

Student Manual

New England Academy of Torah

A High School for Girls
With a Comprehensive Education
In a Supportive Environment



Dear NEAT Student,

Welcome to the New England Academy of Torah! It is our primary goal here at NEAT to provide for you a warm, engaging environment in which you can thrive as a person and as a Jew.

Our Torah Studies Department provides the energy and direction toward that end, and our secular studies department completes it by supplying a broad exposure to the full spectrum of meaningful human knowledge and experience. We at NEAT see our school as a place where you can come to realize that a wide, deep, and rich exposure to Torah and knowledge will always lead to a greater awareness of G-d, a stronger commitment to Judaism and a more meaningful Jewish life.

To us, NEAT is a place not only for studying but for maturing in learning, outlook, and personality – a place where the values and goals of *bnos Torah* are not only taught but are incorporated into daily life.

This manual seeks to outline the school's operation and expectations. While it is not exactly a rulebook, it does contain rules, and the student's commitment to adhere to those rules is expected and assumed. But man-made rules are necessarily imperfect, and they can never cover every eventuality. The information herein should help *students* realize not only what is expected of them but also how unspecified situations will likely be handled. Students must seek to understand and accept our school's expectations, and to apply common sense to all the challenges they meet through their high school years.

Also, please do not be scared off by this handbook. It is important for us to try to spell out the basic rules, guidelines, and expectations. But it would be a mistake to think that you understand the culture of our school by just reading the "dos and don'ts" list. We are a warm, vibrant, compassionate school. It is our experience that making expectations clear from the start is the best way to create the stability that girls need in order to thrive.

The school's policy regarding COVID-19 is posted on the school's website: phdschool.org and strictly follows the guidelines established by the RI governor, the RI Department of Health, and the RI Department of Education. Familiarity with and adherence to this code is expected of and binding on all students of New England Academy of Torah.

IMPORTANT

New England Academy of Torah is a four-year program. As of 2017, the Administration and the High School Committee adopted the policy that students may not skip grades of high school. If a student wants to leave high school early, that is her choice, but she will not receive a diploma from New England Academy of Torah without completing four years of high school.

ATTENDANCE

Being present in school and attending all classes are perhaps the most basic expectations of being a student in NEAT. Thorough understanding and commitment to the following rules is expected of all NEAT students.

Excused Absences require a note (or text or email) from parents, requesting the excused status from the administration. For doctor and dentist appointments, please submit a doctor's note with the time of the appointment to the NEAT Administration. If a student knows in advance that she will be absent, it is the student's responsibility to make sure that teachers know that she will not be attending and that she is excused. Students should communicate with the teacher directly. Students are expected to approach teachers to clarify what work they need to make up.

Morning/Davening Attendance is a grade on the report card. The grade is determined by the time that a student arrives in her davening room. School begins at 8:15 AM, but attendance marking does not begin until 8:20 AM. Coming at 8:21 AM is six minutes late, not one. Coming after 8:20 AM is marked late even if attendance-taking does not begin exactly at 8:20 AM. A student is not marked present unless she is in the room designated for *davening* or *tefillah* class (room 32, 33, or 34). If a student comes late, she should **not** go directly to the *davening* room. Instead, she must inform the administrator that she has arrived. This is true even if the administrator is leading a class. If a student comes late and does not report to the administrator (or to the administrative assistant), her Morning Attendance grade will be recorded as "unexcused absent."

Lateness to class: Up to two minutes late is not marked late. More than two minutes late to any class is marked late. All students automatically get one excused late per course per trimester. After that, coming between two- and five-

minutes late results in a deduction of 1% from the trimester grade for that class. More than three lates in any one class is equivalent to a cut (see below).

Bathrooms: We have adjusted our daily schedule so that there is sufficient time for bathroom use outside of class time, *considering* that the official definition of being late for class is 2 minutes. That means that the shortest amount of time between classes is 4 minutes, and that is every other class. In between the *other* classes is a longer break (either recess, lunch, or *mincha* break). This is true except for the last period of the day. That being the case, teachers should give an extra minute to that in-between-class break, so that there is a total of five minutes between the last two classes.

