappropriate materials.* Students may not use any technology (including their own) to access materials that are profane or obscene, that advocate illegal or dangerous acts, or that advocate violence or discrimination towards other. This includes material which depicts or describes in an offensive way sexual conduct or violence and which lacks serious literary, artistic, political, or scientific value for students.
- *Games.* Computers and other technology provided by HHNE are for educational purposes only and not to be used for playing games, watching non-educational videos or movies, and/or playing music. Games may be played on personal devices during appropriate times and at the discretion of faculty and the HHNE administration.
- *Resources.* Students are expected to use digital resources conscientiously so that each student has the appropriate access for school-related functions. This includes, but is not limited to, refraining from watching movies or television shows through Netflix or similar services, limiting the amount of materials printed through school printers, sharing access to school computers, printers, and scanners, as well as utilizing an acceptable number of devices (i.e. one computer and one mobile device).
- *Network etiquette (“Netiquette”).* All students must abide by the rules of netiquette, which include: (1) be polite and use appropriate language, (2) avoid language and uses that may be offensive to others, (3) do not reveal or request personal information (e.g. social security numbers, addresses, phone numbers, etc.), and (4) respect the intellectual property of others.

Technology Protection Measures

HHNE uses a variety of security and filtering methods in order to protect students. Students and parents acknowledge that the HHNE network and associated technologies are not private and may be monitored by the HHNE administration; this includes messages sent through email or Canvas, grades in PowerSchool, and usage of the network. Further, students are not permitted to attempt to circumvent these protection and security measures.

Discipline

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

HHNE is a tobacco, drug and alcohol free environment. Although it may be the most extreme of rare circumstances, the administration needs to be clear on the consequences for rare situations. Student possession of, under the influence of, use of, sale of, or transfer of drugs, alcohol, drug paraphernalia, or tobacco is prohibited at all times on school property, school buses/vans, school-sanctioned activities, and during school time off school property. Students who violate these rules will be subject to disciplinary action, including suspension and possibly expulsion from school. They may also be referred to the police department for possible prosecution.

Students should be aware that lockers are considered school property and can be searched by school authorities for the location of alcohol, drugs, tobacco, or weapons. Students may also be required to empty backpacks and pockets for similar reasons. HHNE reserves the right to test students for drug use, including random drug tests.

Students are also not allowed to act with violence toward any other individuals or to behave in a wild manner that threatens the safety of themselves or others. Students must respect the physical boundaries of others; there shall be no unwanted physical contact between students regardless of gender. Students are not allowed to possess weapons or to light fires on campus.

Students who violate school rules, or are disruptive to the educational process, will be disciplined with disqualification from activities, grade reduction, special assignments, detention, suspension, or expulsion. The action taken will depend on the severity and frequency of the offending behavior. Disciplinary action is always at the discretion of the Head of General Studies and Head of School.

Students who are sent out of class due to disruptive behavior, must report to the school office where they will wait to meet with an administrator.

Off-school misconduct:

Students and parents should be aware that a student's conduct off school grounds during non-school time can still be grounds for disciplinary action, up to and including expulsion, because there is often a reasonable likelihood that the student's return to school would contribute to a disruptive effect on the educational process. Examples of such off-school conduct include, but are not limited to:

- use, possession, sale, or distribution of weapons or illegal drugs
- violence
- sexual misconduct

Reporting to Colleges:

Many colleges or universities require student applicants to inform them of serious disciplinary actions taken against the students. HHNE encourages and expects students to answer questions from colleges about their disciplinary histories fully and honestly. In all cases, students should consult with their college adviser about the reporting of disciplinary issues to colleges and will be asked to provide to the Guidance Department a copy of any and all written statements that they send to colleges disclosing their disciplinary infraction(s).

It is HHNE's policy NOT to report disciplinary action to colleges on transcripts, in recommendations, or in secondary school reports. This policy is reiterated in the profile that HHNE distributes to colleges. Please be aware, however, that colleges might request this information, usually in regard to a suspension or an expulsion, directly from the students. HHNE expects its students to disclose this information and to answer all questions of this nature fully and honestly. If a student was suspended or expelled during his/her freshman, sophomore, junior, or senior years, it is his or her responsibility to disclose that information; the college adviser will assist the student in formulating an appropriate statement for submission. If a student is suspended or expelled after applications have been submitted, his/her first course of action is to speak with his/her college adviser. Although it is the student's responsibility to inform each of his/her colleges, the college adviser will assist the student with his/her written response and discuss options for moving forward.

