



HAFTR High School Guide for Success

2018-2019
5778-5779

September 2018
Elul 5778

Dear Parents and Students,

Baruchim Habaim—welcome to the new school term! We are very excited about guiding our students through the wonderful journey awaiting them this year.

To our students: We have worked hard during the summer to plan a program of outstanding academics in General Studies and *Limudei Kodesh*, motivating and challenging co-curricular and extracurricular activities, meaningful chesed projects, and an array of new initiatives and opportunities for participation in student life at HAFTR High School. We want you to engage fully in our school, so that you can achieve on a high level scholastically, discover new interests and talents, and maximize your own intellectual, social, emotional and religious potential. There are many people in our school who want to assist you in this process, including your principals and the professionals who lead Student Services, College Guidance, Israel Guidance, and Student Activities. During the year, we look forward to connecting with each of you, and we also encourage you to please reach out to us.

To our parents: You are our most important partners in the noble process of educating your children. At HAFTR High School, that process includes, but also extends far beyond, the rigorous academic program that leads to successful admissions to excellent yeshivot and seminaries in Israel and outstanding colleges and universities. We ask you to join us in our efforts to educate your children to be lifelong learners, knowledgeable Modern Orthodox Jews, committed Zionists, responsible citizens and respectful, caring, thoughtful young men and women.

Our *Guide for Success*, the HAFTR High School student handbook, delineates school policies and expectations for students. This handbook will assist you in making excellent choices that will assure your success as a HAFTR High School student. The enrollment of a student in HAFTR High School signifies the agreement of the student and his/her parents to abide by our school's policies.

On behalf of the administration and faculty, we extend our warmest wishes to you and your families for a *Shana Tova u'Metuka*.

Sincerely,

Naomi Lippman
Ms. Naomi Lippman
Principal

Joshua Wyner
Mr. Joshua Wyner
Associate Principal

OUR MISSION

HAFTR is a co-educational Modern Orthodox yeshiva that strives to instill in our students a love of *Hashem*, lifelong learning, community, and Israel. Our rigorous dual curricular education in *Limudei Kodesh* and general studies prepares future generations of leaders, *bnei /bnot Torah*, and critical thinkers. We facilitate our students' pursuit of academic excellence and development of a personal relationship with *Hashem* and *middot tovot* in a caring learning environment.

HAFTR's Core Values:

- We develop responsible and engaged citizens and leaders who are guided by Torah, *mitzvot*, *ahavat Yisrael*, *Tzionut*, *chesed*, and the values of Modern Orthodoxy. We facilitate students' realizing their maximum potential as future Jewish leaders and representatives of the Jewish people.
- We celebrate the uniqueness of each child in our community of learners by providing innovative, stimulating and varied learning opportunities that address each student's specific developmental needs. We believe in a strong partnership between home and school in cultivating our students' development.
- We imbue students with a love of the Jewish State of Israel and an appreciation for the United States of America. We strive to contribute positively to our society, we value diverse opinions and appreciate that we are part of a global community.

RELIGIOUS PHILOSOPHY

As a Modern Orthodox yeshiva, HAFTR's religious philosophy is predicated upon creating a caring and vibrant atmosphere conducive to learning and a spirited fulfillment of *mitzvot*. We strive to integrate *Limudei Kodesh* and general studies so students can develop authentic relationships with *Hashem*, Torah, the Jewish people, the Land of Israel, and the world at large.

We seek to instill within our students an appreciation of *Hashem's* presence in all aspects of their lives for we believe that the study of the world - be it the arts, the sciences, technology or history - directly serves to strengthen that appreciation. We affirm that the Torah is a living blueprint for a spiritually meaningful way of life that provides a precious anchor in the midst of a rapidly changing world.

We seek to inspire and challenge our students with an interdisciplinary educational approach that is relevant to our students' lives in the 21st century. This includes rigorous study and analysis of sacred texts, Jewish history, Jewish ethics, personal prayer and observance, civic responsibility, the importance of community, Hebrew language fluency, and the inseparable bond between the Jewish people and the Jewish State of Israel. HAFTR emphasizes a passionate commitment to the Jewish values of *derech erez* (proper way to act), *simchat hachaim* (joy of life), *kavod habriot* (human dignity), *tzedakah* (charity), and *gemilut chasadim* (acts of kindness). HAFTR seeks to graduate students who are Jewish leaders, knowledgeable and proud of their Judaism, and who are committed members of *Klal Yisrael* and the global community.

PROFILE OF GRADUATES

HAFTR graduates are prepared to be lifelong learners and engaged, responsible citizens who are guided by Torah and the values of Modern Orthodoxy.

Academic Achievement:

HAFTR provides students with a rigorous, challenging program of Common Core, New York State Regents and Advanced Placement curricula in General Studies. HAFTR students also engage in a robust curriculum of Judaic Studies courses. Through HAFTR's comprehensive academic experience, students will:

- Become lifelong learners and will master the skills necessary for success in higher education and career
- Develop sophisticated critical thinking, analytical and reasoning skills
- Demonstrate proficiency in literacy skills across curricula
- Understand the importance of technology with the ability to utilize it in a responsible and ethical way
- Cultivate an appreciation for the arts and utilize the arts as a means of self expression

Citizenship:

HAFTR students participate in extensive extracurricular activities that facilitate students' social and emotional development, as well as their unique passions and interests. Graduates will:

- Develop leadership skills through practical experience and service opportunities in order to become confident, independent, and positive role models
- Establish the ability to work effectively and collaboratively as part of a team
- Demonstrate responsibility by responding positively to setbacks or adversity
- Effectively advocate for themselves
- Model integrity, responsibility and respect for themselves and others
- Appreciate diversity and individual differences
- Value good citizenship and the principles of democracy

Jewish Leadership:

HAFTR graduates are well-prepared through their rigorous study of Torah, Jewish History and Zionism to serve as leaders on their college campuses, in their communities and in their professions. Graduates will:

- Practice and continue the study of Torah and Jewish texts
- Build and strengthen Jewish communal life
- Advocate effectively on behalf of the state of Israel
- Model leadership through *chesed* (service) and *tzedakah* (charity)
- Sustain and strengthen Jewish religious, educational and social service institutions in the United States and Israel

