



Student Handbook

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KADIMAH HIGH SCHOOL

A DIVISION OF H.F. EPSTEIN HEBREW ACADEMY
8645 Old Bonhomme Rd. | St. Louis, MO 63132
314-994-7856 | eha.org | frontoffice@eha.org

MISSION STATEMENT

The H.F. Epstein Hebrew Academy is an Orthodox Day School, disciplined and inspired by Torah, dedicated to the Jewish people and the State of Israel. Committed to excellence in religious and general studies, we seek to educate Jewish children in a creative, progressive, and nurturing environment.

School policies, procedures, and expectations fuel our overarching objectives.

OVERARCHING OBJECTIVES

- To **create** an intentional positive learning environment in which positive regard is shown to every student, teacher and parent.
- To **challenge** students to increase their knowledge and think critically.
- To **facilitate** character refinement and social skills to nurture healthy relationships.
- To **prepare** students to succeed in higher education and secure meaningful employment as adults.
- To **invite** families from all levels of observance to experience the teachings of Torah as essential to purposeful living.



ADMINISTRATION

Rabbi Shmuel Miller, Head of School, smiller@eha.org
Mrs. Itta Boyko, Principal, iboyko@eha.org
Rabbi Jonathan Fruchter, Asst. Principal - Judaics, jfruchter@eha.org

YOUR PRESENCE

ARRIVAL AND DISMISSAL

The school day begins at 8:00am. You are to arrive by then, and may arrive as early as 7:45am. On Monday through Thursday, the school day ends at 4:00 pm. On Fridays, school ends at 2:30pm, and at 1:30pm during Daylight Savings Time. During school hours, you are the responsibility of the school. You are not to leave the school premises, even during a non-class period such as lunch, without permission from a school administrator. Once the day ends, or after the student has signed out with permission, you may leave school.

Although the school day ends at 4:00pm, staff and administration may require you to stay later.

TARDY

You are expected to be on time to school and all class periods. Morning attendance at davening is graded. If you arrive after 8:05am, you will earn an unexcused tardy. If you arrive after 8:15am, you will earn an unexcused absence. Tardies and absences may affect your credit and grade.

Generally, there is a three-minute gap between the end of each class and the start of the next in order to allow you to transition appropriately.

ABSENT

If you know in advance that you will be absent from class, for the entire day, or for part of a class, it is your responsibility to email the office (frontoffice@eha.org) and the teachers of the classes you will be missing ahead of time. It is also your responsibility to make up any work as a result of your absence.

The designation of a tardy or an absence as “excused” is determined by the teacher and administration.

GREETING, STANDING AND THANKING

To show that you value the presence of others, please be *makdim shalom* - greet each person in school with a pleasant expression when you see or walk past them.

To show that you have positive regard and Kavod HaTorah, please stand as a teacher first enters the room or when any adult enters your classroom.

To show that you have hakarat hatov for the lesson taught, please thank your teacher at the end of each lesson.

COMMON AREAS

The environment in which you learn significantly impacts your mindset, attitude, and ability to receive what you are learning. Each person in the school is charged to promote positivity and an eagerness to learn. While there is a cleaning crew hired to clean regularly, the responsibility to maintain general cleanliness rests on you and your fellow students. You are to dispose of your own trash, and ensure that your area is left clean. If you see trash that does not belong to you, go ahead and dispose of it - it's the considerate thing to do.

The common areas in the high school, including the stairwell, lockers, small kitchenette, sink, storage, are the responsibility of each student to keep free of clutter.

CLASSROOMS

While each teacher sets specific guidelines and expectations for their particular class, there are certain objective guidelines that you are expected to follow in every class. This includes:

- Being in class on time, with the necessary materials
- Contributing to the learning environment, and not disturbing it
- Responding to the teacher when prompted
- Exhibiting body language and tone of communication that shows respect and interest

The policy for using the restroom will be set by each teacher for their class. If you are not sure, please ask your teacher.

HALLWAY

Other students may be in class when you are not, both in the high school and the lower school. Please keep the noise level low and please keep this in mind when at your locker.

