



# **STUDENT – PARENT HANDBOOK**

REVISED December 10, 2020

*Subject to Change*

**STUDENT – PARENT HANDBOOK  
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David Solomon, Assistant Principal  
Robin Kulwin, Registrar/Director of Admissions

Phone: (212) 650-4073  
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 you will 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](mailto:rkulwin@urj.org) or (212) 650-4073. You may upload forms to the database as they are completed or email them to [rkulwin@urj.org](mailto:rkulwin@urj.org).

## 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 the first business day in January. Fall semester final payment is due the first business day in August. Please remember that all program fees are based on airfares and costs in Israel and are subject to change.

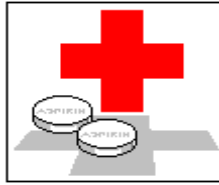
All questions concerning financial arrangements, including payment plans, where to send scholarship or grant funds, should be sent directly to the attention of **Paige Kohn**, Paige Kohn's phone number: (201) 419-6533; Email: [hellerhighbursar@urj.org](mailto:hellerhighbursar@urj.org)

## 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.

ALL Heller High students are required to have completed the **age-appropriate vaccine schedule** recommended by the American Academy of Pediatrics (AAP), the Canadian Pediatric Society, and the Center for Disease Control (CDC). Please note that some of these vaccines are provided as combined doses rather than individually, such as *Pediarix* or *ProQuad*. Ask your health care provider if you are not sure which vaccines you or your child(ren) have received.

Each participant is REQUIRED to have the following:

- HiB (Haemophilus Type B)
- IPV (Polio)
- PCV13 (Pneumococcus)
- DTaP/DT/TDaP (Diphtheria, Pertussis, Tetanus) – 5 doses
- Varicella (Chicken Pox) – 2 doses

- MMR (Measles-Mumps-Rubella) – 2 doses
- Meningococcal (Menactra or Menveo) – 1 dose, second booster dose at age 16
- This vaccine protects against meningococcal disease.
  - Virtually every college and university require that entering students be vaccinated against meningococcal meningitis. Since Heller High involves college like dormitory living, we are now requiring this vaccination for participation.
- Tdap Booster (Pertussis, Tetanus) - 1 dose between ages 11–12
  - Booster doses are given every 10 years after the dose given in early adolescence, please ensure you are up to date.
- Pneumococcus, Meningococcus, Shingles - If you are over the age of 18, please review your eligibility for these vaccines with your health care provider.

### Highly Recommended for Everyone

- Hepatitis A – 2 doses
- Hepatitis B – 3 doses
- Influenza – 1 dose (2 if never previously immunized)

### What about Gardasil HPV (Human Papillomavirus) vaccine?

This vaccination provides long-lasting protection from cancers caused by HPV with two doses between ages 11-12 and is strongly endorsed by the American Cancer Society as a primary cancer prevention strategy. While this is not a vaccine that prevents the spread of an illness that directly affects the health of Heller High participants, it is a safe and effective vaccine that significantly decreases the risk of a very serious and life-threatening cancer. For this reason, the URJ Youth Division strongly endorses and recommends completion of this component of the childhood vaccination schedule. For more information, please refer to the CDC website “[6 Reasons To Get HPV Vaccine For Your Child](#)”.

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. For more information regarding the Vaccination Policy of the URJ Youth Division, please contact the Robin Kulwin, Director of Admissions, [rkulwin@urj.org](mailto:rkulwin@urj.org).

## SICKNESS AND ACCIDENT INSURANCE

### Health Insurance

While in Israel, participants are covered by an Israeli health insurance carrier (Harel Clalit). This entitles participants to clinic facilities (doctors), medicines, and hospitalizations (which do not arise from a pre-existing condition) at Kibbutz Tzuba and throughout Israel. The clinic at Kibbutz Tzuba has a full-time nurse. When a student needs to see a doctor while at Tzuba, appointments are made at the major clinic at Mevasseret Zion, a fifteen-minute drive from the kibbutz.

