



Student & Parent Handbook 2009-2010

Mission and Philosophy

The mission of the Hyman Brand Hebrew Academy is preparing students for fulfilling lives as Jews and as honorable and contributing citizens.

To accomplish this mission, Hyman Brand Hebrew Academy strives to maximize the personal, intellectual and spiritual development of each student by providing excellent general and Jewish instruction in a nurturing Jewish environment.

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Section 1: General Policies and Procedures

Academic Assistance

Classroom Teacher

Students are encouraged to make appointments with classroom teachers when encountering difficulty in understanding or mastering a concept/skill. Time availability for teachers is listed in the syllabus for each class. The mentor may also suggest that the student receive assistance. Parents are encouraged to communicate with classroom teachers if concerns arise.

Talmit

HBHA offers a free after-school tutoring service for children in grades 2-12. The Talmit program is staffed by qualified teachers who are available to Middle and Upper School students Monday through Thursday and Lower School students from Tuesday to Thursday from after school until early evening. Students may seek assistance on regular classroom assignments, special projects or individual skill areas. Appointments are encouraged, and the staffing schedule is posted on the school website.

Tutoring

Occasionally, in addition to the above options, families may choose ongoing remedial assistance or enrichment from a tutor. The cost of the tutor is the responsibility of the family. For maximum benefit of the student, frequent communication between the tutor and HBHA teachers is encouraged. HBHA personnel may not receive monetary compensation for working with a student during the academic year unless an exemption is granted by the Principal.

Academic Probation

Hyman Brand Hebrew Academy strives to help students who falter in their academic studies. Regular attendance and satisfactory grades are an expectation for HBHA students. Occasionally, a situation arises where appropriate progress is not being made. Any Middle or Upper School student who earns a GPA of less than 2.0 at the end of any semester will be placed on academic probation. Any student K-12 that does not log 85% attendance during any given semester will be placed on academic probation. Parents of the student will receive a letter requesting a meeting in order to create an action plan for student success. If the student does not meet the 2.0 (C average) threshold or maintain 90% attendance for the subsequent semester, he/she will be asked to withdraw from the school. Students may re-apply after one year's commendable achievement (3.0 GPA or 85% attendance, whichever applies) at another school.

Arrival Procedures

Students may be dropped off in the circle drive in front of the school. Students may be dropped at the circle drive in front of the JCC, but this is not preferred. Supervision is given at the school circle drive and is the preferred drop off point. Parents and students are urged to recognize the need for promptness each day in all classes throughout the school year. A first warning bell rings at 7:50 a.m. A second bell rings at 7:55 a.m.. Any student not in his/her assigned classroom by 7:55 a.m. is counted tardy and must check in through the appropriate office for an admit slip. Students are allowed seven (7) tardies for unexpected occurrences and appointments. Middle and Upper School students will be assigned a detention at the time of the 8th tardy in a semester. Both attendance and

tardies to school are listed on the report card.

Only the following circumstances will be excused:

- A personal or family emergency that is communicated to the office (automobile accident, trip to the emergency room, etc.). Sleeping late or heavy traffic is not considered an emergency and will be counted.
- An occurrence prearranged by the parent with an administrator.
- Students with regularly scheduled medical appointments should try to schedule them outside of the school day. If it becomes necessary to pull the student from class, please contact the teacher(s) to see time is best to pull the child. If a student will be tardy due to an appointment, the parent/student may petition for an excused tardy by written request and a physician's note.

Attendance

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. Attendance in class is critical. Class time provides the opportunity to acquire information, interact with peers, relate to teachers and participate in the growth of the community. Students must maintain an 85% attendance rate in order to stay current in their academics. Failure to maintain 85% attendance will result in academic probation. (See page 4).

Absences will be recorded as "excused" and "unexcused." Excused absences include doctor's appointments and attendance at family life cycle events (b'nai mitzvoth, weddings, funerals, etc.) In order for an absence to be excused, the parent must call or send a note to the school indicating the reason for absence. Parents are required to contact the school by 8:30 a.m. on the day of the absence. Students are not permitted to make this call.

If a student misses more than one day, parents may request assignments from the teacher to be picked up at the school office. Students have one day for each day absent to make up work to a maximum of one week. For example, if a student is absent for three days, the student must complete and turn in all make up work within three days after return (regardless of the block schedule). If a test was scheduled on the day of absence, the student should plan on taking the test on the day of return either in class or at Talmid. Assignments and/or projects that are due on the day of an absence should be turned in upon returning to school.

For report cards and transcripts, absence from school is recorded by the number of full days missed (two 1/2 days=1 day). For purposes of special privileges, absences are recorded by the period. Missing one-half or more of a period is recorded as an absence for the entire period.

If absences become excessive, parents will be asked to meet with the administrator(s) to determine an action plan to improve attendance. Absences in excess of 20% will require a meeting with an administrator in order to receive credit for the class(es).

Birthdays

HBHA represents a wide spectrum of the Jewish community, therefore we ask that birthday parties and celebrations not be held on Shabbat (Friday night to Saturday sundown) in order to allow all children to be included. Because we are an inclusive community, we require that that packaged foods for classroom celebrations have Kosher certification with symbols that are approved by the local rabbinate, known as "The Vaad". A list of approved

kosher symbols is available on the HBHA website. If you wish to provide cupcakes or other baked goods for in-class celebrations, there is a kosher bakery at the Hen House Supermarket at 119th and Roe.

Invitations to outside parties may not be distributed at school unless all members of the class are invited.

Café

Middle and Upper School students may frequent the café during morning break and lunch periods; however, students are responsible for being on time to class, no exceptions. The café is a privilege, and students are expected to treat employees and volunteers with respect.

Conduct and Discipline

The purpose of a Discipline Policy is to provide a safe and secure environment that enables students to acquire the academic and social skills needed to become productive members of society. This policy is based on the belief that discipline should be a learning experience for the student and not just punitive in nature. The expectations HBHA has for its students and the consequences which will follow when deviation from the expectations occur.

Students are expected to:

- Be responsible for one's own behavior
- Respect people, property and the educational process
- Conduct themselves in an orderly manner at all times when in school or at any school-sponsored activity
- Be prompt, prepared and display a concern for learning
- Practice honesty in all aspects of school life
- Refrain from any illegal or immoral activity on or off school property
- Display appropriate self-discipline and self-control
- Level 3 or above infractions will remain on the student's record for the entire course of study at HBHA
- After 6 discipline reports in one academic year, regardless of the level, the student will receive one week of work detail and parents will be notified
- At 9 discipline reports in one year, the student will be suspended for one day, and a parent conference is required
- At 12 reports or more in one year, the student will face a long-term suspension or expulsion hearing to remain at HBHA

All HBHA personnel are responsible for the care and supervision of students and are authorized to hold every student accountable for their behavior while under school supervision. Interpretation of the discipline system, decisions made, and any changes or alterations reside with the administration.

A student behavior file is kept by the principal in which all misconduct is recorded. Discipline referrals require parent, student and teacher or administrator signatures. Incidents that require a suspension will become part of the student's permanent record. The school counselor will be called to assist the staff with a behavior plan when requested by the teacher, parent or administrator.

If a student's conduct is deemed prejudicial to good order and discipline or tends to impair the morale or good conduct of the students, or if a student consistently refuses to conform to HBHA policies, an administrator may recommend to the Head of School that the student

be expelled from HBHA. The Head of School will review such recommendations and decide whether to proceed with the expulsion.

