

2015-2016
5776 - תשע"ו
Student & Parent Handbook
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Dear Students and Parents,

Shalom! We would like to welcome you warmly to the 2015-2016 (תשע"ו) Los Angeles Hebrew High school year. Our main goal is to help you deepen your Judaic and Hebrew knowledge and understanding, while enriching your life with new friends and wonderful Jewish experiences. It is a very exciting time at LAHHS as we continuously improve our programming to meet the needs of our students and their families.

During your time at LAHHS, we hope that you will choose to take advantage of all of the programs that we offer our students, such as the Hebrew language, Tanakh, Rabbinic texts, Jewish History, and Ethics. You will learn Hebrew songs, new Israeli dances and participate in our annual Shabbaton. These opportunities include choosing your own learning program of academic as well as general, fun electives. You will also notice that we will be gradually having more online programs to accommodate the busy schedules of our students.

We believe in providing our students with a quality Jewish education. We hold true the ancient Jewish proverb that if you:

***"Train up a child in the way he should go,
Even when he is old he will not depart from it."--- Proverbs 22:6***

We hope that as you delve into the texts of our tradition, you will participate in lively discussion and continue the teachings of our ancestors. This is how traditions remain relevant and meaningful. Please take the time to familiarize yourself with our school policies through this handbooks so that the learning process will go smoother. Looking forward to learning with you throughout your years at LAHHS!

Bevracha,

Dr. Amittai Benami
Dr. Amittai Benami
Head of School



Carolyn Camras
Carolyn Camras
President

LAHHS

Since 1949, Los Angeles Hebrew High School has been the high school of the Conservative Jewish Movement, serving the educational needs of the entire Jewish community of greater Los Angeles. Its program is built upon a core of Hebrew language acquisition and text skills. This core is supplemented by an exciting array of electives and a series of weekend retreats at Camp Ramah in Ojai.

Mission Statement - August 2014

The mission of Los Angeles Hebrew High School is to provide text-based Jewish education, to significantly contribute to the intellectual, emotional, social, and religious growth of post bar/bat mitzvah students and to enhance their lives through an appreciation of lifelong Jewish learning and living.

Los Angeles Hebrew High School seeks to accomplish its mission

By

- Emphasizing competency in Hebrew language and literature
- Advancing the study of primary Jewish texts – biblical, rabbinic, philosophical, historical and ethical
- Fostering a love and appreciation for the State of Israel and its people
- Teaching and modeling the principles and religious practices of Judaism

Through

- Promoting Jewish learning and dialogue between students and inspiring educators
- Providing opportunities for peer interaction and the nurturing of friendships among students throughout greater Los Angeles
- Promoting the study Zionism and the history of Israel, and making a connection to the people of Israel

Admissions Procedures

Admission to Los Angeles Hebrew High School is granted to 7th-12th graders who possess the motivation and desire to attend the school. Students' sense of Jewish identity and levels of observance are a personal matter and do not factor into the admissions process.

Academic Programs

Los Angeles Hebrew High School offers two different programs for students based on their needs and interests. The first program is our Los Angeles Hebrew High School **"Full-Time" Program**. Through this option, students may request high school foreign language credit. *To receive foreign language credit, students must attend both weeknight and Sunday classes in order to fulfill the required hours of instruction per week.* Students who do not attend both weekday and Sunday classes are not eligible for high school foreign language credit. If students' schedules require for them to miss either Sunday or weekday classes, they must contact the Head of School as soon as possible to make arrangements about how to make up for missed classes.

For those students who are unable to attend the full-time Los Angeles Hebrew High School program, we have developed a second option, the **Program for Jewish Studies**, held on Sundays only. This program includes studying a combination of Hebrew and Judaic classes along with academic and general electives.

This year, we will be piloting the Lainer Online Limud Program, which is a weekday only program with an online component that fulfills high school foreign language requirements. It is currently open only to new students. For more information, please call the school office.