Students, in consultation with their parents, may wish to see a private physician. This can be arranged by our staff in Israel but will require payment by the participant both for the medical fees and the cost of transportation. The cost of such visits approximates the cost in the U.S. These visits may be covered by your own health insurance policy in the U.S.; however, you will want to check with your own insurance provider to determine coverage and required documentation for reimbursements as the cost of the visit will need to be paid by the student at the time of service. Health providers in Israel typically accept US debit and credit cards; if not, we will take the student to an ATM so they can pay in cash.

Although students are covered as described above, it is strongly recommended that students continue to be covered on their own or their family's medical plan. Dental, orthodontic treatments and physiotherapy need to be arranged privately and at the student's expense. 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. The staff in Israel will be happy to arrange for such visits.

For those students with pre-existing conditions, we can provide an additional insurance rider for "worsening of pre-existing conditions." This rider does NOT cover the cost of regular treatments for chronic conditions, such as growth hormone shots, etc. It does, however, cover treatments and, if necessary, hospitalization, if there is a worsening of a pre-existing condition that has been stable or in remission for the six months prior to attending URJ Heller High. The current cost of the insurance rider is \$200 for the entire semester. If you are interested in and in need of such coverage, please get in touch with the Director of Admissions at (212) 650-4073 right away.

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. The kibbutz clinic is part of the medical association or Kupat Holim Clalit that is included in our insurance plan and there is no cost for treatment at the kibbutz clinic. 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 with 2 weeks' notice.

### **INJECTABLES FOR CHRONIC CONDITIONS**

If you require injections for a chronic condition(s), be sure to bring the serum with you. If it must be kept cold, you will need to have cold packs for the flight. Refrigeration on the plane is not available. Many injectable medications are covered by our health insurance and can be acquired for little to no cost. Others are available but not covered. Unfortunately, each individual case is different and will be handed on a per case basis with the insurance company. If there are additional fees for medication and transportation to and from a clinic is required, the family is responsible for the expenses incurred and will be billed accordingly.

### **MENTAL HEALTH**

While URJ Heller High provides an atmosphere free of the competitiveness that is present in many North American high schools, it is an intense experience. It is not a therapeutic setting. As a result, we strongly recommended that students taking any mental health or behaviorally related medications should be on that medication for no less than three months prior to attending URJ Heller High. This allows enough time to insure the well-being of the student and to work out any dosage issues that may arise during the initial period of medication. This is in the best interest of the student.

URJ Heller High works in partnership with our students' families. It is our experience that when families work in partnership with us and fully disclose in advance, our success rate during the semester is nearly 100%. Unfortunately, some families choose not to fully disclose their student's mental health, learning or behavioral issues. This is unfair both to the student and to the school.

As a result, it is the policy of URJ Heller High that in cases where a family does not fully disclose mental health or behavioral issues, regardless of whether they require medication, two months in advance of the start of the semester, the student will be sent home immediately at the expense of the family. In such cases, no tuition refund is given.

## **MENTAL HEALTH/EDUCATIONAL MEDICATIONS AND OUR HEALTH INSURANCE**

The health insurance coverage we provide to students does NOT cover mental health issues or medications. Moreover, mental health professionals in Israel cannot just honor prescriptions written by doctors in North America. If your student cannot come with enough medication for the entire semester, we recommend finding someone coming to Israel bring another round of the prescription medications to your student on your behalf. You may contact our staff in New York for assistance with these arrangements. If this is not possible, your student will have to see a psychiatrist in Israel. Psychiatrists here will NOT simply copy the prescription of a doctor in the US. The average cost of a visit with a psychologist is \$250 but can vary. The first visit requires a 90-minute evaluation is, consequently, more expensive. We have two psychiatrists here that we work with in Israel and have been very pleased.

## **BUG BITES**

Bug bites are a common occurrence in any active program that spends much of its time outdoors in a wide variety of environments. The same concerns exist for children who participate in camp programs in North America. Teens can be bitten by mosquitos and other bugs including sand flies. They are both prevalent throughout virtually all of Israel. Please be aware that in recent years, some tourists and Israelis were bitten by sandflies infected with an illness known as Cutaneous Leishmaniasis. While this remains very rare, it can lead to skin sores that need to be treated with special medications. Here is a link to the CDC (Centers for Disease Control) website regarding [Cutaneous Leishmaniasis](#).

