

**Bais Chomesh
High School for Girls**



Bais Chomesh Student Handbook

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Bais Chomesh High School

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בס"ד

Welcome to another exciting year in Bais Chomesh High School!

At Bais Chomesh, we strive to provide our students with the finest education and, ברוך השם, every year Bais Chomesh students blossom in new ways spiritually, academically, and socially, propelled by the many ברכות of the Rebbe. We aim to help each student intensify her understanding of and commitment to Torah and Chabad Chassidus and develop a meaningful relationship with the *Aibershter* and a lasting *Hiskashrus* to the Rebbe. We encourage our students to develop and practice the academic, intellectual, and interpersonal skills required to be effective, educated Chassidim in today's world.

The following pages detail how we implement our mission. This handbook contains information for both students and parents; open and frequent communication is the key to success, and we strongly believe in a partnership between school and home. A common message from school and parents will be a meaningful one for our students.

We look forward to sharing with you an inspiring year, filled with exciting new learning opportunities and programs that fill the ever-expanding horizons of our truly unique school. We hope that each and every one of you will go from strength to strength in your study of the תורה with diligence and devotion that will be translated into deeds in the practice of מצוות and יראת שמים.

Please acknowledge that you have read the handbook and commit yourselves to its policies by signing the required accompanying digital Google document. The form must be signed by parents and students and **submitted by Wednesday, August 30th**- 5 days before school, to confirm your registration for this year. In addition, please print this handbook and put it into a school binder as it will be necessary for students to have it for reference and be familiar with the details.

May it be that all of this should be carried out with the ultimate joy of the complete גאולה with משיח NOW!

Mrs. Wagner
Principal

Mrs. Yarmush
General Studies Principal

Mrs. Leibovitch
Policy Director

Our Mission

At Bais Chomesh, our mission and commitment to you is to encourage and support your growth in the development of your mind, your *middos* and your actions; as a Bais Chomesh student your commitment to yourself and to us is to pursue growth, and to become a *Dugma Chaya* in the following areas:

1. Behaving as a Bas Chabad – in a refined and respectful manner, according to Torah values and *derech HaChassidus*.
2. Developing your *Yiras Shomayim*: your meticulous adherence to *mitzvos*, with special attention to Davening and *tznius*.
3. Appreciating the preciousness of every Jew, and treating others with thoughtfulness, kindness and respect.
4. Knowing that your essence is connected to the Rebbe, and continuously nurturing your *Hishkashrus*.
5. Recognizing that the committed learning of Torah and Chassidus is integral to your growth as a future Jewish woman, wife, and mother, and dedicating yourself to your studies now, all the while knowing that learning continues for a lifetime.
6. Desiring to serve Hashem with your whole self and working at actualizing your potential.
7. Realizing that a *Chossid* is a *mesudar* and has *Kabbolas Ol*, and therefore adhering to school schedules, procedures, rules and policies.

GOALS AND OBJECTIVES

The purpose of Bais Chomesh High School for Girls is to produce graduates who are informed and thinking women who approach the world with a Chassidic perspective and a solid value system based on Yiddishkeit. We hope our graduates will go on to seminary and be well-equipped to become talented, inspiring, and empathetic wives, mothers, outreach workers and active members of their future Jewish communities.

As such, we aspire to instill a full integration of our values in every course offered at Bais Chomesh as well as an integration of what is studied into everyday life.

Based on our mission, we strive to produce women who:

- ◆ Are strongly connected and bonded to the Lubavitcher Rebbe whose lifetime vision and goal is to bring the world to the era of Moshiach;
- ◆ Are dedicated to living a Torah observant and Chassidic way of life;
- ◆ Have strong and firm religious ideals permeated with Chassidic feeling and warmth;
- ◆ Possess refined character qualities;
- ◆ Feel a deep sense of communal responsibility and commitment;
- ◆ Have strong and unifying bonds of caring and friendship between themselves as well as toward the staff;
- ◆ Have developed talents, abilities and a strong self-esteem;
- ◆ Have achieved the utmost according to their abilities;
- ◆ Have acquired the basic skills and broad intellectual competencies which are essential for effective work in all fields of secondary study as well as for a lifetime of learning and contribution;
- ◆ Possess the optimum quantity and quality of knowledge gleaned from the vast bodies of religious and secular studies presented;
- ◆ Will leave with an enthusiasm for learning as well as with the skills necessary to learn independently;
- ◆ Will leave with the personal resources, discipline, and depth of character necessary for today's complex society.

ACADEMIC REQUIREMENTS

CREDITS/DIPLOMA

- A Credit is granted and recorded for the successful completion of a course for which a minimum of 110 hours has been scheduled. A credit is granted to a student by a secondary school principal on behalf of the Ministry of Education. A credit is earned if the student attains a grade of a minimum of 60% in Limudei Kodesh courses, and a minimum of 50% in General Studies courses.
- Ontario Ministry of Education requires that students complete a minimum of 30 credits to graduate from high school and receive a diploma.
- In the event that a student has not successfully completed her coursework and therefore has not earned a passing grade, summer makeup work may be available. To cover the costs of creating and marking this individualized summer work, there is a \$100 fee.

