



Summer 2023  
Kayitz 2023

Dear Parents:

Welcome back to Harkham GAON Academy. The school is excited about everything we have in store for the new school year. Every year, we seek to improve and upgrade our offerings for our students, and this year is no exception. We look forward to sharing some of these new innovations in the coming weeks.

In the meantime, we would like to ensure the smooth opening of the school for all of our students. This year, we will be implementing a new procedure to streamline school opening for our parents, our students, and for our administrative staff. Prior to starting classes, please return the following items digitally, or make arrangements to bring them to campus:

- A signed Student-Parent Handbook
- Proof of up-to-date inoculations from your doctor/pediatrician's office
- A signed permission to leave campus at the end of the school day form without parental pick-up (if you allow this procedure for your child.)
- Signed field trips permission slip. All parents will be informed well in advance of field trips, and in some cases additional permission slips may be required.
- Signed Video Image Release Form
- Emergency Forms for each child
- Proof of payment

All of these forms can be found at the back of the Family Handbook enclosed with this letter.

You will note that we have updated the Handbook from two years ago, to include all the items we have been discussing as HGA community, to help us improve our culture and ensure the safety of our children and staff. We may also reserve the right to update this Handbook at any time.

Please do not hesitate to reach out to me with any inquiries or suggestions,

Sincerely

Ruth Morris  
Principal  
Harkham GAON Academy



# **Student-Parent Handbook**



**2023-2024 Academic Year**

**5783-5784**



## **Our Mission**

The mission of Harkham Gaon Academy is to create a warm and personalized educational experience in the pursuit of excellence, for all its students, in an environment that fosters Torah values and Middot tovot with a strong commitment to Orthodox Halacha and Zionist values with a sense of responsibility to the World as a member of Klal Yisrael.

## **Our Ethos**

### **Academic Excellence**

**Perform with distinction in all areas of academics in General and Judaic Studies.**

### **Jewish Commitment and Connection**

**Live a Torah-based lifestyle with the ability to use Jewish texts while being fluent in Hebrew.**

### **Israel**

**Be open to Zionist ideals and appreciate *Kedushat Ha'aretz* and *Medinat Yisrael*.**

### **Character**

**Strive to exemplify the *middot* – character, becoming a Torah-committed Jew.**

### **Citizenship**

**Commit to supporting the local community and performing community service when possible.**

### **Culture**

**Exhibits an inner joy and acts respectfully towards others while recognizing that each person has something to contribute to the other.**

B"H

Dear Students and Parents,

On behalf of the entire staff and faculty of Harkham GAON Academy, we are thrilled to welcome you to our 2023-2024 academic year! We look forward to welcoming each of you to our HGA campus after a reinvigorating summer.

**Please review the handbook with your child/ren. Then hand in your signed confirmation that you read and agree to the guidelines set forth in the Handbook. The signature page appears at the back of the handbook.**

Here at Harkham GAON Academy, we look forward to helping all of our students on their journey of academic accomplishment and fulfillment, engendered with Torah and Middot Tovot. To accomplish this, we seek to form a productive partnership with you to ensure that everyone achieves their highest potential and reaches the absolute pinnacle of their ladders. We know that a strong partnership with our families makes the greatest difference as the students lay their foundations and prepare to transition to yeshiva/seminary/university/college and the adult world.

As partners in each student's Jewish education, we partner in the responsibility for their success. We will do our absolute best to carry out our responsibilities regarding curriculum delivery and support, learning facilitation/guidance, middot development, and instilling a love of our Jewish community and Israel. Parents: We ask that you guide and support your children's learning by ensuring that he or she:

- **attends school daily and arrives on time ready for the day's learning experiences**
- **follows the coursework completion schedules and finishes all assignments assigned by teachers,**
- **informs you if he or she requires additional support in any subject area or social endeavor**

Please review the information contained in this Student-Parent Handbook. You will find it informative and essential as a guide throughout the year. Kindly read the entire handbook. We are always available should you have any questions or comments to share with us. Please contact the school to arrange a meeting at any time.

We look forward to working with you hand-in-hand as we provide our children with a rewarding and rigorous educational experience.

Sincerely,

Ruth Morris, Principal

## **RELIGIOUS PHILOSOPHY AND STANDARDS**

### **Religious Standards of the School**

The religious standards in Harkham-GAON Academy (HGA) are based on *halacha*. Students, regardless of their personal level of religious commitment, must adhere to the school's standards while on campus and at all school-sponsored events. All final *halachic* decisions are rendered by our Founding Rabbi, Rabbi Moises Benzaquen.

### **Food**

All food brought into the school or on school-sanctioned trips or activities must be strictly kosher. All food must adhere to the highest *kashrut* standards. Commercial products must have Orthodox Halachic-recognized certifications such as OU, OK, STAR K, CHAF K, or Rabbi Benzaquen's *Hechsher*.

### **Activities Outside of School**

Recognizing the important role that they play within the community, Harkham-GAON Academy supports the activities of Bnei Akiva, NCSY, The Clubhouse, Friendship Circle, and the many community service/*chesed* (*giving*) organizations in which students are encouraged to participate. Other co-ed activities should be appropriately chaperoned by parents and remain consistent with the school's educational mission, vision, and philosophy.

There are several HGA events that are open to the entire community, such as sports and graduations. Students who attend these activities are expected to dress modestly and appropriately, by *halachic* norms and show exemplary behavior, good sportsmanship, and *middot* (*values*).