In order to help cut down on students "hanging out" in the bathroom, the administrative assistant will check the bathroom intermittently.

Cutting Classes: The standard definition of cutting class in NEAT is: **being out of class for any reason for any amount of time without a written pass from a teacher** - not 20 minutes ... not 10 minutes ... any amount of time. Students who cut a class will be penalized by having 6 to 10 points taken off their trimester report card grade, depending on how much time they cut. This is *very* significant. It will typically mean dropping a letter grade on report cards.

The standard is that students should not leave class ... period. Students must come prepared for class. They must bring to class: pens, pencils, water, tissues, books, notebooks, etc. They must go to the bathroom before class. If a student does not come prepared and she needs to leave to get something or go to the bathroom (barring extremely rare, unforeseeable emergencies, or documented medical considerations) then, at the discretion of the teacher, she may be given a hall pass to leave. However, it may be marked as the equivalent of the student's having come late to class, (i.e., minus one point off the trimester report card grade).

Hall passes will have the "time out and time in" written on them. Unreasonable extended leaves will count as a cut. For example, if a student is given permission to get a pen and they take 10 minutes, that will count as a cut.

Parents will be informed of all unexcused absences via email. Students have access to their attendance/lateness records on their Chromebooks at cleverbees.com. We understand that mistakes will happen. Parents/students

should request inquiries about possible mistakes within two days of receiving email notification in order for a record to be changed.

Multiple Cut Classes: If a student has more than three “cuts” in one week, they must serve a Sunday Detention (see below). If a student has more than five “cuts” in any one class within a trimester, they receive an “incomplete” in the class. Students with an “incomplete” due to cutting classes will have to make up the course in the summer. Parents may have to pay for a Melamed Academy remediation course, or the like, at the discretion of the school. Diplomas and transcripts may be withheld until remediation is completed. This is true regardless of whether the class is a “core class.”

If a student cuts a whole day of school, or multiple days, they are considered to have cut all the classes of those days, and they lose 10 points from each of those classes.

Sunday Detention: If a Sunday detention is necessary, it must be scheduled with the administrator. It begins at 9:00 AM. For those who live in Providence/Pawtucket, the detention is in-person in the school. For those living in Massachusetts, a Zoom-detention will be arranged. An assignment will be provided. The detention is for a minimum of 1.5 hours.

Not showing up for Sunday detention, or showing up more than 10 minutes late, is **extremely serious**. It results in immediate suspension until the administration is able to meet with parents, in-person, in order to assess whether or not the student is capable of fulfilling the basic expectations necessary to earn the privilege of being enrolled in New England Academy of Torah.

SCHEDULED ABSENCES

The school is very reluctant to excuse students from any class. Our *Rebbeim* and teachers view each class period as an experience of great value. Therefore, material that is missed can never truly be “made up.” Furthermore, the natural advantage of our small classes is greatly hampered by the absence of even two or three students.

For these reasons, we implore parents to cooperate fully and to arrange appointments for their daughters *after school hours* or *during scheduled vacations* and *off-weekends*.

We do understand that sometimes it will not be possible for a student to avoid missing a class or a day. Even if parents approve of the absence, students are responsible for requesting an excused absence from the school administration. Students must also inform teachers of the planned absence. The student should bring a note to the teacher from the administration stating that she is excused, especially if the student is present in the school building during a class that she has permission to miss. This is a matter of *Derech Eretz* (common courtesy).

MISSED WORK

Whenever a student has missed a class for whatever reason, she is responsible to determine what class work she missed and to complete all class work and homework, unless specifically released from that responsibility by the *rebbe* or teacher. Unless she has contacted the teacher and been told otherwise, all work and preparation must be completed upon the student's return to school. Likewise, scheduled tests, which were missed due to a student's absence, are to be taken either on the day she returns or that evening, with an approved adult proctor and at *the teacher's discretion*.

In the event an illness or emergency has left too little time for a student to adequately prepare for an exam, the teacher has the authority to arrange a later make-up date.

If a student receives an incomplete or failing mark on their report card, it may be necessary for them to take a remediation course over the summer. For core courses, diplomas, report cards, and/or transcripts may be withheld until work is made up.