GRADING PROCEDURES

- Bais Chomesh operates on two terms and report cards are issued twice a year.
- On report cards, teachers will provide an academic average, grades for learning skills and work habits together with comments and attendance marks.
- The final marks for general studies courses are based on 35% first term, 35% second term and 30% summative and/or exam. Limudei kodesh courses have a different breakdown.

LIMUDEI KODESH

All Limudei Kodesh classes as well as Independent Studies courses are mandatory for obtaining the Bais Chomesh diploma and course credits. This includes consistent participation in davening and Friday Living Torah.

REQUIRED INDEPENDENT STUDIES

- Students are expected to learn the daily Hayom Yom, the daily portion of the Chumash & Rashi, Tanya and Sefer Hamitzvos independently.
- **A quiz will be given each Friday on the week's Hayom Yom** . These quizzes will create the mark for the Hayom Yom Independent Study course that will appear on the report card.
- **A quiz will be given each Monday, on the previous week's Chumash & Rashi (based on the week's Parsha worksheet** that was provided the previous Monday.) These quizzes will create the mark for the Parsha Independent Study course that will appear on the report card.
- "Gemers": Grade 11 students are required to take Gemers in Chumash and Halacha. Grade 12 students are required to take Gemers in Chumash, Hayom Yom, Tanya and Halacha. Material for these Gemers will be given in advance. These marks will appear on the report card.

ATTENDANCE

EXPECTATIONS OF PARENTS

- Under Ontario law, up to the age of 18, parents are responsible for students' attendance at school.
- A parent must email baischomeshattendance@gmail.com in advance to notify the school or request permission for an absence which they know about in advance.
- For a last-minute absence, please email baischomeshattendance@gmail.com in the morning before 9:00 a.m. to notify the school if your daughter will be late for any reason. **This is a safety policy – in addition to being notified of the absence.** Please include the following information:
 - a. that your daughter is absent and the reason for your daughter's absence that day.
 - b. or, that your daughter is late, the reason for her lateness, and the time she is expected to arrive at school.
- If your daughter must leave school for an appointment or another reason, please submit a detailed signed and dated note, that includes a clear reason for the request, time of departure and expected return; or preferably, an email can be submitted to baischomeshattendance@gmail.com with the same information.
- In times of great need, when an email was not submitted, a parent may speak to Mrs. Leibovitch or the principal to obtain consent for a student to leave school.
- Bais Chomesh is not responsible for the safety of students who leave the school premises during the school day.

EXPECTATIONS OF STUDENTS

Much of what is learned in the classroom is transmitted directly and genuinely from teacher to student. The material of a missed lesson might be made up; however, the essence of a missed lesson is lost. Please plan to be present at all classes to the best of your ability. Each student adds tremendous value to her class. Building a *kesher* with teachers and fellow students requires excellent attendance and commitment to the learning goals.

Moreover, attendance and punctuality are the keys to academic success. Therefore, it is the student's responsibility to:

- Be on time for davening and remain in school until dismissal.
- Attend classes punctually and be present and prepared for all classes.

- Attend in-school programs punctually - students on spares or during lunch are expected to attend all official assemblies and special programs.
- Request the school's prior permission if you know that you will be absent for a medical or other reason.
- Be sure that the school was notified of your absence and the reason.
- Be sure that the school is notified if you will be leaving early for an appointment or other reason.
- Return to school as soon as possible after an appointment/trip etc
- Make up the work for all classes missed, (whatever the reason for the absence.) This includes all notes, homework, assignments, quizzes, and tests. Students are expected to be fully prepared for class by the second day of their return to school after an absence.
- If a student has less than 85% attendance in a specific course, she will need to do makeup work in order to complete the course successfully. To cover the costs of creating and marking this individualized summer work, there is a \$100 fee.

ATTENDANCE MARK

Students will receive a *shmiras hazman* (attendance and punctuality) mark for each course on their report card. Students are required to achieve at least 85% attendance to successfully complete that course. This will be based on the number of times that a student is absent or late to class, for any reason.

If the level of absence was excessive, the Administration may determine that a student should redo the entire course during the summer vacation.

SIGN OUT POLICY

We expect parents will not request permission for students to leave school during school times except in exceptional circumstances.

- If there is a legitimate reason for a student to sign out during the school day, the student is required to submit a detailed signed and dated note, that includes a clear reason for the request, time of departure and expected return; or preferably, an email can be submitted to baischomeshattendance@gmail.com with the same information.
- In times of great need, when an email was not submitted, a parent may speak to Mrs. Leibovitch or the principal to obtain consent for a student to sign out.
- The student is required to sign out with the Main office and sign in immediately on her return to school.