Prompt notice of the Head of School's decision shall be given to the student and parent/guardian.

Work detail takes precedence over all other activities including clubs, employment and extracurricular events. All work detail assignments must be scheduled through the upper school office within 48 hours of the student's receipt of written notice of the consequence. The work detail assignment must be served within 5 days of the receipt. Students may only reschedule detentions/work details with the approval of the Principal. Failure to appear will result in additional consequences.

Academic Honesty

HBHA exists in order to provide an environment where Jewish values are practiced. *Zehut*-self-esteem/personal integrity, is an important principle at our school. Therefore, HBHA seeks to nurture absolute respect for intellectual property. Any willful use or misrepresentation of another's work or ideas as one's own, cheating or plagiarizing will be treated with utmost gravity. This includes, but is not limited to the following:

- Using or giving unauthorized aid on any work for which a grade is given
- Deliberate or unintentional plagiarism in which one uses the words or ideas of another without noting the reference
- Fabricating a report or essay without having read the material

If academic dishonesty occurs, parents will be notified and students will receive a failing grade on any work involved. Further incidents will result in the student being placed on academic probation and possibly suspended or expelled.

Assault, Fighting and/or Hazing

Fighting, hazing and threatening or intimidating words or actions are not acceptable student behaviors. Any student involved in such behavior can face suspension. Severe cases may result in further disciplinary action. Subsequent infractions will result in a suspension with review by the Head of School for further disciplinary action.

Behavior on Field Trips/Assemblies/Sports Events

Students reflect the values and spirit of the school and are seen as representatives of our community. Behavior at assemblies, sports events and on field trips should exemplify HBHA principles. Dress at sporting events should follow the spirit of the dress code with respect to modesty. Field trips will have individual dress code policies.

Bullying/Teasing

Bullying is defined as a pattern of behavior intended to inflict injury, discomfort or stress on another. Bullying may include direct actions such as physical threats, humiliation, insults, teasing or offensive gestures or indirect ones such as spreading rumors, social manipulation or exclusion. Bullying will not be tolerated. A student who believes himself/herself bullied is encouraged to report the facts to a teacher, counselor, or administrator so that the school may investigate, take corrective action where possible, and offer strategies and support to the victim. A student or employee who witnesses bullying is obligated to report the incident to the administrator. Confidentiality will be maintained as possible and appropriate.

Cell Phones

Cell phones are not to be used or in sight during the academic school day, whether in classes or the halls. The acceptable times for cell phone use or to check messages are before or after school. If cell phone messages need to be checked at any other point during the day, the student should contact the teacher on duty for permission to do so. Inappropriate use will result in confiscation of the phone for the rest of the day. Repeated infractions will result in longer periods of loss as well as an office referral.

If a phone is used at an inappropriate time or in an inappropriate manner, the contents will become subject to search at the discretion of the administration. Use of a cell phone to transmit inappropriate, offensive, bullying or harassing messages can result in suspension or expulsion.

Discipline Board

Attendance at HBHA is a privilege which is afforded to students by the school and which may be revoked for academic or disciplinary reasons. Students and parents should understand that students may be asked to withdraw or may be dismissed at the discretion of the administration.

The Principal may, at his/her discretion, convene a Discipline Board, consisting of three faculty members, including one from the appropriate grade level team and a Judaic administrator or rabbi to review any disciplinary case in which a student may face disciplinary action including, but not limited to, dismissal from the school.

Whenever a case is submitted for review by the Discipline Board, the student shall be afforded the following rights:

- To have his/her parent(s)/guardian present at the Discipline Board hearing.
- To have the student's rabbi or mentor/advisor in attendance at the Discipline Board hearing.
- To hear or read a full report of the evidence presented to the Discipline Board.
- To testify in his/her own behalf and give reasons for his/her conduct.
- To have an orderly and fair hearing.

The Discipline Board shall present its recommendation for appropriate disciplinary action to the Principal who will consider, but not be bound by, its recommendations. The principal shall forward his or her recommendation to the Head of School for a final decision. The Head of School may, at his/her discretion, accept, modify or reject the recommendation of the Discipline Board. The Head of School's decision shall be final except in the case where the decision is to dismiss or require the student to withdraw from school.

***This is a guide to the policies of HBHA. In regards to these policies, the administration reserves the right to revise any policies at anytime.

Discipline System

| Faculty/Staff | | Administration | | | |
|--|---|---|--|--|--|
| *Administration called on as needed | | *Originate with faculty, staff, or administration. *Office referral form required. *Level assigned determined by the severity of the infraction. | | | |
| LEVEL 0 | LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 | LEVEL 5 |
| Formal Warning (Optional—may go immediately to Level 1) | *Consequence as determined by faculty/staff. | *Consequence determined by administration | *1-3 Days In or Out-of-School Suspension | *4+ Day Suspension | Long-term Suspension or Expulsion Hearing |
| Tardiness Talking in class Sleeping in class Inappropriate language Failure to follow school procedures Lunchroom violation Inappropriate use of technology or electronic devices (also subject to removal or loss of use) Not bringing materials to class Teasing Inappropriate display of affection Hall pass violation/loitering/ Being in unauthorized location Sexual harassment—1 st violation (See level 3) Minor dress code infraction Behavior unbecoming of an HBHA student | Any repeated violation from previous column Dishonesty Profanity or inappropriate language/materials Minor disruption in class Disrespect of others—student, staff, campus Disrespect for property Pushing/shoving/rough-housing Refusing a reasonable request defiance) Bullying Computer agreement violation Food policy violation Driving privilege violation Failure to follow check-in/out procedures Behavior unbecoming of an HBHA student | Any repeated violation from previous column Graffiti/destruction or defacement of property Tobacco (possession) Disrespectful behavior Major disruption Profanity—directed at others Rough or reckless conduct—intentional or unintentional Reckless or dangerous driving Academic dishonesty “Skipping” prayers/classes/programs Possession or distribution of inappropriate or offensive materials or messages **Major dress code infraction or pattern of offenses Behavior unbecoming of an HBHA student | Any repeated violation from previous column Vandalism Possession of dangerous materials Leaving school grounds Serious computer network violation Blatant disrespect Rough or reckless conduct - intentional Tobacco (use) Sexual harassment – 2 nd violation (Note: after the warning, automatically a level 3 offense) Behavior unbecoming of an HBHA student | Any repeated violation from a previous column Vandalism Theft Continued sexual harassment Assault or battery of student/staff Drug/alcohol policy violation Intimidation, threats, harassment Behavior unbecoming of an HBHA student | Any repeated violation from a previous column Arson Weapons (use/possession) Assault or battery of student/staff Drug/alcohol violation Bomb threat Intimidation, threats, harassment Serious criminal activity Accumulative violations Behavior unbecoming of an HBHA student |

Drug/Alcohol Policy

HBHA reserves the right to ask any student to comply with a witnessed alcohol test or urine screen at any time if the school administration decides that there is a reasonable cause to do so.

HBHA policies concerning alcoholic liquor (as defined by K.S.A. 41-102), or cereal malt beverages (as defined by K.S.A. 41-270) and drugs (controlled substances as defined by the Uniform Controlled Substances Act K.S.A. 65-4101 et seq.), are established alongside a commitment to educate students in drug and alcohol abuse/awareness. This policy prohibits:

- The possession, use, consumption or sales of drugs and/or alcohol on school property or at school activities.
- Any student coming onto school property or attending school activities under the influence of controlled substances and/or alcohol as defined above.
- Any student having substances, residue or paraphernalia in his/her vehicle, on his/her person, or in his/her belongings while at school.
- Any student who is cited and/or charged with a drug/alcohol offense during the school year.

