



MELVIN J. BERMAN HEBREW ACADEMY

RABBI MOSHE H. LEVINSON UPPER SCHOOL

HANDBOOK

2019–2020

5779–5780

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Letter from the Administration

Dear Parents and Students.

At Berman, we strive to create a student-centered educational experience in which all students can learn *al pi darkam*, according to their own way. We recognize the uniqueness of every student as they are created *b'tzelem Elokim*, in the image of God, and seek to help each student reach beyond the limits of his/her individual potential to grow and thrive. We believe fundamentally that true education is not limited to the subjects that a student studies in the classroom, but defines his/her complete development as a human being.

Our educational approach permeates every aspect of student life in the Upper School. Students learn from teachers who are committed to academic excellence and who inspire students to expand the scope of their knowledge and skills. Our exceptional Judaic and general studies programs challenge each of our students in ways that are appropriate for them, and prepare them for life beyond Berman in *yeshivot*, seminaries, and top universities. Our wide range of extra-curricular activities including *chesed* (community service), *shabbatonim* and *chagigot* (Shabbat retreats and celebrations), athletics, and the arts provide students with opportunities to pursue their passions outside of the classroom, build community, and develop spiritually.

Driven by our five core values of *Torah, Chochmah, Derech Eretz, Israel, and Achrayut*, we help to nurture young Jewish adults who are committed, compassionate, and connected members of Klal Yisrael, who understand the importance of their roles in the Jewish and global communities and who endeavor to improve the world around them with intellectual curiosity, respect for Jewish tradition, and love of humankind.

The Student Handbook has been written to reflect these values and provide clarity around policies and expectations of Berman Hebrew Academy Students. We are honored to partner with you for this mission.

B'vracha,

Mrs. Malka Popper
Principal

Ms. Dita Cooper
Dean of Students

Berman Hebrew Academy Mission Statement

Berman Hebrew Academy is an Orthodox Day School that provides a comprehensive Jewish and secular education in an atmosphere of reverence, good citizenship, and love of the Jewish people and Israel.

Adhering to standards of academic excellence and exemplary moral conduct, it prepares its graduates to become Halachically observant, well-educated Jews. It provides opportunities for each student to achieve the maximum of his or her potential, engaged with, and contributing to both the Jewish community and the society at large.

Berman Hebrew Academy Core Values

תורה-Torah: We strive to provide our students with a firm foundation in Torah and Jewish law, a desire for a meaningful relationship with God, and a love for Jewish learning and practice.

חכמה-Chochmah: We encourage our students to excel academically in an atmosphere that encourages curiosity, creativity, critical thinking and integrity.

דרך ארץ-Derech Eretz: We emphasize the highest standard of personal conduct and seek to instill in our students a sensitivity towards others in all of their words and actions.

ישראל-Yisrael: We cultivate an enduring love of the people of Israel, the land of Israel, and the state of Israel.

אחריות-Achrayut: We promote a deep sense of responsibility for ourselves, for each other, for the Jewish community, for America and for people around the world.

DIRECTORY

Berman Upper School Leadership

Rabbi Dr. Yossi	Kastan	kastany@mjbha.org	Head of School
Malka	Popper	popperm@mjbha.org	Principal
Dita	Cooper	cooperd@mjbha.org	Dean of Students
Steve	Achhammer	achhammers@mjbha.org	Athletics Director
Aimee	Fanning	fanninga@mjbha.org	US Administrative Assistant
Rabbi Moshe	Grosberg	grosbergm@mjbha.org	Talmud, Boys Israel Guidance, Mashgiach Ruchani
Jonnel	Hector	hectorj@mjbha.org	Guidance Counselor
Elana	Hoffman	hoffmane@mjbha.org	Director of College Guidance
Ellie	Levine	levinee@mjbha.org	Director of Admissions
Hannah	Olson	olsonh@mjbha.org	Chief Donor Relations Officer & Director of Marketing
Carole	Silvermetz	silvermetz@c@mjbha.org	ESS Coordinator
Faina	Stepensky	stepenskyf@mjbha.org	Director of Finance
Miriam	Zaghi	zaghim@mjbha.org	Student Activities Coordinator, Israel Guidance, Jewish History

Department Chairs

Patricia	Hynes	hynesp@mjbha.org	Art Department Chair
Abby	Goldbloom-Helzner	goldbloom-helznera@mjbha.org	Math Department Chair
Rene	Isser	isserr@mjbha.org	Hebrew Department Chair
Rabbi Ira	Kosowsky	kosowskyi@mjbha.org	Talmud Department Chair
Rachel	Kosowsky	kosowskyr@mjbha.org	Tanakh Department Chair
Victoria	Plaza	plazav@mjbha.org	English Department Chair
Tina	Walls	wallsc@mjbha.org	Science Department Chair

Upper School Faculty

Tair	Abraham	abrahamt@mjbha.org	Hebrew
Kenneth	Bailey	baileyk@mjbha.org	AP Psychology
Chanokh	Berenson	berensonc@mjbha.org	Science and STEM
Xiaosheng	Bi	bix@mjbha.org	Ceramics
Rachel	Braun	braunr@mjbha.org	Math
Elisheva	Carl	carle@mjbha.org	Math
Deborah	Copeland	copelandd@mjbha.org	Educational Support Instructor
Naomi	Elimelech	elimelechn@mjbha.org	Hebrew
Suzette	Francis	franciss@mjbha.org	English
Susan	Gershowitz	gershowitzs@mjbha.org	ASL
Lauri	Getlan-Watson	getlan-watsonl@mjbha.org	Educational Support Instructor
Sharon	Graff	graffsh@mjbha.org	Science
Jake	Hunkler	hunklerj@mjbha.org	History/Media
Robert	Hynes	hynesr@mjbha.org	Art
Elise	Jacobs	jacobsel@mjbha.org	Math
Norma	Johnson	johnsonn@mjbha.org	History
Stephanie	Kirshon	kirshons@mjbha.org	Girls PE
Rabbi Jeff	Kuperman	kupermanj@mjbha.org	Tanakh/Talmud
Noreen	Layne	laynen@mjbha.org	Life Skills/Student Billing Coordinator
Rabbi Aaron	Levitt	levittaa@mjbha.org	Tanakh
Iris	Madar-Lazarus	madar-lazarusi@mjbha.org	Hebrew
Rabbi Moshe	Mittelman	mittelmanm@mjbha.org	Talmud
Sharon	Roberts	robertss@mjbha.org	Math
Doug	Rodgers	rodgersd@mjbha.org	History
Dr. Hannah	Saltmarsh	saltmarshh@mjbha.org	English
Scott	Schlesinger	schlesingers@mjbha.org	Business
Christen	Shank Walter	shankwalterc@mjbha.org	Art
Rabbi Harry	Sinoff	sinoffh@mjbha.org	Tanakh
Dr. Ari	Stern-Gottschalk	stern-gottschalka@mjbha.org	Jewish History
Kismet	Talaat	talaatk@mjbha.org	Science
Rabbi Uri	Topolosky	topoloskyu@mjbha.org	Tanakh, Rav Kehillah
Julie	Vogel	vogelj@mjbha.org	Sport, Health and Fitness
Elana	Weinberg	weinberge@mjbha.org	Tanakh/Talmud

Safety and Health

Campus Security

The safety and security of our school is critically important. Anyone seeing a problem (or potential problem) should immediately contact school personnel at 301-962-9400.