HAFTR LEADERSHIP

| | |
|--------------------|--------------------------------|
| Mr. Yaron Kornblum | President |
| Mr. Neil Wiener | Chairman, Board of Trustees |
| Dr. Lisa Perl | Chairwoman, Board of Education |
| Mr. Ari Solomon | Executive Director |

HIGH SCHOOL ADMINISTRATION

| | |
|-------------------|---------------------|
| Ms. Naomi Lippman | Principal |
| Mr. Joshua Wyner | Associate Principal |

COLLEGE & ACADEMIC GUIDANCE

| | |
|---------------------|--------------------------|
| Mrs. Joan Parmet | Director |
| Mr. Steven Harris | Associate Director |
| Mrs. Emily Comack | Counselor |
| Ms. Mara Steinberg | Counselor |
| Mrs. Susan Szaluta | Counselor |
| Ms. Cindy Steinberg | Administrative Assistant |

ISRAEL GUIDANCE

| | |
|-----------------------|----------|
| Rabbi Lewis Wienerkur | Director |
|-----------------------|----------|

ACADEMICS

| | |
|-----------------------------|----------------------------------|
| Rabbi Yitzchok Riselsheimer | Dean, Judaic Studies |
| Rabbi Ira Wallach | Coordinator, Judaic Studies |
| Mrs. Michelle Beach | Department Chair, English |
| Mr. Neil Bernstein | Department Chair, Math |
| Mr. Jason Gelman | Department Chair, Social Studies |
| Mrs. Rita Sinensky | Department Chair, Science |
| Rabbi Daniel Bennun | Director, Hebrew Language |

CENTER FOR STUDENT SERVICES

| | |
|---------------------|------------------------------|
| Mrs. Rivka Cohen | Social Worker |
| Dr. Tara Klestzick | School Psychologist |
| Mrs. Colleen Morgan | Director, Achievement Center |

EDUCATIONAL TECHNOLOGY

| | |
|------------------------|-------------------------------------|
| Mr. Benjamin Gross | CTO and Director of STEM Innovation |
| Rabbi Baruch Noy | STEM Coordinator |
| Mrs. Hadassah Bohensky | STEM Coordinator |

LIBRARY

Mrs. Fran Ellner Librarian

STUDENT LIFE

Mrs. Alyssa Schechter Coordinator, Admissions and Student Life
Mrs. Goldy Walfish Dean of Students
Mr. Joseph Hoenig Director of Athletics

ADMINISTRATIVE ASSISTANTS

Mrs. Tina Angelides
Mrs. Annmarie Ciaramella
Mrs. Rachel Graham
Mrs. Alexandra Thomas
Mrs. Barbara Simon

HIGH SCHOOL ACADEMIC FACULTY

Mrs. Julie Abramchik
Ms. Samantha Accurso
Mrs. Malka Akerman
Mr. Matthew Alt
Mrs. Michelle Beach
Rabbi Daniel Bennun
Mr. Neil Bernstein
Mr. David Bitterman
Rabbi Yisachar Blinder
Mr. Stanley Blumenstein
Mrs. Hadassah Bohensky
Rabbi Nachum Brisman
Rabbi Arie Chait
Mrs. Yliana Crawford
Mr. Howard Daar
Mrs. Adele Delson
Mrs. Fran Ellner
Mr. Craig Fagen

Mr. Doug Ferguson
Mrs. Zipporah Fodiman
Rabbi Baruch Fogel
Mrs. Shani Fox
Mrs. Kristen
Frances-Goldstein
Mrs. Wendy Friend
Mr. Jason Gelman
Mrs. Rachel Gerstley
Mr. Kenneth Goldman
Rabbi Moshe Greene
Mrs. Abi Guttman
Rabbi Yonoson Hirtz
Rabbi Moshe Hubner
Dr. Jeffrey Lesser
Mrs. Chana Kolodny
Mr. Alex Libkind
Rabbi Hillel Lichtman
Ms. Lauren Lillien

Mrs. Denise LoPorto
Mrs. Colleen Morgan
Rabbi Boruch Oppen
Mrs. Lauren Pangburn
Ms. Allison Posner
Rabbi Yaakov Reisman
Rabbi Yitzchok Riselsheimer
Mrs. Yael Saffra
Mrs. Leah Segal
Rabbi Yitzhak Simantov
Mrs. Rita Sinensky
Mrs. Sori Teitelbaum
Mrs. Malka Vazana
Mrs. Goldy Walfish
Rabbi Ira Wallach
Rabbi Lewis Wienerkur
Mrs. Jennifer Winkler

A HAFTR STUDENT'S GUIDE FOR SUCCESS

This handbook will assist you and your parents in understanding how we define good citizenship in the HAFTR High School community. The handbook delineates school policies and expectations for students, as well as the consequences for not adhering to these policies. Before reviewing specific policies and consequences, we would like to share with you our vision and goals for the successful HAFTR High School student:

As a successful HAFTR High School student, you will recognize that you attend an Orthodox Jewish high school, where you will learn how a Jew can partake fully both of the Judaic and secular worlds. As such, your conduct in and out of school must always reflect the highest standards of both of these worlds.

The successful HAFTR High School student will participate in all aspects of the school day, including *tefillah*, Judaic Studies classes, General Studies classes, and special assemblies and programs, promptly and enthusiastically.

The successful HAFTR High School student respects G-d, him/herself, his or her teachers, peers, other staff members of the school, and, indeed, all with whom he or she comes into contact, in and out of school. The same applies to all property, whether it belongs to you, to someone else, or to the school.

Part of success at HAFTR High School is taking advantage of mentors and advice from others. We encourage you to communicate with your teachers and administrators about any issues that arise that may impede your best functioning in our school, and we look forward to working productively with you to ameliorate those situations.

Successful HAFTR High School students will conduct themselves with proper *middot* and *derech eretz* at all times. Our yeshiva is a serious place of learning, in which every teacher has the responsibility to teach, and every student has the right to learn. Students are expected to display respectfulness to all teachers and fellow students.