Students who violate the school drug/alcohol policy will be subject to the following consequences:

First Offense

- A suspension from school for a period of up to FIVE days and/or a long-term suspension from school following a Discipline Hearing
- The collection of a Level Four violation from the HBHA discipline system
- A suspension of SIX weeks from all school activities
- A required independent professional assessment at no cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling
- Participation in an approved drug/alcohol awareness program
- Future random testing of the student for drugs/alcohol as defined by the school administration

Second Offense

- A long-term suspension or possible expulsion from school and/or a long-term suspension from school following a Discipline Hearing
- The collection of a Level Four violation from the HBHA discipline system
- A suspension of one semester from all school activities
- A required independent professional assessment at no cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling
- Participation in an approved drug/alcohol awareness program
- Future random testing of the student for drugs/alcohol as defined by the school administration

Further Offenses

- Dismissal from HBHA

Notes: In the case of any student and/or student's parent/guardian refusal to comply with any or all of the above consequences, the student will be required to withdraw from the school.

If a student and/or student's parent(s)/guardian comply with all other consequences associated with any drug/alcohol violation within one calendar week and are honest and cooperative throughout any school investigation, the Principal may commute any suspension from school activities for a period of time not to exceed 50% of the total suspension.

Graduation activities will not be included in any suspension from school activities.

Any student who receives a DUI at any time of the year, will lose driving privileges for a period of at least ONE SEMESTER.

Electronic Devices

Any electronic device which interrupts the academic setting of the school will not be allowed. During classes, technology may be used only for educational purposes as determined by the teacher. Any unauthorized use of electronic devices, included but not limited to cell phones, PDA's, music devices and computers will result in confiscation of the items or loss of use for the remainder of the school day or a period to be determined by the teacher/school and will also result in a discipline referral to the office.

Harassment

Harassment of any student and/or employee (sexual or otherwise) by any other student and/or employee will not be tolerated. HBHA condemns any such harassment. Harassment is any gesture or written, verbal, graphic or physical act, including electronically transmitted acts, that is reasonably perceived as being motivated by any legally protected characteristic, actual or perceived, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment or by any other distinguishing characteristic. Students who believe themselves to be victims of harassment are encouraged to report the facts to a teacher, counselor or administrator immediately so that the school might investigate and take corrective action as quickly as possible.

Interrogations/Searches

HBHA has jurisdiction over students during the school day and hours of approved extracurricular activities. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, in the absence of a parent or legal guardian of the student, the HBHA official in charge will be present if permitted. Every reasonable effort will be made to contact parents to notify them concerning the interrogations.

An officer of the law may take a student from HBHA only if the officer has a warrant for arrest, an order for civil arrest or at the request of the HBHA official in charge. The HBHA official in charge will attempt to notify the student's parents/guardian that the student is being removed from school.

Occasionally an official of the school may find it necessary to call law enforcement officers for assistance in handling a situation at school. A sworn complaint may be filed by the school official. However, circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

Kansas Safe School Act

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to

report all felony and misdemeanor crimes committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information which indicates a crime (felony or misdemeanor) may have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement), or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians or representatives of the student(s) prior to questioning. To the extent possible reasonable requests of parents, guardians or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians or representatives. If a student's parents, guardian or representative is not present during questioning of a student, an administrator or a certified school staff member shall be present. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and not under the authority of school personnel.

In addition to the foregoing, the employee shall immediately notify the highest ranking on-site administrative official or his/her designee.

Student Arrest

A student who is arrested will be ineligible to participate in all school activities until the charge has been resolved. Members of a program in season may only attend regular team practices during this time. The administration reserves the right to apply additional consequences after the case is resolved.

Suspension/Expulsion

A student may be suspended for conduct that is prejudicial to good order and discipline at HBHA or that impairs the morale or good conduct of the students. Violations may include, but are not be limited to, the following: insubordination, irregular attendance, continued tardiness, truancy, theft, viciousness, arson, fighting, involvement with tobacco/drugs/alcohol, weapons, disruption of the instructional program, sexual harassment, possession or distribution of offensive or pornographic materials, vandalism, or habitually failing to give proper observance to the requirements of the school (repeated misbehavior or violation of rules and guidelines). Notice of suspension shall be given to the parent or guardian and to the Head of School. These violations may also lead to expulsion depending upon the circumstances.

The Head of School can implement expulsion only through specific action. The parent/guardian will be notified (either in writing or by telephone) prior to any out-of-school suspension, that the student is in jeopardy of being suspended. Any time a referral that warrants formal disciplinary action is submitted to the Head of School, a reasonable effort will be made by the principal to contact the parent or guardian by oral or written notice.

If a student's conduct is deemed the above or if the student consistently refuses to conform to HBHA policies, rules and/or regulations, the principal may recommend to the Head of School that the student be expelled from the school. The Head of School will review such recommendations and decide whether to proceed with the expulsion. Prompt notice of the Head of School's decision shall be given to the student, parent/guardian or

others having custodial care, if applicable.

Any student found by the administration and/or staff to be in violation of this discipline policy could be suspended from all extracurricular activities. Any student whose conduct warrants disciplinary action may be denied or removed from organization membership, honors, offices, special trips, and similar honors or privileges.

Tardiness

Students are expected to show respect and self-discipline by arriving on time to school and classes.

Tardy to school: Please see page 2 for detailed information regarding the tardy policy. Students exceeding the 7 allowable tardies will lose the option of applying for special privileges such as exam exemptions and will have detention.

Tardy to class: Students tardy to class after the change of classes in middle and upper school will be reported to the office and counted tardy. Each teacher will be responsible for implementing the agreed upon school tardy policy. Should a pattern develop, an office referral will be filed with an administrator.

Theft

If something is stolen from a locker or any other HBHA location, the student should report the occurrence to the upper school office or an administrator immediately.

Threats/Violence

Threats to persons or property are taken seriously at HBHA. Students have an obligation not to "pretend" or joke about weapons or violence. Careless or joking communication, written or verbal, will be treated as a serious infraction. Members of the HBHA community have an obligation to immediately report threats or threatening behavior to the administration, especially those involving weapons or violence of any kind.

Tobacco

Students may not possess and/or use tobacco or tobacco products on school or JCC campus property during school hours or school-sponsored activities.

Vandalism

Respect for property, both personal and school, is an expectation of all members of the community. Any acts of vandalism, large or small, will result in discipline referral and may warrant additional consequences.

Weapons

Any student bringing a weapon to school will be expelled and turned over to the proper authorities.

Counseling Services

Guidance and counseling services are an integral part of the total educational process involving students, staff, parents and the community. Short-term counseling and support is offered. Students in grades K-12 may meet with the counselor on issues related to school and/or home issues. All discussions are confidential and only shared with professionals who

are involved with the student. The counselor also is available to parents and teachers who wish to discuss matters related to their student's performance and well-being. Long-term or intensive counseling for specific diagnoses is not available.

Copy Machine

Students are expected to use the copy machine in the library. Copies should be for school purposes only and be limited in number.

Dismissal

Dismissal for Kindergarten will be 2:00 p.m. daily. Dismissal for Grades 1-12 will be at 3:40 p.m., except on Friday, when dismissal occurs at 2:50 p.m. Students need to be picked up on time.

