

המדריך

HaMadrich



Student-Parent Handbook

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Mission Statement

The American Hebrew Academy was established to provide an outstanding coeducational college preparatory program and Jewish secondary education to intellectually motivated and academically able students who are prepared to engage in the rigorous discipline of its dual curriculum.

The Academy seeks to educate the whole student, mind, body and soul. The curriculum combines humanities and the arts, natural sciences and mathematics, social sciences, technology, physical education and sports. It incorporates the texts, traditions, history, practices and beliefs of the Jewish people. This enriching curriculum is taught within the setting of a liberal, pluralistic Jewish boarding school for grades nine through twelve.

At the American Hebrew Academy, the culture and values of the Jewish people create the living environment for the school community that nurtures and challenges each student to maximize his or her academic, personal and spiritual development. We seek to produce young adults whose strength of character and Jewish identity become lifelong resources for personal growth, commitment to the creative continuity of the Jewish people, and the improvement of the world in which we live while preparing students for admission to the finest colleges and universities and positions of leadership in the Jewish community.

The American Hebrew Academy does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics and other school-administered programs.

Introduction

This handbook is a guide, a *madrach*, that should be read by all students, parents, faculty, and staff, and referred to as questions arise thereafter (As used herein, the word “parent” includes legal guardians where appropriate.). This *madrach* contains helpful information, rules, and guidelines for students attending the Academy and their parents. It is important to note from the very beginning that *HaMadrach* will always be a work in progress and that it will change over time based upon the experience and needs of our community.

By accepting admission to the American Hebrew Academy, each student recognizes his/her obligation to comply with the rules and guidelines of this *madrach*, both as it appears in its current form and as it may be revised in the future by the administration of our school. American Hebrew Academy will ask every student and his/her parent(s) to acknowledge receipt of this document, and to promise adherence to it before each year of enrollment.

The ultimate responsibility for interpreting and enforcing the rules and guidelines set out in HaMadrach resides with the Administration of the Academy.

עֲשׂוּת מִשְׁפָּט וְאַהֲבַת חֶסֶד וְהִצְנַע לְכַת עַם-אֱלֹהֶיךָ
מִיכָה ו:ח

Do justice, love mercy and walk humbly with your God.
Micah 6:8

It is impossible for *HaMadrach* to spell out all the procedures and policies that would be necessary for every situation one is likely to face at the American Hebrew Academy. Even as this *madrach* evolves over time, it will never be possible for it to predict the myriad of situations in which students might find themselves. Students are expected to read and understand the policies in this *madrach* so as to be able to apply their best judgment in novel situations. At the same time, students are obligated not only to abide by these policies, but to commit themselves to behave ethically and honorably in all situations, as befits our Jewish heritage and our institution.

History of the Academy

The American Hebrew Academy was founded in 1996 by Maurice “Chico” Sabbah, ז”ל, and his wife Zmira who dreamed of developing a first of its kind Jewish community in which Jewish teenagers from around the world and from all Jewish denominations could come together and live in a serene environment to enrich their knowledge of Jewish culture, history and religious practice, both traditional and modern while preparing for admission to college and university and future positions of leadership in the Jewish community.

In 1999 the first foundational steps were taken to bring “Chico’s dream” closer to reality with the purchase of 100 wooded acres and lake frontage in Greensboro, North Carolina. Chico viewed the land as a perfect setting to create his vision for the Academy’s campus in a park-like setting. By early spring 1999, following a national architectural competition to design the campus, Frank Lloyd Wright’s associate architect, Aaron Green was commissioned to create the master plan for the campus and building designs for every building the Academy would eventually need for the immediate future and for years to come.

On September 10, 2001 the Academy opened its gates to 77 pioneering (“*Chalutzim*”) students. During the first year of the Academy’s existence, both students and staff endured on-going construction across the campus. Today, the Academy is a thriving Jewish educational institution whose graduates have all gone on to continue their education at some of the finest colleges and universities in the country and in Israel.

In 2010 the Academy celebrates its ninth anniversary and today our students and esteemed faculty and staff enjoy state of the art classrooms, athletic facilities, student housing and advanced technology in a nurturing but rigorous academic environment rich in Jewish culture, tradition and diversity.

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Academics

The American Hebrew Academy offers a dual curriculum consisting of five (5) secular courses (English, Math, Science, Social Studies and Wellness) as well as Hebrew as a second language and two (2) Judaic Studies courses per trimester. In addition to these eight (8) courses, there are opportunities to select from among both year-long and term-long academic and Fine Arts elective courses as well as a diverse array of extracurricular activities. Thus, the academic life portion of the day consumes a great deal of the students' time and energy. What follows is a guide to students and parents as they navigate through the academic requirements.

Course Selection

Working with their Advisors, students annually select courses of study that work towards meeting the Academy's graduation requirements. Each student's program of study is subject to the approval of his/her Advisor, Department Chairs, and the Dean of Academics.

Schedule

The school year is comprised of three terms: Fall, Winter, and Spring. The 22 Jewish Studies courses are offered on a term basis and all are one (1) credit each except for Bible I. Bible I, Hebrew and all secular studies courses require a full year commitment, but earn three (3) credits per course. Students are required to plan their courses for the entire academic year. If a course is designated as a year course, the student must take it for the full year (all three terms) in order to receive full credit.

Students are not permitted to withdraw from a course unless they have the approval of their advisor, the respective department chair, and the Dean of Academics. A drop/add window occurs at the start of the academic year and at the start of each term for term-long courses. For a year course, the drop/add period is one month (20 academic days) and for a term long course the drop/add period is two (2) weeks (five [5] class meeting days) at the start of each term. Students may not drop, a year long course after one month (20 academic days) or a term course after two (2) weeks (five [5] class meeting days), without academic record appearing on his/her transcript. Should such a withdrawal become necessary and receive approval from the instructor, department chair and Dean of Academics, it would be coded as Withdraw Pass (WP) if the student is passing the course at the withdrawal date or as Withdraw Fail (WF) if the student is failing the course at the withdrawal date. Both codes remain on a student's academic record and appear on the student's transcript. Neither code grants credits for the course.

The Dean of Academics will assign students to classes based on their current and previous academic experiences. All schedule adjustments are made, when necessary, through the student's advisor and the Office of the Dean of Academics.

Credits

Credits earned by courses taken at the Academy are earned according to hours of classroom contact (except for some courses for which there is significant outside of class work such as practice, rehearsals, and performances). Typical schemes for which credits are awarded are:

Class, every other day, year-long	3 credits
Class, every other day, 1 term	1 credit
Elective period, 4 days per week, 1 term	1 credit

Elective period, 2 days per week, 1 term	0.5 credits
Elective period, 2 days per week, 2 terms	1 credit
Elective period, 2 days per week, 3 terms	1.5 credits

Core Courses

The Core Academic Program of the American Hebrew Academy includes required courses in each of the secular, Hebrew and Judaic studies areas, plus electives. Students are granted one credit for each term long course successfully completed and three (3) credits for each year-long course successfully completed. Courses are deemed successfully completed when a student receives a final grade of at least 70% within the academic term or year in which the course was taken. Students are required to take the eight classes making up the Core Academic Program per term in the 9th and 10th grades and six classes per term in the 11th and 12th grades in a program approved by the Dean of Academics. The Core Academic Program consists of Judaic Studies, English, Hebrew, Mathematics, Wellness, Science, and Social Studies. Elective courses supplement the Core Academic Program.

Elective Courses

Students have the opportunity to take Elective Courses that are year long or term long. The Elective Courses allow students to explore areas of interest, to develop new skills, and to improve existing skills. The Elective Courses are designed to be both educational and enjoyable. Students have a great deal of flexibility in choosing their Elective Courses, though some specific courses are required of all students in order to insure that students who graduate from the Academy are well rounded.

Elective and all other courses are described in the Course Catalog, which is accessible via the Academy's On Campus website. Not all courses and electives described are offered every trimester and will be made available as student demand dictates and scheduling permits.

Attendance

Elective courses have the same attendance requirements as equivalent length Core Academic Program courses.

Credits

Credits earned for elective courses are earned according to the same criteria for earning Core (credits).

Requirements within Electives

Over the course of three or four years at the Academy, students must complete certain courses that are scheduled during the elective periods. These courses include:

- Synagogue Skills Requirement
- Information Technology Skills Requirement
- Arts Requirement (including both visual and performing arts)
- Wellness Requirement
- English as a Second Language (as assigned by the Dean of Academics) for international students as needed.
- Although not a course, students are reminded of their 18-hour per year community service requirement. This must be completed by their senior year.~

Fine Arts Electives

The Fine Arts Department encourages all students to enroll in visual art, music, theatre, photography and dance classes. New students must register for one of the following Introduction to the Arts courses: Introduction to Art: Music, Introduction to Art: Theatre or Art 1.

All students must have at least FOUR (4) arts credits from their choice of Fine Arts electives to graduate.

Students who plan to major or minor in the Fine Arts in college (Theatre, Visual Art, Photography, Music, Architecture, etc.) should take as many classes as possible in their area/s of interest. Suggested courses of study for college fine arts preparation are as follows:

AMERICAN HEBREW ACADEMY FINE ARTS COURSES OF STUDY

VISUAL ARTS	THEATRE	PHOTOGRAPHY	VOCAL MUSIC	INSTRUMENTAL MUSIC
Art One Drawing/Watercolor	Acting One Basic Stagecraft	Photography One Basic Digital Camera Use and Formatting	Voice Class 1 Basic Methods/Techniques	Rock Band/Jazz Combo/ Instrumental Groups As many semesters as possible
Art Two Acrylics/Oils	Acting Two Advanced Stagecraft Not offered 2010-2011	Photography Two Advanced; Principles and Element of Design	Voice Class 2 Advanced Methods/Techniques Not offered 2010-2011	Private Lessons Instrument of Choice <i>and</i> Piano (highly suggested) For as many semesters as possible
Art Three Three Dimensional Study	Acting Three Intermediate Stagecraft Not offered 2010-2011	Photography Three Intermediate: Problems in Photographic Design	Chorale/Choir/AHA cappella As many semesters as possible	Music Theory One Basic Skills
Art Four Experiments: Design/Techniques	Acting Four Character Development/ Scene Work Techniques Not offered 2010-2011	Photography Four Photography as Art Not offered 2010-2011	Private Voice <i>and/or</i> Private Piano As many semesters as possible	Music Theory Two Advanced Skills Not offered 2010-2011
Studio Art As many semesters as possible	Directing <i>and/or</i> Comedy Improv <i>and/or</i> Playwriting	Studio Photography As many semesters as possible Not offered 2010-2011	Music Theory One Basic Theory	AP Music Theory Not offered 2010-2011
Art History Not offered 2010-2011	Voice Class 1 and 2; Private Voice If interested in Musical theatre	History of Photography Not offered 2010-2011	Music Theory Two Advanced Theory Not offered 2010-2011	Music History Not offered 2010-2011
AP Studio Art Includes 2-D and Photography at present	Dance Classes Presently, only swing dance is offered	Shows and Contests Participation in as many as possible	AP Music Theory Not offered 2010-2011	Concerts or Productions Participation in as many as possible
Shows and Contests Participation in as many as possible	Productions Participation in as many as possible		Concerts or Productions Participation in as many as possible	

In addition, the Fine Arts Department offers a variety of additional exploratory arts electives. You may find these listed in the AHA Course Catalog posted online on the Academy's website.

Repeat Course and Grade Policy

Should a student receive a final grade below 70 in a course, no credit will be awarded for that course. The student has the option of repeating the course at AHA only if by so doing the student will still have room in his or her schedule to meet graduation requirements. When the course has been repeated the original attempt will show on the transcript but the original grade will be

replaced by an asterisk “*”. The repeated course will also show on the transcript with the new grade. Only the new grade will count in GPA.

On occasion, with approval of the Dean of Academics and/or the Principal, a course may be repeated at another institution. This course may then be substituted for a prerequisite but its grade will not appear on the Academy Transcript (e.g. repeating Algebra I in the summer so that the student may take Algebra II in the Fall) and it does NOT affect the student’s AHA Grade Point Average. The transcript of that institution will serve for college admission and the original course attempt will show on the transcript but the original grade will be replaced by an asterisk “*”.

Should a student receive a sufficient number of grades below 70 such that meeting graduation requirements by repeating course becomes impossible the student will not be promoted to the next grade and the student’s academic status will be subjected to “Academic Review” by all relevant teachers, houseparents, and administrators for invitation to return to the Academy. Such a ruling will generally come through the Student of Concern process described elsewhere in this document.

Graduation Requirements

Students who enter the Academy in 9th Grade must complete a minimum of 100 credits over the course of four years, with minimum requirements in academics, health and fitness and the arts. Students entering the Academy after the 9th grade will be required to earn credits and complete coursework necessary to meet minimal graduation requirements as set forth upon enrollment by the Dean of Academics.

Generally speaking, a student failing 2 courses in the freshman or sophomore year will not be promoted to the next grade. A student failing 3 or more courses in a given year will not be invited to return to the Academy.

Graduation Requirements

100 credits, meeting minimum requirements from each academic area

Academic Area	9th	10th	11th	12th	Cumulative Total
English	3	3	**2	3	11
Math	3	3	**2	3	8 Math must be taken each year & Students must take 1 math beyond Algebra II (Alg.I, Geom.,Alg.II + 1)
Science	3	3	**2	*3	8 Including Physics I, Chemistry I, Biology I
History	3	3	**2		8 (Includes 3 credits of non-US based and 3 credits of US based coursework)
Judaic Studies	6 6 credits along either the Advanced or Regular path	6 6 credits along either the Advanced or Regular path	**4 1 credit each in Bible, Rabbinics, and Jewish History, plus 1 additional credit	6 1 credit each in Bible, Rabbinics, and Jewish History, plus 3 additional credits	***22 Students entering as juniors or seniors must work with Dept. Chair to take courses to insure minimum competency
Hebrew	3	3	**2	3	***11 Through Hebrew III Hebrew every year, with at least level III proficiency (11 th grader must enter at Hebrew II or higher, 12 th grader at Hebrew III or higher or work with Dept. Chair to meet standards)
Health/Fitness	4 Wellness I + 1 sport or Physical Training	4 Wellness II + 1 sport or Physical Training	2 2 Physical Training or 2 sports	2 2 Physical Training or 2 sports	12
Fine Arts Electives	1 per year	1 per year	1 per year	1 per year	4 1 Arts credits per year and at least: 1 Visual Art (VA) credit 1 Performing Art (PA) credit
Academic Electives					8 Academic Electives include AP Sciences, Advanced Social Studies, AP Studio Art, other Arts, IT, Arabic, Jewish Studies, Leadership, and production electives (yearbook, literary magazine, journalism, etc.), and any academic credits beyond those required.
IT	1 IT (Orientation) Orientation must be taken during first term of the first year at the Academy				1
Synagogue Skills	1	1	1	1	4

					Reported from Jewish Life
Totals	25-31	25-31	15-25	16-31	100 credits Minimum

(Table Notes from Above)

- * Science in the senior year is **strongly recommended**.
- ** Advanced Constitutional History OR Advanced History Seminar in the senior year is **strongly recommended** for students who anticipate study in the social sciences or humanities.
- *** Junior Fall Term at Alexander Muss High School in Israel (AMHSI) credits are awarded by AMHSI and are NOT included in the American Hebrew Academy tally.
- **** Students entering in 10th, 11th, or 12th must earn prorated credits towards graduation and should verify with Dept. Chairs or Academic Dean.

Minimum Credits

No student may fail more than two (2) year long courses and advance to the next grade level. Advancement to the next grade level is based upon the minimum number of credits earned.

While the American Hebrew Academy does not grant academic credit for coursework taken outside of the academy, such coursework will be considered in the placing of students into courses at the Academy.

Health/Fitness Requirements (Freshman/Sophomores)

In order to earn Health/Fitness (HF) credits, all 9th grade students must take Wellness I, and all 10th grade students must take Wellness II. In addition to Wellness I and II, all 9th and 10th grade students must participate in a minimum of one after school interscholastic sport or one Physical Training course per year. Interscholastic sports such as Cross Country, Swimming and Track are sports in which all students are invited to participate. Other interscholastic sports available include Volleyball, Basketball, Soccer, Wrestling, Baseball, and Tennis as well.

Health/Fitness Requirements (Juniors/Seniors)

In order to earn Health/Fitness (HF) credits, all 11th and all 12th grade students must take Physical Training during two terms of the year. Juniors and seniors may be excused from Physical Training class during a term in which they make a varsity interscholastic athletic team and are members in good standing during the entire season.

NOTE: We will not accept or grant (HF) credit from any non-AHA program or course without prior approval of the Athletics Director.

Interscholastic team participation is granted Health and Fitness credit at the rate of one (1) credit per sport season.

*Students participating on an interscholastic team must adhere to all rules and requirements established by the coach and Athletic Director in order to receive Health/Fitness credit (See Athletic Handbook).

The Alexander Muss High School Israel (AMHSI) Program (Fall Term, Junior Year)

The AMHSI Fall Term in Israel is mandatory for juniors.

Credits and grades remain separate from credits and grades awarded by the American Hebrew Academy. A transcript from AMHSI will be attached to the transcript from AHA for the college application process.

All American Hebrew Academy Juniors must “successfully complete” the AMHSI program to graduate.

Successful completion of the AMHSI programs means:

- Students MUST earn a passing mark in Judaic Studies AND
- Students MUST earn a passing mark in at least four (4) of the five (5) General Studies classes

Should a student fail to successfully complete the AMHSI program due to failing to meet the academic criteria described above, they are advised to petition the Dean of Academics and the Department Chairs for a mechanism to complete the requirement.

Should such a petition be accepted, the following requirements are in order:

During the summer after the 11th grade, the student will complete a 6-week Jewish History Independent Study Project.

- All weekly deadlines must be met.
- All work must be completed exactly as assigned.
- All work must be of acceptable quality.

The Independent Study must be completed in its entirety by the end date for the project. Any failure to meet all of the criteria of the Independent Study will invalidate the petition and position the student as having NOT MET the requirements of a MANDATORY program for graduation from AHA.

The Independent Study will be developed by the Dean of Jewish Studies (based upon the texts used by the AHA students for Jewish History while at AMHSI) and overseen by the AMHSI coordinator at AHA. The final evaluation for the Independent Study is the responsibility of the Dean of Jewish Studies Department Chair.

AMHSI will award diplomas/certificates of completion only to those students who “successfully complete” the AMHSI program according to the American Hebrew Academy standards listed above.

SPECIAL NOTE: Student should be fully aware that all rules of conduct set forth in HaMadrich apply equally to them while in Israel including: improper use of Tobacco, Alcohol, Drugs, Sexual Activity, Body Piercing and Tattooing.

Hebrew and Jewish Studies Requirements for Admission to AHA

The American Hebrew Academy admits students into all grades based upon their potential for success and commitment to the Academy’s mission.

Jewish high schools around the world require different numbers of course hours per week in Jewish studies. Our educational mission includes Jewish studies as part of our comprehensive curriculum. Each year our students enroll in four core college prep courses and two Jewish studies courses together with multiple electives offered in all areas of study. Jewish Studies includes two year long

courses, one in the general area of Rabbinics (Bible, Mishnah, Talmud) and one in the general area of Judaics (History, Customs, Culture, Israel, Holocaust, Diaspora Jewry). Courses are assigned based upon each student's level of skill and knowledge upon entering the Academy.

Hebrew, the language of the Jewish people is central to the mission of our school and is also a required course of study during all years at the Academy. We teach Hebrew as a "modern" language. Biblical Hebrew and Aramaic are also taught in the Jewish Studies Department. Students enter the Academy at all levels of Hebrew skill. Many come with no Hebrew experience at all while others are bilingual. All students must study Hebrew each year to graduate.

Academic Attendance

Students are expected to be on time and in attendance for all classes, programs, and appointments. This includes academic, health, residential life, athletic, religious and all required community events.

The advisor and Dean of Academics should be notified prior to the beginning of the school day on every day that a day student is ill and unable to attend school.

A residential student who is ill must see the nurse before the academic day begins and before missing any required class or program, and will normally be required to remain in the Health Center and not in his/her own room while ill.

Local student parents must call the Academic Office and the student's advisor if a student is going to be absent, late, or if the student will need to leave school early for any reason. If a student becomes ill he/she must go to the Health Center to be excused from classes or to leave campus early. If a student is to leave campus for scheduled medical appointment during the school day or a non-medical, authorized reason, he/she must sign out with the Dean of Academics and at the front gate.

For year-long courses, a student may not be absent more than 15 classes nor have more than six (6) unexcused absences. For term courses, a student may not be absent more than five (5) classes nor have more than two (2) unexcused absences. Exceeding these limits will result in no credit awarded for the course and a record of WF (withdraw failing) will appear on the transcript if the average is less than 70% or a record of WP (withdraw passing) will appear on the transcript if the average is greater than 70% at the time of withdrawal. No credit results for any Withdrawal code.

Unexcused Absences

Unexcused absences include but are not limited to oversleeping, extended vacations, arriving late from or leaving early for breaks, or failure to dress out for physical education. For unexcused absences, teachers are under no obligation to provide, allow, accept or grade make up work.

Three unexcused tardies in a class accrue as one (1) unexcused absence. A tardy in excess of 15 minutes constitutes an absence. Students shall be dismissed from class for failure to meet dress code. Upon return to class properly dressed, the student shall receive an unexcused tardy. Failure to return within 15 minutes will be deemed an unexcused absence. Day students can borrow appropriate clothing, if necessary, from the Academic Office.

Excused Absences

Excused absences include but are not limited to health related absence with documentation from the health center or parent, religious activities, pre-approved college visits (approved through

College Counseling), Jewish Youth organizational meetings (with verification), or out of school suspension. For excused absences, students are allowed to make up work within a reasonable time period specified by the instructor (generally one (1) class period per day absent). School sponsored activities are not recorded as absences.

Three excused tardies in a class accrue as one (1) excused absence. A tardy in excess of 15 minutes constitutes an absence.

If inclement weather prevents local students from being transported safely to the campus, they will be given excused absences and opportunities to make up missed work.

Students counted as absent for health reasons may not participate in any other school activities that day. This will be determined by the Health Center, and a notice sent to all faculty that day.

Primary responsibility for the accurate attendance records for each class falls on the classroom teacher and will be directed by the Dean of Academics. Any appeals to these guidelines must be directed to the Dean of Academics as close to the absence date as possible.

Academic Day Schedule

A chart of the Academic Day schedule can be found at the back of this Guide.

Senior Lunch Privileges

Senior students in good academic and residential standing are permitted to leave campus during the lunch periods as long as they check in and out with appropriate CIAO forms.

Non-Seniors are NOT allowed off campus for lunch without specific permission from their Advisors.

Library Resources

The American Hebrew Academy library, which is located on both floors of the Northwest wing of The Classroom Building (TCB), offers a diverse collection of reference books, research materials, as well as a collection of both fiction and nonfiction books. Access to materials is facilitated by way of an online public catalog. The collection includes a significant number of Hebrew language and English texts in the areas of both Jewish and secular studies. The library also includes the nationally recognized Jewish Heritage Video Collection. Our librarian is available to assist all students during posted library hours.

Library Policies

The purpose of the library at the American Hebrew Academy is to support the informational, cultural, spiritual, and recreational needs of its users; to provide a collection which contains appropriate educational resources, organized to offer useful access; to support the curriculum of the school; to publicize the resources and services of the library to its patrons; and to provide resources for the instruction of appropriate research strategies for the students.

The goal of the library at the American Hebrew Academy is to acquire and make available to members of the school community materials to satisfy the need for information and recreational reading; to enable patrons to become well-informed and capable of deciding important questions;

to cultivate the imagination; to provide entertainment; to improve the quality of leisure time; and to stimulate interest and pleasure in reading.

The American Hebrew Academy library aspires to offer a well-balanced collection in scope and variety to serve its users. The collection includes a variety of print and non-print formats including books, videocassettes, DVD's, CD's, , and online resources (JSTOR, Jewish Online Books and Periodicals, Nextbook, Jewish Internet Guide, Israel Virtual Library, others).

