



URJ Heller High School in Israel
1 W. 4th St.
New York, NY 10012

Rabbi Loren Sykes, Principal
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hellerhigh.org

Dear Parents/Guardians and Student:

We are delighted with your decision to apply to URJ Heller High. This **STUDENT - PARENT HANDBOOK** has been prepared to familiarize you with the things you need to do to help prepare for the semester in Israel, as well as to give you information which will be helpful in the future. This Handbook is updated frequently and information is subject to change. Rather than printing a copy, we suggest you bookmark it so to have ready access on-line with the most up to date information.

THINGS TO DO RIGHT NOW

GETTING A PASSPORT

If you already have a passport, be sure to check that it will be valid until 6 months **after** your return date from Israel. If it is due to expire any time prior to this, you must have it renewed before the departure date. If you do not have a valid passport, apply now for your passport at your nearest passport office or post office to avoid the rush. The State Department's web address for passport information is <http://travel.state.gov/passport/>. When you have the passport number, please complete the online Passport Information form. Please keep a photocopy of your passport in your files at home.

APPLICATION

Please refer to the email you received shortly after registering which includes links to the application forms and brief explanations. Explore the website! There is a great deal of information there you will find helpful. Contact Robin Kulwin, Heller High Director of Admissions with questions as they arise throughout the application process; rkulwin@urj.org or 212-650-4073. You may upload forms to the database as they are completed, email them to rkulwin@urj.org; or fax them to 212-504-8031.

FINANCIAL MATTERS

You will be sent an invoice for your final balance, less the application deposit, approximately six weeks prior to the beginning of the upcoming semester. Spring semester final payment is due January 1. Fall semester final payment is due August 1. Please remember that all program fees are based on airfares and costs in Israel and are subject to change.

Checks should be made payable to **Union for Reform Judaism** with the student's name and Heller High semester on the memo line. All checks and questions concerning financial arrangements should be sent directly to:

Denise Bulnes, Bursar
Kutz Camp
46 Bowen Road
Warwick, NY 10990
Phone number: (845) 987-6300, ext. 6354

VISAS AND ISRAELI CITIZENSHIP

If you have an American or Canadian passport, you will be granted a three-month tourist visa into Israel upon arrival at the Ben Gurion Airport in Tel Aviv. This visa will be reissued when the students return from Poland half way through the semester.

Students who have ever had Israeli citizenship or who have a parent who has ever had Israeli citizenship are required to have a valid Israeli passport upon entering Israel. Please contact your local Israeli Consulate or Aliyah Office for details.

If you carry a Canadian passport or a passport from another country besides the US or Israel, you may need visas to enter Poland.



HEALTH, SAFETY AND SECURITY COME FIRST

Nothing is more important than your safety and security. Itineraries are reviewed daily to avoid exposing students to any situation of concern. The principal and counselors are trained in health, safety and security issues and are familiar with the personal/medical histories of every participant in the group.

Program participants are oriented prior to departure and upon arrival in Israel concerning the security rules and regulations to be followed closely and carefully.

MEDICAL FORMS

Filling out the medical forms **COMPLETELY AND LEGIBLY** is of utmost importance. We cannot stress strongly and often enough that providing us with full medical and psychological information will help safeguard your health and well-being while in Israel. Withholding any medical information could endanger your student and might delay or prevent them from getting proper treatment while in Israel.

IMMUNIZATION, DRUGS, ALLERGY SHOTS AND MEDICATIONS

Each participant will be asked to submit detailed health forms to be signed by the family physician and the parents, indicating that he or she is in general good health and showing any limitations in activities.

Each participant is **REQUIRED** to have the following:

- MENACTRA: This vaccine protects against meningococcal disease. Virtually every college and university requires that entering students be vaccinated against meningococcal meningitis. Since Heller High involves college like dormitory living, we are now requiring this vaccination for participation. This vaccine was approved a number of years ago for children 11 or 12 years of age and older. While meningococcal disease is very rare, we think that requiring this vaccination is common sense especially since our students will need it prior to college anyway.
- UTD TETANUS: If you need an update we would encourage the ADACEL (Tdap, ie tetanus-diphtheria-whooping cough version for adolescents/adults)
- POLIO BOOSTER AND MMR: Each student should have received 2 doses of this vaccine during childhood prior to entering school. Please make sure your child had them.
- HEPATITIS A: This vaccine is now part of the American Academy of Pediatrics NATIONAL immunization schedule, as of 2007. There are two shots in this series, one at time zero followed by the second in 6-12 months.

We **RECOMMEND** the following for each participant in an Heller High **Spring** semester:

- FLU shot

Your physician might recommend additional immunizations as well. It is imperative that each participant provide an accurate and full report of his/her past, current, and potential physical or emotional health problems. An applicant is not necessarily disqualified due to a disability as each applicant is considered on his or her individual merits.

ALLERGY / INSULIN SHOTS

If you require allergy or insulin shots, be sure to bring the serum with you. If it must be kept cold, you will need to pack it in ice for the flight. Refrigeration on the plane is not available. Shots for chronic conditions are not covered by the Heller High health insurance plan. You will be responsible for any fees incurred both for the administration of the shots and transportation to and from the clinic.