LEAVING CAMPUS

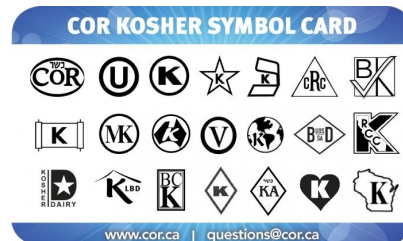
If you need to leave campus, you are to ask permission from the administration and then sign out at the office. You are to sign back in when you return. During school hours, you are not to drive another student without express permission granted by your parent and the parent of the student you are driving.

LUNCHTIME

The lunch period in the middle of the day is the time designated for you to eat and engage with your fellow classmates. This includes time to make *brachot*, wash your hands and *bentch* for

bread, go to the bathroom, heat up your food, and clean your area when you are finished. Be sure that your lunchtime does not extend into the class following lunch.

Please do not share your food as students are particular of *kashrut* at various levels. Here are a few of the most common and approved kosher symbols:



If you are unsure, please ask one of the Judaic Studies faculty.

The school provides a refrigerator and dairy and meat microwaves for the students. So long as students adhere to the posted usage guidelines, and keep the area tidy, you will continue to enjoy these privileges provided by the school. See “Common Areas” above for additional information.

SCHOOL-ISSUED BOOKS / DEVICES

CHROMEBOOKS

Each student will receive a school-issued Chromebook and charger that is owned and monitored by the school. Each Chromebook and charger is tagged with a barcode. You are responsible to pay for repairs to these two items. Should you not return them at the end of the year, or return them in a condition that is beyond normal wear and tear, you will be charged \$250 to replace the Chromebook and \$20 for the charger.

TEXTBOOKS/SEFARIM

You will receive the necessary textbooks and *sefarim* for each of your classes within the first week of school. The textbooks are barcoded for each student and are the property of the school. You are responsible for returning books that belong to the school at the end of the year. If you choose to keep a school book or sefer, or otherwise not return it, you will be charged \$50 per book.

POLICIES

CELL PHONE

Part of the educational experience includes developing meaningful relationships with your fellow students. Cell phones can get in the way of direct and personal connection.

While you may bring your phone to school, there are guidelines and follow through in place to ensure you focus on the educational experience. As such, you may only use your phone during lunchtime, and at other times during the day if instructed so by a teacher or administrator. At all other times, your phone is not to be seen or used. If you need to make a call, let the office administrator know. If the need is justified, you will be able to make your call from the office.

Below is the follow through if you are found using your phone at a time when you are not meant to:

One time: You will be asked to put it away.

2nd time: You will turn in your phone to Rabbi Fruchter's desk.

3rd time: You and your parents will be asked to meet with the school administration to decide on a way forward.

If you use your phone at any time during school for what the administration deems as inappropriate, you will lose your privilege of having your phone in school for a full term.

DRESS CODE

How we dress fosters a positive and spiritual learning environment founded upon Jewish values, the *halacha* of modesty, and dignity. We are created *b'tzelem Elokim*, in Hashem's image, and our dress is to reflect that reality and honor.

Boys Dress Code

- Kippah and tzitzit
- Shirts with collars, not more than the top button open. No distasteful wording or images.
- No ripped pants, sweatpants, or jeans.
- Closed-toe shoes. No sandals, flip-flops, or slippers.

- During physical education class
 - Kippah on
 - Tzitzit may be taken off
 - Shorts may be worn
 - Should you choose to change into PE attire, you may do so within your PE time.

Girls Dress Code

- Modest fitting skirts or dresses that reach the knee.
- Modest fitting shirts with sleeves that reach to at least halfway between the elbow and shoulder.
- Tops with necklines to the collar bone. No distasteful words or images.
- Closed-toe shoes. No sandals, flip-flops, or slippers.

All students

Should you not be in dress code, you will be allowed back into class once you are in dress code.

As a school that is thoroughly committed to the adherence to *Halacha*/Jewish Law, you are to refrain from physical contact, body or clothing, with students of the opposite gender.

GRADUATION REQUIREMENTS

STATE OF MISSOURI REQUIREMENTS

Our academic program follows the State of Missouri requirements for a college-preparatory education. The state minimum high school graduation requirements comprise twenty-four (24) units of credit that must be earned between grades nine (9) and twelve (12). The requirements are stated in terms of the number of units of credit that must be earned in each subject area:

Subject Area / Department	Units of Credit
Communication Arts	4.0
Social Studies	3.0
Mathematics	3.0
Science	3.0
Fine Art	1.0
Practical Arts	1.0
Physical Education	1.0
Health Education	0.5
Personal Finance	0.5*
Electives	7.0
Total Credits	24.0

*The .5 unit of credit of Personal Finance may be earned in Social Studies, Practical Arts or as an Elective in Grade 10 or above. If earned in Social Studies or Practical Arts, the required units of credit in that area are reduced by .5 (i.e. Social Studies from 3.0 to 2.5) and the Elective total is increased to 7.5.

