

EDUCATIONAL ADMINISTRATION

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The R.A.S.G. Hebrew Academy admits students of any race, color, or national/ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or national/ethnic origin in administration of its educational policies, admissions policies, scholarships of any kind and any athletic and other school administered programs.

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the School year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to

become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. **Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year.** If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

If you have any questions about the Handbook or any of its policies, please contact the Administration.

Please understand and be advised that both students and parents are responsible for having accessed this website, be responsible to have read it in its entirety, abide by its guidelines, and to acknowledge in writing that they have so done.

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INTRODUCTION

The Rabbi Alexander S. Gross Hebrew Academy was established to present its students with a program of education designed to develop well-informed, intelligent and proud American Jews. We of the administration and faculty feel a sense of privilege to be part of the Rabbi Alexander S. Gross Hebrew Academy Fana Holtz High School. We want you to also share this same sense of privilege.

The Hebrew Academy is an Orthodox Day School serving the South Florida Jewish community. As a yeshiva, its role is to carry out the Torah's mandate to teach the principles and practices of Judaism to its students with love and sensitivity. In partnership with the home, the Hebrew Academy strives to develop an appreciation for and commitment to Judaism as a way of life, affecting both the ways we think and the way we act. To enroll a student in the Hebrew Academy is to commit oneself to encouraging, fostering and actively participating in an educational process in which each student's parents and the school work together to instill and reinforce religious values and behavior to produce a fully integrated Torah personality.

The Academy offers an integrated program combining progressive American education with intensive and profound Judaic training. The school's program of education is fully accredited by SACS (Southern Association of Colleges and Schools) and DAANS (Dade Association of Academic Non-Public Schools: Nursery-12th grade.) The Early Childhood Department has been additionally accredited by the NAEYC (National Association for the Education of Young Children) Programs. The Florida Department of Education certifies all general studies faculty members and the Judaic faculty members are certified by the Greater Miami Board of License for the State of Florida. This Board is an affiliate of the Orthodox Board of License of the JESNA services.

The Judaic Curriculum includes a thorough exposure to Tanach, Talmud, Halacha, Hebrew Language and Literature based on the values of Torah, Midot Tovot and Derech Eretz.

Education is viewed not merely as a learning process but as a means of fostering commitment to the way of life formulated by the Jewish tradition and the American heritage. We encourage our students to live their education, as well as learn it. This encouragement comes not only through classroom teaching but also through a wide and varied program of activities including religious services, observance of festivals and memorial days, clubs and student publications.

All of us - members of the faculty, administration and student body - form a school community. Each and every one of us plays an important role in determining the quality of life in our community. We trust that the following rules will clarify expectations, help teach self-discipline and responsibility, but mostly, allow us all to put our time and efforts into achieving the true goals of Torah study and education.

MISSION STATEMENT

The Hebrew Academy inspires and equips students to achieve their greatest potential academically and spiritually by focusing on their individual attributes and instilling eternal Torah values in a changing world.

ACADEMIC POLICIES AND STANDARDS

A. Course Placement: Most classes have two or more sections usually designated AP, honors, grade level and basic. A student's skills in reading, writing, solving problems, and producing work are all important criteria in determining class placement. These placements, as well as course selections, are educational decisions. It is certainly appropriate for students and parents to understand the placement decisions and to consult with teachers/counselors/ administration when a question arises. **The final decision as to placement remains with the Administration.** Student requests for class changes will only be considered during the first two weeks of a course and should be initiated in the Guidance Department with a Change of Course Request form available in the Main Office and in Guidance.

B. Grading Policy

Scholastic grades will reflect a student's performance in class and on tests, quizzes, homework, and other assignments. Absences, tardies, class participation and behavior will be reflected in the academic grade. Please refer to the attendance policy detailed below. The appearance of "Inc." or "I" on a report card means that work/testing are pending. The teacher will write an action plan with the student detailing the work that must be completed and the date by which it must be completed. Failure to meet the deadline will result in failure in the course. **Parents should monitor "Incompletes" to ensure that credit is received for the course.**

C. Grade Point Average

Due to our membership in the Florida High School Athletic Association, we conform to the following grading scale:

Grade	Percent	GPA Value
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0

D	65-69	1.0
F	0-64	0.0

D. Graduation Requirements

Judaic Subjects	14.0-15.0 Units
English	4.0
Mathematics	4.0
Science	4.0
Social Studies	4.0
Hebrew/ Foreign Language	4.0
Physical Education	1.0
Electives	4.5
Health	0.5
Total	40.5

In addition, students must successfully complete all community service and prayer requirements. Students must enroll in a full program of Judaic and General Subjects in each year of four years of high school, unless exemption is granted by the Administration. **Furthermore, no student may accelerate his/her program by taking summer courses etc. without the approval of the administration.**

E. High School Is Four Years

A fundamental goal of the school is to produce well-educated students who will proudly identify themselves as RASG Hebrew Academy graduates and who will find that their High School education prepares them for a meaningful and purposeful Jewish life as well as an ability to achieve higher goals in education. Granting and receiving a diploma is the closest the school and student can come to realizing their four-year investment of time, effort, and treasure.

Hence: (1) The school does not award a diploma for less than four years of high school unless the Administration advises the student to enter a special program under the auspices of the Hebrew Academy.

(2) The school does not encourage students to leave early and **will not issue recommendations for students who choose to leave before completing the full four-year program.**

F. Edline, Homework and Testing

Parents should monitor the work habits of their children via Edline. An Edline account should be opened through the Technology department in the summer or early in the school year. This will inform parents and students as to upcoming assignments, quizzes, and current grade. It is not unusual for successful students to study and work for several hours each night. The homework load and test schedule is designed to require a significant time commitment of every student on a nightly basis. If you notice that this is not the case, please notify an administrator or guidance counselor.

1. Test Schedule

Teachers are to schedule tests according to the following schedule:

Monday – Math, Social Studies, Bekiut

Tuesday - English, Hebrew, Science, Chumash

Wednesday - Social Studies, Navi/Halacha, Math

Thursday - Science, Talmud BeIyun/Halacha, English

Friday - Electives, Language including Hebrew, Chumash

Tests, as well as quizzes that cover two or more days worth of material, must be given on the days designated above and must be announced in advance. **Three days prior notice, including the day of the announcement, must be given.** Pop quizzes and homework quizzes may be given without prior notice.