SICKNESS AND ACCIDENT INSURANCE

The cost of the program includes automatic enrollment in an Israeli health insurance plan. The membership entitles students to treatment (doctors, hospitals, tests, medicines, etc.) in Israel free of charge, in most instances. It does not cover the costs of pre-existing conditions, continuing illness, dental work, psychiatric treatment, physiotherapy, eyeglasses, and medications such as allergy shots or illness resulting from substance abuse or body alteration. Heller High has ready access to a wide range of reputable, English speaking practitioners (orthodontists, dentists, psychologists, psychiatrists, etc.) who can be consulted privately for conditions not covered by the Israeli health plan.

If the parent chooses for their student to go to a private doctor or hospital, you must pay them directly. In Israel, the cost of private medical care is like that in the United States and Canada. We strongly urge that sickness and accident coverage continue to be provided for you under your family's policy in the United States or Canada for medical expenses incurred in the event medical treatment must be continued at home.

The URJ and Heller High are not responsible for medical fees incurred from pre-trip chronic or pre-existing conditions or complications related to these conditions.

IN CASE OF ILLNESS

If you do not feel well, first you must notify your counselor. Together you will decide if an "over-the-counter" medication would be appropriate. If the condition does not improve

quickly, you will see the nurse in the infirmary who will decide on further treatment, i.e. Doctor, Specialist, Magen David Adom (Israel's "Red Cross"), or Emergency Room. In case of an accident, such as a fall, you will be taken to the nearest emergency facility for an x-ray to determine the extent of the injury. Following every unusual or significant medical "event", the principal will inform your parents and the Heller High office.

Often a child will call a parent before telling a counselor that he or she is not feeling well. If your child calls you, please first ask if they have spoken with the staff in Israel. If they have not, please, encourage your child to do so right away.

Parents (or those listed as an emergency contact) will be notified only in the event of illness that is beyond the usual day-to-day medical situations typical to Israel programs. Please keep in mind that slight stomach upsets and/or colds are common as young people become accustomed to a new environment and changes in food and water. They are usually of short duration and should not cause alarm. Heller High takes every known precaution possible, and generally you can be assured that **NO NEWS IS GOOD NEWS**. A nurse is regularly available to the Heller High students. The health of the students is monitored and doctor's appointments with specialists are secured if necessary.

Whenever possible, every attempt will be made to accommodate students with health challenges. Lack of pertinent information on a student's emotional or physical health can be detrimental to the participant and hinder the staff in properly supporting and helping the student.

SPECIAL MEDICATIONS

If special medications are prescribed for you, please bring a copy of the prescription with you. **Under no circumstances should medications be mailed to Israel.** If you need to refill a prescription, please contact the Heller High office in New York.

AIR AND LAND ACCOMODATIONS

AIRLINES

URJ NFTY in Israel Programs and Heller High fly only on EL AL Airlines or major American airlines such as Delta or United, to and from Israel via regularly scheduled, nonstop or direct flights on Boeing 747, 767 or 777 aircrafts, except on their trip to Europe. While traveling to and from Europe, participants will fly on EL AL, ISRAIR, Czech Air, Lot Polish Airlines or a chartered NFTY flight. Flights to and from Israel must meet EL AL's stringent security protocols.

ACCOMODATIONS

Nestled in the beautiful Judean Hills, 20 minutes from the center of Jerusalem, Kibbutz Tzuba provides a picturesque environment for our program. For dormitory space, our participants reside in the Kibbutz guest suites with two students per room with a private bathroom shared by four people in each two-room suite. The guest house facilities include lounges for relaxation, a snack bar, a kibbutz store and full recreational facilities (swimming pool, basketball court, tennis court). Our students eat in Kibbutz Tzuba's kosher dining room. For snacking, each bedroom has a refrigerator, hotpot and microwave. The kibbutz is surrounded by a security fence.

The kibbutz has an infirmary with an on-duty nurse. Even though our students will have access to doctors outside of the kibbutz, these convenient facilities help ensure a high quality of healthcare.

What is most appealing is the opportunity for our young people to become part of a dynamic Israeli community. The kibbutz has 100 families including approximately 50 teens. This presents a wonderful opportunity for the active use of the Hebrew language in daily conversation.

Heller High staff in Israel will make the room assignments.

FOOD

Kibbutz Tzuba is a kosher facility as are all hotels and all restaurants providing meals for NFTY programs. Restaurants serve kosher or kosher style food. Students join the kibbutz members for meals in the Tzuba *cheder ohel* (dining hall). Please be sure that the Heller High office is informed if your child has food allergies, is a vegetarian or has other special food needs. In Europe, the food selection is "kosher style." Students who keep kosher have the option of requesting vegetarian food during the trip to Poland.

