



בית ספר ברק

HANDBOOK

2008 - 2009

JACK M. BARRACK
HEBREW ACADEMY

272 South Bryn Mawr Avenue • Bryn Mawr, PA 19010

(610) 922-2300 • FAX (610) 922-2301

www.jbha.org

TABLE OF CONTENTS

Welcome	1	Trips	24
Philosophy and Goals	2	Faculty Discretion	25
Mission	3	Academic Requirements and Expectations	
Middle School Mission	4	Academic Program	26
History	5	Graduation Requirements	28
Jewish Life and Derech Eretz	7	Community Service Project	28
Introduction	7	Semester in Israel	28
Respect for Others	7	Mivrakim and Progress Reports	29
Harrasment and Bullying	8	Cheating and Plagiarism	29
Attire and Personal Behavior	8	Rules for Testing Situations	29
Drugs and Tobacco Policy	10	Grade Equivalents	30
Respect for Property	13	Academic Probation	30
Public Areas	13	Promotion Requirements	30
Books	14	Consequences of Innapropriate Behavior	
Lockers	14	Discipline: Middle and Upper School	35
Book Bags	14	Detentions, Suspensions, Behavior Probation	36
Cell Phones	14	Discipline Committee	37
Student Services		Students Bill of Rights	38
Transportation Services	16	Preamble	38
Guidance Services	16	Student Right to Pluralism and Acceptance	38
Advisory	17	Student Right to Objectivity	40
Library and Learning Media Services	17	Student Right to Judicial Review	41
Technology	18	Student Right to Health	41
Community Service - Chesed Projects	19	Health Services	
Dining Commons	19	Control of Disease	43
Extra Curricular Activities	20	Medications and Chronic Disease	43
Athletic Activities	20	Illness and Injury	44
Student Government	20	General Information	
Clubs	21	Emergency Action Plan	45
Eligibility Policy	21	Student Insurance	46
Student Life		Telephone Calls	46
Identification/Swipe Cards	22	School Closing	46
Attendance	22	Tuition and Registration	46
Early Dismissal	23	Home and School Communication	
Lateness	23	Parent Portal	48
Cutting	23	Website	49
Student Driving/Parking	23	Whom to Contact/Problem Solving	50
Assemblies	24	Calendar Information	inside back cover
Study Halls and Unassigned Periods	24		

WELCOME

Welcome to our new home in Bryn Mawr. Together we will enjoy the benefits of our new facilities in a beautiful setting. Although our setting is new, we have carried with us a commitment to academic excellence, Jewish pluralism, timeless traditions and values, and the warmth of a close-knit community.

Along with our new facilities come new expectations and opportunities. These are outlined in this Handbook. Among these recent additions to student life are identification/swipe cards, our shuttle/ transportation system, a dining commons where students/faculty/staff can purchase nutritious lunches, and dynamic athletic facilities that include tennis courts, a gym, an exercise room and a soccer field.

Again, welcome to what we know will be a very exciting and enriching year. Stretch your mind, body and imagination as we write the next chapter in our school's history and in Jewish day school education

For problem solving see page 50

PHILOSOPHY AND GOALS

"Join a community, by which alone your work can be made universal and eternal in its results." (Samson Rafael Hirsch, The Nineteen Letters of Ben Uziel)

Jack M. Barrack Hebrew Academy, an independent Jewish community day school, was founded in 1946 as Akiba Hebrew Academy by a group of public-minded Jewish citizens, lay and professional, who were deeply concerned about preparing students to assume responsibility in their community as leaders and active citizens. Uppermost in their minds was the need to create a progressive, dynamic community of educated Jews who would help ensure the survival of the Jewish people and Judaism after the Holocaust. Thus, they set out to establish an intensive program of Jewish studies integrated with a comprehensive college preparatory program. It was the vision of the founders that Jewish adolescents come together to study their common heritage in a pluralistic setting, learning to respect all positions and the sincerity with which they are held. This objective was intended to strengthen the Jewish identification of every student without compelling acceptance of one particular interpretation of what is the Jewish way of life.

Jewish Life/Pluralism

"... all Israel is one body, and every Jew is a member of that body. Hence follows mutual responsibility among all the members." (J.J. Hertz, Daily Prayer Book)

Historically, the Jewish studies program and those activities which flow from it have always been and continue to be the core of the school. Our specific goal is to develop knowledgeable Jews who will understand and be sensitive to their fellow human beings. We are convinced that the significance of the Jewish culture is most effectively grasped through the study of our classical texts, ideally in the original Hebrew language. We are committed to the centrality of Israel and Zionism in Jewish life. As a pluralistic institution, we expose students to the varieties of Jewish ideologies so they can make intelligent, informed choices in their own lives. As a community, we provide choices for observances which enable all students to participate in school life.

6-12 Grade Advantages

The fact that Barrack Hebrew Academy is comprised of a middle school and an upper school in one unit is deliberate. The founders sought to build a community in which middle school students interact with upper school students and faculty. These interactions benefit younger students by providing role models who challenge and guide them in formal and informal settings. This structure also benefits older students by offering them opportunities to demonstrate responsibility and assume positions of leadership.

Educational Philosophy

From the school's inception, its educational policy has been responsive to new and significant developments in education and has tried to maintain a dynamic approach to curriculum. Because we feel that freedom of expression enables individuals to thrive and excel, we strive for it in all aspects of the school. In every subject we encourage openness in discussion and expect teachers to listen as well as to instruct. We assume the responsibility of enabling our students to make educated appraisals of current conditions and to respond with the insight gained from an historical perspective. While mastering the content and skills of each discipline, students are challenged and urged to develop an inquiring attitude and to voice informed opinions freely in the classroom. Similarly, our teachers are encouraged to develop a personal style of educating. We re-

quire all teachers and students to interact with each other in a respectful, just and caring manner. Committed to the individuality of every student, we believe that the curriculum, the activities and the staff of the school must be responsive to the emotional, social, physical, religious and intellectual differences among students.

Proactive Learning

"The aim of education must be the training of independently acting and thinking individuals, who, however, see in the service of the community their highest life problem." (Albert Einstein, Out of my Later Years.)

We believe that students learn through experiential as well as intellectual activities. Therefore, wherever feasible, students plan programs with teachers, work in small groups, work individually, plan numerous educational and social experiences for themselves, and generally contribute to the education in which they are involved. We attempt to create a learning environment with clearly defined standards of human relationships and behavior and with specific expectations of the students and faculty. We are committed to interacting with students in a just and open manner, trying to involve them and their school community. We seek to implement this commitment formally within the classroom and informally in co-curricular and extracurricular activities. Moreover, our responsibility to the students extends beyond the school walls. We strongly advocate our students' involvement in Chesed (social action), Tzedakah (concern with the needs of the less fortunate), and Tikkum Olam (repairing the world).

Values in Action

"Learning is the raising of character by the broadening of vision and the deepening of feeling." (Mayer Sulzberger, Menorah Journal)

We willingly live with controversy and diversity. We believe a comparison of opinions and practices will lead to a refinement of ideas and attitudes. This approach, in turn, will enable students to develop a view and practice of Judaism and a philosophy of life that can sustain them with pride and spiritual enrichment throughout their lives. We hope our students will translate their Barrack Hebrew Academy experience into understanding, their understanding into commitment, and their commitment into creative and constructive action within the Jewish community, the United States, Israel and the world at large.

Approved by the Board of Directors for the Middle States Evaluation, 3/20/02.

• • •

MISSION

The purpose of Jack M. Barrack Hebrew Academy is to integrate intensive Jewish studies with a rigorous college preparatory program and to nurture social, intellectual and ethical development along with a commitment to Jewish values and to the Jewish community. Barrack Hebrew Academy encourages the enrollment of young persons who demonstrate both the aptitude and the motivation to engage in serious study of the text and concepts which are central to the Jewish and Western traditions.

The goal of Barrack Hebrew Academy is to graduate young persons who have facility and familiarity with English and Hebrew language and literature, the basic texts of the Jewish and Western traditions and the body of knowledge and experience required for constructive participation in a democratic society and in Jewish life.

Barrack Hebrew Academy welcomes students from all segments of the Jewish community and works to ensure that all qualified students, regardless of means, will be enabled to attend.

MIDDLE SCHOOL MISSION

The Jack M. Barrack Hebrew Academy Middle School's mission is

to provide:

- programs which address the needs, interests and skills of Middle School students and which reflect the academic, religious, physical, social and emotional development of the student.
- opportunities for Middle School students to develop and practice the academic skills which are necessary for continuing their formal and informal education.

to encourage:

- Middle School students to incorporate basic human values and, in particular, Jewish values, as they make decisions, think, question, and participate in learning.

to assist:

- Middle School students in developing respect for themselves and one another, and to increase their social awareness.

to create:

- an atmosphere which allows opportunities for Middle School students to draw upon their creativity, curiosity, and diversity as they learn about themselves and others.

to develop and support:

- a staff of teachers committed to the unique nature of the Middle School student. They should be challenging as well as warm, enthusiastic, and supportive of their students and their many concerns.

"The aim of Jewish education is to develop a sincere faith in the holiness of life and a sense of responsibility for enabling the Jewish people to make its contribution to the achievement of the good life." (Mordecai Kaplan, Future of the American Jew)

HISTORY

On September 11, 1946, 20 boys and girls, the principal, Mr. Oscar Divinsky, and 5 teachers assembled in a room at the YMHA at Broad and Pine Streets, where a floor had been rented to house the school. Within just two years, the space and equipment had become inadequate and the school moved to larger quarters at B'nai Jeshurun Synagogue in Strawberry Mansion. When the first class of 13 students was graduated from what was then known as Akiba Hebrew Academy in 1951, the student body had grown to 100. In 1954, when still larger facilities were needed, a third home was found for the school at Har Zion Temple in Wynnefield. In 1956, Barrack Hebrew Academy moved to its present permanent site in Merion.

Expansion

Finally, in 1974, in response to a growing student body and the need for additional facilities, an additional classroom building and a new auditorium/ gymnasium were constructed. This expansion of the physical plant provided the increased opportunity for both an innovative educational program and an expanded sports program.

Change and Growth

In March 2007 Akiba received a \$5,000,000 gift from the Barrack Foundation, earmarked 90% for scholarship and 10% for teacher enhancement. In September 2007 the school was renamed the Jack M. Barrack Hebrew Academy, in memory of the late brother of Leonard Barrack '60.

Exciting changes continued when, in June 2007, the Jewish Federation of Greater Philadelphia purchased the 35 acre American College Campus in Bryn Mawr, Radnor Township, Delaware County, to become a Jewish community educational campus, with the Jack M. Barrack Hebrew Academy as the anchor tenant. This will give the school the opportunity to grow and prosper from its current limited capacity of 350 students. The move to the new campus took place for the 2008-2009 school year. The Jack M. Barrack Hebrew Academy will build upon the illustrious history of Akiba Hebrew Academy.

Leadership

The original idea for Barrack Hebrew Academy was the brainchild of the late Dr. Joseph Levitsky. Joining him in planning the establishment of the school were such leaders of the Philadelphia Jewish community as the late Dr. Simon Greenberg, the late Rabbi Elias Charry, and the late Dr. Leo L. Honor. From the time of its inception, Barrack Hebrew Academy has been supported and strengthened by the vision of its lay leadership, including the late Martin J. Feld, the school's first president; the late Joseph Kohn, president of Barrack Hebrew Academy for 14 years; the late Abe Birenbaum, who succeeded Mr. Kohn; Isadore A. Shrager, Sonia B. Woldow, Adena Potok, Hershel J. Richman '59, Bart Axelrod, Rochelle Z. Hirsh, Daniel Segal, Dr. Joseph Carver '64, Marilyn Z. Kutler, Barry Klayman, Dr. Steven Shapiro, Mitch Cohen, and the current president, Jay Dorsch. Barrack Hebrew Academy's academic direction has been guided by the talented educational leaders who served as principal of the school

since 1946: Mr. Oscar Divinsky, Dr. Irving Agus, Mr. Louis Newman, Dr. Diana Reisman, Dr. Laurence Silberstein, Dr. Steven Lorch, Rabbi Marc J. Rosenstein, Rabbi Philip D. Field, and Dr. Steven M. Brown.