During the school day, the building is open to students from 8:00am – 6:00pm. Students should be picked up by 6:00pm unless they are on campus for a school activity or for pre-arranged help from a teacher.

Emergency Communications

Berman Hebrew Academy uses Alert Media, a contact system that allows us to get in touch with our students, parents and staff quickly and efficiently in the event of an emergency. Please make sure to give Berman all contact information for you and your child so that we can add you to the system and contact you via email, phone and text if the need arises.

School Closures

In the event that the Berman Hebrew Academy leadership determines that it is unsafe to commute to school or to be in the physical building, we will communicate our decision to you via Alert Media and email. Additionally, emergency closure information will be posted on the school website.

Mandated Reporting

Berman Hebrew Academy personnel are mandated reporters as is required by Maryland law. If any member of school personnel has reason to believe abuse, abandonment, neglect, or financial exploitation has occurred, they must file a formal report. In the event such a report must be made, Berman Hebrew Academy will report it to the local Department of Social Services.

Communication

Berman Hebrew Academy communicates with parents through email, mailings, and phone calls. Please read our communications completely in order to stay up to date on events, programs and other areas of your student's experience.

Parents or students are encouraged to connect with teachers and administrators to address any curricular or student needs. Please recognize that teachers spend most of the day in the classroom and therefore can't always respond to communications immediately. However, all

faculty are expected to respond to emails within 24 hours during the school week and 48 hours on weekends. Please make sure that all communications are written in a respectful tone. When a situation is more delicate, it may be best to use email to set up a time to talk in person or at least over the phone.

Communications Guidelines

Whenever students or parents have a concern regarding a particular class, they should first be directly in touch with the teacher of the class or the department chair. If the concern cannot be sufficiently resolved directly, students and parents should contact either the Dean of Students or the Principal, depending on the nature of the concern.

When communicating in writing with teachers, students and parents should use email and should write in a professional and respectful manner. Examples of both inappropriate and appropriate version of emails are below to help guide you in your communications.

Example 1 - Inappropriate

What's up? Why'd you assign a test for Monday? I already have three tests this week? Please move it to next week. See ya tmrw --- Brandy.

Example 1 - Appropriate

Dear Teacher,

I noticed that you assigned a math test for Monday. I'm sorry for not raising this at the time, but I was reviewing my test for next week and I already have 3 scheduled. Would you please consider moving the test to the following week?

*Thank you for your consideration,
Brandy Brookstein*

Example 2 - Inappropriate

Rabbi T. I couldn't do my homework that you assigned yesterday because you didn't teach us the information and it didn't make any sense. Do I have to do it? Class starts in 10 minutes and I don't want to be marked incomplete.

Example 2 - Appropriate

Dear Rabbi T.,

I had a lot of trouble completing the homework you assigned today in class. I found the direction a bit confusing and I don't know if I have the information in my notes correctly. I reach out to my classmate for help, but he wasn't able to give me more clarity. I also asked my parents for help, but they weren't sure what you were looking for.

I know it's a big ask, but is there any way you could help me understand the directions this evening so I can complete the work before class tomorrow? If that's not realistic, could I meet with you during breakfast in the morning or during lunch? I also have a study period during 6th so I could meet you then.

I really appreciate your help.

*Thank you,
Brandy Brookstein*

Example 3 - Inappropriate

I just saw the homework that you assigned and I really think that it's overboard. My daughter is in 9th grade and this kind of work is just making her come home every night and cry. It would be great if you could show a little more compassion to our kids. - Mrs. B

Example 3 - Appropriate

Dear Rabbi T.,

I hope you are doing well and had a wonderful Shabbat. It was great seeing you and your family in shul.

I wanted to reach out to you to share what I am observing at home with our daughter. Brandy is a really hard-working kid who is trying her best to stay on top of everything as she transitions into high school. Overall, she's adjusting pretty well to 9th grade and we are working with her to develop systems and habits to help her stay organized and plan out her work load.

One thing that I wanted to connect about is her homework load. Brandy is spending about an hour every night on work for your class and then spending another couple of hours on her other classes. As a result of all the work, she's going to sleep after midnight. When I looked over the homework it wasn't clear to me what she needed to do and also how this was helping her learning in your class. Would you be able to help me/us understand what you are looking for so we can partner in supporting Brandy? Also, since it is taking her an hour+ every night, what do you suggest we do in order to help her manage the work?

If you prefer to speak by phone, please feel free to call me.

Thank you for all that you are doing for our kids.

*Warmly,
Mrs. B*

Transportation/Parking

It is the responsibility of the parents to arrange for their student's transportation to and from school. Students who drive to school may park in the main parking lot. Berman also offers bus service. If you have questions about transportation options, please contact Mrs. Jennifer Zukerman, ZukermanJ@mjbha.org.

Medication Policies

Student Medical Information

Parents must update the school with any changes in medical information or emergency medical information. If there are any changes from the information that parents entered during the enrollment process, they should please contact the main office immediately at 301-962-9400.

Over-the-Counter Medications

In order to dispense over-the-counter medication, with the exception of Tylenol, the school must receive written permission from a parent or guardian on the student's emergency medical information form.

Short Term/Long Term Prescription Medication

All prescription medication must be given directly to the school nurse for dispensation. Students are not permitted to keep prescription medication in their lockers, backpacks, or other personal spaces. Students requiring short or long-term prescription medication during school will receive this medication provided that the medication must come in the original, labeled container from the pharmacy with proper instructions and dosage information.

Student Life

At Berman Hebrew Academy, we encourage all students to express themselves individually and through different school forums. There are many opportunities for students to extend their learning and build community beyond the classroom. Whether it's through participation in our athletics program or Model UN, students are encouraged to seek out leadership opportunities both in and out of school.

Chesed

Berman's *chesed* program is designed to empower each student to make a difference that matters to the world. Students are encouraged to pursue opportunities that they are passionate about and that support others in keeping with the Jewish value of *chesed*.

To that end, each Upper School student is required to complete 36 hours of community service per year. Hours must be submitted by July 1st. If a student is unable to complete the 36 hours within a given school year, he or she may make up the remaining hours during the summer and submit them by September 1st.

Seniors must have hours documented no later than two weeks prior to the date of the senior trip in order to be eligible to participate in the trip.

Students must report their hours to Mrs. Zaghi, our Student Activities Coordinator, via the *Chesed* Hours form on the school website or via the Upper School mobile app.

Athletics

We encourage students to join our extra-curricular athletic program. See below for a full explanation of our robust team sport offerings and athletic eligibility requirements.