Eating in Israel is a gastronomic adventure, from Middle Eastern falafel and Eastern European gefilte fish to Ben & Jerry's ice cream and Burger King. Most facilities that we use (dormitory, field schools and kibbutzim) serve a buffet breakfast, which includes cereal, eggs, salads and a variety of spreads for bread/rolls. The main meal of the day, generally served at lunchtime, will consist of soup, salads, a main course and dessert. Dinner features pasta, chicken, or beef together with salads, vegetables and the like.

RELIGIOUS OBSERVANCE

Religious observance is incorporated into daily life through spiritual development, rituals, tefilla (prayer) and social action projects. When we have organized prayer services, they are usually student led and serve as an opportunity for students to take initiative and be creative. *Birkat Hamazon* is recited after dinner. Shabbat is a special time for the group to

share together. Shabbat services on the kibbutz or at various Jerusalem synagogues allow the students to experience the unique Shabbat atmosphere in Jerusalem. Friday night begins with services followed by *kiddush*, *hamotzi*, a festive dinner and song session. Shabbat morning also begins with services and a torah study session. Lunch and free time to relax and study follow. Shabbat concludes with a NFTY style *Havdallah* service. Jewish holidays and festivals are celebrated together or with carefully selected host families.

B'rit Kehillah - CODE OF CONDUCT AND LIVING TOGETHER

To ensure the success of Heller High, we ask every participant and parent to read and sign the B'rit Kehillah - CODE OF CONDUCT. Participants not able to live within the reasonable boundaries set forth in the "B'rit" may ultimately be asked to leave the program. This decision is at the discretion of the Heller High principal. Parents will be kept informed of developments throughout the course of the decision-making process.

LIVING TOGETHER **(Procedures for Community Harmony)**

Listed below are the rules and regulations for communal living at Kibbutz Tzuba. We expect all participants to honor them.

1. You may leave the kibbutz only with the family members and friends that you have been approved to visit per the Heller High Visitation Protocols only after obtaining permission from the senior Heller High staff. If you leave the kibbutz, you must sign out and sign in upon return. For security reasons, all students must check in by the curfew set for that day. All decisions are at the discretion of the Principal. **Students are expected to adhere to all security precautions that are put in place for their protection.**
2. The lights in the bedrooms must be turned off by midnight. Quiet study, as well as group study, is encouraged - but not in the dorm rooms. There is a *moadon* (student lounge) that is provided for that purpose.
3. Students are permitted to sleep only in their assigned beds.
4. It is expected that no one will make anyone else feel uncomfortable by displaying intimate public signs of affection.
5. Israeli students on the kibbutz or visitors are never permitted in the dorm rooms except with special permission from senior staff.
6. Twice a week the Kibbutz Tzuba staff cleans students' dorm rooms. Towels and sheets are changed, bathrooms and bedrooms are cleaned. Once a week, the entire group cleans

their dormitory in preparation for the Sabbath. On a regular basis students are expected to make their beds and organize their rooms. Room inspections are made periodically.

7. Guidelines on kibbutz and army experiences: at the appropriate stage of the program there will be orientation sessions designed to prepare the group for the kibbutz and army experiences.



ALL ABOUT BAGGAGE

There is no assurance that a lock on luggage can prevent theft by the luggage handlers. If your valuables are stolen, there is little prospect of gaining satisfaction from a claim.

It is advised that students put valuables in their carry-on which should be small enough to place in the overhead compartment or under the seat of the plane with ease. Oversized carry-ons will be taken and placed in the luggage compartment.

BAGGAGE REGULATIONS

- You are permitted two (2) pieces of checked luggage, a carry-on that will fit in the overhead compartment, and a personal item (such as a purse or camera bag) that will fit under the seat in front of you. International flight regulations limit the size of checked luggage. Please check www.elal.co.il or your other airline for current baggage regulations. There is a charge for additional pieces of luggage and overweight baggage. Excess weight or baggage fees are at your expense. Oversized luggage may be delayed for several days after the groups' arrival in Israel. The maximum allowable weight per suitcase is 50 lbs. per bag with dimensions of 50 lbs max. Length + width + height must total no more than 62 inches. You should also confirm this information with your airline.

PACKING THE CARRY-ON

Please be sure that your passport, flight information, medications, laptop and any other valuables are placed in your carry-on. There is also the possibility of luggage being delayed for several days. We recommend a change of underwear, sweater, and essential toiletries be packed in the carry-on.

GUITARS AND SMALL MUSICAL INSTRUMENTS

You are encouraged to bring your musical instrument. Please encase it in a hard, sturdy travel case. A guitar may not be carried on board but will be checked at the gate. Be sure to insure it as EL AL will not bear responsibility for fragile items. There is NOT an extra baggage fee for musical instruments and the instrument will NOT count as one of your checked bags.

THINGS TO REMEMBER ABOUT LUGGAGE

- 1) You will carry your own luggage so keep it light.
- 2) You may want to bring back gifts - leave some room for them.
- 3) You will want to find your luggage easily - so be sure every piece is tagged with your name and home address. We will provide you with NFTY luggage tags.
- 4) Put your name and home address inside each piece of luggage and carry-on items.

TO BRING OR NOT TO BRING

Due to the rugged and varied conditions that will be encountered during the trip (Dead Sea, Negev desert, work environments), some clothing will not return home in good condition.