HGA students should be aware that they represent the school and Judaism to the community at large. They are therefore expected to...

- display exemplary, Torah-based *middot* (*values*) and *derech erez* (*respect*) at all times.
- be committed to *halachic* (*laws*) observance.
- dress appropriately, which includes being well-groomed, in addition to adhering to the school dress code, which is discussed elsewhere in this document.
- refrain from entering any non-kosher food establishments.

A primary objective of HGA is to teach its students to grow spiritually, ethically, and academically in a nurturing collaborative environment. This goal is only achievable with the direct involvement and support of the parents.

### **Prayer (Tefilla)**

*Tefilla* is an integral piece of the HGA educational program; attendance at both *Shacharit* and *Mincha* is a daily requirement. HGA expects that all students will actively participate in *tefilla*. There will be a grade for *Tefilla*, which is part of the Jewish Studies graduation requirement

|                         |   |
|-------------------------|---|
| <b><u>Shacharit</u></b> | All students are required to attend <i>Tefilla</i> and to remain for the entire duration of the <i>Tefilla</i> . The following rules apply: <ul style="list-style-type: none"><li>● <i>Birkot hashachar/ morning prayers</i> will start at 8:15 AM;</li><li>● Male students are required to wear <i>Tefillin</i> daily during <i>Shacharit</i>;</li></ul> |
| <b><u>Mincha</u></b>    | All students are required to participate in <i>Mincha</i> daily.  |

## DRESS CODE

HGA dress code is in effect at all times at school and at school-sponsored events both on and off campus. The dress code will be strictly enforced; students cannot enter any class without proper attire. The Administration will deem appropriate and inappropriate dress and grooming. The following are the minimum dress code requirements:

### Boys

|                                 |   |
|---------------------------------|---|
| <u>Kippot</u>                   | Students must wear <i>kippot</i> at all times, including when participating in extracurricular activities   |
| <u>Tzitzit</u>                  | Students are expected to wear <i>Tzitzit</i> daily during classes with the exception of PE/Athletics  |
| <u>Haircut and Grooming</u>     | <ul style="list-style-type: none"><li>• All hair must be natural color, haircuts must look conservative, and an appropriate length not below the shoulders. Final determination on appropriate hairdressing is determined by the Administration</li><li>• Earrings (for boys), tattoos, or body-piercings are never allowed</li></ul> |
| <u>Clean Shaven</u>             | <ul style="list-style-type: none"><li>• Students are expected to be clean-shaven and well-groomed, except at <i>halachically</i> appropriate times of the year, or if the family custom due to <i>minhag (tradition)</i> requires the student to have a beard</li></ul>   |
| <u>Shirts</u>                   | <ul style="list-style-type: none"><li>• Collared three button blue or white polo shirts</li><li>• Dress shirt - white or blue</li></ul>   |
| <u>Pants</u>                    | <ul style="list-style-type: none"><li>• Blue, or black pants</li><li>• No jeans, cargo, sweat pants, shorts, etc.</li><li>• Should be appropriately worn at the waist, not sagging or baggy</li><li>• Cannot be ripped, torn, or have any holes in them</li></ul>   |
| <u>Sweaters and Sweatshirts</u> | Any color is permitted. Hoodies are allowed but must not cover the head unless outside the building. Wording on sweatshirts must be appropriate as determined by the administration.  |
| <u>Shoes and Socks</u>          | Sneakers and Dress shoes are allowed. For PE only sneakers may be worn. Socks must be worn at all times.  |

## Girls

|                                     |  |
|-------------------------------------|--|
| <u>Haircut and Grooming</u>         | <ul style="list-style-type: none"><li>● All haircuts should be a natural color and conservative</li><li>● Tattoos and body-piercings (except single earrings) are not permitted</li></ul>                                      |
| Shirts                              | <ul style="list-style-type: none"><li>● Collared three button blue or white polo shirts</li><li>● White or Blue blouses</li><li>● Sleeve has to come to elbow</li><li>● Dress shirt - white or blue</li></ul>                  |
| <u>Skirts</u>                       | <ul style="list-style-type: none"><li>● “Dennis” uniform-type skirt, in dark shades, including black, navy blue, charcoal gray, dark brown, and other dark colors/shades</li><li>● Must be worn at or below the knee</li></ul> |
| <u>Pants</u>                        | No Pants are allowed except during PE  |
| <u>Sweaters and<br/>Sweatshirts</u> | Any color is permitted. Hoodies are allowed but must not cover the head unless outside the building. Wording on sweatshirts must be appropriate as determined by the administration.   |
| <u>Shoes and Socks</u>              | <ul style="list-style-type: none"><li>● For safety reasons, opened shoes, sandals, slippers, etc. may not be worn at any time</li><li>● Socks should be worn at all times</li></ul>  |

## PARENTS AND HARKHAM-GAON ACADEMY

To achieve a healthy educational and spiritual environment for our students, we need the full cooperation of all parents/guardians to support and respect the school’s staff, regulations, and values, and to encourage their children to do the same. Positive ongoing parent-teacher and parent-school relationships are important in helping HGA provide the best education possible for our students.

Back-to-School and Parent Education evenings are group meetings for parents to engage with the school community. These meetings are intended to build camaraderie, provide important information, and address very general concerns. Specific questions regarding your student’s progress, suggestions for improvement, or comments regarding the creation of learning plans that best meet your child's needs should be made during private meetings or in private communication with either the teacher or school Administrator.