As the safety of our students is extremely important to our staff, HBHA respectfully asks that parents either pick up their children at the appropriate dismissal time or make arrangements so that their children participate in a supervised, after-school program. We ask that students not wait in the JCC lobby as there is no supervision after 4:00 p.m.

Please stay in your cars to drop off and pick up your child in the carpool lane. If you wish to come inside, visit with other parents or use the playground after school, please park in a space. Parents are welcome to visit on the sidewalk while waiting for a student. Parents pulling up in the carpool lane are encouraged to stay in their cars so the line can move quickly.

Children need to be with a parent if using the playground equipment after school. Once a child has been picked up, they are in the care of the parent and are no longer under HBHA staff supervision.

Students will come to you in the pickup lane in order to reduce the number of students walking through the traffic. Please set a good example for the children by always using the crosswalk during arrival and dismissal. Please do not walk your child between cars. A teacher will be posted at the crosswalk to stop traffic for safe crossing.

Dress Code Policy

A formal dress code policy was adopted by the Board of Trustees and put into effect for the 2004-2005 school year. The following items cover the requirements and specifications for this policy, including changes made for the 2009-2010 school year. This list is available on the HBHA website.

Lower and Middle School Dress Code

Tops

Tops must be white, maroon, light blue or light pink, with no logos or embellishments. Middle School students may also wear black. Shirts should be tucked in at all times. Official HBHA spirit day shirts and sweatshirts may be worn on Tuesdays. Shoulders must be covered at all times. The following styles of shirts are appropriate:

- Polo-style shirts
- Turtlenecks

- Oxford style shirts
- Blazers should be navy, khaki, or black and ties are optional
- Sweaters in black or white
- Sweatshirts- HBHA spirit wear only
- Polar fleece- HBHA spirit wear or solid black with no embellishments

Bottoms

Bottoms must be navy, black or khaki, with no cargo pockets, hammer loops, zip off bottoms or other embellishments.

Pants or shorts must be Docker style and skirts, skorts or bibbed jumpers (girls only) should be no shorter than 2-3 inches above the knee.

Shoes

Shoes must be closed toe and heel. Colors must be predominately white, black or brown only.

Undergarments

Undershirts must be solid white or the same solid color as the outer shirt. Writing or logos showing through the outer garment are not permissible. All undergarments must not be visible.

Hair/Jewelry

Hair must be clean and not distracting to the learning process. Modest jewelry is acceptable.

Piercings/tattoos

Only ears may be pierced. No visible tattoos are permissible.

Scouts

On Scout days, Boy and Girl Scouts may wear their Scout shirt or vest with dress code bottoms.

Kippot

Boys must wear kippot during the entire day and at all school sponsored activities.

Gym Days

Lower School students are not expected to change clothes for P.E. class, but they must wear tennis shoes.

Middle School students are expected to wear appropriate gym clothes for P.E. classes. Time will be allotted for students to change. Appropriate gym clothes include HBHA Athletic Department issued shorts and shirts or athletic shorts and a t-shirt. Allowances will be made for religious needs. Non-HBHA clothing must be appropriate in style including, but not limited to, full coverage of midriffs and no inappropriate graphics. No short-shorts and spaghetti straps are acceptable.

Upper School Dress Code

General Guidelines

Upper school students are expected to be well-groomed and appropriately dressed when attending school and school-sponsored activities. Expectations are toward moderation and in the direction of business casual rather than sports or leisure wear. All clothing, including shoes, must be neat, clean, and in good condition. Clothing should not be so tight or revealing or too loose as to conflict with the image HBHA wishes to project. The spirit of the dress code is to achieve a neat, tailored look for all students while offering some freedom of choice at the upper school level. The final decision whether attire is inappropriate, offensive, or distracting rests with the faculty and administration.

Shirts/Tops

- Collared shirts of solid color and stripes designs are acceptable. This may include short or long-sleeved oxford-style, button-down shirts, polo-style pullovers, collared shirts, rugby-style shirts, and turtle necks. Small logos are permitted. Pictures, words, slogans, loud designs, neon or metallic colors or strongly patterned shirts are not acceptable. No T-shirts of any sort will be allowed. Collarless dress shirts that clearly are not T-shirts may be worn. Small logos are acceptable.
- In keeping with *tzniut* (modesty in dress and behavior), the torso, shoulders, upper arms, and midriff should be covered, whether seated or standing. No sheer or see-through clothing is allowed nor is clothing that clings to the body or calls attention to parts of the body. Shirt hems must be long enough to cover the midriff when arms are raised.
- No undergarments should be showing at any time.

Slacks/pants/skirts/dresses

- Slacks, pants, tailored style capri pants, long shorts, skirts, and dresses of materials such as twill, wool, corduroy, polyester blends, and cotton in solids, stripes or plaids are allowed. Baggy pants/slacks/shorts and cargo pants/shorts are not acceptable. Blue denim is not acceptable nor are jeans-style garments unless the fit is similar to slacks rather than jeans. Tight fitting and low-rise bottoms are not acceptable and they should be worn at the waist, not in a low-riding manner.
- Preferred colors for slacks/pants are those that correspond more closely to Lower and Middle School: solid khaki, navy, olive, white, black, brown, and gray. Subtle stripes or textures are acceptable. Loud designs on bottoms are not acceptable.
- No blue denim jeans (grades 9-11), sweat pants, scrubs, or athletic pants/shorts of any color or material are allowed. This includes nylon, microfiber, fleece, terry cloth or sweat pant material, including those pants that are sold as "casual wear" but are not traditional pants or trousers. Overalls are not acceptable.
- Seniors only may wear blue denim jeans that are dress casual in nature and fit. No faded or stone-washed jeans, low rise, or frayed hems are acceptable. The continuance of this exemption is dependent upon senior cooperation and good taste and will be revoked if monitoring becomes required.
- Skirts, pants, and dresses must be of an appropriate length and must fit, not being too tight or too baggy. Skirts must reach within 2-3 inches of the knee. Long blouses worn with leggings must meet dress/skirt length requirements.
- Shorts should be of the dress variety and long enough to extend well beyond the fingertips when the arms are at one's sides.

Sweaters/sweatshirts

- Dress sweaters and vests, either pullover or cardigan style may be worn.
- Cotton and fleece jackets may be worn provided they are not part of athletic or leisurewear and have no wording/messages/imprints/pictures. Small logos are acceptable.
- Officially designated HBHA spirit wear shirts sold by PTO, pullover or cardigan. HBHA sports/athletic sweatshirts and jackets may be worn only on designated days.
- On Fridays only, seniors may wear college sweatshirts.
- Garments from youth organizations and trips will be permitted only on designated days.

Shoes/socks

- Footwear must be worn at all times and should be clean and in good repair. Shoes must be closed-toed except for a small toe opening in women's dress shoes.
- Sandals and flip flops are not permitted.
- Socks should be of the solid color sport or muted dress type. No fishnet, mesh, or lace-like materials.

Kippot

- Gentlemen are expected to wear kippot during the school day and at all school sponsored activities.
- No other hats or headgear are allowed.

Hair/Jewelry

- Hair must be kept neat, clean, and of natural hair color.
- Modest amounts of jewelry are acceptable.
- No visible piercings except for the ear are allowed.