DO NOT PACK expensive jewelry or lots of make-up; they are not appropriate for Israel's weather and lifestyle.

DO NOT PACK expensive electronic equipment. You may bring these items under your own responsibility. Most students bring iPods, digital cameras, laptop computers and some bring video recorders. Many students bring their smartphones. Heller High can never be held responsible for the loss or theft of these items even if they are stored in a secured location.

EYEGASSES AND / OR LENSES

You MUST bring both extra pairs and prescriptions for them in case of loss or breakage. If you wear only contact lenses, we strongly recommend bringing a pair of glasses. Please bring plenty of saline solution and daily cleanser as these items are expensive in Israel.

COMPUTERS / LAPTOPS / INTERNET

In the last several semesters, all students have brought laptops. While students are welcome to bring them, however; it is not a requirement. We have 3 computers for email and school work located in the Student *Moadon*. These computers all have internet access. There is wireless internet throughout the Kibbutz, so if you are planning to bring a laptop, make sure it has wireless capabilities. Students must take responsibility for their laptop *at all times*. Heller High provides wireless internet access in the student lounge and classrooms. There is also internet access in the students' rooms provided by the Kibbutz. The program is not responsible for the reliability or speed of this service.

PACKING LIST

General Items for MEN and WOMEN

- ___ 10 pair socks
- ___ 12 sets underwear
- ___ 3 sweaters or sweatshirts
- ___ 1-2 pair sweatpants
- ___ Pajamas
- ___ 2-3 bathing suits
- ___ 12 short-sleeved shirts or t-shirts
- ___ 6 long sleeved shirts
- ___ 4 pair jeans (1 pair may get ruined)
- ___ 6 pair shorts
- ___ 2 pair sneakers (one that can get wet and one for touring)
- ___ 1 pair hiking boots (broken in)
- ___ 1 pair closed-back sandals: past participants prefer TEVAS (Flip flops can ONLY be worn on Kibbutz)
- ___ 1 pair flip flops for shower
- ___ 1 pair dress shoes (a step up from sneakers or sandals)
- ___ 1 winter jacket
- ___ 1 pair winter gloves, scarf, winter hat
- ___ nice outfit(s) for Shabbat and final banquet (not jackets and ties)
- ___ 1 pair of thermal underwear

List for Women

- ___ 5 Bras
- ___ 2 pair lightweight pants
- ___ 2 long-sleeved blouses or t-shirts (for holy sites in Israel or Europe)
- ___ 2 dress shirts
- ___ 2 skirts (at least one of the skirts must be knee-length or longer, past participants prefer a long wrap-around skirt to put on over shorts or pants)
- ___ 2 casual summer dresses
- ___ Feminine hygienic supplies and toiletries

*Special Note for Women: while you may bring a few tanks tops, you will be required to wear regular T shirts most days on tour to prevent sunburn.

List for Men

- ___ Kippah / Yarmulka
- ___ 2 dress shirts (collared shirt)
- ___ 2 pair dress pants (a step up from jeans, khakis are fine)
- ___ Shaving and personal hygiene products

Miscellaneous Items to Pack

- ___ Water canteen or bottle (NALGENE OR CAMELBAK recommended) A MUST
- ___ 2 Baseball hats (not a sun visor) - A MUST
- ___ Sunglasses - A MUST
- ___ Sunscreen
- ___ Insect repellent – A MUST
- ___ Flashlight with extra batteries
- ___ Camera and film (available to buy everywhere if you will need more) or digital camera
- ___ Travel diary
- ___ Travel alarm clock – A MUST
- ___ Laundry bag
- ___ Pens and other writing materials (post cards, air letters, and stamps must be purchased while on the trip)
- ___ Toiletries supplies should include: Sunscreen lotion, dry-skin lotion, facial soap, toothbrushes and toothpaste, disposable razors, shampoo, deodorant, facial tissues – these items are available in both American and local brands, so don't overload your suitcase. Bring a small supply and then plan to buy whatever else you need.
- ___ Sewing kit
- ___ Band-aids
- ___ 1 large beach towel
- ___ Binoculars (nice to have)
- ___ Any over the counter medications (i.e. Tylenol, Vitamins, etc.), medical equipment, knee brace or Epi-pen for allergies if necessary
- ___ Rain gear and small folding umbrella

Additional Information

Israel is an informal country with a hot summer climate in the late spring and early fall. Lightweight, easily laundered, drip-dry, cotton or cotton-blend sports clothing is recommended for most touring days. Hiking boots or very supportive sneakers, in addition to a sun hat (not a visor), sunglasses and a water bottle are essential for the extensive walking you will be doing in Israel, which will take you over rocky terrain, up mountains, and through deserts. The winter months can be quite chilly, especially in the evenings. Be sure to mark all items with your name. When you are travel to Europe, the weather might be very cold and rainy in Poland. A waterproof jacket, warm clothing, as well as rain gear such as an umbrella or a rain coat/ poncho are ABSOLUTELY ESSENTIAL. Do not expect to purchase these items in Israel as you may need them immediately and will not have time during the first few days to shop.

