

בס"ד

**The Bader  
Hillel High School**

**2020-2021  
Dorm Handbook**



**HILLEL**  
THE BADER HILLEL HIGH SCHOOL

Welcome to the Bader Hillel High School Dorm!

## Home Away From Home

Like Avraham Avinu, the first Jew, you all have left your home to **grow** in your spirituality. Living away from home can be fun and exciting. It can also present its challenges. The BHH dorm staff is here to make your year as successful as can be. In this handbook you will find what you can expect from the staff and what is expected from you. When a relationship has respect, trust and strong communication skills, all parties involved will be able to accomplish great things. We pledge to make the dorm a healthy, safe and positive environment for everyone, while at the same time respecting the needs and individuality of our students. We invite you to a year of discovery, a new family and a home away from home.

## Communication

Communication will be the best tool at your disposal to ensure your year runs smoothly. Sometimes, a staff member may not understand your request or understand the urgency of your request. If you don't feel heard or understood and feel frustrated, it's not good for you or anyone around you. With proper communication between students, dorm counselors and the dorm mother, any issues can be resolved quickly or even averted.

Here are some tips for communicating respectfully and effectively when you need something from a staff member (or from peers or family members)

- **Be polite.** Remembering to say “please” and “thank you” is basic manners.
- **Get Confirmation.** Whenever you communicate with the dorm counselor or dorm mother, make sure you get confirmation on your request or message. ***Don't assume that if you sent it, they got it or it was approved.*** We will do our utmost best to respond with either an update, “let me check, and I'll get back to you,” or an answer as soon as possible.
- **Don't let things build up.** If there is a problem, bring it up to our attention. You may not even be sure if it's a problem or not, that's ok, you can still bring it up. Some words to help you, “I'm not sure if it's an issue / There's something bothering me and I'm not sure what to do. Can you help me figure out a solution?”
- **Collaborative Problem Solve.** If something is bothering you it's natural to focus on the negative aspects it involves. Try to think of what is in your control to change or what we can do to help the situation.

- **Meetings**

There will be regular dorm meetings scheduled throughout the year. This will provide the opportunity to discuss or bring up any concerns and/or suggested solutions and to convey messages from the students to the dorm or vice versa.

### **Arrival**

Bader Hillel High provides transportation to and from the airport on the designated travel days. Rides from the airport are every 3 hours between the hours of 8 am and 9 pm. One may choose to use this provided service or to take transportation on their own. The dorm address is listed at the back of the handbook.

Flight information must be provided in advance on the questionnaire that is provided before every travel day to reserve a spot.

Please make sure to pack food for your trip and be prepared in case of delays. Lunch and dinner are provided on days of arrival.

Rides are not provided on days that are not school designated travel days. Contact information is provided at the back of this handbook for a recommended private driver.

### **Respect to Those Around You**

Living with others in harmony is built upon respect.

Having respect and speaking with respect to a housemate or dorm counselor is of the utmost importance and the basic foundation for a healthy dorm. G-d forbid, if there are cases of disrespect, it may result in being called to a meeting with parents being called in.

Dinner time is a time to share with your housemates. Observe proper table manners, be polite and engage in conversation .

Your language and words in which you choose to express yourself should be dignified. Words impact the environment. *No cursing, demeaning language, swearing or name-calling.*

Your dress in the dorm should be similar to that in school. All students must ensure they have a skirt on when leaving their bedroom, yes even over your pajama pants. Please do not walk around in sleeveless or low cut shirts around the house. Maintaining a decent and dignified dress in your bedroom is also important as we must respect other people's sensitivities as well.

You are welcome to read books that are appropriate in nature. Anything that is crude reading material or disrespectful will be asked to be given in until the end of the year. Your personal music selection should also be dignified and remember your roommate or your friend may not want to listen to what you are listening to. For the safety of your ears, please keep the volume on your earbuds at a safe (and considerate) level. Any music played out loud must be Jewish, this includes in your room. If you are not sure if a song would be appropriate to be played out loud, ask a counselor for help. Inappropriate content or media is not allowed- privately and especially not to be shared with others, such behaviors will be addressed by the school and parents will be involved.