The policy includes criteria for selection of materials, with separate considerations for fiction, non-fiction, and reference; the receiving of gifts and donated items; and weeding, the discarding of old, damaged, or out-dated items. (Note: age alone is not necessarily an indication that the item is to be discarded.) A policy governing challenges to the materials in the collection, "Request to Reconsider," is also included.

Provision is made for a Media Advisory Committee to assist the librarian in decision-making. This committee consists of the librarian, faculty members, administrators, and students. It meets about three times each year.

Library procedures, including regulations for circulation and the handling of overdue materials, are also a part of the policy.

Grading

Academic Grading System

At the midpoint of each term, parents receive a report from all academic instructors listing grades for assignments to date. This report contains a cover letter written by the student's advisor that summarizes the progress of the student. At the end of each term, parents receive report cards with the percentage grade for each course and a cumulative grade point average (GPA) based on the course grades.

Percentage grades range from 0 to 100, with 70% considered to be passing. Individual instructors set their own grading systems and will provide students with their course system during the first week of classes.

Effort Grading System

In addition to achievement grades, which are reported by percentage, effort grades are given in a number of elective and pilot courses each term and in all Core Courses as well:

<u>Outstanding</u>	The student's effort is exemplary at all times. Work is completed as required, and the student is always prepared for class. The student is attentive and well behaved and has a positive attitude.
<u>Good</u>	The student exhibits solid effort. All of the student's work is completed as required, and the student is usually fully prepared for class. The student is attentive and well behaved and has a generally positive attitude.
<u>Needs Improvement</u>	The student's effort is erratic in terms of preparation for class and/or involvement in class. Student's attention and behavior in class require improvement.

Poor

The student is making little or no effort to meet the minimal requirements of the course. Classroom attitude and behavior are unsatisfactory.

Incomplete Work

Faculty members have the option of assigning “Incomplete” as a course grade at the end of a term for students who have been unable to complete their work. Students receiving an incomplete have four weeks from the end of the term to make up all missing work (with the permission of their teacher), but it is recommended that students contact the respective instructors and complete all incomplete work as quickly as possible. If a student requires additional time to make up the work, the request for an extension must be submitted to the Dean of Academics. Students with an incomplete on their record are not eligible for any kind of Academic Honors until the incomplete has been resolved and the grade for the course has been entered. If a student fails to resolve an incomplete within the four-week time period allotted, the grade for the course will be based on all required work, including work not received.

Final Exam Policy

Twice during the academic year, at the end of the Fall and Spring Terms, students are required to sit for exams. The goal of these exams is:

- Provide a meaningful assessment of mastery of curricular concepts.
- Prepare students for such similar assessments, which they will certainly face at university. Exams are given in a very supportive environment of instructor led review sessions, residential stress relieving activities, and a collegial atmosphere.

Policy:

All students must sit for a meaningful final assessment as determined by the instructor of their course. Such assessments might include a final exam, final project, or AP Exam.

In the event of the need for an **Excused Absence** (as described in HaMadrach) during the exam period:

1. The exam may be **taken during a different open exam period**. OR
2. The student may be given an **Incomplete** until the exam has been rescheduled and made up.

Academic Honors

At the end of each term, students who qualify for academic honors are given special recognition as follows:

Principal's Roll:

An average of 95 in all core courses with no grades below 80 and no "N" or "P" effort grades.

Dean's Roll:

An average of 90 in all core courses with no grade below 80 and no "N" or "P" effort grades.

Honor Roll:

An average of 85 in all core courses with no grade below 80 and no "N" or "P" effort grades.

Report Cards/Progress Reports

Full academic reports are sent home at the end of each term; interim reports from the Advisor are sent home in the middle of each term. The full reports include grades from each teacher, indicating the student's accomplishments, effort, and attitude. Interim reports are brief evaluations of the student's academic situation at mid-term, with a description of what is being taught in class. In addition to this formal reporting system, teachers relay information on a regular basis about a student's academic progress to the student's Parents, Advisor, Houseparents, and to the Dean of Academics.

Communication to Parents from the Academy

In situations where a student's parents do not live together, the Academy seeks to designate one parent as the primary contact with parent approval. Families who wish to designate more than one "primary" contact person are asked to submit such requests in writing to the Academy Principal.

Academic Advising

The advising system at American Hebrew Academy is based upon three fundamental principles: Every student is entitled to an adult advocate at the Academy.

The advisor, acting as the adult advocate, is the point person for all Academy communications regarding the student.

The advisor is responsible for guiding the student through all aspects of studenthood at the Academy; rule compliance, assistance seeking, social and emotional well-being, and the academic progress towards graduation of the advisee.

All students are matched with faculty Advisors, who are responsible for guiding them on all matters connected with life at the Academy. Advisors help students plan and monitor their programs of studies and act as an on campus advocate. Advisors will try to provide emotional and psychological support and generally serve as *in loco parentis*. For parents, the Advisor should be the first contact when requesting information about their son or daughter. Advisors and students will be expected to communicate with each other before the school year begins and during student orientation at the start of the school year. During the school year advisors and advisees will meet together for Homeroom each morning, where attendance and dress code compliance will be assessed, at required school day programming and as needed otherwise. Advisors will maintain ongoing contact with the families of students through regular emails, phone calls and interim report letters. Families of students are also highly encouraged to contact the advisor for additional information or assistance with the student whenever they feel the need. The education of your child is a partnership between the Academy and the Parent. Open communication is our most valuable resource in assuring your child's best interests.

At the same time, students are encouraged to consult with any of the faculty with whom they feel comfortable regarding any issues that arise in their lives here at the Academy. Questions that a student has or assistance that is needed by a student regarding a particular academic subject should always begin with a conversation with the respective classroom teacher. Further discussions should involve the student's advisor, the department chair and the Dean of Academics.

The role of the advisor expands to advising and counseling during course pre-registration and to the monitoring of credits towards meeting graduation requirements. Advisees consult with their advisor during the registration process for each academic year and advisors monitor the course credits attempted and achieved by advisees in their effort to meet graduation requirements.

Should an advisee ever confront issues of a significant nature there are avenues of recourse. Academically the advisee and advisor should consult with the relevant department chair and Dean of Academics. Residentially, the advisee and advisor should consult with the Dean of Students to coordinate appropriate strategies.

Advising Groups

When a student enters the Academy, s/he is assigned to an advising group of approximately six students. Most students choose to remain with their group for the duration of their time at AHA, although making a change to find a more suitable fit between advisor and advisee is always a possibility by making a written request of the Dean of Academics, who will coordinate such with all pertinent adults involved. Advising groups consist of students from different grade levels such that underclassmen have structured access to upperclassmen for role modeling and peer advising. This also provides a framework of support for new students or for students for whom a student mentor would be beneficial. On occasion, the advisor uses this time to set up individual meetings with students as well.

Advisor as Advocate

The advisor serves as a student's primary advocate in all school matters ~ academic, emotional, psychological or disciplinary. The advisor's role is to monitor the well-being of the advisee and to intervene and provide direction and counsel as needed, to seek out appropriate resources on campus for the benefit of the advisee and to communicate openly and freely with the parents and guardians of advisees. If ever a student should be in need of special administrative consideration or advocacy, the advisor helps the student navigate the proper channels of administration. If disciplinary action should ever be called for, the advisor is the messenger and advocate ~ never the judge.

Collaborating with Parents

Because both parents and advisors want only what is best for the student, the American Hebrew Academy holds that it is vitally important for the advisor to establish an atmosphere of true collaboration with parents. Though advisors write summary letters for each of their advisees three times yearly, communication takes place on an ongoing basis throughout the year both regularly providing updates as well as when information exchange is needed or when requested by the parent. Through regular contact with students, their teachers, and their parents, the students are served in the most supportive fashion possible.

Class Advisors

The advising system is coordinated by class advisors, who are principally responsible for monitoring academic and social issues for each grade. They keep track of any significant student concerns and address them in an appropriate fashion. Class advisors conduct regular grade level faculty meetings to discuss grade level issues as well as to discuss individual student needs. Class advisors also work closely with Student Government Representatives from each grade, and the Dean of Students, to develop appropriate social activities. Class advisors remain as such for the entire four years of a class at the Academy and play important roles in the organization of the graduation ceremony under the direction of the graduation committee.

Academic Concern

Students who fail to thrive in their academic work may be placed on Academic Concern. Students who earn one or more grades below 70% may be placed on Academic Concern. Students who earn grades higher than 70% may be placed on Academic Concern as well if, in the opinion of the Dean of Academics, they are working far below their capabilities. While on Academic Concern, students will be denied certain privileges until they have made significant academic improvements, which may include restriction from participation in extracurricular activities. Placing a student on Academic Concern is the Academy's method for placing all parties "on-notice" and serves as our mode of "early intervention."

Students new to the Academy will be monitored closely for signs of academic, emotional, and social fitness. Students may be placed on Academic Concern as soon as problems of these types are noticed. It is possible that a student will be asked to withdraw from the Academy after one term if in the opinion of the Principal the student's success for the year is impossible.

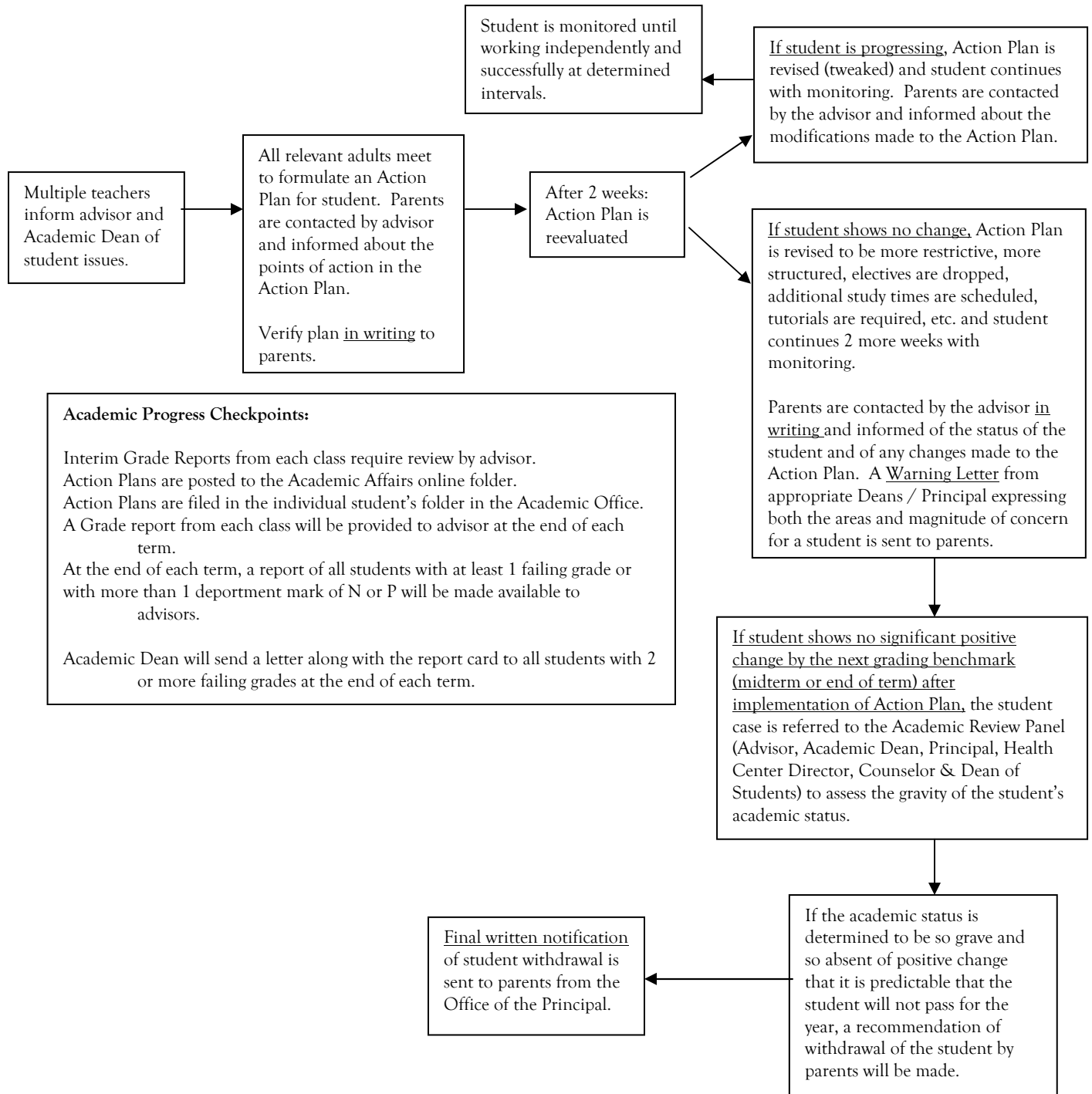
Academic Concern for a student results in a "whole team" meeting. The parents are notified of the meeting and of its outcome. Present at the meeting are the student's, advisor, teachers, Houseparents, assistant Houseparents, nursing and counseling staff and coaches involved in the progress and well being of the student in an Academic Concern meeting. In such a meeting, issues, patterns of behavior, and other concerns are discussed and an Academic Action Plan is developed. The Academic Action Plan is written to structure the student's time, provide support, and strengthen the overseeing of the student's redirection towards academic success. Academic Action Plans are kept on file for each student and are accessible to the faculty and residential staff, the student and the parents of the student. At the end of the year, the plan is filed with the student's academic records.

Parents of students placed on Academic Concern will be contacted by the advisor and the Dean of Academics upon such assignment and the advisor will lead in developing strategies for redirecting the student towards academic success. Maintaining close contact between advisor, Houseparent, and student is of paramount importance in providing all of the support and encouragement that Students of Concern deserve.

Throughout the year, the faculty will review the records of all students who have been placed on Academic Concern during the preceding academic year both to collectively review student patterns, behaviors and successes and to offer strategies and interventions intended to redirect the student academically.

Repeated placement on Academic Concern will place the student on "Academic Review". Progress of students on Academic Review will be reviewed by the "whole team" at the end of the Academic year. Recommendations will be made to the Dean of Academics and the Principal on whether or not to issue invitations for those students to return to the American Hebrew Academy the following year

Academic Student of Concern Course of Progress



Academic Assistance

Faculty members at the American Hebrew Academy are very accessible to students during the school day and before and after school by appointment. They are also available to students during lunch and during regularly scheduled Departmental Tutoring times. If a student still requires academic assistance, advisors will work to match a student with a student mentor for assistance with organizing study time or with specific subject area tutorials.

All new students to the Academy will be enrolled in IT Orientation, to instruct students on appropriate skills necessary for and appropriate uses of their laptops, and in Success 101, a survey course designed to assess student learning style and to instruct students on self-advocacy, organization, and subject area specific skills for succeeding at the Academy. Students identified with academic difficulty will also be assigned to a Structured Z'man Limud/Academic Coaching program with structured meetings, quiet work spaces, assignment oversight, and Academic coaching available.

The Academy also has a relationship with an outside, independent tutoring service and several independent tutors and is able to provide contact information that will allow parents and students to set up independent tutorial relationships. The Academy supports this process by reviewing the background checks and references of tutors who contact Academy students and by allowing tutors onto campus so that sessions take place in our secure environment. No tutor is allowed to take a student off campus. **All private tutoring services are arranged at the parents' expense.**

English as a Second Language

The American Hebrew Academy is fortunate to enroll students from various parts of the world. The contributions of international students to our thriving community enhance the educational experience for students and teachers. To support those students for whom English poses a challenge, the Academy provides limited ESOL education assistance for students who are in need. ESOL support from the Academy may not be sufficient for all international students enrolled to succeed and additional private tutoring at the parent's expense may be required to help the student. The primary language spoken at the Academy is English and teachers, other than Hebrew teachers, are not required to be bilingual in any other language.

Academic Honesty

Academic dishonesty, including cheating and plagiarism (defined by Webster's New Collegiate Dictionary as "the use of another's words, thoughts, or ideas and the representation of them as your own") will result in a failing grade for the particular assignment or test. Depending on the severity of the infraction and the weight of the assignment/test, an incident of academic dishonesty may also result in a failing grade for the term. Academic dishonesty extends to the misappropriation of materials available on-line or over the Internet, as one's own.

All incidents of academic dishonesty will be reported to the Dean of Academics. A pattern of Academic dishonesty, described as a second incident, will result in a referral to the *Va'ad HaKavod*: the *Va'ad HaKavod* (See Page 56), may recommend additional disciplinary consequences up to and including suspension or expulsion.

Mobile Telephones (Smart-Phones/ Mobile Internet Devices) During the School Day

Students may use mobile phones in school buildings in between classes, but they may not use them in classrooms, whether class is in session or not. Students are not permitted to use cell phones during any period of testing. As stated in the Athletics section of this guide, students are never to bring mobile phones into locker rooms, whether or not they have picture-taking capabilities. Faculty or Staff members who see students using mobile telephones inappropriately on campus may confiscate the phone.

Information contained on cell phones, PDA's, and other mobile devices that are confiscated or lost may be viewed by Academy personnel, including call logs, text messages, photos, and e-mail. For this reason students are encouraged to use such devices appropriately.

Special Academic Programs

Mechinah l'Universitah (מכינה לאוניברסיטה) "Preparation for University" Year

The "Mechinah" program is a specially developed curriculum for students who have completed normal requirements for High School graduation.¹

Mechinah students choose to enroll at the Academy in order to gain an additional year of college prep classes, to improve their English through an immersion experience, and strengthen their college admissions application. The *Mechinah* program is not for students with remedial academic needs, nor for students with behavioral challenges or pronounced academic learning differences. The Academy is a rigorous academic environment and students accepted into the *Mechinah* program must exhibit independent study skills and a desire to enhance their academic performance, as well as athletic, artistic, leadership, and Judaic skills.

The *Mechinah* curriculum is an especially effective program for international students seeking to improve their English reading, writing, and speaking skills through formal study and social interaction.

Admission Requirements and Criteria for AHA *Mechinah* Certificate Candidates:

1. An official English translation of a complete high school transcript. Grades must be strong enough to assure success in our rigorous curriculum.
2. Standardized test scores such as the SAT, ACT, or End of Grade Examinations.
3. TOEFL exam scores indicating a strong, age appropriate, level of English language skill.
4. Personal, Academic, and Jewish Professional recommendations.
5. Other documentation as requested.

¹ It is also appropriate for students who are "reclassified seniors".

The *Mechinah* Certificate Curriculum:²

Academic Area	Description	Credits
English	English 12 or at Skill Appropriate Level	3
Mathematics	Math or a Math-based Science course.	3
Sciences	Biology, Chemistry, Physics. Science requirements may be waived if Math requirement is met	3
History	US History or other as appropriate	3
Judaics	Basic Judaism to Advanced Talmud Study. Students must work with Dean of Jewish Studies to be placed into appropriate courses.	3
Hebrew	At appropriate level for student for full year.	3
Health/Fitness	Two Advanced Wellness courses or Two Sports.	2
Fine Arts	Visual or Performing Arts Class	1
Academic Electives	English for Speakers of Other Language (ESOL) is needed and/or AP Psychology, AP Computer Science, other Jewish Studies, Leadership, etc.	
Information Technology	Information Technology Orientation	1
Synagogue Skills	As determined by Deans of Jewish Life	1
Total		20 Minimum

Student Life for *Mechinah* Students

- *Mechinah* students are considered residential students of the Academy. As such, they live in our Residential Houses along with our Senior Class students.
- They are provided with Laptop Computers and have full access to our school’s resources, including our Language Learning Lab, Science Labs, Computer Labs, Arts and Athletic Facilities.
- As is the case for all of our students, *Mechinah* students are strongly encouraged to participate in Varsity Athletics (subject to meeting league eligibility requirements) and The Performing Arts.
- *Mechinah* students are encouraged to participate fully in all weekly social activities and are held accountable to participate in Jewish Life community programs. *Mechinah* students must adhere to the Academy’s Honor Code, and policies and practices described in our Student-Parent Handbook (*HaMadrich*).
- In all aspects of the school, *Mechinah* students are considered members of the Senior Class and are expected to conduct themselves accordingly.

² Alternative course assignments are determined based on individual needs. AP level courses are offered in most academic disciplines.

Athletic Participation

Mechinah students are welcomed to participate in our Varsity athletic programs as long as they have:

- Enrolled as full-time students at AHA³.
- Not have received a high school diploma or its equivalent from any school within the United States.
- Not reached his/her 19th birthday on or before August 1st of the current school year.

College Advising

The Academy will provide college counseling services to *Mechinah* students consistent with the school's practice. International *Mechinah* students must be fully aware that U.S. colleges vary greatly in how they interpret non-U.S. high school transcripts and other academic records. Financial Aid requirements and availability for International students to attend college in the United States may also be limited.

As a college preparatory school the Academy seeks to assist each and every student with gaining admission to the college or university of their choice but cannot ensure such admission for any student.

³Full-time students in this program will be taking 6 courses per term. Athletic Eligibility will require that the student passes all 6 of these courses each term.

International Students at AHA ~ One-Year Program

The American Hebrew Academy welcomes students from all over the world who wish to:

- Live, learn, play and worship in a pluralistic Jewish environment for a limited period of time
- Enhance their English Language Skills
- Attend classes along with other AHA students at an American Prep School for developing academic credentials for application to American colleges and universities
- Meet new friends from American and around the world

Admissions:

- International student admissions deadline is June 1st, so that adequate planning for international students can be in place at the start of the academic year.
- International student applicants to AHA should take and pass the AHA English Language Assessment.
- International student applicants must submit scores from a standardized academic achievement test taken in their native language.
- International students and families should discuss college aspirations with the Admissions department and the College Counseling department to assure that long term goals are in alignment.

Academic Course of Study:

Minimum academic load is three-fourths of a full load, or 6 of 8 possible courses each term. This requirement will allow students participating in the One Year Program to be eligible for athletic competition according to the NCAIS standards.

Student course assignments will include:

English (1 year long course) at the most appropriate level for the student.

Math (1 year long course) at the most appropriate level for the student. *The Math requirement may be waived if an AB or AP level math-based science course is taken (Physics AB or AP, Chemistry AB or AP).*

Science (1 year long course) at the most appropriate level for the student.

OR

History (1 year long course) of the most appropriate area of study for the student.

Jewish Studies (4-6 term long courses) of the most appropriate topics for the student.

After-School Wellness (2 term long courses or sports)

Hebrew (at the appropriate level or may be exempted at the discretion of the Dean of Jewish Studies)

Fine Arts (as requested by the student)

Attention will be given to student preferences for coursework where possible and appropriate.

Completion of Program:

- Students participating in the One Year Program and meeting the necessary criteria will be eligible for all academic Honor Rolls.
- Completion of the One Year Program will produce a transcript of the year's academic work as well as a certificate of completion for the year of study.

