

**Bader Hillel High School**  
**2022-2023**  
**Student and Parent Handbook**



**[www.HillelHigh.com](http://www.HillelHigh.com)**

## **Welcome to Bader Hillel High!**

It is our pleasure to welcome all parents and students to Bader Hillel High School.

The teachers, staff and administrators at BHH are dedicated to accelerating the achievement of every student in every classroom, every day.

Our efforts are driven by our vision: **For our students to cultivate a real and meaningful relationship with Hashem and His Torah, to ensure Jewish continuity through high quality education and the development of future Jewish community leaders around the world, instilled with pride in their Jewish identity.**

BHH takes tremendous pride in its ever-advancing Judaic and General Studies curriculum and in the support we provide for our students to achieve academic success. Academic success for every student is a result of clear goals, high standards, positive relationships with students, and strong partnerships with parents.

Our school has a dual-curriculum; an engaging, multi-leveled Judaic studies program, and an exceptionally supportive, thorough and high-quality college prep general education. We also put a big emphasis on Tefillah (prayer), developing good Middos (character traits) and acquiring life skills to prepare our students for the real world.

We have established four expectations for our learning community to achieve our dual-curricular goals:

- **Be Responsible**
- **Be Respectful**
- **Be on Time**
- **Be Safe**

Based on these expectations, students will benefit from a positive and safe learning environment.

We are proud to serve the students and families of Bader Hillel High. Please do not hesitate to reach out if you have questions or need assistance.

We look forward to a successful year together.

*BHHS Staff*

## **Bader Hillel High Code of Conduct**

- **BE RESPONSIBLE**

**We will:**

- Be accountable for choices and actions and understand the consequences
- Use planning tools to organize time and obligations
- Follow through on commitments
- Come prepared
- Plan to succeed

- **BE RESPECTFUL**

**We will:**

- Take care of our environment, including personal property and school property
- Treat everyone with dignity and respect
- Use appropriate language
- Be open-minded

- **BE ON TIME**

**We will:**

- Be considerate of others by being ready and arriving on time
- Take start and end times seriously
- Turn in all assignments on time

- **BE SAFE**

**We will:**

- Act in a manner that does not endanger self or others
- Resolve conflicts peacefully
- Establish and maintain an environment that is free from harassment, violence, and bullying
- Be aware of surroundings at all times
- Report unsafe situations and conditions

## 1. **Attendance**

Attendance is essential to the individual student's academic success and contributes to the school's overall academic environment. Students are required to be in school by 7:50am so that classes can begin punctually. For the purpose of clarification; extra-curricular activities and field trips during school hours are also considered part of the school day. As such, attendance is mandatory. Students must have permission from a staff member to leave the classroom and/or building.

### 1.a. **Tardies**

A student is considered tardy if they arrive to class after the bell and within the first ten minutes of class, without express permission from another staff member or an excuse from a parent or guardian submitted to the office. After ten minutes the student is considered both tardy and absent. See Section 1e below for the implications of an unexcused absence.

If a student is tardy 5 times between major school breaks, parents will be notified and the student will meet with the principal. Every 5 additional tardies will be recorded as a 15-point infraction in the Citizen Program, which is explained in the Appendix.

### 1.b. **Excused Absences**

A student should only be absent if they are physically unfit to attend school or have an urgent personal/family matter.

Students are allowed 10 excused absences in a school year. Any absences beyond 10 will be considered unexcused, except in extreme cases.

It is the parent's (whether in town or out of town) responsibility to notify the school of the reason for their child's absence. The school **must be notified** the day before or by 10 am the day of the absence, after which it is considered unexcused.

Absences should be emailed to [attendance@hillelhigh.com](mailto:attendance@hillelhigh.com).

Full credit will be given for making up missed work from an excused absence. However, it is the student's responsibility to initiate contact with their teacher regarding missed work, and make it up in a timely manner.

If a student misses a test, quiz, or project due date because of a planned absence, but did not communicate it in advance with their teacher, the teacher has the right to give a deduction like an unexcused absence.

### 1.c. **Prolonged Absences**

Permission must be obtained **in advance** from the principal before any prolonged absence, e.g. a family occasion. No accommodations can be made without **prior** permission or discussion between the parent/ guardian and the principal. Students will receive a "pass"

which indicates to teachers they have permission to request away work and accommodations upon their return. Please do not book tickets before receiving permission.

### **1.d. Non Hillel High Extra-Curricular**

We understand that many of our students are members of NCSY, C-Teen, and other youth groups. Some of these programs may conflict with the school calendar. Permission must be granted before the event if it requires missing school days. Notification of a planned absence is not considered as asking permission.

### **1.e. Unexcused Absences**

As outlined above, unexcused absences include 1) any absence from school that was not excused by the student's parent or guardian, 2) any absences beyond the limit of 10 excused absences, and 3) any unexcused arrival to class more than 10 minutes after the bell.