Academic Records

Many Los Angeles Hebrew High School students receive public or private school credit for their work at LAHHS. Official LAHHS transcripts may be requested by emailing records@lahhs.org. All student transcripts will be mailed directly to you. **However, student records will not be mailed until financial accounts are current.** Please see the following section for more detailed information about high school foreign language credit.

Foreign Language Credit

We have chosen to emphasize Modern Hebrew because it proves that Hebrew is a living language. Students who attend the Los Angeles Unified, Conejo Valley Unified, Las Virgenes Unified, Oak Park Unified, Rancho Pales Verdes Unified Schools, Santa Monica/Malibu Unified, Culver City Unified, Hart Unified, Simi Valley Unified and selected private schools are eligible to receive up to **40 high school foreign language credits** (10 credits per year) through their studies at LAHHS. Other schools not listed above may also grant credit on an individual basis.

At the beginning of the year, we send appropriate forms to you for foreign language credit. Any student desiring foreign language credit must complete the appropriate application for their school district, have it signed by a guidance counselor, and **return** it to the LAHHS central office as soon as possible. Please let us know if you have any questions or need to request another form.

Students' foreign language credit grades are based upon a weighted average of grades in all subjects. This is in keeping with our WASC accreditation requirements and with the arrangements we have established with local school districts. Some schools may begin accepting foreign language credit from 8th grade, while others will only accept credit beginning in 9th grade. Please check with your child's school about their foreign language credit policy.

Class and Branch Schedules

LAHHS is extremely grateful to each of our branch locations for hosting our programs. **Please note that the staff and personnel at each branch have NO KNOWLEDGE or information regarding details to the LAHHS program.** Therefore, please direct **all communications and questions** regarding our program to the LAHHS central office, (818) 901-8893.

The school-wide emergency telephone number is (917)922-5331.

Please remember that we are **guests** at each of our branches. Please do not touch the computer equipment or other supplies in the classrooms. Student behavior in the dining area during meals should be courteous and respectful. All classrooms, assembly rooms, and break/dinner areas should be kept clean and in order.

Weekday classes are held at a variety of convenient locations throughout Los Angeles County. Sunday classes are held at Emek Hebrew Academy.

LAHHS Branch Locations and Times

CITY - West LA			
BETH AM (BA)	Temple Beth Am 1039 S. La Cienega Blvd. Los Angeles, CA 90035	Wednesdays	4:30 - 7:45 PM
Valley			
SHOMREI TORAH (STS)	Shomrei Torah Synagogue 7353 Valley Circle Blvd West Hills, CA 91304	Thursdays	4:15 - 7:45 PM
VALLEY BETH SHALOM (VBS)	Temple Valley Beth Shalom 15739 Ventura Blvd Encino, CA 91436	Tuesdays	4:30 - 8:00 PM
CONGREGATION BETH SHALOM (CBS)	Congregation Beth Shalom 21430 Centre Pointe Pkwy Santa Clarita, CA 91350	Tuesdays	4:00 - 7:15 PM
Sunday			
EMEK HEBREW ACADEMY	Emek Hebrew Academy 15365 Magnolia Blvd Sherman Oaks, CA 91403	Sundays	9:05 AM - 12:35 PM

Attendance Requirements

Because of the limited time that classes meet every week, consistent attendance is **essential** for students to benefit from our program. LAHHS has made every effort to coordinate class schedules with those of public schools and affiliated youth groups.

Please review our 2015-2016 academic year calendar, available at lahhs.org. Parents and students alike share the responsibility for attendance at class sessions. Starting this year, attendance will be available 24/7 on a new online forum. It will track attendance including tardiness and class participation daily.

Absence Policy

Please read this section carefully as our policies have changed.

This year, there will be a new attendance and make up policy. For the early learning stages of foreign language acquisition, consistent attendance is especially important so that students have the opportunity to both hear and actively practice speaking Hebrew. Therefore, full time students in levels *alef, bet* and *gimmel*, who either:

- miss two consecutive classes **OR**
- miss three classes during a semester

are expected to participate in an independent study online make up session within one week of the last absence. These sessions will primarily include practice of listening and speaking skills.