**To reduce exposure to bug bites of all kinds, we require that participants bring with them to Israel and use generously insect repellent with DEET as an active ingredient. From dusk to dawn when outdoors we recommend that participants and staff wear light and long clothing.**

## 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 and Airbus 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.

### ACCOMMODATIONS

Nestled in the beautiful Judean Hills, 20 minutes from the center of Jerusalem, Kibbutz Tzuba provides a picturesque and safe 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 to boil water and microwave.

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 vegan, has a gluten sensitivity or 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. VISITATION PROTOCOLS:** 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 Shabbat. 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.



## 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; however, *it is not necessary unless you are taking a private 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.

**Textbooks for Private Courses:** 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).

**COURSE SYLLABI - VERY IMPORTANT:** For all general studies classes, please provide a contents of the home school's textbook, if a textbook is used, AND A COPY OF THE COURSE SYLLABUS. Ask your teachers to check off what material will be covered during the semester in Israel.

**New York and Virginia Students:** If you plan to prepare for a NY Regents exam or the VA SOL, please bring the study material. Heller High does not administer these exams. You will need to make arrangements to take them with your home high school.

If you are taking French, Spanish or another foreign language you will need an English/Foreign 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](mailto:hellerhigh@urj.org) a copy of your most recent report card.

## 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

There is nothing you need to do in advance. You will register for the PSAT upon arrival in Israel. Our staff in Israel will do this with you. 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 inform the College Board in advance, and the Heller High 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.

**FOLLOW THESE INSTRUCTIONS TO REGISTER FOR THE SAT:** To register you will need to sign in to your College Board account, go to your account setting and change your home address to: Kibbutz Tzuba, D. N. Harei Yehuda 90872, Israel. Choose "Register Now" at the extreme right and fill in the required information. We are listed under URJ Heller High School in Israel, Testing Center Code 74423. Once you have COMPLETED registration for the December (Fall students) or May (Spring students) test date, then go back into your account and change your home address from Kibbutz Tzuba to your actual home address.

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).

## ACT (Not Available for Spring 2021 semester)

If you would like to take the ACT exam you can do so in Israel. We will provide detailed information well in advance, so you can sign up prior to your departure for the semester.

**IMPORTANT re EXTENDED TIME ACCOMODATIONS FOR SAT, ACT, OR PSAT :** If you are eligible for an extended time accommodation, you must make those arrangements with the College Board or ACT in advance. **It is your responsibility to provide Heller High with the letter from the College Board or the ACT approving the accommodation at least three weeks prior to the test date in Israel.**

## Advanced Placement (AP)

The AP exams are offered on campus in May. Effective for the 2019 – 2020 school year, the College Board requires that students planning to take the AP exam must register by November 15. If you are a Fall semester student, our staff will assist you in registering for the AP exam. At the end of the semester, our staff will notify the College Board to move the registration from Heller High to your home high school. Spring students should register for the AP exam at their home high school before the November 15 deadline. Our staff will work directly with the College Board to transfer your registration so you can take the AP exam in Israel at Heller High. Heller High is an AP testing center and administers the exam on campus. Our bursar will bill you for the cost of the exam.

## 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. **All students taking Algebra 2 or higher math classes must bring a calculator.**

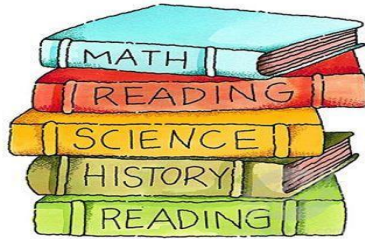
Students must have the edition of the Bible called, [JPS Tanakh Hebrew-English](#). It comes in two sizes, a large and then a “student” or “travel” size. We recommend the smaller size because students will be occasionally asked to bring it on field trips.

All students will need to bring the *paperback* edition of [Letters to My Palestinian Neighbors](#) by Yossi Klein Halevi for the Jewish History class, **ISBN-13: 978-0062844927**

Books ordered from Amazon may be shipped directly to Kibbutz Tzuba. The order will require the student’s name and passport number. Please use this Israel phone number on the order: 052 609 2890. The book package should be addressed as follows:

Student's Name  
URJ Heller High School in Israel,  
Kibbutz Tzuba,  
D. N. Harei Yehuda 9087000  
ISRAEL





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.