HHNE reserves the right to report *any* infractions by students, even if a college has not requested this information directly, especially if HHNE's administration deems the infraction or infractions to be egregious and/or criminal and/or danger in nature. If a student withdraws from HHNE to avoid disciplinary action, the administration also reserves the right to report such a student's infractions to colleges, especially if the administration deems the infractions to be egregious and/or criminal and/or dangerous in nature.

The Guidance Department will discuss, in its report to colleges, the nature of the incident(s) and the disciplinary action(s) taken. This report may be revised or updated at any time in response to substantial changes in the student's disciplinary, personal, or academic record.

Should students be subject to applicable disciplinary action(s) after they have applied or been admitted to college(s), the Guidance Department will notify the college(s) in writing within ten school days of the resolution of the disciplinary matter. Students are strongly encouraged to notify the college(s) themselves and to do so as soon as possible. Disciplinary action that results in a student's dismissal or withdrawal from the school during the senior year will be reported by the Guidance Department to colleges within ten school days of the student's departure from the school.

Dress Code

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

All Students:

All clothing should fit and be clean, neat and not ripped, frayed, torn or disheveled.

All clothing and accessories must be worn in the customary manner and be free of violent and inappropriate words or imagery.

Boys:

1. Head covered at all times: at school, by a Kippah or hat. Hats with brims (e.g. baseball caps, etc.) are not permitted. On school retreats, Sabbatonim or field trips baseball caps or bandanas may be worn
2. Casual shirts without a collar may be worn. T-shirts may not be worn.
3. Sweaters and sweatshirts can be worn with no collar showing as long as no skin on the chest is visible
Sweatshirts can be worn with no collar if clean t-shirt worn underneath. Sweatshirt must be kept closed at all times
4. Pants to be worn at the waist
5. Dress pants, khakis, corduroys or chinos (no shorts, sweatpants, or jeans)
6. Hair of any natural hair color, with sideburns, and in a hairstyle appropriate for school
7. Sneakers or dress shoes
8. Socks must be worn
9. No piercings permitted

Girls:

1. Skirts or dresses must come to the knee when standing and sitting. Slits permitted to the same length.
2. Shirts and T-shirts must be opaque, have necklines to hand-width from collarbone, and cover the tops of skirts at all times. Cleavage must be completely covered at all times. Sleeveless shirts or cap sleeves are not permitted.
3. Sweaters and sweatshirts permitted, with hoods down in class.
4. Hair of any natural hair color, and hairstyle should be appropriate for school.
5. Visible and appropriate piercings in ears only.
6. Hats with brims (e.g. baseball caps, etc.) are not permitted.
7. Sneakers or dress shoes. Sandals and flip-flops are permitted except during a lab.
8. Pants under skirts are permitted provided that skirts conform to the dress code as noted above.

School Functions and After Hours:

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

Dress Code Consequences:

A student may only attend class and other school activities if he or she is dressed in accordance with the dress code. If a student is found to be in violation of the dress code, he or she will be expected to change immediately. Thus, the consequences for non-compliance may include being marked tardy or absent from a class. Students may be able to borrow clothing from a friend or to

borrow school attire from the office, but if a student is unable or unwilling to rectify the problem at school, he or she will not be able to return to class or to school activities and will have to remain in the office as long as he or she is in school. Upon the first dress code violation in a given class, students will be given the opportunity to make up quizzes and tests missed while going to change. Upon the second infraction, students will not be able to make up missed work.

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

Electronic Equipment

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

Each classroom will have a container on the teacher's desk. Before the start of class students will deposit their cell phones until the end of the period.

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

Because cell phone use is limited, or in the event of a cell phone being confiscated, students may make phone calls from the office. Likewise, parents may call the office to have messages delivered to their children. Parents are asked to try to do so before Mincha so that the message can be delivered then, minimizing class disruption. Parents are asked not to call or text their child at times when he or she may be in class, in Tefilah, or otherwise occupied by school programs.

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

For special activities or school events, specific guidelines regarding use of electronic equipment, including cell phones, may be formulated.