Legacy

There are now over 2300 graduates of Barrack Hebrew Academy who have gone forth to play leading roles in the Jewish and general communities. Barrack Hebrew Academy is represented by its graduates in all phases of Jewish communal life in the United States and in the rabbinic bodies of each of the denominations.

JEWISH LIFE AND DERECH ERETZ

"Holiness means striving for ethical perfections; it means a disciplined life where one learns to master one's passions instead of being enslaved by them; it means removing oneself from the vulgar and the profane." (Rabbi Hayim Halevy Donin)

Introduction

The Jack M. Barrack Hebrew Academy is committed not only to promoting a Jewish environment that reflects diversity and pluralism, but also one in which all members of our community, regardless of their beliefs, will feel respected, supported and comfortable. In order to realize the Mission of the school and maintain the Philosophy upon which it is built and has been maintained for over sixty years, all members of our community must practice daily our values of mutual respect, understanding, and thoughtful cooperation.

The behavioral expectations and responsibilities that are described in the following section provide guidelines for how we can create and sustain a community that represents the best of what our original namesake, Rabbi Akiba, envisioned.

RESPECT FOR OTHERS

"Respect your fellow as you respect your teacher." (Mekilta ben Elisha)

"There are three crowns: the crown of learning, the crown of priesthood, and the crown of royalty; but the crown of a good name exceeds them all." (Pirke Avot IV: 17)

Because our community was founded on the value of mutual respect, it is expected that students will use sound judgment and demonstrate Jewish values whether they are on our campus or out in the community at large. Standards of courtesy, use of appropriate language, and concern for others exemplify these types of behaviors.

Barrack Hebrew Academy is dedicated to study and learning. Therefore, any amplified audio devices may not be played inside the buildings or its immediate vicinity. Private listening devices with earphones, including pagers and cell phones (see cell phone policy) may not be worn during the school day or brought to class, the library, a study hall, detention, assemblies or any other group activity, including trips. Misuse of these items will result in their being confiscated and disciplinary action.

Students should be aware that there are disciplinary consequences if they engage in actions, both on campus and off campus, such as

- Fighting
- Bullying
- Physical or verbal abuse
- Disruptive behavior in class
- Inappropriate behavior when dealing with adults
- Lashon Harah (gossip)

Because all members of our community should feel secure and safe, items such as the following may not be brought to school: knives, matches, lighters, firecrackers, caps, handcuffs, toy guns or other weapons (including water guns), and skateboards. Possession of any of these items will lead to confiscation of the item as well as disciplinary consequences

Harassment and Bullying

"Before I speak I am master of the word; after I speak, the word is master of me. (Solomon Ibn Gabirol, Mibhar HaPeninim)

"It's easy to criticize others and make them feel unwanted. Anyone can do it. What takes effort is picking them up and making them feel good." (Rabbi Nachman of Breslov)

Harassment (sexual, racial, ethnic, etc.) is unacceptable at Jack M. Barrack Hebrew Academy. Harassment is defined as inappropriate behavior, either verbal, physical, or technological, that disregards the self-esteem of others. This includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or expressions, or discriminatory remarks that occur between two individuals or groups of individuals including remarks made or implied about another student on interpersonal sites such as MySpace, Facebook, etc. Any verbal or physical conduct that harasses, disrupts or interferes with another individual's work, performance or that creates an intimidating, offensive or hostile environment is unacceptable and will not be tolerated.

If any member of the Jack M. Barrack Hebrew Academy community (employees or students) believes that he or she has been subject to harassment or bullying, he or she must immediately notify a member of the school's Administration. The complaint will be investigated promptly in an impartial and confidential manner. If it is determined that Barrack Hebrew Academy's harassment policy has been violated, appropriate disciplinary action will be taken, which may include expulsion.

Attire and Personal Behavior

"My garments are my honorers. Johanan, Talmud: Baba Kamma)

"If you are all wrapped up in yourself, you are overdressed." (Kate Halverson)

Individuality and freedom are encouraged in all aspects of student life. However, because the students bear the responsibility of representing Barrack Hebrew Academy, everyone is asked to maintain appropriate decorum in their peer relationships and attire at all times, particularly when attending events outside of school.

Respect for the sensitivities of others requires that students follow reasonable standards of modesty and privacy. Barrack Hebrew Academy is a place of learning as well as a place of business. Therefore, students need to dress accordingly. In addition, Barrack Hebrew Academy seeks to provide for its students, faculty and staff a comfortable and respectful Jewish environment. We urge students to remember that we are created b'tzelem Elokim, in the image of God. In order to strengthen the sense of tzniut, modesty, we require that students present themselves according to the following guidelines:

- For both men and women, shoulders must be covered at all times, thus requiring, minimally, a short or cap sleeve

- The length of shorts or skirt must be not more than one inch above the knees
- Males are required to wear kipot in Jewish Studies, Tanach and Hebrew classes, as well as any programs involving prayer or study of Torah and at meals that are eaten communally.
- Bare midriffs are prohibited, as is having undergarments visible, including when students are seated or bending down.
- T-shirts may not have inappropriate symbols or language
- Students' hair styles should be appropriate for a Jewish day school

Any student who does not follow these suggested guidelines will be immediately sent to the Upper or Middle School Principal who may send the student home. He or she may then receive zeroes for the classes that she or he misses until he or she returns to school.

Kipot

Males are encouraged to wear kipot all day. They must wear kipot to Jewish Studies, Tanach and Hebrew classes, to any programs involving prayer or the study of Torah, and at meals eaten communally. Female students have the option of wearing kipot.

Kashrut

- 1) Students are expected to bring only dairy or pareve food into the school on those days when the Dining Commons is serving dairy meals and pareve or kosher meat food when meat meals are being served
- 2) With respect to food served in or by the school, packaged food must bear the U or K supervision symbol. Other authorities may be acceptable, at the discretion of the Head of School. Food prepared at home may not be served. Food preparation in the kitchen of the Dining Commons must be supervised by representatives of the authorized kosher catering company (Max & David's). Each year the school will prepare a list of local food suppliers whose products are acceptable for use in school.
- 3) Students who eat off-campus, including trips, are required to maintain kashrut.
- 4) At private social affairs, students and their families are urged to observe a standard of Kashrut such that no student will feel unwelcome.

Shabbat and Yom Tov

- 1) No school activity may involve the desecration of Shabbat or yom tov. Programs scheduled on Shabbat (e.g., shabbatonim) will be planned so as to avoid travel, cooking, use of electrical devices, etc., and will include davening (communal worship) and other appropriate activities.
- 2) Teachers will refrain from scheduling homework assignments and tests which would entail desecration of Shabbat or yom tov. No assignment will be given which involves attending an event or viewing a television program on Shabbat or yom tov.

The dates when homework assignments and assessments (tests, quizzes, papers, projects) are not permitted are listed on the school calendar.

- 3) Students are requested to take SATs and other standardized tests on Sunday alternate dates.
- 4) The Barrack Hebrew Academy community is a heterogeneous one; our five decades of successful Jewish pluralism have been based on a strong foundation of mutual respect. As in the case of Kashrut, so too in the area of Shabbat observance, all Barrack Hebrew Academy families are expected to show sensitivity to the needs and beliefs of fellow community members in the planning of social events such as bar/bat mitzvah celebrations and "sweet sixteen" and graduation parties.

Drugs, Alcohol and Tobacco Policy

"There is no wealth like health." (Apocrypha: Ben Sira)

The creation and maintenance of an active Jewish community is one of the key elements that contributes to Barrack Hebrew Academy's success as an educational institution. The school, as community, is responsible for guarding and protecting all members.

Barrack Hebrew Academy is concerned about the potential adverse effects of tobacco, alcohol and drug use on our students and the Barrack Hebrew Academy community as a whole. We are committed to maintaining a healthy and educational environment which is free of tobacco, alcohol and drugs and the effects of the use of these substances for the welfare of our students, their parents, teachers, staff and administration.

I. Definition of terms

A. Tobacco Products

All products that contain tobacco including, but not limited to cigarettes, cigars, chew, dip, snuff.

B. Drugs

1. Any and all substances deemed illegal for the general population and/or specifically for minors (e.g., alcohol).
2. All controlled substances, including prescription medications.
3. Ordinary substances improperly used (e.g., glue, paint thinner, liquid correction fluid, nitrous oxide or other substances).

C. Drug Paraphernalia

All devices used to assist in the ingestion of drugs or tobacco products.

II. Policy

A. Tobacco and alcohol Products

The possession, use, sale or exchange of tobacco or alcohol products by students or their guests is prohibited at any time in the school building, on school grounds, school buses or vehicles and at any function or activity sponsored by Barrack Hebrew Academy on or off school property.

B. Drugs

1. The possession, use, sale, exchange, or being under the influence of drugs is prohibited under any circumstances at any time in the school building, on school grounds, school buses or vehicles and at any function or activity spon-

sored by Barrack Hebrew Academy on or off school property, unless the substance involved is a prescription medication prescribed by a licensed physician and taken in accordance with the physician's directions. Parents must notify Barrack Hebrew Academy in writing of any long term or narcotic drug prescriptions which their child is taking.

2. The possession, use, sale, exchange, or being under the influence of drugs off school property and not at any function or activity sponsored by Barrack Hebrew Academy is still of concern to the school. Barrack Hebrew Academy therefore reserves the right, in its sole discretion, to apply parts III and IV of this Policy, in whole or in part, to any student involved in such activity.

C. Drug Paraphernalia

The possession, sale or exchange of drug paraphernalia is prohibited under any circumstances at any time in the school building, on school grounds, school buses or vehicles and at any function or activity sponsored by Barrack Hebrew Academy on or off school property.

III. Suspected Substance Abuse

A. Evaluation

Students whose academic performance and/or behavior is of concern and may indicate that drugs are a factor, should be referred by their teacher(s) or other Barrack Hebrew Academy staff members to the Head of School or his/her designee. The Head of School or his/her designee, in consultation with the Guidance Counselor, Teachers, Administrators, or appropriate others will determine if the student should be referred for medical evaluation. The student's parents will be informed following such a meeting. Evaluation may require testing for establishing whether there has been drug use, as well as for purposes of therapy and rehabilitation.

B. Testing

If a student is suspected of being under the influence of, or intoxicated by drugs while on school property, a school bus or vehicles, or at a school-sponsored function or activity off school property, Barrack Hebrew Academy may require that the student submit to a drug or alcohol test. A refusal to do so without delay will subject the student to all remedial and disciplinary measures under this Policy, including expulsion.

C. Release of Information

The student and his/her parents or legal guardian(s) must authorize release of all medical, evaluation and test reports and records related to a violation or suspected violation of this Policy. Such reports and records will be maintained and held by the school in strict confidence.

D. Examination of property

In case of suspected substance possession, use, sale or intoxication, Barrack Hebrew Academy may examine student lockers, personal belongings, clothing and vehicles on school property at any time. Such examinations may also be conducted at any Barrack Hebrew Academy function or activity held off campus. Failure to cooperate fully with any such requested examination will subject the student to expulsion.

IV. Violations of Policy - Zero Tolerance

A. Consequences of violation

Violation of this policy will result in **immediate** exclusion of the student from school for a minimum of one semester.

B. Conditions for Continuation at Jack M. Barrack Hebrew Academy

During the period of exclusion, the student's re-enrollment at Barrack Hebrew Academy will be contingent upon fulfillment of the following conditions:

1. No violation of any provision of this Policy.
2. No other serious disciplinary infractions.
3. The student must submit to a professional drug assessment and mental health evaluation by a licensed professional or professionals recommended by the school administration.
4. The student must follow any program of treatment or counseling recommended by the professional evaluator(s) and administration, which may include, but is not limited to, inpatient and/or outpatient substance abuse and/or mental health treatment; scheduled or unannounced urinalysis and/or blood tests, ongoing therapeutic maintenance and aftercare. The student must participate fully in such a program until such time as the evaluator and a qualified professional designated by the school agree that it may be terminated. The cost of such treatment and any testing under this policy will be assumed by the student or his/her family.
5. Application for re-enrollment to Barrack Hebrew Academy must be made through the Admission Office. The student must submit a transcript from the school which he or she attended while excluded from Barrack Hebrew Academy. This transcript must show "B+ or better" average, as well as consistent attendance. In addition, the student must submit teacher recommendations from his/her school. The student must also be able to enter the appropriate level in all courses at Barrack Hebrew Academy. Barrack Hebrew Academy reserves the right to notify law enforcement authorities where warranted.