2. Making Up Tests

Exams must be made up during the first available day within the week; i.e. a student returning on Monday must take his/her make-up on Tuesday after school of the same week. Exam points will be deducted for test day absences: 1 day absent = -10pts. No more than two exams can be made up on any given day. Make-ups for semester exams will only be allowed with a doctor's note.

3. Semester Exams

Semester exams, which are comprehensive of all material covered during the semester, are given during the last 3-4 days of each semester. Learning to cope with the academic and emotional rigors of an exam period is an important part of a quality high school education. Spring semester of the senior year only, students with a 90+ average are exempt from that semester exam. Any student with perfect attendance (no absences) can opt out of 1 semester exam of their choice.

G. National Honor Society Membership-Rabbi Yossi Heber Z"L Chapter

1. No grade lower than 90%, including prayer
2. Cumulative average of at least
3. Satisfying Community Service Requirement plus an additional five hours prior to selection period
4. No detention prior to selection period

Please note that National Honor Society membership is for one year. Inductees must requalify, according to the guidelines outlined above, each year. Freshmen are not eligible for National Honor Society. Students must be enrolled in Honors and/or AP Courses, when recommended by the school Administration. Students who fail to do so will forfeit their eligibility for National Honor Society. Finally, National Honor Society members must, at the very least, qualify for Honor Roll during every semester of their membership year. Failure to do so will result in immediate removal from the National Honor Society.

H. Valedictorian/Salutatorian- A student must have been enrolled in the RASG Hebrew Academy a minimum of 3 years (grades 9-12) in order to qualify and be the recipient of the prestigious valedictorian /salutatorian honors. Additionally,

the GPA, citizenship (discipline) and community service records are reviewed in determining valedictorian/salutatorian.

I. Failures

Any student who receives an “F” on the semester report card in any subject including community service and prayer must remediate that course by attending an approved summer program. Students may also “correct” a failing grade through an approved correspondence course or an approved on-line course. Failure to do so by the beginning of the next school year may result in the repetition of the grade or not being asked to return to the Academy. If this occurs in the 12th grade, failure in even one course will result in withholding of the diploma until the course is remediated. **Please be advised that all of these options will result in additional tuition fees and/or expenses.**

J. Recommendations

At times, Administration and Faculty are asked to forward personal recommendations to institutions, organizations and individuals. Faculty members are not required to write these recommendations and they are held in the strictest confidence between faculty members and the recipient of the recommendation.

ATHLETIC PROGRAM

The Hebrew Academy is a member of the FHSAA (Florida High School Athletic Association). This Association mandates many of the criteria set forth for participation in the program. In order for a Hebrew Academy student to represent our school in any sports event, the following code must be observed:

1. A student must maintain at least a cumulative 2.0 G.P.A. (unweighted) to be eligible for membership on an athletic team. Failure to maintain this G.P.A. will result in suspension from the team until the cumulative G.P.A. is raised to 2.0. A student whose academic standing or behavior is in question during the middle of a semester may be dismissed from an athletic team.
2. Failure in any subject, including community service and Prayer, will result in **automatic ineligibility** from sports for the subsequent marking period and until the failure is rectified.
3. Students on probation will not be permitted to participate in any athletic program until the probation is lifted by Administration. It is not within the jurisdiction of individual teachers or coaches to permit students who are on probation to participate.
4. **A team member who reaches step 4 in the cycle of consequences in the discipline code, for any reason, will be brought before the Administration for a ruling on his/her continued eligibility.**

5. A team member will be responsible for all material covered in the classes s/he misses due to a scheduled game (including tests). Tests must be made up according to the procedure detailed elsewhere in this handbook.
6. The Hebrew Academy Sports Code must be signed by the student, parent and Administration before the second week of practice.
7. Athletes may not miss classes or be late to school the day after any sports event. The penalty for this violation is sitting out the next scheduled game, in addition to the penalty detailed above in the attendance policy.
8. Every student participating in the sports program must have on file a letter with the parent's or legal guardian's signed permission for the student to participate in any athletic competition. Parents and students must also complete and submit the FHSAA form evidencing eligibility to participate in competitive sports. Finally, the FHSAA forms for medical evaluation, completed by a physician, licensed to practice medicine in the State of Florida, must be on file in the school office, stating that the student is physically able to participate in sports competition. The school maintains the right to require of any of its student athletes to take a complete and special athletic physical prior to the student's participation in the program. The Academy does not guarantee that any student will remain free of any injury during participation in the athletic program.

ATTENDANCE

A. Daily Schedule

Ashkenazi

Monday – Thursday - 7:40 AM- 4:20 PM

Friday- 7:40 AM- 2:30 PM

Sunday- 8:30AM-11:00AM

Regular/Sephardic

Monday-Thursday- 7:50 AM- 4:20 PM

Friday- 8:00 AM- 2:30

Girls

Monday-Thursday: 8:00 AM - 4:20 PM

Friday: 8:00AM - 2:30 PM

The Academy does not provide supervision and is not responsible for the safety of High School students prior to the opening of school or more than 15 minutes after the closing of school.

B. Attendance Policy

Every school day is important for the continuity of our students' education. In recognition of the fact that there may be valid reasons for an individual student missing school, and to avoid burdening the Administration with deciding which

absences are excused and which are unexcused, an allowance of absences is allocated before penalties are imposed for each semester.