Field Trips

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

Grades, Credits and Honors

HHNE is on a two-semester, four-quarter grade calendar. Teachers calculate each student's quarterly grade according to their own standards. Teachers will review their evaluation procedures

with students during the first week of school. Students will receive a report card at the end of each quarter.

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

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

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

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

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

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

Students are recognized each quarter for scholastic achievement. All students who earn a grade of 90 or an average of 90 or better in all courses (with the exception of one grade in an AP course of 80 or better) are placed on the High Honor Roll. To be on the Honor Roll, all grades must be above 80 (with the exception of one grade of 75 or better), and the average of all grades must equal or exceed 90. In addition to the quarter honor roll, honor roll will be calculated for each academic year and reported on transcripts.

Graduation Requirements

All students and parents should become familiar with HHNE graduation requirements as they plan the four-year journey through our school. The graduate of Hebrew High School of New England will have earned a minimum total of 30 academic credits to qualify for his or her diploma. A credit is earned by receiving a passing grade (60 or above) in a full-year course. Further, the distribution of those 30 credits must meet the following minimum requirements.

General Studies:

| | |
|---------------------------------------------|--------------------------------------|
| English | 4 credits |
| World Language | 3 credits |
| Mathematics | 3 credits |
| Science | 3 credits (including 2 lab sciences) |
| Social Studies | 3 credits |
| Electives (in any of the above departments) | <u>2 credits</u> |
| | 18 Credits |

Judaic Studies:

| | |
|---------------|------------------|
| Talmud | 4 credits |
| Chumash | 4 credits |
| Jewish Medley | <u>4 credits</u> |
| | 12 credits |

Students may transfer credits from another high school (see “Transfer Credits”). There is a senior year residency requirement to graduate from HHNE.

Exceptions to the Judaic studies minimum requirements may be made:

- For students transferring to the school having completed a semester or more of high school elsewhere,
- in cases of documented learning difficulties, or

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

A student who fails a general studies course for the year may repeat that course in a subsequent year to earn the credit or may take the course in an approved summer school program. (See “Summer School” for information on earning credit for graduation over the summer at other institutions.) Otherwise students are not permitted to repeat a course for credit. These will be arranged on an as-needed basis with the cost assessed to the parents.

Guidance Services

The College Advisor provides the following services:

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

The Israel Advisory Program supports students in the following capacities:

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

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

- Freshman orientation
- Study skills reinforcement program
- Teacher-Parent conferences
- Annual course selection process
- College Board Examination process
- College application process
- College Night
- Financial Aid Night
- Israel application process
- Pupil Planning and Placement Team (PPT)
- Modified course programs

Homework

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

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

Honesty

Honesty and integrity are expected qualities at HHNE, reflecting both our Judaic and academic standards. Cheating and plagiarism represent behaviors that are totally contrary to the values, principles, and ethics of HHNE. All incidents of cheating/plagiarism at HHNE must be reported to the administration. Cheating/plagiarism consists of both the giving and receiving of answers or writings, copying of material without giving due credit, or attempting to receive credit for someone else's work. Students must be certain that they can distinguish between cheating and working together to complete a project or assignment. The consequence for cheating/plagiarism will be as follows:

Freshmen and Sophomores: The student will receive a zero on the assignment and will be required to redo the assignment. The final grade for the assignment will be an average of the two grades.

Juniors and Seniors: The student will receive an irrevocable zero on the assignment with no opportunity to redo the assignment.

In addition, a student may be removed from a leadership position and may be subject to disciplinary action by their teacher or by the administration. Repeat offenses will involve disciplinary action and a conference with parents. Where more than one individual is involved, both are subject to the consequences described above.

Each instance of cheating/plagiarism will be documented and a copy of the report placed in the student's file.

Independent Study

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

Since independent study has a strong element of self-responsibility, students must be highly motivated in order to receive approval. Students in independent study assume much of the leadership for the learning process, and must possess the initiative, persistence, energy, and curiosity to carry the task to completion. An important aspect of the independent study program is the one-to-one relationship that develops between the student and the teacher/mentor who serves as a special resource for the program. A letter requesting an independent study must be submitted to the appropriate administrator who will make a final determination on all requests. An independent study program must be able to demonstrate and document a minimum of 90 hours of work for $\frac{1}{2}$ credit, or 180 hours for one unit of credit.