Occasionally, concerns arise that can be resolved through appropriate discussion. At HGA, we welcome opportunities to receive constructive feedback to make us more effective in educating your children. We strongly encourage students to engage in self-advocacy with the teacher or Administrator as a first step, but we welcome parent interaction and collaboration as part of the educational process.

### **Messages Left for Teachers**

Please remember that teachers spend the greatest percentage of their work day interacting with your students and are not always able to return phone calls or answer emails immediately. However, parents can expect phone messages and emails to be returned within 1-2 business days.

### **Messages Left for the Principal**

The Administration makes every effort to return phone calls and expeditiously answer emails. Parents can expect emails to be answered within 24 hours of the business day they were sent. Parents can expect phone calls to be returned within 24 hours – provided they are left during regular school hours.

### **ATTENDANCE, GRADING, AND SCHOOL RECORDS**

Attendance and collaboration are essential components of academic success. If a student is not in the classroom for any reason other than a school-sponsored activity or a parent-sanctioned release, it is considered an unexcused absence. The school urges students and parents to document student absences and ensure curriculum deadlines are met.

However, parents and students must assess, before coming to school, if they are physically fit to remain for the duration of the day. If students are ill, it is in their best interest and the interest of others on campus to remain at home. Students will only be excused from school with the onset of symptoms (i.e., fever, vomiting, etc.).

### **Tardy**

A student is considered tardy after the first five (5) minutes of class. Parents and students should make every effort to ensure students are on campus on time to guarantee complete participation in teacher-led instruction, collaborative group work, projects, and activities. Excessive tardiness affects a student's learning experience, grade, and may result in additional consequences.

### **Excused Absence**

All excused absences must be documented in writing with communication to the office by the parent or guardian of the student via email to: [admin@harkhamgaon.org](mailto:admin@harkhamgaon.org) indicating the reason, the duration of the absence, and a call back number for it to be considered an excused absence – preferably before the day of the absence. Students with excused absences can access most of their work on-line to ensure timeliness regarding deadlines, due dates, and assessment dates. There is no penalty for excused and extended absences, providing that the schoolwork is maintained and the student performs satisfactorily on all assessments, projects, and exams. During non-school hours, please leave your message on the office voicemail.

Excused absences include: personal illness, bereavement, medical appointments that cannot be scheduled outside of school hours.

### **Return After an Absence**

If a student is absent from school due to an illness or personal/family reason for more than 3 days, a written doctor's note must be received by the school prior to the student returning to classes.

### **Truancy and Cut Classes**

According to the California Education Code, an absence without a parent notifying the school before class begins is considered truancy; a student on campus but not in class is considered to have cut that class. The student's absence is considered unexcused, and his/her performance, and grade, will negatively reflect this.



### **Absence due to Student Activities Sponsored by HGA**

There will be times when a student might miss one or more classes due to a school-sponsored activity (i.e., field trip, or sports events). The student must make the staff aware of the absence before the class is missed. It is the student's responsibility to ensure that s/he completes all assignments promptly to maintain continued participation in school-sponsored activities. If the student does not notify the teacher before the activity, his/her absence will be considered truant.

### **School Activities**

It should be noted that days or periods during which non-academic school activities take place are counted as part of the regular school day requirement. As such, attendance will be taken, and any absence recorded. The policy as stated above for unexcused absences applies.

### **Parent Teacher Association**

The Harkham GAON PTA consists of involved parents coordinating with the school administration to bring more programs, events, and extracurricular activities to the students of HGA. All parents are encouraged to contribute their skills and experience to PTA opportunities throughout the school year. Annual family membership donation of \$200-\$400 is due with registration as a check payable to HGA PTA, which may be waived with a commitment of 10 volunteer hours per household. **For more information contact [pta@harkhamgaon.org](mailto:pta@harkhamgaon.org).**

### **Homework Policy**

Students must complete their homework and turn in assignments on the date set by the staff and/or online platform. There will not be any homework or major projects, and no tests or quizzes assigned for the day after a religious holiday. No homework will be due or major projects, tests, or quizzes the day after a major school-sponsored evening activity. The Administration will identify the activities that fall into the above-mentioned category.

A student can only graduate from Harkham Gaon Academy after completing all required classes, as listed below. In order to graduate and earn a diploma, a student must pass all classes offered by the school, including Judaic Studies classes, and classes that may not be required or calculated into the GPA for a prospective college the student wishes to attend.

It is expected that students will attend middle school for three years, and high school for four years, unless special circumstances warrant an accelerated program.

### **Harkham-GAON High School Graduation Requirements**

- **Four years of English Language Arts (Area B)**
- **Four years of Social Studies/History courses (Area A)**
  - **including: one year of World History, one year of US History, half year of Economics and half year of Government**
- **Two years of lab science including: one year of Life Science (Biology) and one year of Physical Science (Area D)**
- **Four years of mathematics (Area C)**
  - **Including: Algebra I, Geometry, Algebra II and one other mathematics course**
- **Two years of Hebrew language (Area E)**
- **One year of Visual/Performing Arts (Area F)**
- **Two years of Physical Education (in accordance with CA State High School diploma requirements) - (Area G)**
- **Four years of college preparatory electives (Area G)**
  - **(including but not limited to Jewish studies courses)**

Harkham GAON Middle School Promotion Requirements:

### **Harkham GAON Middle School Promotion Requirements**

**6th Grade: English, History, Science, Math, PE, Art, Hebrew and Jewish Studies**

**7th Grade: English, History, Science, Math, PE, Art, Hebrew and Jewish Studies**

**8th Grade: English, History, Science or Biology, Math of Algebra 1, PE, Art, Hebrew and Jewish Studies**

### **Testing**

HGA has an assessment and testing policies for both Judaic and General Studies. A test, for the purpose of this policy, includes any of the following:

- Benchmark testing (MAP, other)
- Diagnostic testing (for placement/acceleration/remediation)
- Formative testing (in class formal and informal quizzes, unit tests, assignments, projects, papers, etc.)
- Summative testing (unit tests, finals)

### **Grading**

“Grade Point Average” (GPA) at HGA is a cumulative assessment of a student’s academic progress in all General and Judaic Studies classes (grades 6-12). GPA is computed after each semester (January and June). **Please note that at HGA, a “C” grade means that a student is completing average work and is not indicative of student failure or negative advancement. Please remember to herald your student’s achievements. As long as students achieve their personal academic best, they are successful learners.** Students must earn a grade of “D” or better to receive credit for a course. For the purposes of calculating a GPA, the following guidelines are used. +/- grades are for informational purposes only, and will not be calculated into the overall GPA.

**A = 4.0**

**B = 3.0**

**C = 2.0**

**D = 1.0**

**No credit is given for failed courses.**

***Please note:** Different college/university systems vary in their method of computing GPAs for entrance. Transcript reviewers at each college/university reevaluate all GPAs during admissions.*

### **Academic Probation**

HGA students are expected to maintain a minimum of a C average (2.0) in their academic subjects. A student incurs Academic Probation when, after any semester, s/he has a combined GPA of less than 2.0. When a student is on Academic Probation, the student will be prohibited from involvement in extracurricular activities.

### **Semester Academic Probation**

A student who receives an F in a course at the end of the semester does not earn credit for the course and thus jeopardizes graduation status unless the course is repeated. The process involved prior and/or at the semester end is as follows:

- The Administration and Teachers will meet with the student and parent.

- An academic probation contract will be signed stipulating how the student can recover/make-up the failed class in summer school, online course recovery, before returning to HGA the following year and/or advancing to the next grade level.

### **Incompletes**

- A student who receives an “I” or “Incomplete” in a course at the end of the semester must complete the course requirements by the end of the semester, or the “I” will automatically become a “FAIL.” Students are responsible for accessing their online courses and their teachers to determine what work must be completed and to devise an action plan.

### **Academic Integrity**

All forms of cheating are prohibited. Cheating includes, but is not limited to, the following:

- Copying homework or an assignment from another student;
- Obtaining a quiz or test from other sources before it is given;
- Using a crib sheet, notes, or any other online materials intended to provide help during a quiz or a test;
- Submitting work of any type for curricular or extracurricular purposes (i.e., coursework) which is not the student’s original work;
- All types of plagiarism.\*\*
- The use, or suspected use, of ChatGPT or other AI applications.

\* \*\*HGA adheres to the Modern Language Association definition of plagiarism:

“Using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes intellectual theft. Passing off another person’s ideas, information, or expressions as your own to get a better grade...constitutes fraud.”

- Joseph Gibaldi, *MLA Handbook for Writers of Research Papers* (6<sup>th</sup> ed.; New York: MLA, 2003), 66.

- Further: Examples of plagiarism include but are not limited to

- Copying another student’s homework or assignment and turning it in as your own.
- Copying texts from the Internet or other sources and using them in your work without appropriate citations or bibliography notations.
- Buying or acquiring a paper and turning it in as your own.
- Using verbatim text or paraphrasing someone else’s words without acknowledging the source (Ibid., 75).

### **The penalties for cheating include:**

1st infraction: zero, makeup for maximum 50%

2nd infraction: negative points (for a 50 pt assignment, -50 is entered, no make up

3rd infraction: fail the course

### **Transfer of School Records**

Whenever a student transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the pupil’s permanent enrollment and academic record or a copy thereof shall be transferred by the former district to the private school upon a request from the district or private school where the student intends to enroll. When requested by parents, students, or graduates, scholastic records are sent to colleges, universities, or businesses. These records are never sent automatically; only in special circumstances may an individual hand deliver a transcript. To have transcripts sent, students need to obtain a “Request for Transcript” form from the school office for each transcript desired. Graduating seniors and non-continuing students must request all final transcripts before school closes in June, via the transcript request form found on the school website.

## **BEHAVIOR AND DISCIPLINE**

The disciplinary philosophy is based on maintaining a safe and nurturing environment that allows all students to maximize their learning potential within HGA's *halachic*, religious, and academic standards. Our behavior expectations can be summarized into four categories:

- Respect
- Kindness
- Gratitude
- Truth

Behavior concerns occur when there is:

- Disrespect of faculty, staff members, administrators
- Disrespect and/or lack of kindness toward fellow students
- Dishonesty: academic or otherwise
- Disrespect of the school program, school building and grounds (lack of gratitude)

The Harkham Gaon Academy's mission and ethos encourage appropriate behavior from all school community members. To foster expectations of *derech erez* (respect) and self-accountability from our students, the school invests in proactive programming to help build character and good citizenship for our student body. Since our programming relies heavily on student motivation, it is essential that all students feel safe and supported under our care. The school uses logical consequences to discipline students for not following expected behaviors.