Student Government

Berman Hebrew Academy encourages students to grow as leaders within our school. As representatives of the student body, student leaders are expected to set the tone for the culture of the Berman Upper School. Students running for council positions must demonstrate a commitment to the values and morals of the school, display a passion for leadership, must be in good academic standing, and meet the requirements outlined in the Student Government Handbook.

Student leadership is comprised of grade-level councils and an executive council. Each grade has a grade level council that is responsible for envisioning and planning grade level

extra-curricular activities, shabbatonim, fundraising for their class account, and representing their grade members on the executive council.

The executive council represents the student body, meets with members of the administration, fundraises for student events, and plans major student events throughout the school year. These include kickoff, Chanukah chagiga, Day of Service, *shabbatonim*, Purim *mesiba*, Battle of the Grades, Tzedakah Auction, and *Yemei Iyun*.

For more information, including eligibility requirements, please see the Student Government Handbook.

Community

Upper School students and faculty will meet weekly for a 30-minute “Community” period. Community time will be used on a rotating basis for the following programs and activities:

Week 1: Advisory (See below)

Week 2: Club Time (Students will be able to meet with their clubs.)

Week 3: Office Hours (Teachers will be available to meet with students about classwork, assessments, or other academic questions.)

Week 4: Community Town Hall (Upper School members, including faculty, staff and students, will come together to discuss a community topic.)

Advisory Program

New for the 2019-2020 school year, the Upper School is launching an advisory program. Organized by the Dean of Students, our advisory program is designed to ensure that each and every student has regular check-in with a member of our faculty who can support them as they navigate through their high school career. Advisors conduct monthly sessions with a designated group of students to check-in, address social/emotional issues, and facilitate group activities designed around student growth. Additionally, advisors check in with students in between formal meetings and serves as a point of contact for other teachers and parents.

Town Hall

Berman Hebrew Academy seeks to shape a school culture in which respect, ethical behavior, and genuine self-expression are a part of our students’ lives in and out of the classroom. We believe that it is our responsibility to provide students with educational opportunities to learn how to live and work in a democratic society and in an ethical manner. We strive to create spaces at Berman Hebrew Academy in which students can voice their views about their own education and discuss them respectfully. Learning how to have a constructive group conversation is a crucial skill that we hope will follow our students into their lives beyond Berman Hebrew Academy.

In keeping with these values, Berman Hebrew Academy's Upper School will begin holding monthly Town Hall meetings beginning in the 2019-2020 school year. The goal of Town Hall will be to explore ways to improve the quality of life in the school community and the overall governance and operation of the school. These meetings will be open forums for all community members to discuss proposals and issues of importance to the Berman Upper School community. Some meetings will review proposals around policy, while other meetings will address moral or ethical issues that impact our school and broader community. Through these meetings, students will learn how to engage in perspective taking, listen actively, develop their own opinions, and share them in a respectful and appropriate way.

It is important to note that there are three areas which will not be up for discussion during Town Hall meetings:

1. **Pedagogy**: the method and practice of teaching, especially as an academic subject.
2. **Halacha**: Jewish law rooted in Jewish tradition.
3. **Civil Law**: the system of law concerned with private relations between members of a community.

Clubs

At Berman Hebrew Academy, we are proud to offer club opportunities to build community and explore areas of interest in a collaborative way. Each club requires a faculty advisor and student leader.

The following is a list of the current clubs, however, students are encouraged to generate additional interest and create new clubs!

1. Mock Trial
2. Model UN
3. Girls Choir
4. Math Leagues
5. Israel Action
6. Hamodiya
7. A Capella
8. Politics Club
9. HADAS
10. Chess Club
11. Debate Club
12. Engineering Club
13. Economics Club
14. Cultural Studies Club
15. Tutoring
16. Ping Pong

17. Smart Sacks
18. bStyle (Fashion) Club
19. Slam Poetry Club
20. Halacha Club
21. Kiruv the Movement (KTM)
22. Pre-Med Club
23. Computer Science Club
24. Yearbook
25. Literary Magazine
26. Tech Club
27. Aerospace Club
28. Women's tefillah group
29. Girl Up Club

For more information about clubs, please contact Mrs. Miriam Zaghi, our Student Activities Coordinator.

Dress Code

Berman Hebrew Academy's dress code is designed to reflect and respect the Jewish value of *tzniut* while honoring our students' need for self-expression. The dress code requires all students and faculty to dress in a way that respects our school community and an environment in which Jewish and secular education are at the center. Although individuals and families may differ in choices regarding how to dress outside of school, Berman Hebrew Academy maintains the right to reinforce our dress code in accordance with our school values and policies.

Unless otherwise indicated by an administrator, the dress code is to be followed both on campus and at all school-sponsored events. The sole exception to this policy is for student-athletes who choose to wear a school-issued athletic game or practice uniform, or engage in physical education class for which teachers will communicate the dress code requirements.

Male Dress Code

All male students must honor the following dress code:

Shirts:

Permitted:

- Two-button polo shirts
- Half-zips with a collar
- Full button down shirts (all but top two buttons must be buttoned)
- Cardigans and formal sweaters over a collared shirt
- Open collared shirt with a t-shirt underneath
- Pullovers and hoodies over a collared shirt
- Henleys with a collar

Not Permitted:

- T-shirts without collars
- Button-downs without collars
- Inappropriate words/images/logos
- Sleeveless shirts/tanks
- Cropped shirts

Pants:

Permitted:

- Khakis
- Slacks
- Chinos

Not Permitted:

- Jeans
- Joggers
- Sweatpants
- Warm-Ups
- Shorts
- Low-hanging pants

Footwear:

Permitted:

- Sneakers
- Casual shoes and boots
- Dress shoes
- Sandals with straps

Not Permitted:

- Slippers

Hair and Headwear:

Required:

- Kippah on one's head at all times during the school day and during school events
- A *begeid meyuchad* may be worn for *tefillah*

Not Permitted:

- Hats, including team hats
- Hoods of sweatshirts or jackets to replace a *kippah*
- Dyed hair

Tzitzit: All boys are required to wear *tzitzit*. However, no faculty member will ever touch a student to ensure that he is wearing *tzitzit*.

Piercings and Body art: Male students are not permitted to have piercings of any kind. If a male student has an earring, it must be removed. Concealing an earring with a band-aid, tape or other such covering is not permitted. Students may also not have tattoos.

Female Dress Code

All female students must honor the following dress code:

Shirts:

Permitted:

- Collared blouses
- Crew-neck shirts, t-shirts, and sweaters
- Cardigans with an appropriate shirt underneath
- Half-zips, hoodies, and sweatshirts
- Short-sleeves and long-sleeves

Not Permitted:

- Capped sleeves and sleeveless
- Low-cut necklines
- Off-shoulder and cold-shoulders
- Inappropriate words/images/logos
- Sleeveless shirts/tanks
- Cropped shirts

Skirts:

Permitted:

- Knee-length pencil skirts
- Knee-length flowy skirts
- Knee-length dresses
- Maxi skirts and dresses

Not permitted:

- Skirts that are shorter than knee-length
- Inappropriately form-fitting skirts
- Skirts with slits that extend above the knee

Footwear:

Permitted:

- Sneakers
- Casual shoes and boots
- Dress shoes
- Sandals with straps

Not Permitted:

- Slippers

Hair: Hair may only be dyed natural colors.