Absence:

- Absence or lateness (tardiness) due to illness, injury, vacations, “semachot”, over-sleeping, traffic/weather problems etc. are all considered absences and lateness (tardiness). **Visits to the doctor or dentist during school hours are considered absences.**
- **Davening Attendance:** Prayer is a regular graded course with the same attendance and requirements as other subjects and as such, appears on the high school transcript. Each teacher in charge of Davening for a particular grouping will give students an outline of the course requirements and grading criteria for each semester. Mincha attendance is mandatory. A failure in davening may be made up for credit only. However, the original grade will remain on the transcript and will be included in the GPA.
- Every student is allowed up to 6 absences per semester in any class.
- A student with perfect attendance in all classes may opt out of 1 final exam of their choice in which they have a 90% or higher.
- **For each class, every absence in excess of 6 per semester will result in the reduction of the student grade by 1 point per day.**
- Students will not be penalized for absences due to extended illness or other extenuating circumstances at the discretion of the Administration.
- Absences due to school sanctioned activities or meetings will not be counted as absences.
- Unused absences do not accumulate from semester to semester.
- **A student who misses more than 13 days in any one semester is liable to fail for the semester in which the absences occur.**
- The allowance of **6** absences per class per semester does not, however, entitle students to “cut” classes. Students who are well and able must attend all classes. **Students who are too ill to attend class must go home.** Students may not miss individual classes for any reason other than school-sanctioned activities or meetings. School activities are an integral part of the program offered in the High School. Students are expected to participate in both on-campus and off-campus events. Parents are requested not to call in to excuse their child from these activities. **Non-participation in a mandatory school activity will count as an absence**
- Absences and tardiness will be recorded on Edline. It is the responsibility of students and parents to be aware of the number of absences at all times and the impact that they will have on the student’s grades. Monitoring can be done by checking Edline or conferring with the teacher.
- Students will be allowed an additional **3** days during one semester of their choosing during the junior or senior year for the exclusive purpose of

prior to the actual trip.

Tardiness:

- Three times being tardy or late to class equal one absence. “Lateness” means arriving after the bell that signals the beginning of the period. Students will be marked absent for arriving more than 10 minutes after the bell or for leaving class for a period in excess of 10 minutes.
- Students need not bring a note but **they must sign in at the office** if they arrive after **8:40 A.M.** Classes missed will be counted as described above.
- Students will also receive a tardy for coming to class unprepared, i.e. without books or other required materials.

C. Telephone Calls for All Absences

For security, safety and good communication, parents must call the school office between 7:30 and 8:30 A.M. to report that a student will be absent or tardy and to make arrangements to get work sent home, as needed. The school will assume that a student is cutting class (and receive appropriate disciplinary action) if a parent does not inform the school of the child’s absence/tardiness.

D. Permit to Leave School Grounds

If a student plans to leave the campus (e.g. for a medical appointment), he/she should be signed out, in person, by a parent. If a parent is not available to sign the student out, a note must be sent from home on the day of the expected appointment and turned in to the office when the student arrives in the morning. He/she will then receive a note from the office indicating to teachers the time that he/she has permission to leave. Students must then sign out at the office and must sign back in again if they return the same day.

Under no circumstances may a student sign him/herself out of school on their own authority. Parents must pick up students from the office. No student may leave campus without following this procedure or be subject to suspension.

CHANGES IN RULES AND HANDBOOK

From time to time the Administration will hold meetings with students and faculty to review the school rules. Any resultant changes will be considered addenda to this handbook and will be incorporated herein. The Administration reserves the right to modify or amend this handbook or any school rules as deemed necessary in its sole discretion.

CHILD ABUSE AND COOPERATION WITH GOVERNMENTAL AUTHORITIES

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Head of School.

COMMUNICATION BETWEEN SCHOOL AND HOME

A. Edline and Report Cards

Edline updates and Report Cards are the primary means of communication between the school and parents. They represent assessments and ongoing communication during the school year of student achievement and progress and may include comments and suggestions. They will be issued according to a schedule indicated on the school calendar. Parents should pay careful attention to them. Courses are on Edline, which allows parents to track student progress, exam dates, homework, etc.

B. Parent-Teacher Conferences

Formal Parent-Teacher conferences are scheduled at least twice during the school year. All parents should have the opportunity to confer with their child's teachers at least once during the first half of the school year and are encouraged to take advantage of these opportunities. A special conference can be arranged by calling the office to request one at any time.

Please note: When coming to school for dismissal, conferences or any other business with a teacher or Administration, we ask that you be appropriately attired.

C. Direct Communication with Administration and Teachers

Please note that every effort will be made to address the needs of our parents. If at any time you would like to talk with the Administration or teachers about a problem or concern, please do not hesitate to call or to make an appointment to see them in person. Please do not expect to arrive in school and see a teacher on demand. If you wish to speak to the teacher directly please let the office know so that the teacher can call you. When necessary, a conference between parent and teacher will be arranged. Please share your concerns with us before they become serious and more difficult to deal with.

D. Guidance Department

Parents are urged to make use of the professionals in the Guidance Department. The department has a general guidance counselor, academic counselor and college guidance counselor.

E. Newsletter

Our publication "The Sabbath Lights" is sent home via email bimonthly and is available online. It contains important announcements and information from the

school to parents. Please read it so that you will be informed regarding schedule changes, upcoming events, etc. If you do not receive a copy from your child please call the school office to request one. An electronic newspaper from the High School can be accessed from the website myhebrewacademy.org. Please make sure to submit your email address so that mailings can be transmitted to you electronically.

COMMUNITY SERVICE

Students are required to complete 25 hours per year of Community Service. A minimum of **ten of the 25 hours must be performed out of school**. All community service, whether it is performed in or out of school, must be approved, **in advance**. Failure to obtain approval in advance will result in the assessment of an additional 5 hours of service. It may also result in the disqualification of the hours if the service does not meet the criteria of the Hebrew Academy. Students are required to turn in documentation showing that s/he has completed the required amount of hours to Mrs. Sue Enis. **This documentation must appear on the official letterhead of the organization or institution for which the service was performed.** Some of the criteria are:

- Community service can be done within the school, the synagogue, the Jewish or the general communities. Acts of Chesed can be for the benefit of an individual, a group or an institution. If payment is received, the hours will not be accepted for community service. Acts of chesed within one's own family (such as visiting one's sick grandmother) will not be counted for community service, even though such an act is certainly a great mitzvah.
- Community service hours do not include participation in school athletic programs, plays, etc.
- Students who serve the school in any elected or appointed capacity (i.e. student council, yearbook staff) will not receive community service hours for the time they spend in carrying out their assignment.
- "Extra hours" may not be carried over from year to year. Community service done during the summer may be used to make up missing hours from past years or to get a head start on the coming year.

