



HDC Hebrew High School Policy Manual Student handbook

B'H'
18848 Erwin St. Tarzana, CA 91335
(818) 705-3600
hdc@hdconline.org
www.HebrewDiscoveryCenter.com

SCHOOL MISSION

HDC's mission is to teach the Hebrew language in a formal academic setting in a way that every student masters the language with its' strong ties to Jewish culture.

DAILY SCHEDULE

First Session:		Second Session:	
Period 1	4:00 pm - 4:45 pm	Period 1	6:30 pm - 7:15 pm
Period 2	4:50 pm - 5:35 pm	Period 2	7:20 pm - 8:05 pm
Period 3	5:40 pm - 6:25 pm	Period 3	8:10 pm - 9:00 pm

PROGRESS REPORTS, PARENT-TEACHER MEETINGS and TRANSCRIPTS

- ❖ The school year consists of two semesters, fall and spring, each lasting approximately five months.
- ❖ Mid-semester or other progress reports may be issued. They reflect progress in each semester up to that point only. These grades are not part of the student's permanent record. It is the responsibility of the student and parent to inquire regarding steps that may be taken to correct any deficiency.
- ❖ Parent-Teacher meetings will be scheduled about half way through the semester.
- ❖ Semester Reports (Final Grades) are issued shortly after the end of each semester, and they are part of the student's permanent record. They reflect the cumulative grade for the entire semester. Letter grades ("A" through "F") are used.
- ❖ A grade of incomplete ("I") may be given if the student has excessive absences or has not completed the course requirements (such as an important assignment or major examination) by the end of the semester. The teacher or principal, at their discretion, may allow the student a short period of time to complete the missing work without penalty. Failure to complete the required work within that period may result in a failing grade.
- ❖ Transcripts are sent shortly after the end of each semester to high schools, colleges, and universities upon student request. The first transcript is provided free of charge. A fee is charged for each additional transcript.

GRADING CRITERIA

- 35%** Tests & Quizzes (ongoing)
- 25%** Class Participation (assessed each session)
- 20%** Homework (assessed weekly)
- 20%** Classroom Behavior (assessed each session)



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ATTENDANCE POLICY

Tardy arrival

- ❖ Any student that arrives after the bell rings to any period will be tardy and must see principal prior to being admitted to class.
- ❖ Tardy arrival more than **30** minutes late, principal may assign additional homework and/or an additional tardy.
- ❖ Attendance is taken for **each period**.

Excused Absence

- ❖ Parent must call **PRIOR** to the day of the absence and the student must also bring an explanatory note from a parent on or before the first day the student returns to class.
- ❖ A **maximum of 2 excused absences or 4 excused tardy** per student will be allowed each semester thereafter any absence or tardy be considered as UNEXCUSED.
- ❖ Excused absences can be on any day that class is in session; except on days of midterms and finals. However, it is the student's responsibility to make up any tests, quizzes, homework or other assignments that were given or due on the day of the absence, and to get the due date for this make-up work, as determined by the teacher.

Unexcused Absence

- ❖ Students will receive a zero for any tests, quizzes, homework or other assignments missed on the day of an unexcused absence, unless other arrangements have been worked out with the teacher.

MAKE-UPS

- ❖ **At the sole discretion of the teacher or administrator**, extra assignments can be given to the student if he/she wishes to make up 3 absences. (This can reverse an absence as a result of being sent out of class)
- ❖ Incomplete assignments need to be submitted no later that day of final.

Effect on Semester Grade:

3 Tardy = 1 Unexcused Absence

3 Unexcused Absences (regardless of reason) in any semester = lowering the final semester grade by one letter grade (ex: an "A" would become a "B")

5 Unexcused Absences (regardless of reason) in any semester = student will receive an incomplete for that semester.

Please refer to the HDC Hebrew High School semester calendar for the dates that school will not be in session, and for dates of other special events.



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STUDENT CONDUCT CODE

The purpose of a student code of conduct is to enable the school and student to work together effectively, not to punish or create unnecessary restrictions. The dignity, respect and cooperation achieved help assure proper order and decorum in the school and directly enhance the learning process.

Class Preparedness

- ❖ Students are expected to bring their textbook, pen or pencil, and any supplemental sheets to every class session.
- ❖ Pencils will be available at the school – student must put \$1.⁰⁰ that day into a special tzadakah (charity) box for each pencil.
- ❖ If a student does not have their own textbook or supplemental sheets, then photocopies are required – student must put \$3.⁰⁰ that day into a special tzadakah (charity) box for this.

