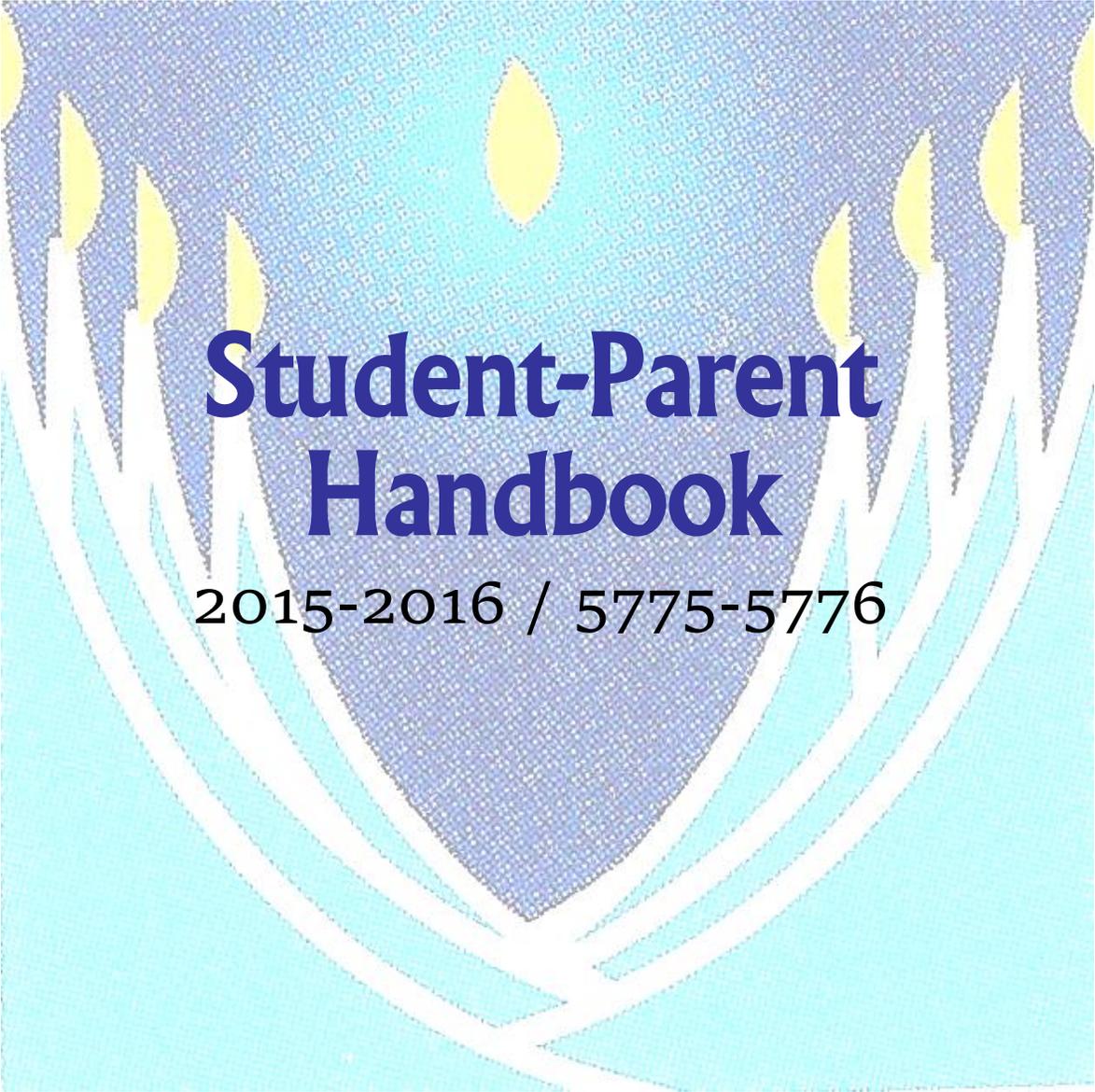


**B”H**

# *Beis Chana of South Florida*



## **Student-Parent Handbook**

2015-2016 / 5775-5776

**Lubavitch Educational Center  
17330 N.W. 7<sup>th</sup> Avenue  
Miami, Florida 33169  
305-653-8770**

**Beis Chana School for Girls**

**2015-2016 STUDENT-PARENT HANDBOOK**

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## **EDUCATIONAL PHILOSOPHY**