Students may make up to 20 "owed" hours during the summer immediately following a particular school year. All hours that are not made up over the summer will be assessed a penalty of 50%, to the extent that a student may owe as many as 163 hours before he/she graduates! Made up hours must be submitted to Mrs. Enis by the end of the first full week of the next school year.

COMPUTER AND SYSTEMS USAGE POLICY

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal

electronic devices (computers, cameras, phones, video cameras, PDA, etc.) on school property or at a school related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

Purpose: The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege: The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The School community--students, faculty, administrators and staff--have the privilege of full access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal disks. Files are not to be downloaded to the Schools local or network hard drives.

The School does not provide any type of filtering system. Although doing so generally can eliminate access to offensive and pornographic materials, it also has the negative effect of filtering out genuine educational materials. In addition, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Internet Safety: Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no

justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.

Network Access: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation.

School's Right To Inspect: The School reserves the right to inspect user directories for inappropriate files, emails, and pictures and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus. Do not assume that any messages or materials on your computer or the School's systems are private.

E-mail: RASG community members and High School students have an Email account that is protected by username and password. Members should not reveal their username or password, or other personal information in an email or to any other member of the RASG community. Electronic mail cannot be used to harass or threaten others. Members are to refrain from the use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language in emails or accessing or maintaining a presence on an Internet site demonstrating the same content.

The School reserves the right to randomly check e-mail or text messages. Students should be made aware that deleted e-mails can be undeleted. Members are not allowed to send messages that will disrupt network resources (i.e. chain mail, virus hoaxes, spam, etc.). Any email violation will be considered a direct violation of this policy and will be dealt with accordingly.

Chat Rooms, Instant Messaging, and Social Networking Sites: Participation in "chat rooms," instant messaging, posting messages, blogs, or browsing social networking sites (such as MySpace, EZBoard, YouTube, or any others similar sites) on campus or using School equipment is prohibited. In addition, any person who believes that they have been harassed or threatened by any of these methods of communications should immediately report the concern in accordance with the School's No Harassment/No Bullying policy. Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Viruses: Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will be result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student, who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to an administrator so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Prohibited Uses:

- School classroom technology resources may not be used for personal, commercial or financial gain. All data and software must be of an educational nature. RASG community members are provided a username and password to access the RASG computer network.
- Members may not reveal their username or password to any other member. Any suspect activity with a student account should be immediately reported. Damage that results from a security breach related to the misappropriation of a member's network identity will result in both parties being prosecuted under the RASG handbook and where appropriate Florida law.
- Community members are not allowed to download any executable files to RASG computers unless directly related to an educational activity. This includes games, videos, zip files, wave files, programs, screen savers, and desktop backgrounds, etc. Any downloads will be considered a direct violation of this policy and will be dealt with accordingly.
- Community members must not access or attempt to access any of the school's restricted LAN sites and/or programs. Doing so will be considered among the most major offenses and will be dealt with accordingly.

RASG RETAINS THE RIGHT TO POST ON OUR WEBSITE, PICTURES AND GENERAL TEXT, SUCH AS THAT FOUND IN NEWSPAPERS, IN REGARDS TO STUDENT ACTIVITIES FOR GRADES K-12. D.

DISCIPLINE

The ultimate objective of a Hebrew Academy education is to nurture young men and women who reflect the ideals of Torah in everything that they do and in all of their relationships. The accomplishment of this objective requires a school climate where each student can feel needed, valued and **RESPONSIBLE**. Each student has the ability to choose his/her actions and upon these choices rest the acceptance of consequences and the development of responsibility. Students and their parents also need to be aware that the consequences of irresponsible choices impact the people around them and we ask that families support the school's consistent enforcement of clearly defined consequences.

Among the hallmarks of any successful discipline program are clarity and consistency. Expectations must be communicated clearly. Rules must be simple and direct, and they must be administered with consistency. Students know in advance what will happen if they choose to act irresponsibly and can make choices accordingly. We trust that the discipline program described in the following pages accomplishes these objectives.

Outlined in this section is both a guideline of specific offenses (with designated penalties) and policies that outline expected conduct. Students should note that for very serious offenses, as determined in the Administration's sole discretion, a student may be expelled the first time.

- Students and parents should be considerate and show respect toward other students, faculty, all guests and visitors. Students should respect School property and the personal property of other people. Students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events. Students are expected to abide by our school's policies, both on and off campus, during the school year, holidays, breaks, and summer vacation. If the school determines that a student has engaged in behavior off campus that violates one of our policies, such as the drug and alcohol policy, we reserve the right to impose disciplinary action for such infraction.

A. Hierarchy of Offenses

It is our goal that all students should behave appropriately, respectfully, and responsibly at all times and under all circumstances. Before presenting the list of offenses, it is important to recognize the following. Whereas many offenses are specified and unequivocal, there are those such as "Disrespect" that are subject to the standards and definitions of each teacher. Although we strive for consistency in these standards, there are bound to be subtle differences. **In all cases, it is the**

individual teacher who is the arbiter of these matters, as he/she was the professional on scene.

Teachers may well decide that a warning, conference, parent phone call, or detention with that teacher is sufficient. In other words the teacher has his/her own cycle of consequences, in addition to that of the school, so that by the time the inappropriate behavior enters the school log there have been repeated attempts to correct the unacceptable behavior. It is important to recognize, therefore, that this cycle of consequences will not be necessarily employed for every first offense.

All detentions will be served the same day they are issued if on a scheduled detention day, regardless of prior commitments such as appointments or athletic games. Detentions will otherwise be served on the next scheduled detention day.