STUDENT ABSENCES:

- All missed classes are counted towards each student's classroom attendance. This includes acceptable absences for medical, personal, or family reasons.
- If a student is absent from class, the teacher records her absence, and it is counted as part of her attendance mark.
- If a student is late to class, the teacher records her lateness. Three (3) lates are equal to one absence.
- Bnos Chabad, production and in-school required meetings are excused and will not be counted towards a student's 15% allowed absence provided written permission was granted beforehand.
- An absence due to a "skipped" class will be counted as a **double absence**.
- Automated e-mails are sent to one parent noting any class lateness or absence. Should a discrepancy exist between the attendance record and the student's record of a late or missed class, please inform the attendance office immediately at baischomeshattendance@gmail.com. **Corrections will only be made within one week.** If you are not receiving the emails or would like them to be sent to a different email address, please email baischomeshattendance@gmail.com.

- If the school has not been notified at baischomeshattendance@gmail.com of a student's absence, the absence will be counted as a skip and thereby will be a double absence.
- For ongoing medical appointments or special circumstances, please contact the principals to discuss.

The following standards apply for absences for an in-town שמחה:

- Students attending a morning ברית or morning בר מצוה within the immediate family should try to be in school by 11:00 a.m. that day. Classes missed are recorded towards the student's 15% acceptable absences.
- Students attending the חתונה of a sibling can likewise use their available 15% of acceptable absences for the simcha and return to school at the soonest available time.

For an out-of-town שמחה, please pre-arrange the absence with the principal. Please keep days off to a minimum as classes missed are recorded towards the student's 15% of acceptable absences.

TRAVELLING ARRANGEMENTS

- The school calendar has been designed to accommodate the travelling needs of our students. Absences before or after a break are discouraged.
- Please don't make any travel arrangements which involve school absence before or after vacation, before receiving permission from the principal.
- An out-of-town student requires the principal's permission if it is necessary to leave town before school ends.

MEDICAL ABSENCES AND APPOINTMENTS

- Please aim to schedule all medical appointments for after school hours or during school vacations.
- Please schedule driving and permit tests for Friday afternoon or during vacation.

EXTRACURRICULAR ACTIVITIES

If a student needs to be excused from a class for Bnos Chabad or another extracurricular activity, this absence must be pre-approved by the appropriate principal. The student should submit her request in advance, in writing, to the principal and get an excuse note from the principal. This excuse note is required to be submitted to Mrs. Leibovitch *on the day* of the late or absence for the attendance records to be correctly updated.

DAVENING ATTENDANCE

Davening with consistency, focus, devotion and discipline establishes a proper foundation for our students' *avodas Hashem*. It also serves to unite the school community and express the prioritization of connection with Hashem, each other, and the infusion of inspiration at the start of the day.

- Plan to be in the shul at 8:20am, and seated and ready at 8:25 am; at which time the bell rings and *Shacharis* begins.
- Students are assigned seats for both *Shacharis* and *Mincha* and are required to sit in their seat in order to be marked present for attendance.
- Students receive a grade for Shul Behaviour on their report card that is based on adherence to the Shul Behavior Standards (refrain from talking, studying, putting head down, sleeping and leaving improperly) for *Shacharis* and *Mincha*.

- Students receive a grade for Davening attendance on their report card that is based on punctuality and attendance for *Shacharis* and *Mincha*.
- A student who is late for Shacharis, is required to sign in with Mrs. Leibovitch at the attendance/policy desk. The student may bring a note from a parent regarding this lateness. The student will then receive a late slip in order to enter the shul.
- If a student is late again within a month, she will receive an assignment due the following morning, and a late slip to enter the shul.
- The student must present her late slip in the shul in order to sign in.
- A student who is late for Shacharis three times in one month, will be assigned Sunday detention.
- A student is expected to attend davening in the shul regardless of how late she may have arrived at school.
- Being in a classroom or common area (not in shul or to/from the washroom) during davening time is not permitted.
- If a student is in the building and does not attend davening in the shul she will be marked as “skipped davening” and will receive an automatic Sunday detention.
- If a student arrives after davening is over at school, she is required to sign in with Mrs. Leibovitch and a parent is required to have emailed baischomeshattendance@gmail.com. If a student has missed davening without adequate reason, this is marked as a skipped davening and she will receive an automatic Sunday detention and an assignment to complete for the following morning.
- Davening is an opportunity to connect with Hashem. In order to utilize this time to the utmost, students should not leave the shul; only necessary washroom breaks are permitted. Students are encouraged to use the washroom before and after davening as required.

SUGGESTED: please bring \$10 that the school will change into nickels and give your daughter a nickel before davening each day at Shacharis and Mincha to give to tzedakah.

ASSIGNMENTS, TESTS, EXAMS

It is the student’s responsibility to complete and hand in all assignments, tests, and exams to her teacher. Education is more than understanding the lessons taught. Inherent in a great education is the responsibility and strength of character that develops through accountability in all educational experiences.