DRIVING

In-town students may drive to school with the express permission of the administration. In the event such permission has been granted, it should be assumed that the permission extends to the driver alone, and she may not allow other students to ride with her unless they have written authorization from their parents, as well as permission from an administrator. No driving during the school day is permitted for any students.

Boarding seniors may drive to Providence and bring other students to school, as long as they have a signed permission form from their parents and from the parents of the girls who are traveling with them. The car will then be parked in Providence and will not be accessible until the next off-Shabbos.

TECHNOLOGY POLICY

Please see the separate NEAT Technology Policy document included in the beginning of the year school packet, or request one from the NEAT Administrative Assistant.

PHONE USE

A telephone message to students during school hours imposes a hardship on the office staff and disrupts classes. Therefore, except in the case of an emergency, parents are asked to avoid contacting their children during school hours.

Each student and parent must agree to and sign the Cell Phone Policy / Contract form and provide the school with the student's cell phone number. Students may have only one cell phone. The cell phone must be brought to school every day, and handed in to the administrative assistant *before davening*. The phone will not be available for use at any point during the day. It will be returned to the student at the end of the day. If a student has a second phone, it will be confiscated and may not be returned. If a student does not hand in her phone at the beginning of the day, she may not receive the phone at the end of the day for a set amount of time. If this occurs, it may be necessary for the student to pick up her phone from the home of an administrator.

While the school discourages the students from having smart phones or data plans, this is ultimately left to the parents' discretion. The school strongly encourages parents to install filters (such as Net Nanny) and/or monitoring software (such as Web Chaver). The school does not require such filters at this time. However, the school reserves the right to revisit this policy on an individual and school-wide basis. Kosher smart phones are available at several kosher phone stores including Lakewood Beepers (732-886-0200). If the school has reason to believe that students are involved in activities or behaviors that are negative or dangerous spiritually, emotionally, or physically, the school may demand that such software be installed on phones, or that a kosher phone be purchased.

If a student hands in a fake phone, she will be charged \$50.

INCLEMENT WEATHER

Providence Hebrew Day School classes are sometimes canceled for inclement weather. The New England Academy of Torah follows the same schedule.

DRESS CODE

Please see the separate Uniform Dress Code Policy/Contract document included in the beginning of the year school packet, or request one from the administrative assistant. Each student and parent must agree to and sign this document.

CODE OF BEHAVIOR

Among the highest priorities in the education of our *talmidos* is their concern for the feelings and property of others. In the school environment, *kavod haTorah* (honor of Torah) is to be displayed toward *rebbeim* and *rebbetzins*. *Menschlichkeit* (respect for others) is to be displayed in all dealings with peers, teachers, office staff, and maintenance personnel. Differences that may arise among students or between students and teachers are expected to be handled in a calm and respectful fashion and, in the event an intermediary's judgment is deemed necessary, the administration stands ready to assist in any way it can. **Bullying will not be tolerated and should be reported to the administration immediately.**

SCHOOL BUILDING AND PROPERTY

Students are expected to take pride in a clean and neat environment and to take the steps necessary to preserve it as such. Litter should be routinely picked up and disposed of properly. Halls should be kept clear of personal items. Any items left on the hall floor (for example, in front of lockers) may be moved to a designated area without warning. Any items left in that area, or in general left around the building, for more than 30 days will become *hefker* (ownerless). Use of the building is conditional on agreeing to this policy.

The Lounge: NEAT is happy to be able to provide our students with an area to be used as a Student Lounge. This space contains a refrigerator, more comfortable

chairs, décor inspired, provided by and/or created by our students and an area for gathering during breaks. Students should take responsibility for this space. There is a conscientious volunteer committee of students who devote their own time to making this space more pleasant and friendly. Personal food or items should not be left around the room. Any clothing, personal items, or food left outside of the refrigerator at the end of the day may either be disposed of immediately or be labeled with a date and put in a "dump box," which will be disposed of regularly. The committee may work together with the administration to establish reasonable rules of usage of this room.

The Book Closet: There is a book closet next to the girls' bathroom (aka, the "sketch closet"). Absolutely no personal items are to be kept in this closet. Any such items may be immediately thrown away.