Special packing list for Europe:

- _____ 1 sweater
- _____ 1 windbreaker type jacket
- _____ 1 light coat – water proof jacket
- _____ Raincoat, poncho or umbrella
- _____ Gloves, scarf, warm tightly knit stocking hat
- _____ Warm socks
- _____ Warm winter weight jacket
- _____ Warm closed toe shoes

ELECTRIC CURRENT

Electric current in Israel and Europe is 220 volts DC. (In the US and Canada, it is 110 volts AC.) Transformers to convert voltage can be purchased on-line and in electronics stores. Many appliances such as hair dryers (which use a lot of electricity) require special transformers, so be sure to check your owner’s manual. Some appliances are available with dual voltage already built into their systems.

Most laptops don't need a transformer which converts the electricity from 110 Volts to 220 Volts as the power adapter of the computer can handle both. You should check that your power adapter does say this. In all cases, you must bring adapters to change from US prongs (plug) to Israel and European prongs. Other electrical appliances will probably need transformers. Please make sure to carefully read each item before you plug it in.

NOTE: If your child runs out of anything, most items are available in Israel.

SUGGESTIONS FROM RECENT HELLER HIGH ALUMNI

- It can be very cold in Israel and Poland in the winter - pack appropriate clothing such as a very warm coat, sweaters, thermal underwear, raingear etc.
- No need to bring sleeping bags or any bed linens as they will all be provided.
- Good quality and comfortable hiking boots are a must! Bring one pair of hiking shoes or sneakers that you won’t mind getting wet and muddy.
- Extra phone chargers, adapters, power strips, water bottles, and movies
- Bring lots of athletic shorts. For girls, pack only 2 – 3 pairs
- Travel blanket and a calculator

RESPONSIBILITY FOR PROPERTY

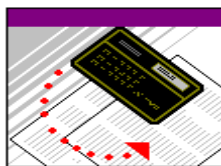
The URJ and Heller High assume no responsibility for your cash and other valuables left in dorm rooms, on buses, or any overnight facility or in transit in Israel or going to and from Israel. There is a safe in each student's dorm room. Students have the sole responsibility for ensuring that all valuables are kept in the safe. The URJ and Heller under no circumstance will assume responsibility for valuables at any time, whether in safe-keeping or with the individual participant.

TORANUT

This is a Hebrew word, which means *taking turns at community chores*. All participants will be asked perform a variety of community chores for the benefit of the entire group.

LAUNDRY

While at Kibbutz Tzuba, participants will have to pay for laundry to be done. The cost will be approximately \$12 per week for roughly 11 pounds of laundry. (Approximately \$150 for the semester)



SPENDING MONEY:

We suggest that you bring around \$800 - \$1,000 for spending money. This is typically spent on snacks, souvenirs, laundry, etc. If you plan on purchasing many gifts, you may need to bring more. Your spending money should be on a credit/debit card. There is not an ATM machine at Kibbutz Tzuba; however, you will have regular/semi-regular access to ATM machines when you travel off the kibbutz. Do not bring travelers' checks or gift cards.

Upon arrival in Israel you should have \$125.00 in cash: \$50 for the security deposit which will be refunded on the last day of the program if there is no damage to the dorm room or outstanding charges (most students will have this cash on hand at the end of their semester for their return trip home)

\$75 for the group *kupah* (fund) for parties, birthday celebrations, group t-shirt etc.

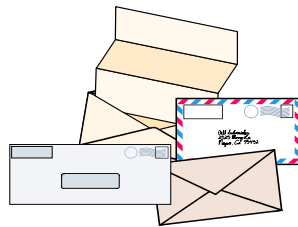
DO NOT purchase Israeli shekels prior to departure. There will be plenty of time for to do this in Israel. The counselors will assist in directing the students to ATMs so they can withdraw shekels with their ATM cards.

SENDING MONEY TO ISRAEL

Participants often underestimate their cash needs. NFTY is happy to forward funds to participants in Israel. If you wish to transfer funds to your son or daughter during the semester, please contact Denise Bulnes, to make these arrangements, dbulnes@urj.org, (845) 987-6300, ext. 6354. If sending a check, it should be made payable to **NFTY IN ISRAEL** and mailed to:

Denise Bulnes, Bursar
Kutz Camp
46 Bowen Road
Warwick, NY 10990

Program participants should receive funds no later than a few days after NFTY has received your check. **FUNDS ARE DISTRIBUTED TO PARTICIPANTS IN SHEKELS AT THE PREVAILING ISRAEL BANK RATE ON THE DAY OF DISTRIBUTION.** Please understand that there are periods during your child's program when delivery of funds is impossible (when at a field school, in Poland, on the Negev Desert camping trip, etc.).



SENDING MAIL TO ISRAEL

Please be aware that airmail takes 7 days to 2 weeks to and from Israel. Mail sent to students should be addressed as follows:

Participant's Name
URJ Heller High School in Israel
Kibbutz Tzuba
D.N. Harei Yehuda
90870
ISRAEL

On the envelopes, please write ISRAEL in big letters. When you send mail to Israel, indicate that it should go via "air mail" and put the appropriate postage on the letter.