Completion of the online sessions will avoid these absences contributing to a lower grade. A student may use this make up substitute only three times to avoid lowering the grade. Prolonged absences beyond 3 make up sessions may ultimately effect grades. Should a student accumulate 3 more absences following three make up sessions, their grade may be dropped by up to 5%. (Students in Hebrew levels *Daled* and above be assigned either online or written work per the discretion of their teacher.)

Students will be able to access the work from their home computer. The assignments will include speaking and comprehension exercises. Each session will last approximately 45 minutes. Please note that students must complete the online assignments within one week of their last missed class in order for their absences to be excused. This will ensure that the student is caught up with the work and does not miss out on more class progress for the semester. Additionally, students must complete any additional work the teacher may assign to the absent student.

Tardiness

In order for our school to be effective, students must arrive to class on time. Tardiness disrupts the flow of education and disrupts the rest of the students. Any student who arrives more than 5 minutes late for class will receive a tardy for that class from their teacher. 5 “tardies” will equal 1 absence for purposes of evaluation, grading, and foreign language credit. Students who miss 15 minutes or more of a Sunday class will be considered absent for that class.

Early Dismissal

Students who must be picked up early from class for any reason must have written consent. This consent must be received by the office and head of school by the day of class. Please e-mail amittai@lahhs.org or text **(917) 922-5331** to alert the office beforehand and arrange pick-up.

Books and Materials

Tuition fees cover the cost of all texts and printed materials utilized by our students. Textbooks and any necessary learning materials are provided to all students. Students are expected to come to class prepared to learn and with their textbooks essential supplies such as a pen/pencil and paper.

Homework and Assignments

The faculty is aware of the homework load given to students by public and private schools. Therefore, **we suggest that the students devote 30 to 40 minutes of Hebrew homework on a weekly basis.** Homework is always assigned with a sufficient amount of time for even our busiest students to successfully complete the assignment. Hebrew progress is directly related to students’ homework completion because foreign language learning DEMANDS review and practice outside of class. No homework is assigned for Judaic Studies classes, though students are encouraged to review the material studied in class prior to the next class session.

Student Evaluation and Progress

Students will be evaluated in report card format two times a year. The first report card is issued in December/January after the first semester. The second report card, issued in June, serves as a year-end summary. Student grades reflect the student’s performance in two areas: academic achievement and attitude/effort.

Students and parents will have the opportunity to access attendance and student progress via quickschools.com, our online platform. This will include any student progress that must be made per teacher's suggestion.

Student evaluation is based on a combination of any of the following: written quizzes and examinations, essays, reports, oral presentations, behavior, classroom participation, and attendance. Each assessment method will be tailored to expressly evaluate your child's performance in that particular class.

LAHHS follows the chart below for administering a letter grade:

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

If there is an issue, either disciplinary or academic, families will be notified by the administration, either by phone or by email. Additionally, a formal progress report will be sent through the office midway through each semester and upon recommendation of your child's teacher if he or she feels that there are academic or disciplinary issues that must be brought to your attention. If parents have any concerns about their children's progress at LAHHS, they are encouraged to contact our Head of School by calling (818) 901-8893 or emailing amittai@lahhs.org.

Graduating seniors must satisfactorily complete and submit all course work and tests by a date that will be announced before graduation. Those who do not satisfactorily complete their work by the appointed date will not receive an LAHHS diploma until all work is completed.

Behavior and Discipline

Los Angeles Hebrew High School greatly values a Jewish education. We have a limited amount of time to spend with our students—and much to teach them. Every student is expected to show respect to teachers and fellow students, and to treat LAHHS as an institution of learning.

Academic dishonesty, destructive behavior, violence, or bullying are not tolerated and will result in immediate action from the administration. This will involve contacting the student's parents to discuss the issue and, in the case of academic dishonesty, assigning a "zero" on an assignment or an "F" in the class. Further infractions of any of these behaviors will require community service and possible suspension or expulsion from Los Angeles Hebrew High.

Students that ride on the bus must behave appropriately, as being disruptive can distract the driver and jeopardize the safety of all passengers.