### **Fundamental Goals and Objectives**

Beis Chana was established to graduate informed and thinking young women, who will approach the world with a solid system of values based on Torah and Chassidus. We strive to create a dual academic program of traditional Hebrew and Chassidic studies and a challenging general studies curriculum that integrates the knowledge of the world within the framework of Jewish culture and Torah philosophy. Our environment is nurturing, individualized, and dynamic. We encourage and foster our young women to pursue post-secondary education and to prepare themselves for their ultimate roles as wives, mothers, and active members of their communities. It is important for our students to have the knowledge and skills necessary to function successfully in our contemporary society. At the same time, we demand a full integration of our values in every course, as well as an integration of what is studied into everyday life.

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 Chassidic way of life,
- have strong and firm religious ideals permeated with Chassidic warmth,
- possess refined character traits,
- feel a deep sense of communal responsibility and commitment,
- have strong and unifying bonds of respect, caring, and friendship toward their peers and members of the faculty and administration,
- have developed talents, abilities, and solid self-esteem,
- have achieved the utmost, according to their abilities, in a learning environment where individualizing is both possible and practical,
- 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 general studies presented,
- will graduate with an enthusiasm for learning and the skills necessary to learn independently, and
- will graduate with the personal resources, discipline, and depth of character necessary for today's complex society.

These philosophies, purposes, and objectives are the foundation upon which we educate our young women.

## ACADEMIC REQUIREMENTS

### Limudei Kodesh

All grades study critical Hebrew subjects, such as the *Chumash*, Prophets, history, Jewish law, and various courses on Chassidus. Classroom methodology ranges from teacher-directed study to self-directed study.

### General Studies

Adhering to the guidelines of all Florida State Department of Education requirements, the general studies program offers a multifaceted curriculum to develop students' strengths as critical thinkers, readers, and writers. Essential to this process is the higher-level acquisition of language arts, history, mathematics, and science.

### Community Service

A Beis Chana student in grades 9-12 is required to dedicate 1½ hours every week to community service. The hours are comprised of *mitvzoim*, Mesibos Shabbos, tutoring, helping a Chabad organization, helping a woman after childbirth, or helping a family with a special needs child. Understandably, these hours must be hours which are not monetarily compensated and must be provided to a family who would not be able to afford such services. **It must be approved by and cleared with Mrs. Rosenfeld in advance if a student is assisting any organization or if she is participating in any activity about which it is not clear as to whether or not community service credit will be given.** A form will be available in the office at the beginning of each trimester which must be signed by the recipient of the community service.

At the end of every trimester, each student must fill out the community service form to record the length of time and activity. *Only this form* will be accepted to receive credit for any community service activity. Fulfillment of community service hours will be reflected with a designated grade on both the report card and school transcript and is a requirement for a high school diploma.

We believe this program achieves the goal of putting Torah learning into Torah practice.

### Diplomas

Students will be awarded only one diploma to cover both Hebrew studies and general studies accomplishments. For a student to be granted a diploma at graduation, she must successfully complete her entire Hebrew studies program as well as obtain all credit for required general studies courses. No student will be accepted into Beis Chana's high school without all requirements having been met for middle school.

## **BEIS CHANA STUDENT POLICIES AND PROCEDURES**

### **Student Decorum**

Per our Rebbe's instructions, we accept all students in order to give them a positive education which will lead them in the way of Torah. Whether in school or outside of school, every student is expected to maintain and uphold the standards of Beis Chana. Becoming a negative influence on her peers in this regard will be cause for immediate suspension or expulsion.