### Attention AP Course Students

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

- AP English Language and Composition: With 5 Practice Tests, Barron's Test Prep, ISBN-13: 978-1506262055 or ISBN-10: 1506262058
- **Fall Semester Students**
  - Never Let Me Go by Kazuo Ishiguro
  - Wide Sargasso Sea by Jean Rhys
  - Equus by Peter Shaffer
- **Spring Semester Students** – no long texts needed

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

- CliffsNotes AP English Literature and Composition 2021 Exam 4<sup>th</sup> Edition by Barbara V. Swovelin, ISBN-10: 1328487946, ISBN-13: 978-1328487940
- **Fall Semester Students:**
  - Never Let Me Go by Kazuo Ishiguro
  - Wide Sargasso Sea by Jean Rhys
  - A Raisin in the Sun by Lorraine Hansberry
  - Equus by Peter Shaffer
- **Spring Semester Students:**
  - Things Fall Apart by Chinua Achebe
  - Frankenstein by Mary Shelley
  - The Piano Lesson by Angus Wilson
  - Brave New World by Aldous Huxley

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

- United States History: Preparing for the Advanced Placement Examination, 2018 Edition, Newman, John J., ISBN-10: 1531116922; ISBN-13: 978-1531113278

If you are taking **AP Spanish**, you must bring:

- Barron's **Language and Culture** ISBN-13: 978-1438076829, ISBN-10: 1438076827

If you are taking **AP Environmental Science**, you must bring:

- Barron's **AP Environmental Science**, ISBN-13: 978-1438008653; ISBN-10: 1438008651

**NY and VA Students:** If you plan to prepare for a NY Regents exam or the VA SOLs, please bring the study material.

**Mailing Books to Israel in Advance:** we recognize that books can be heavy, and you may want to ship them in advance.

- **FedEx or UPS** - If you are sending the books via FedEx or UPS, please wait until 10 days prior to the students' departure for Israel.
- **Amazon Book Orders: the order will require the student's name and passport number in the "ID for Customs Clearance" section of the order.**
  - The book package should be addressed as follows:  
Student's Name  
URJ Heller High School in Israel,  
Kibbutz Tzuba,  
D. N. Harei Yehuda 9087000  
ISRAEL  
*Please use this Israel phone number on the order: 052 609 2890.*
- **USPS** - If you want to use regular mail via USPS, please send the books 3 weeks in advance and make sure the package is registered so it can be tracked. (*Note: Due to the length of time for delivery, we do not recommend USPS.*)

## **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.

To begin the college 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 fee for each school and send checks that are prepared and signed so that you can include them with the application.
2. If you need to take the ACT or the SAT in Israel, be sure to register before you leave.
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, FINAL TRANSCRIPTS, ORDERING TRANSCRIPTS**

During the semester, parents will receive a first progress report, a mid-term progress report and then a final transcript. The official final transcript will be emailed to the student, parents, and the home high school guidance counselor.

**ORDERING ADDITIONAL TRANSCRIPTS:** Many alumni choose to submit a copy of their transcript to colleges and universities when it comes time for them to apply. This is a great way to highlight your study abroad experience by showcasing your academic success on the program.

**URJ Heller High School** has partnered with Parchment to order and send your transcript and other credentials securely. This [link](#) will open a new browser.





## 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 with your airline(s) 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. The bag dimension calculation is length + width + height must total no more than 62 inches. Please 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. 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 airlines 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**

- You will carry your own luggage - so **bags with wheels are recommended**.
- You may want to bring back gifts - leave some room for them.
- 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.
- 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. Almost all students bring laptop computers, and some bring tablets, digital cameras, video recorders, 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 years, all students have brought laptops. Although strongly recommended, it is not a requirement for students to bring one. There is wireless internet throughout the Kibbutz, so if you are planning to bring a laptop, make sure it has wireless capabilities. Students must always take responsibility for their laptop. 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.