Piercings and Body art: Female students may not have unusual piercings and may only have pierced ears. Nose rings, gages or eyebrow piercings or any other inappropriate piercings are not permitted. Students may also not have tattoos.

Dress code violations will be addressed using the following protocols:

1. First and Second Violations: Students will be asked to “honor the dress code” and change into/acquire appropriate schoolwear.
2. Third and Fourth Violation: Students will be asked to “honor the dress code” and change into/acquire appropriate schoolwear. A student’s parent will be contacted.
3. Fifth Violation: Students will be sent home for the remainder of the school day. Students will be welcomed back to school with a policy enforcement form signed by the student, a parent, and an administrator.

Enforcement of modesty and dress standards can be a sensitive issue for both the student and staff member involved. The Berman Hebrew Academy faculty, therefore, commit themselves to the following protocols when addressing a dress code violation:

1. Faculty will only address students of the same sex with the exception of asking a student to put on a *kippah*.
2. Faculty will ask students to address the issue by “honoring” our school’s dress code. Faculty may not comment on a student’s body type, personal appearance, or respect of Jewish values surrounding dress.
3. Faculty will never touch a student to demonstrate a violation of the dress code policy.
4. Faculty will address dress code violations in an individual discussion with students and ensure not to embarrass students publicly.

Violations will be renewed on a semester-to-semester basis.

Tests, Quizzes and Blackout Days

A test is defined as a comprehensive assessment that covers more than two weeks worth of material. Teachers must post their test on the Google Test Calendar *at least* one week prior to the test date.

A quiz covers no more than two weeks worth of material. It may be summative, but on no more than 2 weeks of material.

No student is permitted to be tested more than two times in a day, with the exception of make-up tests.

Test Guidelines:

Departments will be assigned test weeks on a rotation basis. The rotations will be different for 9th/10th and 11th/12th.

9th and 10th Grades Test Rotation

Week 1: History, Hebrew, Elective

Week 2: Math, Chumash, Nakh

Week 3: Science, Talmud, English

11th and 12th Grades Test Rotation

Week 1: Science, Talmud, English

Week 2: History, Hebrew, Elective

Week 3: Math, Chumash, Nakh

Test weeks will be noted in the Upper School Test Calendars.

Certain dates will be constituted as “blackout dates” in which homework, tests, quizzes or projects cannot be due. These days are the day after every major Jewish holiday and school vacation.

Food

Kashrut

As a modern-Orthodox high school with a diverse student body, Berman Hebrew Academy believes in creating an environment where children from all religious backgrounds can live their religious lives in a comfortable and safe setting. One of the areas in which we express this value is through the standard of Kashrut observance. All food brought into school **must** have a valid kosher certification. No homemade food items should be distributed at school, even if the family identifies as having a kosher home. Only kosher food from restaurants and bakeries with accepted supervision are allowed at school activities and celebrations. Please contact the Principal or Rav Kehillah for more information and about any questions that may arise.

Peanut Policy

Berman Hebrew Academy is a **peanut-free facility**. Nut allergies can be life threatening, and it is our halakhic and moral responsibility to ensure a safe environment for students with nut allergies to the best of our ability.

There is no way to guarantee a peanut-free environment. Nonetheless, a peanut-free policy can provide an extra buffer against accidental ingestion of peanuts or peanut-products by children who may be deathly allergic. **If your child has a severe peanut allergy, s/he must continue to be vigilant about what s/he eats and from whom s/he accepts food.**

Peanut products such as peanut butter, Bamba, nut granola bars, Reese's candies, and the like are not allowed in the school. This includes foods that say "may contain trace amounts of peanuts" on the label. Food items that are "made in a factory containing peanuts" but otherwise do not contain peanuts are permitted. This policy pertains to lunches, snacks, in-school birthday parties or food brought on trips.

Technology and Cell-Phone Use

Acceptable Use Policy

All students currently enrolled at Berman Hebrew Academy and their parents or legal guardians must agree to the Acceptable Use Policy (AUP), agreeing to follow the guidelines set forth, and to report any misuse of the technology hardware or software, including internet misuse, to a teacher, administrator or supervisor. Students must remember that use of Berman technology hardware or the Berman network should not be considered private or personal.

The following list is a guide of actions that violate the Berman AUP. Prohibited technology use, includes but is not limited to:

- Selling or purchasing any illegal substance;
- Transmitting or downloading confidential information or copyrighted materials;
- Uses that involve obtaining and or using an anonymous email site;
- Uses that cause harm to others or damage to their property;
- Deleting, copying, modifying, or forging other user's e-mails, files, or data;
- Accessing another user's accounts without their permission;
- Damaging computer equipment, files, data or the network;
- Using profane, abusive, or impolite language;
- Disguising one's identity, impersonating other users, or sending anonymous messages;
- Threatening, harassing, or making defamatory or false statements about others;
- Accessing, transmitting, or downloading offensive, harassing, or disparaging materials i.e. child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law;
- Purposefully accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance;
- Using any computer to pursue hacking, internal or external to the school community, or attempting to access information that is protected by privacy laws;
- Uses that intentionally jeopardize access or lead to unauthorized access into accounts or other computer networks.
- Use of any name or photo other than one's own identity on Google Apps for Education, or any other technological platform used in school

All students and parents are required to sign the Berman Acceptable Use form (online), through which each student and parent will also agree to the Berman AUP. In order to gain access to the Berman network or technology, this document must first be signed and turned in to be recorded in the student file.

Berman Hebrew Academy provides access to a Wi-Fi network for Upper School students and permits student use of school devices as well as personal electronic devices. Use of all

computer resources in school is subject to our Acceptable Use Policy which must be read and signed by each student and a parent/guardian.

Students who violate the acceptable use policy may be subject to suspension or expulsion at the discretion of the administration.

Personal Devices

Upper School students are required to bring a laptop or Chromebook every day as many courses will require the use of a device in class. Tablets are not recommended due to program incompatibility. It is important for students to have regular access to a computer and internet at home in order to complete assignments.

If a student forgets their laptop at home, they may borrow a Chromebook from the US Office. The office keeps a limited amount of Chromebooks and they will be distributed on a first come, first served basis. Students are required to return the Chromebook to the office by the end of the school day.

Laptops and Chromebooks are meant to help facilitate learning. As such, if a learning activity does not require the use of a laptop, devices must be put away. If a student is struggling to remain on-task while using their device, teachers may restrict technology use. Multiple infractions of acceptable and appropriate technology use will require a meeting with Dean of Students and the parents.