### **Academic Honesty**

Students are expected to demonstrate honesty and integrity in all of their school work. Each student's work is to be her own and is not to be directly copied from outside sources. Plagiarism will not be tolerated.

Any behavior which can be defined as cheating, or enabling another student to cheat in any way, represents a violation of mutual trust and respect essential to education at Beis Chana. Students who cheat should expect the following consequences:

- a zero grade on the assignment or exam
- notification of parents
- an acknowledgement form must be signed by the student and will be placed in the student's permanent record.

Students taking approved courses through Florida Virtual School are governed by the policies of FLVS. Beis Chana **will not override** their decisions on academic integrity. Florida Virtual School's policies are congruent with those of Beis Chana.

### **Dress Code**

Because the daughters of Israel are held in high esteem by the Torah, elevated standards of modesty are upheld to ensure their lofty position and to maintain the respectful and dignified manner for which a Bas Yisroel is known. The standards of *tznius* at Beis Chana are determined by the administration and should be adhered to at all times—in school and out of school.

**A student who attends any school or Chabad function dressed in conflict with Beis Chana's standards will automatically receive a one day out-of-school suspension.**

Accordingly, the following guidelines must be maintained:

- Polo shirts, sweatshirts, and cardigans, all with the school logo, should be purchased from **Clothes 'n Bows (305-947-9646 or [clothesnbows@gmail.com](mailto:clothesnbows@gmail.com)) or Land's End (1-800-963-4816 or [landsend.com](http://landsend.com)).**
- School-sanctioned uniforms must be worn to school every day.
- The uniform consists of a navy blue pleated skirt, which is ankle-length or mid-calf length (**mid-calf is defined as no more than 6 inches above the ankle**); a long-sleeved Beis

Chana polo shirt, and solid-color knee socks OR tights (not both together). Leggings may not be worn. White undershirts must be worn under the polo shirt.

- The undershirt must cover the collarbone, and the sleeves on the polo shirt must cover the elbows at all times, including when the hand is raised.
- Only the top button on the polo shirt may remain open.
- In cooler weather the student may add a Beis Chana uniform sweatshirt, Beis Chana graduation sweatshirt, Beis Chana production sweatshirt, or any other **Beis Chana issued sweatshirt**. Camp and Friendship Circle sweatshirts are not permitted. (Hoods may not be worn up while in the building.) A school polo shirt with the required undershirt must be worn under the sweatshirt. No other outerwear may be worn within the school building.
- If a student is not in compliance with solid-color knee socks or solid-color tights, socks will have to be purchased from the school office for \$3.00 a pair before the student will be permitted to enter class. **Inappropriate socks will be confiscated and may be retrieved on the last day of school.**
- If a student is not in compliance with an appropriate undershirt, she may purchase one from the office for \$5.00, providing that undershirts are in stock.
- The school uniform is to be worn with honor, pride and dignity. It is not to be worn if it is torn, defaced, or if the school logo is no longer recognizable. (This includes fading.)
- Hats, ties, clogs, backless shoes, slippers, scarves, or any other articles of a casual nature are not permitted in school.
- Nail polish of any color and false nails are not permitted. If a student must remove nail polish, a fine of \$1.00 will be charged and a uniform infraction will be incurred.
- Jewelry should consist of refined pieces. Only one earring per ear is allowed at the earlobe. Any additional earring(s) will be confiscated and will not be returned until the end of the school year. The school cannot be held responsible for lost or stolen jewelry that was confiscated.
- Hair which is beyond shoulder length or hair that is unruly must be tied back. Dyed hair is not permitted.
- Make up is not permitted.