Following is the list of offenses:

<u>Behavior</u>	<u>Consequence</u>
1. Being disruptive	= Detention
2. Out of Bounds (Being anywhere a student does not belong)	= Detention
3. Dress Code Violation	= Detention/Sent Home (see p. 21)
4. Possession of technology inappropriate for the setting	=Seizure/Detention
5. Gambling/Card Playing	= Detention
6. Cutting Class	= 2 Detentions
7. Inappropriate/immodest behavior (incl. Physical contact)	= 2 Detentions
8. Being untruthful	= 2 Detentions
9. Disrespect	= 2 Detentions
10. Improper behavior during test (talking, walking, wandering eyes, etc.)	= 2 Detentions
11. Profanity	= 2 Detentions
12. Failure to Report (ex. Detention)	= 3 Detentions
13. Smoking	= Sunday 2-hour Detention
14. Damaging or abusing school property or the property of others (includes misuse of computers and/or theft)	=Suspension
15. Fighting	=Both parties suspended
16. Leaving campus &/or transporting other students without permission	= Suspension
17. Cheating	=3 day suspension
18. Substance abuse (possession, distribution, use)	=Expulsion
19. Stealing a test	=Expulsion
20. Possession of weapon (incl. pocket knife, bb gun, etc.)	=Expulsion

B. Cycle of Consequences

The above list of behaviors and consequences addresses the initial infraction. The cycle below establishes the sequence of response procedures for repeated offenses of the same or other type of inappropriate behavior as applies.

First offense..... Detention

Second offense... 2 Detentions

Third offense..... Sunday 2-hour detention

Fourth offense.... 1-day suspension

Fifth offense..... 3-day suspension

Sixth offense..... Expulsion

When an offense is committed the student will be notified, a copy will be mailed home, and a notation will be entered in the student's file. Be advised that colleges are now beginning to ask to about disciplinary records. **Whenever a Disciplinary Referral Form is issued, the student will automatically suffer one of the consequences in the cycle. This is not a discretionary issue.**

C. Reporting of Infractions to Colleges and Universities

If requested on the original application, students and parents are responsible for immediately reporting to colleges and other schools to which the student may be transferring (1) disciplinary matters for which a consequence has been given; and (2) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student's college counselor will also inform the school/college of such an incident.

In the case where a disciplinary action (or withdrawal) has occurred after the college or school transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on disciplinary infractions, the student should update the information if it later changes and provide the School with a copy of the update letter. Similarly, the School will update the information to the college or school. This reporting must take place in letter form to the college or school within ten days after the consequence has been imposed or the withdrawal has occurred.

D. Additional consequences:

- Cheating - in addition to the initial **3-day suspension** the student will receive a **zero on the test or paper in question**. Please note- the "cheater" refers to the receiver of the information. The giver of the information may be given the same consequence as the receiver based on the circumstances of the transgression.
- Dress Code- in addition to the initial detention, the parent may be required to pick up the child immediately. **The student may not change into the acceptable clothing.** In the event that a parent cannot pick up the child, the

child will be sent home by taxi and the parents will be billed for the fare. This refers to any Halachic or general dress code violation.

- **Cell phones and iPods may be used only during lunch. A cell phone that rings in class is subject to confiscation for up to a week. The second time this occurs, confiscation may be permanent. A student may not refuse to surrender their cell phone to any staff member.** Laptops- permission for use of a laptop must be obtained from the Administration and Technology Department.
- **Hebrew Academy reserves the right to respond to behavior that is detrimental to the school, wherever and whenever it occurs. This includes responding to students who attend off-campus parties where illegal or inappropriate behavior, such as alcohol or drugs are present.**
- **Weapons and Threats** - The School takes a zero tolerance position on threats and weapons, even when students make comments in jest, on email, or away from School toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon to School or School-sponsored events, including knives, guns, fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement.
- The consequence of expulsion will be imposed only at the discretion of the Administration in consultation with the Head of School.
- Detentions will be supervised on the nearest Monday, Tuesday, and Thursday at 4:15PM from when the detention is issued.
- **Failure to serve detention will result in an additional 3 hours of detention.** Administration reserves the right to impose a harsher consequence if, in its judgment, the situation is extraordinary and, therefore, warrants it.

Suspension

Any student suspended from school for any reason must be picked up by a parent or guardian immediately. Suspension is then served the next day. When suspended, the student receives a zero for every class and all work missed. Suspensions may become part of the student's permanent record and as such are sent to colleges/seminaries. ***In severe cases, as in cheating for example, the student may be expelled as per the discretion of the Administration.***

Expulsion

Any student expelled from school for any reason must be picked up by a parent or guardian immediately. Students expelled from school (or who withdraw in the middle of an investigation) are not permitted to return to campus for any reason, including attending graduation or other ceremonies.

DRESS CODE

The Dress Code seeks to satisfy three standards:

- (1) The requirements of Halakha and Tzniut (modesty)
- (2) Achieving an appearance that is neat, dignified and befitting young people engaged in Torah Study
- (3) Safety

Boys' Dress Code

1. **Shirts:**
 - a. Must be a white or light blue, oxford cloth, button-down shirt.
 - b. Must have standard collar and sleeves. (Short sleeves are acceptable).
 - c. No writing, pictures, or designs. Designer logos are acceptable.
 - d. Shirts must be buttoned appropriately and **tucked in**. Only the top button may be left unbuttoned.
2. **Pants:**
 - a. Must be navy blue or black.
 - b. Denim or "jean" material is not acceptable.
 - c. Must be worn appropriately, at the waist.
 - d. May not be baggy or with large pockets. **No cargo pants.**
 - e. Pants may not have any rips, tears or holes in them.
3. No beach-type sandals or slippers are allowed and socks must be worn at all times.
4. Kippot/Tzitzit must be worn at all times. Hats of any kind are not permitted. **Hoods may not be worn at any time.**
5. No unconventional hairstyles or lengths (as defined by the Administration). **Hair may not be layered, faded, etc. A "shaved head" will result in serious disciplinary action.**
6. No necklaces, wallet chains (as defined by the Administration), or earrings.
7. No facial hair and no visible piercing.

Please dress within the spirit of the code, not only within its letter.