Any student who interferes with a teacher's instruction, or who impedes another student's ability to learn, will be referred to the Dean of Students for disciplinary action. Repeated incidents of disrespectful or disruptive behavior may result in suspension or expulsion from our yeshiva. A student who receives three disciplinary referrals or is suspended from school for any disciplinary infraction is disqualified from membership in the Deah Chapter of the National Honor Society. In addition, a student who receives three disciplinary referrals forfeits the privilege of participating in athletic teams and special extra-curricular programs, trips and events.

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SCHOOL SAFETY AND SECURITY

The safety and well-being of our students and faculty are paramount in our yeshiva, and our school's Security Committee has identified and implemented strategies to upgrade security measures at HAFTR High School. The following protocols are in place to enhance the security of our facility:

1. Every student has been issued a HAFTR High School photo identification card and lanyard. Students must scan their ID card to gain entry to the building. We encourage students to display the card around their neck at all times for their security. Students must have the card on their person at all times during the school day. There is a replacement fee for misplaced ID cards and lanyards.
2. Students may enter and exit HAFTR High School **only** through the front doors at the main entrance on Central Avenue.
3. All other doors have been outfitted with alarms and cameras and are locked.
4. An alarm will sound when someone enters or exits through a door other than the front door. Once an alarm sounds, the cameras will be checked to identify the person who violated the security protocol.
5. A student who violates these security policies will be suspended from school the next day.
6. Guests and visitors will be required to show ID to the security guard at the front door before being admitted into the building. All guests and visitors must sign in with the security guard.
7. All classrooms have been equipped with security locks, and lockdown drills will be conducted during the school year to familiarize faculty and students with the procedures for a lockdown.

Every student, parent, staff member and visitor in HAFTR High School has the individual responsibility to follow these procedures at all times in order to insure the safety of all of the members of our school community. Parents are asked to please review these protocols with their children. We look forward to the full cooperation of every member of the HAFTR High School community.

ATTENDANCE

Attendance is one of the fundamental keys to success at HAFTR High School. To make the most of the many opportunities we offer you, regular attendance is essential and required. Class attendance, note-taking, attentiveness, conduct, and participation are all part of evaluating your performance in any context. Teachers will have the discretion to include these factors in their grading policies. You are responsible for the work that is covered, both in class and for homework, when you are absent. You must make up all assignments, projects, tests and quizzes given during your absence, in accordance with individual teacher policy. Extended vacations are unacceptable absences unless previously approved by a principal.

Tefillah: The school day begins at 8 a.m. with *tefillah*. *Tefillah* is a crucial part of our day, and students are expected to participate fully in *tefillah*. Parents will be notified by email of their child's absence from *tefillah*. Failure to participate in *tefillah* will affect your eligibility for academic honors, such as Principals' Honor Roll, National Honor Society, and graduation awards. All students will receive a grade in *tefillah* based on students' attendance, preparation and participation. Every student begins the year with a *tefillah* grade of 100. One point will be

deducted for every absence; one point also will be deducted for three latenesses. Each additional lateness will result in the loss of ½ point. This grading system applies to *mincha* as well. **Points deducted for unexcused absences from davening cannot be restored.** This grade will appear on the student's transcript and will be included in the student's grade point average. With the exception of extraordinary extenuating circumstances, a student must have a grade of 85 or above in *tefillah* to be eligible for nomination to the Principals' Honor Roll or the Deah Chapter of the National Honor Society.

Participation in *tefillah* includes prompt attendance and focus only on matters of *tefillah*; talking or studying other subjects during *tefillah* is a violation of the *tefillah* process. Students who arrive at *tefillah* past 8:00 a.m. will be marked late. Students who arrive past 8:10 a.m. will be marked absent. Those students must submit a note and sign in with the Attendance Coordinator. Extraordinary circumstances must be discussed with a Principal.

Leaving the School Grounds: During the school day, you may leave the school grounds only during breakfast and lunch. **Students may enter and exit only through the front doors at the main entrance on Central Avenue.** Leaving school grounds is a privilege and not an entitlement. Inappropriate behavior or other violations of school policy may be grounds for revoking this privilege for any student. Please note that the school provides cereal and milk for breakfast, and students may also purchase muffins and drinks. If a student has a free period during the first period of the day, or during the period immediately before or after lunch, he or she may leave the building for extended breakfast or lunch. At any other time during the day that a student has a free period, he/she may go to the library or lunchroom. Students who leave the building without permission will be required to attend detention during lunch. Additional infractions will result in after-school detention.

Signing In and Out of School: We encourage you to plan appointments at times other than during the school day. If you must leave at any time during the school day other than breakfast and lunch, your parent must email the Attendance Coordinator at hsattendance@haftr.org with explicit permission, including time of departure and plans for your return to school. Students must sign out with the Attendance Coordinator before you leave.

Absence From School: If you are absent for the day, you must submit a note or email from a parent or doctor **within 24 hours**. Any absence unverified by a note within 24 hours of your return to school will be construed as a cut (see "Unverified Absence" below.)

Illness in School: In the event of an illness or accident during the school day, your teacher will send you to the school nurse. If the nurse determines that it is best for you to go home early, she will contact your parent(s) for approval and determine the best way to get you home. All students must have an "Emergency Contact" form on file with the school. You must have a note from the nurse when returning to class.

Consequences for Absences: Attendance is a mandatory part of earning grades in your courses. In any course, more than five absences in a quarter, or ten in a semester (meaning, missing approximately 10 percent of the course), regardless of the reason, may necessitate a meeting with a Principal to determine whether you can receive credit for that quarter or semester. This will

impact on your ability to obtain a diploma as well as your eligibility for academic and athletic teams, Principals' Honor Roll, National Honor Society, or graduation awards. Even if you participate in school-sponsored activities or administrative meetings, you need to remember that this cannot remove you excessively from classes. It is the responsibility of students to communicate with an administrator if their extracurricular activities are impacting negatively on their classroom attendance and performance. Extenuating circumstances will be determined by a Principal.

Unverified Absences: Missing class for unverified reasons is considered a cut. One point will be deducted for each unverified absence from the class that was cut. In addition, a student will be required to attend detention during lunch or after school for unverified absences. Excessive cuts will result in a suspension from school. All suspensions may be recorded on your transcript, at a Principal's discretion.