The decision as to the appropriateness or inappropriateness of Beis Chana's standards is at the sole discretion of the administration. Consistent compliance with the guidelines is required of each student. *Deviation from the guidelines will result in one or a combination of the following:*

1. **An appropriate replacement item will be provided by the office for a fee. If a student has her own replacement item available, the fee will still be assessed as a consequence for the infraction. All fees must be paid by the next school day or the fee will be doubled.**
2. **\*A student must be picked up by a family member and taken home to remedy the uniform infraction.\***
3. **\*A family member must bring the appropriate item(s) of attire to the school so that the student can change.\***
4. **Inappropriate item(s) will be confiscated and not returned until the end of the school year.**

5. **For each class period missed to resolve the matter, an academic zero and an unexcused absence will be recorded.**
6. **A uniform infraction will be recorded.**
7. **The office will dispose of any confiscated items that are not retrieved by the last day of the school year.**
8. **\*If a family member is not willing or able to accommodate the student, the student will remain in the office for the balance of the day and all missed classes will be recorded as unexcused absences.**

### **Extracurricular Activities**

For the emotional, mental, and spiritual welfare of each student, it is mandatory that all girls in grades 9-12 have a *mashpiah*. If she does not, parents are to help her choose one. If a problem arises during the school year, we will require that your daughter speak with her *mashpiah*.

We have an excellent Bnos Chabad program led by seminary graduates. They interact positively with our students and afford them the opportunity to work toward common goals and interests. Although many school-sanctioned extracurricular activities are not mandatory, they are strongly encouraged. For the spiritual welfare of the student, parents are to see that their daughters are active and that they attend all functions. Attendance at farbrengens goes towards the Maalin B'Kodesh grade on the report card. Specific rewards and privileges will be given to those who involve themselves.

The fee to each student for Bnos Chabad is \$175.00 for the year. This may be paid in any one of the following ways:

1. \$175.00 to be paid in full at orientation.
2. \$175.00 to be paid out over the first trimester.
3. \$100.00 to be paid out over the first trimester and the balance of \$75.00 to be covered by selling 15 (fifteen) raffle tickets for Beis Chana's annual school raffle.

Participation in the much anticipated graduation trip for 12th grade girls is a privilege that is earned. It is permitted only to those students whose **derech erez, middos, and attendance have been acceptable throughout the year**. This privilege may be revoked for unacceptable behavior or for excessive unexcused absences. Please be aware that a graduation trip is intended only for those students who are actually graduating.

### **Conduct**

Beis Chana functions with two sets of rules: individual classroom rules and school-wide rules. Within the first day or two of the school year, each teacher will provide each class specific class rules and regulations. **In addition to these**, the following school-wide rules must be observed:

- All students must be prepared and at their desks at the beginning of each period. This includes having text, notebook, pen, and/or anything else that is required on the desktop when the instructor is ready to begin.
- Each student must stand up next to her desk when an adult enters the classroom.
- Because we do not have a nurse or sickroom accommodations, if a student is too ill to

remain in class, she must be picked up and taken home by a family member. **For security reasons, the family member must come to the 7th floor office to pick up and sign out the student.**