ASSIGNMENT POLICY FOR ALL COURSES

- Students should keep dated copies of all work submitted. The onus is on the student to prove the date of submission. A student, who has handed in an assignment, which is then not returned at the same time as work handed in by the rest of the class, should advise the teacher immediately.
- It is the student’s responsibility to submit the assignment by the date and manner specified by the teacher.
- If a student submits an assignment after the announced due date, and has not obtained an extension in advance, the assignment will be accepted for up to two weeks after the announced date. Ten percent (10%) will be deducted the first day after the due date.

MISSED TEST MAKE-UP

- If you will be absent for a test with a valid reason, please notify the teacher beforehand and arrange a make-up test time with Mrs. Leibovitch so that we can best support you.
- With advanced notice, tests missed for a valid reason may be written during a pre-designated lunch hour. This test time, however, cannot overlap with the next class. Students will need to plan and bring their lunch to the test room and be ready to begin.

- Makeup tests missed for any other reason will be scheduled for the soonest available Sunday afternoon. If a student has missed a test, she must schedule this time with Mrs. Leibovitch to make up the test.
- Make-up tests should be taken within one week of the original test. For special circumstances, an alternate date can be scheduled with Mrs Leibovitch.
- Students are required to confirm that the missed test is ready, printed, and in Mrs Leibovitch's file prior to arriving at a Sunday make-up time.
- If a student has scheduled a makeup test with Mrs. Leibovitch and does not come to school on that Sunday, or if she does not arrange to take it at the soonest possible date, she will be charged a \$20 fee in order to reschedule another Sunday make up test.

FINAL EXAM SCHEDULE

Annual written examinations form an integral part of a student's final mark. **Ministry regulations apply.** Dates of the exam period are published by mid-year on the annual school calendar. Detailed exam schedules are published in advance of the exam period.

- Students are required to write their final exams (normally in June) in the place, at the time and on the date scheduled by the school.
- Students who miss an exam for unsatisfactory reasons will need to speak with a principal.
- Students who are planning to miss an exam for a satisfactory reason will need to notify and request permission from the principal ahead of time with a proposal for a makeup date/time in writing (email is best). Please ensure that a confirmation/agreement to the request has been made.
 - Criteria for appropriate makeup date/time proposal:
 - The proposed date must be after the scheduled exam date (not before).
 - The proposed date must be during the makeup days.
 - It is the student's responsibility to plan her summer/personal schedule in a way that prioritizes her academic responsibilities.

STUDENT'S WORK

Honesty and integrity are the foundation of Yiddishkeit. Bais Chomesh always expects every student's work – at all levels – to be her original work. Plagiarism or cheating in any manner on an assignment, test or exam will result in mark reduction and further discipline.

Facilitating another student's plagiarism or cheating is deemed to be equivalent to plagiarism or cheating and will attract the same consequences.

DEFINITION OF PLAGIARISM

Plagiarism occurs when a student submits the thoughts, writings, inventions, work etc. of another (person or computer program) as her own.

A student has committed plagiarism when she:

- fails to acknowledge with appropriate attribution, the material copied from other sources, including digital and printed sources;
- fails to acknowledge paraphrased material (someone else's ideas) even when such ideas are rephrased;
- ChatGPT / AI based work is considered cheating, as it is not the student's original work, even if she edited/changed the phrasing. If the source was AI-produced work, it is not considered to be her own.
- Work submitted that is suspected of plagiarism will require the student to demonstrate that the work is her own by providing examples of the research and the appropriate draft copies.
- Students are strongly advised to save separate digital files of the draft stages of all computer-based work, including text and media.

CHEATING

Cheating is deemed to be the use of any unfair or dishonest means to gain an advantage (or allow another student to gain an advantage) on any assignment, quiz, test or exam. A presumption of cheating or intent to cheat may be made if a student is found with notes, unauthorized information, or means of communication during an exam or test.

It is the student's responsibility to ensure that all notes and devices— are left outside an exam/test room.

CODE OF CONDUCT

The גמרא tells us that at מתן תורה, the אידן stood in filled with awe, respect, humility, and acceptance. This is a model of conduct for a student studying Torah, as Chassidus emphasizes the centrality of *Kabolas Ol* in the process of learning and growth. Cooperation, humility, acceptance of responsibility for choices, and accepting policies and the decisions of staff set a student up for the greatest potential of absorption, learning, and growth.