Twenty-Four Hours to Clear an Absence: All absences are posted on the Attendance Bulletin Board in the hallway on the main floor. Students are required to check the daily absence lists. If a student is listed as absent, his/her parent must submit a note to the Attendance Coordinator within 24 hours of the absence to clear the absence. If you have missed a class because you were with an administrator or another faculty member, you must submit a note from the administrator or teacher to the Attendance Coordinator within 24 hours. **After 24 hours, any unverified absence becomes a cut.**

Make-up Exams: Students who miss an exam because of an excused absence will take a make-up exam during their lunch period within two days of their return to school. Arrangements will be made for a student who misses multiple exams during an excused absence to take make-up exams during lunch periods over a reasonable period of time. If a student misses more than one exam in any individual class, he/she must make an appointment with an administrator/chairperson to determine eligibility for a second make-up exam in the class. **A student whose absence is unverified will not be permitted to take a make-up exam.**

Lateness to Class: Attendance will be taken in each class and punctuality will be noted. Lateness affects your learning and that of your classmates, interferes with class continuity and undermines morale. Students who are late to class must obtain a late pass from the administrator or faculty member with whom they were meeting or will be admitted as "unexcused late." Three unexcused latenesses to a class are the equivalent of one cut. A point will be deducted and the student will be required to attend detention.

STUDENT CARS

HAFTR High School does not authorize or encourage the use of student cars to or from school or any school activity. Such authorization is entirely up to parents. HAFTR will not be responsible for student drivers. A student with a junior license is not permitted to drive to and from school.

Students may not use their cars during the school day, including breakfast, lunch, or any school activity. Students may not be passengers in another student driver's car. Violation of these rules may result in suspension for both the student driver and passenger.

Parent Responsibility: Parents are fully responsible for any student who uses his/her car to and from school. In addition, parents bear full responsibility for any student who uses his/her car during the school day, or to and from school activities, in violation of school policy.

Student Parking Availability Will Be Determined by the Administration: The staff parking lot is reserved for faculty and visitors. Students may not park in parking spots designated for faculty or the open spots left for visitors. A limited number of parking spots will be allotted to seniors. The car of any student who violates this policy will be towed at the student's expense, and the student will be subject to disciplinary measures.

Driveway: Please note that the driveway entering the HAFTR parking lot from Central Avenue is a one-way street. Driving the wrong way to exit on Central Avenue is illegal and dangerous, and is never permitted.

Bus Transportation: Students who choose to come to school by private car cannot, on occasion, use the regular school transportation if they have not registered for that service.

DRESS CODE

The code of dress represents our beliefs and values as a yeshiva and as a preparatory program for college and career. Students' appearance in school, on school grounds, on Central Avenue and elsewhere, and at school-sponsored events must reflect the concepts of modesty and dignity. As young men and women who learn Torah, represent HAFTR, and aspire to professions and careers in the larger society, our students are required to dress like ladies and gentlemen while adhering to halachic standards.

Proper dress is required during the entire school year, which includes Finals Week, study days, and Regents exams. Proper attire is required any time a student enters the building.

Boys' Dress Code Policy

- Students must wear a *kippah* at all times. In addition to being a halachic requirement, this policy reflects the basic tenets of our yeshiva and must be stringently followed by all young men who attend HAFTR High School. This includes when the student is traveling to or from school, in the High School building, during sports, and any time a student leaves the premises during the school day. We also strongly request adherence to this policy during non-school hours, as every student represents our yeshiva at all times.
- Students are required to wear tzitzit throughout the school day.
- Students must wear neat slacks; they may *not* wear blue jeans.
- Sweatpants or shorts may be worn only for gym class.
- Shirts must have collars; tee shirts are *not* permitted. A full-button shirt, colored or white, casual or dress, may have only the top two buttons unbuttoned. When wearing a sweatshirt, you must have a collared shirt underneath. The shirt collar should be showing.
- A student may not wear a hat or the hood of his sweatshirt at any time in the school building.
- Closed-toed shoes are encouraged for both safety and appropriateness. Beach shoes, flip-flops and slippers are not permitted.

- Boys should look well-groomed with neatly trimmed haircuts befitting a yeshiva high school student. Please remember that it is a *halachic* requirement that your sideburns (*peyot*) descend at least over the cheekbone corresponding to the middle of your ear.

Girls' Dress Code Policy

- Skirts must cover the knee at all times. Slits that reveal any part of the thigh are not acceptable.
- Skirts and shirts must fit appropriately; clothing should not be tight-fitting.
- Any lettering or slogans on clothing must be appropriate.
- Long sleeves and modest short sleeves are acceptable. Cap sleeves or very short sleeves are not permitted.
- No deep V-neck or scooped-neck shirts may be worn.
- A student may not wear a hat or the hood of her sweatshirt at any time in the school building.
- Sheer or crocheted tops are not permitted.
- All shirts must have a modest neckline and back as determined by the administration.
- At extracurricular school events, such as sporting events, a school play, etc., the dress code is in full effect, except for the actual participants. This also applies to students attending a sporting event or special program at another school.
- Hair should not be dyed or colored unnaturally.
- Closed-toed shoes are encouraged for both safety and appropriateness. Beach shoes, flip-flops and slippers are not permitted.

The following procedure will be in place for students who are in violation of the dress code policy:

- If a student violates the dress code in any manner (kippah, shirt, pants, skirt) he/she will receive a school policy violation referral. Parents will be notified and the student will be issued proper attire. The student is responsible to pay for the school-issued attire.
- If a student violates the policy a second time or third time, he/she will receive detention in addition to school-issued attire and parental contact.
- A fourth violation will result in suspension.
- A student who receives four school policy dress code violations is disqualified from membership in the Deah Chapter of the National Honor Society. In addition, a student who receives four dress code violations forfeits the privilege of participating in athletic teams and special extra-curricular programs, trips and events.
- A student who persists in disregarding or defying the school's code of dress will be subject to in-school suspension, will jeopardize his/her status as a student in good standing, and may be asked to withdraw from HAFTR High School.

Parents are required to adhere to these guidelines as well, both when coming to HAFTR High School or attending an extracurricular school event.