Besides our housemates we also have neighbors next door and across the street who will be bothered by loud noise, yelling or wild behavior in or outside the dorm. Such inappropriate behavior is not allowed under the dorm rules, as well as legally. Please be mindful that you do not live in an isolated place and your noise level matters.

### **Lights Out & Quiet Times**

Sleep is integral to your health, happiness and success at school. We urge every girl to develop healthy sleeping habits. On school nights, 10:00 PM is quiet time. Even if you are not asleep at this time, be courteous and create an environment that allows others their vital sleep.

From 10:00 PM

- No loud conversations in person or on the phone
- No loud activities, giggling or laughter
- No loud music
- No phones grades 9-11. Phones are given in to dorm counselors at that time.
- Internet will turn off at 10:30 pm.

From 12:00 AM

- Everybody should be asleep
- If there is an extenuating reason that requires you to be up, be very quiet.
- No group work or conversations

### **Food Expectations**

The dorm will provide breakfast and dinner in the dorm. Lunch will be in given in school. The dorm will also have basic staples and snacks for the evenings.

### **What if I want to bring my own food?**

All food and snacks that is brought into the dorm must be **certified kosher and certified Chalav Yisroel**. If you are not sure about an item you can ask the dorm counselor or dorm mom, as well as looking up the item in the CRC app. Any food that you bring in for your personal use should be clearly labeled. You may use the fridge for refrigerated items.

### **What if someone else brings in food?**

Food that is bought for a specific purpose by the dorm counselor (for Shabbos or an upcoming program), or by a certain individual for personal use may not be used by everyone else. Please mark your personal items or keep them in your room if possible. If you are not sure about an item please ask a counselor or someone who may know if the food/ snack belongs to someone.

### **What if I want to make my own food?**

Anytime you would like to cook or bake food please consult with the dorm counselor for guidance on the kosher way around the kitchen. There are various kosher dietary and cooking laws that need to be observed in the kitchen and the counselors will be there to explain and show you.

**You are responsible for cleaning up after yourself, whenever you use the kitchen.**

## **Weekends**

On Fridays, there will be lunch at school, on Sundays, dinner will be provided, breakfast and lunch are “serve yourself”.

### **Shabbos in the Dorm**

Any after school plans on Friday should allow you to have at least an hour to prepare yourself before Shabbos. Lighting candles on time is of halachic importance.

Friday night meals will either be all together at one home, split up in groups or special dorm Friday night meals. The dorm counselor will coordinate these meals for you. When walking back from night meals you must wear a reflective vest, walk carefully (not wildly) and stay on the safe side of the street, since it is very dark in the neighborhood.

Shabbos day is a time to keep ourselves spiritually connected with the opportunity to go to Shul. All students should be in shul in time for mussaf.

Shabbos day meals will take place at the Shul's kiddush. It is appropriate to wait for adults and the elderly to take food first.

On Motzei Shabbos there will be either a Melave Malke as a school wide gathering at another location, or prepared in-house.

### **Out Shabbos**

There will be a mandatory out Shabbos each month where students have the chance to stay by other wonderful communities in the greater Milwaukee area. Everyone must have the place they are going to for Shabbos finalized no later than Wednesday. If you need help finding somewhere to go, the counselors are always available to help you. However, staying in the dorm during these weeks is not allowed.

## **Cleanliness & Hygiene**

### **Dorm Cleaning Jobs**

Do your part to keep the place you live in clean and neat. Cleaning up after yourself is basic manners and leaving the place cleaner than when you found it is graciousness. In addition to that, there will be nightly rotating jobs to help keep common areas well kept. All jobs must be done immediately following dinner. A dorm counselor will come around to make sure they have been done.

A cleaning service will come twice a week to deep clean. Make sure you do your part so they can do theirs. If a room's floor is covered in items and clothes that room will not be cleaned until the floor is accessible.

### **Personal Hygiene**

"Cleanliness is next to G-dliness". Proper hygiene is very important for you and for your fellow housemates. Please make sure to purchase all necessary toiletry items that you will need. There are weekly trips to the store for when you need to refill an item. Please don't use other people's items without asking, it is not a good idea to share some items such as razors, toothbrushes, etc. and know that some people just may not feel comfortable sharing other items like a brush, or toothpaste. We must respect people's belongings and preferences. Labeling your items is recommended.