International Students at AHA ~ Multi-Year Program

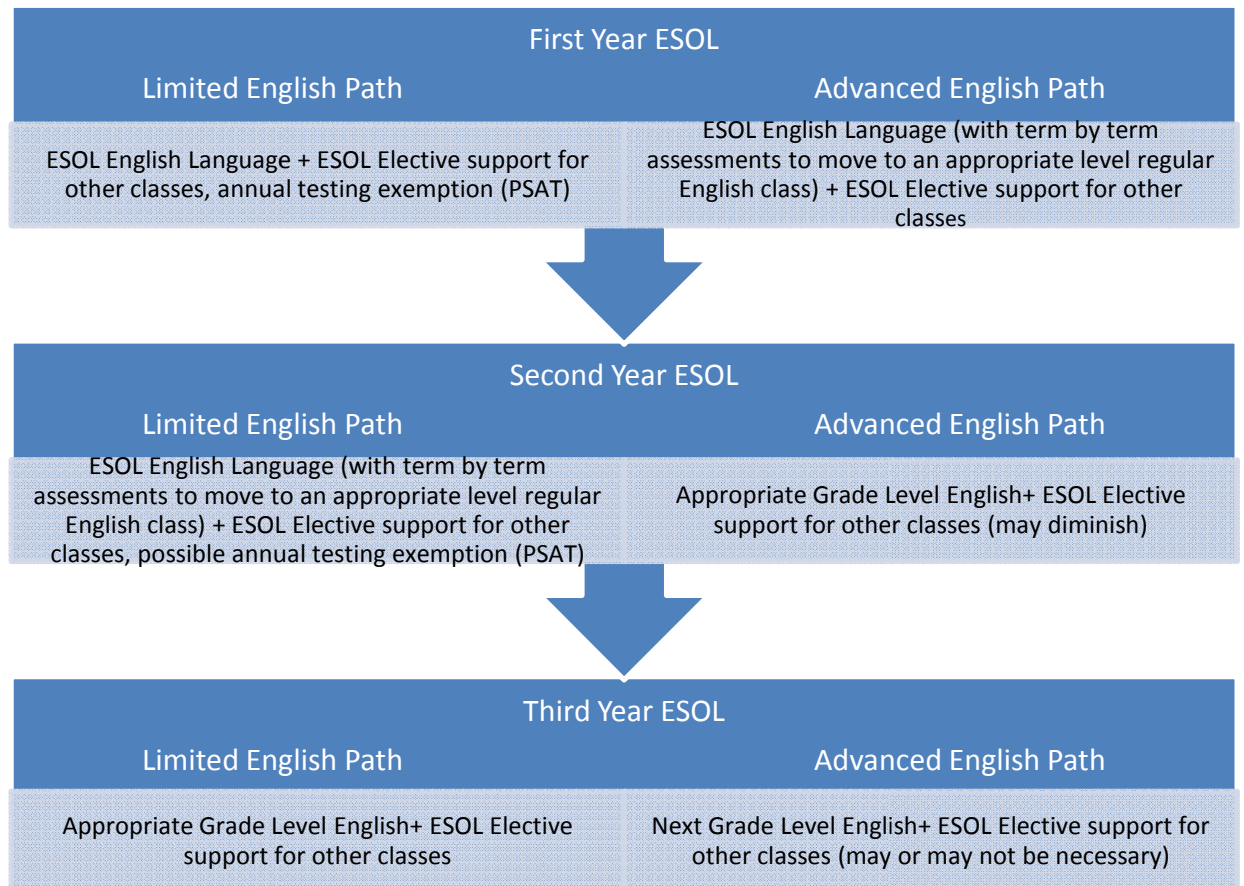
The American Hebrew Academy welcomes students from all over the world who wish to:

- Live, learn, play and worship in a pluralistic Jewish environment
- Enhance their English Language Skills
- Attend classes along with other AHA students at an American Prep School for developing academic credentials for application to American colleges and universities
- Meet new friends from American and around the world

Admissions:

- International student admissions deadline is June 1st, so that adequate planning for international students can be in place at the start of the academic year.
- International student applicants to AHA should take and pass the AHA English Language Assessment.
- International student applicants must submit scores from a standardized academic achievement test taken in their native language.
- Occasionally it may be appropriate for an International Student to repeat a grade to gain greater proficiency in language.
- International students and families should discuss college aspirations with the Admissions department and the College Counseling department to assure that long term goals are in alignment.

English Program of Study:



Math/Science/History/Wellness Program:

Immersion in other secular studies classes accelerates the language acquisition process, especially language specific to/unique to study in those areas.

- It is recommended that students participate in *regular math/science/history/wellness courses during their first year. Preference for course assignment should be as most appropriate for the student (i.e. in an area that the student has studied before, where the student has a high interest, etc.)
- First year courses are graded using the O, G, N, P scale rather than a numerical scale.
- Subsequent courses in the area of study will be graded numerically.
- For native Hebrew speakers, Hebrew may be waived in the first year of study so that a study period is available for academic resource support.

College Guidance

The College Counseling Process at AHA

The college counseling process begins Day One of enrollment at the American Hebrew Academy. Although the actual process of *applying* to college takes place the senior year, it is the cumulative academic record, SAT/ACT test scores, and extra-curricular activities over the full four years that will dictate the outcome of those applications. The focus at AHA throughout the high school years is to engender and support *studenthood*, building a strong core of learning and study skills, complemented by spiritual and emotional growth that prepares our students for life at college, and beyond.

Naviance

The American Hebrew Academy utilizes the web based system called NAVIANCE (<http://connection.naviance.com/americanhebrew>) to help students and families with the college admissions process. Students' Naviance accounts are set up when they complete a Personality Profile and Career Interests Inventory in 9th grade. In Naviance, you can research colleges, access their web sites, review the student's GPA, PSAT, SAT and AP scores comparing them to the colleges' average scores for accepted students, make college lists, keep journal notes, access information on doing interviews, writing essays and a host of other useful preparation and planning tools. Parents are also encouraged to have Naviance accounts and the College Counseling Office will send information to parents about how to set up an account.

Ninth Grade: Early in the fall, students entering AHA will complete a "Personality Profile " with the College Counselor. This will help them begin thinking about what type of work they might be interested in based on their own personality type, and what type of education and training is needed for that work. It is an introduction to Naviance, and the Profile can be updated as they progress through high school.

Freshmen will also register to take Success 101 in their first term at AHA, and the College Counselor will teach some of these classes, emphasizing the need to focus on academics from day one. Strong academic performance in Year One for a freshman is strongly encouraged and can have great importance in terms of building momentum for college. The academic record *from 9th to first term of 12th grade* will be the focus of college admissions officers, when they are reviewing applications for admission.

Ninth graders will also do their first PSAT (Preliminary Scholastic Assessment Test) in October of their freshmen year.

At the end of spring term, freshmen should give careful consideration to their choice of sophomore year classes. A rigorous high school record will be reviewed favorably by colleges. Students should challenge themselves academically.

Students will also want to give special consideration to plans for the summer. Information on many summer enrichment programs is available in the college counseling office, and from the student's teachers. Summer employment is also looked on favorably by colleges.

Students should read, read, and read more, throughout high school! Reading is *the* best way to improve vocabulary and get a higher score on the Critical Reading section of the SAT. Even the most intensive SAT preparation class will not substitute for reading over the four years of high school.

Tenth Grade: As in ninth grade, students learn and grow in an increasingly challenging academic environment. In October, sophomores again take the PSAT, giving them another practice run at test-taking and more experience with the particular kind of tests they will see from The College Board. In December they receive their PSAT results, and use the booklets and answer sheets to assess areas of strength and weakness.

In the 10th grade, College Counseling activities include further use of the academic database *Naviance* by taking a Career Interest Inventory to inform the student about general areas in which the student demonstrates consistent, expressed interest.

In the spring, after consultation with their teacher(s) and college counselor, sophomores may want to register for an SAT II subject test in June. Sophomores should carefully consider selection of their junior year classes, and take the most rigorous schedule they can handle.

Sophomores should plan a productive summer, and should be keeping track of all high school activities, honors, community service and employment, which will be part of the college application process.

Eleventh Grade: This is the year when college counseling starts in earnest. Juniors spend the first trimester in Israel, where they take their third PSAT, the test that determines entry into the National Merit Scholarship competition. Early in the winter, juniors meet with the college counselor, doing pragmatic things such as making sure they are set up on NAVIANCE, the web-based college search and application software, and learning the basics of the college application process. AHA will also offer SAT preparation for Juniors during the winter term. In March, we host a “Senior Panel” in which current seniors discuss their own college search process with the juniors.

AHA also hosts a “Junior College Night” program, during which a guest speaker comes to share insights about the college application process. Juniors sign up to take their first SAT in March. Juniors will want to do some college visits over the spring break or attend a college fair.

In the spring months, each junior meets individually with the college counselor. Together we consider the available “hard data” (GPA and test scores). We look at the senior classes, selecting a schedule appropriate for each student. Testing needs and options are also part of our spring discussions. Some juniors will register to take one or two SAT IIs in June. Finally, we discuss special passions, extra-curricular activities, possible fields of study the student may wish to pursue, and the location, size, and personality of a college that would interest the student. The goal is to generate, at the close of the junior year, a list of possible colleges to which the student might apply.

Over the summer, students should continue with activities and employment that have proven to be of interest to them over the years. The excitement and enthusiasm you have for these activities will shine through on your college applications. Rising seniors may want to do college visits over the summer, and should get a head start on beginning their college essays before the busy senior year begins.

Twelfth Grade: Individual meetings with the college counselor focus the seniors on their personal responsibility in the process of applying to college. Students take ACTs and/or SATs in the fall months. AHA invites parents and students to a “Senior College Night.” Some students will travel to the “Colleges that Change Lives” College Fair or to locally hosted college receptions. Lists of where each student will apply take final shape. Seniors meet with college admissions representatives

who visit campus. Throughout the process, the counselor helps students navigate applications, essays, teacher recommendations, campus visits, interviews, and the financial aid process.

As students receive decision letters, the college counseling office offers full, ongoing support. In the final analysis, however, the decision of how to spend the years after AHA rests with each individual student and his/her family. Their years at AHA have well prepared our seniors to make this important step into the adult world.

The college application process is a proactive one and requires diligent effort by students and their families. The College Counseling Office will provide extensive assistance but the responsibility to prepare and submit college applications ultimately rests with the student and their family. The Academy can not ensure any student of admission to a particular college.

College Counseling and International Students

International Students and Families are advised that U.S. colleges and universities may differ greatly in entrance requirements, tuition, scholarship, and financial aid opportunities from your nations of origin.

It is therefore of great importance that parents and student of International Students meet with our College Counselors to discuss the process of admission to U.S. colleges and specific financial aid requirements that may be necessary. If seeking admission to a college or university outside of the U.S., be aware that requirements for admission vary greatly from country to country. Advanced planning is required to ensure that graduation from AHA will conform with such requirements.

It would be wise for all international students to contact the College Counseling Office even before admission to the Academy.

Services for Students with Disabilities

Students who have diagnosed learning differences that may make them eligible for extended time on any standardized tests (PSATs, SATs, ACTs or AP Examinations) should contact the Director of College Counseling (Dr. Sandra L. Tarbox - starbox@aha-net.org) for information on the process of applying for extended time from the College Board (PSATs, SATs, APs) or American College Testing (ACT). It can take 6-8 weeks AFTER the forms and documentation are sent in to the testing agencies, so families who wish to pursue a waiver should contact Dr. Tarbox as early as possible.

College Visit Days

Class absences due to approved college visits will be counted as *excused*. Seniors must adhere to the school policy, which allows no more than five absences in a term course and fifteen in a year-long course; thus, they should plan college trips carefully to stay within the approved limit. Students must complete the *College Visit* form and have it approved and signed by the Director of College Counseling at least one day in advance of their departure. These approved absence forms will be kept on file in the academic office.

Sharing Disciplinary Information with Colleges

As a nationally accredited educational institution the American Hebrew Academy conforms to policies and best practices adopted by the Association of Professional College Counselors. It is therefore the policy of the American Hebrew Academy to automatically notify colleges of serious

disciplinary infractions (that is, those that have resulted in out-of-school suspension, for scholastic violations such as cheating or plagiarism, for theft, or for actions deemed to be threatening to the health and safety of self, other individuals, or the community at large). The Academy will also notify colleges if such infractions result in suspension or dismissal from the Alexander Muss program in Israel. Please note the special stipulations of the Alcohol, Tobacco, and Drug policy noted elsewhere in this document.

The colleges will be informed of the student's disciplinary record, if any, in the counselor's letter of recommendation. If a student has been subject to serious discipline while a student at American Hebrew Academy, he or she should speak with the College Counselor to discuss how best to address this in the college application. In the event that a serious disciplinary matter resulting in an out of school suspension or expulsion arises after the letter of recommendation has been sent, a representative of the American Hebrew Academy (College Counselor, Dean of Students, or Dean of Academics) will send a letter to each of the colleges to which the student has applied, informing the admissions office that the discipline has occurred and conveying the facts and disposition of the incident. The American Hebrew Academy will provide a copy of the letter to the student. It is the student's responsibility to provide the colleges with a personal statement regarding the incident.

Students are advised that college applications will ask about *any* suspension (whether it be in-school or out-of-school), and students are expected to answer such application questions honestly. The college counselor and student will then discuss the student's explanation of the event, and what will be included in the counselor letter to support the student's application statement. The parent will also be notified of this discussion and the outcome of the discussion.

Day/Local Students

Definition

A Day Student at the American Hebrew Academy is defined to be a student who resides with his/her parents or legal guardian in Guilford County, NC. Except by specific exception granted by the Principal, any student outside this geographic area is deemed to be a boarding student.

Day Students may not reside temporarily or permanently off-campus without a parent or legal guardian residing within the same house.

With the exception of *Shabbat* attendance and certain residential provisions, for all intents and purposes, HaMadrach applies to all students, Day and Boarding equally. Inappropriate conduct by a Day Student off campus in violation of HaMadrach is to be treated no differently than if by a Boarding Student.

Arrival to Campus

Day students are permitted to enter campus any time after 6:00 AM and check-in (scan ID Card) at the front gate upon arrival. Students should be dropped off at the front gate prior to the school day. Upperclassmen who are driving themselves onto campus are to park in the parking area adjacent to the Health Center only. No other areas are designated for student.. For other attendance policies, refer to the preceding section entitled "Attendance".

Departure from Campus

Day students must check out (scan ID card) at the front gate no later than house check-in time for their grade. Day students that have Academy obligations that are scheduled to keep them on campus beyond their normal required departure times are permitted to remain on campus until the completion of such obligations, which may include activities such as drama rehearsal, athletic practice, newspaper meetings, etc. with the approval of their teacher or advisor.

Sleeping on Campus

In order for a day student to spend a weekend night on campus, the Day Student's parents must send written permission via e-mail to the host student's House Parent or House Team member, who then maintains the right to grant or deny the request. The Academy does not recognize "blanket permission" when it comes to sleeping arrangements, which means that parents must submit permission every time their child wishes to be a guest in such a situation.

Under normal circumstances, day students are not permitted to stay on campus on school-nights. If special needs should arise, day students are instructed to ask their parents to contact the Dean of Students.

Driving Privileges

Driving privileges are restricted to full-time day students, who are advised to remember that these privileges can be revoked at any time should they fail to adhere to the following guidelines:

- Student must have valid insurance, driver's license, registration and tags. **All student-drivers must provide the Director of Security with photocopies of these documents prior to driving**
- Students must have a valid AHA parking sticker (issued by AHA Security).
- Student and parents must sign the Permission to Drive and Liability Release form, stating that they will be the responsible party while other students are in their vehicle.
- Student may not leave campus during the class day. (No trips to lunch, stores, home etc. during the day.) Seniors may leave for lunch with approval.
- Day student drivers may leave campus only after their last commitment of the day.
- Student must park in the area designated for day student parking.
- No one but the student or a family member may drive the student's car.
- The Academy reserves the right to search any car at any time on campus regardless of ownership.
- Students may accompany student drivers only after prior written parental permission has been supplied to the Dean of Students from both the parents of the student passenger and the parents of the driver.
- All students are reminded that sign in/out procedures at the front gate remain in effect at all times.
- Boarding Students are reminded that they are not permitted to keep a car on Academy grounds or "store" one at a Greensboro residence or other nearby location. Limited exceptions may be granted rarely at the Principal's discretion.

Inclement Weather – School Closing or Delay Notification Procedures

From time to time weather conditions make it unwise to hold classes or open school as usual. In this event Students, Parents, Faculty and Staff will be notified of delayed openings or unexpected closing of school and/or offices by the following procedures.

Icing and snow does occur in Greensboro and can create dangerous conditions both on campus and surrounding roadways.

As soon as a decision on a delayed opening or school closing is made it will be:

- E-mailed to: Students, Parents, Faculty and Staff, and On Campus Residents. Employees are expected to check email for information, updates, and for the exact detail of the daily schedule.
- Posted on the **WFMY TV 2** Web site and broadcast along with other school closings on the bottom of the screen on Channel 2. You should use the website for quickly finding our status: www.digtriad.com and click on school closings. Scroll down to see the AHA status.
- Posted on **WXII TV 12** and broadcast along with other school closings on the bottom of the screen on Channel 12. You should use the website for quickly finding our status: www.wxii.com and click on school closings
- A message will be posted on our School Closing Weather Hot Line: **336.217.7089**
The message should state explicitly the date, time, and for whom it is intended: Students, Faculty, Staff, Offices, Classes etc. as appropriate.

If the decision is made before 10 PM, and no other changes have been made, the phone tree will not be utilized.

If the decision is made to modify the school opening after 10 PM in the evening the Emergency Phone Tree will be activated by 7 AM (Nursing Staff, Facilities, Grounds-keeping, and Dining Services should be notified by 6 AM). Point persons on the phone tree should check voicemails and records of calls received **by 7 AM** to ensure that a call has not been missed.

Every effort will be made to follow the above procedures, pending weather conditions that sometimes change without notice.

Z'man Limud (Evening Study Hours)

In order to succeed in the Academy's rigorous environment, students must study and they must respect the needs of others to study as well. In order to aid students, the Academy provides a required *Z'man Limud* (Study Time) Sunday through Thursday from 7:30 p.m. to 9:30 p.m. This time is designated as campus-wide "quiet hours", during which the entire campus should be respectful of the conditions required for effective studying.

Because *Z'man Limud* is a required portion of the school week, students who have left campus must return in time to be ready to begin studying in their houses by 7:30 p.m., Sunday night. Students are not permitted to leave campus during *Z'man Limud*.

Day students may choose to study at home or are invited to attend *Z'man Limud* with the clear understanding that they are to adhere to all *Z'man Limud* requirements. Day students need to be in their assigned houses and follow the same study rules as boarding students. They should be off campus by their grade-specific in-house time each evening, except for special programs or occasions.

Z'man Limud is held in student residence houses with doors to each room held maximally open for the entire time of *Z'man Limud* (7:30-9:30 p.m.). Residents of the houses must check in at 7:30 p.m., with the Houseparent, Fellow, Associate, or *Madrich/a* (*Senior Student Advisor*) who will take attendance. Houseparents, Fellows, and *Madrichim* oversee the quiet hour conditions that are required of all houses during the *Z'man Limud* hours of 7:30 PM until 9:30 PM.

Students in need of especially focused academic assistance are assigned to Academic Coaching or "Structured" *Z'man Limud*. Coaching is coordinated by a professional teacher who works closely with each student so assigned. Coaching takes place outside of the house. It also takes place from 7:30 PM to 9:30 PM on school nights.

During *Z'man Limud*, students are permitted to use computers to conduct academic research on the Internet; however, computer usage during this time may not include recreational web surfing, checking e-mail, Facebook, instant messaging, or other social networking facilities. Consequences for violating appropriate use of laptop policies include restriction of laptop use during a *Z'man Limud* session, loss of the use of the laptop, restriction of laptop use during all of *Z'man Limud* and / or assignment to a structured and supervised study area. During *Z'man Limud*, students may not use the telephone, cell phone, or smart-phone without specific permission. House-team members may confiscate any electronic device or other items not being used to further academic study. Furthermore students may not watch television, watch DVDs, take showers, prepare food, order food from off campus, or engage in other non-studious activities. Headphones may be utilized to listen to music.

Co-ed visitation is not allowed during *Z'man Limud*!

The ten hours of *Z'man Limud* each week are not sufficient for students to complete all of the work and studying required of them. Students need to find additional time to work and study independently during late afternoons and on weekends.

Student Life

Along with the academic life of the Academy, student life for both boarding and day students is an integral part of the total educational experience of our students. Since our academic life accounts for only eight hours of each day, the remaining 16 hours are rich with social, athletic, extra-curricular and religious opportunities and expectations. In any school this mixture enhances the high school experience.

Community Service Requirements

All students are required to fulfill a minimum of 18 hours a year of verified community service for graduation.

The nature of this service may vary from AHA designated projects, individual academic tutoring or on or off campus volunteer projects. Approximately 10 of these hours come from mandatory all-school activities (e.g. Greensboro's Mitzvah Day, Special Olympics, etc.).

The Offices of Jewish Life and Student Life are responsible for approving and monitoring progress toward fulfillment of this graduation requirement.

There will be close attention paid yearly to the students' standing in reference to number of hours completed. Failure to complete this requirement may be reason to deny the student campus privileges, off campus privileges, or from receiving their High School Diploma.

Student Clubs

No student's education can be considered "complete" if it does not involve opportunities for learning outside of the classroom and athletic field. Participation in student clubs and the Arts is encouraged highly. Among our clubs and committees are:

Tish and Dish cooking	NFTY (North American Federation of Temple Youth - Union for Reform Judaism)
The Theatrical Society	Hebrew Hammers-Ultimate Frisbee
Gay-Straight Alliance	Tikkun Olam Committee
Botany Club	Four Corners Tzedakah Fund
Green Team	SADD - Students Against Destructive Decisions.
NCSY (Modern Orthodox Jewish Youth Group)	
USY (United Synagogue Youth of Conservative Judaism)	
BBYO (B'nai Brith Youth Organization)	
Rock Climbing Club	

The formation of new clubs and committees is always encouraged. Students wishing to create a new club should speak with the Dean of Students.

Student Government

Serving to enhance all areas of student life (social, residential, academic, religious, athletic, and artistic, etc.) Student Government provides a bridge of communication between the administration and student body. Student Officers and Representatives are elected each year.

Student Union

The American Hebrew Academy recognizes the need and desire for students to socialize with friends of both genders. At the same time, the American Hebrew Academy recognizes that that we who live and go to school together make up a holy community, which demands respect for the sanctity of each member's privacy and well-being. As such, while co-ed visitation privileges are afforded to upper class Academy students during certain specified hours, the hours during which students may enjoy free-time with each other in the co-ed Student Union (House 202) are significantly more extensive. Keeping in mind that all students need to be in their houses by the prescribed house check-in time for each grade, regardless of how late the Student Union remains open.

The Student Union is open Sunday through Thursday evenings after *Z'man Limud* until the latest in-house time. The Student Union is also open weekend afternoons, evenings and at other times to provide a place of relaxation and fun for students. It is open weekday afternoons as posted in the *Daf HaShvuh* (Weekly Schedule).

Sports and Fitness Facilities

Athletic and Fitness Center

Our Athletic and Fitness Center includes a full size competition basketball court, which can also be divided into two practice courts. Our facility also includes two competition volleyball courts with state of the art flooring, lighting and design. Proper shoes with non-marking soles and athletic attire are required for participation in the Athletic Facility.

Additionally, the building features a climbing wall, a regulation racquetball court, state of the art conditioning equipment (including strength training and cardiovascular machines), and a separate wrestling/martial arts and dance room. Any individual who wishes to use the conditioning equipment must first undergo orientation that is administered by the Athletics Department.

Aquatics Center and Lakefront

Our aquatics program includes a state of the art regulation swimming pool for swim meets, recreational swim and Physical Education classes. Any individual who wishes to use the swimming pool must first pass a swimming test that is administered by the Athletics Department.

The lakefront at the American Hebrew Academy is used for recreational boating and leisure activities. Any individual who wishes to use the lake front must first pass a swimming test and a boating test that is administered by the Athletics Department. Swimming is not permitted in the lake.

Locker Rooms

There are two locker rooms with showering facilities in the Athletic Center, one for girls and one for boys. For reasons of privacy, mobile phones may not be brought into either locker room, whether or not they have picture-taking capabilities.

Lighted Athletic Fields and Courts

The Academy offers a fully lighted soccer stadium, high school regulation baseball field, softball field, tennis courts and practice fields. The main stadium field includes a state of the art track, grandstands, heated bathrooms and a concession stand.

These facilities are utilized throughout the year for interscholastic team competition, physical education classes, clubs and intramurals, and for recreational and leisure activities on weekends.

Interscholastic Athletics

During athletic contests, our students have unique opportunities to discover and acquire personal values such as leadership, dedication and teamwork while demonstrating cognitive, affective, and motor behaviors in an environment which is always filled with emotion and excitement. Such opportunities provide great challenges to the coaches and our student/athletes who are representing the American Hebrew Academy to the outside community and exemplifying our School's principles, and ideals.

Interscholastic Sports Teams

Fall:	Winter:	Spring:
Boys soccer	Basketball (both)	Girls soccer
Girls volleyball	Swimming (both)	Boys Baseball
Cross country (both)	Boys wrestling	Track and Field (both)
	Dance/Cheer	Golf (both)
		Boys Tennis

* Softball, Tennis, and Wrestling will be offered depending on student interest.