SENDING PACKAGES TO ISRAEL - PLEASE USE DISCRETION IN SENDING PACKAGES!

Every package is opened by Customs. If the item can be purchased in Israel, Israeli Customs will charge a very high import duty which your child must pay to release the item(s). If you must send a package, please contact the Heller High office in New York for guidance to avoid large mailing and Customs fees. Handling and storage fees are very frequently and arbitrarily assessed. The Heller High staff is happy to assist your child with shopping.



CELL PHONES:

It is mandatory for all Heller High students to have a cell phone while in Israel. This is necessary for safety and security purposes as staff needs to be in contact with students during free time and on weekends when they are away. We will send you detailed information in one of the pre-departure bulletins as there are different scenarios and plans (SIM Card, data, etc.) that you will want to consider. Cell phones can provide “peace of mind” for parents though there will be times when their use is restricted, such as class time, program time, and late at night. Participants should be encouraged to use the internet (Facebook, FaceTime, iMessage, email, Skype, g-chat, etc.) to communicate with friends and family in the US as this is possible at NO COST.

The Heller High offices in Israel and the United States will be in contact with you throughout the semester by email. Please be sure to send us any changes to your email addresses at home and/or work so that we can continue to contact you in this manner.

VISITING RELATIVES AND FRIENDS IN ISRAEL

Heller High remains cautious about visitation. **At the discretion of the principal**, you may visit with the friends and relatives that you listed on the visitation form if they are mature adults. You will not be allowed to leave if the visit will interfere with the program. Students **MAY NOT** miss class. Parents must approve of each visit in writing prior to the visit. This must be sent via email to Heller High staff in accordance with the [Visitation Protocols](#). You will receive more information about this prior to your departure.

GIFT REGULATIONS

- Tourists can bring gifts worth a total of \$125 to Israel tax free, except for electrical/electronic equipment on which substantial duty will be collected.
- Gifts totaling \$400 may be brought back to the United States duty free. The next \$1000 worth of gifts will be subject to a 10% charge.
- Gifts totaling \$300 (Canadian) may be brought back to Canada duty free. Any amount over \$300 (Canadian) is subject to charge depending on the commodity.



ACADEMICS

Students are expected to attend all classes, lectures, field trips, religious services and all activities that are part of the Heller High schedule. Students are expected to come to class prepared to participate in class discussion and to hand in homework assignments in a timely fashion. Faculty members are available to students for extra help. Assignments will be marked down if they are late.

TEXTBOOKS

You may wish to bring a copy of the textbook (this is not necessary) unless you are taking a special course. However, you are **REQUIRED** to provide the curriculum (course syllabus) that your home school will follow in the various general studies courses (Math, Science, Social Studies, Foreign Languages). A list of textbooks that are used for the Heller High courses can be found in the Heller High Program Course Catalogue. **If you are taking a special course that is not generally offered or will need supplementary tutoring and/or a private tutorial while in Israel, you must bring two copies of the text book as well as a detailed curriculum (course syllabus).**

For all general studies classes, please provide a Xeroxed copy of the table of contents of the home school's textbook AND A COPY OF THE COURSE SYLLABUS. Ask your teachers to check off what material will be covered during the semester in Israel.

NY Students: If you plan to prepare for a NY Regents exam, please bring the study material.

If you are taking French, Spanish or another foreign language you will need an English/Language dictionary. Electronic/online dictionaries are acceptable. You will need to bring a copy of your last major foreign language exam and paper.

Please email, hellerhigh@urj.org or fax a copy of your most recent report card to:

ONLINE COURSES:

Since the Spring 2012 semester, Heller High has been offering several general studies courses online. These are conducted with a teacher and use online conference facilities to ensure effective interactions between teacher and student. The courses given online are one-on-one or one-on-two. Students report that after an initial period of getting used to the online courses, they have proved to be highly successful.

PSAT – Fall Semester Only

The PSAT will be given on campus in October. You will register for the PSAT upon arrival in Israel. Our staff in Israel will do this with you. There is nothing you need to do in advance. Heller High is a PSAT testing center and administers the exam on campus. The exam fee can be paid in Israel in dollars or shekels prior to the exam or your parents will be billed later. As the results need to be sent to your home high school, please **make certain that you bring your home school's test code number to Israel as well as your social security number.** If you have any special accommodations, please make sure to speak with your home high school guidance counselor and make sure to inform the College Board in advance as well as the Director of Admissions.

SAT Exam and SAT Subject Tests

The SAT Exam and SAT Subject Tests are given in Israel at Kibbutz Tzuba on Sundays rather than Saturdays. Students on the Fall semester generally take the SAT on the November testing date while students on the Spring semester generally take it in May.

If you plan to take either the SAT or SAT Subject Tests while in Israel, you must register directly with the College Board before you leave for Israel.

Please remember that students cannot take the SAT and the SAT subject tests on the same day. (However, it is possible to take several SAT subject tests on the same day). In the weeks prior to the exam, there will be a prep course that will review math and verbal skills.