School Desktop Computers

Berman Hebrew Academy has many desktops throughout the school building. Students may only use “student desktop computers” and are not permitted to log in to the teacher desktops even if the teachers are not actively using them.

Cell Phone Policy

Students are not permitted to have cell phones visible in class unless directly instructed by the teacher.

Cell phones should only be used during break times and for emergencies. Similarly, parents are encouraged to contact their students’ during the day only at these times or in the case of emergencies.

Cell phone violations will be addressed using the following protocols:

1. First and Second Violations: Cell phone will be confiscated and returned to the student by the Dean of Students at the end of the day.
2. Third Violation: Cell phone will be given to the Dean of Students at the beginning of school the following day and will be returned to students at the end of the day.

3. Subsequent Violations: Cell phone will be kept in school overnight and returned to school the next morning.

Violations will be renewed on a semester-to-semester basis.

Attendance and Tardiness

Being a part of Berman Hebrew Academy means being present. A Berman education is more than just receiving a grade on an exam. By being present, a student is able to benefit from what is happening in the classroom or activity, as well as contribute to the growth of fellow students. If a student is absent, the depth and breadth of that student's Berman education can be diminished.

Teachers will take attendance at the beginning of every class, including davening, and will make a distinction between standard absences and school-sponsored absences when inputting daily attendance.

Absence Policy

- Students are considered absent, if they miss more than 10 minutes of class. This applies to the beginning, middle, and end of the period.
- The cap for each semester is set at 10 absences. Students who exceed the allotted absence cap will receive an automatic half-grade grade deduction. For example, a student who has earned an A for the semester would earn an A-.
- Teachers may not lower a students' grade as a direct result of any school-sponsored absences.
- Students who go on school-related trips (e.g. basketball tournament or senior college visits) will have the number of days on the trip, including weekend days, plus one day to make up missed work. Make-up periods begins the day that the students return.

Excused Absences/School Sponsored Absences

- Excused absences will be entered into the attendance system whenever a student misses class due to participation in sports or co-curricular activities in which the student is representing Berman.
- Other ad hoc activities may qualify as school-sponsored absences at the discretion of the Principal or Dean of Students (such as a trip to a local food bank or participating in a shiva minyan).

Unexcused Absence/Non School Sponsored Absences/ Standard Absences

- All absences, with the exception of the above mentioned school-sponsored absences are considered Unexcused or Standard Absences. Standard absences will include all other types of absences including but not limited to: illnesses, family trips, etc. Absences due to extenuating personal circumstances may be evaluated at the discretion of the administration.

Appeal Process

A permanent appeals committee made up of the Dean of Student, Student Activities Coordinator, and Guidance Counselor will review absences should a student or family wish to appeal. When presented with an appeal, the committee will take an in-depth look at the student's overall academic performance, overall commitments (including off-campus commitments such as NCSY and regular SAT tutoring), and solicit teacher input on how well the student manages to make up for lost class time (if applicable). The appeals committee will also consider the degree to which the student wishes to exceed the absence cap. When issuing a decision, should the committee decide not to allow the cap to be exceeded, an opinion will be issued as to which activities should be prioritized.

Notwithstanding the above, excessive absences may also result in a loss of credit for the course.

Tardiness

Students are expected to be in class when the bell rings. Students who arrive to class between 1 and 9 minutes late will be marked tardy. Students who arrive 10 or more minutes late will be marked absent from the class. Teachers will communicate the consequence for repeated tardiness in their syllabi and class expectations.

Tefillah and School Assembly Policy

Being a member of the Berman Upper School Community means more than attending classes. As members of our school community, students are expected to participate in Shacharit and Mincha daily as well as all school programs and assemblies. We believe that full participation in these activities is integral to our students' spiritual and communal growth.

Shacharit Tardiness and Absence:

Daily Shacharit begins at 8:15am. Upon arrival, students should sign in with the designated member of the tefillah faculty who will be taking attendance for their age group. It is the responsibility of each student to ensure that they sign in with their teacher so that accurate records of their attendance may be taken. Students who come to Shacharit between 8:15am-8:20am will be marked on time. Students who come to Shacharit between 8:20am-8:25am will be marked tardy. Students who come to Shacharit after 8:25am will be marked absent. A student may also be marked absent for Shacharit if s/he signs in to Shacharit and then leaves for more than 10 minutes.

Students who need time away from tefillah for planned health reasons (doctors appointments, etc) may be pre-excused for these absences. Additionally, students who take off of school when dealing with illness or injury may also receive an excused absence with an email notification from a parent to the Upper School office. We ask that parents and students partner with the school in promoting our values of tefillah being an integral and required part of our school day.

Mincha Absence:

Students will be marked absent from Mincha if they arrive after the first *kaddish*, are absent for more than 10 minutes of Mincha, or if they have signed out of school before the start of Mincha. There are no tardies for Mincha.

Consequences:

- Students marked tardy from Shacharit more than 3 times in 1 month will receive 1 absence.
- Students who are absent more than 3 times (by way of earning either by 3 tardies or full absences) in one month will receive 1 lunch detention.
- Students who earn 3 lunch detentions for Tefillah in 1 semester will earn in an in-school suspension which will be recorded in the student's file.
- Tardies and absences will renew on a monthly basis. Detentions will renew on a semester basis.

Communication:

Parents will be notified of a student's tefillah attendance record if a student has earned a second detention. Parents will receive an email from the Upper School office explaining the attendance record and what students may do to avoid additional consequences.

Cutting Tefillah:

Students will earn a cut from tefillah if they are in the school building but do not show up to tefillah past 8:25am (for Shacharit), are signed into school but do not show up to Mincha, or arrive at Mincha after Aleinu. A student who cuts tefillah will automatically earn a lunch detention. Parents will also be notified after a second tefillah-cutting detention before a student earns an in-school suspension.

The 11:00am Rule

In order to participate in any co-curricular activity (such as practices, sports games, theater rehearsals, club meetings, etc.) students must arrive at school no later than 11:00 am. The

Principal or Athletic Director will notify the coaches and team leaders every day and give them the attendance report.

Athletics and Athletic Eligibility

At Berman Hebrew Academy, we believe that students should engage in athletic activities, organized or other, because of the critical life lessons of leadership, teamwork, respect and perseverance that athletic experiences can afford. Athletics also offer our students an opportunity to understand culture, be a part of something bigger than themselves and to learn the responsibility of representing themselves and their school community in a positive light.

Berman Hebrew Academy offers the following team sports for the 2019-2020 school year:

Fall: Boys Varsity Soccer, Girls Varsity Soccer, Cross Country, Girls Varsity Volleyball.

Winter: Girls Varsity Basketball, Boys Varsity Basketball, Girls JV Basketball, Boys JV Basketball.

Spring: Boys Varsity Baseball, Girls Varsity Softball, Track and Field, Boys Varsity Volleyball.