- Student homework assignments are not to be faxed or emailed to any LEC administrative office or the Bnos Chabad office **under any circumstance**. In addition, all student homework assignments must be printed at home, not on school premises.
- The teacher's desk and chair are for the **exclusive** use of the teacher. Use by a student, without express permission from a teacher, will result in a fine.
- During class time, a student may **not** exit the classroom without a teacher's hall pass. It is also understood that a student should never leave the 7th floor during class time without the express permission of an administrator. Any student found in the hall during class time without an appropriate pass will be sent to the office for the remainder of the period. This will be recorded as having been sent out of class.
- During the school day, Beis Chana students are to use the bathroom facilities **only** on the 7th floor.
- Non-class related material will be confiscated, regardless of whose it is.
- Doing work for another class will result in a zero for the period in **both** classes, as well as a zero for the assignment being done. If a student is studying for an exam for another class, **ten points** will be deducted from that exam grade. If a student is using another student's work or notes, that student, too, will receive a penalty.
- Students are prohibited from chewing gum, eating, putting heads down on desktops, or sleeping during class time.
- Students are permitted to have **standard-sized, 16-20 ounce, water bottles** at their desks.
- High school girls may have lunch in their classrooms or outside at the tables. In order to maintain this privilege, classroom and outdoor cleanliness must be maintained and students are to be on time for class.
- All students may have a snack in their classrooms during both recess periods. After doing so, it is understood that each student will rid the classroom of all refuse before the start of the next class.
- A student is permitted to take the elevator to the 7th floor **only** in the morning upon arriving with her backpack. In the event of a medical necessity, a student must obtain an administrator's permission for use of the elevator, and the student must provide a doctor's note indicating that the student must use an elevator and for how long. Unauthorized use of the elevator will result in a \$5.00 fine.

### **Disciplinary Action**

If a student is dismissed from class for disciplinary reasons, the following will occur:

- The student must ***immediately*** report ***only*** to the front office and no other area.
- In the event an administrator is not present, the student must wait in the front office until an administrator returns. ***Failure to leave the classroom and report to the office when directed by a teacher will result in a suspension.***
- For every two times that a student is sent out of ***any*** class, it will result in an automatic detention.

- If a student receives a total of three detentions for behavioral issues during a trimester, she will not be permitted to return to school without a parent accompanying her and meeting with an administrator. Under no circumstance is a phone conversation to replace a meeting between the parent, student, and administrator.
- A second cycle of detentions will result in suspension.
- A third cycle of detentions is cause for expulsion.

Supervised detentions will be held every Tuesday from 3:55 – 4:45.

### **Examinations**

- High school students will have a maximum of five examinations per week between Hebrew and general studies. This excludes spelling tests for grade 9 and quizzes for all grades.
- Students must take exams the day of the exam at the time of the exam.
- All tests must be turned in by the end of the period. Except for students with documented allowances, no one will be given more time to complete the exam.
- **Exams with grades of 70% or lower must be signed by the student’s parent and returned to the teacher.**

### **Final Examinations**

With the final exam grade weighing 25% of a student’s year-end grade, the taking of this exam is a serious matter. It is **never** in the student’s best interest to take the exam at a different time than her classmates, as the course instructor will not be available to answer questions a student may have.

To this end, missing a final should be avoided at all costs. In the event that there is no other alternative, the following procedure must be followed:

- *As soon as a family knows that a special accommodation needs to be made, the appropriate administrator must be contacted.*
- It will be the student’s responsibility to meet with the appropriate principal to discuss the situation and to make specific arrangements, fill out the required documentation, and have it signed by all involved parties. This would include the principal, course instructor, proctoring instructor, and student.
- The final exam is to be made up at the first opportunity. The date and time will be determined by the principal. (The one-week grace period for taking exams does not apply for finals.)
- If the final exam needs to be taken after the school year has ended, the proctoring teacher must be paid by the parent to proctor the exam in school.

**\*\*Failure to appear for a final exam, regardless of when it is scheduled, will result in a zero grade for the exam.\*\***

## **PUNCTUALITY AND ATTENDANCE**

Punctuality and attendance are fundamental to the success of any student. All students are expected to be seated in their classroom and prepared for davening by 8:10 a.m. There will be penalties for tardiness, unexcused absences, and unexcused leaving of the building.

The school day begins with Chassidus class from 8:10 - 8:30 a.m. It is impossible to pass this class if not present. Should a student fail Chassidus at the end of the year, she will have to earn makeup credit during the summer.

***Leaving school property, whether by car or by foot, without express permission from either Mrs. Rosenfeld or Mrs. Capurso will result in a one-day suspension.***

Each period of the school day equals 1/8 of the day. Therefore, each period that a student is absent will be considered as 1/8 of a day's absence.