Girls' Dress Code

1. **Shirts:**
 - a. Must be a solid white or light blue oxford cloth, button-down shirt. Must have a standard collar and long sleeves.
 - b. No writing, pictures, or designs. Designer logos are acceptable.
 - c. Shirts must be buttoned appropriately; i.e. all buttons except for the collar button must be buttoned.
 - d. Although shirts need not be tucked in, **they must be of a sufficient length that could be tucked in.**
 - e. Sweatshirts or sweaters may be worn provided that an appropriate dress code blouse is worn underneath.
 - f. **Hoods may not be worn at any time.**
2. **Skirts:**
 - a. Must be conservative, navy blue or black in color.
 - b. Denim or "jean" material, spandex or similar material is not acceptable.
 - c. Must reach well below the knee, even when seated.
 - d. No slits above mid-calf.
3. No hats or kerchiefs.
4. Socks - not required **unless wearing strapped sandals; flip flops are never acceptable.**
4. No unconventional hair colors or styles (as defined by Administration).

5. Two earrings may be worn, only in the earlobe and may not be ostentatious, as defined by the Administration. No earrings may be worn above the earlobe.

Please use your common sense and refined sense of Tzniut (modesty) when making your selections. Dress within the spirit of the code, not only within its letter. **All shirts and skirts must not be tight or form fitting.**

DRESS CODE FOR CLASS TRIPS, SUNDAYS AND AFTER SCHOOL ACTIVITIES

Students participating in a school-sponsored activity, on or off campus, must adhere to the dress code outlined above (unless otherwise authorized by the Administration). **This applies during or after school hours, to students attending Sunday Mishmar, making up tests, and sitting detention on Sundays or after school. This especially includes school sponsored athletic competitions.**

FIRE DRILLS/LOCKDOWNS

Fire drills and lockdowns are important and necessary exercises. We cannot overstate the importance of preparedness in case of emergency, G-d forbid. **All students, faculty, and staff are expected to treat these drills with the utmost seriousness and to maintain complete silence while evacuating the building.** Seniors and juniors will exit using the outside stairwell and proceed quickly and without talking to 24th St, while the freshmen and sophomores will, without talking, exit via the inner stairwell, out the front gateway and north along Pine Tree. In the event of a lockdown, students and staff will remain in the room where they are with the door locked, door window covered, and cell phones on vibrate until notified by administration that the crisis has ended.

HARASSMENT/BULLYING

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Harassment also includes unwanted or offensive sexual conduct. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyber-bullying (creating websites, instant messaging, e-mails, using camera phones, or other forms of technology to engage in harassment or bullying). Any of these types of offensive conduct can create an uncomfortable School environment. All concerns relating to harassment or bullying should be

reported immediately to the Administration. We also expect that anyone, whether student, faculty, staff or family member who witness, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

HEALTH

A. First aid

Students requiring first aid will be referred to the school office. First aid is limited to cleaning and bandaging wounds. No aspirin or any other medication will be given to any student unless the office staff has a permission slip signed by a parent. In case of emergency, G-d forbid, it is our procedure to call 911 and then contact the parent. *The Parent Emergency Contact Card must be filled out and return it to school by the first day of instruction.* This will help us contact you in case of an emergency. **Please be advised that no student will be admitted to the school building unless this card is on file.**

B. Special Medical Problems

Special considerations, such as nearsightedness or farsightedness, speech or hearing impairments or other medical problems, should be called to our attention in writing in accordance with the Disability Accommodations Policy. The appropriate teachers will be informed in the beginning of the year of any stated concerns. These are contributing factors to the child's success in class. PARENTS MUST NOTIFY THE OFFICE IN WRITING with regard to any student who must be administered medication. ALL MEDICATION WILL ONLY BE ADMINISTERED IN THE OFFICE AND WITH WRITTEN PERMISSION.

ALL REQUESTS FOR ELEVATOR USE MUST BE ACCOMPANIED BY A NOTE FROM A NON-PARENT PHYSICIAN.

C. Accidents

The Academy carries a SUPPLEMENTARY ACCIDENT INSURANCE POLICY covering injuries suffered during the school hours and while participating in school activities off campus. All injuries must be reported immediately to the office in order to complete the appropriate forms.

INCLEMENT WEATHER POLICY

The cornerstones of our inclement weather policy are: good judgment, common sense, and safety of our students and staff first.

1. The Academy will follow the lead of the Miami-Dade Public School System regarding school closure and evacuation.
2. In the event that there is no public school scheduled for a day when the Academy is in session, and therefore no announcement regarding the public school system, we will act according to the following guidelines:
 - In the event of a HURRICANE WATCH or HURRICANE WARNING for Miami-Dade County, there will be no school.
 - If school is already in session and a hurricane watch or warning is posted, students will be sent home in an organized manner.
 - In the event of a TROPICAL STORM WATCH or WARNING, the school will be open.
3. In all cases when the Academy is open, use good judgment and common sense in deciding whether to go to work or send your children to school. If you live in Broward or Monroe counties, act in accordance with the conditions where you live if the weather is more severe than near the school, and/or you feel that it is not prudent to travel to school. Even if you live in Miami-Dade County, if in your best judgment the roads near your home are not safe or you have any other safety concerns, act accordingly.
4. Listen to the local radio and television stations for updates about weather conditions and school closings and school reopening. In addition, if there is power, we will post regularly updated messages on the school phone system at 305-460-3246 and/or the website and hotline.
5. After a school closure, each campus will be thoroughly inspected for safety and health concerns before the announcement of the reopening of school will be declared. Information will be available through as many means of communication as possible. The school's decision to reopen or remain closed may not be consistent with the public school's decision to reopen or remain closed. A quorum of administrators will make the decision to reopen or remain closed.
6. In the event of a sudden tornado or severe weather warning while school is in session, the students will be moved into the high school cafeteria or safe place if deemed necessary for safety.

INSPECTION POLICY

The School reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, vehicle, computer, and any other possessions or property on the School premises or on a School sanctioned event. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Further, the School has the right to seize and permanently retain property disclosed by an

inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the School's rules, community standards, and/or local and state law.

KASHRUTH

The students at the Hebrew Academy are taught that eating kosher food is a vital part of Jewish observance. Kashruth laws must be respected and their practice facilitated by parents. The following kosher certifications are acceptable: OU, star K, OK.