Israel

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

Israel Application Process

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

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

Representatives of Israeli schools visit HHNE: October – November

Israel Night: November

Application deadlines: Girls – mid November

Boys – end of December

Interviews: February – March

Acceptance letters are mailed: March – April.

Jewish Observance

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

Interpersonal Relationships

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

Kashrut (Dietary Laws)

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

Dairy and meat microwaves are provided for student use in school. Since everyone keeps their own level of kashrut, anyone who uses the microwaves must double wrap his or her food. Food heated in the school microwave without double wrapping should be considered not kosher. A student who

puts either un-kosher or un-wrapped foods into the microwaves may lose his or her right to use them.

Tefilah (Prayer)

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

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

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

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

Boys will wear Tefillin for Shacharit in the Beit Midrash

Schoolwork and other reading material will not be allowed.

Students will conduct themselves with respect for prayer and for the sanctity of the tefilah service. For example, they will sit and stand when appropriate and in a respectful manner.

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

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

Washing and Benching

Students are encouraged to wash before eating bread and to make the appropriate blessings before and after they eat.

Kitchen Guidelines

General Kashrut Guidelines

HHNE follows the Kashrut standards of the Hartford Kashrut Commission (HKC). The following policies apply to our kitchen:

1. Generally, the right side of the kitchen as you walk in has a dairy designation and the left side has a meat designation. All meat utensils and equipment including pans, pots, trays and cutlery are to be color-coded red. All dairy utensils and equipment are to be color-coded blue. All parve utensils and equipment are to be color-coded green/yellow.

2. The kitchen may be used for dairy and parve at the same time or meat and parve at the same time. However, it is never to be used for dairy and meat at the same time. When being used for dairy, the meat side, including counters, is off limits and all meat utensils and ingredients are to be stored away, and vice versa.
3. At the discretion of the head of school, a mashgiach may be required to be present when the kitchen is in use.

Unique and Special Circumstances

Under unique or special circumstances, the dairy counters, sinks, appliances and equipment that are kasherable may be used for meat and vice versa. These circumstances may include:

- A large affair or event for which the dairy or meat facilities are not sufficient.
- Malfunctioning equipment of either designation.

The pre-approval of the head of school is required. Even with pre-approval, the following guidelines must be followed:

- All items (counters, equipment, etc.) which need to be temporarily switched should be thoroughly kashered under the supervision of a mashgiach. Of course, any items which cannot be kashered may not be switched.
- All other items normally used for the other designation must be removed from accessibility and stored away. Drawers and cabinets must be taped shut.
- The sinks and counters must be kashered with bleach and boiling water.
- Ovens must be cleaned and run at 500 degrees for one hour. (Convection ovens may require a different procedure.)
- When the unique or special circumstance is over, all items must be re-kashered so they can be used once again for their original designation.

Ingredients

1. All processed grocery items brought into either kitchen must be in unopened packages, and bearing a pre-approved symbol of kashrut supervision. These must be checked by the head of school, his designee, or the mashgiach if there is one.
2. The pre-approved list of symbols is limited to the following:



1. Items with any other symbol must be specifically approved by the one of the aforementioned individuals before purchasing them.
2. Fresh produce does not need kashrut certification, though all fruits and vegetables must be thoroughly washed before being cut and prepared. Special care must be given to

fruits and vegetables that harbor tiny bugs; these include (but are not limited to) broccoli, cauliflower, asparagus, all lettuce varieties, strawberries and raspberries.

3. Wine must be kosher certified and marked as being “mevushal.”

School Events

The following procedure should be followed when a faculty member, student, or parent would like to use the kitchen for a school event:

1. If anyone would like to use the kitchen, they must ask the Student Activities Coordinator at least one week in advance. He/She will check with the facilities coordinator to confirm the kitchen’s availability.
2. There must be a faculty member or other adult supervising the use of the kitchen at all times.
3. Students may only use the kitchen, even when an adult is present, during free periods or before or after school. Exceptions may be made on a case-by-case basis, with specific and detailed permission being obtained from the Head of School or Head of General Studies.
4. Kashrut standards of the HKC and of HHNE must be maintained. See above.
5. The kitchen must be completely cleaned up and left in the same condition in which it was found (or better!).
6. After the event, the person who coordinated it should walk through the kitchen with the Student Activities Coordinator so that he/she can approve the state in which it is being left. Any food or ingredients left in the refrigerator, freezer or cabinets should be indicated.