Athletic Eligibility

All students are permitted to try out for sports, but must maintain passing grades in all classes (above 70%). Failure to maintain these standards in all classes may result in the student athlete being placed on Academic Concern (see Page 12) by their advisor and the Academic Dean. Students on academic concern will not be eligible to participate in off campus athletic contests, or miss any part of class or Z'man Limud. Students on Academic Concern may also be required to miss team practices and games, periodically, in order to receive help in the subjects they are failing. Eligibility of students on academic concern will be reviewed on a weekly basis (at the beginning of each week during the season) by the advisor, Academic Dean, Coach and Athletic Director.

In order to participate in a practice or game, athletes must attend all of their classes during the day, or be excused by a school administrator. A student who misses school due to illness may not participate in after school sports activities. Unexcused absences, chronic tardiness, or violation of team rules may result in suspension from the team and loss of Health/Fitness (HF) credit.

As representatives of the American Hebrew Academy, student/athletes are also expected to display good sportsmanship, citizenship, and proper conduct in the classroom and in the community. Athletes who receive consequences for improper conduct may be suspended from a team at any time (by determination of the Head Coach and Athletic Director). Profanity, poor sportsmanship or being disrespectful to anyone will not be tolerated. Smoking, tobacco use, drinking alcoholic beverages, and the abuse of drugs of any kind are harmful to our health and well-being. The use of these substances is not permitted and will result in immediate suspension from participation in athletics, and could result in expulsion from the Academy.

As a Jewish institution, the Academy will not travel to sports competitions on *Shabbat* or Jewish holidays. Students are free to compete in individual competition as they wish but the Academy will not compete as a team if doing so violates the sanctity of the day. Teams may travel before or after a

competition and *Shabbat* will be observed with arrangements made for those who are Shomer *Shabbat* and choose to play to the extent feasible. No student will be asked to play or compete against their personal wishes. Students competing in individual sports will utilize the POSH system described elsewhere in this document.

Proper attire is required to away games (as established by the Athletic Department).

Alcohol, Tobacco, and Drug Policy

The use of alcohol, tobacco and drugs by minors is an unlawful act and the American Hebrew Academy is committed to establishing an alcohol, tobacco, and drug-free environment for all students. The use of drugs, alcohol or tobacco by students will never be condoned by the Academy. We believe that student use of alcohol, tobacco and drugs⁴ is detrimental to the safety, health and well-being of the individual, disruptive to the school community, and incompatible with the purpose and objectives of the school. The Academy will address student use of alcohol, tobacco and drugs as both a disciplinary and health issue. The policy stated herein applies to all students of the Academy regardless of age.

The Academy maintains a zero-tolerance position with regard to student use, possession or distribution of alcohol, tobacco, or drugs. By this we mean all cases involving alcohol, tobacco, or drugs will result in consequences levied upon the student as described below:

For a first occurrence of alcohol, tobacco, or drug possession, its use or distribution, the student will receive an in-school suspension of 7 days, mandatory evaluation by our mental health counselor, and mandatory participation at an alcohol, tobacco, or drug education/prevention program offered outside of the school at parental expense and as approved by the Dean of Students or Principal. The student will also be required to perform 10 hours of community service as approved by the Dean of Students or Principal.

In-school suspensions are not reported to colleges.

A second offense involving alcohol, tobacco, or drug possession, its use or distribution will result in expulsion from the school without the option to withdraw. Expulsions during the senior year are reported to colleges under Academy policy.

Violations of the School's honor code related to the use, possession or distribution of alcohol, tobacco or drugs will be punishable as set forth above and will not be heard by the Va'ad HaKavod.

This policy became effective April 1, 2009. First offense violations of the honor code related to drug, alcohol or tobacco found by the Va'ad HaKavod prior to this date will not be reportable to colleges.

Drug and Alcohol Testing

The American Hebrew Academy reserves the right to administer drug and alcohol tests when there is reasonable concern that specific students may be engaging in drug or alcohol use. Every attempt will be made to contact parents prior to the taking of a sample, but the Academy does reserve the right to proceed, even if parents cannot be reached after honest effort. Both the student and his/her parents maintain the right to refuse testing, though refusal will result in immediate suspension or expulsion. .

⁴ Henceforth the word "drugs" will serve to mean unauthorized prescription drugs and illicit drugs, other than alcohol and tobacco.

Smoking and All Tobacco Products

Students of the Academy may not possess or use any cigarettes, tobacco products, other smoking materials, or smoking paraphernalia either on or off campus during the academic year.

Piercing and Tattooing of Body Parts

Neither piercing or tattooing of body parts, either self-administered or performed by someone else, is permitted while in residence at the American Hebrew Academy or while attending any Academy sponsored program. This includes the Alexander Muss High School in Israel program.

Any violation of this policy is subject to disciplinary action and Va'ad HaKavod referral for repeated offenses.

Sexual Intimacy and Public Displays of Affection

Torah recognizes that sexual intimacy can be the highest expression of love that two human beings can express to one another. Like all of God's gifts, it can be used to elevate and sanctify our lives, but it can also be used to degrade and profane. The American Hebrew Academy believes that premature sexuality has the potential to cause distraction and interfere with a child's educational and social development. The Academy advocates the values of the long-term committed relationship of marriage and family. It seeks to educate students about and create an environment for healthy and safe teenage relationships.

As in all other matters, we expect students to conduct themselves with respect for the worth, self-esteem, and reputation of others.

Sexual intimacy involves actions taken with another individual in pursuit of sexual gratification, be this a student, or staff member.

Sexual intimacy is unacceptable while a student is under the jurisdiction of the American Hebrew Academy. In most cases, student(s) found to be engaging in sexual intimacy while under the school's jurisdiction will be referred to the School Counselor in consultation with the Dean of Students. In these cases, the parents of the students involved will be notified either through a supervised phone call from the student or a call from the Dean of Students. Parents might not be informed of the details of a particular incident unless that is necessary in the best judgment of the Dean of Students, but they will be informed that their child is involved in an inappropriate level of sexual intimacy. Depending on circumstances more severe consequences may be deemed appropriate as deemed necessary in the best interest for the health, safety, and welfare of the student(s).

In keeping with the Academy's belief that secondary school students are not prepared to manage successfully all the possible outcomes of sexual intercourse, sexual intercourse between students is not allowed. The Academy reserves the right to take disciplinary action against any student(s) who refuses to respect the boundaries of this policy.

Engagement in sexual activity of any sort between students and staff members is explicitly prohibited. Consequences for students may include expulsion. Consequences for staff members are stated in the AHA Staff Handbook and will result in dismissal and legal action.

Sexual intimacy is never appropriate when it is abusive of others or harmful to oneself, or when it is irresponsible (undertaken without due regard for the possible emotional and physical results of all concerned). Such activity will be subject to the Harassment and Discrimination Policy.

It is important to note that in some cases and under certain circumstances sexual activity may violate state laws and that school personnel are required to report such actions to local authorities, notwithstanding parental objections.

Support services for students with questions surrounding sexual intimacy, morality, or other issues of sexuality are provided through the School Counselor and Student Health Center.

Public Displays of Affection (PDA's) are defined here as physical touching between two individuals that is intended to demonstrate personal or sexual attraction. These include but are not limited to hugging, kissing, massaging, holding hands, sitting on laps, and other similar behaviors.

Respect for one another and for one's peers is of critical concern at AHA. Such behaviors beyond mere casual or acceptable social community standards often cause discomfort to those forced to witness them and are therefore not to occur in school buildings, in public open spaces, or in other public spaces on campus. It is expected that faculty and staff witnessing such behaviors will ask the individuals to cease and desist. If students do not, the matter should be taken to the Dean of Students.

Dating and Non-School Friends

Parents of Academy students should understand that the Academy cannot control the choices students make regarding non-school friends. This is true in dating situations and in all other social situations regarding contact with persons not enrolled at or employed by the Academy.

Although we offer many opportunities for students to meet others at school and at sponsored programs, the Academy cannot prevent students from meeting and befriending those off campus with whom a parent may not want their child to affiliate.

When feasible, the school will attempt to notify parents when their child is known or suspected to be in a situation that may cause concern due to their associating with persons off campus and/or unknown to the Academy. However, the Academy cannot and shall not assume responsibility to know when a student is engaged in such activities.

Should a parent become aware of a situation regarding their child and an undesirable non-school person, it is the parents' responsibility to limit their child's access to such an individual. The Academy will cooperate with parents and use best efforts to prevent such individuals from coming onto campus, but the Academy cannot prevent a student from seeing such person(s) off campus if they so choose, even if in violation of Academy policy and the student honor code.

Weekend Programming on Campus

Day students are welcome and encouraged to join the community during *Shabbat*, and weekend, and to participate fully in all Academy activities. In addition, assuming proper permission has been requested and received; day students are welcome to spend Friday and Saturday nights on campus in the room of a friend of the same gender. While on campus during weekends, day students are expected to adhere to the same policies as boarding students. As such, they are subject to the same disciplinary consequences should they choose to disregard expectations.

Academy Weekends

Certain weekends throughout the year are designated as “Academy Weekends” when substantial special events programming is scheduled. The purpose of these weekends is to increase the sense of community, giving the students the opportunity to build school spirit and pride. Participation is required. These weekends are critical to the quality of experiential education that the Academy is able to offer. In order to create traditions and to unite our campus family, attendance for all students, residential and day, is expected during Academy Weekends. Students with special family circumstances may petition the Dean of Students to be excused from an Academy Weekend, so long as they do so at least ten days prior to the weekend in question. Students should remember, however, that petitioning for an excused absence does not guarantee that the Dean of Students will grant the desired excuse.

Guidelines for Hosting Local Student Parties and Visits

The Academy welcomes home visits by our residential students with local families. These may be teen parties, dinners, overnight stays, and so on.

We have developed these guidelines to make hosting AHA Students easier for you and to advise you of the rules that need to be followed by AHA residential and local students.

The primary purpose of our rules is to assure the safety of our students. One cannot over estimate the concern we have in this area given that the Academy serves as the local parent of our residential students. Remember when hosting any Academy student, our code of conduct is applicable to that student in whatever location they may be.

Our granting permission for boarding students to visit your home entrusts you with the responsibility for their health, safety and welfare just as you would provide for your own children.

The simplest way to think of the Academy is as the local parent of our residential students and you assume this responsibility as our partner when students are invited to your home or other activity you are hosting.

The House-parenting team carries the primary responsibility for knowing the whereabouts of students both on and off campus. Houses typically have three adults rotating duty in the evenings and during weekends who you may contact with any questions.

During weekdays you may always call the Dean of Students at 336.217.7036 to ask questions about our procedures.

Students know the phone numbers of their houseparents and carry them in their cell phones.

At hours when the Student Life Office is closed there is a residential faculty member on-duty: the Shomer (guardian) and can always be reached.

The Shomer is on duty from 5 PM to 8 AM each week night and 24 hours daily from Friday night through Monday morning. The Shomer carries a cell phone: 336.451.9880. If the cell phone should not be working, at anytime, a member of our security office can also be reached 24/7 at 336.217.7120 (our Front Gate).

Some basic rules and suggestions:

Leaving Campus

- ALL residential students must check out at the front-gate using a CIAO (Check In And Out) form. This printed form must be signed by an authorized staff member. Overnight visits must be authorized by one of the student's house parent team. These forms are easy to print out and students know they should print them in their houses or elsewhere and have them signed before going to the front-gate.

School Day Visits

- ALL residential students are required to be in their rooms for *Z'man Limud*, 7:30 PM to 9:30 PM as a way to check in with the kids and for us to fulfill our obligations to residential student parents we take attendance during *Z'man Limud* and are extremely serious about these hours. Please return visiting residential student to campus before *Z'man Limud* begins. Houseparents and Advisors may give permission for students to be late to or miss *Z'man Limud*. If this is unforeseen please call the Shomer to let him/her know where the student is, otherwise students will be noted as absent and you will unnecessarily cause us to commence a search for their whereabouts.

Overnight Visits

- ALL overnight visits must be approved in writing (e-mail) by the student's parents AND the local parent. These e-mails are best sent to the residential student's houseparent or House Team. CIAO approval will not be given without these e-mails.
- It is in the absolute best interest of all to plan overnight visits a day or more in advance so that everyone can receive appropriate e-mails.
- Generally, overnight visits are not permitted for residential students on school nights.

For *Shabbat* we have some special requests

- The campus begins *Shabbat* at about 6 PM with candle lighting. Residential students going off campus should be picked up before 6 PM to allow other students and residential staff time to more fully enjoy their *Shabbat* without interruption.
- AHA students are not allowed to drink alcohol. This includes wine. Please avoid embarrassment and plan to serve our students grape juice as we do on campus and is the custom at our local synagogue and temple.
- Day students remaining on campus Friday evening and/or Saturday morning shall attend *Shabbat* activities as do boarding students.

Hosting larger parties

- It may seem embarrassing to your children, but, these days, it is important to closely monitor activities during teen parties. Children experiment with all sorts of adult behaviors from sex to drugs and alcohol. Make yourself constantly visible!
- Please have at least 1 adult present for every 8-10 students.
- If all students in a class or a house are invited we would prefer to offer transportation through the school. Please contact the Dean of Students to make arrangements. This is much safer than students piling into local student cars. Please note that not all students have parental permission to ride with other students in cars.

- If you are hosting a student overnight who is attending a party at another local parent's home please be sure the student knows your phone number and how to get back to your home after the party. If the student is residing with you, we expect that you will assume responsibility for this child and immediately advise us of any concern.
- Students invited to your home are not permitted to leave without prior approval.

What to do if a visitor becomes sick

If a residential AHA student visitor becomes sick please call the Shomer (336.217.9880) and the child's parents. The Shomer will know who the Nurse on-duty is and will contact her for medical instructions.

What to do if visitors are misbehaving

If an AHA residential student is misbehaving in your home you are under no obligation whatever to let that student remain as your guest. Were this another local student you would likely call their parent to take them home and we expect you to do the same as to any boarding student.

Think of AHA in the same way and call us.

- During a weekday the Academy Office is open until 5 PM. Phone: 336.217-7100. Ask for the Principal or the Dean of Students.
- After 5 PM Call the Shomer and tell them that the student is returning to campus and why.
- If you cannot provide transportation to campus you may tell the Shomer to provide transportation.

Taxi Use by AHA Students

- Under normal circumstances, AHA students are permitted to use taxis. They are allowed to use only the Blue Bird Taxi Service.
- Students must follow all of the rules for CIAO (permission to leave campus) and travel in groups, as appropriate, for their grade level, just as if going by any other means of transportation.
- Should a student be sent back to campus for misbehaving at a private home or elsewhere, either a responsible adult must drive the student back to campus or AHA campus transportation must be used. You may call the Shomer 336.451.9880 or the Front Gate 336.217.7120.

The Academy is deeply appreciative of all of our local parents embracing our residential students. Together we can provide greater opportunities and experiences to our community while at the same time assuring the safety of all of our students.

Student Employment

The American Hebrew Academy provides a rigorous and academically challenging environment. It is expected that students put their studies ahead of any employment situation. The following rules apply only during the academic year when school is in session.

- No student will work more than 12 hours per week.
- Student may not work if their most recent grade report average drops below 80 percent, if they are currently on "academic concern", or if they are subject to disciplinary action.

Advisors will keep apprised of student progress and discuss any academic or other difficulties with the Principal concerning conflicts arising from student employment obligations.

- All employers and working hours must be approved by the student's parents and the Academy Principal in writing.
- Transportation to and from work is NOT the responsibility of the Academy and must be approved by the student's parents.
- Student must be in attendance at all required school programs.

Dress Code

The Academy Dress code is quite simple. All students, faculty, and staff are expected to dress so as to affirm the value of *tzniut* (צניעות) – modesty at all times. We ask that everyone present themselves in a manner that demonstrates respect for self, others, and our Jewish traditions.

Our intent here is to state a minimum set of expectations.

Standards for dress will be maintained by Academic Advisors and House Teams.

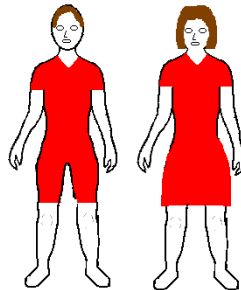
School Dress

MONDAY – FRIDAY

7:00 A.M. THROUGH 4:00 P.M.:

Before classes and during classes:

- We dress in a manner that conceals the abdomen, the buttocks, undergarments, cleavage, the upper thigh, or bare shoulders (see drawing).
- Dresses and shorts should not be shorter than just above the knee.
- Tops/shirts must extend to the mid-upper arm.
- All clothes must be clean and well kept.
- Footwear must always be worn in public buildings and out-doors.
- Students may not at any time wear articles of clothing that contain inappropriate logos or messages, such as those containing drug, alcohol, sexual references, or profanity, whether in English or any other language.
- Pajamas are not acceptable attire outside the houses.



Shabbat Dress

CANDLE LIGHTING THROUGH *SHABBAT* DINNER AND *SHABBAT SHACHARIT*
THROUGH *SHABBAT*LUNCH:

On *Shabbat* and Jewish holidays we make a special effort to come together and infuse the campus environment with holiness. We ask that students' attire reflect the *Shabbat*/holiday atmosphere as follows:

For girls:

- Blouses or dresses with sleeves
- Pants (no jeans or shorts) or skirts
- Dresses and skirts must be no shorter than just above the knee.

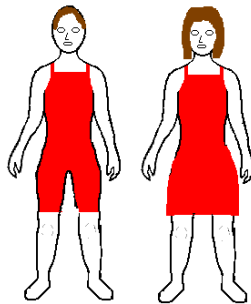
For boys:

- Button-down or polo shirts
- Pants (no jeans or shorts)
- Boys are required to wear *kippot* at *Shabbat* dinner and lunch.

Students are not permitted at meals or in services while out of *Shabbat* dress code. Students who are POSHing but would like to attend meals should follow the guidelines for *Shabbat* dress.

During our free time and during Z'man Limud in our rooms:

- All clothing must be neat, clean, and appropriately modest.
- We dress in a manner that conceals the abdomen, the buttocks, undergarments, and cleavage. "Non-revealing" sleeveless tops and skirts for girls are permitted.
- Appropriate athletic wear and shoes must be worn for all athletic activities.
- One and two piece swimsuits may be worn in the Pool and Lake-Front areas ONLY. Sunbathing in bathing suits is permitted on the patio outside of the Pool and on the Lake. Bathing Attire is expected to expose a minimum of bare skin. Low cut suits that expose one's private areas are forbidden.



Jewish Life

Jewish life at the American Hebrew Academy celebrates the richness of our traditions and cultures, the value of our devotion, and the vibrancy of our creativity. The diversity of backgrounds and beliefs in our community reflects the variety that has always existed in the Jewish world, and will continue to enrich the Jewish future. It is one of our greatest strengths. While Jewish pluralism does not endorse one single Jewish perspective, it does demand passionate Jewish engagement. We expect our students to participate actively in building a community that is grounded in traditional Jewish texts, that understands the rhythms of Jewish history, and that fosters the connectedness of the Jewish people. The Academy is a place to explore the depths of Jewish thought, to develop our instincts for compassion and hesed, and to build an individual, meaningful, and authentic Jewish identity.

To make these community ideals real, we follow “Minhag AHA,” the customs and practices, expectations and responsibilities that shape our lives during the school year. Participation in our celebration of *Shabbat* and holidays is a large part of this system. Kashrut, as practiced in the Dining Pavilion, in Houses, and throughout campus, is another. Minhag AHA embodies our evolving, dynamic approach to living side by side with Jews with contrasting perspectives on Jewish law. Halakhic and non-Halakhic Judaism are both valued perspectives in our pluralistic community, and both deeply committed values systems are respected at the Academy. The practical details of Minhag AHA are not likely to precisely match any other community’s practice.

In shaping the pluralistic Jewish future, our goal is to lead, not to follow.

As a pluralistic Jewish community, secular Judaism as well as the recognized movements are respected and embraced. The Academy seeks to engage everyone by offering various options for *Shabbat* observance as well as the major Jewish holidays. While participation may not always be desired by students, attendance is required within the guidelines of the Academy community.

Kashrut

Some religions seek the path to spirituality through withdrawal from the physical world. A monastic life is glorified, celibacy and asceticism are seen as ideals. Some view the human as essentially an animal that is incapable of elevating itself beyond the struggle for survival, hence they encourage a life of hedonism and materialism. Judaism sees the human as an essentially spiritual being, clothed in a physical body. Judaism maintains that the physical is not evil, it is just not the complete view of reality. Judaism seeks to elevate the physical world, not to deny it, nor to glorify it. The laws of kashrut allow us to enjoy the pleasures of the physical world, but in such a way that we sanctify and elevate the pleasure through consciousness and sensitivity. Kashrut recognizes that the essential human need is not food, drink or comfort, but meaning. Judaism, through the dietary laws, injects meaning even into something as commonplace and instinctive as eating.

- Rabbi Mordechai Becher

The *Chadar Ochel* (Dining Pavilion)

Our *Chadar Ochel* is the area on campus where all members of the community come together to eat. In order to insure that all members of the community can eat together, we observe a strict level of Kashrut.

Absolutely NO FOOD of any sort may be brought into the *Chadar Ochel* or *Sukkah*/Outdoor Dining Area at any time, ever – except with the express permission of the *Mashgiach* (Kashrut Supervisor).

The Director of Food Services is the Academy *Mashgiach*. **He is the ONLY person on campus authorized to allow food of any sort into the Dining Pavilion.**

No dishes or utensils may be removed from the *Chadar Ochel*, EVER. Community members who remove these articles from the dining hall will be responsible, under the direction of our *Mashgiach*, for the “re-koshering” of these utensils, if possible, or the cost of replacement if they cannot be “koshered.” Violations of Kashrut in the Dining Pavilion are a personal affront to everyone living in the Academy Community.

The Rest of Campus

All other areas of The American Hebrew Academy are a dairy and/or pareve campus. No meat or products containing meat may be brought on or delivered to campus at any time.

Only fish that have fins and scales (e.g. salmon, tuna, halibut, snapper, *gefilte* fish) are kosher. Any questions about what types of fish are kosher, should be directed to the Deans of Jewish Life, *Mashgiach* or one of the other Rabbis on campus. Please be aware that some “imitation” seafood is not actually imitation: Imitation crab often contains natural crab flavoring. Also note that many Chinese restaurants use oils that are saturated in meat and are therefore neither pareve nor dairy.

Failure to respect these guidelines may result in the loss of the privilege to bring food onto the campus.

Food at Academy Programs

All food served at Academy-sponsored programs – on campus and off - must be kosher to the standards of the AHA kitchen where feasible or Kosher options must be provided for those who are observant of Kashrut.

Class, club, house, and other programs – on campus and off - at which community members are required or expected to attend must serve only food which is kosher to the standards of the AHA kitchen.

Class, club, house and other programs – on and off campus - that involve voluntary attendance are encouraged to maintain the standards of the AHA kitchen, but are permitted to serve any dairy or *pareve* food. We strongly advise program organizers to be aware of the Kashrut sensitivities of students who may wish to attend such an event and always provide Kosher options.

Our goal is to include all students and Kashrut does not and should not separate us as Jews.

Shabbat

In the tempestuous ocean of time and toil there are islands of stillness where man may enter a harbor and reclaim his dignity. The island is the seventh day, the Sabbath, a day of detachment from things, instruments, and practical affairs as well as of attachment to the spirit.

- Abraham Joshua Heschel

More than Jews have kept Shabbat, Shabbat has kept the Jews.

- Ahad Ha-Am

Abraham Joshua Heschel called *Shabbat* a “Palace in Time” – a sacred space separated from the rest of time to serve a holy purpose. At the American Hebrew Academy it is our goal to create such a Palace in Time for our community – to elevate and sanctify our holy Sabbath as well as the holidays. What follows is an explanation of policies and procedures that exist for the purpose of creating this spirit of *Shabbat*.

The Spirit of *Shabbat* on Campus

There are many ways to observe *Shabbat*. The Academy is committed to facilitating and supporting a wide range of *Shabbat* observances within the student body for students of all observance levels to honor their personal understandings of the sanctity of *Shabbat*. Our goal is to create an environment where everyone’s personal observance is respected. *Shabbat* begins with candle lighting on Friday evening and ends with *Havdalah* on Saturday night. Candle lighting and *Havdalah* times are available on the weekly *Daf l’Sof HaShuv’a* (weekend activities calendar).