DRESS CODE

What you wear, and how you behave, as a student of Bais Chomesh must meet both the standards and the spirit of *tznius* and *aidelkeit*. You are representing yourself, the Rebbe, Bais Chomesh and the Chabad community in general. Bais Chomesh is proud of the high standard of צניעות and refinement that is expected from each student. The primary guideline for our students' dress in school and out, is Halacha. **As a student in Bais Chomesh, you are committing to be dressed in accordance with *hilchos tznius* at all times, whether in school or at home.**

OUT OF SCHOOL DRESS CODE EXPECTATIONS

- Shirts must cover the neckline
- Sleeves must cover the elbows
- Skirts and dresses must cover the knees while sitting, walking etc. Skirts should likewise not be too tight as to be form fitting. Slits on skirts or dresses are not permitted.
- *Aidel* clothing should be worn (no denim or leather jackets etc.)
- All clothing should be sufficiently loose. Careful attention must be paid to avoid clingy material and tight-fitting clothes.
- Tights should be worn (not leggings/socks)
- Shoes, earrings, and other accessories should be an *aidel* style
- *Aidel* makeup is permitted for twelfth graders (11th graders may put on שכבת)

IN-SCHOOL DRESS CODE - UNIFORM

Please make sure that your daughter has enough of each of the items of the uniform. When getting dressed in the morning the student makes choices. Choosing to dress not in accordance with school dress code, is a choice not to be allowed into class. **Students are required to arrive at school wearing the complete Bais Chomesh school uniform and adhere to the dress code guidelines throughout the day.**

- **Admission to davening and class is subject to full dress code requirements.**
- If needed, uniforms and accessories are available for purchase in the school office.

- **SCHOOL SWEATER**

- Uniform sweaters with the school logo are required.
- Solid black zip-up/button-down/open front over-sweaters may be worn *on top* of the uniform sweater.
- **School sweatshirts from previous years are not permitted.**
- In hot weather, a solid white, collared button-down shirt may be worn without a sweater.

- **SHIRTS**

- Solid white, button-down shirt with a collar that covers the collarbone.
- White uniform collar that covers the collarbone.

- **SKIRTS**

- Grey, pleated uniform skirt which is at least 4" below the knee
- Skirts can be obtained at Friedman's (416-781-3686) or at Engelic (718-853-6483)
<https://www.engelicuniforms.com/girls-school-uniform-stitched-down-pleated-skirt-exclusive-fabric/>
- Uniform Gemach- contact Mrs. Batya Gelman at **647-393-8047**. This gemach is in the zechus for a refuah sheleima for Shmuel ben Nechama Dina.

- **TIGHTS**

- Solid, conservative colours may be worn.
- Socks may not be worn on top of tights.
- **Leggings are not permitted.**

- **SHOES**

- Aidel, dark-coloured refined-looking shoes are preferred.
- Shoes should be closed, both back and front.
- Slippers, slides and Crocs are not permitted as a school shoe.

- **MAKE-UP**

- Make-up is not allowed.
- Nail polish, shellac, gel, or artificial nails are not allowed.
- If a student is wearing shellac or artificial nails which can't be removed in school, she will need to leave school and return when it has been removed.

- **EARRINGS**

- Studs or very small hoops are acceptable earrings for school.
- One earring per ear, worn on the lower earlobe is permitted.

- **HAIR**

- Hair past shoulder length must be tied back.
- Dyed or streaked hair is not acceptable for school attendance. A student is required to dye it back to the original colour if her hair has already been dyed.

UNIFORM NON-COMPLIANCE

- If a student is required to correct her uniform, she may either go home to change **or** she may go to the office and purchase the required items if available.
- A student will be marked absent/late for any classes missed while resolving her uniform.

For purchase in the office: Payment must be made by cash or credit card before receiving the items.

*Prices may change.

	PURCHASE
White collar	\$ 15
Uniform Crew Sweatshirt	\$ 35
Skirt	\$ 90-108
Tights	\$ 10
Ponytails	\$ 0.25
Use of nail polish remover	\$ 0.25

ראש חודש:

- On ראש חודש, students are not required to wear the school uniform shirt; however, they are required to wear the uniform skirt.
- Students may dress with a Rosh Chodesh dressy top or sweater *l'kavod* the day (not sweatshirt/casual top).

DRESS CODE INFRACTIONS

- During the course of the school day, if a student is not in compliance with the school dress code, she will receive a uniform infraction.
- If the student receives 3 uniform infractions, she will be scheduled for Sunday detention.
- *Repeated and excessive uniform infractions may lead to suspension.*
- Students will receive two dress code marks on their report card. One is for uniform and one is for *Tznius*. All students start with 100% for each mark. An infraction results in minus 1.

GENERAL BEHAVIOUR

A student is encouraged to use her time appropriately as befits a בת חב"ד, giving נחת to the Rebbe and hastening the התגלות of משיח NOW. As a בת חב"ד student of Bais Chomesh, each student must ensure that her conduct, hobbies and activities are befitting a בת מלך. Proper decorum and דרך ארץ are prerequisites for attendance at Bais Chomesh.