RESPECT FOR PROPERTY

"He who doesn't care to prevent wasting another's property is like a thief." (Nahman Bratzlav, High Holyday Prayer Book)

As a Jewish individuals, we are commanded to treat our world with reverence, awe and care. This concept also applies to our immediate physical surroundings—the buildings, the furnishings, the grounds, as well as the smaller things such as how we deal with our trash and garbage. To be truly Shomrei Adamah, Keepers of the Earth, we must be cognizant of things such as turning off lights when we leave a room; placing used paper, cans, bottles in the appropriate recycling containers; picking up trash, both inside and outside of the buildings.

The following are examples of behaviors related to property that will be grounds for disciplinary action:

- theft
- deliberate destruction of property
- writing on furniture, walls, etc.
- feet on furniture
- littering (in school buildings and grounds, in neighborhood, on trips)
- eating in places that are not designated for eating, such as unsupervised classrooms

Students who cause damage to property are expected to make financial restitution to the school, when appropriate. In addition, the administration may assign reasonable tasks in the area of cleaning and repair to students whose willful or careless behavior causes damage to the property of individuals or to the school environment

Public Areas

Another aspect of demonstrating respect for others as well as respect for property is how we behave in public places. At Jack M. Barrack Hebrew Academy, these public areas include classrooms, lounges, stairways, hallways, the auditorium, the Dining Commons, the library, the grounds around the school, the soccer field and tennis courts and all other places where we must be particularly aware of how personal behavior may affect an atmosphere conducive to study, reflection and learning.

Students are encouraged to

- Observe commonly accepted standards of behavior, such as offering adults right-of-way
- Abstain from inappropriate physical contact with peers
- Refrain from shouting, throwing snow balls, skateboarding and rough housing.
- Keep all areas litter free.
- Use the appropriate recycling containers.
- Walk on designated pathways and maintain safety when crossing driveways.
- Respect the natural beauty of our campus and encourage others to do so.
- Confine ball games, Frisbee and other athletic activities to the appropriate playing fields.

There are several areas on the campus that are OFF LIMITS to students for safety reasons. These include: the American College building and parking lot, the Villanova Building and parking lot, the Stonehenge Management Carriage House/Offices, AS WELL AS any of the grounds on the creek side of the driveway and the lower side of the macadam path at the lower end of the campus. Failure to follow these restrictions will lead to serious consequences

Books

"Preserve the books which I shall deliver to you. Set them in order, anoint them with cedar oil." (Apocrypha: Assumption of Moses)

A special category of property at Barrack Hebrew Academy is books. The written and printed word is of a special value in Jewish tradition. All members of the Barrack Hebrew Academy community are expected to treat all books with reverence and to refrain from defacing books, throwing them, or leaving them lying on the floor. This applies to personal copies as well as to school or state-owned books.

When a student is issued a state-owned text, she/he is responsible for keeping and returning **the same book** (as identified by the book number) in good condition at the end of the school year. Students are encouraged to put their names in all of their books and to keep a record of the book number, if it is a state-owned text.

Any student who does not return his or her state-owned text or any library book(s) in good condition is expected to pay for the book(s). Department Chairpersons or the Librarians will contact parents at the end of the school year if books are not returned. Any student who does not pay for lost or damaged books before the start of the new school year will **NOT** be issued any text at the start of the school year and may have his/her library privileges cancelled. Seniors who do not return or pay for books will have their final transcripts held until payment is made.

Lockers

Students may not go to their lockers except before school, during break, during lunch and after school. Students are strongly encouraged to keep their lockers locked

Book Bags

Students are encouraged to carry only those books that are needed for those classes that are held before break, after break, and after lunch. If a student is using a book bag, it must be placed under the student's desk in the classroom so that it does not create a hazard for others

Cell Phones

Our cell phone policy is designed to keep the focus on education and to reduce stress on students. We propose that this cell phone policy will assist students and families in making our school a place where time for learning and reflection are a priority.

Cell phones **MAY NOT BE VISIBLE** during the school day. Cell phones must be **TURNED OFF** (not kept in silent mode) and **NOT USED**. Any emergency telephone contact during the school day requires that the student use a school phone, with the permission of an administrator.

Emergency messages will be posted on the student message board.

Students may use their cell phones **outside** of the buildings during break or lunch. The school is not responsible for lost, misplaced or stolen cell phones.

Cell phones that are used in violation of these guidelines will be confiscated immediately and not returned to the student until the end of the school day. In some cases, the parents may need to reclaim the cell phone.

These rules also apply on school trips. Specific exceptions for use of cell phones on a school sponsored trip will be given in writing when information is sent about the trip

STUDENT SERVICES

Transportation Services

In addition to the bus services provided by the Commonwealth of Pennsylvania, Barrack provides several additional transportation options. To access any of the following services, please contact the Receptionist during school hours:

- A bus will have stops in the Northeast/Huntingdon Valley/Old York Road corridor and Germantown.
- A free shuttle leaves Temple Adath Israel in Merion Station every morning at 7 a.m. It should be used by those students who would like to attend morning minyan at Barrack.
- A free shuttle will run from the Bryn Mawr train station (R5 SEPTA line) from 7:30 a.m. The shuttle will provide transportation to the station after school ends, until 5 p.m.

All Barrack Hebrew Academy regulations apply while students are on board school buses, on school trips, athletic and extracurricular programs, and traveling to and from school. In addition, students are expected to remain seated, talk quietly, refrain from any activity which will cause discomfort or danger to others, and obey all instructions from drivers or chaperones. Eating, drinking, littering, and throwing objects out of bus windows are not allowed. Bus drivers are the final authority on their buses. Inappropriate behavior on school buses will result in disciplinary action, including temporary or permanent suspension of bus-riding privileges.

Guidance Services

The guidance services, which are available to all students, are intended to aid them in developing the attitudes, knowledge, and insight necessary to making judicious decisions. These services include academic and personal guidance and counseling on both an individual and group basis, as well as the administration and interpretation of standardized tests.

College and career planning is also an important part of the guidance program. Information about colleges, careers, scholarships and loans is available in the guidance office. Students are assisted individually and in groups in exploring post-secondary opportunities and in applying, gaining admission to and selecting the program of their choice.

The counselors work together with the administration, teachers, and parents in an effort to enable each student to derive full advantage from the educational program at Barrack Hebrew Academy. The counselors are available to meet with students and parents to assist in areas of educational, social, and emotional adjustment.

The Resource Center provides academic support for students who need help in developing a variety of learning skills. Referrals to the Resource Center are made by teachers or through the Guidance Counselor. A student who works with the Resource program is required to have outside learning support, as determined by the Resource and Guidance professionals. The Resource teachers work closely with the student's teachers and parents to insure that the student receives the appropriate type of learning support.

Advisory

Under the direction of the Guidance Counselor, every Barrack Hebrew Academy student participates in an Advisory program that meets at least once a week. Each student is assigned to a member of the faculty, who serves as his/her advisor until his/her graduation. Thus, every student has at least one adult on the Barrack Hebrew Academy faculty with whom she/he can develop a relationship over a period of years that extends beyond the academics. In addition, since each faculty member advises students from many grade levels, the students within a faculty member's particular advisory group are encouraged to become resources for one another.

Library and Learning Media Services

"A book is the most delightful companion....An inanimate thing, yet it talks....It stimulates your latent talents. There is in the world no friend more faithful and attentive, no teacher more proficient....It will join you in solitude, accompany you in exile, serve as a candle in the dark, and entertain you in your loneliness. It gives, and does not take." (Moses Ibn Ezra, Shirat Yisrael)

Mission: The mission of the Joseph M. First Library of the Jack M. Barrack Hebrew Academy is to ensure that students and staff are effective users of information and ideas. The library is open to individual students, teachers and small groups.

• Resources:

Books - over 15,500 volumes

Reference collection

Newspapers, magazines, journals, professional collection for faculty

• Circulation of Resources:

Books circulate for three weeks and may be renewed as long as the item is not on reserve. Reference books and periodicals may be checked out overnight. Inter-Library Loan (ILL) is available.

• Online Resources:

Online circulation/catalog - Spectrum

Internet access with T-1 connections

Access PA Power Library

Associate Press Photo Archive

Bar Ilan Judaic Library

Encyclopedia Americana, Grolier Online

Encyclopedia Britannica

Encyclopedia Judaica

The Judaic Classics Mishnah Berurah

Ethnic News Watch

Jerusalem Post

Rav-Milon Ha Tzair

SIRS Discoverer Deluxe

Searchable databases containing full-text magazine and newspaper articles. All of these web-based reference tools are accessible from school. At home access is available for some of these databases. Passwords for at-home access can be obtained from the librarians.

• **Information Literacy**

A major goal of the library science program is for students to learn the skills necessary for living in a society in which information literacy is required in order to become educated. Information literacy includes how to:

- Access information efficiently and effectively
- Evaluate information critically and competently
- Use information effectively and creatively

The librarians and teachers collaborate to ensure that students have opportunities to learn and practice research/information skills throughout their middle and high school years. Classes are scheduled into the library by their teachers in order to expand students' information literacy.

• **Audio Visual, Computer Software and Peripherals**

12 PCs and over 500 videos in main reading room
multiple online database subscriptions
Photocopier
Printers
Fax machine

• Staff: Mrs. Wendie Gabay, Head Librarian (x 135) • Mrs. Jane Schofer, Part-time Librarian (x 411)

• Hours: Monday: 8:20 a.m. - 3:30 p.m.
Tuesday - Thursday: 8:20 a.m. - 5:00 p.m.
Friday: 8:20 a.m. -3:00 p.m. (D.S.T.); 2:15 p.m. (E.S.T.)

Technology

Instruction in computer literacy is an important element of a Barrack Hebrew Academy education. Throughout the school, the curriculum introduces and reinforces computer skills for communication and research. Students become familiar with Microsoft Office in a networked environment, accessing their work in the Computer Lab, the Library or in a classroom using wireless laptops from a mobile cart. All classrooms have VCR and DVD players that can be connected to laptop. The computers can also be connected to a projector or used with the portable or built in SmartBoard during class.

In the Middle School, Core teachers work closely with the computer teacher to develop lessons that integrate the study of literature, social studies, current events, writing and grammar with appropriate computer skills. Students are encouraged to use computer technology to collect, analyze and communicate information and ideas. In both Middle and Upper School, computers are extensively used in the Science and Judaic Studies courses. In the Upper School, computer related instruction is integrated into the study of world languages, including Hebrew. In addition, the Math Department has fully integrated the use of programmable calculators into its instruction.

All students have access to the computer lab during breaks, lunches and after school, as well as when the computer lab is not being used for classes. Students must have permission from both the computer teacher and their classroom teacher in order to use the lab during times other than break or lunch. Students and teachers are encouraged to use the computers in the library, as well as the laptops from one of three

carts that are stored around the building.

Jack M. Barrack Hebrew Academy takes the issue of Internet security, commonly accepted protocols and codes of conduct very seriously. All parents and students must sign and return a form indicating their acceptance of Jack M. Barrack Hebrew Academy's Internet Electronic Mail Account Agreement, computer Network Code of Conduct and Web-based Use Agreement. In addition, all computers that are part of the Barrack Hebrew Academy network are routinely checked for viruses and are filtered by the latest technology. Any student who does not maintain appropriate decorum when using Barrack Hebrew Academy's technology system or who does not use technology appropriately risks having his/her access to computers revoked. In addition, Barrack Hebrew Academy will discipline any student who willfully uses technology inappropriately within the Barrack Hebrew Academy community. In addition, we encourage all students to use interpersonal websites such as MySpace and Facebook wisely and appropriately, although access to these sites are currently blocked at school. Jack M. Barrack Hebrew Academy reserves the right to monitor students' pages on such sites. We also encourage parents to monitor closely students' use of the Internet, instant messaging (IM) and interpersonal sites.