Here is an outline of some of the steps the school takes if a student exhibits behaviors that require a logical consequence. Please understand that situations sometimes require individual responses; therefore, the school and the administration reserve the right to implement individual consequences when deemed necessary. HGA is committed to a student-responsibility centered approach and will exhibit respect and confidentiality when dealing with each student in all circumstances. The steps outlined here only occur after all in-class behavioral expectations and consequences have been exhausted. Every student should actively participate in all classes and adhere to guidelines and protocols set up by each teacher. All behavior expectations and consequences cover both on and off campus activities.

### **Behavior Intervention Plan**

1. The first step is a verbal warning.
2. Next, the teacher or school staff member will have a private conversation with the student to address why the behavior violates school protocols. A Student Concern Form entry will be made by the teacher/staff member. The student will be asked to reflect and devise a personal plan of action to avoid the behavior in the future.
3. If the behavior continues and the student is causing a disturbance to other students, the student may be sent to an administrator. The teacher will execute an entry on the Student Concern Form. The student's personal plan will be reviewed. A behavior plan that includes parent involvement will be executed next. The administration will schedule a mandatory meeting with the parent of any student who continues with the unacceptable behavior. The parent must attend the meeting to discuss the student's behavior and develop an improvement plan.
4. A written plan of action for the student to follow, exhibiting that they are addressing and improving in the area of concern, will be prepared based on this meeting and signed weekly by the parent and the teacher or administrator.

The written and signed document will serve as ongoing support for good behavior. If the parent does not attend this meeting, the student may not be permitted to return to school until the meeting is held.

5. If any student exhibits behavior that is perceived as dangerous to themselves or others, parents will be contacted immediately to pick up the student from school, with further follow up to be determined.
6. Student Suspension:

The student may face suspension if their behavior does not improve after the mandatory meeting with their parents. The suspension will only be used as a last resort after all other disciplinary actions have been taken. The severity of the behavior will determine the length of the suspension. The student and their parents will be given a clear explanation of why the suspension was imposed and what steps can be taken to prevent future incidents.

### **Acceptable Use of Technology**

Step One: When a teacher notices a student playing computer games or watching unrelated videos during class, the first step will be to issue a verbal warning. The teacher will approach the student, explain their disruptive behavior, and ask them to stop using their device immediately. The teacher will remind the student of the school's policy on device usage during class time. Devices may be confiscated for the remainder of the period.

Step Two: Report on Student Concern Form. Device confiscated until the end of the school day.

Step Three: Report on Student Concern Form, parent contacted to pick up device, or it stays overnight at school.

### **Non-Tolerance of the Following Extreme Behaviors**

**Bullying or Harassment:** No forms will be tolerated whether they are physical, verbal, electronic, or cyber.

**Cyberbullying** is not tolerated at HGA both during and out-of-school hours. When these behaviors are alleged, and the investigation shows to the best of the knowledge of Harkham Gaon Academy Administration and staff that the allegations are valid, this violates safety expectations and personal violation of the rights of a fellow student or staff member, and can lead to an immediate suspension or expulsion.

When deemed necessary, Harkham Gaon Academy may require parents to have their child see a qualified, certified therapist as a condition of reacceptance to the school campus. However, the school does not supply this service, nor does the school recommend a specific therapist.

**Fighting/Physical Violence of any kind:** All students involved in a physical altercation are subject to suspension

**Gambling:** A student may not engage in any activity on campus which can be identified as a game of chance for the purpose of personal gain

**Profanity:** Habitual use of profanity or vulgarity is considered behavior not appropriate for an HGA student

**Stealing:** Stealing or attempting to steal or knowingly receiving stolen property (Education Code 48900)

**Truancy:** Repeated unexcused absence from class

**Vandalism:** Of school property or the property of other students, faculty, or staff

### **Disciplinary Causes that will result in Expulsion without warning:**

**Assault or Battery:** A student may not cause, attempt to cause, or threaten to cause physical injury to another person

**Controlled substances:** A student may not possess, sell, use, furnish, or be under the influence of any alcoholic beverage, intoxicant, or controlled substance. This definition includes the sale of substances represented as alcohol, drugs, or other intoxicants or arranging or negotiating to sell any drug paraphernalia. (Please see below for a full school policy

description.)

**Explosives:** A student may not possess, use, or furnish any explosive device

**Hazing:** A student may not initiate or engage in any action that tends to injure, degrade, or harass another student or member of the institution

**Insubordination:** Extreme insubordination to any member of the school community

**Weapons:** A student may not possess, sell, or furnish any firearm, knife, or other dangerous objects; it is a felony for any individual to possess a firearm, loaded or unloaded, on the grounds of this school

**Vandalism:** Willful and malicious defacing of property belonging to the school or any member of the school community. Parents are financially responsible for any damage caused by the student

**Extortion/Robbery:** Negative Parental Behavior may be a cause for expulsion of a student. This would include:

### **Substance Abuse Policy**

HGA reserves the right to require a student suspected of using drugs or alcohol to submit to a drug and alcohol screening test. By signing the contract at the end of this document, the family consents to drug/alcohol testing for the student as deemed appropriate by HGA. Non-compliance may result in immediate withdrawal from the school. This process may also include a search of the individual, his/her locker, book bag or other property as deemed appropriate, in addition to a physical examination and drug screening test.

It is forbidden to use or possess drugs or alcohol on campus, traveling to or from campus, or at any school function, including school-sponsored trips and occasions when one is representing the school. This includes attending any school function when one is under the influence of drugs or alcohol.