Non-HHNE events

The following procedure should be followed when anyone would like to use the kitchen for a non-school event:

1. To reserve use of the kitchen, individuals should contact the Student Activities Coordinator. They will check with the facilities coordinator to confirm the kitchen’s availability and coordinate other logistics. Of course, the earlier they are contacted the more likely that HHNE will be able to accommodate the event.
2. Kashrut standards of the HKC and of HHNE must be maintained. See above. Additionally, a full-time HKC-approved mashgiach is required for non-school events.
3. After the event, the person who coordinated it should call the Student Activities Coordinator to check in and discuss any outstanding details or issues.

Laboratory Safety

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

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

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

Learning Center

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

Medications and Health Services

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

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

Safety and Security

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

HHNE ID Cards

All HHNE students, faculty, and staff are issued ID cards. These ID cards serve as photo identification and also allow access through the proximity card readers on campus. ID cards for alumni are available upon request.

All students have access through the main entrance vestibule from Monday through Friday, 7:30 AM to 5:45 PM while school is in session. This access also applies to the rear entrance of the Commons (dining room) and the front gym doors. The front doors to the building are unlocked every morning school is in session at 7:30 AM allowing access to the vestibule. Students are not to enter the building when school is not in session without permission from HHNE's administration. Doing so may trigger the security alarm that is enabled while the building is vacant.

Students, faculty, and staff are expected to carry their ID cards on them or have them near at hand while at HHNE. In the event that an ID card is lost or destroyed, the Technology and Facilities Coordinator should immediately be notified. The first time an ID card is replaced, it is at no cost. Subsequent replacements will be assessed a \$5.00 fee.

HHNE Fire Evacuation Procedure

Fire drills are conducted once per month. The following is a summary of steps to be taken.

Building Security

HHNE has worked with various Federal, State and local law enforcement agencies to develop lockdown and shelter in place procedures which are tested at least twice each academic year. The key to making our building secure for all is three-fold:

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

School Social Worker

The School Social Worker is available to all students, staff, parents/guardians and other persons related to HHNE for the purpose of addressing any issues (psychological, social, emotional, behavioral, etc.) that may interfere with a student's positive educational progress and/or personal wellbeing. In addition to providing information and counseling for students, the School Social Worker works in consultation with the student's family, teachers, school staff, administration, etc., to serve as a resource and to solve problems through communication, mediation and referrals to external resources.

The School Social Worker may be utilized in the following manner:

- 1) Students that are experiencing a crisis may ask to be excused by their teacher and may seek out the School Social Worker in the front office by first asking front office staff.
- 2) For non-emergency situations, students should contact the School Social Worker during a free

period to set up a meeting time. The Social Worker will make every effort to meet with students during a free period in order to avoid interference with academic progress.

3) Staff and parents/guardians can contact the School Social Worker through the school email or phone at any time.

Senior Grade Privileges and Responsibilities

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

Leaving School

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

AP and Final Exams

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

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

Senior Trip and Graduation

Seniors will take a class trip at the end of May. The senior class, the senior advisor and the Head of School will decide upon the destination and activities.

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

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

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

Sexual Harassment

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

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

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

Standardized Testing

As a comprehensive high school, it is the school's policy to support students in every way possible during the College Board Examination and college application process. HHNE is an official testing site for the Preliminary Scholastic Aptitude Test for 9th-Graders (PSAT 8/9), the Preliminary Scholastic Aptitude/National Merit Scholars Qualifying Test (PSAT/NMSQT), the Redesigned SAT Reasoning Test, the SAT Subject Tests and the Advanced Placement Examinations (APs).

The PSAT 8/9 and PSAT/NMSQT are exams that prepare students for the SAT Reasoning Test to be taken later in high school. PSAT/NMSQT also selects students to compete for National Merit Scholarships. The exams test for critical reading, writing and mathematical skills. The PSAT 8/9 is offered to all 9th grade students during the school day in September or October. The PSAT/NMSQT is offered to all 10th and 11th grade students during the school day in October. All students are strongly encouraged to take these exams. Students are charged a fee for these examinations. At sign up, students are given practice materials and information about the content of the test. This information also is available online at www.collegeboard.org. The purposes of the PSATs are practice and giving HHNE insight into students' skill levels. The scores are not released to any college or program except the National Merit Scholarship Corporation.