ACT

If you would like to take the **ACT Exam** you can do so in Israel. We are an ACT testing center and administer the exam on campus. To officially register for the ACT, you must sign up on the ACT website, and our Test Center Code is 872521.

Advanced Placement (AP)

The AP exams are offered on campus in May. If you plan to take an AP exam, your parents will be contacted in March regarding ordering and payment. There is nothing you need to do in advance to register for the AP exams. Heller High is an AP testing center and administers the exam on campus. Our staff in Israel will register you for these exams. Our bursar will bill you for the cost of the exam after you have taken it.



SCHOOL SUPPLIES:

Most generic school supplies can be purchased in Israel. Make sure you bring enough paper and pencils to get started as you may not have access to a store during the first few days of class. If you need any specific school supplies aside from generic notebooks and pens and pencils, such as a scientific calculator, please bring them with you.

Students must have the edition of the Bible called, JPS Tanakh Hebrew-English. It comes in two sizes, a large and then a “student” or “travel” size. We recommend the smaller size because students will be occasionally asked to bring it on field trips. [Amazon](https://www.amazon.com) and most synagogue gift shops should have copies available or you can contact their website at jps.org. Books ordered from Amazon may be shipped directly to Kibbutz Tzuba.

Attention AP Course Students:

If you are taking **AP English Language** you must bring:

- McGraw-Hill 5 Steps to a 5, AP English Language 2017, 8th Edition
ISBN 978-1-259-58652-1
- All material you have relevant to Rhetorical Devices

If you are taking **AP English Literature** you must bring:

- Princeton Review, Cracking the AP English Literature and Composition Exam, 2017 Edition, ISBN-10: 1625231474, ISBN-13: 978-1625231475
- All material you have relevant to Rhetorical Devices (usually covered during Fall semester)

If you are taking **AP US History** you must bring:

- United States History: Preparing for the Advanced Placement Examination (2016 Exam)
Newman, John J., ISBN-10: 1682404552 ISBN-13: 978-1682404553

AP Students taking other subjects must bring the relevant Barron's study guide.

Textbooks: You **do not** need to bring textbooks **UNLESS** you are enrolled in a course that is not regularly offered by Heller High or your teacher from home specifically requires you to bring it along. In this case, you should bring an extra copy for your teacher. These may be shipped directly to Kibbutz Tzuba.

SAT/ACT/PSAT Review Books: If you are planning on taking the SAT/ACT/PSAT while in Israel and/or taking an SAT/ACT/PSAT prep course, you must bring:

- Barron's SAT Review Book, 28th edition, ISBN-13: 978-1438006499
- Barron's ACT Prep Book, 2nd Edition, ISBN-13:978-1438007960, ISBN-10: 1438007965
- Barron's Strategies and Practice for the NEW PSAT/NMSQT, 18th Edition, ISBN-13:978-438076898, ISBN-10: 1438076894

NY Students: If you plan to prepare for a NY Regents exam, please bring the study material.

If you are taking French, Spanish or another foreign language, bring an English/Language dictionary - electronic/online dictionaries are acceptable - and a copy of your last major exam and paper.

COLLEGE APPLICATIONS AND COLLEGE COUNSELING

We know that the first semester of senior year is a busy time and that applying to college is of the utmost importance to you. Applying to college from Israel may seem daunting but it doesn't have to be. Heller High staff and faculty in both Jerusalem are always ready to help. Heller High has a college counselor to assist students in the various aspects of the application process. The counselor is available to advise students on their college application essays, to proofread them before submission, and to advise students on the technical side of the process. In addition, any forms or essays which need to be submitted while a student is at Heller High can be sent from the Heller High office.

To begin the application process, we suggest that you and your parents take the time to prepare the following before you leave for Israel:

1. Call the Undergraduate Admissions Offices of the colleges and universities of your choice. If you haven't yet decided which colleges interest you, speak to your school guidance counselor. Narrow the choices to no more than 10 colleges. Request the Admissions Office to send the application and catalogue for the coming year. Some may not be ready until after you have departed for Israel so have the applications sent to your home address. It is important that your parents open the envelopes before they send them to you in Israel. Please check the application fees for each school and send checks that are prepared and signed so that you can include them with the applications.

2. If you need to take the ACT or the SAT in Israel, be sure that you bring the school code number. Please register for the November or May testing date for the SAT before you leave. The website is collegeboard.org.
3. If you already have the applications, ask your high school to send an official transcript to the colleges. We will be happy to send you copies of your official Heller High transcript which you can then forward onto the colleges to which you are applying once you have completed the semester in Israel.
4. Our English teachers will be happy to help with your college essays. They will be available to advise students on their college application essays and to proofread them before submission.

PROGRESS REPORTS

During the semester, parents will receive a first progress report, a mid-term progress report and then a final transcript. Two copies of the official final transcript will be sent to your home address in individual envelopes. Please take an UNOPENED copy to your school at the end of the program. The progress report will not be mailed directly to the school.