While students and faculty are encouraged to keep our community informed of their personal commitment to and involvement in chesed projects (such as the MS Walk, March for Life, etc.), students may NOT use the Jack M. Barrack e-mail system for requests for support for non-chesed, educational or political programs (ex. attendance at Presidential Classroom or Governor's Schools).

Barrack Hebrew Academy maintains an informative website at www.jbha.org. In addition, this site offers e-mail for all faculty, staff and students as well as links to the websites of various clubs and listsers. Please see Home and School Communication for additional information about our website, e-mail and Parent Portal

Community Service - Chesed Projects

"How wonderful that nobody need wait a single moment before starting to improve the world." (Anne Frank)

Throughout the year, students have the opportunity to work at area homeless shelters, geriatric residences and centers, day care centers and tutoring programs. Student initiative in developing new programs and opportunities for service is encouraged. In addition, there are several school-wide fund raising projects that may also include assemblies to raise students' awareness. Chesed is also a central part of the Middle School program. Students spend at least three days throughout the year on special chesed projects that include a classroom component.

Dining Commons

Our Dining Commons is run by Max & David's, a certified glatt kosher catering company. They provide a daily, prepaid lunch service that follows the highest standards of kashrut. Students who take classes that are held during the lunch period will have priority in the cafeteria line. Specific information about how to participate in the lunch service is available by contacting the receptionist or a member of the Dining Commons Committee. (See Frequently Asked Questions on back pages.)

The Dining Commons Committee is composed of parent, administration, faculty and student representatives. This committee's responsibility is to work with the staff of Max & David's to provide the best possible dining experience for our community. In addition, they help to coordinate the food-related fund raising activities of various grades and clubs with the catering facility.

Our Dining Commons offers a unique opportunity for students, faculty and staff to relax, to share meals together and to enjoy its beautiful environment. Therefore, all members of the community have a responsibility to keep this space, including the outdoor area, in pristine condition. This includes using the recycling and trash bins, following the rules about kashrut and tree nuts/peanut butter, and maintaining a quiet and calm atmosphere in the Dining Commons.

EXTRACURRICULAR ACTIVITIES

Athletic Activities

To be eligible to compete in athletics, a student must meet:

1. all the school's guidelines for participation including, but not limited to all academic and behavior expectations
2. a completed, two-sided form that includes information about medical insurance and parent permission. This form must be given to the coach PRIOR to participation in athletic practices.

Middle School Boys & Girls Interscholastic: coed soccer, baseball (boys), cross country (boys & girls), swimming (boys & girls), golf (boys & girls), track and field (boys & girls). In certain circumstances, 8th grade students may complete on varsity teams.

JV and Varsity Sports: swimming (boys & girls), basketball (boys & girls), tennis (boys & girls), baseball (boys), softball (girls), golf (boys & girls), track and field (boys & girls), soccer (boys & girls), cross country (boys & girls)

JV Sports: boys' basketball

Boys are members of the Tri-County League and Penn-Jersey League for tennis

Girls are members of the Penn Jersey League for all sports and are Tri-County League members in basketball, softball and tennis.

STUDENT GOVERNMENT

The Student Association (SA) at Barrack Hebrew Academy operates under a Constitution that was revised in 1994. All student organizations and clubs run under the umbrella of SA and an academic department or division. Elected officers serve from April until the following April. In addition, the Middle School Council provides representation for Middle School students beyond their representation in SA. The Middle School Council deals with issues and fund raising for the Middle School only.

There are three standing Committees of SA:

- Judicial Board - chaired by the SA Secretary. With two representatives from each

grade plus the MSC Secretary, the Judicial Board serves as a Student Court, Board of Constitutional Review and Student Voice.

- Finance Board - chaired by the SA Treasurer. With two representatives from each grade, plus the MSC Treasurer, the Finance Board approves all requests for sales and projects, audits clubs' finances and ensures that appropriate Tzedakah contributions are given to the Chesed Committee.
- Chesed Committee - open to all students. Coordinates and publicizes Chesed projects; distributes clubs' Tzedakah contributions.

SA officers also serve on the Board of Directors, Education Committee and Athletic Committee.

Clubs 2008-2009

Alliance	Human Rights Club
Animals Rights Club	Investment Club
Art Major Club	Israel Club
Calliope (Middle School Literary Magazine)	Me'et Le'et (Hebrew language newspaper)
Chesed Club	Lincoln/Douglas Debate Team (Upper School)
Chess/Games Club	Middle School Book Club
Computer Club	Middle School Math Club
The Cougar Chronicle (Student Newspaper)	Middle School Musical
Current Political Issues	Mock Trial (Upper School)
Debate (Upper School)	LaShem Shamiyim (American/Jewish/ Israel Political Opinion Magazine)
Engineering Club	Students Against Destructive Decisions (S.A.D.D.)
Environmental Action Club	Upper School Drama
Fine Arts Club	Upper School Great Books
Foreign Language Clubs: French, Latin, Spanish, Hebrew	Upper School Musical
Gateway (Student literary magazine)	Upper School Math Club
Hebrew Club	

Eligibility Policy

• Academic Probation:

Students whose academic progress in a particular quarter is unsatisfactory may not participate in interscholastic sports or dramatic presentations or any other activity such as editorships of publications which make major demands on student time, both during and after school hours. A student who receives an "F" in a course for the quarter, or "D" in each of two courses (note that "core" counts as two courses) is considered ineligible for such participation. This ineligible status remains in effect for a full quarter; eligibility is restored if the student receives a grade of at least "C-" in each of his/her courses. Participation in other extracurricular activities may need to be determined on an individual basis.

• Behavior Probation:

A student placed on "behavior probation", due to a pattern of unacceptable behavior or to a particular incident of misbehavior, will be ineligible to participate in interscholastic sports, dramatic presentations, Middle School Council, Student Association executive board, and other activities representing Barrack Hebrew Academy in the community. Eli-

gibility may be restored only at the beginning of a new semester, based on a determination by the faculty and administration that the student's behavior has been satisfactory.

ADDITIONAL INFORMATION RELATED TO STUDENT LIFE

Identification/ Swipe Cards

All students will be issued a picture identification card and Barrack lanyard at the start of the school year. All students, faculty and staff **MUST WEAR** their identification cards **AT ALL TIMES** when on the campus. These cards are also used by students for attendance, as well as for lunch purchases in the Dining Commons. There is a charge for lost identification/swipe cards.

Attendance

Educational effectiveness requires regular participation in classes. Students are expected to be present in school every day, and to be present at all assigned classes and activities, including assemblies. Extensive absence, for whatever reason, generally causes reduced learning, lowered achievement, and consequently, a lower grade. For students who have excessive absences or latenesses, whether excused or unexcused, there may be additional disciplinary or academic consequences.

To be counted as present, each **INDIVIDUAL** student must swipe his/her Personal Identification card through the card readers that are located at each entrance to the Barrack Building, the student entrance to the Athletic Building and at the receptionist's desk. If a student does **NOT** complete this task, he/she will be recorded as absent and the parent will be contacted. This could also result in the student being given a "cut", which requires disciplinary action. (See below.)

The parent of a student who is absent from school must call the school absentee line (610-922-2302) that day before 10 a.m. The reason for the absence must be stated.

Absences owing to illness, death in the family, or quarantine are considered excused. Other excuses may be accepted at the discretion of the Head of school or Principals. Unexcused absence from any assigned location (class, assembly, study hall, etc.) will lead to disciplinary action. A first "cut" (absence from an assigned class or activity for at least half of a period) will result in a conference with the Principals and notification of parents and disciplinary action; additional "cuts" will lead to suspension; students who persist in such behavior will not be allowed to remain at Barrack Hebrew Academy.

It is the responsibility of the student to make arrangements to make up work missed due to an absence. Students returning from an absence should make appointments promptly with their teachers to set up a schedule for completing required work. Deadlines for make-up work must be followed.

The school discourages unnecessary absence, such as vacation travel. Students planning such absences should inform their teachers as much in advance as possible. Teachers will provide advance assignments at their own discretion and convenience.

Occasionally, students need to miss a class to participate in a special project or activity sponsored by the school (e.g., preparing for an assembly, athletic competition). In such cases, **advance** arrangements must be made by the student with the teacher of the class to be missed.

Early Dismissal

A student who leaves school before regular dismissal for any reason (illness, appointment, etc.) must have his/her parent call the front desk (610-922-2310) or present a note to the receptionist. The student must also sign out at the front desk. Disciplinary action may be taken if these requirements are not followed.

Lateness

"Rely on time for discipline." (Samuel HaNagid, Ben Mishle')

Effective functioning of a school requires that all members of the school community adhere to reasonable standards of promptness. It is important that all classes and activities start and end at the designated times.

Students are to report to their first period class **no later than 8:20 a.m.** A student who arrives after first period ends should report to the receptionist. He/she should also remember to swipe his/her Identification Card through the card reader.

Because lateness to class is disruptive to learning and teaching, students should make every effort to be on time to class. This requires that students plan ahead so that they do not need to go to their lockers before and after each class. When a student is late to class, he/she should enter quietly. It is useful for a student to bring a note from a teacher if the reason for his/her lateness is due to another teacher's demands on the student. A pattern of lateness to class will lead to disciplinary consequences.

In addition, due to the size of the campus, students may not be able to hear the buzzer/bell that indicates that a break or lunch period has ended. While we encourage students to enjoy the campus, students are responsible for coming to all classes on time.

Cutting

A student who cuts a class will receive zeroes for all work due that period as well as any tests or quizzes given during the period that was cut. In addition, the student will receive two detentions. If a student cuts any class a second time, he or she will receive additional disciplinary consequences at the discretion of the Principal. This may include an out-of-school suspension.

Student Driving/Parking

Students may not drive cars or ride in cars during the school day. Students may drive to and from school, but may not drive cars or sit in or on them during free and lunch periods. Students are not allowed to drive on field trips and athletic events. Exceptions to this prohibition may be made at the discretion of the administration in emergencies, on the basis of a specific, one-time, written request from a parent.

Students must park in the numbered spaces that have been set aside for student parking in the front of the Barrack Building.. Students MAY NOT park in ANY OTHER AREA, including along the driveways, the parking lots near the Villanova and American College Buildings, the parking lots around the Athletic Building, OR IN ANY ADJACENT RESIDENTIAL OR BUSINESS parking lots. Students who violate these restrictions may have their cars towed and face disciplinary action.

Everyone who makes use of the driveways or parking lot, either as driver, passenger, or pedestrian, is responsible for protecting the safety of all concerned. Drivers are required to observe the speed limit of ten miles per hour. Violation of these rules will result in disciplinary action including revoking of parking lot privileges. All student cars must display a school decal and be registered with the school office.

Off Campus Privileges

This privilege is reserved for students who are seniors and second semester juniors. NO STUDENT may drive off campus during the school day AT ANY TIME. Any student who wishes to exercise this privilege must have written permission from his/her parent on file with the front office. In addition, the school reserves the right to suspend this privilege if a student has excessive absences, a pattern of lateness to school or classes, behavior issues or is not meeting his/her academic expectations.

Assemblies

Attendance at assemblies is required. Books and coats are to be left in lockers or classrooms. Eating is not permitted during any assemblies.

Students must sit where directed, filing in quickly and quietly. They are expected to show courtesy to each other and to guest performers and speakers. Polite applause is expected, not cheering and whistling. Students creating a disturbance or refusing to cooperate with instructions will be asked to leave the assembly, and will face disciplinary action.

Study Halls and Unassigned Periods

"Say not, when I have leisure I will study; you may not have leisure." (Hillel, Mishna: Abot, 2.4)

Study halls are scheduled for the benefit of students. It is expected that students will make use of the time for quiet study or reading in the assigned room. To use the library, a student must have permission of both the teacher and the librarian. In order to work in the library, a student must obtain a note from the librarian to present to the teacher at the beginning of the period. Students are to work quietly and independently.