## **Public Space**

For food safety reasons as well as common courtesy, if you use the kitchen you must clean up after yourself. Please remember to put away all food, throw away anything that needs to be thrown out, put away all ingredients and utensils used and most importantly wipe down the area you used. Everyone wants a clean and welcoming place to prepare their food.

When you are done using a bathroom, you should leave it the way you would like to see it when you come in. Cleaning up your hair from the shower, spills on the floor or sink, and wrappers and tags properly thrown away are good ways to keep the bathrooms you all share nice and clean.

## **Your Personal Space**

This is your room. And your roommate's room. As such it is important that your room is clean, livable and healthy for you and your fellow housemates.

Here are some guidelines for keeping your room clean.

- Make your bed.
- Wash your linens and towel regularly. (in addition to your weekly laundry)
- Don't procrastinate folding and putting away your laundry / clean clothes.
- Dirty laundry should be kept in the hamper, not the floor or next to the hamper.
- Bringing food into your room attracts ants, fruit flies or worse into your room. Keep messy food in the kitchen and clean up any crumbs or spills in your room.
- If something spills on your floor, please clean it up.
- If you have a small garbage bin in your room, throw out the garbage weekly.
- Remember- there is limited space, please do not accumulate and keep many belongings in the dorm.

## **Laundry**

There is a washer and dryer in the basement for the entire dorm. Each room will have a day for when it is your turn to do laundry. Try to conserve water and energy and put in worthy-sized loads. Your detergent can be kept in your room or in the basement, clearly labeled. Please clean up after you are done, wipe away any spills, remove the lint (and dryer sheet) from the dryer. You should be on top of switching and emptying your loads as quickly as possible so as to not hold up anyone else waiting to wash or dry their clothes. Get permission first before moving anyone else's laundry.

## Safety

The number one responsibility of the staff members is your safety. While Glendale is a nice and quiet neighborhood, a Jew's responsibility is to "guard one's self exceedingly" (against danger). Therefore we have established safety guidelines for the dorm to help us ensure that all students are in safe places, at safe times and with safe people.

### **General Dorm Safety**

Please ensure that you close the door to the dorm behind you, every time you enter or exit. It goes without saying, do not let strangers into the dorm. No weapons allowed in the dorm.

### **Curfew**

Due to covid-19 there is no going out individually this year. (Night curfew is the time you must be at the dorm unless you have received **explicit permission** from a dorm counselor or dorm mother. Curfew on weeknights (Sunday-Thursday) is 10:00 pm, Motzei Shabbos and Non-School nights is 11:00 pm. Violation of curfews will result in not leaving unsupervised for a months time. There is zero tolerance for any breach of safety rules.)

### **Sign In & Sign Out**

For general safety and G-d forbid in case of an emergency, the dorm counselors need to know where you are at all times. Practically, this means that when you go anywhere outside the dorm, unless it's to a school program, you must let the specific dorm counselor in charge of this know exactly where you are going and for how long via text/whatsapp. You must also confirm you have received permission before going.

### **Keys**

A house key will be given to each student at the beginning of the year. To ensure the safety of everyone you may not attach any markings or tags that have the dorm's address. Lost keys can be re-issued upon a \$25 fee, likewise any keys not returned at the end of the year will also incur a similar fee. Repeated losing or carelessness of keys may result in losing the privilege of being a key holder.



## **Transportation**

Safety must always be the number one priority when riding in any vehicle. Seat belts must be worn properly and any instructions from the designated drivers must be listened to.

Any transportation that is not by a member of Bader Hillel High Staff must be pre-approved and should be discussed with the dorm counselor beforehand. There is an additional permission form that must be signed by parents allowing non-school provided transportation. Along with a signed permission form, this is a privilege and if students do not maintain integrity in the places they go and what they do, the privilege will be lost for the rest of the year.

Bader Hillel High has taken the responsibility of arranging rides to and from school everyday. Students should plan their morning accordingly with sufficient time to freshen up and eat before heading out of the dorm. The school van will pull out of the dorm driveway at 7:45 am. Delays will lead to missing your school provided ride and being held accountable for your lateness.

Your dorm counselor is not your personal chauffeur.

The dorm counselor is there to provide transportation for you to:

- school
- school programs (Anything on the dorm calendar)
- rides to and from the airport on the posted travel dates only
- emergency doctors appointments. For weekly appointments, transportation is the responsibility of the student.