Athletic Eligibility

All students are invited and encouraged to join our athletics program. In order to be eligible to play, the following criteria must be fulfilled:

1. All medical forms must be up to date and submitted to Berman Hebrew Academy.
2. Parents must sign a consent form.
3. Payment or payment arrangements must be received.
4. Students who wish to play sports may not be on academic probation.
5. Students are expected to conduct themselves in line with Berman Hebrew Academy values. If these values are compromised, students will not be allowed to compete. An example of this would be taunting other players.

Academics: Graduation Requirements

Berman Hebrew Academy students are required to complete the following credits in order to earn a diploma:

Limudei Kodesh

Bible 4 credits

Talmud 4 credits

Judaics* 4 credits

* Talmud or Navi or Kodesh

Language

Ivrit 4 credits

Please note that the Ivrit requirement is waived for each year that a student is in a Kollel or Midrasha class. These students require an additional Judaic studies credit instead that is fulfilled with Honors Nakh. Four credits of Judaic studies are required for Kollel and Midrasha students for each year that they are in the program.

General Studies

English 4 credits

Mathematics 4 credits

Social Studies 3 credits (one full credit must be American History)

Lab Science 3 credits

Additional Science OR Social Studies Course 1 credit

Other Requirements

Modern Jewish History 1 credit

Electives 3 credits

Physical Education 4 years

Chesed 36 hours each year

Senior Project/Paper

Senior Internship*

* **Senior Internship:** Guided by the Senior Internship Program Coordinator, each 12th grader is required to explore an area of interest in a professional setting over a four week period at the conclusion of the senior year. This 120-hour requirement has been completed in laboratories, offices, theatres, and auto shops where students gain ‘real life’ experience. (Students who take AP exams may have their obligation reduced by six hours per class for which they sit for the AP exam.) Each senior completes a brief reflection paper at the end of the internship, which many graduates report to be transformative and inspiring. Further details about this program are provided by the Senior Internship Program Coordinator during the course of the senior year.

Resource Classes: Based on scheduling availability, students who are eligible for Resource class may take this class in the place of Hebrew, Nakh (maximum of two years and not when a student is enrolled in Kollel or Midrasha), Physics, Senior Science/Social Science (if the student took Physics), or Elective. The graduation requirements for the class missed is waived for each semester that a student is in Resource in the place of a particular class. Students who take Resource in the place of Hebrew may choose to sit for a “Hebrew Equivalency Exam.” Students who pass this exam will receive a notation in their counselor recommendation letter and a certificate that is included in school documents sent with college applications.

Independent Study. Students may choose to pursue independent study courses to supplement the Berman Upper School elective offerings. Students who wish to apply for an independent study course should take the initiative to meet with Dean of Students for the application and a brief conversation about what an independent study course entails. Applications for the fall semester are due two weeks before the first day of the school year; applications for the spring semester are due two weeks before the first day of the second semester.

Independent Study courses are noted with an “IS” and online courses with “OL.” Independent study courses administered outside the school and/or online classes are listed on the transcript with a grade, but are not factored into the GPA. Students will attach the transcript from the Independent Study to their Berman Hebrew Academy transcript.

Independent study courses overseen by Berman Hebrew Academy faculty will appear in the transcript with a grade, but are not factored into the GPA.

Grading Policies

Report Cards and Transcripts

The Berman Upper School grading system operates on a quarterly basis. Report cards are issued after the conclusion of each quarter. Grades for these report cards are based upon various criteria including but not limited to exams, papers, projects, quizzes, and class participation. Teachers have the discretion to factor in the student's homework, general classroom deportment, as well as overall effort in determining a student's grade.

Transcripts record courses taken, semester grade earned and credit hours.

Grading Rubric

The report card and the transcript report letter grades for each course. Many teachers use numerical values on graded exercises, and as such a conversion scale becomes necessary.

The following are the letter equivalents for numerical grades:

Letter	Minimum Number	Letter	Minimum Number
A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	0-59
C+	77-79		

The Berman Upper School reports a weighted GPA to colleges, with Honors course semester grades adjusted by .50 points and AP course semester grades adjusted by 1.00 points.

Semester Grades

Semester 1 grades are calculated using the following weights:

Quarter 1 – 50% Quarter 2 – 50%

Semester 2 grades are calculated using the following weights:

Quarter 3 – 40% Quarter 4 – 40% Final Exam – 20%

Any class where no final is given will be weighted following the same scale as Semester 1.

Final Exams

Students and parents are cautioned to become familiar with the schedule for midterm and final exams **before** making travel plans or scheduling appointments. These exams carry significant weight toward a students' semester grade, and aside from an unanticipated illness or other unavoidable absence, students may not be given the opportunity to make up a missed midterm or final exam. **All absences for these exams, aside from unanticipated illness, must be pre-approved by the administration.**

Seniors who maintain a running average all year long of an A- or above may be exempt from a final exam in that class. However, seniors taking an AP course are required to either sit for the AP examination or take a final examination in the course.

When a student takes a final exam, it will be weighted as 20% of the course's Semester II grade. AP exam scores will not bear on students' course grades. This policy applies to all AP courses, including courses taken by the student as an elective. This policy applies regardless of earned GPA. That is, even students with A- or above averages will be expected to sit for either the AP or the course exam. The A- or above exemption will still apply to all non- AP courses in which final exams are administered.

Grade Reports

While grade reports are officially distributed at the semester, parents are encouraged to monitor their student's progress throughout the semester. Parents have access to their students' Google Classroom accounts to monitor assignments or PlusPortals to monitor grades. Additionally, parents should feel free to email teachers about questions or areas of concern.

Please keep in mind that our teachers are in the classroom most of the day and therefore may not be able to respond immediately. Parents may expect a response from a teacher within 24 hours.

Tracking

Many courses at Berman Hebrew Academy are tracked using the following designations: Regular, Plus (+), and Honors. We will be sending more information out during the 2019-2020 school year about tracking.

Academic Probation

Students who receive a grade of D in two different courses (Judaic or General Studies) are automatically placed on academic probation and a letter to that effect will be sent to their

parents and added to the student's academic file. If a grade of C or higher is not earned in each course in the next quarter, the faculty, administration and parents will discuss the possibility of dismissal from Berman Hebrew Academy. Students on academic probation cannot represent the school as a member of any of the school's academic or athletic teams, nor hold office or a position of leadership in the school or in the school's government. In addition, students are prohibited from participation in extracurricular activities, including athletics.

Add/Drop Period and Withdrawals

Students may drop and add classes during the first few weeks of school, up until Monday, September 23, 2019, without impacting their transcript. Students wishing to drop a class must obtain a drop/add form from the office, fill out the form completely, and submit it by the specified date with the necessary signatures from administrators and from all the teachers affected by the change. Any classes dropped after the drop/add period will be noted on their transcript with a W for Withdrawal. The last day to withdraw from a class is the last day of each semester. Exceptions to this policy will only be made with the express approval of the Principal.

Students who need help with requesting a class change should please speak with the department chair or Dean of Students.