Chewing gum is **not** permitted in the school building, even outside of class.

School property must be respected and not harmed or damaged in any way. Property in need of repair should be reported to the office. Intentionally defacing or damaging school property may result in a fine of \$100 and/or immediate suspension or expulsion.

Administrator offices may not be used by students without explicit permission from a staff member. For the protection of students as well as staff, a closed-circuit video surveillance system is installed and functioning at various locations in the building and in all administration offices.

Lockers and desks are to be always kept in neat condition. Lockers must be able to be closed, and should be kept closed except while being used. Only approved material may be placed on the outside of locker doors. Unapproved material may be removed without warning by the school staff and not returned.

Outside of school hours, students may not be in the building without permission. Students may never be in the building unless someone over age 18, approved by the administration, is responsible for them. NEAT students over 18 may qualify.

Entrance into and exit from the building is permitted only from the Elmgrove Avenue door. This regulation must be obeyed to ensure the safety of our school.

CLASSROOM BEHAVIOR

Each teacher will establish rules of conduct for his/her own classes. It is, however, the student's responsibility to be aware of each of her teachers' requirements. Drinking from water bottles during class is permitted (filling them during class is not permitted). The policy regarding eating in class is left to each teacher to decide. Disruption of decorum and lack of preparation will not be tolerated. In the rare event that a student is asked to leave class for disciplinary reasons, she must proceed directly to an administrator or, if none is available, to the main office, where an administrator can then be contacted.

ZERO TOLERANCE BEHAVIORS / INCIDENT REPORTING

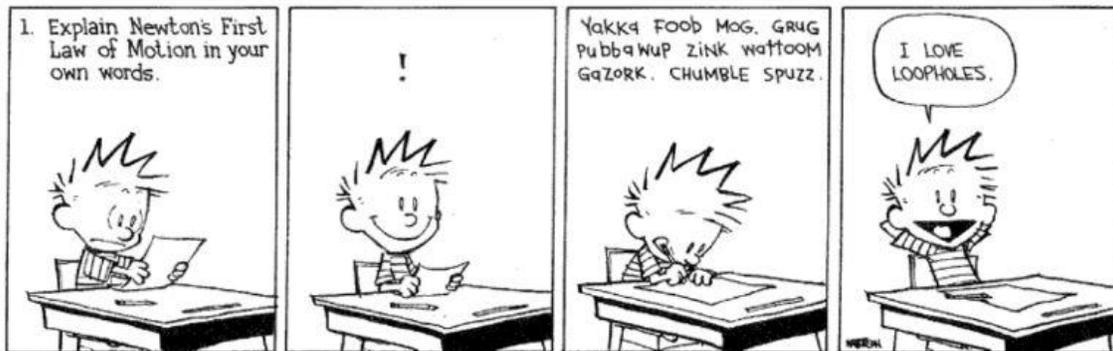
It goes without saying that certain activities may warrant immediate expulsion from school, such as possession and/or use of alcohol, marijuana, opiates, opioids, illegal drugs; possession of and/or use of weapons; vandalism; lighting a fire of any kind for any reason without immediate supervision and permission from a staff member; criminal or dangerous activity. The parameters are solely at the discretion of the administration. NEAT is totally committed to cooperating with local, state, and federal law enforcement agencies. NEAT reserves the right to mandate that any student be tested for any form of substance use including, but not limited to, marijuana, alcohol, nicotine, opiates, etc. A student who refuses to be tested may be suspended or expelled at the discretion of the administration.

There are certain behaviors that are incompatible with the goals and standards of our school and a Jewish upbringing (regardless of whether they are illegal) and are therefore always prohibited. Immodest behavior between students, teachers/staff and students, and teacher/staff and each other is not tolerated.

Should any of our students witness or be part of any such behaviors, regardless of who is at fault, they must report to an administrator and fill out an incident report.

PLEASE NOTE

This manual is not comprehensive. It is binding on all NEAT Students. The administration reserves the right to update any of its contents at any time without prior notice.



*Use your Seichel, be considerate,
and you'll have a great year here at NEAT!*