During study halls, students are not permitted to be outside the building or in the gymnasium.

Students (except juniors and seniors) who have an unassigned period must report to the library to sign in and must remain there.

Juniors and seniors who have unassigned periods may work quietly in the Dining Commons, library or an unused classroom. They MAY NOT congregate in the senior or student lounge, as well as other public areas of the school.

The gym is to be used by students during their assigned gym periods and lunch periods only.

Trips

"Travel teaches toleration." (Disraeli, Contarini Fleming)

Student behavior on school sponsored trips should reflect the standards set for behavior on the school campus and all expectations and regulations apply. Thus, students

are expected to maintain kashrut on school trips as well as all standards of respect for others and for property.

1. Each student is required to attend academic field trips unless the student has an excused absence from school.
2. All students are required to travel on school provided transportation, to and from the destination, for all school trips.
3. If a student is absent for the field trip, the student may not participate in Barrack Hebrew Academy sponsored activities for the rest of the day.
4. Notification of field trips that take place during the school day is made via email sent by the sponsoring teacher or the administration. Information about the trip-including fees, times and deadlines for payment-are included in the email. The school's "blanket permission form" is sufficient for these trips.
5. Field trips that include an overnight stay or that extend well beyond the regular school hours require a permission form that is sent or mailed home to parents. If a student does not hand in this permission form by the deadline, the teacher may assign detention until the permission form is submitted.
6. Students who take medications on a daily basis are expected to continue these medications when they are on overnight trips. All medications, including non-prescription medications, must be GIVEN TO THE CHAPER-ONE at the start of the trip. The medication MUST BE IN THE ORIGINAL PRESCRIPTION BOTTLE, clearly labeled with the student's name, the physician's name and the daily dosage. IN ADDITION, accurate information about all medications (including non-prescription medications) must be noted on the written permission form.
7. If the school deems that a student needs to return prior to the end of the trip, the school will provide bus/van transportation and will hire the necessary vehicles.
8. If a student needs to return early for non-school related activities, the school will not make arrangements, but will allow the student to return with a hired bus/van, if it has been hired and there is room. Otherwise it is the parents' responsibility to arrange for the student's transportation.
9. Students MAY NOT bring cell phones on trips, including trips to athletic events. Any exceptions will be provided in writing to families at the time that information about the trip or event is sent from school. In some cases, when students are permitted to bring a cell phone on a trip, the cell phone may be collected for a portion of the trip and returned at the end of the activity.

Faculty Discretion

"Teachers learn from their students' discussions." (Rashi, Commentary, Proverbs 13.23)

In addition to the school-wide policies and rules stated above, each teacher is expected to make known to his or her students the particular policies in effect in his/her classroom. At the beginning of the semester, teachers should inform students of their expectations regarding classroom manners, presentation of written work, and special requirements of any kind. Rules stated by individual faculty members are binding in their classes, with the force of school policy.

ACADEMIC REQUIREMENTS AND EXPECTATIONS

ACADEMIC PROGRAM

The following outline of general and Jewish studies gives a general view of the required and elective subjects offered at Barrack Hebrew Academy. A more detailed curriculum is described in the Program of Studies which is available in the Development and Admissions Offices.

Middle School

General Studies

Core (English and Social Studies)
Pre-Algebra/Algebra (Part I)
Science: Earth Science
Creative Dramatics
Art
Computer Literacy
Physical Education
Health Education

Jewish Studies

Hebrew Language/Literature
Jewish Studies Core

6th Grade

7th Grade

Core (English and Social Studies)
Pre-Algebra/Algebra (Part I or Part II)
Science: Life Science
Public Speaking
Art
Computer Literacy
Physical Education
Health Education

Hebrew Language/Literature
Tanakh/Mishnah/Talmud
Jewish Life Cycle/Jewish Calendar

8th Grade

Core (English and Social Studies
and Computer Literacy)
Algebra I (Part I or II), Geometry
Science: Introductory Physical Science
Drama
Art
Physical Education
Health Education

Hebrew Language/Literature
Tanakh/Mishnah/Talmud
Jewish Life Cycle/Jewish Calendar

Elective for Grades 6-8:

Art Majors

Upper School

General Studies

English
Latin I/French I/Spanish I
History: World Cultures
Algebra I; Geometry; Algebra II
Biology
Physical Education
Health Education

Jewish Studies

Hebrew Language/Literature
Tanakh
Jewish Practice I
Jewish History: Holocaust and Israel
Mishnah/Talmud

9th Grade

Elective: Art Majors

10th Grade

English	Hebrew Language/Literature
Latin II/French II/Spanish II	Tanakh
History and Jewish History: Ancient and Medieval	Jewish Practice II Mishnah/Talmud
Geometry, Algebra II, Elementary Functions	
Chemistry	
Physical Education	
Health Education	

Elective: Art Majors

11th Grade

English	Hebrew Language/Literature
Latin III/French III/Spanish III,	Tanakh
History and Jewish History: The Modern World I	Jewish Ethics I Israel
Algebra II, Elementary Functions, Calculus	
Physics	
Health Education	
Physical Education	

Elective: Art Majors

12th Grade

English	Hebrew Language/Literature
History and Jewish History: The Modern World II	Tanakh Jewish Ethics II Jewish Philosophy

Electives: Academic Writing Workshop	Astronomy
Advanced Placement Biology	Trigonometry/Finite Math/Algebra II
Advanced Placement Chemistry	<i>Citadel</i> (Yearbook)
Advanced Placement Calculus	Computer Science
Advanced Placement English	Education (at Gratz College)
Advanced Placement Environmental Science	Introduction to Engineering
Advanced Placement Government	French IV/Spanish IV/Spanish V
Advanced Placement Latin	History of American Musical Theatre
Advanced Placement Spanish	American Government and Economics
Advanced Placement Statistics	Art Majors

Senior Electives: A senior must pass two elective units in order to be eligible for graduation. One of these must be a science or a math course.

GRADUATION REQUIREMENTS

"The more valuable the thing, the more effort it demands." (Joseph Saadia, Gaon of Sura, Emunot VeDeot)

To be eligible for graduation, all students must fulfill the following requirements from the 9th through 12th grades:

English (8 semesters)

Latin, French or Spanish (6 semesters, unless exempt)

History (8 semesters)

Mathematics (6 semesters)

Science (6 semesters in a laboratory science)

Hebrew Language/Literature (8 semesters)

Jewish Studies:

Tanakh (8 semesters) Israel (1 semester)

Jewish Studies (4 semesters) Jewish Philosophy (1 semester)

Health Education (3 semesters) Two elective units in senior year

Physical Education (3 semesters) Jewish Ethics (1 semester)

Students who wish to enter a college or university at the conclusion of the 11th grade may do so. If they wish to be eligible for graduation from Barrack Hebrew Academy, they must fulfill all graduation requirements.

Physical Education Classes

All students taking physical education are expected to be prepared each each time they have class. The proper and accepted attire for gym class includes a Barrack t-shirt, dark shorts/sweat pants, socks and sneakers. As in any academic class, failure to come to class prepared has consequences, usually involving a zero for the day's work.

Community Service Project

"Service of God consists in what we do to our neighbor." (Leo Baeck, Essence of Judaism)

12th grade students must satisfactorily complete an approved non-profit community service project during the last 6-8 weeks of their senior year.

Semester in Israel (Alexander Muss High School in Israel)

"The air of the land of Israel makes one wise." (Amora Zera, Talmud: Baba Bathra)

This program enables students to spend the fall semester of 11th grade in Israel. Housed together in a dormitory, students cover a general studies program identical to Barrack Hebrew Academy's and a Judaic program which takes advantage of the unparalleled resources of Israel. In addition, participants have daily contact with Israeli youth and adopting families and engage in a full range of social, cultural, and recreational activities.

Students on academic or behavior probation may not attend. All Barrack Hebrew Academy rules apply to the Semester in Israel. The Muss program may determine their own policy regarding cellphones.

MIVRAKIM AND PROGRESS REPORTS

"The good attained by effort is twice as precious." (Saadia, Emunot VeDeot)

Mivrakim: Between marking periods, an interim report form may be posted on the Parent Portal to communicate with the parents concerning a student's academic performance.

Progress reports are posted on the Parent Portal four times a year. In addition to the narrative comments, Topics and Skills, and the grades for tests, quizzes and assignments, there will be a final grade given at the end of the first and second semesters, except in Core. This grade will be the evaluation of that semester's work. (Seniors also receive grades at the end of the first quarter.) Each of these grades is considered to be an evaluation of one semester's work and is not cumulative.

Add/Drop Policy

Students may need to add, drop and or change sections of a class during the school year. Students who change classes within the first four cycles of the semester will not carry their grade to the new class. After that time, all grades will be transferred to the new class and become part of the student's semester average. Seniors may not drop a class after October 1st.

Cheating and Plagiarism

"I am against the prophets, saith the Lord, that steal My words one from his neighbor." (Bible: Jeremiah 23.30)

Cheating is the act of giving or receiving information for any graded assessment, such as but not limited to, a quiz, test, final exam, take home test, project, paper, or lab report. Plagiarism is the act of presenting another person's work as one's own. Both cheating and plagiarism are unethical and unacceptable in the Barrack Hebrew Academy community.

Each teacher will clearly define the rules and set the limitations for daily classroom preparations.

A first class offense for cheating or plagiarism will result in a zero for the work involved and a conference with the student, parents and Principal; a second offense will result in a zero for the work involved and a conference with the student, parents, Principal and Head of School; a third offense will result in a grade of "F" for the course, even if the first and second offenses were different courses; a fourth offense will result in expulsion. Offenses in Middle School do not carry over to Upper School.

These penalties may apply to students who supply information as well as those receiving it.

Rules for Testing Situations

The following is expected as a minimal requirement:

- silence as soon as papers begin to be handed out
- nothing on desk top, except pen or pencil
- if using a computer or laptop, a student must remain on his/her own work and must take responsibility for the generation of final hard copy under his/her teacher's direction

- books under desks or in back of room, not next to desks
- students must report writing on their desks before testing begins
- no bathroom privileges until test/quiz is handed in permanently
- students should not allow their eyes to wander, keeping their papers covered

Grade Equivalents

The following scale is used in relating "number grades" to "letter grades."

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

Incomplete: Students requesting an incomplete grade in any course must submit a request on an official form. This request must be approved by the teacher of the course, the Department Head and the principal. Incomplete in a course will be granted only for extraordinary reasons. In the event that an incomplete is not satisfactorily made up by this deadline to be determined by the Principals, a grade of 'F' will be entered automatically on the permanent transcript.

Academic Probation

A student who receives an "F" in a course for the quarter or a "D" in each of two courses (note that Core counts as two courses) is considered to be on Academic Probation. He or she may not participate in interscholastic sports, dramatic presentations or any other activity such as editorships of publications that make major demands on student time, both during and after school hours. Participation in other extracurricular activities will be determined on an individual basis. Academic Probation remains in effect for a full quarter. If the student receives a grade of at least a C- in each of his/her courses at the end of the following quarter, he or she is no longer on Academic Probation and his/her eligibility is restored.

PROMOTION REQUIREMENTS AND CONSEQUENCES OF FAILURE

"Failure, when sublime, is not without its purpose." (Benjamin Disraeli, Alroy)

Middle School: Failure to complete satisfactorily the requirements of any course may influence the decision of the faculty and the administration as to whether the student should be promoted into the next grade.

In addition, the faculty and administration will decide if and how work will be made up. Requirements may include taking courses in summer school or receiving tutoring and passing an equivalency examination by August 31 of the year in which failure occurred.

A grade of F in the second semester of a year in an area of Core, math or Hebrew, must be made up over the summer. In addition, a D or F in Algebra I must be made up in summer school. A student can repeat a Hebrew level only once.