It is up to the discretion of the administration to have a student take a class, even if they have already technically met the State of Missouri credit requirements.

JUDAIC STUDIES REQUIREMENTS

Kadimah high school has a four-year dual curriculum. Our whole academic program functions within Torah ideals, with specific Judaic Studies classes/*shiurim*. The Judaic studies component of the curriculum includes learning Tanach (Torah, Neviim, and Ketuvim), Talmud, Jewish law (*Halacha*), Jewish history, Jewish thought, Tefillah, and speciality lessons to inspire personal connection to Hashem and Judaism. These courses are graded, are included in your grade point average (GPA), and are necessary in order to receive your diploma.

TEFILLAH

Tefillah is our daily direct and communal connection to and acknowledgement of Hashem in our lives. Tefillah is also *Avoda she'ba'lev* - a spiritual workout that requires proper intention and repeated effort, as does any relationship we wish to nurture. It's also a reflection of who we are as Jews. You will be provided with engaging opportunities in which to take part to make your Tefillah more meaningful.

When school is not in session, boys are encouraged to attend minyanim, and girls are encouraged to daven daily.

GRADING SCALE

The school year is separated into two semesters, which are comprised of four quarters. At the end of quarters one and three, you will receive comments from your teachers regarding your progress. At the end of quarters two and four, you will receive a grade for the whole semester.

The grading scale is as follows:

98-100 = A+	88-89 = B+	78-79 = C+	68-69 = D+
93-97 = A	83-87 = B	73-77 = C	63-67 = D
90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-
			Below 60 = F

If a student receives an "F" in any particular class, it is factored into the student's GPA as a "0" value, negatively impacting the student's GPA, and no credit will be earned.

GRADING POLICY

Each teacher will clarify his or her grading criteria which includes, but is not limited to, attendance, quizzes, tests, participation, and projects. For any one class, the final exam will not weigh more than 35% of your grade. You will not have more than two tests scheduled on the same day.

CREDIT / NO CREDIT CLASSES

If you take a course as “credit (CR) / no credit (NO CR),” you will receive credit for successfully completing the course, yet there is no grade to be factored into your GPA.

RESIDENCY REQUIREMENT

Being present and engaged in class is critical to your success. You need to be aware of the number of classes you miss, even for reasons that would count as an “excused absence.”

The following is a list of maximum absences for each class, per semester:

Meeting times per week	Number of absences allowed
1 period/week	4
2 periods/week	6
3 periods/week	8
4 periods/week	10
5 periods/week	12

Should you not meet the residency requirement for any particular course, it will be considered as if you failed that course and you will need to retake it.

CHESED / COMMUNITY SERVICE HOURS

We uphold the dictum “*Yafeh Torah Im Derech Eretz*” - that the development of oneself and society is part of Torah learning and living. As such, you get to invest at least 25 hours a year of your time towards *chessed* - unpaid service to our Jewish community, to non-family members. This privilege is also a requirement to receive your diploma.

A maximum of five hours a year for each type of submission will be allowed (e.g. B’nei Akiva, sukkah building, helping families, and others approved by the administration).

For your hours to count toward your requirement, you are to submit them within 7 days of the service at eha.org/chessed-hours. The school will do its utmost to inform students of different

chessed opportunities. At the same time, it is ultimately your responsibility to ensure this requirement is met.

DIPLOMA

In order to receive your diploma from Kadimah High School, you must have completed the entire program through 12th grade. If you transfer out before the completion of your 12th grade you will receive a transcript of your accomplishments. An official diploma and/or transcript will be issued after all tuition and fees are paid, and requirements completed.

ADDITIONAL INFORMATION

SUBSTANCE ABUSE POLICY

It is forbidden to use, possess, or be under the influence of drugs, tobacco, electronic cigarettes/vaporizers, or alcohol when school is in session or at any school related function.