A student who sells or furnishes drugs, alcohol, or any other controlled substance will be expelled from HGA.

### **GENERAL INFORMATION**

#### **Books**

It is important that each student bring the required books, laptops, and other materials for all classes. The student's name should be placed inside all books, binders, notebooks, and folders. All replacement costs associated with lost books are at the student's expense. Students should have and use their own books and materials for all classes.

#### **Cell Phones/Portable Electronic Devices**

Cell phones must be turned in to the school office at the beginning of each day; students may not have cell phones in their possession during class time and exams. Failure to comply with this policy will result in confiscating the device for a period of time to be determined by the Administration. Electronic devices may not be used to record or photograph a faculty member, class, or testing material without specific permission from the instructor.

#### **Change of Address**

Parents must notify the school office of any change in address, phone number, email, or emergency contact information during the course of the year.

#### **Co-Curricular and Extra-Curricular Activities**

HGA offers many co-curricular and extra-curricular activities for students to improve their high school experience. These activities are important opportunities for students to use and expand upon their individual talents and personal affinities. Participation in these activities is strongly recommended and encouraged. About student participation in extracurricular activities, which include sports teams, club involvement, and major school productions, the following should be noted:

- The student must maintain a C average in all coursework.
- Good sportsmanship, collaboration, and *midot* must always be displayed.
- It is the student's responsibility to make up any assignments, assessments, or collaborative work missed during event participation.
- School work due on the day of an activity must be submitted to the instructor. ● School attendance, homework, test taking, and study must be maintained throughout the participation in the activity.
- The full uniform designated for the activity must be worn; the dress must always be appropriate. ● The student must be recommended for academic eligibility by his/her teachers.

Students who compete on HGA's **athletic teams** are subject to the California Interscholastic Federation (CIF) Code of Ethics as well as CIF rules. These rules include the following:

- Athletes may not participate in more than one sport per athletic season.
- Athletes may not participate on any other athletic team during the same season, whether or not HGA sponsors the team; this includes club sports, sports clinics, and religious or synagogue leagues.
- Athletes must be in attendance at school for the entire day to participate in an athletic event scheduled for that day.
- Athletes must have at least a 2.0 GPA with no Ds or Fs in the academic semester in which s/he is competing.

### **Carpool Pick-Up and Drop-Off**

- Students will be dropped off and picked up on Wetherly Drive. Please do not drop off on Olympic Blvd., as this disrupts traffic flow. Please avoid honking horns.
- Always drive slowly and cautiously through the drop-off and pick-up areas.

### **Driving to School**

- Parents are responsible for their own student(s) transportation; carpools are strongly encouraged.
- Parking around the school is extremely limited.

### **Emergency Information Form**

Each student must have an emergency information form on file in the school office. Please be sure the form is completed as accurately as possible. This form is used to contact parents or other authorized persons in the event of illness or emergency. The parents' work numbers must be included, as well as the numbers of two friends or relatives who may be contacted if the parent(s) cannot be reached. Please notify the school immediately if any changes in this information occur.

### **Field Trips**

Field trips are incorporated throughout the course of the year. Co-curricular outings enhance classroom learning; extra-curricular outings promote socialization and increase school spirit. All of the school's religious, behavioral, and dress code norms apply during field trips, and students are expected to conduct themselves in a manner that will reflect positively on the school and make a *Kiddush Hashem*. Parental consent forms for trip attendance are mandatory. These forms will be sent to parents prior to each trip. Students whose parents do not sign these forms will not be allowed to attend the trips.

### **Guidance and Counseling**

A school counselor and/or staff and faculty may provide the following services to the school and student body:

- consulting with the Administration on psychological and mental health issues;
- troubleshooting problems;

- providing students with an evaluation and referral, if necessary;
- arranging for ongoing counseling services as needed;
- planning and coordinating parent education.

### **Yeshiva and College Guidance**

HGA faculty and staff can help guide post-high school attendance at yeshivot, colleges, and universities. Parents should contact the school early in the process to seek the support of school staff in these areas.

### **Lost and Found**

All articles belonging to students should be labeled. All items found on campus are placed in the school's office; all unclaimed items are sent to a charitable organization for distribution to the needy regularly.

**Leaving Campus and Sign-in and Out** No student may leave campus during the day without a written request from the parent/guardian and signing out at the School office. If a student leaves without following the protocol, this can lead to suspension or expulsion. Middle School students may not leave for lunch. High School students may sign out for lunch if their parents sign a form at the start of the year allowing them to leave for lunch. When the student leaves campus he or she must sign out and sign in again upon return.

### **OFF-CAMPUS RESTRICTIONS**

For the safety and security of our students, staff, and faculty, HGA maintains a closed campus. This means that students must remain on campus throughout the school day. No student may leave the campus during the school day, even with parental permission, unless he/she signs out with the school's Administration. Signing out is required even if one is leaving school early for an appointment and has no intention of returning before the end of school. To ensure the safety of our students and to comply with standard school legal policy, no student is permitted off campus without authorization from the school office. Should a student be required to leave school for medical or family emergency reasons only, parental permission will be required.