HONESTY AND INTEGRITY

Our tradition tells us that the seal of G-d is *Emet*, Truth, and as observant Jews we strive to achieve truthfulness in all our activities. Particularly in a school setting, we take honesty seriously and expect our students to do the same. A student who is involved in academic cheating, plagiarizing,

or any variation thereof will be subject to severe disciplinary action, including long-term suspension and possible expulsion.

The same holds true for taking another student's property or accessing another student's locker without explicit permission from the student. A student involved in the theft of another student's possessions will be subject to severe disciplinary action, including suspension and possible expulsion.

Students may never enter any school office without explicit permission and the presence of an administrator or teacher. Similarly, a student may never access the computer of an administrator or teacher without explicit permission and supervision of the teacher or administrator. Any student who enters a school office without permission or accesses a teacher's computer without permission will be subject to severe disciplinary action, including long-term suspension or expulsion.

Gambling, betting and card-playing are not permitted in HAFTR High School. A student involved in any of these inappropriate activities will be subject to disciplinary action, including suspension from school.

CHESED REQUIREMENTS

"The world depends on three things—Torah, Avodah, and Gemilut Chasadim (Torah study, service to G-d, and kind deeds)." At HAFTR High School, we believe that the performance of acts of chesed should be an integral part of every student's weekly activities. Through engagement in chesed, students develop and internalize the commitment to help others and to contribute to the community. Students are required to perform a minimum of 25 hours of chesed every year, between the months of September and June. Students who perform over 60 hours of chesed during the school year become candidates for induction into the Chesed Honor Society. Chesed documentation forms will be distributed to every student and will be available to parents and students online. Students must submit detailed documentation for their engagement in chesed activities to Mrs. Barbara Simon in the school office.

STUDENT-TO-STUDENT RESPECT

HAFTR High School strives to ensure that all students feel included, valued, and supported. We are committed to treating all of our students with kindness and respect, and with sensitivity to the Torah's prohibition of *onaat devarim* (alienating people through uncompassionate speech). HAFTR High School expects students to treat fellow students with courtesy and respect at all times. No physical, verbal or non-verbal aggression or harassment will be tolerated. A student who engages in hurtful behavior toward another student, such as teasing, bullying, cyber-bullying, intimidation, harassment or fighting, will be subject to disciplinary action, which may include suspension or expulsion from HAFTR High School.

Capturing and/or disseminating pictures or videos of a student without his/her explicit permission is a form of bullying and will not be tolerated. HAFTR reserves the right to confiscate and review the content of a student's electronic device.

SUBSTANCE USE

Drugs and alcohol use among high school students is on the rise nationwide. Our students are vulnerable to the societal pressures and temptations that are often at the root of experimentation, abuse and, eventually, addiction. We have determined to proactively implement solutions that emphasize prevention, guidance and treatment.

The success of a substance use program depends on strong parental involvement in the guidance and treatment phase. Our policy is therefore premised on a close working relationship among school representatives, students, parents, and outside professionals. The causes and conditions leading to substance use and abuse, as well as the appropriate remedies and treatments, are unique to each child. Our policy is tailored to meet the individual needs of each student. The substance use policy is mandatory, and all parents and students are required to abide by the policy.

HAFTR High School educates students on the dangers of drug and alcohol use, smoking and vaping, and teaches students strategies for making good choices that will ensure their safety and wellbeing. In addition to our educational programming, HAFTR High School has partnered with Madraigos, a Five Towns-based organization that provides programs, services and resources for young adults who engage in risk-taking behaviors, to implement our yeshiva's substance and alcohol use policy. Under the supervision of the Administration/Dean of Students, Madraigos professionals will conduct a screening program, including random drug testing, to identify students engaged in drug or alcohol use. HAFTR may elect to use various screening methods, including interviews, cheek swabs, urine samples, and/or hair samples. The administration also reserves the right to question any student and to search his/her person, possessions and locker.

In the event that screening confirms drug use, the student's parents will be notified, and the student and the family will be referred to Madraigos. The student may be placed on probation and, at the discretion of the school, prohibited from participating in extracurricular activities pending results of the assessment. Madraigos will refer the student and family to the appropriate form of treatment. Students must complete the recommended treatment program and must submit to regular follow-up screening to remove their probationary status. At the discretion of the administration, the student may be suspended or expelled from HAFTR High School. This protocol will also be followed for any student in possession of alcohol or drugs. Parents of the individual student referred for testing and/or counseling will be responsible for all fees related to the testing and treatment.

Facilitating others' use of drugs or alcohol, or being an accessory to such use, will be considered just as much of an infraction as personal use. Hosting an "Open House" or other event where illicit alcohol or drugs are being used will result in a referral to Madraigos, as well as school-based consequences.

The use of vape products and other forms of e-cigarettes has become more prevalent among adolescents. Students are not permitted to utilize any smoke or vaping products during school hours. Furthermore, students may not be in possession of, or distribute, any paraphernalia associated with smoking or vaping on or off school premises during the school day.

Although the substance use policy is premised on prevention, guidance and treatment, situations may arise that compel punitive measures in order to protect the student population. Drug use, smoking, vaping or drinking alcohol on school grounds or during the school day will result in suspension and/or expulsion. HAFTR also reserves the right to expel any student engaged in the sale or distribution of illegal substances.

ATHLETICS

HAFTR High School offers a full and rewarding extracurricular program, including numerous athletic teams. Being a member of an athletic team is a special privilege that comes with responsibilities for student athletes. Students who are members of any of our athletic teams are representatives of HAFTR High School and serve as role models for the entire student body. The following policies define expectations for all student athletes. These policies are designed to guide and motivate students to make good choices and exercise mature judgment that will facilitate their academic and athletic success as well as their safety and well-being. Our goal is to assure that student athletes are respectful, responsible young men and women whose actions and appearance reflect the values of our yeshiva at all times. Students who do not uphold these policies will be subject to disciplinary action; a student may be suspended or expelled from any team at the discretion of the coach, the director of athletics or the principal.