If a student is tardy for class, it will be recorded. Being tardy two times will equal one unexcused absence. After being tardy three times in one calendar month, each additional tardy will be considered as one unexcused absence. Tardy is defined as being up to 10 minutes late for class. Being out of class beyond 10 minutes constitutes an unexcused absence. However, if a student does not appear for class entirely, it will be considered cutting class and she will receive a detention which is to be served on the assigned day from 3:55 – 4:45 p.m. No matter what time of the day, being on school premises and not being in an assigned class constitutes cutting a class.

A student is permitted 2½ days of unexcused absences per trimester. Any absences beyond that will result in having two points deducted from the trimester grade of one of the academic classes on the report card for every day absent after 2½ days.

### **Perfect Attendance**

For every trimester of perfect attendance, a student may add 10 points, which is one letter grade, to the final of her choice.

A student can be absent from school only if:

- she is legitimately sick
- a doctor's appointment is unavoidable
- there are extenuating circumstances which require special permission from either Mrs. Rosenfeld or Mrs. Capurso.

Non-valid excuses include:

- headache, stomach ache
- overtired, overslept
- studying for an exam
- traveling: Leaving school early before vacation starts and/or returning to school late after vacation ends, for unexcused non-illness reasons, are penalized with a double absence per day. Any legitimate reasons for missing school must receive advance permission

from Mrs. Rosenfeld. Do not make any travel arrangements before receiving permission from the administration.

### **Absences in the Event of a Simcha**

Students will be excused for the following in-town simchas:

- sibling's wedding: 2 days
- cousin's wedding: 1 day
- immediate family member's bris: 1 morning
- brother's bar mitzvah: 1 day

All absences due to an out-of-town simcha **must be discussed in advance** with the administration.

### **Procedures to Follow in the Event of an Absence**

- An excused absence is only valid when accompanied by a doctor's note or prior arrangements have been made with the administration. A physician's note must be submitted to the office **within one week of the absence**. **Administrators will not make changes on records for a doctor's note that comes in beyond the one-week period.**
- Absences on field trip days, half days, or for school functions will be considered a double absence.
- Doctor and dental appointments should be scheduled after school hours. In the event that an appointment must be made during school hours, only *a portion* of the school day will be excused with a doctor's note.

### **Student Responsibilities for Make-Up Work and Make-Up Exams**

In the event of an absence, regardless of the reason, the student is responsible for all schoolwork, including homework assignments and exams. An absent student is expected to be fully prepared for class upon her return to school. The following rules will be strictly enforced to aid the student in keeping abreast of her course work:

- One hundred percent attendance is expected for all students on days when tests are given. ***No make-up exams will receive full credit without a signed doctor's note. This physician may not be a parent or family member.***
- Upon return to school, the student is responsible for confirming her make-up test day with her instructor. It is mandatory for the student to make up the exam ***within one week*** of the absence. ***If the exam is not taken within this week, that exam will earn a zero.***
- A test that is missed due to an ***unexcused absence*** must also be taken ***within one week of the absence***. ***An automatic 20 percentage points will be deducted from the exam grade. If the exam is not taken within one week, that exam will earn a zero.***
- All make-up exams must be taken after school hours between 3:55 – 4:45 on Tuesdays or during lunch on Thursdays. Arrangements have been made to have a proctor available on these days to assist in this regard. (Please see addendum for late pick-up fees.)

## **Excessive Absences**

It is mandated by the Dade County School Board of the State of Florida that a student, who accumulates ten or more unexcused class absences in an annual course, or 3 $\frac{1}{3}$  unexcused absences in a trimester course, will be subject to the withholding of final credit. At Beis Chana, if this number is exceeded, a student will not receive credit for the trimester(s) affected, and all coursework and exams will have to be successfully completed the summer prior to the upcoming academic year. If, G-d forbid, a student is ill for a prolonged period, administration and faculty will work with the student and parents to accommodate the situation. Permission must be obtained from Mrs. Rosenfeld or Mrs. Capurso for prolonged absences not due to illness.