Upper School: CONSEQUENCES OF FAILURE AT THE END OF THE 1ST OR 2ND SEMESTER

When a student fails a course, a grade of "F" will be recorded on his/her transcript. If this course is made up at an Barrack Hebrew Academy-approved summer school, the new grade will replace the "F". In addition, an asterisk will appear next to the new grade, and a note will state that the new grade amends a previous failure. If a summer school course is not available, special tutorial arrangements are sometimes arranged by department chairs, but only with the principal's approval. In these special cases, the transcript grade of "F" may be amended, but the grade may not be higher than a "D+". An asterisk will appear next to the "D", and a note will state that the "D" replaces a previous failure. Students are also encouraged to make up failures which are not promotion or graduation requirements.

When a student wishes to or is required to amend a "D" on his transcript, the course may be made up at an Barrack Hebrew Academy-approved summer school. The new grade will replace the "D", an asterisk will appear next to the new grade, and a note will state that the new grade amends a previous "D". If no Barrack Hebrew Academy-approved summer school course is available, the "D" will remain on the transcript. However, an equivalency exam may be given for placement purposes, but the transcript will not be amended.

English: If a student fails a semester of English, this failure must be made up by August 31st of the school year in which it occurs; otherwise, the student may not return to Barrack Hebrew Academy.

Foreign Language:

Pre-Requisites for Barrack Hebrew Academy Foreign Language Classes (Levels II-IV)

In order to go from one level to another the following is required:

FROM	TO	NEEDED
Level I	Level II Regular	Passing grade or summer school make-up
Level I	Level II Honors	At least B+ and teacher/department recommendation
Level II Regular	Level III Regular	Passing grade or summer school make-up
Level II Regular	Level II Honors	At least A , teacher/dept. recommendation; needed catch-up work
Level II Honors	Level III Honors	At least B and teacher/department recommendation
Level III Regular	Level IV	At least B
Level III Honors	Level IV Honors	At least B and teacher/department recommendation

Hebrew/Latin/French/Spanish

If a student earns a "D" or an "F" the second semester of any year, the entire year must be made up by August 31 of the school year in which it occurs; otherwise, the student may not return to Barrack Hebrew Academy. Note: In a language sequence (Hebrew, Latin, French or Spanish) a failure in the first semester is not required to be made up if the student receives a "C or better" the second semester. The student must make up the course at an Barrack Hebrew Academy-approved summer school or as a tutorial taught by an approved teacher. The student must then take an Barrack Hebrew Academy qualifying test and receive a "C or better." A "D" received in the second semester of 11th grade in Latin 3, French 3, or Spanish 3 need not be made up, unless the student enrolls in Level 4 of the language. A "D" in the second semester of 11th or 12th grade Hebrew cannot be made up.

Hebrew Literature

*"Hebrew is our very flesh and blood, and each encounter with it is a fixture of our soul."
(Hayyim Bialik, MiPee Bialik)*

Prerequisite for Hebrew Literature honors' course and Hebrew Seminar in 11th and 12th grades:

- a. Minimum of one year of literature class and a grade of "A- or better" in the final semester.
- b. Teacher's recommendation and department chairperson's approval.

Jewish Community/Practicum- Community Service: A student who fails this course is ineligible for graduation until the requirements of the course are satisfied.

Jewish Studies, Tanakh, Talmud, Jewish Philosophy and Jewish Ethics

"Turn it again and again, for everything is in it; contemplate it, grow gray and old over it, and swerve not from it, for there is not greater good." (Ben Bag Bag, Mishna: Abot)

If a student fails a semester of any of these courses, the student is eligible to be readmitted to Barrack Hebrew Academy without making up this requirement, but will not be eligible for graduation until the requirements of the course are satisfied.

Mathematics

"As far as the propositions of mathematics refer to reality, they are not certain; and as far as they are certain, they do not refer to reality." (Einstein, Ideas and Opinions)

A student must pass, with a grade of "C-" or better, six semesters of high school mathematics in order to graduate. A student who earns a "D" or an "F" in the second semester of Algebra I, Geometry, Algebra II or Elementary Functions must complete an approved course in summer school and earn a grade of "C" or better.

If a student has not fulfilled the six semesters of mathematics required for graduation and there is no sequential math class available for which s/he has satisfied the prerequisites then s/he is ineligible to return to Barrack Hebrew Academy. This applies to the following:

- PREREQUISITE FOR NINTH GRADE HONORS ALGEBRA II: A grade of "B-" or better in the second semester of eighth grade Geometry as well as teacher recommendation and department chair approval. Students earning a C+ or lower will need to repeat Geometry in ninth grade.
- PREREQUISITE FOR HONORS GEOMETRY: A grade of "B or better" in eighth grade Algebra I as well as teacher recommendation and department chair approval.
- PREREQUISITE FOR HONORS ALGEBRA II: A grade of "B" or better in the second semester of Honors Geometry and Algebra I or a grade of "A" or better in the second semester of Intensive Geometry and Algebra I, as well as teacher recommendations and department chair approval.
 - PREREQUISITE FOR HONORS ELEMENTARY FUNCTIONS: A grade of "B" or better in the second semester of honors Algebra II and honors Geometry, or a grade of "A" or better in the second semester of Algebra II and Geometry as well as teacher recommendations and department chair approval.
 - PREREQUISITE FOR TOPICS OF ALGEBRA II AND TRIGONOMETRY: A grade of "C-" or better in

the second semester of Algebra II.

- PREREQUISITE ALGEBRA III AND TRIGONOMETRY: A grade of "B-" or better in the second semester of Algebra II or a grade of "A or better" in Basics of Algebra II.
- PREREQUISITE FOR AP STATISTICS: A grade of "B-" or better in the second semester of Elementary Functions, as well as teacher recommendation and department chair approval.
- PREREQUISITE FOR HONORS CALCULUS: A grade of "B-" or better in the second semester of Honors Elementary Functions or a grade of "B" or better in the second semester of Intensive Elementary Functions, as well as teacher recommendation and department chair approval.
- PREREQUISITE FOR AP CALCULUS AB: A grade of "B+" or better in the second semester of Honors Elementary Functions, or a grade of "A" or better in the second semester of Intensive Elementary Functions as well as teacher recommendation and department chair approval.

Physical Education and Health Education

*"The well-being of the soul can be obtained only after that of the body has been secured."
(Moses Maimonides, Guide for the Perplexed)*

If a student fails a semester of either of these courses, the student is eligible to be readmitted to Barrack Hebrew Academy without making up this requirement, but will not be eligible for graduation until the requirements of the course are satisfied.

Science

"Every answer given arouses new questions. The progress of science is matched by an increase in the hidden and mysterious." (Baeck, Judaism and Science)

A student must pass six semesters of laboratory sciences: biology, chemistry, physics. A student who fails a semester needed to complete this graduation requirement may make up the credit only in an approved summer school course.

A student is eligible to be readmitted to Barrack Hebrew Academy without making up this science requirement, but will not be eligible for graduation until this requirement is satisfied. A student in an honors section must maintain a grade no less than "B" to continue in the honors program.

All AP, honors, intensive, academic and basic courses have prerequisites and are dependent upon all of the following: teacher recommendations, department chair approval and department criteria.

- PREREQUISITE FOR HONORS BIOLOGY: Grade of A- in all 7th and 8th grade science and recommendations from the Science, Core, and Math teachers; combined stanine independent school score in the ERB (or equivalent standardized test) above the median of the incoming class; concurrent placement in Academic Algebra I Part 2 or higher.
- PREREQUISITE FOR HONORS CHEMISTRY: Grade of B+ or better in Honors Biology or an A+ in Academic Biology and a grade of B- or better in Honors Math. Students in Academic Biology who are recommended to move to the next level will be recommended for Intensive Chemistry. To move directly into Honors Chemistry from Academic Biology, a student would need very strong teacher recommendations from the Science and Math teachers. Concurrent placement in Honors Math.

- **PREREQUISITE FOR INTENSIVE CHEMISTRY:** Grade of B-or better in Honors Biology or an A in Academic Biology. A student moving from Academic Biology to this next level of course would need recommendations from the Science and Math teachers. (See Honors Chemistry, above.) Concurrent placement in Intensive Math or higher.
- **PREREQUISITE FOR HONORS PHYSICS:** Grade of B+ or better in Honors Chemistry or an A in Intensive Chemistry and a grade of B or better in Honors Math; recommendations from the Science and Math teachers; concurrent placement in Honors Math.
- **PREREQUISITE FOR INTENSIVE PHYSICS:** Grade of B- or better in Intensive Chemistry or an A in Academic Chemistry. This is the designated class for placement if moving up from Academic Chemistry. Recommendations from Science and Math teachers; concurrent placement in Intensive Math or higher.
- **PREREQUISITE FOR AP SCIENCE COURSES:** Students in Basics of Science/Math classes are not eligible for AP classes.
- **AP BIOLOGY:** Grade of B or better in Honors/Intensive Biology and Honors/Intensive Chemistry; grade of A or better in Academic Biology and Academic Chemistry. Only one C+ is permitted in Science. Teacher recommendations and approval from the Department Chair.
- **AP CHEMISTRY:** Grade of B or better in Honors/Intensive Physics and Honors/Intensive Chemistry; grade of A or better in Academic Physics and Academic Chemistry; Algebra II and most recent math course must have been completed with a B or better. Only one C+ is permitted in Science or Math. Teacher recommendations and approval from the Department Chair.
- **AP ENVIRONMENTAL SCIENCE:** Grade of B or better in four semesters of Honors/Intensive Laboratory Sciences or a grade of A or better in four semesters of Academic Sciences. Only one C+ is permitted in Science. Teacher recommendations and approval from the Department Chair.

Senior Electives: A senior must pass two elective units in order to be eligible for graduation. One of these must be a science or a math course.

Criteria for Language Exemption: The three-year study of foreign language is an academic requirement at Jack M. Barrack Hebrew Academy. The purpose of this requirement is to expose our students to another language and culture. Individual circumstances can lead to an exemption of this requirement. They are:

1. Language based learning disabilities which make the learning of a foreign language extremely difficult for the individual student.
2. Learning disabilities which necessitate the student spending inordinate amounts of time on school work, necessitating modified program or reduction in course load.
3. Pressure and stress interfering with emotional and/or physical health.
4. Students entering our program after the first semester of a language may be excused from the language requirement.
5. In order for an exemption to be granted on the basis of numbers 1,2, and 3, a psycho-educational evaluation must be administered specifying the nature of the difficulty and the rationale for exemption. This testing must be done by a professional recognized by the school.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

"Man is free in his imagination, but bound by his reason." (Israel Salanter Lipkin, *Iggeret HaMusar*)

DISCIPLINE: MIDDLE SCHOOL

Middle School is a time when students learn appropriate behavior among their peers and adults. The Middle School provides many opportunities for students to practice these actions as they learn to understand how their deeds demonstrate their personal understanding of Jewish values in daily life. How we deal with one another and the ways in which we show our commitment to living in a community in which one must think of others is central to the mission of the Middle School.

When a Middle School student does not behave appropriately, a lunchtime detention will be assigned. A record of these detentions is kept by the Middle School Principal. After two detentions and no improvement in the student's behavior, the consequences are:

- Third detention: student serves it in the Middle School Principal's office and the parent is notified.
- Fourth detention: student serves it after school and the parent and Head of School are notified.
- Fifth detention: student serves it after school and a conference is held with the student, parent, Middle School Principal and Head of School
- Sixth detention: student is placed on behavior probation; conference with the student, parent, Middle School Principal, and Head of School; in-school suspension.
- Subsequent detentions can result in out-of-school suspension or expulsion.

Homework detention may be assigned by teachers. If a student receives more than two homework detentions in a marking period, parents will be notified by the teacher and the Middle School Principal.

DISCIPLINE: UPPER SCHOOL

Disciplinary Notation: for various serious forms of disruption and disobedience that need to come to the attention of the principal, teachers or other staff will reprimand the student and send a notation of the incident to the Principal. A cumulative record is kept of such notations, with the following consequences:

- third notation: conference with Principal, notification of parents, 3 detention.
- fourth notation: conference with Principal, notification of parents, one after-school detention.
- fifth notation: conference with head of school, notification of parents, two after-school detention.
- six or more notations: conference with head of school and parents, and likely out-of-school suspension and behavior probation for each notification.