- **Valid Health Form and Parental Consent Form:** Students are invited to try out for the teams in which they are interested. A student who wishes to try out for any athletic team must have a completed physical examination form on file in the health office before the first day of school. In compliance with New York State education law, no student will be permitted to try out for a team or participate in a game if his/her current health form is not on file with the school nurse. In addition, students must submit a signed Interscholastic Athletics Parental Consent Form prior to participating in a tryout for any team.
- **Academic Standing:** HAFTR High School is first and foremost an educational institution, whose primary responsibility is to facilitate the scholastic achievement of all students. Any student who fails two courses, or is at risk for failing two courses, in any quarter will be suspended from a team. Reinstatement can only occur after a student has demonstrated improved academic performance.
- **Tefillah:** The school day begins at 8 a.m. with *tefillah*. *Tefillah* is a crucial part of our day, and students are expected to participate fully in *tefillah*. A student who misses *tefillah* without a verified excuse will be suspended from one game. A second unverified absence from morning *tefillah* will result in a suspension from two games, and a third unverified absence from *tefillah* will result in suspension from all games for one month.
- **Attendance:** Attendance is one of the fundamental keys to success at HAFTR High School. To make the most of the many opportunities we offer you, regular attendance is essential and required. Missing class for unverified reasons is considered a cut, for which one point will be deducted from your grade for the quarter. In addition, any student with excessive absences can be suspended or expelled from a team at the discretion of the school administration.

- **Conduct in School:** Any student who interferes with a teacher's instruction, or who impedes another student's ability to learn, will be referred to the Dean of Students for disciplinary action. Three disciplinary referrals will result in a suspension from all teams. A suspension from school for any disciplinary infraction will result in either suspension or expulsion from all teams, at the discretion of the principal.
- **Drug and Alcohol Use:** For the safety and well-being of all athletes, HAFTR has instituted a zero-tolerance policy for member of athletic teams. Any use of drugs or alcohol will result in the expulsion of a student from all teams. This includes students who test positive for drugs or alcohol through school-based drug testing, as well as students who are discovered to be using drugs or alcohol at any time.
- **Conduct at Games and Practices:** Student athletes are required to demonstrate respect for their coaches, teammates, their opposing team's members, and the property of the school in which they are playing, including the gym, locker rooms and restrooms. Players must adhere to the highest standards of sportsmanship on and off the court. The director of athletics or team coach may suspend a student from a team at any time for behavior that is deemed inappropriate or unacceptable.
- **Spectator Conduct at Games and Practices:** We encourage parents, students and family members to attend all HAFTR athletic events to support our athletes and represent our yeshiva. It is the responsibility of each individual to behave in a way that reflects the values of our yeshiva, displaying the utmost respect for coaches, players, referees, and other fans. Inappropriate conduct will not be tolerated. If necessary, a spectator displaying disrespectful, disruptive or inappropriate behavior may be asked to leave and may be banned from attending future events.
- **Travel To and From Games:** No student can drive to or from a game or take a ride in another student's car unless a current signed consent form from the student's parent is on file. (Please contact Mr. Joey Hoenig, director of Athletics, for a consent form.)
- **Traveling on Buses:** Buses are considered school property, and all the above rules are strictly in effect when students travel to and from games by bus.

INTERNET SAFETY: RESPONSIBLE DIGITAL CITIZENSHIP

As a yeshiva, we would like to be proactive in guiding and directing our students in the safe, appropriate, and productive use of the internet, and particularly social networking sites. Students must be made aware that the messages and images they post online are permanent. Opportunities for admission to college, seminary in Israel and future employment can be jeopardized by an inappropriate posting.

In addition, the internet has become a vehicle for inappropriate, hurtful, damaging social interaction—in plain words, bullying. Students become emboldened by the sense of anonymity and distance created by communication via computer or cellphone. Negative, threatening, and/or hurtful messages that would not be verbalized in a face-to-face conversation are often posted and forwarded without restraint. The recipients of these messages and threats are vulnerable and can

suffer humiliation, rejection and isolation. Bullying in any form, including cyberbullying, will not be tolerated by the school.

HAFTR expects that students will conduct themselves in a way that is consistent with the values of their home and school in all venues, including their activities online. The way in which students behave and communicate reflects upon themselves, their families and their yeshiva. Students who post inappropriate images or messages that are inconsistent with the values of our yeshiva will be subject to disciplinary measures up to, and including, expulsion. Furthermore, HAFTR reserves the right to expel any student who engages in cyber-bullying.

INTERNET ACCEPTABLE USE POLICY

HAFTR is pleased to provide a computer network and Internet access for student and staff use. This handbook outlines the general requirements for HAFTR Acceptable Use of Technology/Internet. We request that you review this policy thoroughly before you access the Internet at HAFTR High School.

The failure to abide by HAFTR's Acceptable Use Policy for Internet/Computer use will result in the revocation of the privilege to use the computers, network and Internet system, as well as other discipline. HAFTR's computers and email system may only be used for assignment-related matters, and may not be used in any inappropriate manner.

Acceptable Uses

The computer network has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work and the exchange of project-related ideas, opinions and questions via email, blogs and other means. Students may be using web-based collaborative applications (Google apps and Edublogs) to create and post their work to the Internet. These tools enhance education and are designed to protect student privacy.

Material created and/or stored on the system is not guaranteed to be private. Network and school administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material placed on personal Web pages and other work created on the network may be viewed by a third party.

Students are responsible for good behavior on the Internet just as they are in a classroom or a school hallway.

Unacceptable Uses

- The network may not be used to download, copy, or store any software, shareware or freeware without prior permission from the network administrator.
- You will not attempt to bypass our filtering or monitoring by any means.
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- "Hacking," which is the invasion of, interference with, or causing damage to, the computer system of anyone, is not only prohibited, but is a potentially criminal act. HAFTR will cooperate in the investigation of hacking activities that are alleged to have used any of its

resources.

- The hardware and software made available may not be modified, damaged or abused.
- For your safety you will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- You will respect the rights of copyright owners. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.
- The use of obscene or defamatory language and/or remarks intended to harass any other person is prohibited. You will not engage in personal attacks, including prejudicial or discriminating information about a person or organization.
- Users will treat peers with respect and never take or publish pictures, video or audio of them without the permission of both the student and a HAFTR faculty member.
- Students will immediately speak with a teacher or parent if they feel some form of message or Internet content is inappropriate or makes you feel uncomfortable. Students will immediately speak with a teacher or parent if they know of someone who feels uncomfortable but is afraid to ask for help or if they know of someone misusing technology to make others feel uncomfortable.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- The network may not be used for any activity or to transmit any material that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- You may only have two devices signed onto the wifi at any one time.
- You may not share your username or password with anyone.