A. Lunch

We request that students bringing their own lunch not bring meat products and that all lunches must consist of products that carry an authorized kosher label, as defined above.

B. Out of School Parties

Parents planning out-of-school parties, to which Academy students are invited, should take Shabbat, Chagim and Kashruth into consideration and schedule the parties at a time and place that allows all of your child's classmates to attend. All parties should conform to Orthodox religious practice. No parties should be scheduled to conflict with school programs such as Mishmar on Sunday mornings.

MEDIA CENTER

The High School Library/Media Center serves all students and teachers in grades 9 through 12. Students may check out books for two weeks at a time and renew books if they wish. All reference books may be checked out on an overnight basis. If an assigned book is not part of the Media Center collection, the Media Specialist will either order the book or locate the place where the student can find the book. In addition to its General Studies and Judaic Reference collection, the Media Center has multi-media computers and software for student use, audio-visual equipment for classroom use and current periodicals and newspapers. Additional extensive Judaic references are located in the Boys' Beis Midrash on the 4th floor and the Girls' Beis Midrash on the 3rd floor. The Media Center Specialist is always available to help students with research assignments, selection of materials and in teaching library research skills.

The High School Library/Media Center is a place for study and research. Students who use the Media Center are responsible for maintaining decorum and respect. Students who are disruptive will be asked to leave. The computers are to be used for research and work on project presentation, not for game playing. **The Media Center is not a student lounge. It is a place of work and study. Food and drinks are not permitted in the Media Center.**

PARENT/FAMILY COOPERATION

A positive and constructive working relationship between the School and parent is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not to extend the privilege of enrollment or re-enrollment to a student if the School concludes that the actions of the student's parent or other family member makes such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purpose. Moreover, the School reserves the right to expel a student at any time if, in the judgment of the Head of the School, conduct of the student or anyone directly associated with the student, including but not limited to the student's parent or other family member, in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

PAYMENT OF TUITION AND FEES

The School strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from School or not being allowed to take examinations. Transcripts and student records cannot be forwarded to another School if there is an outstanding balance in his/her account, or if there are other outstanding debts.

PERSONAL PROPERTY

Any personal items brought from home, e.g. Tefillin, computers, suitcases for the weekend, etc. are the responsibility of the student; the school will not assume responsibility for loss or damage, even if they are stored in the office with the permission of the office staff.

RELEASE AND CONSENT

In consideration of the Board of Trustees, hereinafter referred to as "the Board", of the Rabbi Alexander S. Gross Hebrew Academy, hereinafter referred to as "the Academy", arranging for the attendance of my child/children at the Academy, for the academic year and in consideration of the Board's providing the opportunity for and permitting my child/children to attend, participate and/or take part in the

programs of the Academy, including but not limited to, academic, religious, community service, volunteer work, externships, athletic and social, we do hereby release, remise, and forever discharge, indemnify, and agree to hold harmless the Board, its officers, teachers, members, agents, servants, employees, and/or any one or more of any thereof against any claim, demand or cause of action whether now in existence, or hereafter arising for any injury to the person of or for the death of the participant arising out of, resulting from, caused by, occurring during or in any way connected with the aforesaid attendance at the Academy, whether or not such injury, death or damage is caused by or contributed to in whole or in part by any action or failure to act, negligence, breach of contract or other misconduct on the part of the Board, its officers, teachers, members, agents, servants, employees, trustees, any other Participant in said Academy any participating parent and/or any one or more of any thereof excluding any willful misconduct or gross negligence. Each parent and child by receipt of this document, whether delivered separately or as part of the 2010-2011 Hebrew Academy Handbook, and by virtue of their enrolling their child or children at the Hebrew Academy agrees to the terms of this release of liability.

In addition, a written and signed permission slip must be handed into the school office before **each** off-campus-scheduled activity. **No student will be allowed to participate in any off-campus activity without this permission slip. TELEPHONE PERMISSION WILL NOT BE ACCEPTED.** Faxed permission, however, will be accepted. It is imperative that your child strictly adheres to all rules, regulations, and instructions about safety and protection. Failure to comply will result in the child's exclusion from the activity and possibly from future activities.

The school is not the insurer of the safety of your child and cannot assume responsibility for spontaneous injuries. A consent form, to be **signed by both student and parent**, is also included with this Handbook. It is self-explanatory. This form must be signed by both student and parent and turned in to the office before the student will be admitted to the school building. Finally, computer and substance abuse policy forms are included with this Handbook. They, too, must be signed by both student and parent and turned in to the office before the student will be admitted to the school building.

The last page of this handbook is an "Acknowledgment and Receipt" page. This form must be signed for your student to be allowed to remain at the Hebrew Academy. In so signing, the parent and student acknowledge all of the above policies.

SCHOOL PROPERTY

A. Textbooks

Students are responsible for maintaining their textbooks in good condition. Any book assigned to a student becomes the responsibility of that student whether the book is lost, damaged or apparently stolen. The school will not supply a

replacement until the lost, damaged, or stolen book is paid for. **In the event that a student does not return the book or returns it in poor condition, the student will not be allowed to take semester exams until payment is received.** The cost to replace a textbook will be based on the replacement value of the book. A book check may be done periodically and specifically before each semester examination.

B. Locks and Lockers

Student lockers are school property maintained for school use. The school reserves the right to open and inspect the lockers at the discretion of the Administration. Each student is assigned a lock and locker for his/her use. **Students store their belonging in the lockers at their own risk.** Though the school assumes no responsibility for loss or damage to items stored in the lockers, it is **highly recommended that valuables not be stored in the lockers and that the lockers be locked at all times.** All lockers must be secured with combination locks purchased from the Academy. If lost or broken the student will be required to purchase a replacement from the school.