DETENTIONS, SUSPENSIONS AND BEHAVIOR PROBATION

The purpose of detentions, suspensions and behavior probation is to remove the student from the community at large and to offer him/her the opportunity to reflect upon how to change the behavior that led to disciplinary action. Suspension is reserved for serious offenses as defined by school administration.

A student who shows a pattern of disruptive and/or disrespectful behavior will be placed on behavior probation for a given period of time, usually a marking period. While on behavior probation, a student may not represent Barrack Hebrew Academy to the outside community. His/her behavior will be closely monitored. In some cases, he/she may be excluded from a class trip, although he/she will be required to complete an assignment that is based upon the learning objectives of the trip. Lack of improvement may lead to expulsion.

A student who is assigned to a lunchtime detention must bring his/her lunch to the designated detention room, along with homework or reading, and remain there, in silence, for the entire period. A student may NOT bring a personal listening device or a laptop to detention. In order to be credited with serving this detention, the student MUST arrive at the designated room, ready to serve the detention, within five minutes of the start of the lunch period. In some instances, students will be required to complete school based community service in lieu of serving the traditional lunch time detention.

A student who is assigned to an after school detention must report to the designated room within five minutes of the end of the school day. He/she may NOT bring a personal listening device or a laptop. He/she may bring a book, but may not work on assignments.

A student assigned an in-school suspension will spend the day in supervised study. He/she may attend regular classes only to take an assigned test or quiz.

A student who is suspended from school must remain away from the school for the duration of the suspension. A grade of zero will be received for all in-class work and any tests or quizzes given during the suspension. This zero may not be made up.

Major infractions of school expectations and rules, or a persistent pattern of disrespect for the Barrack Hebrew Academy community, its philosophy, policies and/or its welfare, may lead to expulsion of a student from the school. Application for re-enrollment to Barrack Hebrew Academy must be made through the Admission Office. The student must submit a transcript from the school which he or she attended while excluded from Barrack Hebrew Academy. This transcript must show "B+ or better" average, as well as consistent attendance. In addition, the student must submit teacher recommendations from his/her school. The student must also be able to enter the appropriate level in all courses at Barrack Hebrew Academy.

Note: This list of consequences is not complete, and does not include actions which may be taken by individual teachers, such as keeping a student in the classroom during lunch or break, direct contact with parents, etc.

It should be noted that administration has the discretion to determine appropriate consequences for all of the above.

Student-Faculty Discipline Committee

Students seeking an impartial review of disciplinary actions taken by the administration may request a hearing before the Judicial Board. Consisting of equal numbers of students and teachers, elected by their peers, this group will interview all parties and advise the Head of School as to what it deems the fairest resolution of the matter. The Board has the discretion to deny a student a hearing.

STUDENT'S BILL OF RIGHTS & CODE OF CONDUCT

I. Preamble

The intent of the Student Bill of Rights is to set forth the fundamental rights of the student body at Jack M. Barrack Hebrew Academy. We, the students, recognize the responsibilities that correspond to these rights and understand that all rules and procedures listed in the Handbook are in force without exception.

II. The Student Right to Pluralism and Acceptance

A. Pluralism in the classroom

Barrack Hebrew Academy Handbook, p. 1:

"It was the vision of the founders that Jewish adolescents come together to study their common heritage in a pluralistic setting, learning to respect all positions and the sincerity with which they are held."

Barrack Hebrew Academy Handbook, p. 2:

"Barrack Hebrew Academy fosters a respect for...participation in a pluralistic society..."

- Barrack Hebrew Academy students have a right to learn in a pluralistic environment in which students of different backgrounds, beliefs, and practices are respected.

B. Student Acceptance

Barrack Hebrew Academy Handbook, p. 1:

"Because we feel that freedom of expression enables individuals to thrive and excel, we strive for it in all aspects of the school. In every subject we encourage openness in discussion and expect teachers to listen as well as to instruct... Committed to the individuality of every student, we believe that curriculum, that activities and the staff of the school must be responsive to the emotional, social, physical, religious, and intellectual differences among students."

Barrack Hebrew Academy Handbook, p. 2:

"Barrack Hebrew Academy fosters a respect for individual expression..."

Barrack Hebrew Academy Handbook, p. 16:

"Harassment (sexual, racial, ethnic, etc.) is unacceptable at Jack M. Hebrew Academy."

- Students have a right to self-expression in and out of the classroom, as long as that expression is not inappropriate or offen-

sive to other individuals or to the Barrack Hebrew Academy community.

- Students have an obligation to refrain from verbal and physical fighting since it causes damage not only to direct participants, but also to the entire school.
- Personal appearance and dress constitute an important sphere of self-expression. However, students must adhere to the dress guidelines provided in the Handbook, with special attention to *Tzniut*, or modesty.
- Students shall not be discriminated against or harassed on the basis of religious beliefs, political views, or sexual orientation.
- The students' right to self-expression is not unlimited and may be restricted by a teacher or administrator when a student's right conflicts with the values of the community. However, such restrictions should take careful consideration of the beliefs, needs, health, and practices of the individual students.

C. Kippot

Barrack Hebrew Academy Handbook, p. 4:

"Males must wear kippot to Judaic Studies and Hebrew classes, to any programs involving prayer or the study of Torah and at meals eaten communally."

- At the discretion of individual Hebrew or Judaic Studies teachers, a cap or baseball hat may be substituted for kippah.
- A male student who comes to Judaic class without kippah shall be considered simply unprepared for class, in the same way that a student would be considered unprepared due to a lack of certain class materials.

D. Jewish Observance

Barrack Hebrew Academy Handbook, p. 4:

"Teachers will refrain from scheduling homework assignments and tests which would entail desecration of Shabbat or Yom Tov."

- Students should make every effort to complete their assignments on time.
- Teachers should consider postponing tests, quizzes, and assignments for students whose workload threatens to compromise their observances.

III. The Student Right to Objectivity

Barrack Hebrew Academy Handbook, p. 1:

"We require all teachers and students to interact with each other in a respectful, just and caring manner."

A. Evaluation of Students

- Teachers should evaluate students fairly and objectively.
- Cheating and plagiarism are unacceptable

B. Disciplinary Measures

- *Regardless of any positive or negative relationship between teachers or administrators and a particular student, all disciplinary policies should be applied objectively and universally.*

C. Notations and detention

- Respectful behavior is expected both inside and outside the classroom.
- Both individual and school property must be respected. Students must not steal, damage, or vandalize individual or school property.
- Since Upper School discipline notations and Middle School detention are cumulative and may result in significant consequences for students, teachers should write them only for matters that should be brought to the attention of the principals.
- If a student believes that his/her discipline notation or detention is unwarranted, he/she should speak with the teacher, the department chair, and the Principal, in that order. If the matter remains unresolved, the student may request that the Judicial Board be convened.

D. Academic Exceptions and Extensions

- Students must request exceptions to class requirements promptly, and teachers must respond to such requests fairly and objectively.

E. Extra-curricular Activities

Barrack Hebrew Academy Handbook, p. 19:

"It is the responsibility of the student to make arrangements to make up work missed due to an absence."

- When students miss class for extra-curricular activities, they are responsible for any missed work. However, students' extra-curricular participations shall not be held against them.

- Students must follow the guidelines for missing class due to extra-curricular activities, including, but not limited to, informing the teacher of the expected absence and not leaving class until the scheduled time.

F. Late Notes

- Teacher should give late notes when they hold students after class.
- Students must arrive at their next class as promptly as possible, even if they have a late note.
- Students with late notes should not be penalized for missing class.

IV. The Student Right to Judicial Review

A. Judicial Board

- In cases that do not involve expulsion, the Student Association Constitution provides the opportunity for a student to bring a grievance to the Judicial Board, The four SA officers will notify the faculty and SA representatives of the date, place, and time of the hearing. The Judicial Board will convene in the forum of an SA Meeting.
- A student who believes he or she has been treated unfairly should contact the Chair of the Judicial Board(i.e. the SA Secretary) to begin the process described above.
- While the findings of Judicial Board are not binding on the school's administration, they should be considered carefully.

V. The Student Right to Health

A. Illness

Barrack Hebrew Academy Handbook, p. 19:

"It is the responsibility of the student to make arrangements to make up missed due to an absence. Students returning from an absence should make appointments promptly with their teachers to set up a schedule for completing required work. Deadlines for make-up work must be followed."

- Teachers should accommodate students who are sick, granting them permission to leave class when necessary. Students, in turn, should return to class as soon as possible.
- Teachers should accommodate the needs of students when they return to school after illnesses. Students, in turn, should promptly make up work they have missed.

B. Bathroom

- Teachers should respect a student's need to use the bathroom. Students excused to use the bathroom should return to class promptly.

C. Stress

- Teachers should not circumvent the limitations on number of tests within a day or week by calling tests 'quizzes' or 'quests.'
- Teachers should attempt to avoid assigning work all at once, particularly towards the end of the marking period, and should abide by policies aimed at distributing the students' workload.
- Teachers should be flexible when planning long-term assignments and should bear in mind the high level of stress students may be experiencing. Teachers should create deadlines that encourage students to do their best work.
- It is student's responsibility to make teachers aware if the student is experiencing unusual stress.

VI. The Student Right to Enforcement

- The students, faculty, and administration are obliged to enforce the principles of this document.

The Student Association Executive Board of 2004-2005

HEALTH SERVICES

Health Services are provided by the Radnor School District in accordance and compliance with the mandated services of the State of Pennsylvania.

A certified school nurse is at Barrack Hebrew Academy one day a week and can be reached at her other schools by the Head of School, if needed, for consultation.

Control of Disease

- a. Proof of required immunizations are needed for school attendance.
- b. A child may be excluded by appropriate school personnel at any time if it is felt that the student may have a condition which could be transmitted to other students. A report from the student's physician may be required for re-admittance

Medications and Chronic Diseases

School personnel, including the nurse, may administer only *emergency* medication, such as those needed immediately in the case of severe allergy or diabetes. This medication must be provided by the parent along with the *doctor's written prescription*. The original prescription bottle must be labeled as follows:

Name of Child

Name of Physician

Date and Name of Medication

Dosage and Indication for Use.

Parents are required to inform the school immediately (through the Guidance Counselor) if there is a change in the medication, the dosage, the indication for use or any other major adjustments. In addition, a student who takes medication is expected to continue this medication if he or she is on a school sponsored trip. (See Trip rules for additional information.)

If at any time the student needs to take a non-emergency medication, the following procedure should be followed:

- a. Set up a schedule that will eliminate the need for medication during school hours.
- b. Send one dose only which the student may administer to him/herself at the prescribed time.
- c. Single dose should be in a container labeled as previously described.

The school takes seriously its obligation to assure the physical and emotional safety of all its students. If a student has a chronic medical condition, the parents are required to inform the nurse and the guidance counselor. Such information will be kept confidential, except when the chronic condition may require that the student have special arrangements during the school day or on trips. (Examples: access to special foods for students with diabetes; avoidance of nuts for students with nut allergies; access to lavatories for students with IBD, etc.

Illness/Injury

A student who is injured or becomes ill during the day should report to the office. First aid is the only care that may be administered by the school. If more than minor first aid is required, the school will contact the parent *or other names listed on the emergency form in our file* for guidance. In the event of serious injury or illness, we will contact the police department to transport the student to the nearest medical facility.

It is essential that we have a complete emergency form on file for each student, as well as a record of any ongoing medical conditions such as allergies, asthma, vision and hearing problems, as well as any medications that the student is taking regularly. This includes both prescription and over the counter medicines.

GENERAL INFORMATION

Emergency Action Plan

Fire Drill Instructions

Fire drill instructions are posted in every classroom closest to the door. Fire drills are held every month to ensure a smooth, efficient, evacuation of the school to safe locations. Faculty members take charge of their own classroom with their students. Each faculty member is required to take his/her roll book upon leaving the classroom to account for every student. Students are to be quiet and listen for further instruction. During the fire drill, the administration is responsible for checking the corridors, offices and bathrooms adjacent to or near their office to ensure everyone has evacuated.