Use of Cell Phones and Electronic Devices

Students' use of electronic devices (cell phone, tablet, laptop, etc.) in class as a learning tool may be permitted by some teachers; however, it is up to each teacher to decide whether these may be used in class.

Students are asked to limit the use of cell phones on campus to emergencies only. Parents wishing to contact their child during LAHHS hours should do so by calling the **LAHHS emergency number: (917) 922-5331**.

Prohibited Behavior

Smoking, drug use, sexual activity, the carrying of knives or weapons, and alcohol are strictly forbidden at all LAHHS venues and activities including the Kamenir Shabbaton Retreat. Engaging in any of these prohibited behaviors will result in severe disciplinary action or expulsion from the program.

Kippot and Kashrut כיפות ושמירת כשרות

LAHHS sees its task in the broader context of traditional Jewish life and learning. As such, it is required that males wear a kippah during all class sessions.

All LAHHS functions are kosher. It is PROHIBITED to bring non-kosher foods to class or to student activities or parties. Students may bring dairy or *pareve* commercially packaged kosher foods **only**. Please do not bring any meat products to LAHHS. Students who bring non-kosher food to campus will be asked to throw the food away.



Dress Code

Tzni'ut — Modesty

צְנִיעוּת

At LAHHS, we have created a Jewish learning environment that embraces and models Jewish values. While we understand each student's desire for self-expression through their style of clothing, we wish to preserve the appropriate milieu for the study of Torah and the respect of others. With this in mind, we ask students to abide by the following dress code:

1. Students are to dress modestly and respectfully for the classroom. (Exposed midriffs, backs, belly buttons, cleavage, visible underwear, halter tops, net tops, spaghetti straps, tank tops, and plunging necklines are not appropriate; girls' shorts and skirts should not be too revealing or tight).
2. Garments or jewelry with slogans or pictures promoting substance abuse, sex, violence, tobacco, profanity, graffiti, or gang activity are not appropriate.

Campus Security

Los Angeles Hebrew High School maintains the highest level of security at each of our branch locations. **As such, we maintain a "closed campus" policy at each branch, including Emek Hebrew Academy.** Once a student arrives at school, the student is expected to remain on campus until the conclusion of class sessions. **Students who need to be dismissed early must present a note with a parent or legal guardian's signature.** The branch supervisor will call home to verify in absence of a note, and then the student will be allowed to depart. Non-compliance with the LAHHS closed campus policy will result in consequences ranging from a warning to a suspension or expulsion from LAHHS. Students and parents must also sign a separate indemnity form for Emek Hebrew Academy.

Campus Visits

Los Angeles Hebrew High School encourages non-enrolled potential students to visit our campus sites in order to experience LAHHS. Current students who plan to bring visitors with them to school must get approval from the school office prior to the visit. **All visitors must present a note from home indicating that they have permission to visit.** The visitor's parents must sign the note, and a home phone number must be included.

The Kamenir *Shabbaton* Retreat Program at Camp Ramah

This section has been updated. Please read carefully.

LAHHS requires attendance at **one** Kamenir Shabbaton Retreat each year. These retreats are not merely an “extra-curricular” activity; they are unique opportunities for students to put into practice the values and traditions which they study in the classroom, and to probe those issues which cannot be adequately covered within the formal classroom environment.

The cost of ONE Shabbaton weekend **is included** in the LAHHS tuition. Each program begins Friday early afternoon, and concludes Sunday early afternoon. Students will choose between a Fall Shabbaton and a Spring Shabbaton. The programming for each of the two annual retreats will be similar, although the staff, special guests, and student mix will vary. New students are encouraged to attend the fall retreat so that they can bond with their peers earlier in the year; however, it is up to each student to decide when to attend.

The Kamenir Shabbaton Retreat tentative dates for the 2015-2016 school year are:

Fall—November 20-22, 2015

Spring—March 4-6, 2016

All students are required to travel to Camp Ramah by bus early Friday afternoon. Buses transportation will be provided to the students to and from the retreats. Exact times and locations for pick up and drop off will be announced closer to the retreats. Students will need to leave school early on the Friday of the retreat, and we will provide a letter to submit to your schools in your retreat information packet.