The Redesigned SAT Reasoning Test tests for verbal, writing and mathematical reasoning skills and produces scores that many colleges use to make admission decisions. The SAT Reasoning Test exam is offered on Sundays at HHNE. Refer to the www.collegeboard.org website to read details about the test, to sign up and to see the current schedule. Sign-up is easy, but requires that Sunday testers (for religious reasons) apply the first time using the paper application and with a letter included from a rabbi. We give all of our students a rabbi's letter and extra copies are available in the guidance office. There is a fee for taking this examination.

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

Student Activities and Extracurricular Programs

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

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

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

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

Student Property

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

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

Student Records and Access

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

Study Halls

Certain rooms may be designated for quiet study time. Other areas may be used for collaborative work. Students should be aware that special programs will be scheduled during this time throughout the year. Students will be given notice of these events. At the midpoint of each quarter and at the end of each quarter, students who have not maintained an overall average of 75 for all courses, or have an average below 70 in any course, will be placed in a period 8 study hall for the duration of the quarter. Students who begin a quarter in study hall, but who have raised their average by the midpoint of the quarter will be removed from the study hall.

Summer School

Students who wish to accelerate to an advanced course in a discipline in the fall, but who have not completed the prerequisite for that course, or students who have not taken or failed a course at HHNE, may take a course in an accredited summer school program in order to meet their needs. It is school policy to accept a credit granted by a regional summer school program if that program is indeed an accredited institution, and if the content of the course taken in summer school is comparable to the curriculum of a similar course given here at HHNE. **To obtain credit, students must obtain prior approval from the Head of General Studies.** Additionally, HHNE may offer summer school for select courses on a summer-by-summer basis.

Tests, Quizzes and Exams

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

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

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

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

A few guidelines that will help facilitate both exam taking and administering:

1. Students should arrive a few minutes early so that they can be assigned seats in the gym (or other room) and get settled prior to the time that the exam is scheduled to begin. It is important to be ready to begin the exam on time so that students have the full period for their exams. Also, despite the urgency of taking exams, students must still clean up after breakfast and lunch properly.
2. Desks should be spaced so that they are not too close to one another and any other instructions that the teacher has for room setup or seat assignments should be followed.
3. No electronic devices or cell phones are allowed in the exam room (this includes iPods). Students are allowed to bring one single-serving drink and one single-serving snack with them to the exam.
4. Only one student taking each exam may be excused to use the bathroom at a time.
5. **There is no talking during exam time, even if those students talking are finished!** Students must be quiet and considerate of others who have worked hard and are trying to concentrate on exams.
6. Students should think ahead regarding what materials they bring home each night. In case of snow days, please remind them to bring home materials for the next **two** days' exams.

Textbooks

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

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

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

Transfer Credit

HHNE recognizes that some students come to us after having spent a year or more in another high school. It is school policy to accept the number of credits that a student has duly earned from other accredited high schools upon receipt of an official transcript from the school. Transfer students must still meet HHNE's graduation requirements. Students must arrange for their previous school to send a transcript to HHNE as soon as they apply, in order to properly plan for the student's course selections, and to ensure that graduation needs will be met. Courses accepted for credit from other schools are not included in HHNE's grade point average (GPA) calculation.

Transportation

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

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

Students with valid driver's licenses are permitted to drive to school. Students are asked to park in the spaces closest to Bloomfield Avenue to allow teachers and visitors to park in the closer spots. Students will leave their cars promptly upon arriving at school. Students are not permitted to "hang out" in their cars, or sit on others' cars, during free time. 9th – 11th grade students are not permitted to leave the school grounds in their cars for lunch or during free periods.

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

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

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

Tuition and Financial Aid

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

The Harold Grinspoon Foundation generously provides a tuition subsidy of \$5,000 to all students from the Western Massachusetts area regardless of need; however, students must apply directly to the foundation to receive funding.

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

Vacations/Family Travel

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

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

Visitors

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

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

- Student must obtain prior permission from Head of School.
- Visitor must adhere to all rules and regulations of the school including dress code.
- Only one visitor at a time is permitted.

The visitor may not attend classes unless special arrangements are made ahead of time, but is welcome to use the library, student center and/or commons.