Incomplete Grades

A grade of "Incomplete" is only assigned to a semester report card when a student has a prolonged absence or experiences other extenuating circumstances. Upon receiving an incomplete grade, students are given one quarter to complete whatever requirements the teacher determines are needed for a complete, definitive grade to be posted. Should a student not complete the required assignments or tests within one quarter, their grade automatically becomes an F. Students who have an incomplete grade posted for the second semester have to complete the course requirements so that a complete, definitive grade can be posted before the beginning of the ensuing fall semester. If a student does not meet the course requirements for a grade before the beginning of the following fall semester, the grade will automatically cause the incomplete grade to become an F and the student will need to retake the course.

Grade Remediation

Students who receive semester grades lower than C may remedy their low grades in one of the following ways:

- Retake the course at an approved summer school
- Retake the course online at an approved school

Please note that colleges and universities will assess the remediation of grades lower than C- in a variety of ways for the purposes of admission. It is the responsibility of the student to have the institution mail an official transcript to Berman Hebrew Academy.

Graduation and Diploma

Upon fulfillment of the minimum coursework and *chesed* hours required for graduation, a student is eligible to graduate and receive a diploma. Early in the fall semester, an administrator will evaluate the transcripts of each student of the senior class to verify the student's eligibility for graduation. Students who fail to fulfill the minimum academic and *chesed* requirements will be denied a diploma until all requirements are fulfilled. A diploma may also be denied due to a disciplinary action taken as a consequence of inappropriate student behavior or failure to pay tuition and fees.

Student Support

Navigating through high school can be challenging for many adolescents. Many students find great support from their teachers where most minor issues can be addressed. In addition to ongoing support by our teachers, Berman Hebrew Academy offers additional support through our guidance and counseling department. Our student support team is made up of the Dean of Students, ESS Coordinator, School Guidance Counselor, College Guidance Counselor, Israel Guidance Counselors, Resource teachers, and Advisors.

Academic Support

The Educational Support program, led by our ESS Coordinator, offers ongoing support, services, and classroom accommodations for students that face academic challenges. The structured program meets the needs of many different students with varied learning styles. The Educational Support Program is designed to offer the following unique services:

- Daily meetings with students to discuss and facilitate academic challenges.
- Ongoing communication and collaboration with faculty and administration.
- Development and coordination of appropriate accommodations.
- Organization of assignments and materials for students.
- SAT and ACT application services for students with disabilities.

Students may opt-in to receive a daily resource section. During Resource class time, students meet in small groups with a designated resource teacher who reviews daily work, provides additional targeted instruction if necessary, collaborates with teachers to ensure learning plans are being implemented, and corresponds regularly with parents.

Guidance

In addition to academic support, Berman Hebrew Academy provides onsite counseling to students. Our school guidance counselor is on campus daily to provide social-emotional support to our students. The guidance team also seeks to be proactive in developing relationships with students, regularly checking in with students and their teachers, and designing programming around mental health and other social-emotional conversations.

College and Israel Guidance

The College and Israel Guidance departments help our students and their families plan carefully for post-Berman education. Starting in 9th grade, parents are invited to information nights to begin thinking about and planning for college. By the 2nd semester of 11th grade, students

meet one-on-one with our college guidance counselor to formally start the preparation process for application season. Our college guidance counselor supports our students throughout the application process, helping make sure that our students are accepted into colleges and universities that meet their academic and social-emotional needs.

Our Israel guidance team helps students select from the vast options of yeshivot, seminaries and Israel programs for our students who wish to spend a gap year in Israel. We encourage our students to take this additional year to immerse themselves in learning and living in Israel. Our advisors work closely with each individual student to find the best match for their gap year.

Advisory Program

As noted above, each student has a faculty advisor. Organized by the Dean of Students, our advisory program is designed to ensure that each and every student has someone regularly checking in on them and supporting them throughout their high school career. The advisor meets monthly with their group of students to check in, address any issues, and proactively engage in growth-oriented activities. Additionally, the advisor checks in on the students in-between formal meetings and serves as a point of contact for other teachers if an issue arises.

Student Conduct

Students who are part of the Berman Hebrew Academy community are expected to observe the highest standards of honesty, fairness, respect, responsibility, and appropriate personal conduct. Berman Hebrew Academy students are expected to represent the values of the school at all school functions, whether on or off campus. This expectation is a condition of enrollment at Berman Hebrew Academy.

Berman Hebrew Academy's administration reserves the right to determine when a student is no longer behaving in accordance with the values of the Berman community. Should a student's presence be determined to be detrimental to the welfare of the school, that student may be considered for permanent dismissal from the Berman Upper School.

Modest Behavior

Berman Hebrew Academy is a modern-Orthodox institution that values the practices of *tzniut* (modest manner in behavior and dress) and *shmirat negiah* (physical contact between unrelated members of the opposite sex). In accordance with *halacha*, affectionate physical contact between boys and girls (hugging, sitting on laps, hand holding, etc.), is prohibited.

Weapons, Fireworks and Knives

All weapons are prohibited on the Berman Hebrew Academy campus. The term "weapons" should be understood to include, but not be limited to, knives with blades three inches or longer, fireworks, firearms, paint guns, BB and pellet guns, air guns, slingshots and various martial-arts devices capable of being used as weapons. If a weapon or other dangerous object is found, the item(s) will be confiscated and all students involved will be required to meet with the Principal and their parents to discuss the incident. Possession of a weapon on campus may lead to suspension, or, in some cases, dismissal from the school.

Drugs, Alcohol and Controlled Substances

Student well-being is Berman Hebrew Academy's highest priority. Substance abuse is both a health and legal issue. If any member of the school has a reasonable belief that a student has abused drugs or alcohol, or has an ongoing issue with drugs and/or alcohol, that student will be subject to the policy outlined in the "Substance Counseling" section below. Distribution of drugs, alcohol, tobacco, e-cigarettes or other controlled substances is a serious offense and may be grounds for dismissal from Berman.

Substance Counseling

Berman Hebrew Academy's Substance Abuse Policy establishes the expectation that students commit to being clean and sober both in school and out of school. Berman Hebrew Academy will offer assistance to students who struggle with substance use. However, a student who does

not respond to these efforts and continues to use substances cannot remain at Berman Hebrew Academy. Berman Hebrew Academy reserves the right to evaluate a student at any time if that student falls under suspicion. Berman Hebrew Academy also reserves the right to conduct random drug testing of students.