Lock-down Procedures

In case of an emergency where students and faculty are required to remain in the classrooms as a result of an intruder entering the building, there is an emergency bell that is used to indicate such an intrusion. Faculty and students know that when hearing this emergency bell, they are to go to the nearest available classroom, lock the door and huddle together in a corner furthest away from the door where the intercom system is available. Teachers are expected to keep students quiet. There is a panic button at the front desk and in the business office to allow the receptionist to call the police immediately. Lock-down drills are conducted on a monthly basis to ensure familiarity with the procedure.

All students and faculty who are outside the building at the time of a "lock down" are to remain outside the building and go to a specified location on the property until further instructions.

Individual Injuries

Administrators in every wing of the building and on all floors, have been trained in CPR, AED and First Aid to be able to be on hand when an individual emergency occurs. Lists are posted in each department office. Faculty members have a confidential list of those individuals with medical conditions which could become chronic. Individual faculty members have been chosen since they are in the same location/classroom or in close proximity throughout the day. Faculty will utilize the intercom in the classroom to inform the front desk that an emergency is occurring. Meanwhile, a student will find the closest emergency administrator. Once the emergency administrator is secured, then either the middle school or upper school principal, or Head of School, is contacted to implement further procedures.

Each classroom is equipped with a First Aid kit, as is the reception area, gym and administrative offices. A defibrillator is located at the receptionist desk, attached to the wall, that the administrators have been trained to use. In addition, special electronic equipment have been attached to the entrance and exit gates of the school to allow police, ambulance and fire trucks access to the school in response to their siren.

Student Insurance

A student accident policy is available, on a voluntary basis, for all students. Two plans are offered: one for protection only during the school day and another for 24-hour protection. Applications and further information are distributed to parents at the beginning of the school year.

Inclement Weather

All students are to wait in their classrooms with their teachers until there is a school-wide announcement about an early dismissal, early bus arrivals, etc. This announcement will also include instructions about when, where and how students may leave the campus.

Telephone Calls

Except in cases of emergency, parents are urged not to telephone students through the school office. Such calls interrupt the office routine. If necessary, messages for students will be posted on the appropriate student bulletin board. Students should check there regularly throughout the day for notices.

School Closing

When weather conditions or special circumstances are such that a school closing seems possible, students should listen for our school code number, **367**, in the school closing lists announced over the radio. The following stations carry such announcements:

AM: 560 WFIL; 610 WIP; 950 WPEN; 1060 KYW; 1210 WCAU; 1310 WSSJ;
1480 WDAS.

FM: 98.1 WCAU; 105.3 WDAS

We will also make every effort to post this information on our website as soon as the decision is made: www.jbha.org

Barrack Hebrew Academy also uses an automated phone system that, when activated by the school, sends a message about school closing to each family's and staff member's designated phone number.

Districts providing transportation to Barrack Hebrew Academy will not operate buses for our students when their schools are closed, even if Barrack Hebrew Academy is open. Here is a list of relevant district radio codes:

Colonial – 305; Cheltenham – 306; Haverford – 455; Lower Merion – 302; Marple Newtown – 454; Radnor – 457; Springfield – 315; Upper Merion – 307; Wallingford-Swarthmore – 460; William Penn – 467.

Tuition and Registration

Upon a student's acceptance at Jack M. Barrack Hebrew Academy, parents are sent a tuition contract. There are several methods by which a parent may fulfill the tuition obligation. These are listed on the contract.

Plan A: Full tuition paid by August 1. This method entitles a family to a \$100 reduction of the full cost of tuition.

Plan B: 1/2 tuition paid by June 1 and 1/2 tuition paid by December 1.

Plan C: A 10 month plan with the first payment due on August 1 and the last on May 1. This method requires the payment of a \$150 finance charge due with the 1st payment. The payments are made in 10 monthly installments.

Plan D: For families paying adjusted tuition: payment to be made according to a schedule determined by the tuition adjustment committee.

When an applicant is accepted, the parents and the students are expected to support the regulations, aims, and purposes of Jack M. Barrack Hebrew Academy.

Barrack Hebrew Academy reserves the right to suspend, to expel, or to request the withdrawal at any time of any student who does not meet the standards at Barrack Hebrew Academy.

Students are enrolled for the full academic year. There will be no refunds of tuition or cancellation of tuition obligations on account of absence, withdrawal, or dismissal.

No final records, transcripts, diploma's, or other official records will be issued until all financial obligations to the school have been fulfilled.

All families are expected to contribute to the Annual Fund.

HOME AND SCHOOL COMMUNICATION

PARENT PORTAL

What is on the portal?

Mivrakim

Report Cards

Disciplinary Notifications

Attendance absences and lateness's

(None of the items listed above are communicated in any other fashion, i.e., "snail" mail.)

The only notification of academic progress is via the Parent Portal.

How to get to the Parent Portal:

go to: www.jbha.org

select the blue "Academic Program" box across the top
in the GREY Oval select LOGIN to Parent Portal
on the LEFT select PORTAL AREA

How to navigate the Parent Portal:

Information is kept in several places in the parent portal.

On the left you should see "**Recent Reports**". Clicking here will show all postings to the portal in the last 7 days.

Above "Recent Reports" is "**Admin Reports**". This is where postings to the portal older than 7 days are kept if they do not apply directly to a particular subject.

Or, if they apply directly to a particular subject, such as an Mivrak, and it is older than 7 days, look in the **actual subject in the Academic Folder.**

Click and discover what the portal offers you!

If you need any help with navigating the Parent Portal or your user-name/pin/password, please do not hesitate to contact **Libby Klein, at lklein@jbha.org or (610) 922-2314.**

WEBSITE

www.jbha.org: **Barrack Hebrew Academy's official website**

This is the official internet address for Jack M. Barrack Hebrew Academy. It provides:

• **Direct email access to administration, faculty, staff and students:**

Every **faculty member** at Barrack Hebrew Academy has an jbhaweb email address.

Faculty addresses are *always*:

First name initial - no space - then last name@jbhaweb.org

Example: Dr. Steven M. Brown = sbrown@jbha.org

Every **student** at Barrack Hebrew Academy has an jbhaweb email address

Student addresses are *always*:

first name.last name@jbhaweb.org

Example: Jane Doe = jane.doe@jbhaweb.org

- TWO dynamic calendars for the entire school that include daily updates, dismissal times, athletic information, school trips, school activities, drama production rehearsal and performance dates, Board and Committee meetings, Home and School Association information, PSAT and SAT information.
- Muss Israel program information and updates
- Student Activity information and pictures, as well as links to student publications and clubs
- Links to individual teachers' web pages/homework pages
- Links to Jack M. Barrack Hebrew Academy publications
- A Middle School web page and virtual museum
- Copies of all of the school's snail mail and e-mail messages, plus copies of weekly informational e-mails from the Head of School.
- Other up-to-date and important information for parents, alumni and prospective families.

To get in touch by telephone, please call the school – 610-922-2300 and leave a message for the teacher or appropriate school staff member in his/her voicemail to contact you.

If you are concerned about your child's progress in a particular class, please call or e-mail the teacher first. If, after discussing the situation with the teacher, there remain unanswered questions, please contact the teacher's department chair.

HOW TO CONTACT FACULTY/STAFF/ADMINISTRATION AND FREQUENTLY ASKED QUESTIONS

Introduction

The faculty, staff and administration are committed to respond to parent and student concerns and questions in a timely fashion. In return, we ask that all contact be initiated in the spirit of k'vod habriot (respect for the individual), with due consideration of the professional responsibilities, personal time and holidays of Barrack Hebrew Academy personnel. Accordingly, we require that any contact with faculty, staff or administrative personnel follow the following steps.

1. Call or e-mail the specific teacher or staff person. If there are additional issues that need to be addressed after contacting the specific teacher or staff--
2. Call or e-mail the department chair or administrator responsible for that area of the school. If there are additional issues that need to be addressed after this step--
3. Call or e-mail the appropriate Principal or Administrator. If there are additional issues that need to be addressed after this step--
4. Call or e-mail the Head of School.

For Questions Concerning

Whom to Call

Number

School Policies and Curriculum

Grades 9 -12

Helena F. Lehrer
Upper School Principal

610-922-2352

Grades 6 -8

Leslie E. K. Pugach
Middle School Principal

610-922-2354

Adjustment to School, Student Issues
Grades 6 -12

Tasha Vigoda
Guidance Counselor

610-922-2376

Resource
Grades 6 -12

Barbara Albert
Resource Counselor

610-922-2364

College Applications, Transcripts, Records
Summer Programs, Senior Community
Service

Carol Jacobs
College Counselor

610-922-2316

Judaica, Hebrew and World Languages
Grades 6 - 12

Ray Leven
Department Chair

610-922-2368

Core/ Fine Arts/ Technology
Grades 6 - 12

Leslie Pugach
Department Chair

610-922-2354

Humanities & Publications
Grades 9 - 12

Sharon Levin
Department Chair

610-922-2370

Science <i>Grades 6 - 12</i>	Rhonda August <i>Department Chair</i>	610-922-2366
Math <i>Grades 6 - 12</i>	Elaine Touchton <i>Department Chair</i>	610-922-2374
Physical Education/Athletic Director <i>Grades 6 - 12</i>	Mitchell Kurtz <i>Department Chair</i>	610-922-2360
Student Association	Barnett Kamen Michael Yondorf <i>Faculty Advisors</i>	610-922-2326 610-922-2361
Parent Portal	Libby Klein <i>Admin. Asst.</i>	610-922-2314
Physical Plant/ Financial	Amanda Steier, '80 <i>Director, Finance and Operations</i>	610-922-2340
Tuition/Financial Issues	Olga Voskoboynik <i>Controller</i>	610-922-2342
Transportation <i>Home & School Association</i>	Susan Rubin <i>Receptionist</i>	610-922-2310
Admissions, Financial Aid,	Vivian Young <i>Director Recruitment and Admissions</i>	610-922-2350
Food Services	Max and Davids Food Services	610-922-2381
Rental of Facilities	Georg Shotz <i>Co-ordinator, Facilities and Events</i>	610-922-2392
Institutional Advancement		
<i>Executive Director of Development</i>	Elyce B. Teitelman	610-922-2322
<i>Director of Communications</i>	Beverly C. Rosen	610-922-2324
<i>Director of Alumni Affairs and Donor Relations</i>	Susan Gordon	610-922-2326
<i>Development Associate</i>	Randi Butow	610-922-2328
<i>Development Secretary</i>	Ruth Mancuso	610-922-2330
Student Absence Line	Message Machine	610-922-2302

VOICE MAIL INFORMATION

Sports Hotline	610-922-2306
Institutional Advancement RSVP	610-922-2305
Theatre Department Tickets	610-922-2304
Home and School Association	610-922-2307

Calendar Information

Jack M. Barrack Hebrew Academy

FREQUENTLY ASKED QUESTIONS:

1. How do I access the current or future school calendar?

Answer:

- On your web browser, type in: www.jbha.org
- At the very *bottom* of the screen are our "links". Choose the "calendar" link on the *far left* side.
- The current month appears.

2. How do I access a different month from the one that appears?

Answer:

- On the right side just above the actual calendar blocks are the month and year selection boxes. After you select the desired month/year, CLICK THE RED ARROW BOX to the left of the month selection box. This will change the calendar to what you selected.

3. How do I access the current or future Athletic, Activities & Rehearsal calendar?

Answer:

- In the Big Blue bar across the top is "Click here to see the Activities Calendar". Click it. You will have the opportunity to do the same to go back to the School Calendar.

4. How do I print a calendar?

Answer:

- CLICK the little Printer Icon located 2nd to the left of the month selection box. This will show you a black/white printer version of the calendar. You now must click the Printer button on your browser.
- MAKE SURE YOU CLICK THE green 'BACK' button on the top left to go back to the calendar. If you don't, you will exit the calendar link.

5. How frequently are these calendars updated?

Answer:

- As soon as the information is given to the office it is updated on the Website calendar. Our calendar is "dynamic".