Gym Classes

- Students are expected to wear appropriate gym clothes for P.E. classes including HBHA Athletic Department issued shorts and shirts or appropriately fitting athletic shorts and a t-shirt. Allowances will be made for religious needs.
- Gym clothing should follow regular dress code with regard to graphics and colors. No short-shorts are allowed.
- Time will be allotted for students to change.

Exceptions

- Certain days, such as go green and spirit days, will be designated as non-dress code days for those involved. Students are expected to follow general guidelines, length/fit requirements, and shoe guidelines although other apparel is designated as acceptable.
- Game days or performance days may be designated by the administration for special events. Only students involved in said events will be allowed to participate.
- Students on field trips are always expected to follow dress code guidelines and are encouraged to dress appropriately for the event.
- Outdoor, active field trips are an exception to regular dress code and acceptable dress guidelines will be provided by teachers or administrators.

Discipline

The administration reserves the right to interpret and apply the dress code policies. Enforcement of dress code violations follows HBHA Discipline System which can be viewed in the student handbook available on the HBHA website. Students must be within dress code guidelines to be admitted to class. Questions regarding the dress code can be directed to the Upper School Principal.

Driving/Parking Policies

Common sense and consideration for others are the expectations for students that drive to school. Students who drive must be extremely cautious as young children and elderly persons travel about the campus during the day. Any student driving in a reckless manner will immediately lose the privilege of driving to school for a period of time to be determined by the administration. Continued disregard and carelessness may result in forfeiture of the privilege.

All students driving to school must register their vehicle(s) through the Upper School office on or before the first day of driving to school and follow the prescribed procedures. All students are asked to park in the HBHA lot. Senior parking is reserved only until 7:45 a.m. Parking in other than the assigned areas and/or going to cars during the school day will result in disciplinary action. See Parking Permit Form for specific instructions and information.

Eligibility in Extracurricular Programs

Participation in extracurricular activities is a privilege and a valuable part of the educational process. Participants will develop values including self-discipline, courage, loyalty, humility, integrity and cooperation. These activities should be a continuation of the basic school objective to develop the moral, physical and spiritual growth of each participant. The student discipline system will be in effect for all school related activities.

Students who wish to participate in extracurricular activities need to be able to do so at no cost to their academic success. In order to help students maximize academic potential, the following guidelines have been set:

- Student grades will be reviewed every three weeks.
- Any student receiving one subject grade of F or two grades of D, in any class, will become ineligible for one week. The student will have the option of participating in practices provided that he/she also attends academic support sessions in the evening.
- Any student who receives a Level 3 violation of the discipline system is immediately ineligible for 14 school days. Any subsequent level 3 violation will result in a minimum of 4 weeks of ineligibility.
- Violations of a Level 4 or 5 will result in 4 weeks of ineligibility. Any subsequent level 4-5 violations will result in removal from the activity.

If a student is absent at any time on a day when he/she is participating in extracurricular activities, he/she will become ineligible for that day's events. Exceptions will be given for medical appointments, provided a signed form from the physician is given to the office at check in. Special exemptions for extreme, extenuating circumstances will be considered by the administration.

When activities require that a student miss class, the teacher has the option to request that assessments (e.g., labs, quizzes, tests, and projects) due while the student is gone be

completed before leaving. Students will be responsible for obtaining all makeup work. All work must be completed within one week of return. Extensions will not be granted for long-term assignments.

Emergency Alarms

Fire Alarm: The fire alarm is a continuous blast; the red lights in the hallways will flash. Students should leave quietly and quickly through the closest exit. Students on the main and upper floors proceed to the outside basketball court. Students on the lower floors follow teacher directions to the nearest exit. Once outside, students are expected to remain quiet and stand close to their teachers so that roll may be taken. If the alarm sounds during a break, students go out the nearest exit and report to the teacher from the next period. If the alarm sounds at lunch, students proceed from the lunch room to the JCC circle drive and wait with the lunch supervisors.

Tornado Alarms: The tornado siren is an alternating high-low sound. When the tornado alarm sounds, students proceed down the back stairwell to the lower floor. Once in the basement classrooms and hallways, students will be given instructions by supervising staff.

Lock-down or other emergency: Students should remain in the classrooms out of line of direct sight and remaining absolutely quiet. Use of cell phones is prohibited as these devices could cause interference with emergency personnel and/or sparking in case of a gas leak or bomb threat. Students will be supervised by HBHA staff.

Policy and procedures regarding non-ambulatory students and personnel: In the event of a scheduled emergency drill, non-ambulatory students will follow a procedure predetermined by the student services team. All students will participate in drills whenever possible to ensure their safety during an actual emergency.

Field Trip Policy

- A field trip is any activity held away from the school, organized for a social, cultural, recreational, educational or athletic purpose that is arranged by an HBHA staff member for HBHA students.
- Field trips will be pre-planned and emergency procedures prepared. All participants on school-sponsored trips will act, at all times, as ambassadors from their school and will demonstrate respect for themselves, others, and property.
- Parents or guardians must complete a Field Trip Consent Form for each trip in order for their student to participate.
- At the beginning of each school year, parents or guardians are asked to complete an Emergency Form for each child, which will be taken on all field trips. It is the responsibility of the parent or guardian to advise the school of any change in the medical or contact information provided to the school.
- All board policies and school rules and regulations apply on field trips.
- Chaperones must have an affiliation with the school and in all cases must be approved by the school administration.
- School buses are the recommended method of transportation for field trips. Should car pools be organized, proof of registration, appropriate insurance coverage, valid driver's license, and completed chaperone form must be assured.
- The Consent Form will list whether a bus or parents drivers will be used for transport during any given field trip. By signing the form, parents consent to the form of transportation listed.

Food Policy/Kashrut Guidelines

What is permitted to bring for lunch and snacks?

- Dairy foods such as yogurt and cheese
- Foods that are pareve (neither dairy nor meat), like pasta, peanut butter, eggs, soy products and hummus
- Fish that have fins and scales like tuna, salmon, white fish

What is not permitted?

- Any meat, luncheon meats, chicken or other poultry are not allowed

Food for classroom celebrations: Because we are an inclusive community, we require that that packaged foods for classroom celebrations have kosher certification with symbols that are approved by the local rabbinate, known as "The Vaad". A list of approved Kosher symbols is available at this link.

If you wish to provide cupcakes, donuts or other baked goods for in-class celebrations, there is a kosher bakery at the Hen House Supermarket at 119th and Roe

Food for out of school events: In order to be sensitive to the needs of all members of the HBHA community, please keep these kosher criteria in mind for out of school events (birthday parties, etc.) to which you are inviting the entire class.

Health Care

Health records, including required yearly updates of medical health and emergency forms, are kept in the nurse's office. Students must meet immunization requirements as required by the state of Kansas.

If a student feels ill, the student will report to the nurse's office for assistance and evaluation. Should the student need to leave the building, check out must be through the nurse after she has notified parents and determined how the student will transport from school. Students may not leave the building without following proper procedures and check-out. Students who drive themselves to school are expected to adhere to this procedure.

All medication will be held and dispensed by the school nurse. Medication must be brought to school in prescription bottles detailing the proper dosage. A medication form, signed by the parents and physician, indicating proper dosage and granting permission for dispensing of medication must be on file in the nurse's office. Students are not allowed to self-medicate or keep medications of any kind, in the lockers or backpacks.

If a student is well enough to attend school, but has an illness or injury that inhibits full PE/recess participation, a note from the doctor is required. If injury occurs during the school day, the student may receive an excuse from the school nurse for that day. Doctor notes are required for long term release and re-entry to PE/recess.