HAFTR EMAIL ADDRESS

HAFTR will provide an email address to students over the course of their tenure at the school. These emails should be used for educational purposes, and all contents are subject to random checks if deemed necessary. Email and document history will be stored until six months after a student graduates. In that time they will have access to transfer any information or documents.

ELECTRONIC DEVICES IN THE CLASSROOM

Electronic devices, including smartphones, laptops, tablets, smart watches, earbuds, etc., can be used *only* during non-class time; taking a break during class to use the facilities cannot cover for making or receiving texts or phone calls. Making or receiving a call or text during class time is allowed only with the explicit permission of a staff member. Earbuds should not be used or found in a student's ears during class. Please note: computers and tablets may only be used during class time with the teacher's explicit permission.

Misuse of electronics of any sort will result in confiscation. Students should keep this in mind as they make choices about the use of electronic devices—misuse of a cell phone on a Friday or before a vacation can lead to lengthy confiscation; repeated misuse will lead to extended confiscations.

Students may not take videos or pictures of faculty members at any point without the explicit permission of the specific faculty member. Capturing and/or disseminating unauthorized pictures or videos of school personnel will not be tolerated and may result in suspension.

Messages for a student sent through the school office will only be delivered during non-class time, except in case of a medical or family emergency; the same is true for paging a student. Use of the office phones is permitted *only* with permission of the staff.

CALENDAR

Please review the school calendar and mark the dates of the programs relevant to you. We look forward to connecting with our students' parents at workshops, parent-teacher conferences, and special parent-student programs.

Winter Recess: Please note that high school midterm examinations are administered through Wednesday morning, January 16, and the winter recess begins after last midterm (12 noon). Winter recess for seniors begins on Wednesday, January 16. The last midterm for seniors will be administered on Tuesday, January 15. When planning your winter vacation, please do not make travel arrangements that conflict with the administration of a midterm examination. Please note: Make-up exams will not be offered unless there are extenuating circumstances that have been communicated in advance.

TEXTBOOKS AND SEFORIM

You will receive your General Studies books from HAFTR High School. There will be no charge for those books, if they are returned in the same condition in which they were issued. All students will also receive their *Limudei Kodesh seforim* without charge. These books/*seforim* must be returned at the end of the school year in the same condition as they were issued.

You are responsible for any loss, theft, damage or defacement of books and *seforim*, including notes written in *seforim*, etc. Whether a given book or *sefer* is in sufficiently good condition to be returned, or needs to be replaced by the student, will be at the discretion of the administration. If you have lost a book, please report it to Mrs. Fran Ellner in the Library.

Students will receive an "MB" (missing book notation) on their report cards in any class in which they have not returned or paid for books that were issued to them during the school year. Transcripts will be updated when the outstanding books are returned or payment for replacements is submitted to the office. Diplomas will not be issued to seniors who have outstanding books until the books are returned or payment is submitted.

LOCKERS

Each student is assigned a locker at the beginning of the school year. Students must purchase a lock for use throughout high school. The cost of the lock is \$10. **Students are responsible for safeguarding their possessions by locking their locker at all times.** HAFTR is not responsible for the loss of any items placed in a student's locker.

Students must completely empty their locker in June; lockers will be cleaned over the summer and assigned to another student in September. Unless given special permission, students who use a locker that was not assigned to them may lose the privilege of having any locker.

GOOD NEIGHBORS

HAFTR High School is located in the heart of Cedarhurst, adjacent to professional, residential and business establishments. As a yeshiva, we want our students and their parents to be respectful of our neighbors and their property. Students are requested to walk on Central Avenue from Maple Avenue to Locust Avenue. **Do not drive through or walk through the driveway of the Tiffany House; it is private property, and students may not trespass.** In addition, parents and students are requested to not access the circular driveway of the professional building across from the High School, either to wait for students or to turn around on Central Avenue. In the past, parents have parked in the building's parking lot while waiting for students to be dismissed, taking up spaces intended for clients of the professionals in the building. Please act as a good neighbor at all times.

WORKING PAPERS

Working papers can be processed through the main office. You may consult with the office staff during your lunch break.

FIRE ALARM REGULATIONS

When the fire alarm sounds, you are to line up and proceed, under the direction of your teacher, to the exit designated by the fire drill chart displayed in each room. Fire drills are to be conducted in a serious manner. There is to be no talking during a fire drill. You should be listening to directions given by your teachers and administrators.

HEALTH & WELLNESS

Allergies: HAFTR High School takes precautionary measures to ensure the wellbeing of each student. The school makes every effort to be a nut- and sesame-sensitive school, and we urge each student to examine all ingredients of food that is being brought into the building.

Medical Forms: A *Physical Examination Form* is mandated by New York State for all new students, all students entering tenth grade and all students planning to try out for a sports team.

A *Medication Permission Request Form* is required for all students who need medication in school. This includes prescription medication, Epi-Pens, Tylenol and Advil. Students must provide medication in a properly labeled bottle.

All new students to HAFTR High School must present an *Immunization Form* within two weeks. New York State mandates that students who fail to file this form be asked to leave until it is presented.

If your child is injured or has surgery during the school year, please have your physician prepare a letter notifying HAFTR High School of your child's special needs (ex. elevator, scribe, no gym, etc.) When your child's medical care is completed, a discharge note from the physician is necessary (ex. may return to gym).

Communicable diseases such as conjunctivitis, strep throat, mono, or head lice must be reported to the health office. This information is reported to the Nassau County Department of Health monthly and is kept confidential. The school nurse may be reached at 516 569-3807, ext. 710. Forms may be faxed to the nurse at 516-374-5761.

A SUCCESSFUL YEAR

HAFTR High School strives to foster an environment of commitment to Torah, its values, and a Jewish way of life. We remind you that your conduct, on and off school grounds, reflects on you and on HAFTR High School. We are confident that you will make good choices that will make us proud of you and will enhance the HAFTR community.