## DAILY SCHEDULE

| Grades 9-12    |                   | Grades 9-12<br>FRIDAY ONLY |                   |
|----------------|-------------------|----------------------------|-------------------|
| 8:10-9:00 am   | Tefillah Davening | 8:10-9:00 am               | Tefillah Davening |
| 9:05-9:45 am   | 1st Period        | 9:05-9:45 am               | 1st Period        |
| 9:45-10:25 am  | 2nd Period        | 9:45-10:25 am              | 2nd Period        |
| 10:25-11:05 am | 3rd Period        | 10:25-10:40 am             | Recess            |
| 11:05-11:20 am | Recess            | 10:40-11:20 am             | 3rd Period        |
| 11:20-12:00 pm | 4th Period        | 11:20-12:00 pm             | 4th Period        |
| 12:00-12:40 pm | 5th Period        | 12:00-12:30 pm             | Lunch             |
| 12:40-1:20 pm  | Lunch/PE          | 12:30-1:15 pm              | 5th Period        |
| 1:20-2:05 pm   | 6th Period        | 1:15-1:55 pm               | 6th Period        |
| 2:05-2:10 pm   | Mincha            |                            |                   |
| 2:10-2:50 pm   | 7th Period        |                            |                   |
| 2:50-3:00 pm   | Recess            |                            |                   |
| 3:00-3:45 pm   | 8th Period        |                            |                   |

### Tefillah

- Chassidus class begins promptly at 8:10 a.m.
- A student will be considered tardy if she is not davening with the rest of her classmates at the designated time.
- Any student who arrives after 8:10 a.m. needs to report to the school office and obtain a late admit slip. No student may be admitted to davening without an admit slip.
- Engaging in any academic activity, other than davening, will result in confiscation of the study material and a 10 point deduction will be taken from the assignment or test.

## REPORT CARDS, MID-TRIMESTER ACADEMIC REPORTS, AND GRADING POLICY

Beis Chana's school year is based on trimesters, with report cards being issued three times a year. To keep parents apprised of their daughter's progress in the interim, a teacher will submit an academic report which will go to the parents **in the middle of each trimester. This will be done for any student whom a teacher feels is working below her ability level.**

**Please note that all report cards and trimester progress reports will be sent home by way of email.**

Scholastic grades are represented as follows:

|             |            |            |            |                |
|-------------|------------|------------|------------|----------------|
| A+ = 97-100 | B+ = 87-89 | C+ = 77-79 | D+ = 68-69 | F = 64 or less |
| A = 93- 96  | B = 83-86  | C = 73-76  | D = 67     |                |
| A- = 90- 92 | B- = 80-82 | C- = 70-72 | D- = 65-66 |                |

Note: Some courses are graded with a **P for Pass** or an **F for Fail**.

**Inc. = incomplete**

**R = remedial**

**M = modified**

**H = honors class**

**AP = advanced placement**

Citizenship grades reflect a student's character traits, attitude, and behavior.

A = Excellent

D = Poor

B = Good

F = Unacceptable

C = Needs Improvement

### Honor Roll and Special Recognition

Honor roll status is earned in recognition of superior academic achievement and exceptional citizenship.

**Principal's Honor Roll** is awarded if a student earns 90% and above in each of her classes during a given trimester. All citizenship grades for the corresponding trimester must be no lower than a B.

**Honor Roll** is awarded if a student earns 86% and above in each of her classes during a given trimester. All citizenship grades for the trimester must be no lower than a B.

**Principal's Honorable Mention** is awarded to any student who demonstrates significant improvement during any trimester.