Retreat Cancellation Policy

Because the Kamenir Shabbaton Retreat is an integral part of a student’s experience at LAHHS, **attending one retreat annually is mandatory for all students.** The retreat dates are provided at the beginning of the year so that students can make plans to attend one of the two retreats. Students who originally register for the fall retreat and decide to reschedule for the spring retreat instead must inform LAHHS at least 7 days prior to the date of the fall retreat. Additionally, if a student does not attend the fall retreat, he or she is automatically registered for the spring retreat. All foreseeable student responsibilities that will conflict with either of the Shabbaton dates (such as AP exam preparation, extracurricular activities, or family events) should be considered when choosing between the fall and spring retreats. Therefore, most of these conflicts are not valid excuses for

missing a retreat. Students who cannot attend the retreat due to medical reasons must contact the Head of School as soon as possible. Final registration is closed 3 weeks before Shabbaton date. Any cancellations made after that time will result in a \$200 cancellation fee.

*Note - Cancellation from the spring retreat is fine if students wish to reschedule for the earlier fall retreat date.

Community Service Opportunities

As a supplementary education program, we understand the tremendous commitment that it takes for students to attend Los Angeles Hebrew High School. We also know that our students are completely invested in their academic performance and extracurricular activities elsewhere.

LAHHS will create opportunities for students to receive community service through some of our Sunday programs. Students can also volunteer at school events for community service hours. Such events include: solidarity walks, the Jewish Federation's Super Sunday, LAHHS event setup/cleanup, and assisting with LAHHS recruitment/Open House.

Graduation Requirements

LAHHS, in conjunction with the Builders of Jewish Education, grants a diploma at the LAHHS graduation ceremony to 12th graders who have completed the following:

- A.** 4 or 5 years of enrollment, with a minimum of three consecutive years of full-time study at LAHHS ending in 12th grade
- B.** Attendance at the Kamenir Shabbaton Retreat program each year
- C.** Senior year community service (10 hours) experience. This can include volunteer work at a synagogue, assisting at LAHHS recruitment and open house events, serving as a CIT on an LAHHS Shabbaton, etc. All Seniors who attend the Kamenir Shabbaton Retreat automatically fulfill this community service requirement.
- D.** Payment in full of all tuition and fees.

Students are not eligible to receive an LAHHS diploma or to graduate LAHHS if they do not matriculate during their 12th grade year, even if they have completed four full-time years of study at LAHHS.

LAHHS Faculty

The LAHHS faculty constitutes a remarkable group of adult Jewish role models. Our faculty is comprised of specialists in their fields from all areas of Jewish life—Bible, History, Rabbinics, Literature, Hebrew Language, Ethics, Dance, Psychology, and much more!

Many of our faculty members have obtained advanced degrees in education or their “specialties.” Each faculty member also participates in a series of staff development workshops during the course of each year of involvement with our school.



LAHHS Administration and Staff

Name	Position	Email address
Amittai Benami, Ed.D.	Head of School and Judaic Studies Coordinator	<u>amittai@lahhs.org</u>
Carolyn Camras	Board President	
Rachel Kaufman	Head of Educational Programs	<u>education@lahhs.org</u>
Debbie Holzer	Administrative Coordinator, Development Assistant and Alumni Relations	<u>administration@lahhs.org</u>
Motty Mizrahi	Accounting Manager	<u>accounting@lahhs.org</u>
Ori Basly	Academic Records	<u>records@lahhs.org</u>
Leora Gabay	Administrative Services	<u>office@lahhs.org</u>
Dalia Orion Oz and Malka Hakhaka	Israel Partnership and Student Programs Coordinator	<u>dalia@lahhs.org</u>

In case of emergency only please call Amittai:

(917) 922-5331

Please visit the LAHHS website at www.lahhs.org to obtain all LAHHS information, forms, and special event coverage.

בהצלחה ושנה טובה!

*from the
Los Angeles Hebrew
High School Family*