We extend our best wishes for a happy, successful and productive new school year!

APPENDIX A

BELL SCHEDULE 2018-2019

Monday, Tuesday, Thursday Schedule

| Period | Period Begins | Period Ends |
|----------|-------------------------|-------------|
| Davening | 8:00 | 8:45 |
| | Breakfast | |
| 1 | 9:00 | 9:45 |
| 2 | 9:49 | 10:31 |
| | Morning Break | |
| 3 | 10:40 | 11:22 |
| 4 | 11:26 | 12:08 |
| 5 | 12:12 | 12:57 |
| 6 | 1:01 | 1:46 |
| 7 | 1:50 | 2:32 |
| | <i>Mincha and Break</i> | |
| 8 | 2:54 | 3:36 |
| 9 | 3:40 | 4:22 |
| 10 | 4:27 | 5:08 |

Wednesday Club Schedule A

| | | |
|---------------|---------------|-------|
| Davening | 8:00 | 8:45 |
| | Breakfast | |
| Pd. 1 | 9:00 | 9:38 |
| 2 | 9:42 | 10:20 |
| | Morning Break | |
| 3 | 10:29 | 11:07 |
| 4 | 11:11 | 11:49 |
| 5 | 11:53 | 12:35 |
| 6 | 12:39 | 1:21 |
| 7 | 1:25 | 2:03 |
| Clubs | 2:07 | 2:53 |
| <i>Mincha</i> | 2:56 | 3:06 |
| 8 | 3:09 | 3:46 |
| 9 | 3:50 | 4:27 |
| 10 | 4:31 | 5:08 |

Wednesday Club Schedule B

| | | |
|---------------|---------------|-------|
| Davening | 8:00 | 8:45 |
| | Breakfast | |
| Pd. 1 | 9:00 | 9:38 |
| 2 | 9:42 | 10:20 |
| | Morning Break | |
| 3 | 10:29 | 11:07 |
| 4 | 11:11 | 11:49 |
| 5 | 11:53 | 12:35 |
| 6 | 12:39 | 1:21 |
| 7 | 1:25 | 2:03 |
| 8 | 2:07 | 2:45 |
| <i>Mincha</i> | 2:48 | 2:58 |
| 9 | 3:01 | 3:39 |
| 10 | 3:42 | 4:20 |
| Clubs | 4:25 | 5:08 |

Friday Schedule

| | | |
|----------|-----------|-------|
| Davening | 8:00 | 8:45 |
| | Breakfast | |
| Pd. 1 | 8:58 | 9:33 |
| 2 | 9:36 | 10:11 |
| 3 | 10:14 | 10:49 |
| 4 | 10:52 | 11:27 |
| | Break | |
| 5 | 11:35 | 12:10 |
| 6 | 12:13 | 12:48 |
| 7 | 12:51 | 1:25 |

APPENDIX B**HAFTR HIGH SCHOOL DIRECTORY 2018-19**

| NAME | TITLE | EMAIL ADDRESS |
|-----------------------------|---|--|
| ADMINISTRATION | | |
| Ms. Naomi Lippman | Principal | nalippman@haftr.org |
| Mr. Joshua Wyner | Associate Principal | jowyner@haftr.org |
| COLLEGE GUIDANCE | | |
| Mrs. Joan Parmet | Director | joparmet@haftr.org |
| Mr. Steven Harris | Associate Director | stharris@haftr.org |
| Mrs. Susan Szaluta | Counselor | suszaluta@haftr.org |
| Ms. Emily Comack | Counselor | emcomack@haftr.org |
| Ms. Mara Steinberg | Counselor | masteinberg@haftr.org |
| Ms. Cindy Steinberg | Administrative Assistant | cisteinberg@haftr.org |
| ISRAEL GUIDANCE | | |
| Rabbi Lewis Wienerkur | Director | lewienerkur@haftr.org |
| ACADEMICS | | |
| Rabbi Yitzchok Riselsheimer | Dean, Judaic Studies | rabbirise@haftr.org |
| Rabbi Ira Wallach | Judaic Studies Coordinator | irwallach@haftr.org |
| Mrs. Michelle Beach | Chairman, English | mibeach@haftr.org |
| Mr. Neil Bernstein | Chairman, Math | nebernstein@haftr.org |
| Mr. Jason Gelman | Chairman, Social Studies | jagelman@haftr.org |
| Mrs. Rita Sinensky | Chairman, Science | risinensky@haftr.org |
| Mrs. Dale Malekoff | Director, Art Institute | damalekoff@haftr.org |
| Rabbi Daniel Bennun | Director, Hebrew Language | dabennun@haftr.org |
| Mr. Stanley Blumenstein | Director, Science & Engineering Institute | stblumenstein@haftr.org |
| STUDENT SERVICES | | |
| Mrs. Rivka Cohen | Social Worker | ricohen@haftr.org |
| Dr. Tara Klestzick | School Psychologist | taklestzick@haftr.org |
| Mrs. Colleen Morgan | Director, Achievement Center | comorgan@haftr.org |
| Ms. Samantha Accurso | Achievement Center Teacher | saccurso@haftr.org |
| Mrs. Lauren Pangburn | Achievement Center Teacher | lapangburn@haftr.org |
| LIBRARY | | |
| Mrs. Fran Ellner | Librarian | haftrlibrary@haftr.org |

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| TECHNOLOGY | | |
| Mr. Benjamin Gross | CTO and Director, STEM Innovation | begross@haftr.org |
| | | |
| STUDENT LIFE | | |
| Mrs. Alyssa Schechter | Coordinator, Admissions & Student Life | alschechter@haftr.org |
| Mrs. Goldy Walfish | Dean of Students | gowalfish@haftr.org |
| | | |
| ADMINISTRATIVE ASSISTANTS | | |
| Mrs. Barbara Simon | Main Office | basimon@haftr.org |
| Mrs. Tina Angelides | School Database Manager | tiangelides@haftr.org |
| Ms. Annmarie Ciaramella | Executive Assistant | anciamella@haftr.org |
| Mrs. Alexandra Thomas | Dean's Office | allaks@haftr.org |
| Attendance Coordinator | Attendance Office | hsattendance@haftr.org |
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