At URJ Heller High, we create a special community – a *kehillah kedoshah* – that values the individual and group. We want every member of the community to be comfortable in the new home we build together each semester. One part of building our community and home is to be sure that each student can dress comfortably for school and non-school time without fear of or actual unnecessary discipline, harassment or body shaming. To achieve this goal, URJ Heller High sets broad parameters for what is acceptable attire so that everyone can both dress comfortably and be comfortable in the community. This dress code was developed in consultation with Heller High staff and recent alumni.

URJ Heller High does expect that our students will wear clothing that:

- Is appropriate for the weather and school location on any given day.
- Completely covers genitals, buttocks, breasts, and midriffs (except for bathing suits during appropriate times and on certain tiyulim/field trips) with opaque material.
- Completely covers undergarments.
- Does not contain offensive images or language, including profanity, hate speech, and pornography.
- Does not contain images or language depicting or advocating violence or the use of alcohol or drugs.

While Kibbutz Tzuba is our home for the semester, it is the permanent home of 300+ kibbutz members. It is important for us to respect the culture of the kibbutz and so students are not permitted to be outside their rooms in their pajamas or underwear.

During the semester, we travel to locations that have different expectations about clothing and modesty than we may have. As guests or visitors, it is our job to respect the customs of the specific locations. These include, but are not limited to:

- The Kotel
- Mosques
- Certain Synagogues
- Other Sites

Throughout the semester, we will let students know in advance when there are dress requirements that differ from our standard Kibbutz Tzuba attire. The staff will let students know what is considered appropriate attire for those sites.

Finally, due to the amount of walking on field trips, sturdy walking shoes are generally required on these days. On certain occasions, sandals with a heel strap may be acceptable. Flip flops are not acceptable field trip shoes except when we go to the beach.

Thank you for partnering with us as we build our *kehillah kedosha*, our special community

## PACKING LISTS

### 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 (*NOT short-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

- \_\_\_\_\_ Headphones with a microphone
- \_\_\_\_\_ 2 1.5-liter water bottles - **A MUST** (NALGENE OR CAMELBAK recommended)
- \_\_\_\_\_ 2 Baseball hats (not a sun visor) - A MUST
- \_\_\_\_\_ Sunglasses - A MUST
- \_\_\_\_\_ Sunscreen
- \_\_\_\_\_ Insect repellent - A MUST! (See page Bug Bites, Page 5)
- \_\_\_\_\_ Flashlight with extra batteries
- \_\_\_\_\_ Travel diary
- \_\_\_\_\_ Laundry bag
- \_\_\_\_\_ Wire or lightweight hangars
- \_\_\_\_\_ Pens and other writing materials (post cards/stamps can be purchased in Israel)
- \_\_\_\_\_ 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 plan to buy whatever else you need.*
- \_\_\_\_\_ Sewing kit
- \_\_\_\_\_ Band-aids
- \_\_\_\_\_ 2 large beach towels
- \_\_\_\_\_ Binoculars (nice to have)
- \_\_\_\_\_ Any over the counter medications (i.e. Tylenol, Vitamins, etc.), medical equipment, knee brace, Benadryl and/or Epi-pen for allergies, Dramamine, etc., if necessary
- \_\_\_\_\_ Rain gear and small folding umbrella

NOTE: If a student runs out or forgets something, most items are available in Israel.

### 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 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 (not applicable for Spring 2021)

- \_\_\_\_\_ Warm winter weight jacket
- \_\_\_\_\_ 1 sweater
- \_\_\_\_\_ 1 light coat – waterproof jacket
- \_\_\_\_\_ Raincoat, poncho or umbrella
- \_\_\_\_\_ Gloves, scarf, warm tightly knit stocking hat
- \_\_\_\_\_ Warm socks
- \_\_\_\_\_ Warm closed toe shoes

### 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 athletic shorts. For girls, pack 2 – 3 pairs
- Extra towels
- Graphing Calculator

### 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.

## RESPONSIBILITY FOR PROPERTY

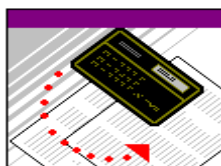
The URJ and Heller High assume no responsibility for your cash and other valuables left in dorm rooms, on buses, or any overnight facility or in transit in Israel or going to and from Israel. There is a safe in each student's dorm room. Students have the sole responsibility for ensuring that all valuables 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 to 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 \$14 for approximately 10 days, for roughly 15 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.