Homework

Homework is a natural extension of class instruction. Homework assignments are given on a regular basis to reinforce daily instruction and to teach children the responsibility of planning and completing short and long-term assignments. We recommend that students in grades 1-5 allot 10 minutes per grade level for practice and study. We also recommend that students read independently or with parents for at least 15-20 minutes daily.

Students in grades 6-8 are expected to complete all assignments and to prepare thoroughly for classes and tests. The amount of time it takes to complete homework varies from student to student. However, Middle School students should expect to spend a minimum of one hour per night completing written assignments, reviewing notes, reading or studying for tests.

Upper School students should expect to spend a minimum of one to two hours per night completing written assignments, reviewing notes, reading or studying for tests. Additionally, students in Advanced Placement classes should expect an additional 30 to 60 minutes per class.

It is the policy of HBHA is to encourage families to observe Shabbat and Jewish holidays. Therefore, no homework is given the day prior to a holiday or to be done on Shabbat. It should be noted that homework might be due immediately after any holiday if the homework was assigned with ample time to have it completed.

If you find that your child is spending more time on homework than the guidelines listed above, please contact the teacher(s) to devise a plan.

Inclement Weather

When inclement weather occurs, please go to the website (www.hbha.edu) or call 913-327-8152 to check on school cancellation. School cancellations will also air on radio and appear on network television stations.

Internet Usage Policy

The purpose of HBHA's Internet access and other technological resources is to support and enhance learning and teaching by providing students and faculty with the tools necessary to participate in an increasingly complex world environment.

Even though a firewall is in place, HBHA realizes that to ensure activities are appropriate to the learning environment, certain rules and limitations need to be defined and applied. Acceptable uses of the Internet and other technological resources should include activities related to specific tasks and assignments which support learning and teaching, promote HBHA goals and objectives and advance the mission of the school. Each student needs to comply with the following:

- Have a signed Internet permission slip
- Follow copyright laws
- Behave responsibly with materials, access, and hardware.
- Communication of any personal information such as name, address or phone number is prohibited for student safety
- Use all technological resources only to perform specific academic tasks and assignments
- Use resources as tools, not crutches
- Understand and avoid plagiarism

Leadership

An active student council gives students a chance to participate in decision-making. There is a student council for each division of the school. Lower School officers must be fifth graders in good standing and be elected by the student body for a term of one semester.

Representatives are elected from the third, fourth and fifth grades to represent their classes. Middle and Upper School student council officers are selected by the advisor and the current student council members.

Lockers

Each student in grades 2-12 will be assigned a locker and is responsible for maintaining it. Lockers are provided for the student's personal use but are the property of HBHA and may be inspected at any time according to "reasonable suspicion" standards established by the United States Supreme Court.

The school is not responsible for materials lost or stolen from lockers. Students are encouraged to leave valuables to home.

Writing in or on lockers or abuse of lockers will result in disciplinary action and assessment for the cost of repairs. Students should report any locker problems to the office. Lockers must be completely cleaned before the end-of-school checkout is complete.

Lost and Found

The main school lost and found is located in the Lower School office.

Mentoring Program (grades 6-12)

Every student will be assigned a mentor who will answer questions about school life, assist with enrollment, review grades and academic goals, serve as an advocate when appropriate and work to resolve problems. Mentors will meet with their group 3 times per week and accompany them to programming activities. Parents are welcome and encouraged to communicate with the mentors in order to help facilitate their child's success at school.

Recess (grades K-5)

Students are expected to go outdoors during scheduled recesses unless he or she has a written note from a doctor. Outdoor recess will take place if the temperature and/or wind chill are above 20°F. Teachers are permitted to use the loss of recess as a disciplinary measure. Students will still have the opportunity for some unstructured time during the day.

Reporting Periods

The academic year is divided into two semesters of two quarters each. Report cards are issued at the end of each of the four grading periods. End of quarter dates can be found on the school calendar on the HBHA website. In addition to grade reports, Edline reports are issued in grades 6-12 approximately every two weeks. The comments and grade estimates on Edline reports are not recorded on the report card but rather are offered for parent and student guidance regarding progress in the course. Parents will receive login information at the beginning of the school year in order to access Edline from home.

Sign-out Policy

Middle and Upper School students must sign in/out at the office every time they arrive at school after 7:55 a.m. or leave the school for any reason. Only students with permission from their parents may sign out. Lower School students must have their parents sign them in and out. In cases of illness, the student should report to the nurse immediately. The nurse will make contact with parents. Check out arrangements for Middle and Upper School students will be made between the nurse and the Upper School administrative assistant.

Parents may submit a general permission and waiver form for students who leave for regularly scheduled medical appointments or off-campus classes. Students are expected to remain at school for mentoring and study hall periods and end of the day programs.

Testing Policies

Standardized tests in reading and math will be administered to grades 2-8 in the fall and the spring. Test scores will be reported to parents in written form. Students in grade 10 will take the PLAN, grade 11 the PSAT, SAT I and ACT, and grade 12 the SAT I and II and ACT. Parents should not plan doctors' appointments or vacation days during the scheduled time. Dates will be posted on the school web site. All testing dates will be made available to parents on the HBHA website calendar.

Visitor Policy

Students may bring an out-of-town guest to school to attend classes with them provided they obtain prior approval from an administrator and complete the required emergency contact form. It should be noted that there will be times when it is not possible to accommodate such requests. No visitors will be allowed during the first or last weeks of school. Visits are generally limited to ½ day. On the day of the visit, the student should bring the visitor to the office before school to be issued a Visitor's Pass and verify emergency information.

Winterim Session (grades 6-12)

To provide additional elective opportunities and unique learning experiences, between semesters in January for one week, specialized courses will be offered. For the purpose of attendance and meeting accreditation requirements, the Winterim session is considered part of the school year, and all students are required to participate.

Section 2: Lower School Academic Overview

In the lower school, curriculum focuses on cooperative learning. Teachers structure lessons around helping students become critical and compassionate thinkers, life-long learners, and informed participants in local and world affairs, conscious of the shared humanity that binds all people together while respecting a variety of cultures. We offer a framework to meet the academic, social, physical, emotional and cultural needs of all students.

Students are encouraged to develop characteristics and behaviors that lead them to be inquiring minds, deep thinkers, good communicators, risk-takers, reflective of work and self, knowledgeable, principled, open-minded, caring, and balanced individuals. These characteristics are important in the development of a well-rounded student and correlate with the Jewish values we work to instill in all students.

Student coursework will include instruction in Reading/Language Arts, Jewish Studies, Hebrew, Social Studies, Mathematics, Art, Science, Technology, and Music. In order to achieve the goal of learning in a dual curriculum, the pace is quick and subjects are integrated as much as possible. Asking key questions during instruction fosters critical thinking is the driving force of our curriculum.

HBHA is committed to structured, purposeful learning which engages students actively in their own learning. We believe that students should investigate subject matter by formulating questions, using research skills, experimentation, observation and other means

that will lead them to responses. Students set learning goals and construct knowledge by building connections between learning experiences and information.

The letter grades are not given to young students. The exception is fifth grade, where marks are given in four subject areas to prepare students for middle school.