Habitual unexcused absences may be dealt with in a variety of ways, including but not limited to

- Discussion with principal, with or without parents
- Requirement to make up missed time via community service, detention, or summer school
- Requirement to make up missed work in order to pass the class, with or without earning credit for the work

Unexcused absences will affect a student's participation grade, and any missed work will receive an automatic point deduction as determined by the teacher, if the teacher allows any credit to be earned at all. Make-up tests for unexcused absences may receive up to 10 points deduction. **Students with exemplary attendance, behavior and responsibility can expect greater flexibility .**

A student cannot automatically fail a class due to unexcused absences.

### **1.f. Make Up Work Policy**

In accordance with the guidelines above, students are responsible to make up the information from missed classes, in a timely manner. This may include lecture notes, quizzes or other work. Tests and quizzes will need to be made up during study hall within seven days.

### **1.g. Coming Late to School / Leaving Early**

Students may not walk in late to school and head straight into class without checking into the office first.

If you come late to school (appt etc), you must:

- Report directly to the office / principal and follow all check in procedures.

- Hand in your cell phone.
- Head straight to class, without lingering in the halls, etc..

If you are leaving early you must:

- Have written permission from a parent (if you are driving yourself)
- Have your parent/ guardian sign the Sign Out Form. (in-towners)
- Have the onsite staff member sign the Sign Out Form. (out of towners)
- Bring doctor's note (if applicable) upon your return to school

### **1.h. Designated Break on the Calendar**

- Students **must** adhere to the stated calendar dates of travel.
- If an emergency arises and students must be away right before or right after the designated break, parents must consult with the school **prior** to making travel arrangements.
- A cheaper ticket does not constitute an emergency.
- Leaving before break starts or returning after break ends will be counted as a double absence- for each day or classes missed. Discuss special accommodations **prior** to planning.
- Lack of communicating earlier or later travel dates or leaving when permission has not been granted may result in disenrollment.

## **2. Tefillah Class**

Tefillah is an essential part of the day and as such students are expected to attend and participate daily. Tefilla is graded on attendance and participation.

## **3. Dress Code**

Girls: Shirts must cover the elbow and no excessively low cut tops. The stomach must be covered even when hands are lifted. Skirts should be below the knee while standing or sitting, including during boot season. No inappropriate designs on clothing. No slippers or pajamas. Hats or hoods may not be worn in school.

Boys: Kippot must be worn throughout the day. Dignified and conservative clothing. T-shirts must have sleeves. No controversial slogans or images inconsistent with Jewish values. No ripped clothes. No slippers.

Students may be asked to retrieve proper attire at their own expense. Any student continually not conforming to these regulations may be warned and undergo disciplinary measures.

## 4. Class Policies

### 4.a. Report Cards

Report cards are sent home twice a year. Sycamore is where grades are recorded. Parents and students may login to see progress. Login information is provided at the start of the school year.

Progress reports are sent home mid-semesters.

### 4.b. Grading

All classes will be graded using the scale below

Grade	%
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
F	0-70

\*Grades are determined by the following: 20% participation, projects and tests, quizzes, and other forms of assessments.

### 4.c. Tests

There are periodic tests, projects or quizzes in all studies.

Missed tests must be made up during study hall within 7 days. One cannot earn full credit for a make-up test unless there is **prior** approval. After that opportunity, the test cannot be made up. Special situations and accommodation requests (such as a family Simcha or medical needs) **must** be discussed in advance.

**Students with exemplary attendance, behavior, and responsibility can expect greater flexibility.**

### 4.d. Homework Policy/Class Assignments

All homework assignments, projects, and essays must be handed into the teacher on the day

they are due. Late assignments will incur a point deduction.

**4.e. Prepared for Class**

All students should come to class with all the necessary materials. Chromebooks must be charged and ready to use at the beginning of class. Headphones, AirPods, etc are only allowed when instructed by the teacher.

**4.f. Computer Policy**

During school hours students use Chromebooks issued by BHH to access their email accounts and learning materials. The Chromebooks are the property of Bader Hillel High School and will be managed, filtered, and monitored by school staff.

**5. Campus/Safety**

The students of Bader Hillel High must stay on their respective campuses at all times. Students must have permission from the staff in order to leave the classroom and/or the building. Students should enter and exit from only the main doors in their building. Students may not open the door to visitors.

**5.a. Weapons**

Weapons of any kind are not permitted in school (and in most cases are illegal). This includes knives and pellet guns.

**6. Academic Honesty**

All students are required to follow the academic honesty policy. Material that is plagiarised and may lead to disciplinary action. Repeated offenses may lead to expulsion from Bader Hillel High.

**7. Cell Phone Policy**

No cell phones or internet accessible devices are allowed at any time throughout the school day. Phones are to be given into the office upon arrival at school and are retrieved at the end of the day only. The school phone is available in case of urgent matters.

If parents need to reach their child they may call the principal's cell phone or office phone.

Girls Campus: 414-316-4830 (office)

Boys Campus: 414-236-5780 (office)

**8. Driving**

Students who hold valid licenses may not transport other students unless there is written permission from a parent of the driver AND of the passenger. Students may not use their cars during school hours.



**9. Respecting Others**

Students of BHH are expected to treat each other and all staff with dignity and respect, in the same manner as they would like to be treated. This includes not speaking ill, negatively or condescendingly of other cultures, religions, and communities, even in “jest”. Bigotry and racism are antithetical to Torah values.