Behavior

- ❖ Being sent out of class will result in a tardy and the work will have to be made up.
- ❖ Students are required to abide by all school policies and to participate in all school activities.
- ❖ Disruptive conduct and disrespect to teachers, administrators or other staff will not be tolerated and will result in a tardy.
- ❖ Smoking, drinking alcoholic beverages, using drugs or physically assaulting another student, staff member or visitor will result in immediate suspension from the program and removal from the premises.
- ❖ Students must respect the use of school property, and the rights and welfare of others at the school and may not eat during class or discussion periods.
- ❖ Any student who leaves their class or the school for any reason before the end of their session and does not have the prior explicit permission from the teacher or principal will be given an unexcused absence for the entire day and their parents will be notified of same by telephone.
- ❖ Students are expected to be in class on time and ready to begin learning at the beginning of each period.
- ❖ All work that is submitted is expected to be done by the student independently. Cheating on exams or other assignments is unacceptable and will result in a failing grade as well as additional disciplinary action.
- ❖ Homework will be given as a review or as preparation for the next class.
- ❖ From time to time, the teacher or principal may offer extra credit assignments that could possibly improve the student's grade.
- ❖ Students will receive a zero for any tests, quizzes, homework or other assignments missed when absent, unless other arrangements have been worked out with the teacher (please see Attendance Policy).
- ❖ Students are not allowed to enter the school office or use the office computers.



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- ❖ If a student wishes to change from one class to another (which is either at a different level or a different time), he/she must first obtain permission from the principal. If permission is granted but the student is not capable of keeping up with the work in the new class, the student will have to return to the original class.
- ❖ Students are NOT allowed to bring any non-certified kosher foods or drinks to HDC properties including school buses.
- ❖ There is no eating or chewing gum in the classroom.

CELL PHONES

- ❖ Since cell phones, side-kicks and other electronic equipment are so disruptive to the learning process, the program has adopted a zero tolerance policy.
- ❖ The following apply during the entire time school is in session:
 - Any cell phone or other electronic equipment that is seen, heard, or felt (such as a silent vibration) or used this includes text messaging will be taken by the teacher or principal and kept in the office. It will be returned only to the student's parent:
 - 1st offense = Phone will be returned on the next school day
 - 2nd offense = Phone will be returned after 1 week
 - 3rd offense = Phone will be returned after 1 month
 - Any student who does not surrender their cell phone upon request from a teacher or the principal will be asked to leave immediately and be suspended one week from the program.
- ❖ Since this policy will be strictly enforced, we suggest that students turn the device completely off (so it will not make noise or vibrate), and keep it in their backpack.
- ❖ Parents and friends are requested to not call students on their cell phone when school is in session. In the event of a true emergency, the student can be contacted by calling the school office at (818) 348-4432 or (818) 705-3600. As an alternative, the student can turn off their cell phone and retrieve voice mail messages after school has ended.

DRESS CODE

- ❖ The manner in which a student dresses has a profound impact on the growth of their maturity and on the educational atmosphere of the school.

Boys

- Shirts must be worn at all times
- Yarmulke must be worn at all times

Girls

- Pants or skirts must fall just above the knees. NO SHORTS
- Tops must be at clavicle.

If a teacher or the principal feels that the student's appearance is inappropriate, the student will not be permitted to enter class until necessary corrections are made.



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DISCIPLINARY POLICY

- ❖ Any infraction of school policy is subject to Disciplinary Action, which shall be determined by the Principal of the program or the Head of School.
- ❖ Discipline may include a verbal warning, assignment of extra homework, detention, phone call to a parent, face to face meeting with a parent, community service, suspension (**each class day missed during this period will be considered an unexcused absence**), probation, dismissal from the Hebrew High program without refund of fees, failing the Hebrew Language course, or any other action that is deemed appropriate under the circumstances.
- ❖ Failure to comply with any disciplinary action as determined by the principal may result in suspension or dismissal from the Hebrew High program without refund of fees, or failing the Hebrew Language course.
- ❖ A record of the disciplinary action may be placed in the student's permanent file.

REFERRAL SYSTEM

Referral 1:

- ❖ Student is sent out of class to speak with the Head of School or Principal
- ❖ Parents are informed
- ❖ Referral is kept on file

Referral 2:

- ❖ Student is sent out of class to speak with the Head of School or Principal
- ❖ Student get an unexcused tardy for the day
- ❖ Student is given extra work in the form of research, essay writing or tasks to be done in school which may include assisting school staff.
- ❖ Parents are informed
- ❖ Referral is kept on file

Referral 3

- ❖ Student is sent out of class to speak with the Head of School or Principal
- ❖ Parents are informed and have an arranged meeting with the teacher and the Head of School or Principal
- ❖ Student is suspended for a week
- ❖ Referral is kept on file

SESSIONS

On every school day there are three sessions of which two are language instruction and one Judaic subject/workshop. Through this students are given an opportunity to master the Hebrew language with its' strong ties to Jewish culture.



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VOLUNTEER HOURS

All students are required to complete 10 hours of volunteer services to the school per year in order to complete the course.

SCHOOL ACTIVITIES

Students are required to participate in all school activities and field trips either within or outside of school premises. This policy applies to all activities even if it exceeds normal school days and hours. Students fail to participate will be marked as absents. Number of absents per event may vary depending on the length of the event and will be determined by school administration.

TERMINATION OF ENROLLMENT

The school reserves the right to terminate the child's enrollment if it is in the best interest of the child and the school. Such a decision will be made by the classroom teacher, the Head of School and the Principal.