The teaching of values is incorporated into all aspects of the curriculum, both in general and Jewish studies. The guiding principles of the school, *da'at*-knowledge, *ahavat Israel*-love of Israel, *midot*-good character, *zehut*-identity and *eizrachut*-good citizenship, are applied to all areas of the curriculum, as well as the attitudes of respect, cooperation, integrity, independence, tolerance, commitment, appreciation, curiosity, enthusiasm, creativity, confidence, and empathy.

Section 3: Middle School Academic Overview

Course Requirements

Each Middle School student is required to take:

| | |
|--------------------|---|
| English | 6 semesters of credit |
| Social Studies | 6 semesters of credit |
| Science | 6 semesters of credit |
| Mathematics | 6 semesters of credit |
| Hebrew | 6 semesters of credit |
| Jewish Studies | 6 semesters of credit |
| Computers | 2 semesters of credit |
| Physical Education | 3 semesters of credit |
| Fine Arts | 3 semesters of credit including one performing art course |
| Electives | 4 semesters of credit |
| Total | 48 semesters of credit |

Academic Grades

| | |
|-----------------------|--------------|
| A Superior work | 90%-100% |
| B Excellent work | 80%-89% |
| C Good work | 70%-79% |
| D Deficient work | 60%-69% |
| F Unsatisfactory work | 59% or below |

Community Service

Students will participate in community service projects within the established curriculum of Middle School classes, as part of the Mentoring Program. Although volunteerism is encouraged, students do not need to complete additional community service activities to fulfill Middle School requirements.

Dropping or Adding Classes

Dropping or adding a class requires completion of a Change of Class Form with parental consent and signatures of the current teacher and guidance counselor. The principal has the final say regarding changes of classes. Students should remain in the current class until the change is approved in writing from the office.

Enrollment in Upper School Classes

Occasionally, students may elect to take an upper school course based upon aptitude, interest, or teacher recommendation. Middle School students will not receive upper school credit for the course, although students may apply the credit they receive toward Middle

School matriculation requirements. Middle School students must take the final exam in the upper school class they elect to take.

Section 4: Upper School Academic Overview

Curriculum Goals for Graduates

HBHA students will acquire the knowledge, skills, and perseverance necessary for college entrance and study. HBHA students will be able to:

- Think critically, analytically and creatively.
- Communicate clearly and coherently to an identified audience.
- Read actively, critically and with understanding.
- Think conceptually as well as procedurally; pose questions and support opinions; reflect, adjust and make connections.
- Research and reason to reach conclusions; draw inferences and solve problems.
- Use technology as a tool, distinguish quality and reliability of information and integrate information from a range of sources.
- Work collaboratively, recognize different perspectives and think independently.
- Recognize moral issues; develop a working knowledge and understanding of Jewish values and ethics and uphold the dignity and rights of others; and acquire the knowledge of Judaism needed to live a productive Jewish life that reflects the Jewish people's relationship with G-d, Torah and Israel.

Graduation Requirements

| | |
|--------------------|---|
| English | 4 units of credit |
| Social Studies | 4 units of credit |
| Science | 3 units of credit including Biology, Chemistry, & Physics |
| Mathematics | 3 units of credit including Algebra I & II and Geometry |
| Hebrew | 4 units of credit |
| Jewish Studies | 4 units of credit |
| Physical Education | 1 unit of credit |
| Fine Arts | 1 unit of credit |
| Electives | 6 units of credit |
| Total | 30 units of credit |

Academic Grades

| | |
|--|--------------|
| A Superior work | 90%-100% |
| B Excellent work | 80%-89% |
| C Good work | 70%-79% |
| D Deficient work | 60%-69% |
| F Unsatisfactory work | 59% or below |
| P Credit earned, not calculated into GPA | |

Grade point averages for upper school students are computed at the end of each semester and are based on the final semester grade for each class. Only letter grades of A, B, C, D, F are considered in GPA computation. Classes or internships taken pass/fail are recorded on the transcript but not computed in the GPA.

The GPA is based on a four-point scale (A=4, B=3, C=2, D=1) and multiplied by course unit. That is, one-credit classes count full points and one-half credit classes count one-half of the points. The total number of points for all classes is divided by the total units of credit

earned in all letter-grade classes. Advanced Placement classes are designated as such on the transcript; however, no extra weight is given.

Academic Honors

Honor Roll distinction will be granted to students who are enrolled in at least 7 credits per semester and achieve a 3.5 GPA or higher during that semester will be recognized by being placed on the school honor roll.

Academic Varsity Letters for scholarship will be awarded to sophomore through senior students who are enrolled in at least 7 units of study per semester and achieve a 3.75 GPA for each of two consecutive semesters. A certificate of distinction will be awarded to freshmen who achieve a first semester GPA of 3.75 or above.

Accepted Credit

High school and college credit from accredited institutions is accepted. If a student wishes to gain credit for a class taken at another educational institution or via distance learning, the student must first gain permission to do so from the College Guidance Counselor. Students may not take classes offered by HBHA at another institution except under special circumstances and with prior permission. Fees are the responsibility of the student/family. All courses taken will be counted toward graduation and included in the student's GPA.

Advanced Placement/ College Credit Courses

Advanced Placement (AP) and college dual credit courses are both accelerated and conducted in greater depth. Students should seek advisement from previous teachers and department chairs regarding recommendations, prerequisites for enrollment, and expectations. Grades in AP/dual credit courses are not weighted. In order for a course to appear on the transcript with the "AP" designation, the student must take the AP examination. Students who do not take the AP examination must complete the class as scheduled and take the regular final examination. College dual credit courses will have that designation on the transcript.

College Guidance Program

The college guidance program provides a number of services including:

- Maintaining a college resource center
- Implementing college testing
- Providing counseling to students and parents on college and career choices
- Providing information about the preparation of college applications including early admissions and early decisions
- Assisting in the planning of college visits and granting permission
- Maintaining resources for Jewish post-high school alternatives
- Providing guidance to families and students in the areas of financial planning, test taking, admissions practices and decision making
- The College Guidance bulletin board contains information about specific colleges, testing preparation, testing dates and events.
- The counselor begins working with students in tenth grade as part of a three-year plan for college preparation. Students in the junior and senior years participate in college seminars and are encouraged to attend local college fairs.
- HBHA serves as a Sunday testing center for those who need accommodation for religious observance. Individual students are responsible for registering with the test centers. Fee waivers and/or reductions for test fees and college application fees exist

for students whose families meet certain income criteria. Please contact the College Guidance office for information.

College Visits

Seniors are allowed a maximum of four days of absence for the purpose of visiting colleges prior to application and acceptance. In order for the absence to be excused, each request must be submitted in writing to the College Guidance Counselor for approval at least two weeks prior to the visit.

Community Service

In accordance with *Tikun Olam*-improving the world in which we live, community service hours are required for all upper school students: 25 hours for seniors, 20 hours for juniors, 15 hours for sophomores and 10 hours for freshman (Total=70 hours). Most students complete far more than the minimum. Community service forms are available from the upper school office.

Beginning each summer in June, students may earn community service hours for the upcoming school year. All summer hours must be properly documented by September 15th; hours completed after school begins must be documented within one month of the service activity; with prior approval, regularly scheduled volunteer activities may be turned once per semester. Signatures must be from the volunteer supervisor of the non-profit agency or from individuals who directly receive the service. Signatures from relatives are not acceptable. Incomplete hours result in an "F" on the transcript for that year; however, missing hours must still be made up to be eligible for graduation.