Therefore, students of Bais Chomesh are expected to:

- Always dress according to Shulchan Aruch both in and out of school.
 - Follow Shulchan Aruch and Chabad *minhag* for attending any outings or social events.
 - Read only appropriate literature.
 - Listen only to Jewish music.
 - Use filtered internet only.
 - Own or display posters or pictures that are appropriate.
 - Watch only Jewish videos with appropriate content and not watch secular movies or videos.
 - Participate in sports that are for women only and refrain from going rollerblading or bike riding in public venues.
 - Keep the *Dinim* of *yichud* and have no contact with boys.
 - Use language that is both in content and expression befitting a Bas Chabad.
 - Be found only in places appropriate for a Bas Chabad.
- ❖ If you are uncertain as to the appropriateness of a given item, please discuss the item in question with the principal or *mechaneches*.

SEDER – ORGANIZATION AND NEATNESS

The Friediker Rebbe taught that “סדר מבחוץ” leads to “סדר מבפנים”. One’s external organization has a tremendous influence on one’s internal thoughts and learning processes. Organization and cleanliness of both the student and the classroom are prerequisites to an atmosphere of learning. An important part of student’s education is learning to respect and contribute to the wholesomeness and seder of the environment in which she lives and learns.

Each student is responsible for the cleanliness and neatness of her belongings and area.

- All belongings are to be put away in their designated spots upon arrival to school (coats, boots).
- Schoolbags are to be kept on or near the student’s chair.
- Students are not to leave any of their personal belongings on the teacher’s desks or in shared spaces.
- Overnight, a student’s belongings (including all school supplies/books) must be stored **inside** their personal locker or desk. Failure to do so may result in the accidental loss or damage of belongings. For the safety of your possessions please don’t bring valuables to school. School is not responsible for lost/damaged belongings.
- Students are encouraged to contribute towards a dignified school environment by maintaining the cleanliness of hallways and classrooms and ensuring all garbage is placed directly in a garbage bin.
- Writing on desks, tables or walls is not permitted. A student will be fined for vandalizing/damaging school property or shul property.
- Desks are to remain arranged in the assigned rows as marked on the first day of school.
- Any material posted on bulletin boards/walls must be approved by a principal. Material that is allowed to be hung directly on the wall must be mounted in a way that does not damage the paint/wall.

SCHOOL BEHAVIOUR

- We are guests in the building and our behaviour should reflect respect, refinement, boundaries, and dignity at all times.
- *Derech Eretz* is a foundation of Yiddishkeit, and all behaviour and communication with staff should express respect.

LEAVING BY LUNCH

- Students are encouraged to enjoy some outdoor time during lunch and may walk where needed.
- Students need to plan their time, so they have enough time to eat, and prepare for the class after lunch within their break time.
- We encourage students to bring lunch from home as the time involved to buy lunch (walking, ordering, waiting) does not usually leave students with the ability to finish eating and be prepared for class.
- Students may not eat lunch in class. Therefore, if they arrive back to school and class is starting and they haven’t finished eating, they will need to eat outside the classroom and will subsequently be marked late/absent.
- We highly recommend using lunchtime to socialize and recharge; if needed, this time may also be used to communicate with staff/office etc.

CLASSROOM BEHAVIOUR

- All students are expected to be prepared with the class materials and be standing by their desks, ready to begin learning when the bell rings.
- No food or drinks are permitted during class time. Water bottles are at the discretion of the teacher.
- Water bottles are to be filled up during break time.

- If dismissed from class for disciplinary reasons, the student must report to the principal and is responsible for all missed class work.
- One student is allowed to leave to the washroom at a time. Students must sign out with the washroom sign-out board when leaving and erase their name upon return.
- Any item that is disturbing the learning in the classroom will be confiscated, even if it belongs to someone else.

MUSIC POLICIES

Only Chabad niggunim may be played in school and at all school functions.

PHOTOCOPYING / OFFICE COMPUTERS

- The school office and teachers' room are off-limits to students.
- The time to speak to the school secretary is during the breaks or lunch, not during class.
- The photocopier is not to be used for student's personal use.
- Students should have access to a printer out of school in order to print copies of their reports and assignments. If they received prior permission to print work from the school printer, it **must** be emailed to the secretary **before** school.
- Photocopying missing notes/handouts is to be done out of school, at the student's personal time and expense. (Circle K or Staples are some of the photocopying options available out of school.)
- The office computers are for staff use only.

CELL PHONE POLICY

The internet is undoubtedly one of the greatest tools of our time. As with any technology, it comes with some risks and potential dangers.

Some of the risks are:

- It can decrease inhibitions (teenagers use language that they would not use in person, they 'chat' with people they would not in person, etc).
- It can give a false impression about how to build real relationships at a time when relationship skills are being learned.
- It can be at best distracting, and at worst addictive.

Some of the dangers are:

- Professionals explain that there are predators that are looking for victims r"l. It is a 'job hazard' of being a teen to feel invincible; we need to educate girls about being safe.
- There are many inappropriate and misleading sites that have intentionally similar addresses to appropriate sites in order to facilitate 'accidental' log-ins and hook young people in.
- There are inappropriate pop-ups that surface from time to time.