The Academy offers a variety of activities and forums for worship that honor the spirit of *Shabbat*. While programs may occasionally be offered that those who are Shomer *Shabbat* may personally elect not to attend, there will always be program options provided that best comport with one’s personal or familial standards of observance, from traditional to contemporary. *Shabbat* activities include attendance at services as described below, with options available on campus or at local congregations, Torah study, Bibliodrama, social action programs, the *Shabbat* Club, informal pick-up sports, use of the Athletic Center or pool and seasonal holiday activities and special events. Offering a multitude of *Shabbat* programs is part of the Academy’s pluralistic mission.

***Shabbat* Participation**

The pluralistic mission of the Academy affords our students dozens of opportunities each year to celebrate *Shabbat* and holidays with other Jewish teens who choose to observe in a variety of ways. We encourage our students to experiment with different styles of *t’fillah* (prayer), *talmud Torah* (Torah study), and *g’milut hasadim* (acts of lovingkindness). Participation in our communal observance of Friday (or holiday) evenings includes being present for:

- Candle lighting
- *Kabbalat Shabbat* and *Ma’ariv* services
- *Shabbat* dinner, including *Kiddush* through *Birkat haMazon* (blessing after the meal)

Participation in our communal observance of Saturday or holiday mornings includes being present for:

- *Shabbat* morning services, *Torah* study, or approved alternative
- *Shabbat* lunch, including *Kiddush* through *Birkat haMazon* (blessing after the meal)

Students are encouraged to join in our communal *Havadallah* ceremony at the end of *Shabbat*.

While our community is strengthened most by the active and creative participation of all its members, Academy boarding students are afforded several opportunities each trimester to observe *Shabbat* apart from the Academy community. Each of these observances is referred to as a POSH (Personal Observance of *SHabbat*). POSHing is a privilege extended to boarding students within the following parameters:

- Each boarding student may POSH up to 4 Friday nights and 4 Saturdays per trimester.
- POSHing is not permitted on major Jewish holidays (including Rosh HaShanah, Yom Kippur, the first 2 days of *Sukkot*, *Shemini 'Atzeret*, *Simhat Torah*, and *Shavu'ot*). When a Jewish holiday falls on *Shabbat*, POSHing is not permitted. (Additional holiday observances are mandatory that do not fall under the category of POSHing.) Students are permitted and encouraged to sleep off campus at their own or another family's home for major Jewish holidays; this will not count as a POSH.
- Students may not POSH during designated All-AHA *Shabbatot* (this year's dates can be found in the Academy's activities calendar) or when they are assigned to *toranut* (rotating responsibility for *Shabbat* set-up and leadership).
- Attendance will be taken at candle lighting, *t'fillot* (services) and *t'fillah* alternatives, and *Shabbat* meals. If students are absent or more than 15 minutes late for services, arrive at meals after *Kiddush*, or leave meals before the end of *Birkat haMazon*, it will be considered a POSH. Students have 2 weeks from the time *Shabbat* attendance records are posted to discuss them with the Deans of Jewish Life and are encouraged to remain informed of their POSHing status.
- Students who have chosen to POSH on a particular *Shabbat* are not required to attend *t'fillot* or meals. If POSHing students choose to join the community for meals they are expected to dress in *Shabbat* attire and be present for the entire meal, from *Kiddush* through *Birkat haMazon*. Otherwise, they may stay in their houses during these times or they may leave campus with appropriate approvals. They are asked to show respect for the communal *Shabbat* observance: if they order outside food on *Shabbat*, they are expected to bring the food back to their houses discreetly before 5:30 PM or after 9:00 PM on Friday nights, avoiding being visible to students participating in *t'fillot* or meals. Furthermore, POSHing students are asked not to congregate near places where *Shabbat* services or meals are taking place.

What does and does not count as a POSH?

Students who attend *t'fillot* or *Shabbat* meals at Greensboro's Temple Emanuel, Beth David Synagogue, or *Chabad* house are participating in our wider community's *Shabbat* observance. Students are responsible for making arrangements for attendance taking with the Deans of Jewish Life before *Shabbat*. We ask that students take part in Academy *t'fillot* and meals, however, and

refrain from joining the wider Greensboro community when they are on *toranut* and for All-AHA *Shabbatot* (on which POSHing is not allowed).

Students may be granted exemptions from participation in a particular *Shabbat* or holiday

- for health reasons – by the Health Center staff (who notify the Deans of Jewish Life)
- for pre-approved college visits – at least one week in advance, by the Director of College Counseling (who notifies the Deans of Jewish Life)
- for participation in an out of-town Jewish youth group event – by discussing the event in advance with the Deans of Jewish Life
- for family emergencies or bereavement – by notifying the Deans of Jewish Life.

Students who participate in a *Bar* or *Bat Mitzvah* celebration off campus during *Shabbat* are likewise granted an exemption for the *Shabbat* in question, and are expected to behave as representatives of the Academy in the Jewish community they visit. Students who are away from campus for weddings or other family events are not exempted from their *Shabbat* participation and these absences do count as a POSH.

When an entire Academy sports team travels off campus for a weekend athletic competition, our Departments of Athletics and Jewish Life will work together to extend our usual ways of celebrating *Shabbat* to that remote location. Academy students will then be expected to participate fully in *Shabbat* activities and, as representatives of the Academy and our *Shabbat minhag* (custom), will not be considered as POSHing. When individual students choose to compete in athletic competitions on *Shabbat* and such arrangements are not made, this will count as a POSH. Students are strongly encouraged to plan their trimester's POSHes accordingly at the beginning of an athletic season (See: Participation in Athletic and Arts Events during *Shabbat*).

When a Jewish holiday ends on Friday evening, the *Shabbat* immediately following will not count as a POSH for students who remain off campus since the beginning of that holiday. For example, if a student sleeps off campus for *Rosh HaShanah* from Wednesday through Friday evenings and remains there for that *Shabbat*, this will not count as a POSH. Students who are on campus for that *Shabbat* can choose whether to participate in the Academy's *Shabbat* observance or to utilize one of their 4 POSHes for that trimester. If one or more days of school are held between a Jewish holiday and *Shabbat*, then students are not excused from that *Shabbat* and it will count as a POSH if they choose to remain off campus.

Day Students and visitors on *Shabbat* and Holidays

Many families of day students graciously open their homes to boarding students for *Shabbat* and holiday home hospitality. This offers students a wonderful opportunity to experience a more intimate *Shabbat* or holiday experience as well as many different styles of observance. We encourage boarding students to factor these experiences into their POSHing plans for the trimester, as they still constitute Personal Observances of *Shabbat*. If a boarding student sleeps at the day student's home for a major Jewish holiday, however, it will be considered the same as going home for the holiday, and therefore exempt that student from participation in on-campus holiday programs.

Day students are always welcome to participate in on-campus Jewish Life observances; our *Shabbat* and holiday celebrations are truly enriched by their participation. Day students who are on-campus during *Shabbat* are expected to wear *Shabbat* attire and participate in all *Shabbat* events (including candle lighting, *t'fillot* or *t'fillah* alternatives, and meals), arriving on time and remain for the entire program. A day student visiting a boarding student who is POSHing on campus may only visit after

Tefillah on Friday night or Saturday morning. Visiting students are welcome at meals on *Shabbat* provided they wear *Shabbat* attire,

Visiting family and friends are always welcome to attend *Shabbat* meals and services if they choose. Please notify the Dean of Students or a member of the Student Life Staff so our kitchen may prepare adequate quantities of food for all without waste. *Shabbat* Dinner costs \$15.00 per person and should be paid to the Business office in advance. Visitors are asked to come to *Shabbat* meals and *t'fillot* dressed appropriately and to arrive on time and remain until the end.

Consequences regarding *Shabbat* and holiday participation

Students who do not adequately participate in Jewish Life observances on campus diminish our communal celebration. Those who choose to spend community time as free time will lose free time, as follows:

- For each excess Friday or Saturday POSH (beyond the allotted 4 per trimester), the student will be restricted to campus the following weekend.
- If a student has been restricted to campus for 2 weekends in a single term because of inadequate Jewish Life participation, the next excess POSH will lead to 2 hours of detention in addition to the restriction to campus. If the student POSHes on subsequent *Shabbatot*, he or she will serve 2 hours of detention for each excess Friday or Saturday POSH. If the student continues to POSH, after 4 hours of detention, the student will receive a 2-day in-school suspension.
- Any student who is non-compliant with Jewish Life expectations to the point of two in-school suspensions in a single academic year will not be invited back to the Academy as a residential student for the following term.

POSHing on a major Jewish holiday or on a *Shabbat* for which POSHing is not permitted (including All-AHA *Shabbatot* or *Shabbatot* when on *toranut*), will automatically result in grounding the following weekend.

Food Deliveries on *Shabbat*

Occasionally students wish to supplement their diet by ordering pizza and other special food. This is permissible providing it is within the food requirements detailed above. **So as not to impinge upon *Shabbat* activities no delivery of food is permitted between 5:30 PM and 9:00 PM on Friday nights.**

Participation in Athletic and Arts Events during *Shabbat*

The Academy will not create a situation where participation in any school event will put undue pressure on any student or staff member to do so during *Shabbat*. Students wishing to participate in such events during *Shabbat* may do so but students will be required to use one of their POSHes.

On rare occasions athletic or arts events may require students that choose to participate to travel to distant locations and stay for *Shabbat*. In such cases (usually State or Regional Tournaments):

- AHA vehicles will not be driven on *Shabbat*. This may mean that the vehicles arrive well before *Shabbat* and they will not be used until after *Shabbat* on Saturday evening.

- In general, whenever feasible, food will be packed out for off campus trips for those who keep Kosher or other accommodations will be made.
- *Shabbat* services will be organized by staff.

Jewish Holidays

Holidays are sacred times of the year when we celebrate as a community. Each holiday brings with it a unique set of symbols, rituals, prayers, and texts – each with the goal of uplifting our souls and connecting us to our people. The policy of the American Hebrew Academy is to celebrate two days of *Yom Tov* (holidays) while respecting those who celebrate only one day.

Unlike *Shabbat* when POSHing is permitted, all students who are present on campus for major Jewish Holidays (*Rosh HaShanah*, *Yom Kippur*, the first two days of *Sukkot*, *Shemini 'Atzeret*, *Simhat Torah*, and *Shavu'ot*) are required to participate in programming, meals and services – there are no exemptions for holidays (see above). Lunches and dinners during *Yom Tov* are *Seudot Mitzvah* (festive meals) and students are expected to come dressed as they would for *Shabbat* (this includes those people who do not observe the second day, out of respect for those who do) and to participate in the appropriate rituals.

Students who observe one day of *Yom Tov* are expected to participate in relevant learning and *Tikkun Olam* (social action) projects on the second day of the holiday in lieu of *t'fillot*. The second day of *Yom Tov* is not a vacation day for students.

Additionally, the Academy celebrates other Jewish holidays as a community, and students will be expected to participate in those observances. Depending on the calendar, this may include *Hanukkah*, *Tu B'Shvat*, *Purim*, *Yom Ha'Atzmaut*, and *Yom HaShoah*.

Youth Groups

Depending on the interest level of our students The American Hebrew Academy sponsors four Jewish youth groups: NFTY (North American Federation of Temple Youth ~ Reform), USY (United Synagogue Youth ~ Conservative), NCSY (National Conference of Synagogue Youth – Modern Orthodox) and Young Judea (Pluralistic ~ Zionist). The Academy also arranges joint programs with BBYO (*B'nai B'rith* Youth Organization). We encourage students to join one or more of these groups and to attend chapter, Greensboro, regional and national events. Attending an out of town youth group event is an excused absence, provided that the event has the approval of the Dean of Jewish Life and the student has the permission of his or her parents and Academic Advisor.

T'filot (prayer services)

“The sum and the substance of the whole of historical Judaism, its handbook and its memorial tablet, will ever be the Prayer Book: the Daily and the Festival, the Siddur and the Mahzor. He to whom these volumes are not a sealed book has more than grasped the “essence of Judaism.” He is informed with it as with life itself; he has within him “a Jewish world.”

- Franz Rosenzweig

The Hebrew word “to pray” is “*Lehitpalel*” – a reflexive verb which at the same time extends out in the community and back in toward the inner self. At the American Hebrew Academy each member of the community is encouraged and offered opportunities to grow in this most essential of Jewish experiences.

Weekday Shacharit

The Jewish obligation to pray exists on two levels: the individual obligation to pray and the communal obligation to provide a prayer community, a *minyan*. We allow all community members the opportunity to pray in their own way while also acknowledging that we have a communal responsibility to provide a *minyan* for each other.

At least two *Shacharit* minyanim (Morning Prayer groups) meet every Monday and Thursday. One is egalitarian (those may be a Conservative, Reconstructionist, Reform, or Renewal style service) while the other service is Orthodox. Each student and faculty member is assigned to a rotation group of approximately 50 students called a *Ma'amad* (in the time of the Holy Temple, a *Ma'amad* was ‘a division of popular representatives deputed to accompany the daily services in the Temple with prayers’). On a rotating basis throughout the school year each *Ma'amad* is required to attend two days of *Shacharit* egalitarian or Orthodox, approximately every three weeks so that we may always meet our communal obligation of providing a *minyan*. Attendance at *Shacharit* when assigned is an Academy obligation, otherwise it is voluntary.

As such, students who miss their *Ma'amad* without excuse will incur the following consequences:

If a student misses a required *ma'amad*, he or she will be expected to take a leadership role for the next *ma'amad* (such as having an *aliyah*, reading *Torah*, setting up the room at 7:15 am, etc.). Students who miss more than two of a trimester's required *ma'amadot* will serve detention on the Sunday following their third absence. Those missing two detention periods will face a two day in-school suspension. Student receiving more than two in-school suspensions for the year will face further disciplinary consideration including the risk of not being invited back to the Academy.

Shabbat and Holiday Prayers

Shabbatot (*Shabbat*, plural) and *Chagim* (holidays) are important times for us to gather in prayer. On these days, all community members attend services at the same time. Various types of services are available to further our pluralistic mission and provide students the opportunity to explore different Jewish customs and practices if they so desire.

On *Shabbat* we offer multiple services reflecting the diverse philosophies and affiliations of our community. Students are encouraged to choose the service in which they are most comfortable, although we also encourage students to keep an open mind for new experiences from time to time.

Students, when ready, will be assigned a leadership role in one of our services from time to time throughout the year. Students may also propose the introduction of an alternative service with the Dean of Jewish Life. The Academy values and encourages the ongoing exploration to discover and create new ways to connect with the Divine.

On *Shabbat* and Holidays we occasionally offer the option of attending local synagogues. Students must always be at the announced departure locations on time.

***Shabbat* and Holiday Meals**

Shabbat and holiday meals are *Seudot Mitzvah* – Festive Mitzvah Meals – which are part of the *Shabbat* and Holiday ritual. They are a time for joy, singing, celebration, and good eats!

Shabbat and Holiday meals begin with *Kiddush* (Pre-Meal Blessing) and end with *Birkat Hamazon* (Blessing after the meal). Students who arrive at meals after *Kiddush* or leave before *Birkat Hamazon* will be considered as having exempted themselves from *Shabbat*.

Many meals may also involve some organized singing, a *D'vara Torah* (Torah Lesson), or a story. If you are interested in helping organize or lead singing, giving a *D'var Torah*, or telling a story, please contact the Dean of Jewish Life.

Residential Life

In order to achieve its mission, The Academy was established as America's first liberal, pluralistic Jewish college preparatory boarding school because learning does not begin or end at the classroom door: At the Academy, learning includes everything and can happen anywhere: on the playing fields, over dinner, in the student houses, and sometimes where you least expect it.

Every student is a member of a House. Returning students may request a roommate prior to the opening day. New students are assigned a roommate. Roommate changes, under special circumstances and with the permission of the Dean of Students, may take place after school has been in session for 30 days or more.

Residential students are affiliated with the house in which they live, and day students are affiliated with a house assigned to them through the office of the Dean of Student Life. The House Team consists of the two adults, the Houseparent and the Fellow, and a third adult who lives on campus who serves as the House Associate. Together with the student's academic advisor, these individuals serve as guardians, guides, mentors, and counselors for the student residents. *Madrichim* (see below) offer peer-level guidance for residents as well.

Residence Life Reporting

Residential student parents will receive a report in writing from your child's Houseparent at mid-terms. This report will include a review of house life and of how your child is adjusting to life on campus. In addition, each of you should expect to receive a phone call at least once each term from your child's Houseparent during which you and the Houseparent should discuss the progress of your child.

If at any time you feel the need to talk to your child's Houseparent please feel free to call them. You may, of course, always feel free to call the Dean of Students or the Principal if you have any concerns or questions.

Madrichim

The Academy has established a *Madrichim* system (prefect) in an effort to ensure smoothly running houses. *Madrichim* are upper class students who assist Houseparents by offering another level of supervision in the houses of younger students. Please see the Dean of Residential Life for details about this program should you wish to be considered for the role of Madrich in your senior year.

House Study Room

Each house has a small study room that is accessible from the foyer without entering the main building. Residents of the house and their guests, including boys and girls, may use this study room to meet in groups. Group study during Z'man Limud must receive prior approval from the residential staff person on duty in the house. During exam periods the second floor lounges may also be designated as "quiet zones" for additional study.

Laundry

Each student residence contains a laundry facility for student use. Students supply their own laundry detergent, and are expected to begin their laundry with sufficient time to complete the process before lights out. Houseparents will deal with unclaimed clothes appropriately. Students are expected to maintain their clothing independently and present themselves in a clean and

orderly manner. A laundry service is also available to students at an extra charge. Please contact the Dean of Residential Life to inquire about fees for this service.

Room Keys

At move-in Students are assigned keys to their rooms. These must be protected for student security and returned at the end of the year. There is a \$10.00 charge to replace lost keys.

Guests in Houses

Neither residential nor day students may enter the bedroom of another student without being invited. Any house member, day or boarding, is welcome to bring guests into the house. All guests other than immediate family relations must be of the same gender as the residents of the house. In such instances, guests, particularly family members of the opposite gender should be “announced” on the floor by the host resident. Except as described below with respect to the Academy’s Co-ed Visitation Policy, and to the House Study Rooms, boys are not permitted in a girls’ house, nor are girls permitted in a boys’ house. The only males allowed to enter a girls’ house and the only females allowed to enter a boys’ house are when “announced”, members of the residential staff, their families, faculty and staff, and immediate family members of the students living in the house. Students are encouraged to lock their rooms when unoccupied.

Co-Ed Visitation

The American Hebrew Academy recognizes the need and desire for students to socialize with friends. This includes friends who live in the same campus residence as well as friends who live in different campus residences. At the same time, The American Hebrew Academy recognizes that we who live and go to school together make up a holy community, which demands respect for the sanctity of each member’s privacy and well-being. As such, while for the majority of the school day houses are restricted to members of the same gender, the Academy does extend the privilege of co-ed visitation to junior and senior students in good-standing within the parameters of certain clear guidelines.

First and foremost, it is the unwavering expectation that all members of our community will honor the *kavod*, the respect, of others. Invasions of privacy, physical or otherwise, are not tolerated.

Visitation hours are intended to satisfy students’ needs and desires for social interaction, not for physical intimacy. Whenever students of opposite genders are together in a bedroom, the door must remain maximally open, so that that every individual in the room is plainly visible to the casual passer-by. Maximally open will be interpreted as the ability of staff passing by to see each bed clearly. Lights must remain on. No barriers blocking the view from the doorway shall be erected and students may not be under blankets during co-ed visitation.

Co-ed visitation is permitted ONLY when there is a Houseparent, Fellow, House Associate, or other faculty member on duty in the house DURING THE DESIGNATED CO-ED TIMES.

The Houseparent or residential staff member on duty must specifically grant permission for each visitation privilege, Roommate permission must also be granted each time a guest is invited. Residents of a room have the right at all times to reasonably deny permission or to require visitors to leave before visitation hours have come to an end. As well, Houseparents and other faculty on duty have the authority, at any time, to revoke co-ed visitation privileges for an individual student, for a room, or for an entire house at their own discretion.

Students exercising visitation privileges are to walk to the front door of the house and be invited in by one of the residents. Visitors are never to walk into a house of the opposite gender without express invitation and a personal escort. Once a visitor is welcomed into a house, the host and guest are to walk together to the apartment of the house parent on duty to announce the visit. For the duration of the visit, the guest becomes the responsibility of his/her host. Should the host leave the house, so too must the guests.

Hours of Junior and Senior Co-ed Visitation:

	Beginning Time	Concluding Time
Sunday-Thursday	9:30 PM	10:30 PM
Saturday	After dinner or Havdallah (whichever is later)	In-House
Sundays & Holidays	2:00 PM 9:30 PM	7:30 PM 10:30 PM
Co-ed visitation is permitted ONLY when there is a Houseparent, Fellow, House Associate or other faculty member on-duty in the house.		

Co-ed visitation is restricted to the above-mentioned hours. *Under no circumstances are boys to be in girls' houses or are girls to be in boys' houses at other times!*

Failure to adhere to the above expectations, both written and assumed, constitutes a Tier II honor code violation and will be treated as such.

Co-ed visitation is a privilege and not a right. The Academy may restrict co-ed visitation at any time should the need arise.

Visitation with Members of Visiting School Groups

Student members of visiting school groups are not permitted to enter houses in which AHA students live, regardless of their sex. Neither are Academy students permitted to enter the houses in which visiting school groups have been assigned to sleep, regardless of their gender.

Personal ID Card Policy

For the sake of student safety and campus security all members of the AHA community are issued Photo ID cards by the IT Department.

The Academy has developed a computerized system for scanning these ID cards. Use of this scanner greatly speeds and otherwise facilitates our ability to know where students are. Students who do not carry their cards slow down other students checking in and out and are unnecessarily disruptive.

In case of emergencies, it is critical that the Academy be able to tell quickly whether students are on or off campus. In case of an off campus emergency it is critical that boarding students be identifiable as students of the Academy.

Boarding students MUST carry these ID cards whenever they are off campus.

Day Students must use these ID cards to enter and exit the campus.

Therefore, boarding students must have their ID Cards to leave campus. Those who fail to bring their ID cards will be sent back to their rooms to get them.

Day students who do not have their ID cards be will have the opportunity for after school detention at the discretion of their Advisors.

A lost card charge of \$25.00 will be levied to recover academy expenses for replacing ID cards. This charge will be placed on the students school account and the parent will be notified.

On *Shabbat*, boarding students who are *Shomer Shabbat* will leave their ID Cards at the Front Gate where the officer will swipe them. For safety and off-campus identification, these students will only be allowed to leave campus in groups greater than two.

Leaving Campus

Students are required to provide Academy staff with destination and contact information before they can receive permission to leave campus. Students seeking permission to leave campus may do so using the CAIO computerized system. CIAO permission slips must be signed by an authorized faculty or staff member.

Seniors who have submitted all appropriate written permission from their legal guardians, and have provided appropriate destination and contact information in the CIAO system, may be permitted to sign their own permission slips to leave campus for day trips. Overnight visits must be approved in the same fashion as for all other students.

Walking Off Campus

Students are permitted to leave campus by foot, so long as they remain on paved paths, except to cross the street, and adhere to the minimum group size for walking.

Any group walking off campus must be in a group of at least three.

Return to Campus

Students with permission to be off-campus are expected to return in sufficient time to check in at the house by their respective *Z'man Limud* or in-house time. Should a student be delayed for any reason, it is the student's responsibility to notify his/her Houseparent, Fellow, House Associate or the *Shomer* (appointed staff member on duty). A request to a friend to notify one of these three adults is not sufficient.

Bicycles and other Rolling Transport

The health and safety of the American Hebrew Academy community is our first concern. As such, whether on campus or off, any person using a bicycle, skateboard, scooter, skates, etc. is required to wear an appropriate helmet. Additionally, the owners of such modes of transportation need to ensure their proper care and storage when they are not using them. Entrances to buildings are never to be blocked and designated bicycle racks are to be used. Bicycles, scooters, etc. found in inappropriate areas around campus will be confiscated by the Facilities Dept. and students will need to make special arrangements to retrieve them.