IMPORTANT NUMBERS – POST AT HOME AND OFFICE

JERUSALEM STAFF: If you have a question or concern relating to the **health** or **well-being** of your child, the **Hebrew class** or **Jewish Studies class**, please **contact Rabbi Loren Sykes directly:**

RABBI LOREN SYKES, Principal		
	From the US	Within Israel
Kibbutz Tzuba Office phone	011 972 2 567 3103	02 567 3103
Cell phone (for EMERGENCIES ONLY)	011 972 52 386 5421	052 525 5360
Fax number	011 972 72 220 1420	072 220 1420
Email	lsykes@urj.org	lsykes@urj.org

Questions or concerns relating to **General Studies courses**, please contact David Solomon directly:

DAVID SOLOMON, Assistant Principal		
	From the US	Within Israel
Kibbutz Tzuba Office phone		
Cell phone (for EMERGENCIES ONLY)	011 972 52 609 2890	052 609 2890
Email	dsolomon@urj.org	dsolomon@urj.org

Questions or concerns relating to **student life, social integration and students' visitors**, please **contact Judy Goldstein directly:**

JUDY GOLDSTEIN, Director of Student Services		
	From the US	Within Israel
Kibbutz Tzuba Office phone	011 972 2 567 3103	02 567 3103
Cell Phone (for EMERGENCIES ONLY)	011 972 50 799 8828	050 799 8828
Email	jrgoldstein@urj.org	jrgoldstein@urj.org

MAILING ADDRESS IN ISRAEL: Participant's Name,
Heller High School in Israel
Kibbutz Tzuba
D.N. Harei Yehuda
90870
ISRAEL

NEW YORK STAFF: Questions or concerns relating to anything in the **United States or Canada** that pertains to your child, please **contact Robin Kulwin directly:**

Robin Kulwin, Director of Admissions	1 West 4 th Street New York, NY 10012
Office Phone:	212-650-4073
Cell Phone:	973-809-2875
Fax number	212-504-8031
Email	rkulwin@urj.org

If you have any **financial** questions or concerns, please **contact Denise Bulnes directly:**

Denise Bulnes, Bursar Israel Travel Programs	Kutz Camp 46 Bowen Road Warwick, NY 10990
Office Phone:	845-987-6300 x. 6354
Email:	dbulnes@urj.org

THE FOLLOWING ARE HELLER HIGH POLICIES REGARDING SIX ISSUES OF CONCERN TO BE DISCUSSED WITH YOUR FAMILY

All the items below are explained in the B'rit Kehillah (Code of Conduct). The student must sign and be prepared to live by the Code. Parents, please sit down with your child before they depart for the program and discuss the following:

A) **SMOKING**: The Board of Trustees of the URJ has determined that there is **NO SMOKING** on any URJ sponsored program or at any URJ facility. This includes cigarettes and e-cigarettes.

B) **ALCOHOL AND SUBSTANCE ABUSE**: We are proud of our superb tradition for creating healthy and supportive environments for teenagers. You may have heard that alcohol is readily available in Israel regardless of age. Your child may have easy access to purchase alcohol as he or she travels throughout Israel. We recognize that our students will be far away from home and that they may be tempted to experiment and push the limits.

Please know the following:

1. Drinking of alcoholic beverages and/or any other substance abuse will not be tolerated.
2. We reserve the right, at our discretion, to expel a participant from our program.
3. The Heller High executive staff will determine the process regarding how issues of discipline will be handled. All decisions made are carefully and thoroughly considered and consider the situation and individual participant involved.

C) **BODY "ALTERATION"**: We know that ear piercing and other forms of body alteration (including tattooing) have become popular with young people. We feel strongly that Israel is not the appropriate time or place for decisions or actions of this type. We are also concerned about the health and medical implications (i.e. the possibility of infection) of these sorts of procedures. Therefore, Heller High does not condone any form of body alteration for students participating in any of our programs in Israel.

D) **INAPPROPRIATE SEXUAL CONDUCT**: Students will not participate in any activities that could be deemed as hazing, sexually harassing, demeaning, or hurtful. All students will abstain from inappropriate sexual behavior.

E) **WEAPONS**: Students will not hold in their possession a knife or any other item that can be construed as a weapon.

F) **TRAVEL IN RESTRICTED AREAS**: All travel is supervised by the Heller High staff. Students are permitted to leave the Kibbutz only with the family members or friends that you have authorized **and with permission of the Heller High principal**.

G) **INTERNET USAGE POLICY**: Upon arrival in Israel, all students will be asked to sign an internet usage policy which details appropriate use of the internet.

You are about to embark on an amazing journey of self-discovery and knowledge. You will grow and begin to realize your potential as a young adult and an informed member of the Jewish community. We wish you the best of luck along the way.

If you have any questions about the material in this Student – Parent Handbook, please contact Robin Kulwin, Director of Admissions by phone at (212) 650-4073 or email at rkulwin@uj.org.

PLEASE NOTE: this Handbook is updated frequently and information is subject to change. Rather than printing a copy, we suggest you bookmark it to have ready access on-line with the most up to date information. It can always be found on our website in the [Quick Reference](#) section.

Nesiya Tova!