Bullying of any sort is not tolerated either in school, outside of school or in the form of cyber-bullying (e.g., texting, Instagram, etc.). Bullying will lead to disciplinary actions up to and including termination as a BHH student.

**10. Breaks and Lunch**

Leaving the building or campus - with permission - during any break is a privilege; any lateness or misbehavior during breaks will cause this privilege to be suspended or revoked. In addition, students with habitual tardiness or absences after lunch may not be allowed this privilege.

**10.a. Food**

All food that is brought into school must be certified kosher to the standard of Bader Hillel High. Food or food packaging from any non-kosher food establishments is not permitted at any time. Any online orders must arrive at the beginning of lunchtime. No orders may be brought to class.

Food should only be eaten in designated areas.

Students will be assigned weeks to the lunch cleanup rosters. It is the student’s job to take responsibility for their weeks without being reminded.

**11. Clean-Up Policy**

Cleanliness is next to G-dliness. As such, it is the student's responsibility at the end of each day, before dismissal, to ensure their personal work areas, classrooms, and/or public work area is clear of any excess books, notebooks, papers, supplies, computers, garbage such as food containers, wrappers, etc. or any other unnecessary objects. Students are responsible to keep all work areas clean throughout the day. No food is allowed in the classrooms.

**12. Extra-curricular**

Extra-curricular activities such as basketball, trips, Shabbaton, etc. are extra.

One may not participate if one is absent or late on the day of a game, trip, or Shabbaton.

Students must maintain the minimum grade requirements and their behavior must be in good standing in order to participate in sports games or activities.

**13. 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.

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. Engaging in any of the above conduct or refusal to cooperate in testing, may result in termination as a BHH student.

#### **14. Graduation Requirements**

To graduate from Bader Hillel High School, students must have a passing grade in every subject throughout high school. This includes Judaic and General Studies.

Students must pass a Civic Exam per the state's requirement.

No student will receive their diploma if requirements are not completed or recovered by August 15th of their senior year.

#### **15. Chromebook Policy**

Every student will be issued a Chromebook to support their learning in the classroom, dorm, and at home. With the distribution of the device, there is a level of responsibility placed upon our students and parents. Each parent and student are required to review the policies, guidelines, and expectations as outlined in registration activities before the student is issued a device.

1. Chromebooks are intended for use at school EVERY day; because of this it is very important to get help when it is not working properly.
2. Each student is responsible for the care of their issued Chromebook and charger. Equipment that is broken or fails to work properly must be reported to the school office so it can be evaluated for repairs.
3. Chromebooks and chargers are the responsibility of the student. All lost or missing equipment must be reported to the school office as soon as they occur.
4. Bader Hillel High Chromebooks are monitored by the school's filtering system. This is to ensure productivity and safety.
5. Personal devices should not be brought to school. This is to ensure classroom productivity and access to BHH educational tools. Bader Hillel High Chromebooks can be taken to the dorm and home during school breaks.
6. All devices and chargers will be labeled with the students name. The Chromebook label must not be removed or damaged in any way. If it is damaged or removed, students must request one from the office as soon as possible.
7. Chromebooks and chargers must be given back to the office clean (personal stickers removed) and in working order at the end of the school year.
8. Parents will need to pay a \$75 technology fee at the time of enrollment.

Family's are responsible for damaged or lost devices and chargers.

Chromebook	\$200
Charger	\$25

Each year, parents are required to review the Chromebook policies and complete an acknowledgement of the procedures and guidelines.

Make a commitment.

Please complete this form at this [GOOGLE FORM LINK](#)

Initialize each section before returning. Your initials indicate you have read, understood, and agreed to every section of the handbook. Reach out with any questions.

\_\_\_\_\_  
(student's name)

\_\_\_\_\_  
(student's signature)

\_\_\_\_\_  
(parent's name)

\_\_\_\_\_  
(parent's signature)

\_\_\_\_\_  
Date

Sections	Student Initials	Parent Initials
1. Attendance	_____	_____
2. Attendance Accountability Policy	_____	_____
3. Tefillah Class	_____	_____
4. Dress Code	_____	_____
5. Class Policies	_____	_____
6. Campus / Safety	_____	_____
7. Academic Honesty	_____	_____
8. Cell Phone Policy	_____	_____
9. Driving	_____	_____
10. Respecting Others	_____	_____
11. Breaks and Lunch	_____	_____

<b>12. Clean Up Policy</b>	_____	_____
<b>13. Extra-curricular</b>	_____	_____
<b>14. Illegal Substance</b>	_____	_____
<b>15. Graduation Requirements</b>	_____	_____

## Useful Information

### **Girls School Address**

6791 N. Green Bay Ave  
Glendale, WI 53209

### **Boys School Address**

2315 W. Good Hope Rd  
Glendale, WI 53209

### **Important Numbers**

Mrs. Friedman: 651-387-2064  
Rabbi Friedman: 651-387-2066



**HILLEL**  
THE BADER HILLEL HIGH SCHOOL