Students who are seen riding with a helmet that is not fastened properly will be asked to step off the bicycle (or other mode of transportation) and fix the straps. Assuming the student adheres to the request in a timely and appropriate fashion, there will be no further reporting of the incident.

Students who are unable to remedy the situation to the satisfaction of the campus adult who stops them from riding without a helmet will be asked to step off the bicycle (or other mode of transportation) and walk. In addition, the adult will communicate this occurrence to the Dean of Students, who may administer appropriate consequences.

Students may bicycle off campus to Lowes Grocery & Target Shopping Centers, Kathleen Clay Edwards Family Branch Library, and Temple Emanuel. All student bicyclists must ride minimally in pairs. Bicycling to other destinations may only be done with the approval of the Dean of Students.

Policy on Unapproved Venues

The policy of the Academy is, to the best of its ability, guard against injury and protect students from harm. Our Security Department regularly screens off campus venues frequently visited by our students and maintains a listing of non-approved venues. We rely on the best information available to us from local police agencies and information provided by long time residents of Greensboro who we believe have our students' best interest at heart.

The Academy only provides transportation to approved locations and will only give residential students permission to visit approved locations. While we can only apply our policy to boarding students, we strongly recommend that our day students adhere to this policy as well.

Any student wishing to visit a non-approved venue MUST have a liability waiver signed by their parent or guardian before approval to leave campus for such non-approved venue will be granted. Students found to have ventured off campus to a non-approved venue and without Academy and parent approval will be deemed to be in violation of the student honor code.

Parents not personally familiar with Greensboro should contact the Academy's Security Department with any concerns. The Academy strongly urges parents' cooperation in this regard and while recognizing parents' ultimate authority, suggests parents not provide their consent for their child to visit venues not on the Academy's approved venue listing.

Parents of boarding students may contact the Dean of Students to restrict their child's privileges to venture off campus entirely from time to time in their discretion or to limit when and where their child will be permitted go when they leave campus. Part of the boarding school education process is to help students build independence and life skills. Nevertheless parents may wish to limit students privileges from time to time as they deem appropriate.

Residential Room Regulations

Boarding students are assigned to a room and roommate prior to moving in at the Academy. An inspection is conducted with the student and an appropriate Academy employee at the time of "move-in" so as to note the condition of the assigned room and to note any repairs that need to be made. A "move-out" inspection is conducted at the end of the year. Should they be called for, damage charges will be assessed as necessary.

Students are expected to reside in their assigned room throughout the entire school year. Students cannot move from room to room or from building to building without permission from the Director of Residential Life and a move-out/in inspection by a member of the Academy staff.

Students are to keep their rooms clean and orderly at all times. Clothes should be picked up, personal items should be kept in a neat fashion, and floors should remain clean. The only adhesives permitted for hanging wall decorations (posters, etc.) are “scotch” tape, masking tape or “command” brand products. Small thumbtacks are permitted as well. Duct tape is not permitted. Fire alarms, smoke detectors, sprinkler heads and lights cannot be covered in any manner whatsoever.

Study Lounge Use in Residence Halls

All doors should remain open unless you have the expressed verbal consent of the staff on duty in the house.

All lights should remain on.

Students may have coed visitation in the study lounges in the front of the house but Freshman and Sophomores are not allowed to have coed visitation beyond the second set of double doors.

During Z'man Limud the room may be used for group study with prior permission from the House staff person on duty.

‘Kavod’, rules of respect apply.

Any student that misuses the front study room will be asked to leave immediately.

If misuse continues, students may have the use of that room taken away as determined by the staff on duty. Continued misuse could result in further disciplinary action.

Room Inspections and House Maintenance

Random room inspections by the Houseparent or Student Life staff, Facilities Department, Fire Department, and Health Center personnel occur and students should be aware that such inspections may lead to confiscation of inappropriate property and further reporting to the Dean of Students for violations of Academy rules. The Academy reserves the right to enter a student’s room at any time without prior notice. Students have no rights to contraband, prohibited activities or violations of the law within the confines of their room on campus.

The residents of each house are responsible for maintaining their common areas in an orderly manner. Inspections will occur on a weekly basis. Houseparents assign tasks, such as vacuuming and picking up trash, on a rotating basis.

All furniture (chairs, tables, beds, etc.) is to remain in assigned rooms at all times. No Academy furniture may be used outdoors. Under no circumstances should chairs, tables, etc. be placed in the corridors/hallways of the houses. This is a FIRE HAZARD. Students are not permitted to move the wardrobe furniture within the room. Wardrobes must remain positioned against a wall. Beds may not be pushed together. TVs in the recreation rooms must not be tampered with or moved. Any personal items, furniture, etc. left in the hallways will be collected by the facilities department and confiscated and/or disposed. Trash left in the hallway outside of a student room will be placed back inside the student’s room.

Under no circumstances should anything be hung from or connected to the ceiling, any light fixture, or any sprinkler head in a room. No lighters or candles are permitted. Students are permitted to store no more than three boxes and one bicycle for summer storage. Any items left at the end of the year after final check-out that are not stored for the summer will be donated to charity or discarded.

All luggage to be stored for the school year should be labeled and stored either in the student's room or in the upstairs storage room. Luggage may not be left in the Bistro, hallways, or recreation rooms.

In-House and Lights Out Schedule

Students check in to houses at times determined by grade level. While House Teams retain the right to alter these times for individual students or for their entire house when appropriate, standard check-in and lights-out times are as follows:

	Freshmen	Sophomores	Juniors	Seniors
Sunday-Thursday In-House	10:00	10:15	10:30	10:30
Sunday-Thursday Lights Out	10:30	11:00	11:00	11:30
Friday-In-House	10:30	11:00	11:30	11:30
Friday Lights Out	11:00	11:30	12:00	12:30
Saturday-In-House	11:00	11:30	12:00	12:00
Saturday Lights Out	11:30	12:00	12:30	1:00

Safety and Security Procedures

The student houses are equipped with safety and security devices for your protection. These devices will prevent windows in the building from being opened at all times except during an emergency. They will also secure the building during "Lights Out" hours preventing unauthorized entry or exit from the building except during an emergency. Emergency exits (side doors) are also secured with alarms to prevent unauthorized entry or exit from the building. Intentional tampering of these safety and security devices threatens your safety, the safety of others on campus, and is deemed a Tier II discipline code violation.

Non-Academy Guests Overnight on Campus

Students are welcome to have guests of the same sex who are not Academy Students spend the night on campus if they have previously received permission from their Houseparents. The guest will not be permitted onto campus unless the Front Gate has been notified by the Houseparent that the guest has permission to enter campus. The host student is responsible at all times for the conduct of their guests. Guests must conform to all of the rules and expectations which apply to our students. Guests who do not conform to our rules and expectations may be asked to leave at any time.

Students who wish to have guests spend a weekend night on campus must request permission in advance from their Houseparents. The student's parents must also send written permission via email to the Houseparents. The guest's parents must also send a completed waiver form in advance granting their child permission to stay overnight on campus. No guest may be over the age of 19 years.

Personal Property

Students should bring clothing appropriate to the dress code. The weather in central North Carolina ranges from quite warm (high 90F's) in the early fall and late spring to cold (mid-20F's's to 30F's) and wet in the winter. From time to time temperatures can drop into the single digits.

PLEASE BE CERTAIN THAT YOUR CHILD HAS A WARM WINTER COAT, HAT, GLOVES, AND APPROPRIATE RAINWEAR!

Students are responsible for toiletries, two sets of sheets and a mattress cover (for twin beds), pillows, blankets and/or comforters, towels and washcloths. The Academy provides desk lamps. Students have the option of bringing clock radios, personal radios, small stereos and cameras. Students are not permitted to bring furniture or appliances such as toasters, toaster ovens, coffee makers, hot pots, hot air corn poppers, microwave ovens, refrigerators, or televisions. **No lighters, matches, incense or candles are permitted. No pets (of any kind) are permitted.**

Personal Property Insurance

American Hebrew Academy does not provide or offer insurance for the personal property of students. We recommend that families make individual arrangements with their own insurance carriers to address the need for coverage.

Valuables on Campus

Items such as credit cards, cash, jewelry, or other valuables should be carefully cared for by the student. The academy assumes no responsibility for the loss, damage, or theft of personal property.

It is strongly advised that students limit the amount of cash they hold to a minimum and use personal bank debit cards or credit cards as much as possible! ATM machines are located in close proximity and easily accessible to students.

To assist students in the safeguarding of valuables, each houseparent has a safe installed in the houseparent's private quarters. Students are invited and encouraged to store valuables in the safe and to make arrangements with their house parent accordingly to retrieve stored items when needed.

Passports are held by the Business Office for safekeeping and given to students as needed.

Communication with Students on Campus

Residential Telephones

All bedrooms in the Student Residences have a single telephone linked to the phone numbers assigned to the residents of the room. The voice mail system for the phone numbers sends all messages directly to the appropriate student through his/her e-mail account. All hardware for this telephone system is provided by the American Hebrew Academy. Telephone handsets, cordless phones, and answering machines from home do not work with this system and should not be brought to the Academy. All long-distance charges are billed to the student's account and become the responsibility of parents. As well, any damage beyond normal wear and tear will be charged to the student's account, and become the responsibility of parents.

Sending and Receiving Mail

Outgoing mail is collected daily (M-F) on campus during school hours and stamps are available for sale in the Administration Building..

Incoming mail is delivered directly to the Student Union Monday-Friday. Mail is not delivered to campus on Saturdays or Sundays. Mail sent to students should be addressed to:

Student's Name
American Hebrew Academy
House Number
4334 Hobbs Road
Greensboro, NC 27410

E-mail

All students have an Academy e-mail address, and parents are encouraged to be on-line at home. Students e-mail addresses are in the form:

first initial + last name @americanhebrewacademy.org
(jdove@americanhebrewacademy.org)

except as necessary to avoid duplication. E-mail is an official channel of communication at AHA. Students are required to read all e-mails originating from Academy employees, and will be held responsible for information communicated by e-mail even if they fail to read the communication. Parents should monitor their e-mail files so as not to block e-mail from the Academy.

On-Campus Parent Boarding

The American Hebrew Academy seeks to facilitate parental visits on weekends and during special events. You are always welcome to visit! The Academy understands that the lack of hotel accommodations within walking distance of the campus presents particular challenges for some of our families who are *Shomer Shabbat* and *Yom Tov*.

For these families the Academy can offer a limited number of modest accommodations reserved solely for *Shomer Shabbat* and *Yom Tov* families who are not otherwise able to reside in a hotel because of their personal religious observance. Accordingly, we ask all families to be respectful of the needs of those who are *Shomer Shabbat* and *Yom Tov* and to not seek to reserve Academy facilities when they could otherwise reside at a hotel in close proximity to campus. A limited number of guest rooms are available on a "first-reserved – first served basis."

Your cooperation in this regard is deeply appreciated.

Families are never allowed to stay in student rooms in occupied residence halls.

Conditions of use:

- Reservations must be received 7 days prior to the visit. Call Ms. Elaine Tinnin (336.217.7100) to determine room availability. She will check and get back to you.
- Rooms are made available on a first-reserved ~ first served basis.
- Occupants must bring their own sheets, blankets, towels, and pillows.
- Because of *Kashrut* considerations, food is not allowed to be cooked in these units.

- Occupants must check in at the Administration building before 4 PM (on Fridays) to assure time to move in before *Shabbat*.
- Visits shall be limited to three nights.
- PLEASE: No pets, smoking, alcohol, or driving on campus.
- The cost per one bedroom unit is \$60.00 per night (costs are subject to change).

All are welcomed to dine with us. For those who wish to stay overnight:

- Food reservations (especially for *Shabbat* meals) must be received 7 days prior to the visit.
- Charges for food are:
 - \$10.00 for breakfast per person.
 - \$15.00 each for brunch, lunch and dinner per person.

Please note that due to *Kashrut* consideration, no food is allowed to be brought into the Dining Pavilion.

All charges shall be paid in advance by cash, check, or credit card prior to the business office closing on Friday afternoon.

Sexuality Education Programs at AHA

The Backdrop of Sexuality Education in Schools Today

This is the most challenging time in at least the past century for teenagers to establish healthy attitudes toward themselves as young adults and their own sexuality. A solid foundation in Jewish texts and ethical teachings has not affected very many of our students in this regard. Teenage hormones and culture continue to be among the strongest forces in nature!

We live in a time when teens as a group function as a new kind of familial unit (a second family). They are connected 24/7 by text messaging, cell phoning, e-mailing, Face-booking. Everything many of them do is instantly telegraphed to their “friends” who comment back and provide a kind of collective consciousness and worse an ill-defined collective conscience. They have few inhibitions and often share intimate information in quasi-public or open forums to their detriment.

The media tells children it is ok to be a beauty queen at age 6 and a sex god or goddess at 16. Messages they receive from their older brothers and sisters are that the bond of marriage is only appropriate when you wish to have children – thereby breaking the emotional links for many between love, sex, and being married.

Not surprisingly, we find pre-teen fashion becoming suggestive, of what is now an accepted mode of sexual exploration – hooking up. Hooking up for those of us who still hold the bond between love, sex, and marriage as sacred, is the equivalent of a “sex date”. For many teens, we see the pattern: meet someone, hook-up for a while, and then if you like him or her you “hang out” for a while. If the hook-up is less than desired, that is the end of the relationship.

With this as a backdrop AHA has developed educational programs to assist teens in making safe choices as they navigate the emotional and sexual storm of modern teenage life. We are not so naïve to believe students are not engaging in sexual activity while at the Academy. They are. We do not condone it; we take reasonable measure to prohibit it but we cannot prevent it from occurring

entirely. Accordingly we seek to educate students about health, emotional and safety issues associated with sexual activity.

Sexuality Education Programs at AHA

At the American Hebrew Academy our approach to sex education is holistic. We view the child within the context of contemporary teenage life as described above. We treat this extremely important topic with the seriousness it requires.

Our educational focus is on self respect and safety. We all know that abstinence is the best way to avoid unwanted pregnancy and sexually transmitted diseases, but we are not so naive as to expect our students to refrain from normal sexual exploration. We take a very pragmatic approach to our curricular offerings in this area.

At AHA, sex education is a vital component of our broader Residential Life Curriculum and is offered in various age and topic appropriate formats throughout the student's years at AHA. In the earlier grades formal aspects of human sexuality and its impact biologically and psychologically are covered in our required Health classes. Units in biology courses are also provided to offer the background required to understand our bodies.

To augment formal classroom education on these topics all new students attend formal sex education workshops specifically focused on improving self concept, personal respect, peer pressure, body image, the possible consequences of active sexuality, birth control, sexually transmitted diseases, personal dilemmas associated with unwanted pregnancy and infection. Often these programs are presented by outside agencies that specialize in this form of training. Two such programs are Wise Guys and Smart Girls.

Students are also trained in personal safety, boundaries, environment awareness, and self defense. We teach our students how to identify dangerous situations and environments, how to politely excuse themselves from these situations, and how to not-so politely extricate themselves. We also provide guidance on safe internet use and predator identification and avoidance.

Each residential house conducts regular house meetings at which more in depth discussions on specific issues associated with appropriate behavior and sexuality are held.

As students have individual questions, we welcome them to visit with their house parents, campus rabbis, advisors, our nursing staff, and as desired with our professional counselor.

With the support of parents the Academy builds both an educational and emotional safety net for our students.

Specific Programs Offered

We deliberately offer a variety of programs each year on these topics in an attempt to keep the curriculum fresh for our continuing student body. We focus our educational efforts on our underclass students with more specific, targeted Residential Life Programming delivered in House-meeting format for older students.

Freshman and Sophomores:

Body image, sexual education, sexually transmitted diseases, contraception and its use, and safe-sex practices are key components of the Wellness Courses required of all students at AHA. Wellness courses are taught as year-long credit courses by faculty in our Athletics department.

Students participate on campus in the Wise Guy's and Smart Girls programs offered by the Family Life Council and the Guilford County Health Department. These programs "tell it like it is" and teach issues related to self-concept and the more practical aspects of the use of contraceptive techniques. The courses consist of several weekly sessions, each two to three hours in duration.

Our professional counselor goes into the Freshman Girls houses and presents a Residential Life Curriculum Program on sexuality and relationships.

Juniors and Seniors:

An example of Residential Life programming within the houses is a program sponsored by Senior girls focusing on sexuality and gender roles in advertising.

Other programs in our Residential Life Curriculum manual include: Lessons about Friendship; Male, Female, No Difference; Gender program for Boys; Sex and Jewish Values; Self-esteem; Characteristics of Healthy Relationships; Intimate Relationship Checkup and Body Image.

All Students:

We offer self-defense training with a focus on avoiding difficult situations and how to extricate oneself from dangerous places. Instructors vary from year to year but are all certified self-defense professionals.

We schedule an assortment of assemblies and programs on various aspects of keeping one safe. The programs include the Greensboro Police Department's program on Drunk Driving, Consequences of Illegal Drugs, and Internet Safety and On-Line Predators.

SADD, Students Against Dangerous Decisions, is a student club that originally came out of the Students Against Drunk Driving organization. This new on-campus club focuses on student choices and their sometimes dangerous outcomes. It is inclusive of dangerous decisions made with regard to sexual behavior as well as drinking and drugs – there is a link and we recognize this.

When Students Miss the Mark

The AHA discipline code views sexual intimacy as a problem that should be resolved by student, the school counselor and their parents. As appropriate external sexual education programs are required as well as medical and psychological counseling.

In keeping with the Academy's belief that secondary school students are not prepared to manage successfully all the possible outcomes of sexual intercourse, sexual intercourse between students is not allowed. When discovered, parents for both parties are notified and an appropriate course of action is determined that may include counseling and participation in external educational programs.

Health Services

The Health Center is located next to the Administration building. A registered nurse is on duty for posted hours throughout the day and evening Monday through Friday, and for limited hours through the weekend. Students come to the Health Center or the Health Center satellite office (in the Dining Pavilion) for medication administration. The Health Center is also open for walk-in visits, urgent care needs, and scheduled appointments. "On-Call" nursing care on campus for

emergency purposes is available 24 hours a day, 7 days a week. Area hospitals and affiliated physicians are available within a five-mile radius.

As a Jewish academic center, we hope to provide specific programs to augment our routine health care services. These programs may include nutritional counseling, complete reproductive health awareness courses, and tobacco/alcohol/substance abuse education. Psychological services are available through our on-campus counselor, whose office is located in the Health Center. Emergency orthodontic services are available as well. If students need non-urgent, consultative care, our nursing staff will attempt to contact parents to see whether it is better to make specific arrangements for care at home or elsewhere. Parent preferences are honored whenever possible.

As with other aspects of life at the American Hebrew Academy, all students need to take responsibility for their own health. For example they will need to seek medical attention when they become ill or injured, take medications as prescribed, and keep all of their follow-up medical appointments. Residential students who are ill are required to come to the Health Center in order to be excused from classes. If a student needs ongoing medical treatment, or care for a specific problem while at school, the Health Center needs to be informed. The student's family physicians are encouraged to contact the Health Center regarding any follow-up care, lab tests, x-rays, scans, special diagnostic tests, or physical therapy that they may wish to arrange for while the student is at school.

Medication

Students must bring all prescription and non-prescription medications to the Health Center when they arrive on campus. The nurses will distribute medications from the Health Center or its satellite office at the appropriate times. Students are not permitted to keep medications in their rooms except in specific, limited situations that have been approved by the Health Center staff, and the student's parents; this includes "over the counter" medications such as Tylenol, Advil, etc. All medications must be registered at the Health Center. This includes topicals and herbal remedies. Students who have medications that need to be kept with them at all times must receive special permission from the school nurse for "self-medication". Prescriptions may be filled either from home or with the assistance of our Health Center staff.

Food Allergies

It is the position of the American Hebrew Academy Dining Services that our school foodservice management team be trained on the dangers of food allergies and how to help prevent reactions from occurring in the school that we serve. We endeavor to help food allergic children to learn and thrive within a safe and accepting environment.

More than 11 million Americans have food allergies of varying degrees of severity and children are being diagnosed at ever-increasing rates. From 1997 to 2002 alone, the number of children allergic to peanuts has doubled. Most importantly, hundreds die each year from food allergy reactions and over 30,000 must receive lifesaving treatment in emergency rooms. While any food can cause allergies, 90 percent of all food allergic reactions are caused by: egg; shellfish; peanut; fish; soy; wheat; milk; and tree nuts (e.g. walnut, pecan). Food allergic students must take pain-staking measures to avoid these foods, which are all too commonplace in the food supply, making it difficult to feed them safely amongst their peers.

These alarming statistics are changing the way we operate in our school, particularly in our cafeteria, as it is top priority to prevent an allergic reaction from happening. As the school

foodservice provider, we must be a part of the solution and we are taking the necessary steps to do just that.

First and foremost, we are educating our employees to be food-allergy aware so they understand the dangers of food allergies and know the importance of meeting the needs of food allergic students and provide a safe and comfortable dining experience for every child.

Please notify the Dean of Students and Nursing Staff of specific food allergies your child may have. The more we know about the unique needs of each food allergic child, the more we can do to provide him/her with a safe and enjoyable dining experience. To us, managing food allergies is not just about helping children to avoid the food(s) they are allergic to, but providing safe, satisfying and nutritious meals in an environment they feel comfortable and accepted within.

Medical Records

All medical records maintained at the Health Center are treated confidentially, as any other medical records would be. Our medical staff may however use this information in discussions with the Principal, Dean of Academics, Dean of Students, Houseparents, counseling staff or faculty about students who have medical conditions that may affect school performance or social behavior.

A Note to Families on the Academy's Commitment to Privacy

The American Hebrew Academy understands that your family's privacy is important. We value your relationship with the Academy and are committed to protecting the confidentiality of the information you provide to us and appreciate the sensitivity of the information we may request from you. Our interest ultimately in requesting sensitive information is to assure you that at all times we have the best interest of your child in mind.

While no means is failsafe, we maintain physical, electronic and procedural safeguards to protect the confidentiality of the information you provide to us. Access to such information by our employees is granted when our senior administration and medical staff believe there is a "need to know" that is driven by our desire to adequately protect what is in your child's best interest while he or she is a student at the Academy.

If at any time you believe the information you have previously provided to us is in error or has changed, you are obligated to notify us accordingly without delay. Withholding of medical information about your child is grounds for dismissal, endangers your child, and is a breach of the enrollment contract.

If at any time you have concerns about any of the information we maintain about your child or to whom that information may have been provided, please do not hesitate to contact our Director of Health Services to discuss these concerns.

Together, we share the hope for your child's success, personal growth and happiness while attending the American Hebrew Academy.

Statement to Parents Concerning North Carolina Law

Adolescents often need health care related to sexual issues such as contraception or sexually transmitted infections (STI) as well as other sensitive issues which they are reluctant to seek due to embarrassment or privacy issues. Ultimately if adolescents cannot obtain confidential health care they are placed at risk. Numerous health care organizations and providers have developed policies that affirm the importance of providing confidential healthcare to adolescents. State laws including

those in North Carolina support the need to provide adolescents with access to confidential contraception services even when abstinence is strongly encouraged. This follows Academy policy and U.S. Supreme Court rulings that extend the constitutional right to privacy to minors who wish to obtain contraceptives. The Health Center staff always encourages students to discuss their health care needs with their parents first, and while parental guidance is best in such circumstances, parents are advised that minors can confidentially request contraceptives or STI testing from a doctor or other health care professionals. The Academy's health center does not distribute contraceptives or condoms to students but does conform with applicable law by ensuring minor's confidential access to contraceptive services if requested and provided by doctors.

North Carolina General Statutes 90-21.5. Minor's consent sufficient for certain medical health services reads: (a) Any minor may give effective consent to a physician licensed to practice medicine in North Carolina for medical health services for the prevention, diagnosis and treatment of (i) venereal disease and other diseases reportable under G.S. 130A-135, (ii) pregnancy, (iii) abuse of controlled substances or alcohol, and (iv) emotional disturbance. This section does not authorize the inducing of an abortion, performance of a sterilization operation or admission to a 24-hour facility licensed under Article 2 of Chapter 122C of the General Statutes except as provided in G.S. 122C-222. This section does not prohibit the admission of a minor to a treatment facility upon his own written application in an emergency situation as authorized by G.S. 122C-222.