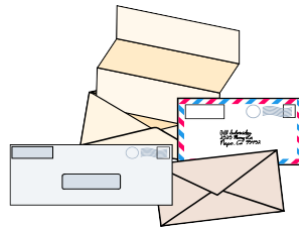
Upon arrival in Israel you should have \$125.00 in cash: \$50 for the security deposit which will be refunded on the last day of the program if there is no damage to the dorm room or outstanding charges. (Most students will have this cash on hand at the end of their semester for their return trip home.)

\$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.

### LOST CREDIT OR DEBIT CARDS

Occasionally a student may misplace or lose their debit card. Please expedite getting a replacement card and send it via FedEx. We will loan the student a reasonable amount of funds to tide them over until the replacement card arrives.



### SENDING MAIL TO ISRAEL

Please be aware that mail sent via USPS takes up to 2 weeks (maybe more!) 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

Write ISRAEL in big letters, "AIR MAIL", and be sure to add appropriate postage.

### 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, ***we strongly suggest that you contact the Heller High office in New York for guidance to avoid large mailing and Customs fees.*** Handling and storage fees are 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 (NOT APPLICABLE FOR SPRING 2021)

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.

# IMPORTANT HH CONTACT NUMBERS

**Parents: please keep this where it is easily accessible!**

## **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 Sykes directly:

<b>RABBI LOREN SYKES</b> , Principal		
	<b>From the US</b>	<b>Within Israel</b>
Kibbutz Tzuba Office Phone	011 972 2 567 3103	02 567 3103
Cell phone (for EMERGENCIES ONLY)	011 972 52 386 5421	052 386 5421
Fax number	011 972 72 220 1420	072 220 1420
Email	<a href="mailto:lsykes@urj.org">lsykes@urj.org</a>	<a href="mailto:lsykes@urj.org">lsykes@urj.org</a>

If you have a question or concern relating to **General Studies courses**, please contact David Solomon directly:

<b>DAVID SOLOMON</b> , Assistant Principal		
	<b>From the US</b>	<b>Within Israel</b>
Cell phone (for EMERGENCIES ONLY)	011 972 52 609 2890	052 609 2890
Email	<a href="mailto:dsolomon@urj.org">dsolomon@urj.org</a>	<a href="mailto:dsolomon@urj.org">dsolomon@urj.org</a>

If you have a question or concern relating to **student life, social integration, or arranging for student visits with friends and family**, please contact Judy Goldstein directly:

<b>JUDY GOLDSTEIN</b> , Director of Student Services		
	<b>From the US</b>	<b>Within Israel</b>
Cell Phone (for EMERGENCIES ONLY)	011 972 50 799 8828	050 799-8828
Email	<a href="mailto:jrgoldstein@urj.org">jrgoldstein@urj.org</a>	<a href="mailto:jrgoldstein@urj.org">jrgoldstein@urj.org</a>

## **NEW YORK STAFF:**

If you have any questions or concerns relating to anything in the **United States or Canada** that pertain to your child, please contact Robin Kulwin directly:

<b>Robin Kulwin</b> , Director of Admissions	1 West 4 <sup>th</sup> Street New York, NY 10012
Office Phone:	(212) 650-4073
Email	<a href="mailto:rkulwin@urj.org">rkulwin@urj.org</a>

If you have any **financial** questions or concerns, please contact Paige Kohn directly:

<b>Paige Kohn</b> , Bursar URJ Teen Travel Programs	URJ Heller High P. O. Box 523 New York, NY 10276
Office Phone:	(201) 419-6553
Email:	<a href="mailto:hellerhighbursar@urj.org">hellerhighbursar@urj.org</a>

**MAILING ADDRESS IN ISRAEL:** Participant's Name  
Heller High School in Israel  
Kibbutz Tzuba  
D.N. Harei Yehuda 9087000  
ISRAEL

**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:** All students and parents must sign the Student Internet and Electronics Usage Policy which details appropriate use of the internet and electronics.

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](mailto: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!