As per the recommendation of Rabbanim, educators and health professionals, we ask everyone who has internet in their home, to install filters on it and monitor the sites that are being used on an ongoing basis.

Protecting the *kedusha* and the quality of family life in our communities is of utmost importance. We admire and praise all the parents who have had the fortitude to delay the acquisition of a phone, especially smartphones, for their high school daughters and those who have set up proper restrictions for both content and time.

For the protection of the students, the Bais Chomesh policies are as follows:

Cell phone standards

- A student phone is required to have a proper and reputable filter which adequately filters the browser and allows only kosher, appropriate content. This applies to all cell phones (flip phones included), even those that are not smartphones - so the browser is filtered/blocked.
- If you have an iPhone, it is recommended to get the Kphone filter or MBsmart (from TAG – low cost).
- If you have an android, it is recommended to get MBsmart (from TAG – low cost).

Recommended filters

- TAG recommended filters like MBsmart, Techloq, Gentech and Netspark.
Contact TAG Toronto for support and optimal set-up: Helpdesk@tagtoronto.org 647-946-8455
- Kphone filters (which work with iPhones) are highly recommended. We now have this option available for Bais Chomesh students, with multiple levels of standards. www.Kphone.org or contact us at baischomeshattendance@gmail.com for more information.

Permitted but not recommended - *if you choose this option, you will need to speak with a member of the administration to ensure that it meets the standards set out below.*

- Parental controls (Free iPhone built-in Screen Time) with no open browser (whitelist only) or app store.
- Family Link on Android with no open browser (whitelist only) or app store.

If you have another filter that you feel is adequate, please email baischomeshattendance@gmail.com with your request so we can do research with our technology consultants and let you know if it's acceptable.

Minimal filter setting requirements:

- Filtered browser that blocks inappropriate content, images and websites.
- No social media - ex. Instagram, TikTok, SnapChat and the like.
- No YouTube/movies.
- Music apps *with explicit content toggled off*.
- Closed app store (unless you have Gentech / MBsmart).

Ideal smartphone filter settings recommended by Mechanchim:

- No browser
- No Spotify/Apple music (and/or other *non Jewish music/podcast apps*)
Recommended alternatives: **24Six**, JewishMusicStream, Shira24, ShiraLi, YidPod, Jewishmusic.fm, NakiRadio, Zing
- No WhatsApp (please see the email regarding new WhatsApp features that compromise its complete safety).
- All students living in the Bais Chomesh dorm are required to have a TAG filter and be registered with the BC TAG account or use a Kphone filter on her iPhone.

The student cell phone information form is required to be **submitted by Wednesday, August 30th - 5 days before school**, in order to complete your school registration for this year. The cell phone information form is found on the Google acknowledgement form attached to this handbook.

Daily Cell Phone Policy

To ensure an environment conducive to learning, growing, participating, and socializing students are not permitted to have cell phones, tablets or smartwatches in their possession throughout the school day.

- Students are required to bring their phone to school every day and place it in the phone box before davening starts.
- Alternate phones may not be substituted for a student's regularly used device.
- All internet-capable watches are also required to be deposited in the student's phone slot before school starts.
- Cell phones will not be accessible for the duration of the school day. This applies consistently, even for Bnos Chabad responsibilities, camera use, music, school presentations, studying, emailing, contact lookup, communication with a parent, payment apps, and list/document/message access. **Please plan ahead to avoid disappointment.**
- During the school day, please do not rely on messaging your daughter on her cell phone as she will not have access to it. Call the office if you need to relay an important message to your daughter.
- Cell phones that were not placed in the phone box in the morning will be held in the attendance office and the student will need to speak with a principal before retrieving it. If this occurs a second time, the phone will be held overnight, and parents will be notified.
- Headphones, earbuds, Air Pods, or the like may not be worn at school.
- During extra-curricular programming, we encourage and incentivize cell phones to be placed in designated baskets.
- A cell phone without an adequate filter that is brought to school will be confiscated and parents will be notified.

Please note: The school reserves the right to check all phones. Student phones will occasionally be checked to ensure that the phone, filter, and settings of the filter match the information we have on file for that student's phone. Be sure to update the student's phone information form should changes regarding the phone or the filter be made.

Should parents want to discuss any concerns or requests regarding their daughter's phones, filters, settings on the filters or what is required for a Bais Chomesh student, they may contact Mrs. Leibovitch at baischomeshattendance@gmail.com.

For students or families that have special circumstances and cannot commit to the Bais Chomesh phone and filter policy, we recommend discussing with the principal if this policy and/or Bais Chomesh is the best fit for your daughter.