Pursuant to this law the Academy Health Center staff may not disclose medical records of students related to the prevention, diagnosis and treatment of venereal disease and other sexually transmitted diseases, pregnancy, abuse of controlled substances or alcohol and emotional disturbance without the written consent of the student. However, in conformity with Academy policy, the Academy will advise parents whenever they transport a student to a doctor for any reason, the name of the doctor and their contact information. It is then up to the parent to contact their child to discuss their medical treatment

In practice when a student presents themselves to the Health Center requesting counseling or medical care that is of a sexual nature, the nursing staff will refer the student to a health care professional as deemed appropriate. If a referral is made or requested, we will inform the parents of the referral and provide them with the name of the doctor, address and phone number but we will not reveal the nature of the referral.

Information Technology

The American Hebrew Academy is committed to bringing the highest level of technological resources possible to our students for the purpose of education, as a broadening experience and for global awareness. Students are encouraged to use the technology in support of education, as well as in developing their own interests and facilities with technology. This environment fosters increased communications in all directions, between students, students and faculty, and students and home.

Laptop Computing

At the American Hebrew Academy students learn the proper use of information technology through a complete immersion. As a student might live in Israel to learn to speak Hebrew, students at the Academy learn technology through its use in the many aspects of life on campus. Used for academics, communication, and entertainment the laptop is the student's personal digital assistant from the time they enter the Academy to the time they graduate.

For students to fully integrate into the academic and community life of the Academy, they are provided with a specially configured laptop computer when they begin school. The proper care and use of the computer is essential.

The laptop computers presently in use are Lenovo X series notebooks and tablets. These computers weigh about four pounds and are some of the smallest full-power computers available. Computers are connected to our campus network and the Internet all of the time. Students may use either built-in wireless or 100 Mb/s wired network adapters. Even our telephone system is fully integrated with our technologically advanced computers allowing students to retrieve and listen to voicemail from parents, friends and teachers via their computers wherever they may be.

Because of our complex computing environment, only Academy issued laptops will be allowed to be used in our classrooms, though students may use their own equipment in their residence (please see more on this below).

Computer Software

The computer is loaded with all software required for course work and for the personal communication needs of the student. This software is licensed for Academy owned computers only – all of it must remain on student laptops to assure full classroom participation. In addition, students are allowed to install their own software on their computers subject to the Academy's Appropriate Use Policy (please refer below).

Licensing of Non-Academy Software

Students may place any files, software programs, or peripherals onto their computer so long as they are of an appropriate nature and they have appropriate licensing rights to do so. This means students may save or use any software as long as they have purchased the software, purchased a license to use the software, or the software is unrestricted or freeware. In all cases, the software follows the Appropriate Use Policy of the school.

The Academy may at any time need to retrieve a student's laptop and perform a complete reset, returning the contents of the hard drive and all settings to its initial configuration. This will clear all the additional software and files that a student has added. The Academy may choose to do this to any computer that is having technical problems, that contains inappropriate software or files, or for any other reason deemed appropriate by the Administration and the Information Technology Department of the Academy. As part of the process, IT will either ask students to back up their

documents and personal files or attempt to back up all appropriate personal files before rebuilding the computer.

Appropriate Use Policy

The Academy's Appropriate Use Policy can be stated briefly:

As in all Academy matters, students will obey the school's Honor Code.

The computer assigned to you is in your care. Keep it safe and out of harm's way.

Copy only things for which you have express permission! Computer programs, music files, videos, the contents of web pages, other peoples' words, or individuals' works of creative expression, do not belong to you just because they are viewable on your computer as they may be copyrighted and owned by someone else. Copying such materials may constitute a violation of State and Federal Law, and certainly the honor code of American Hebrew Academy.

Using a computer to violate any law is prohibited! This includes laws pertaining to but not limited to: harassment (sexual, environmental, or personal), slander, breaking and entering (gaining unauthorized entrance ~ hacking), destruction of personal property (deleting other peoples' files).

Students agree to limit their use of all computers and the network to appropriate content for American Hebrew Academy students. This excludes all content of a pornographic, violent, racist, sexist, or otherwise objectionable nature. These are subjective criteria, and students are encouraged to ask the Dean of Information Technology, the librarian or members of the faculty or administration for assistance in determining whether or not given content is appropriate.

Remember! If you think it might be wrong, it probably is!!!

In addition...

Students agree to refrain from hacking or trying to enter any areas of the network other than those designed for student use. Students may not attempt to view documents, files or directories that are intended to be inaccessible or inappropriate for them. Use of any means which bypass Academy Internet filtering technology is specifically forbidden.

The laptop, all of the hard drive's contents, all files on the network, and all email saved either on the laptop or on the network belong to the American Hebrew Academy. Faculty and administration may at any time confiscate a student's computer and may search the hard drive's contents. Files saved on the network may also be searched. Students will be held personally responsible for all content and software found on the laptop, including the network and their directories. Students will also be responsible for all materials published to their personal web space.

The determination of objectionable material or any breach of the "Appropriate Use Policy" resides with the disciplinary procedures created in *HaMadrich*, and ultimately with the Headmaster.

Internet Filtering

The Academy employs technology that is able to filter various Internet Web sites and various Internet communications services (e.g. Instant Messaging). Generally, sites of explicitly adult

content and of prurient interest are blocked. During Academic and Study Hours non-academic sites, Internet services (e.g. Instant Messaging) and entertainment sites are blocked.

Students found to be deliberately bypassing our filtering technology are in violation of the appropriate use policy of the Academy and are subject to disciplinary proceedings. Students using non-school owned computers to bypass the appropriate use policies of the Academy are equally in violation of these policies. Included here are any type of Internet device, not limited to: Smart-Phones, Game Playing devices, Cell Phones, and whatever may come next!

A small committee consisting of the Principal, Dean of Academics, and Dean of Student Life review requests to unblock various Internet sites and services for entertainment and other personal reasons in addition to academic purposes.

Maintenance and Upkeep

The Academy provides a professional staff to help students with the maintenance and upkeep of their computers. However, as with other complex technologies, computers can break or be damaged. Information Technology staff are available at lunchtime and other times of the day to help students with computer problems, including making basic repairs.

Our maintenance approach is pretty simple. If student laptops do not function well enough to perform all class assignments and to meet other student needs, then the computers must be repaired.

The Academy keeps an adequate number of loaner computers on-hand to allow students to continue computing even when their own computer is “in-for-repair”. Generally, when a computer is broken, students are without a computer for less than half a day while the loaner is configured for this purpose. Academy software is replaced or restored on student machines by our technical staff, while IT may also assist the student in backing up and restoring personal files.

Physical hardware problems vary in severity. Those that can be repaired by our technical staff are repaired and the computer returned to the student. Those that require more extensive work are sent to the manufacturer for warranty repair.

Student and Family Obligations for Laptops

Student computers are leased, during which time they continue to be covered fully under a service agreement for repairs and accidental damage. **The school does not provide insurance for loss, theft, or deliberate damage.** It is the obligation of every student to treat their computer in a responsible manner. While accidental damage is anticipated, repeated or excessive damage will be considered willful or negligent. Students are expected to transport their computers in protective cases and keep their computers in safe locations when in their rooms or around campus. To encourage the correct care of their computers the following policy will be enforced each year:

1. Initial breakage or damage of a major component (to include screen, case, and battery housing) of a student’s computer will be considered accidental and repaired at no cost. An exception to this will be instances where malicious damage is observed by faculty or staff, in which case the Appropriate Use Policy will also apply.
2. A second instance of breakage or damage of a major component will require the student to participate in a preset number of hours of work. This may include work established by the IT, Maintenance, Security and Student Life departments. The number of hours for each infraction will be set by the IT Department at the beginning of each academic year.

3. Third and subsequent breakage or damage of a major component will require the student to participate in work hours plus a \$100.00 service fee to be charged to the family.

The laptop lease requires that computers be returned to the leasing agent in VERY GOOD CONDITION. If they are not, families will be required either to pay for appropriate repairs or to purchase the computer (at “fair market value”).

Should the student withdraw from the Academy for any reason, the laptop and all its software and peripherals must be returned to the Department of Information Technology. Charges will be assessed for items not returned.

Non-Academy Owned Computers

Students are NOT encouraged to use personally owned computers on campus. Those who choose to do so must follow the following guidelines:

- The computers MUST be registered with the IT Department
- The computers MUST use IT Department approved virus protection software. This will be supplied at no cost to the student.
- The computers may NOT be used as Internet file servers or two-way participants in Peer-to-Peer networking schemes without explicit written permission from the Dean of IT.
- No computer using excessive amounts of campus network bandwidth or of Internet gateway bandwidth will be permitted to operate.
- The Academy will not be responsible for the operation or lack thereof of any personally owned computer nor will be responsible for performing any maintenance on this equipment.

E-Mail and Electronic Communications Confidentiality Policy

A vital aspect of the modern school environment is the extensive use of electronic communications. Those communications to which this policy specifically apply include but are not limited to: e-mail; chat; e-mail lists; school and personal web-sites, electronic grade reporting; electronic records (academic, financial, and personnel) for students, faculty and staff; voice mail; facsimiles, videos, audio recordings, photographs, and any other electronic representation of interpersonal or factual information to or about any individual associated with the Academy (students, staff, faculty, parents, and board members). While the Academy will seek to keep all electronic information on Academy owned computers and servers confidential it has no obligation to do so and retains the absolute right to search the content of Academy owned computers as it deems appropriate to uphold Academy policy, security and the health and welfare of all students and employees.

Electronic communication is encouraged by the Academy as a means to minimize the use of physical resources (e.g. paper) and to improve the quality of such communications.

Electronic recordings (videos, photographs, etc.) are used as a natural part of daily life at the Academy as a way to learn, teach, communicate, and preserve.

Improper use:

Improper use of electronic communications will hinder the operation of the Academy. Improper use includes, but is not limited to:

- Any communication between individuals that violates any local, state, or federal law

- Any communication that violates any school policy including sexual harassment
- Any communication that violates copyright laws or Academy contractual obligations (e.g. sending a copy of Academy licensed software to a non-Academy friend)
- Being a member of an e-mail list on which you have no business (e.g. lurking)
- Sending junk e-mail to e-mail lists that is irrelevant (e.g. junk e-mail, “forwards”)
- Deliberately blocking the ability of someone from access to electronic communications (e.g. denial of service attacks of various sorts)
- Passing student records, personnel data, or financial data to parties within the Academy or outside of the Academy without proper authorization

It is inappropriate for people not members of these groups to belong to e-mail lists relating to the following confidential information:

- Parent-Teacher and Teacher-Teacher communications are confidential within the Faculty
- Parent-Business Office communications are confidential within the Business office
- Applicant-Academy communications are confidential within the Admissions department
- Student-Student communications are confidential within the student body with the exception of the Dean of Students
- Health Center Staff and Parent, Medical Personnel, Insurance Personnel and Faculty or Staff communications.

Violations of policy:

Violations of this policy may be subject to applicable law in addition to disciplinary action by the Academy.

Student violations will be deemed a breach of the student honor code and subject to disciplinary action including expulsion or dismissal.

Student Intellectual Property Rights

The relationship between students and their educational institution is unique in many ways. One of them is the continuity of that relationship while in class, in after school activities and even when at home studying. The ability to separate specific out-of-school-work and personal activities can be difficult at times and may not be easy to decide. Accordingly, the Academy’s policy with respect to the ownership and use of intellectual property is set below.

This policy addresses issues of the right to use products produced by students while at the Academy; whether these products are produced during class time, as part of a class assignment, or as work independent of a specific class. Such intellectual property shall be deemed to include, but not limited to, written works, photographs, movies, paintings, sculptures, and musical works.

1. Ownership and the right to use such products is shared jointly between the student and the American Hebrew Academy.
2. Commercial rights to the work will be shared, but any revenues derived from the work will not be shared. That is, each party may use the work for commercial gain but revenues derived from such gain shall not be shared between parties.
3. The use of the Academy’s name in association with the sale, publication, broadcast, or dissemination, commercial or otherwise with such products shall not be permitted without the written consent of the Academy’s Headmaster or Executive Director.

Any questions concerning this policy should be directed to the Dean of Information Technology.

Harassment and Discrimination

The American Hebrew Academy seeks to provide a diverse educational environment free from any type of harassment including but not limited to sex, sexual orientation, physical appearance or disability. Harassment, intimidation, bullying, exploitation, or extortion, whether verbal or physical, is strictly prohibited. The Academy believes strongly that harassment, intimidation or exploitation undermines the integrity of our community. Thus, such conduct will result in corrective action that may include expulsion for a student violation or termination of employment for faculty or staff.

Harassment can include but is not limited to:

- Suggestive, offensive or obscene letters, notes, emails, jokes or gestures
- Derogatory comments
- Assault
- Unwanted physical contact
- Displays of sexually suggestive objects, pictures or cartoons
- Any contact that creates or is reasonably perceived to create an intimidating, hostile or offensive environment or circumstance
- Coercive behavior intended to control, influence or affect the educational opportunities, grades and/or learning environment of students, including promises, threats, grades, admission, performance evaluations or recommendations

Any student who believes s/he has been the victim of harassment, intimidation or exploitation by another student, administrator, faculty, staff, parent or guest is encouraged to advise senior personnel (e.g. Head of School, Principal, Dean of Students, Dean of Academics, School Counselor, Director of Health Center, etc.) about the alleged acts. Advisors are requested to report such student allegations immediately to their Dean. Any complaint of alleged harassment, intimidation or exploitation will be discussed and investigated in confidence. The Headmaster or Principal will then make a determination of the inappropriateness of the particular act given the facts.

Any student found to be involved in acts of harassment, intimidation or exploitation may be suspended or expelled immediately or at the discretion of the Headmaster or Principal be referred to *Va'ad HaKavod* for disciplinary action, which may also include suspension or expulsion.

B'rit Hitnahagut

The American Hebrew Academy Ethical Covenant

Students at the American Hebrew Academy have chosen our campus to be their home away from home. In this spirit, a group of Academy students established this ethical covenant to be a guide for the high school years at the Academy

Each student and parent is to read the following document carefully. A copy of this Covenant is provided during Orientation for all students to sign.

<p>B'rit Hitnahagut “To care for anyone else enough to make their problems one's own, is ever the beginning of one's real ethical development.” – Felix Adler</p> <p>“You must give some time to your fellow men. Even if it's a little thing, do something for others; something for which you get no pay but the privilege of doing it.” ~ Albert Schweitzer</p>	<p>Care and Compassion</p> <ul style="list-style-type: none"> • Every member of the community should reach out to those in need, and help others without being asked to do so (because we are all in the same boat together) • In a boarding school environment, the people with whom we live become our family. It is important for us to learn to care, respect, and have compassion for them the way we would our own families. • Care and compassion are mutual. Before expecting care and compassion, we must be willing to give them. • In order to be compassionate, we must sometimes put ourselves in the situation of another and envision how we would feel or react. • We ought to be generous with what we have. • We must act with consideration, because our actions affect other members of the community as well as ourselves. 	<p>“Forgiveness is the fragrance that the violet sheds on the heel that has crushed it.” ~ Mark Twain</p> <p>“We must develop and maintain the capacity to forgive. He who is devoid of the power to forgive is devoid of the power to love. There is some good in the worst of us and some evil in the best of us. When we discover this, we are less prone to hate our enemies.” ~ Martin Luther King Jr.</p>
<p>“This country will not be a good place for any of us to live in unless we make it a good place for all of us to live in.” ~ Theodore Roosevelt</p>	<p>Citizenship</p> <ul style="list-style-type: none"> • We are a community; everything we do affects one another. • We will be fair and courteous to each other and to the people with whom we interact outside the community. • We will show sensitivity to cultural, ethnic, and religious diversity. • We will act with the best interests of our environment in mind. • We will all do our own part to help build our community. 	<p>“Neither fire nor wind, birth nor death can erase our good deeds.” ~ The Buddha</p> <p>“Whoever causes a community to do good, no sin will come through him.” ~ Yoma (87A)</p>
<p>“A happy heart is good medicine, but a broken spirit dries the bones.” ~ Proverbs 17:22</p>	<p>Health</p> <ul style="list-style-type: none"> • We will not harm ourselves nor our community by abusing drugs, alcohol, or tobacco. • We will respect our bodies and keep them in a state of cleanliness. • We will keep a healthy living environment. • We need to know our limits. Eating right, sleeping well, and choosing not to take on more commitments than we can handle will help achieve this. 	<p>“Keeping your body healthy is an expression of gratitude to the whole cosmos – the trees, the clouds, everything.” ~ Thich Nhat Hanh</p>
<p>“Who is the one that is honored? The one who honors others” ~ Pirke Avot</p> <p>“The one thing that doesn't abide by majority rule is a person's conscience.” ~ Harper Lee</p>	<p>Honor</p> <ul style="list-style-type: none"> • We are all human beings and therefore, we all deserve the highest level of respect from one another. • We will respect the property of others so that we may live in a safe and trusting community. • We will do our best not to speak or listen to <i>lashon hara</i>; our community is built upon respect and trust. • We will honor ourselves and others by keeping our word and doing <i>mitzvot</i>. • We will respect wisdom, in all of its forms – we are all here to learn from each other. 	<p>“The difference between a moral man and a man of honor is that the latter regrets a discreditable act, even when it has worked and he has not been caught.” ~ H. L. Mencken</p> <p>"What is left when honor is lost?" ~ Publilius Syrus</p>

<p>"Better is the poor man who walks in his integrity, than he who is perverse in his lips, and is a fool." ~ Proverbs 19:1</p> <p>"The measure of a man's real character is what he would do if he knew he would never be found out." ~ Thomas B. Macaulay</p> <p>"There is a Hasidic story about a town gossip. This fellow thoughtlessly told and retold stories about others that brought them shame. The town's rabbi met with the man and confronted him with his words. The man was stunned. He had no idea he was spreading such hurt. He broke into tears and begged the rabbi for help. "There must be something I can do to atone for the wickedness I have done." The rabbi instructed the man to take four pillows out into a field. Once there he was to slice...</p>	<p>Integrity</p> <ul style="list-style-type: none"> • To have integrity means to adhere steadfastly to high morals. At the American Hebrew Academy, we will maintain standards throughout our community: faculty, students, staff, and families. • As a community we will follow the rules, even when we think no one is looking. • If we are pressured to do wrong, we will resist the temptation; an important component of integrity is being true to oneself. • We will be honest with ourselves and our community. • We will treat our community as we would our family and to be truthful. • We will be trustworthy in all respects, both as a member of our community and as an individual. <p>We will never cheat: by cheating or plagiarizing we deprive our community the opportunity to learn from us.</p>	<p>...open each pillow with a knife and shake its feathers into the wind. The man thanked the rabbi and rushed off to do as he was told. He purchased four fine feather pillows and cut them open in the field, watching as the feathers scattered in every direction. He returned to the rabbi to let him know he had completed his penance. "Not quite," said the rabbi. "Now go back to the field and retrieve the feathers." "But that is impossible," said the man. "The winds have taken them everywhere." "It is the same with your words," the rabbi said gravely. "Just as you cannot retrieve the feathers once spilled, so you cannot withdraw words once spoken. No matter how sincerely you desire to undo what you have done, the harm caused by thoughtless speech cannot be rectified." ~ Rabbi Rami Shapiro</p>
<p>"Be holy, for I, The Lord, am Holy" ~ Leviticus 19:2</p>	<p>Holiness</p> <ul style="list-style-type: none"> • Our relationship with God includes significantly more than just the time we spend praying in services or studying Jewish texts; our covenant with God provides a holy basis for our behavior in every situation. • We have a sacred obligation to treat all of God's creations respectfully. • To increase the holiness of our community, we must make a point of considering our fellows' perspectives and showing respect for the different expressions of Jewish faith, as well as the sacred times, places, and rituals in our community. • We will sanctify everything we do and elevate our environment through our actions. 	<p>"The Lord shall establish you as a holy people to himself, as he has sworn to you, if you shall keep the commandments of the Lord your God, and walk in his ways." ~ Deuteronomy 28:9</p>
<p>"Ye shall have one manner of law, as well for the stranger, as for one of your own country: for I am the Lord your God" ~ Leviticus, 24:22</p> <p>"Justice is the constant and perpetual will to allot to every man his due." ~ Domitus Ulpian</p>	<p>Justice</p> <ul style="list-style-type: none"> • We will be fair in the way we treat people. • We will remember that our decisions affect everyone in our community. • We will use good judgment in all matters, on both personal and communal levels. • We will listen to our conscience; when we permit ourselves to be so, we are our own best guides. • We will take it upon ourselves to uphold the rules of the school and the laws of the world in which we live. 	<p>"Justice does not come from the outside. It comes from inner peace."~ Barbara Hall</p> <p>"Injustice anywhere is a threat to justice everywhere." ~ Martin Luther King Jr. "It is easy to sit up and take notice. What is difficult is getting up and taking action." ~ Honore de Balzac</p>

Tier System for Violations of *B'rit Hitnahagut*

Offense:

Consequences may include:

Tier I:

<ul style="list-style-type: none"> • Missing or late to obligations (classes, services, etc.) • Dress code violation • Unruly, inappropriate or argumentative behavior • Swearing, profane language • Violations of the Public Display of Affection Policy • Body Piercing • Any other infraction deemed Tier I 	<ul style="list-style-type: none"> • Detention and/or work detail • Notification of parent/s • Reduction of school credit • Notification of advisor and Houseparents • Notification of legal guardians • Removal from Honor Roll eligibility
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Tier II:

<ul style="list-style-type: none"> • Seriously inappropriate behavior • Bullying • Harassment • Destruction of personal property • Gambling of any kind • Being out of the house after check-in time • Being in any Academy building without explicit permission • Being in the house or room of the opposite gender without permission, or beyond established hours. • Tampering with safety devices • Tattooing • Habitual offenses from Tier I • Any other infraction deemed Tier II 	<ul style="list-style-type: none"> • Referral to the Dean of Students • Work detail • Notification of advisor and Houseparents • Notification of legal guardians • Letter in student file • Parent conference • Possible referral to psychologist • Suspension, followed by probationary status • In school detention • Out of school suspension
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Tier III:

<ul style="list-style-type: none"> • Being off campus without permission after lights-out • Being out of the house after lights out • Breach of security • Being in the possession of weapons • Fighting or Violence • Defacing school property • Sexual harassment, hazing or misconduct at AHA or any AHA sponsored event • Theft • Violation of the Honor Code - cheating, lying, plagiarism, forgery • Habitual offenses from Tier II • Any other infraction deemed Tier III 	<ul style="list-style-type: none"> • Work detail • Notification of legal guardians • Letter in student file • Parent conference • Referral to psychologist • Suspension, followed by probationary status • Expulsion <p>AHA has a zero tolerance policy toward any drug possession or use ~ Please see specific policy on Alcohol, Tobacco, and Drug use elsewhere in this document.</p>
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Please note: All of the above apply to on or off campus behavior. Examples are indicated above but are not limited to only these offenses.)

When, in the opinion of the Dean of Students, responding to particular infractions requires the collective wisdom of community representatives, students may be referred to appear before *Va'ad HaKavod* (The Academy's "Honor Committee, See Page 51), that considers the situation and recommends appropriate consequences. Students should expect to appear before *Va'ad HaKavod* for all Tier III violations.

Va'ad HaKavod

We at the American Hebrew Academy pride ourselves on the manner in which members of our community interact with and respect each other. We recognize the inherent value of every human being and construct policies that promote healthy interaction, as described in the *Brit Hitnahagut*. At the same time, the Academy recognizes that from time to time there will be students who choose not to display appropriate *kavod*, “honor”, for those around them, which will then necessitate appropriate responses of disciplinary action.

For most disciplinary situations, there are clear rules with clear consequences that will be administered by the adult on site, the Dean of Academics, or the Dean of Students. However, when an adult on campus feels the violation is of a more serious nature that could have serious impact on the larger community, s/he reports that incident to the Dean of Students, who then has the option of administering consequences directly or, in some cases, of referring the case to *Va'ad HaKavod*, loosely translated as “The Committee on Community Respect.” The reporting adult may or may not be an employee of the Academy. If the reporting party is a student, s/he is advised to speak first with his/her advisor or house parent. Together, the student and his/her chosen faculty adult will approach the Dean of Students.