You should try to arrange all other transportation that might be necessary. This includes going to friends houses, babysitting jobs, etc. That is not your dorm counselor's responsibility.

## **Safekeeping**

The dorm offers a safe lockbox for students to give in their valuables, passports, or large amounts of money they would like to put in for safekeeping. Notice of a day should be given when they would like an item retrieved. The dorm does not take responsibility for valuables or money that are not in the safe.

## Medical Needs

### Communication of Needs

It is in the best interest and care for students that all current and updated medical information be communicated to the school in a timely and clear manner. It is the parent's responsibility to inform the school of any necessary medical attention or intervention their child may need while living in the BHH dormitory.

### Medical Services Provided

If a student feels ill, BHH will consult with our doctor and follow their recommendations. If a parent wishes to seek further medical advice, or for any further intervention/specialized attention requested by the doctor or the parent, it is the parent's responsibility to arrange for or directly oversee in person.

### Current Information

Parent's should ensure that all current insurance, medication and emergency contact information is up to date with the school office and dormitory.

## Other

### Absences

All absences for any student in Bader Hillel High must be called in by a parent (not a friend or dorm counselor) by 10:00 am. It is your responsibility to have your parents call in. Any absence not called in or received after 10:00 am will be considered an unexcused absence.

Let a dorm counselor know if you aren't feeling well and may need a doctor.

### Illegal Substances

The Torah instructs that we follow the laws of the land when they don't conflict with Torah. Underage smoking and drinking, use of tobacco or nicotine products e.g. vaping, e-cigarettes, or any other form of substance use/abuse is illegal, and not allowed at BHH. These will result in disciplinary action. Up to and including termination as a student of BHH.

For students that are 18 or older it is the policy of BHH that these things continue to be avoided, just as with younger students.

BHH reserves the right to request drug or alcohol testing when it deems necessary. Refusal to cooperate may result in termination as a BHH student.

## **Internet**

Internet access will be available at the dorm primarily for school work. You may use the internet for leisure while remembering that your dignity, privacy and the privacy of everyone at the dorm can be on the line. Never give out or post the dorm address to strangers or people who are not immediately involved in school!

A good night's sleep ensures productivity for you and your fellow roommates the following day. The internet will go off at 10:30 pm. Always be considerate and mindful of your roommates who are going to bed or are already sleeping.

## **Long Breaks**

During the Sukkot, winter and spring break when out of town students are allowed to return home, there will be a designated day for flying home and returning in time before the first day back at school. It is imperative that parents and students abide by these days in order for the school to operate at its fullest potential for all students and staff.

Ticket information of departing and returning flights should be emailed to Mrs. Friedman promptly. Having this information accessible in time will ensure transportation for the student to and from the airport. *The school can provide transportation for travel days only. Flights made during school hours or on non-school vacations must have transportation organized by the parent.*

The school does not condone flights home during non-break periods or any time that is not designated as flying time. If extenuating circumstances arise, please discuss the matter with Mrs. Friedman before setting plans. Bader Hillel High cannot ensure or guarantee transportation to/from the airport or train for any travel on non-appointed going-home days.

## **Electronic Devices**

Students will be responsible for their personal electronic devices, the dorm cannot take responsibility for your devices. Make sure you keep them in a safe place and away from food and drink.

## **Help!**

The dorm counselor and BHH staff are here to help you. When a question or issue comes up, speak to your dorm counselor first, she will most likely be able to help you. She may contact the administration for further guidance when needed.

Here are some solutions for possible issues:

- **Out of supplies:** If there is a general dorm item that will run out soon, please let your dorm counselor know.
- **Something broken:** For maintenance matters please inform your dorm counselor as soon as possible. In some cases this may even be a safety concern to have it fixed right away. If we don't know about it, we won't be able to fix it.
- **Personal shopping:** There will be weekly trips to Walmart. If you have any special shopping needs beyond that please speak with your dorm counselor with as much advance notice as possible.
- **Roommates:** If you and another girl in the dorm have an issue that you need help resolving, approach your dorm counselor in a confidential manner. Treating others with dignity and respect is crucial.
- **Communicating:** If you feel like you are not being heard or understood, you can reach out to Mrs. Friedman.
- **Help:** If there is a girl that needs help, be it medically, physically, or emotionally- or is doing something that may harm herself or others, bring this up to the staff right away in a confidential manner. We will do our best to get everyone the proper help they need. Looking out for one another is a great mitzva, it can be hard to speak up, but keeping problems a secret is not safe and is really in the girl's best interest.
- **Being Sick:** If you need to see a doctor, the dorm counselor will help you arrange a ride / appointment.
- **TLC:** We all need some TLC every once in awhile, if you are feeling out of it and need someone to talk to you can reach out to a dorm counselor or dorm mother.
- **Anything else:** For questions you have, big or small, the dorm counselors will have a listening ear and do their best to assist you.

*All of the above guidelines have been made for the safety and security of students while away from home. Failure to follow these guidelines may result in disciplinary action and/or suspension or expulsion from the dorm.*

## Useful Information

### Dorm Packing List

Welcome to your home away from home. Included here is important information regarding items necessary (and optional) for your new dorm room and living experience.

### **Dorm Room Essentials**

- Bedding for a Twin Size Bed - linens, blanket, pillow, pillow cover.
- Hangers
- Toiletries and personal items
- Towel
- Detergent

Each student will have a dresser and closet space. Please be mindful that **space is limited** and that there may not be room for additional shelving or plastic dressers. Students may bring up to 3 suitcases max. Having excess belongings makes the living space uncomfortable for others, please be mindful.

For Kashrus purposes, any additional appliances that a student would need, aside from the ones provided by the dorm, must be purchased new. Students can buy them once they're here or have them shipped.

For bulkier items, such as blankets, etc- you may either bring them with you, purchase them for pick up from the local stores (i.e Wal-mart, Target) here once you arrive or you may purchase online **beforehand** and ship it to the Bassman home at the address below:

(your name)

6964 N Braeburn Lane

Glendale, WI 53209

Please do not send anything to the dorm **prior** to the beginning of school

### **School and Shabbat Attire:**

- Please use this excerpt from the School Handbook for guidelines.
- ***Dress Code***  
*Shirts must cover the elbow and cover the collarbone area. The stomach must be covered even when hands are lifted. No excessively low cut tops. Skirts should be knee length while standing or sitting, including during boot season. Inappropriate designs on clothing is not acceptable.*

### **Fall Season:**

- Sweaters, hoodies, jackets
- Leggings
- Closed shoes/boots

### **Winter Season:**

- A snow jacket is a must for winter months
- Snow hat
- Scarf and Hat
- Boots *snow boots, rain boots or warm boots*

### **Other:**

- Gym and swim attire
- Sanitizing wipes and products

**TIP:** *Since students go home for Sukkos, you can use the first few weeks of school to acclimate yourself and see what things you may need to get from home and bring them back with you after Sukkos break.*

**Dorm Address**

2130 W Edward Lane  
Glendale, WI 53209

\*Once school begins, please note that packages should be sent to the dorm, not the school address.

**School Address**

6791 N. Green Bay Ave  
Glendale, WI 53209

**Important Numbers**

Mrs. Friedman: 651-387-2064

Mrs. Bassman: 414-914-4852

Dr. Klein: 920-980-0555

Steve Sharush, Private Driver: 414-698-1136

## Covid-19 Addendum for '20-'21 School Year

Being able to have an in-person and dorm BHH setting this year comes with much planning, care, concern and responsibility. The BHH Administration has carefully consulted with our medical advisors to create policies and procedures that fit our school's needs.

It is up to each and every member of this school to uphold all policies in place in order to efficiently and safely continue having BHH be an in-person and dorm setting. Without this, all efforts and planning are futile and our dorm will not be able to stay open. We need to be very mindful that we are a group and responsible for each other.

### Necessary Documents

COVID-19 Waivers and Policy Agreements MUST be signed and returned before the start of the year.

### Risk-Mitigation

#### Masks

Students are not required to wear masks while in the dorm. However masks are required in public places as advised.

#### Hand Hygiene

Students are encouraged to wash their hands with soap and water well, as often as possible, specifically before and after meals. Hand sanitizer stations at the dorm are available for frequent hand disinfecting. Hand sanitizers should not be a permanent replacement for good hand washing.