The school administration reserves the right to search your locker, book bag or other property, and require a drug screening test. Non-compliance may result in immediate withdrawal from the school.

If you are found in violation of this policy will be immediately suspended from school and may be required to be evaluated by a school-designated professional. Violation of this policy may also result in being expelled.

EXTRA CURRICULAR & PROGRAMS

Each year we aim to offer programs and activities that will complement your educational experience and ones that will unite the student body. Below are some that we plan to offer based on the interests of the students. We encourage you to reach out to Mrs. Boyko and Rabbi Fruchter if you have other suggestions.

- ROSH CHODESH
- MONTHLY TORAH PUBLICATION
- LITERARY MAGAZINE
- MOCK TRIAL
- BETTER TOGETHER
- MISHMAR
- LEADERSHIP
- NCSY'S PARSHA & PIZZA
- FRIDAY NIGHT SEUDA & ONEG
- ALL-IN GET-AWAY
- SPORTS

POSTING

Please receive approval from the administration beforehand if you wish to hang up a poster, flier, or make an announcement.

PRINTING

Each Chromebook will be connected to the school printer to allow you to print when available, and otherwise permitted. You will be given an individual account with a 50-paper allotment per semester. To use the printer, you will need to type in your individual code, which can be done from your Chromebook.

LOCKERS

You are assigned a locker at the beginning of the year. You are to keep your locker orderly and clean, as this too will help set you up for success in life. Items on top of the lockers or on the floor are subject to be disposed of. All of the lockers are in common areas throughout the high school area. As such, please ensure your locker door is shut after you use it. See COMMON AREAS above.

PARKING

You may park on the street or in the school parking lot at the back entrance of the school.

GRADELINK

Gradelink is the online portal that is used to track your attendance and grades. You and your parents will have accounts to access real-time information about how you are performing academically. Teachers input assignment information to give the most accurate portrayal of your performance. Gradelink is also the platform on which your progress notes will be published. If you need help to access your account, please reach out to the front office.

WEBSITE/CALENDAR

The school's website is eha.org. It contains important information about college guidance, a link to this handbook and the academic calendar which can be linked to your Google calendar.

HOMEWORK

There will not be any assigned homework, major projects, tests, or quizzes, for the day after a major Jewish holiday or after a major school-sponsored evening activity.

VISITORS

Should you wish to bring a visitor to the school, you are to get prior approval from the administration and the teacher in whose class the visitor will attend. The visitor is to sign in at the front office upon arrival, and sign out before they leave. Visitors are to adhere to the school dress code.

EMERGENCY/VIGILANCE

The school schedules various emergency drills throughout the year to prepare for situations that may arise. You are models to the rest of the school and are expected to take the drills, and G-d forbid, true emergencies seriously and follow instructions.

Please remain aware of your surroundings. If you notice something suspicious, report it to security, a staff member, or the administration immediately.

INCLEMENT WEATHER

The school takes into consideration a number of factors when determining to cancel classes due to inclement weather. Should school be canceled, the school will inform you and your parents within a timely manner through the various modes of communication including email, WhatsApp, and the Remind app, which can be subscribed to by using 'ehaad' for the school code.

NATIONAL HONORS SOCIETY

The National Honor Society, a program of the National Association of Secondary School Principals (NASSP), is meant to recognize and inspire enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and to develop character in students.

To be eligible for consideration for membership, you must be in 10th-12th grade, have been in attendance at the school the equivalent of one semester, and maintain a cumulative scholastic average of at least 85 percent, B, or 3.0. Candidates will be evaluated on the basis of service, leadership, and character by a 5-member Faculty Council, who will, by a majority vote of the Council, select students to be invited to membership. Students who accept the invitation will be inducted into the National Honor Society at the annual Appreciation Luncheon.

Students who are part of the Kadimah National Honors Society chapter must take initiative to run a yearly project. The project must receive administrative approval before the start of the project, which should service a need within the school or the broader community.

HANDBOOK ACCEPTANCE

Please scan the QR code and sign the document. This confirms that you understand and accept the policies and procedures stated within this handbook.



DISCLAIMER

Please note that not every circumstance can be considered in establishing policies and setting expectations. The final decision on any school policy or procedure, listed and not listed above, is determined by the Head of School in collaboration with the administration. Students and parents will be informed of any changes to the Student Handbook.