The following procedure must be followed for medical or family emergency reasons:

- Parents must call the office stating their name, the full name of the student, the reason for the call-out, the time of departure, and the time of return. This call must be made before the fact with the parent leaving a call back number.
- The student must sign out with the school's Administration.
- In the event of illness, the onset of which occurs during the school day, the student will first come to the office before calling home so that the school Administrator may initiate the call to the family and make appropriate arrangements.
- In the event of a teacher's absence, students are not to leave campus, as a substitute or work assignment will be provided. When this is not possible, the time will be utilized as a study period. If this absence is during the last period of the school day, students may be granted permission for an early dismissal by the Administration. Students can be dismissed early to facilitate carpools if prior arrangements with the Administration are made.

### **Visitors**

Parents and relatives attending any school function, during the day or after school hours, are requested to consider both the sanctity of the school and the atmosphere it endeavors to create. They are requested to dress respectfully (women in appropriate length skirts and modest blouses, and men with kippot and long pants) when visiting the school and attending school functions. Upon entering the building, visitors are asked to sign in with Beth Jacob security.



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**PERMISSION, WAIVER, RELEASE AND INDEMNITY AGREEMENT**

DATE OF TRIP:

In consideration for permitting the Student named below (“Student”) to participate in the field trip to \_\_\_\_\_ on \_\_\_\_\_ (“Field Trip” or “Activity”), with Harkham-GAON Academy, Inc. (the “School”), the undersigned, parent(s), or legal guardian(s) of the Student, on behalf of their heirs, executors, administrators and assigns, and on behalf of the Student, hereby agree to the following terms and conditions (“Agreement”):

1. Voluntary Participation. I give permission for the Student to participate in the Field Trip. I understand that the Student’s participation in the Field Trip is strictly voluntary. Participation is not required for graduation or part of any mandatory course work.
2. Student Conduct. I understand that the Student is expected to abide by all School regulations, including those in the student handbook, during the course of the Field Trip.
3. Acknowledgement of Risk. The Student may participate in activities during the Field Trip including but not limited to: Means of transportation,

The activities the students engage in during the Field Trip may be dangerous and include risks that are inherent and cannot be reasonably avoided without changing the nature of the activity. Participation in the activities can cause personal injury, including emotional trauma, permanent disability, paralysis and even death. School and its program leaders cannot foresee every possible contingency or completely eliminate all risk. I have had opportunities to discuss the Field Trip with the School.

4. Assumption of Risk. I understand and acknowledge that certain risks are inherent in field trips and assume responsibility for any such risks associated with participation in the Activity. The Field Trip risks include, but are not limited to, travel and transportation in California and to and from Snow Valley, and all risks as identified in Section 3 of this Agreement. I understand that these injuries or outcomes may arise from Student’s or other’s actions, inaction or negligence, conditions related to travel, or the condition of the Activity location(s). Nonetheless, I acknowledge and expressly assume all risks and dangers associated with all Field Trip activities (including travel to, from and during the Activity), whether described above, known or unknown, and inherent or otherwise. I take full responsibility for any injury or loss, including death, which Student may suffer, arising in whole or in part from the Student’s participation in the activities of the Field Trip.

5. Voluntary Release of All Claims. I voluntarily release, discharge, waive and relinquish all claims against the School, its officers, trustees, directors, employees, volunteers, insurers, agents and representatives (collectively “the Released Parties”), arising out of ordinary negligence that are in any way related to or arising from the Field Trip, including but not limited to, claims for bodily injury, personal injury, emotional distress, property damage or wrongful death. This release, discharge, waiver and relinquishment also pertains to any instruction or supervision related to the Field Trip on the part of the School, its officers, directors, trustees, employees and agents. It is the intent of this Agreement to relieve the Released Parties from negligence to the greatest extent permitted by law.

6. Release from Third-Party Liability. I understand that the School is not an agent of, and has no responsibility for, any third party, including without limitation any sponsor or entity that may provide any services, hospitality, public and/or private transportation, equipment, training or activities associated with the Field Trip. I hereby relieve the Released Parties from any and all claims arising out of such third-party liability, events, acts, or omissions.

7. Indemnification/Hold Harmless. Parent(s) or legal guardian(s) of Student may be held liable and responsible for any injury or death to another person or injury to property of another caused by the Student. I hereby agree to indemnify (meaning to defend, and to satisfy by payment or reimbursement, including costs and attorneys' fees) and hold harmless the Released Parties with respect to any claims of injury, death or other loss or damage to person or property suffered by any person arising in whole or in part from the conduct of the Student while enrolled or participating in the Field Trip.

8. Medical Care. Any adult accompanying Student on the Field Trip may consent to the administration of medical or dental care to the Student as deemed appropriate. [Payment for the trip includes Comprehensive Emergency Medical Insurance. To the extent that emergency medical or dental services are required that are not covered by such insurance, I agree to assume full responsibility for the costs of such medical or dental care for the Student] OR

I understand that School does not carry or maintain health, medical or disability insurance coverage for the Student, and I therefore agree to assume the responsibility for such insurance coverage for the Student].

9. Photos or Likeness of Students are School Property. I authorize the School to photograph and/or to make video or audio recordings of the Student, or to use Student's name, voice, signature, photograph or likeness, in any and all School publications or promotions in any media whatsoever, for any period of time that may extend beyond Student's enrollment at the School, and without compensation from the School.

10. Entire Agreement. This Agreement constitutes a single, integrated contract expressing the entire Agreement of the parties with regard to the subject matter addressed in this Agreement. There are no other agreements, written or oral, express or implied, between the parties concerning the subject matter of this Agreement. This Agreement may be modified or superseded only in a written instrument to this Agreement that specifically references the Agreement and is executed by all parties.