#### Food and Lunch

Hands must be washed before and after handling any food.

There is absolutely no sharing food. E.g. sharing a bag of chips with a friend.

Lunch will be served in individual containers and eaten at desks six feet apart from each other.

Students are required to disinfect their desks/ place at the tables with disinfectant before and after every meal time.

#### Social Distancing

While students do not need to be socially distant while in the dorm, reasonable distance is required. Avoid touching each other and hovering in each others' space. Please have extra respect for personal space.

## Testing

### Before Arriving in Milwaukee

Out of town students must arrange for Covid-19 testing in their hometown 3 days before their travel day back to school. In order for students to arrive at the dorm they must have tested negative, quarantined at home for 3 days, and worn a mask throughout their travels. Extra days to allow for testing and quarantine have been added to the calendar to accommodate this requirement.

It is the family / student's responsibility to arrange and schedule these Covid-19 tests in their hometown. We encourage families to look at the calendar and to schedule a test well in advance for the appropriate day to avoid unexcused absences.

Example:

Sun	Mon	Tues	Wed	Thur	Fri
Sukkos Ends	Testing Done (A.M.) and Quarantine	Quarantine	Quarantine	Travel	School Resumes

Testing must be done at a doctor's office or hospital and may not be self-administered. Testing results are to be emailed to [office@hillelhigh.com](mailto:office@hillelhigh.com) as soon as they are received.

### In Milwaukee

There will be school wide testing before the beginning of school, after a break, weekly, and whenever it is deemed necessary by the school, such as when symptoms are being exhibited.

Out of town students will quarantine 3 days after arrival, attending school virtually on any school days and be tested a second time before returning to campus.

Example:

Sun	Mon	Tues	Wed	Thur	Fri	Sat
Sukkos Ends	Testing Done (A.M.) and Quarantine	Quarantine	Quarantine	Travel and Testing 1	School Resumes Dorm Students Virtual Learning, Day 1 Quar.	Day 2 Quar.
Day 3 Quar.	Testing 2 Virtual Learning	On Campus Learning Resumes				

## Virtual Learning Days

In the event of positive cases of Covid-19, school would move virtually for a period of time while the situation is assessed. School will continue virtually for both students at home and at the dorm. Virtual Learning Days are counted as regular school days. If a student tests positive for Covid-19 and must quarantine, or is awaiting results after



exhibiting symptoms they must attend school virtually as long as they are not feeling sick.

### **Attendance**

Attendance on Virtual Learning Days is mandatory and is counted towards the grades. Attendance is determined by being in the virtual meeting, on time, with camera on and student visible from shoulders up. Students may be marked absent for inattentiveness at the teacher's discretion.

Personal appointments and private commitments are to be planned for after school hours. Prior permission is required for missed classes.

### **Grades**

Grades during Virtual Learning Days are counted towards the overall grade point average. Students are expected to work efficiently and are responsible to turn in work on time for full credit. Tardiness, late work and absences incurs points off.

### **Schedules and Updates**

A designated tab on our school website will show the class schedules for Virtual Learning Days and other pertinent information regarding virtual learning. Emails with updates will be sent as well.

## **Extra-Curricular Activities**

Students are strongly encouraged to join extra-curricular activities, however, students may choose whether or not to attend.

Part of our risk mitigation is to have extremely limited, if any, exposure to the public. As such, extra-curricular activities and programs will be taking place as a group and usually at the dorm. Socially distant trips will be planned if possible. No student may leave the dorm on their own and without explicit permission. Shopping will be done through curbside pick-up.

## **Visiting/ Visitors**

In an effort to reduce exposures, outside visitors cannot be allowed at the dorm. Visiting other homes such as hanging with friends or for babysitting jobs is also not allowed. These decisions have been carefully considered and decided upon with our medical advisors.

## **Support**

This year will undoubtedly bring much change to the way we were used to conducting ourselves and interacting with others. We are human and it takes time and a supportive environment to adjust to these major changes. Mrs. Friedman, Mrs. Bassman and the counselors will be happy to provide a listening ear. In addition, our school also has

access to a private mental health professional whom students will have access to upon request.

**Failure to comply with the above policies is an indication that the student cannot stay at the dorm and may be asked to continue their year at home.**