C. School Cleanliness

Every student should help maintain the cleanliness of the school. If we view the school community as our extended family and the school building as our home away from home - as, indeed, we should - then we will all want to take pride in the appearance of the building. Please use the trash cans that are provided throughout the building. Remember that littering is an offense, as detailed above. Clean your place in the cafetorium before you leave. Don't litter the tops of the lockers. Dispose of soda cans properly. No eating or drinking is allowed during class nor is food or drink to be brought into the classroom. **Food/eating will only be allowed in the Cafetorium area or on the school patio.** The school is not responsible for the delivery of lunch from outside restaurants after the designated lunch period. Students are expected to be in class on time and as a result will not be able to miss class time should their lunch arrive late.

STUDENT RECORDS AND INFORMATION

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees.

The School makes reasonable efforts to ensure that both natural parents (and legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information

STUDENT DISABILITY ACCOMMODATIONS

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy: In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the School nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request: Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the Clinic.

SUBSTANCE ABUSE POLICY

General: Our students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances on or near School property or at School-related activities. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

Testing: Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations at any time, including but not limited to the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

These tests will be performed by an individual company or organization designated by the Academy for drug or substance abuse. The parents will assume the cost of the testing and consent and agree to allow the student to be submitted to testing at any time throughout the year. The student consents and agrees to submit to the drug and substance laboratory testing, and also allows the school to search his or her personal items and lockers whenever requested by the school administration.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs, which could affect their ability to function in a safe and efficient manner must notify an administrator in the School Office of this fact when they report to School.

Consequences: If the student tests positive through a substance abuse test given by the designated individual, company or organization, then the Hebrew Academy may expel such student immediately or require him/her to enter a treatment

program as designated by the RASG Hebrew Academy. If the student refuses to enter the program or if the parents refuse to allow their child to enter said program, the student will be expelled immediately. If the parents and student agree to conform to the treatment program designed on their behalf, then upon completion of the program, the RASG Hebrew Academy will further test such student and if the test results thereafter prove to be positive at any time during the student's career at the Hebrew Academy, then such student will be expelled immediately without appeal.

If the student and parent consent to the treatment program as stated above, then the student will be allowed to remain in the school on probationary status and will be randomly tested from time to time to ensure that the student completes the program as designated and maintain himself or herself under a drug or substance abuse-free status.

By enrolling the student in the school, the parent/guardian consents to the disclosure of the results of these tests to be given by the individual company or organization performing the tests to the RASG Hebrew Academy.

In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration.

Parents and Students are requested to scroll down to the last 3 pages, print them, sign them, and return them to the school in order for your student to attend classes.

**ACKNOWLEDGMENT AND RECEIPT OF STUDENT
HANDBOOK**

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. Parents/guardians and students must sign the form below

We have read and understood all statements and provisions set forth in the Student/Parent Handbook.

Student

Date

Parent or Guardian

Date

**THIS PAGE MUST BE SIGNED AND RETURNED FOR YOUR STUDENT
TO ATTEND CLASSES.**

SUBSTANCE ABUSE POLICY ACKNOWLEDGMENT FORM

The RASG Hebrew Academy has committed to maintaining its status as a drug-free school zone and community. Please read the policy as set forth below and make sure to sign it and return it to the school office. In signing, you agree to abide and adhere to the policy.

The RASG Hebrew Academy reserves the right to laboratory test any of its students at any time. These tests will be performed by an individual company or organization designated by the Academy for drug or substance abuse. The parents will assume the cost of the testing and consent and agree to allow the student to be submitted to testing at any time throughout the year. The student consents and agrees to submit to the drug and substance laboratory testing, and also allows the school to search his or her personal items and lockers whenever requested by the school administration.

If the student tests positive through a substance abuse test given by the designated individual, company or organization, then the Hebrew Academy may expel such student immediately or require him/her to enter a treatment program as designated by the RASG Hebrew Academy. If the student refuses to enter the program or if the parents refuse to allow their child to enter said program, the student will be expelled immediately. If the parents and student agree to conform to the treatment program designed on their behalf, then upon completion of the program, the RASG Hebrew Academy will further test such student and if the test results thereafter prove to be positive at any time during the student's career at the Hebrew Academy, then such student will be expelled immediately without appeal. If the student and parent consent to the treatment program as stated above, then the student will be allowed to remain in the school on probationary status and will be randomly tested from time to time to ensure that the student completes the program as designated and maintain himself or herself under a drug or substance abuse-free status.

The undersigned hereby consents to the disclosure of the results of these tests to be given by the individual company or organization performing the tests to the RASG Hebrew Academy.

Student Name: _____ Signature: _____

Parent/Guardian: _____ Signature: _____

Date: _____

THIS PAGE MUST BE SIGNED AND RETURNED FOR YOUR STUDENT TO ATTEND CLASSES.

RELEASE OF LIABILITY FORM

In consideration of the Board of Trustees, hereinafter referred to as “the Board”, of the Rabbi Alexander S. Gross Hebrew Academy, hereinafter referred to as “the Academy”, arranging for the attendance of my child/children at the Academy, for the academic year and in consideration of the Board’s providing the opportunity for and permitting my child/children to attend, participate and/or take part in the programs of the Academy, including but not limited to, academic, religious, community service, volunteer work, externships, athletic and social, we do hereby release, remise, and forever discharge, indemnify, and agree to hold harmless the Board, its officers, teachers, members, agents, servants, employees, and/or any one or more of any thereof against any claim, demand or cause of action whether now in existence, or hereafter arising for any injury to the person of or for the death of the participant arising out of, resulting from, caused by, occurring during or in any way connected with the aforesaid attendance at the Academy, whether or not such injury, death or damage is caused by or contributed to in whole or in part by any action or failure to act, negligence, breach of contract or other misconduct on the part of the Board, its officers, teachers, members, agents, servants, employees, trustees, any other Participant in said Academy any participating parent and/or any one or more of any thereof excluding any willful misconduct or gross negligence. Each parent and child by receipt of this document, whether delivered separately or as part of the 2010-2011 Hebrew Academy Handbook, and by virtue of their enrolling their child or children at the Hebrew Academy agrees to the terms of this release of liability.

I have read the above statement and agree to all of the stipulations so cited.

Parent Signature: _____ Date _____

Student Signature _____ Date _____

THIS PAGE MUST BE SIGNED AND RETURNED FOR YOUR STUDENT TO ATTEND CLASSES.