I agree that this release is intended to be as broad and inclusive as is permitted by the law in the State of California and that if any part of this release is deemed to be invalid, the remaining terms shall continue in full force and effect.

I have taken steps to become informed about the Field Trip and certify that I am satisfied with the nature and quality of the Field Trip as a voluntary activity for the Student. I have read this Permission, Waiver, Release and Indemnity Agreement and fully understand its terms. I understand that signing this agreement is voluntary and that I have been given the opportunity to seek legal counsel and to question the School before signing this binding document.

I understand that my signature below authorizes the Student to participate in this Field Trip, subject to the terms and conditions stated in this Agreement. Unless one parent has had his/her parental rights terminated by court order, both living parents must sign this Agreement. For any questions or concerns regarding this requirement, please contact the school receptionist.

PARENT'S/LEGAL GUARDIAN'S SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**B”H Emergency Information 2023-2024/573-5784 Please fill for each child:**

|  |                  |       |
|--|------------------|-------|
| STUDENT’S NAME                           | Last,            | First |
| GRADE ENTERING                           | 6 7 8 9 10 11 12 |       |
| DATE OF BIRTH                            |                  |       |
| HOME ADDRESS, CITY, ZIP                  |                  |       |
| MOTHER’S PHONE NUMBERS                   | HOME WORK        | CELL  |
| FATHER’S PHONE NUMBERS                   | HOME WORK        | CELL  |
| NAME OF EMERGENCY CONTACT & RELATIONSHIP |                  |       |
| EMERGENCY CONTACT PHONE NUMBERS          | HOME WORK        | CELL  |
| MEDICAL CONDITIONS                       |                  |       |
| ALLERGIES                                |                  |       |
| HEALTH INSURANCE CARRIER                 |                  |       |
| INSURANCE POLICY NUMBER                  |                  |       |
| DOCTOR’S NAME & PHONE NUMBER             |                  |       |
|  |                  |       |

I, the undersigned parent or legal guardian of the above-named student, hereby authorize and give consent to Harkham-GAON Academy to provide all emergency, medical or dental care prescribed by a duly licensed emergency medical technician (EMT), physician (MD) or dentist (DDS). This care may be given under whatever conditions are necessary to preserve the life, limb or well-being of my child. It is understood that every effort will be made to contact the undersigned before rendering treatment to the patient but that the above treatment will only be received if the undersigned can be reached. \_\_\_\_\_ Signature of Parent or Guardian

**Video/Image Release Form - 2022-2023**  
**Please fill one out for each of your children who attend HGA**

*HGA captures video and still images of most of its events (sports games, speakers, class presentations, etc.). Occasionally, HGA will celebrate the success of our students via our website (www.harkhamgaon.org) or other publications. In order to use the material we must have written consent. To give your consent, please complete the form below.*

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_ give my permission for my child to be photographed or recorded by means of audio or video by representatives from and/or employees of Harkham-GAON Academy. Images, video, or audio will be captured at Harkham-GAON Academy events only. I authorize Harkham-GAON Academy to use and reproduce any and all images, video, or audio captured without compensation to me or my child. All images, video, or audio captured shall be the property, solely and completely, of Harkham-GAON Academy. I waive any right to inspect or approve the finished images, video, or audio before publication.

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## **SCHOOL TRIP TRANSPORTATION AUTHORIZATION**

**I understand that I may be asked to complete this waiver before each**

**field trip. This is for regular school activities that require transportation.**

|                           |   |
|---------------------------|---|
| <b>STUDENT'S<br/>NAME</b> | <hr/> <b>Last</b> <b>First</b> <b>Grade</b> |
|---------------------------|---|

I hereby authorize the Administration of Harkham-GAON Academy to supply transportation for my child to and from any school trip or function for the 2023-2024 academic year.

\_\_\_\_\_  
**Signature of Parent or Guardian Date**

**Permission to Leave Campus Form At End of Day  
2023-2024 / 5783-5784**

## Parent Agreement

I hereby give permission to my child to leave the Harkham-GAON Academy campus for at the end of each school day

|                            |   |
|----------------------------|---|
| <b>STUDENT<br/>'S NAME</b> | <hr/> <b>Last</b> <b>First</b> <b>Grade</b> |
|----------------------------|---|

My signature below indicates that I have given my permission and that I absolve the school and its personnel of all responsibility for my child during my child's time off-campus. I will not now or ever hold the school liable for any accident, injury, or death caused as a result of my child's decision to leave the campus during the two allotted break times.

\_\_\_\_\_ Parent Signature

### **ACKNOWLEDGMENT OF REVIEW**

The Harkham-GAON Academy *Student-Parent Handbook* contains vital information about our school. Parents/guardians and students must familiarize themselves with these policies, procedures, and expectations to ensure a successful year.

Please acknowledge receipt of this handbook and that you accept the guidelines listed therein. Please review the

statements below and return this page to HGA on the first day of school.

We have received, reviewed, and accept all the guidelines listed in the Family Handbook.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Parent/Guardian** (Each parent and guardian must sign)

I have received and read a copy of the HGA *Student-Parent Handbook* and understand that my child will be responsible for abiding by the policies described in the HGA *Student-Parent Handbook*. By signing this form, I also consent to have my child meet with school guidance staff as needed.

|              |              |
|--------------|--------------|
| Name         | Name         |
| Signature    | Signature    |
| Relationship | Relationship |
| Date         | Date         |