Guidelines: Community service is defined as giving of one's time to improve the quality of life for community residents *in need*, particularly low-income individuals in such fields as health care, child care, literacy training, education (including tutorial services), social services, housing and neighborhood improvement, public safety, crime prevention and control, and community improvement. Community service cannot be:

- Lobbying or political fundraising
- Conducting worship services at school, conventions, camps, during school trips or at synagogues
- Efforts directed to serve only a family member
- Direct fundraising activities

Distinguished Scholars

Highly motivated students may earn the designation of "Distinguished Scholar" by completing the requirements below:

- Qualify as a Kansas Scholar. (Kansas Scholars are those students who complete the Kansas Board of Regents Scholars curriculum which consists of four years of English, math, and social studies, three years of science, two years of foreign language and one year of computer technology (or a qualifying exam).
- Graduate with at least 32 units of credit including an *area of specialization of at least 4 units and an AP or honors course within that subject area if offered.
- Maintain at least a 3.5 GPA.
- Complete at least 400 hours of community service.
- Show exceptional knowledge and achievement in a subject area by completing an advanced research paper or project and receiving at least a 4.5 rating on a 5 point scale, including defense of the thesis/project to a panel of educators. Work on the

paper/project will span two years and must be first approved and then overseen by an appointed faculty advisor. Interested students should contact the LAUNCH Coordinator.

*Areas of specialization may be either general or Judaic studies or of an interdisciplinary nature.

**A student who completes 4 of the 5 qualifications above, including numbers 1 and 5, may petition the committee for consideration. This is to allow highly motivated students who may fall just short of the 3.5 or were "late bloomers" (e.g., only 25 hours of service the first year) to be able to complete the requirements.

Dropping or Adding Classes

Dropping or adding a class requires completion of a Change of Class form with parental consent and signatures of the current teacher and college guidance counselor. Not all requests will be honored. Students must continue to report to the assigned class until approval is given by the principal.

Classes dropped before the beginning of the fourth week into the semester will not be included on the transcript. If a class is dropped after that date, a W for "withdraw" and the grade at the time of withdrawal will appear on the transcript unless the student transfers to a similar class. Withdrawals will not be permitted after the first grade report for each semester.

Final Examinations

Students in the upper school are expected to sit for finals at the conclusion of all core classes (English, Hebrew, Jewish Studies, Mathematics, Science and Social Studies). Final examinations will be given on the day and at the time assigned. All final examinations are comprehensive and reflective in nature. Upper school students taking all six core classes and meeting basic requirements may be eligible for an exam waiver for exemplary behavior, character or leadership. Guidelines for exemptions will be available on the website and distributed to students at the beginning of the semester.

The point/percentage allocation for the final examination is defined in each teacher's syllabus and reflects the nature of the course. Although quarter, semester, and final examination grades appear on the report card, only the final grade for each semester appears on the upper school transcript.

Hall Passes

Students leaving a classroom or assigned area for any reason are expected to use a hall pass. Students are expected to go straight to and from the destination and return to the classroom in a timely manner.

Incomplete Grades

Incomplete grades are given only for extenuating circumstances. Students who have been absent at the end of a grading period due to extended illness or emergency may be assigned an incomplete. The student is responsible for contacting the teacher and completing the work before the teacher-assigned deadline. All work must be completed no later than two weeks after the end of any grading period. In the case of extreme circumstances involving family or medical emergency, the family may request an extension from the principal.

Independent Study/Distance Learning

Students in the upper grades with schedule conflicts, those wishing academic acceleration or those who have special interests not provided within HBHA courses may request to participate in distance learning or an independent study option. Credit will be granted for successful completion of pre-approved on-line or correspondence courses from accredited institutions. The student is responsible for the cost of the course.

Independent Study options must include defined academic components and goals plus set requirements and standards for completion and evaluation. The independent study proposal will be accepted or rejected by a team composed of the College Guidance Counselor, an administrator and subject area teacher. The student completes work independently and meets throughout the semester with a supervising faculty member for assistance and assessment. Arrangements for both distance learning and independent study are made through the College Guidance Counselor after approval from the Principal.

National Honor Society

HBHA has a chapter of the National Honor Society, with members from the sophomore, junior and senior classes. NHS is more than just academic recognition. The purpose of this chapter is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in HBHA students.

The Maimonides chapter has established the following guidelines for selection based on a candidate's outstanding performance in the areas of scholarship, service, leadership, and character.

Scholarship: Students in the tenth, eleventh or twelfth grade who have a cumulative grade point average of 3.5 are eligible for consideration on the basis of service, leadership, and character. Eligible candidates will be notified in writing by February 1, 2010.

Service: This quality is defined as the voluntary contributions made by a student to the school or community, without direct financial or material compensation to the individual performing the service. Candidates are expected to exceed the school's basic community service requirements, and have chapter obligations once selected as a member.

Leadership: Student leaders are often viewed as those students who are resourceful, solve problems, exhibit participation and promotion of school activities, contribute ideas, are dependable, and who are both organized and organizers. Experiences to be considered under the leadership criterion can include activities that originate in the school or community. The chapter encourages participation and leadership in school activities.

Character: The student of high character can be said to be one who upholds principles of morality and ethics, is cooperative and responsible, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and is a good citizen. The Maimonides Chapter looks for students who uphold the school's guiding principles.

Final selection is made by a five-member faculty council appointed by the principal. Students are inducted into the National Honor Society in the spring during the Upper School Honors Assembly. Candidates will be chosen based on all four criteria listed above. Members are required to attend monthly chapter meetings and to participate in a service project designed and implemented by the chapter. The elected chapter president will

prepare the agenda for each meeting in consultation with the chapter advisor. Other chapter officers will be assigned specific responsibilities as the need arises.

Obligations of members include the following:

- Maintain the high standards by which they were selected
- Attend the chapter's monthly meetings
- Participate in the chapter service project

Students who do not maintain the standards of the Maimonides Chapter of the National Honor Society may be dismissed from the chapter, following the guidelines for dismissal in the school's by-laws.

Senior Privileges and Responsibilities

As the oldest members of the school, seniors carry a responsibility different from and exceeding that of lower classmen. The tone of the school is often established by their example and leadership. Seniors, through their actions and attitudes, are able to earn certain privileges, including use of the student lounge. These privileges may vary from year to year and are granted by the Principal based on the behavior and trust established by the seniors themselves. If a senior or the class as a whole fails to meet behavioral or academic expectations, senior privileges may be lost for a designated time period or for the remainder of the year.

HBHA does not endorse or allow senior skip days; the absence is regarded as unexcused and make-up work is not permitted. Senior pranks are also unacceptable, as they often interfere with undergraduates' learning and/or the safety and well-being of the school environment. Seniors are encouraged to leave a positive mark in celebration of graduation and to honor those who assisted in their years of education.

Study Hall

To ensure the best and most continuous preparation for college, students are encouraged to have no more than one period of study hall per semester. An occasional exception may be granted if the student is completing other classes, community service projects or extended internships outside of the school day.

Study halls are treated as classes and students must attend Study Hall class and are not permitted to leave the building. All rules that apply to class behavior also apply to study hall including consequences for tardies. Students are expected to use study halls in a quiet and productive manner. All students must check in with the faculty member supervising their study hall. No one may check in or out for another student.

Transcripts

Transcript requests are made through the College Guidance Counselor. Official transcripts are sent directly by the school to the institution. Students are asked to provide the addresses for the institutions. Please allow at least 5 working days for the processing of the transcript request.