TECHNOLOGY, AND SOCIAL MEDIA GUIDELINES

- All internet-capable and Wi-Fi-enabled home computers and devices must have an active and appropriate filter. Whitelist access is safer and therefore recommended.
- Wi-Fi capable devices, for example, a laptop or iPad, may not be brought to or used in school without prior permission from the principal. Each occasion of use must receive new permission.
- ChatGPT and AI platforms cannot be filtered and allows a user unlimited information on any subject. It needs to be carefully monitored if it is available on a home computer.
- Students may not have or use an account on social media platforms like TikTok, Snapchat, Instagram etc.
- A student's private activity online must express regard for *Tznius*, refinement, and the standards of a Bas Chabad.

DETENTION POLICY

- It is a student's responsibility to check the detention board on Friday to find out if she has detention.
- An email will be sent home as a reminder.
- Detention takes place on Sundays, at school from 3:00 pm – 4:00 pm (unless otherwise noted).
- Students with detention are required to attend in full Bais Chomesh uniform and be ready to complete a detention assignment.
- A student must be on time for her detention. Lateness may require the student to do a double detention or pay a fine.
- If a student will be out-of-town or has another valid reason for not being able to attend, she may switch detention to a different Sunday pending pre-approval.
- If a student doesn't attend detention, she will be charged a fine. She may choose to request a double detention instead of a fine. This request should be submitted within 3 days of the missed detention.
- If a student will not be attending detention, she is required to notify the school in **advance** by emailing baischomeshattendance@gmail.com.

BNOS CHABAD

- There is a student activity fee of \$500 per year. The fee subsidizes Bnos Chabad activities and events. On a monthly basis, Bnos Chabad organizes *Mivtzoim*, Lunch 'n Learn, Shabbos *Mivorchim* and other Chassidische Yomim Tovim farbrengens, Shabbos, Motzei Shabbos activities and farbrengens, Purim and Chanukah parties, inter-school activities and more.
- A Shabbaton is included in the Bnos Chabad fee.
- The only anticipated additional Bnos Chabad expense for the upcoming year is an optional New York Shabbaton trip to the Rebbe.
- The student activity fee must be paid before school starts.
- Students are required to attend Bnos Chabad Activities / Events that take place during class time.

COMMUNICATIONS

PARENTS AND TEACHERS

In the first week of school, all parents will receive the email addresses for each teacher.

To communicate with a teacher, we ask that parents email the teacher at that email address.

In your message, please include the **details** regarding what you would like to discuss and indicate times that the teacher can call you back.

As a general rule: When parents have a concern regarding their daughter in a class situation – the first attempt should be made to resolve the situation directly with the teacher.

PARENT TEACHER CONFERENCE

An annual parent-teacher conference is held with the purpose of sharing personal information with the students' parents. If the need arises at other times, please initiate communication with the teacher.

PARENTS AND PRINCIPAL

If a parent has spoken to the teacher and the matter is still not resolved, they should contact the principal. To reach Mrs. Wagner please leave a message with Mrs. Basser in the office by calling 416-631-0585. To reach Mrs. Yarmush, please call the office 416-631-0585 ext. 4, or email directly at Mrs.Yarmush@baischomesh.com. If a parent is requesting a meeting with the principal, it should be made by contacting the school secretary by email or phone.

Guided by the wisdom of our Chachamim who taught us to be *Dan Lkaf Zchus*, we ask that parents not jump to conclusions prior to discussing the situation with the staff member involved. When parents maintain a positive attitude towards the school and refrain from discussing staff or school policy in a disrespectful manner, they contribute to their daughter's respect and ability to benefit from her education.

STUDENT DRIVING

- Students who drive to school are required to deposit their car keys in their phone box upon arrival at school. The keys will be returned at dismissal time.
- Students may not drive their cars during school hours.
- Parents are required to notify the school if their daughter needs to leave with her car before dismissal time. Permission will then be given to the student to retrieve her keys and phone.
- Due to extremely limited parking spaces which are needed for staff, students may not park in the school parking lot. We are happy to provide students who require, a neighbourhood map with street parking options.
- The license plate of a car driven to school is required to be registered with the school.
- Students may not drive any fellow students at any time without parental permission from both sets of parents (i.e. the driver's parents and the passenger's parents). The driver and passenger are the ones with the responsibility to make sure they have received permission ahead of time.
- The school does not take responsibility for students driving other students.

SUMMER VACATION PLANS

We encourage our students and their parents to plan their summer vacation carefully and well in advance for it to become a meaningful growth-oriented experience in the spirit of being a Bas Chabad.

SCHOOL CLOSING DUE TO WEATHER

On occasion, the school may be closed due to extreme weather conditions. The school will email parents before 7:00 a.m. if this occurs.

**May it be a year of hatzlacha to all of our students,
and may our students be a true source of Yiddishe and chasidishe nachas to their parents.**

Please acknowledge that you have read and understood the student handbook by completing this Google document, **due by August 30, 2023**. Thank you.

<https://forms.gle/3cqVsvMVqdiPeYsY9>