The Academy encourages all members of our community, adult and student, to address the Administration with concerns of a disciplinary nature.

***Va'ad HaKavod* is comprised of the following members:**

The Chair

This individual is a member of the teaching faculty and is not an administrator. S/he is appointed to the position by the Head of School to a three-year term.

The Dean of Jewish Life or representative designated by the Principal

Two members of the Academy faculty

A pool of four faculty members is chosen by a vote of their peers to serve on a rotating basis amongst themselves. Two of the four serve on any given case. This vote is to be administered by the Dean of Students.

Two students

A pool of four students are chosen by their peers in a vote that is administered by Student Government and overseen by the Dean of Students. Two of these students are the primary members and two are secondary, who are called to serve when one or both of the primary members is unable to serve. To be eligible, a student must present a petition with at least fifteen student signatures and four faculty signatures. Students who have been expelled at any point in their Academy careers are not eligible for office. Students who have been suspended (off-campus) at any point in their Academy careers must receive permission from the Dean of Students before becoming eligible to run for office.

Should a situation be referred to *Va'ad HaKavod*, the procedure is as follows:

For Disciplinary Issues:

The adult who witnesses the incident will notify the student and the student's advisor that s/he will be reporting the incident to the Dean of Students.

If the reporting party is another student, s/he has no obligation to notify the student or the advisor. S/he may report directly to his/her own advisor or houseparent.

The reporting adult will submit a written report to the Dean of Students outlining the incident.

If the reporting party is a student, s/he will write the report in consultation with his/her advisor. Should the incident be forwarded to *Va'ad HaKavod*, the advisor will function in the role of "reporting adult."

The Dean of Students will choose either to adjudicate the matter him/herself or to refer it to *Va'ad HaKavod*.

For Academic Integrity Issues:

A teacher discovering a violation of academic integrity (such as plagiarism, cheating on a test, submitting another student's work as one's own, etc.) will review the incident with his/her department chair for validation.

If a violation is verified, it is brought to the attention of the Academic Dean for review.

A first offense results in an official academic warning, which is discussed in a meeting of the teacher, the student, the student's advisor, and the Academic Dean. The official academic warning is documented and kept on file for the student's academic tenure at the Academy, a failing grade is recorded for the assignment, and parents are notified by either the advisor or the teacher involved in the incident.

A second violation results in a formal meeting of the teacher, the student, the student's advisor, and the Academic Dean, parent notification of the incident, and referral to *Va'ad HaKavod* for a pattern of violations of academic integrity.

***Va'ad HaKavod* Process:**

If the case is referred to *Va'ad HaKavod*, the reported student(s) will then submit a written statement to the Chair of *Va'ad HaKavod* describing the facts as s/he perceives them. This document is written in consultation with the reported student's advisor. The incident report, procedure letter, and *Va'ad* referral letter are to be mailed to the student, his or her advisor, houseparent, and parent or guardian.

In the interim between the referral and the *Va'ad* meeting, the student may be placed under restriction.

As soon as possible, and prior to the *Va'ad* meeting, the Chair will distribute to every member of the committee formal written statements from the Dean of Students or Academic Dean and the Principal. In addition, as soon as possible and prior to the *Va'ad* meeting, the student is to call his/her parents in the

presence of his/her advisor to inform them of the situation. The advisor remains present to answer any questions the parents may have.

Parents are welcome to be on campus for the emotional support of their child, but they are not permitted to be present inside the room of the *Va'ad HaKavod* meeting.

The *Va'ad* meeting proceeds as follows:

When the required quorum⁵ of members is gathered, the Dean of Students or Academic Dean is invited to answer questions from the committee members. Though not necessary, it is possible that the original reporting adult (or student) may be asked to make a statement and answer questions from the committee as well at this point. When all questions have been answered to the committee's satisfaction, and when the Dean of Students or Academic Dean (and, perhaps, the reporting adult/student) has said all s/he wishes to say, the reported student and his/her advisor⁶ are then invited into the room. If the original reporting adult/student had been present, s/he/they is/are excused from the room at this point.

Again, the committee members ask the student any questions they deem relevant to understanding the situation. The advisor's responsibility is to support the student through the experience (before, during, and after the hearing). Questions are not asked of the advisor while the advisee is present. When the student has finished answering the committee's questions, and has said all s/he wishes to say, s/he is dismissed from the room. S/he is to remain in a designated waiting area in the same building. No more than two friends may be present in the waiting area to offer comfort while the advisor remains with the committee.

The committee then asks the advisor any questions that may be relevant. The committee may or may not ask the advisor's opinion regarding appropriate disciplinary action. The advisor's responsibility is to ensure that the committee has as full an understanding of the student's overall character as possible, especially those aspects of his/her character that are admirable. When the advisor has finished answering the committee's questions, and has said all s/he wishes to say, s/he is dismissed from the room and directed to rejoin the student in the waiting area. At this point, the student, his/her friends (no more than two), and advisor are invited either to leave the building and return to the advisee's room (or another designated room in the case of day students) or to remain in the designated waiting area where they already are.

With only *Va'ad HaKavod* members present, the committee then considers the case. After full discussion, the Chair calls for a formal vote regarding appropriate disciplinary action. The committee considers first the most severe action (expulsion).⁷ If expulsion is rejected, the committee then considers the next most severe action (suspension). If there should be a tie vote at either of these stages, a further round of discussion

⁵ In order for any official vote to take place, at least four voting members must be present. In the case where four members are not available, even after the alternates have been called in, the Committee Chair relates this information to the Head of School, who then has the discretion to postpone the meeting or to appoint as many people as necessary, on a case-by-case basis, to satisfy the requirements of quorum.

⁶ While the advisor would likely be the student's most natural advocate, the student maintains the right to ask a different "faculty friend" instead. From here on, "advisor" in this context may refer to the student's advisor or to the student's chosen "faculty friend".

⁷ In the event that expulsion is recommended, a phone call is placed immediately to the Head of School, who is the only individual authorized to implement such a consequence. In the event that suspension is recommended, the only individuals authorized to implement such a consequence are the Head of School, the Principal, and the Dean of Students.

ensues and a second vote is taken. Should a second tie occur, the motion for disciplinary action at that level of severity fails. If expulsion and suspension are both rejected, the committee Chair then facilitates a more open discussion in which the committee is charged with the responsibility of arriving at appropriate consequences. Because each student is different and each case is different, *Va'ad HaKavod* enjoys significant latitude in discerning optimal responses. Similarly, since each student is different and each case is different, every student's situation is considered separately, even when two students are facing disciplinary action for the same offense.

It is well within the latitude of the authority of the *Va'ad HaKavod* to deny Honor Roll eligibility for a student who is in violation of the Honor Code.

After the *Va'ad* comes to a decision, the Chair then drafts a letter of recommendation with all pertinent information and submits it to the Dean of Students or Academic Dean for approval. After the Dean of Students or Academic Dean makes a final decision about appropriate consequences, the Dean of Students or Academic Dean will communicate this decision to the Principal, the student and their advisor.

In the case of expulsion, the Head of School or Principal calls the student's legal guardians to inform them and to instruct them to make arrangements for the student's travel home (or at least off-campus) as soon as possible. Prior to informing the student of this decision, the Chair calls the Houseparents to inform them of the situation. The student will pack his or her belongings as discretely as possible and move out as soon as is feasible. Permission to see fellow students and friends before departing will be granted only at the discretion of the Head of School or Principal.

Should the expelled individual be a day student, s/he is to leave campus as soon as feasible. Arrangements to return to campus to collect personal belongings are made in consultation with the Head of School or Principal.

In the case of suspension, the student is to call home to inform his/her legal guardian(s) of the results. This must be done in the presence of a campus adult, usually the Dean of Students, Academic Dean, or the student's advisor. In addition, the Advisor, Dean of Students or Academic Dean, Principal, or other Academy employee will speak with the legal guardian(s) to make arrangements for the student's travel home (or at least off-campus) with a period specified by *Va'ad HaKavod*.

With all other consequences, the Dean of Students or Academic Dean and Chair of *Va'ad HaKavod* inform the student and the student's advisor and instruct the student to call home in the presence of an Academy employee.

All consequences less than expulsion are enforced by the Dean of Students or Academic dean and Principal.

If ever the reported student is the advisee or family relation of one of the members of *Va'ad HaKavod*, the Committee member must recuse him/herself from the proceedings. If the Chair recuses him/herself, The Chair may delegate the Dean of Students, Academic Dean, or other faculty *Va'ad* member the responsibility of conducting the meeting, but continues to serve without a vote. For all other members of *Va'ad HaKavod*, replacement procedures are as described above.

In order to protect individuals from the dangers of false rumor the Academy may publish relevant facts to community members in a thoughtful and respectful manner. At such times it is the responsibility of the

Dean of Students or Academic Dean and the Chair of the Va'ad to discern which facts will help protect individuals from the potential hazards of public misunderstanding and which facts are better treated as confidential, privileged information.

The recommendations of the Va'ad are subject to the ultimate approval of the Head of School and may be modified on his/her sole discretion.

Protocol for In-School Suspension

Students who have violated various rules of the Academy may be assigned In-School suspension for some number of days. Days in this case are defined as beginning at 7:30 AM on days during which school is normally scheduled and ending at "lights out" time for boarding students or with the immediate departure from campus following the end of classes for a day student. Weekends do not apply to the counting of days suspended for Day Students.

Students assigned In-School Suspension Shall:

- Report to *Ma'amadot/Shacharit* as otherwise scheduled
- Report to Advising for attendance and then immediately to the Dean of Academic's Office.
 - During the regular school day the student shall report to an assigned study hall.
 - Absence from class or other activities is deemed "excused". But all work assigned must be completed. Teachers will provide alternative testing times if necessary. Class participation grades will not count against students who are absent during a suspension period.
 - Refrain from attending any classes
 - Refrain from attending any extra-curricular activities including sports practices or games, theatre practice or performances, or other programs.
 - Student may do homework
 - Read books
 - The computer may be used only as required to complete assignments.
 - Refrain from e-mail use and cell phone use.
 - Students are usually accompanied to lunch by Academic Office staff at the end of second lunch period.
 - Students may also be assigned work time in the office of Student Life for a portion of any ISS day.
- At the end of the regular school day the student will immediately return to their residence hall or home (if a day student).
 - Students may only leave their residence halls for meals and then promptly return.
 - Students may use their computers.
 - There will be NO co-ed visitation for students on In-School Suspension
 - Should an In School Suspension day fall on a Friday the student will be required to attend all regular *Shabbat* evening activities and may not POSH. The student will return to their residence hall immediately after *Shabbat* dinner and *Zimrirot*.

Financial Policies

Prior to each academic year, all families are asked to agree to one of several tuition payment plans. If a payment falls more than 60 days in arrears, the Director of Business and Finance is empowered to take action, as necessary, to collect any outstanding debts. No academic records will be released to other educational institutions until all debts to the school have been settled or the account brought into good standing. A diploma will not be awarded if a student's financial affairs are not in good standing.

The American Hebrew Academy does provide a limited amount of financial assistance to students in need and scholarships as set forth by the Board of Trustees annually. The assistance takes the form of either deferred tuition payment or direct reduction of tuition as determined by the Financial Aid Committee. Financial questions should be directed to the Director of Business and Finance.

Admission to the Academy is granted or denied independently of one's request for financial aid.

Banking

The Academy's banking arrangements have been established locally with the Wachovia bank. During registration students may meet with representatives to establish an account. You may reach Wachovia at the following address and phone number:

Wachovia
Guilford College Financial Center
5815 West Friendly Avenue
Greensboro, NC 27410
Telephone: (336) 856-5204
Fax: (336) 292-0325

School Day Schedules

Time		Period	Class	Class length
7:30-8:10AM	M / TH		Community Shacharit	40m
8:00-8:10AM	T / W / F	0	Advising	10m
8:13-9:38 AM		1	Academics	85m
9:41-11:06 AM		2	Academics	85m
11:09-11:51 AM		3rd Period / Lunch	Morning Electives (Foreign Languages, Arts, IT, Intro. to Arts, Success 101, Leadership, etc.) or Lunch	42m
11:51 AM -12:33 PM		Lunch / 4th Period	Lunch or Morning Electives (Foreign Languages, Arts, IT, Intro. to Arts, Success 101, Leadership, etc.)	42m
12:36-2:01 PM		5	Academics	85m
2:04-3:29 PM		6	Academics	85m
3:35-4:20 PM		7	Afternoon electives (Advanced Wellness)	45m
3:35-4:20 PM			<i>Departmental Tutoring</i>	
4:00-6:30PM		8	Athletics or Theatre	
7:30-9:30 PM			<i>Z'man Limud</i>	120m

Weekly Schedule

Weekly schedule

	Monday	Tuesday	Wednesday	Thursday	Friday <i>Friday Schedule runs all year</i>	
7:30-8:10AM Mon. / Thurs.	Community Shacharit			Community Shacharit		
8:00-8:10AM T / W / F	Advising	Advising	Advising	Advising	8:00-8:10AM	Advising
8:13-9:38 AM	1	1	1	1	8:15-9:30 AM	1
9:41-11:06 AM	2	2	2	2	9:35-10:50 AM	2
11:09-11:51 PM	3 rd Period Arts Electives or Lunch	3 rd Period Arts Electives or Lunch	3 rd Period Arts Electives or Lunch	3 rd Period Arts Electives or Lunch	10:55-11:40 PM	*Assembly/Meeting Time
11:51-12:33 PM	4 th Period Arts Electives	4 th Period Arts Electives	4 th Period Arts Electives	4 th Period Arts Electives	11:40-12:25 PM	Lunch (whole school)
12:36-2:01 PM	5	5	5	5	12:30-1:45 PM	5
2:04-3:29 PM	6	6	6	6	1:50-3:05 PM	6
3:35-4:20 PM	7 th Period Physical Training	7 th Period Physical Training	7 th Period Physical Training or Community Time	7 th Period Physical Training		
3:35-4:20 PM	Departmental Tutorials	Departmental Tutorials	Community Time	Departmental Tutorials		
4:00-6:30PM	8 th Athletics or Theatre	8 th Athletics or Theatre	8 th Athletics or Theatre or Community Time	8 th Athletics or Theatre		
7:30-9:30 PM	Z'man Limud	Z'man Limud	Z'man Limud	Z'man Limud		

Notes:

1. Shacharit begins at 7:30 AM on Monday and Thursday.
2. Core academic program courses are scheduled as 85 minute blocks every other day and 80 minutes on Fridays.

Campus Phone Directories

Parents are encouraged to call the American Hebrew Academy at any time. Faculty or staff may be reached via phone or e-mail. All Academy telephone numbers are listed on our OnCampus website (www.americanhebrewacademy.org).

The campus main number is (336) 217-7000 and is answered by our auto-attendant. To reach a person when during office-hours, please call (336) 217-7100 and our Fax number is (336) 217-7011.

Emergency Numbers

From Off Campus:

Campus Security (336) 217-7120
 Health Center (336) 217-7080
 Shomer (Evening and Weekends) (336) 451-9880

From On Campus:

Campus Security x4444
 Health Center x7080
 Shomer (on campus) x1234

Teacher Contact Information

(Dial (336) 217-7000 and then extension)

Teacher	Building	Classroom	Extension
Marc Alley	TCB	206	x8406
Patsy Allred	TCB	110	x5005
Linda Anderson	TCB	204	x8402
Rita Baron	TCB	101	x8301
DeAnne Brooks	ATH		x8500
Jennifer Brown	TCB	201	x8401
Thomas Christopher	TCB	211	x8411
Donna Christy	LSB	209	x8209
Pauline Cobrda	LSB	206	x8206
Phil Cohen	TCB	204	x8404
Fenna Corry	LSB	116	x8116
Scott Culclasure	TCB	209	x8409
Karen Dresser	LSB	207	x8205
David Feder	TCB	103	x8303
Ruth Gavish	TCB	105	x8305
Michael Gisser	TCB	205	x8405
Gary Grandon	LSB	210	x8210 (Classroom) x7012 (office)
Erica Hruby	TCB	108	x8408
Kathryn Kelly-Hensley	LSB	115	x8115
Michael Johnston	ATH	CR1	x8501
Abby Karp	LSB	109	x8109
Steve Kee	LSB	203	x8203
Sara Kramer	SU		x7037
Debra LeWinter	TCB	210	x8410
Steve LeWinter	LSB	217	x8217
Ziva London	TCB	107	x8307

David Mandel	TCB	115	x7020 (IT Staff) x5001 (direct)
Dalerie McGinnis	LSB	110	x8110
Josh Moss	TCB	106	x8306
Adinah Miller	TCB	103	x8303
Amy Morrison	TCB	104	x8304
Charles Newell	TCB	207	x8407
Samra Nissan	TCB	111	x8311
Dara Nix-Stevenson	LSB	105	x8105
Danny Nurafshan	TCB	109	x8309
Phil Papier	ATH	Office	x8500
Kathy Pinyan	Health		x7081
Nancy Pitkin	TCB	210	x8410
Yosef Plotkin	TCB	208	x8408
Bradford Reaves	LSB	206	x8206
Karen Ridenhour	TCB	Library	x3051
Vijaya Sankaran	LSB	106	x8106
Edwar Shamshoum	LSB	218	x8218
Darius Szajnert	TCB	203	x8403
April Simmons	ATH	CR2	x8502
Richard Smith	TCB	200	x8400
Michal Soker	TCB	102	x8302
Sandra Tarbox	LSB	103	x7045
Kevin A. Thornton	ATH		x7066
Matthew Tuttle	TCB	112	x7020 (I.T. Dept.); x5002 (Direct)
Tammy Williams	LSB	210	x7041

Building Codes

ADM=Administration Building

ATH = Athletic Center

Health = Health Center

LSB = Lab Science Building

TCB = The Classroom Building

STU = Student Union

Frequently Asked Questions

First Person to See If...

You have been absent from class	Subject Teacher
You plan to be absent from one class on a specific day in the future	Advisor & Dean of Academics
You plan to be absent from more than one class on a specific day in the future	Advisor & Dean of Academics
You have a schedule problem	Advisor & Academic Office
You become sick during the day	Teacher, Academic Office, Health Center
You have a friend interested in AHA	Admission Office
You need information on PSAT's, SAT's, AP's or TOEFL's	College Counselor
You found a mistake on your report card	Subject Teacher, Academic Office
You have a question on discipline or the dress code	Dean of Students
You have lost something	Security
You want to do community service	Dean of Students
You are a day student and you need a parking sticker	Security
You want to go on a college visit	College Counselor
You see a stranger on campus	Security (or nearest adult)
You have a question about the <i>Rachmanus</i> Program	Health Center
You want working papers authorized	Business Office
You have a question about exams	Teacher, Dean of Academics
You forgot your assignment for <i>Ma'amad</i>	Dean of Jewish Life
You have parental permission forms to submit	Dean of Students
You have a problem with your laptop	IT Staff
You are missing your laptop	Security
You are having interpersonal difficulties with your roommate or housemates	House Parent
You have a question about something in <i>HaMadrich</i>	Dean of Students
You would like to have a guest visit you on campus	House Parent
You would like to leave campus for the weekend and miss <i>Shabbat</i> obligations	House Parent
You have questions about <i>Kashrut</i> in the <i>Chadar Ochel</i>	Director of Food Services
You have questions about <i>Kashrut</i> beyond the <i>Chadar Ochel</i>	Dean of Jewish Life
You need an official note from the Academy for driving certification	Dean of Academics
You have questions about life guarding or any other aspect of the pool	Aquatics Director
You have questions about your Academy transcript	College Counselor, Academic Office
You have questions about tutoring	Academic Office
You have questions about team uniforms	The team coach
You or a friend become injured or sick during the weekend	Nearest adult or <i>shomer</i> phone

American Hebrew Academy Leadership

Maurice “Chico” Sabbah ז”ל, Founder (1929 – 2006)

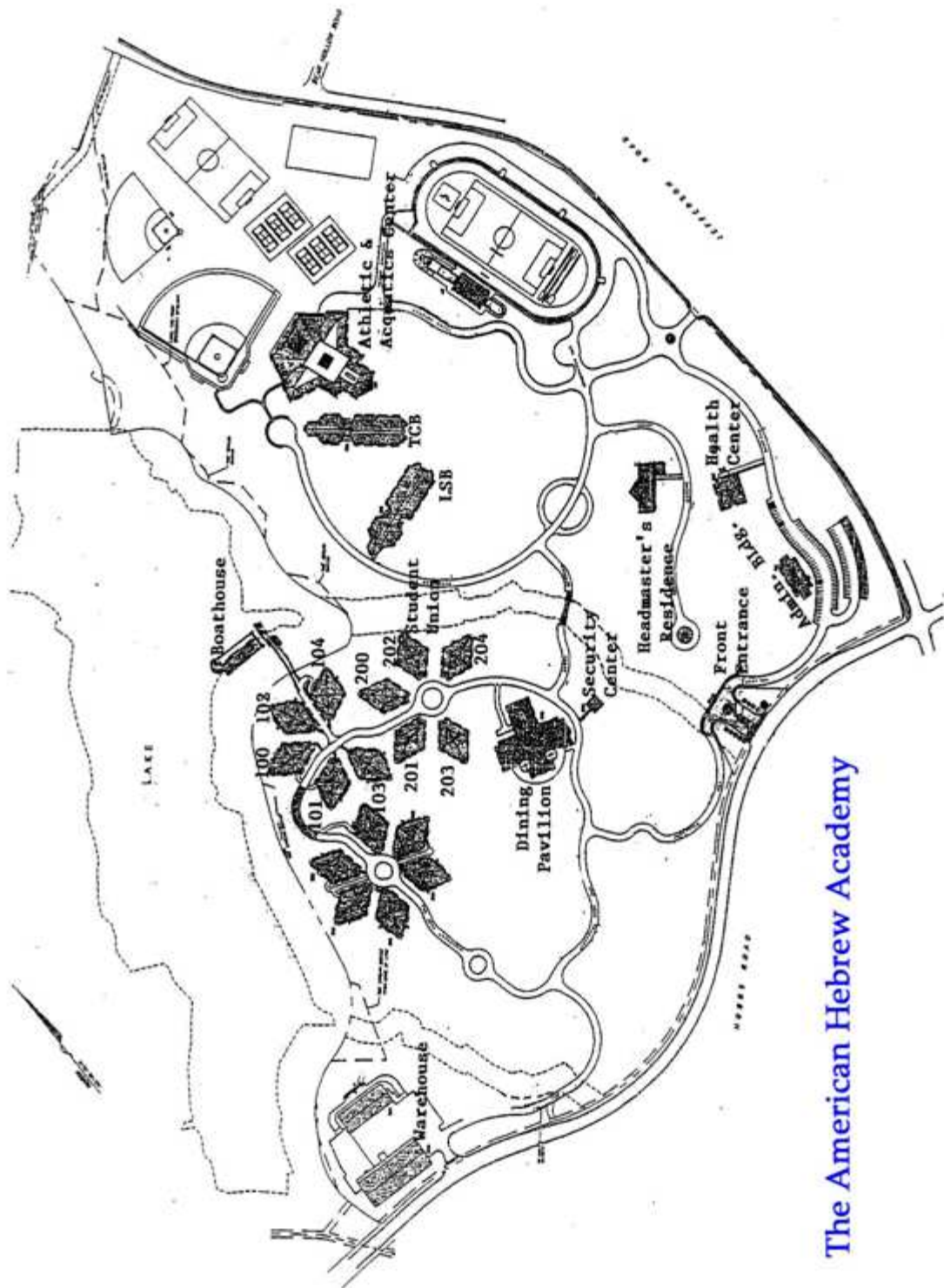
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* *Ex Officio* while serving as Executive Director

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Karen Ridenhour	Librarian
Sandra Tarbox, Ph.D.	College Counselor
Matthew Tuttle	Chief Technical Officer
Rusty Holt	Landscape Superintendent
Mark Spielman	Associate Director of Admissions



The American Hebrew Academy

Campus Map