School procedures with respect to substance use include the following:

- Students may not bring drugs, tobacco, or alcohol onto the school campus or to any school activity. Berman Hebrew Academy reserves the right to inspect student lockers and personal property. This policy includes the use of any e-cigarette or vaping device, regardless of whether it is used for tobacco, cannabis, or any other substance.
- If a student is suspected of illegal alcohol or drug use in or outside of school, that student will be required to attend a drug and alcohol evaluation by a professional drug and alcohol counselor. Berman Hebrew Academy will choose the appropriate exam, the results of which will be provided directly to the school. The student will be required to adhere to all recommendations of the evaluation and all related expenses will be the responsibility of the student's family, including follow-ups.
- Students who receive treatment and are committed to remaining clean and sober will be permitted to remain at Berman Hebrew Academy on a probationary basis. In order to support the student's commitment, Berman Hebrew Academy may require that the student receive periodic reexaminations. Berman Hebrew Academy will select the exam and the results will be reported directly to the school. Failure to adhere to the commitment to remain clean and sober will result in that student's removal from the school.

Harassment and Bigotry

Physical, verbal, or written (i.e. cyber bullying) harassment of any kind including harassment based on race, gender, sexual orientation, or any other bias will not be tolerated. Students who participate in any form of harassment in or outside of school will be subject to severe disciplinary consequences including possible suspension and dismissal from Berman Hebrew Academy. This policy pertains to both harassment of fellow students and members of the faculty and staff.

Sexual Harassment

Sexual harassment of any kind is strictly prohibited will not be tolerated. This policy extends to verbal, physical, visual, and psychological forms of sexual harassment. This policy also extends to all members of the Berman Hebrew Academy community including students, faculty, staff, and families.

Berman Hebrew Academy commits itself to addressing all issues of sexual harassment with as much sensitivity and confidentiality as possible. Berman's administration will investigate all

accusations of sexual harassment seriously and will determine an appropriate course of action to ensure the safety of all parties involved. Students found guilty of sexual harassment will be subject to severe disciplinary consequences and/or dismissal from school. Students who are concerned about an issue of harassment or have questions about what constitutes inappropriate behavior, should please speak to the school counselor, Dean of Students, or to the Principal.

LGTBQ Inclusion

Berman Hebrew Academy strives to ensure that all students feel included, valued, and supported. We are committed to treating all of our students with compassion and respect as commanded by the Torah's prohibition of *onaat devarim* (alienating people through unkind speech). With full and unwavering commitment to all halachic precepts, and in consultation with leading *rabbanim*, we commit to the following with regard to all LGBTQ students.

We commit that Berman Hebrew Academy will be a place where LGBTQ students are treated with the respect and caring that all students deserve. We will ensure that they are treated with dignity by all members of our school, and our guidance department will strive to provide them with appropriate support determined by their individual circumstances.

Berman Hebrew Academy strives in all ways to embody the Torah's values of peace and compassion, and to ensure that every student is treated with dignity and kindness.

Respect for Physical Property

Students are required to respect school property including the building, grounds, furniture, computers etc. is second home for students, faculty, and staff, and should be respected as such. Students must respect the rights and property of fellow students and staff, and the rights of property of others in the neighborhood. Graffiti, both on and off campus, is strictly prohibited. Students will be billed for any damage they cause and will be subject to immediate disciplinary action.

Cutting Class

Cutting class includes prolonged absence at any required school activity including but not limited to class, davening and assemblies. Cutting class is defined as the missing of a substantial part of class for any unauthorized reason. Students who leave class without permission or leave class and don't return within 10 minutes will be marked as absent from that class which may impact their academic success in that class moving forward.

A student who cuts class will receive an automatic in-house suspension.

Off Campus Conduct

Participation in co-curricular programs often necessitates travel away from school. As representatives of the Berman and broader Jewish community, Berman Hebrew Academy students are expected to maintain respectful, socially appropriate behavior, not only while at school or school-sponsored events, but also within the greater community when not under school jurisdiction. Parents are expected to share in the responsibilities of maintaining behavioral standards appropriate to the Berman community.

Berman Hebrew Academy does not intend to mandate student behavior outside of school with the exception of behaviors that violate policies listed above including, but not limited to: drug/alcohol use and distribution, harassment, bullying, and/or hosting an event without parental permission in which minors are offered illegal substances. Berman Hebrew Academy will also not address issues of discipline at non-school events (camp *shabbatonim*, youth movement events etc.) with the exception of the aforementioned policies. We trust that our parent body will partner with us in creating safe spaces for our students in and outside of the school building and that parents will respond to inappropriate behavior outside of school with consequences that are appropriate for their children and families.

Similarly, the school may choose to respond to off-campus misconduct that might negatively affect the school's reputation and it would be within the school's rights to reconsider that student's enrollment in the school should behavior indicate potentially harmful conduct within our school community.

Senior Off-Campus Privileges

All Berman students in grades 9-11 are required to remain on campus for the duration of each school day that they are present. The consequence for a student in 9-11 grades leaving campus during the school day is an in-school suspension. Students are extended the privilege of being able to leave campus during the school day starting in 12th grade. Senior off-campus privileges are a privilege, not a right. It is therefore within the jurisdiction of the administration to suspend off-campus privilege for students who violate the following policies.

1. Off campus privileges are extended to **seniors only** and apply **only** during free periods and lunch. Students may not leave the building during davening, gym, independent study etc.
2. Students are required to only eat in kosher restaurants during school hours and during school-sponsored events. This includes all products from Starbucks, 7-11, and convenience stores.
3. Students must return to class on time. No excused lateness will be extended to students coming from off-campus after a break.

4. Students must sign out in the office and comply with all sign-out procedures.
5. Berman's "General Liability Insurance" does not allow a student to be driven by another student (during school hours) without the express written consent of the parents. Parents must sign this waiver releasing Berman of its accountability if the students should get into an accident during our normal school hours.

Academic Integrity

Plagiarism is defined as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work” (dictionary.com). Students who plagiarize and/or cheat on any type of academic work (tests, quizzes, homework, projects etc. will be subject to severe disciplinary action.

Examples of academic dishonesty include but are not limited to:

- "Collaborating" between two or more students who then submit the same paper under their individual names
- Submitting the same paper for two or more courses without the knowledge and the expressed permission of all instructors involved
- Giving your permission to another student to use your work for a class
- Using purchased term papers
- Using content from the internet and claiming it as your own or without citation

During tests or other assessments, students are responsible for behavior that places them above suspicion of academic dishonesty. This means honoring the policies of the test, the authority of the proctor, and avoiding any communication or engagement with other students inside or outside the testing facility.

Anyone suspected of intellectual dishonesty will be reported to the Dean of Students. The Dean will investigate whether or not a violation of academic integrity occurred. If the Dean determines that there is sufficient evidence for a violation of our policy, the following consequences will be issued:

1. First Offense: Students caught plagiarizing or cheating will receive no credit (with a grade of F or zero, at the teacher's discretion) on the assignment in question and will not be allowed to make up the work for credit. Students and their parent(s) will also meet with an administrator to discuss the incident.
2. Second Offense: The student will serve an in-house suspension. Additionally, a letter documenting the incident will be placed in the student's file. The student will be disqualified for the year from Dean's list (or similar honorable awards) and membership in the National Honor Society.
3. A third incident will go on the student's permanent record and sent to colleges and universities. It may lead to suspension, or, in some cases, dismissal from the school.