**Valedictorian and salutatorian** recognitions are awarded in Hebrew studies and general studies. These honors are earned by those graduating students who

1. have demonstrated strong and consistent contributions made to, or on behalf of, Beis Chana,
2. have exhibited outstanding middos and earned exemplary citizenship grades of either A or B, and
3. have achieved the highest grade point average in their class. Recognitions are based on the cumulative grade point average for grades nine through twelve.

### **Remediation**

A student will not be placed on a remedial level without independent professional testing and supportive documentation. If a student is being graded on a remedial level, this will be noted on the report card.

Teacher comments on the report cards can constructively guide a student and/or family. Please give these notations your attention.

### **Failure to Obtain Course Credit**

***Absolutely no student will be accepted into Beis Chana High School without an 8th grade diploma indicating that all middle school subjects have been successfully completed.***

If there is a course for which a high school student does not receive full credit at year's end, then the student must make up all coursework and pass all exams during the summer ***before*** the next academic year begins. **A student will not be permitted to begin the next school year with the rest of her class until all credit is earned for the previous year.** For Hebrew studies, a student will be assigned an instructor who will provide her with the summer's makeup work. ***This instructor will be paid a fee of \$50.00 per trimester failed. A check in this amount is to be submitted to Beis Chana but should be made out to the proctoring teacher.*** For general studies courses that are not completed or passed at year's end, an approved on-line or correspondence course will be required. Documentation of a passing grade must be received from the summer school program ***before*** the fall trimester begins. ***Some courses require a fee while others do not. Unless all credits are earned on a current year-to-year basis, a student will not receive her diploma on graduation day.***

### **SEDER**

**Organization and cleanliness of a student's desk and classroom create an environment for learning. Clutter and disorganization do not promote learning and contribute to a cluttered and disorganized mind.**

- **Lockers are mandatory for a \$15 rental fee and \$15 annual deposit fee. The deposit fee is refundable at year end on condition that the locker is in good working order and has no damage. Annual locker deposit may roll over from year to year.**
- **Absolutely no crates may be used in place of a locker.**
- **Students are to maintain an orderly and clean classroom environment on a**

**period-to-period basis.**

- **Textbooks, notebooks, and other supplies needed for class should be readily available and stored under the student's desk.**
- **For safety reasons, all floor space must be kept clear of a student's belongings at all times.**
- **Students are not permitted to post anything on a wall or bulletin board without permission from a faculty member.**

## GENERAL RULES

- **Male Contact:** Any contact with a boy via email, telephone, meeting, etc. is cause for immediate suspension. In addition, a Beis Chana student may not be hosted in a home where there are older boys present.
- **Out-of-School Activities:** Beis Chana students may not take part in any event or program that is not consistent with Beis Chana's standards of behavior, no matter under whose auspices the event or program may be. Absolutely no Beis Chana student may be a part of CTeen or any other mixed organization either in the capacity of leader or participant. This includes being a leader in a mixed Friendship Circle activity or camp. Failure to adhere to this rule will result in an immediate two-day suspension.
- **Food:** No prepared food from home may be brought to school to be shared with the class.
- **Driving:** Students may have a car for their family's personal convenience. However, students may not drive any fellow students at any time without written parental permission from both sets of parents (i.e. the driver's parents and the passenger's parents).
- **Parking:** Students who drive to school must park in the designated student parking area.
- **Electronics:** iPods, tablets, or any similar electronics are not to be brought to school. Upon the first infraction of this rule, the item will be returned to the student two weeks later. Upon the second infraction, the item will be confiscated and returned on the last day of school.
- **Cell Phones:** If a family deems it *absolutely necessary* for a student to have a cell phone in school, this phone must be left in the office for storage *before davening in the morning*, and it must be picked up *at the end of the school day*. Beis Chana will not be held responsible for any cell phone left in the school office. *Students are not permitted to use cell phones during school hours and may not charge their phones on school premises.* Upon the first infraction of this rule, the phone will be confiscated and may be redeemed one week later for a fee of \$25.00. Should there be a second infraction of this rule, the phone will be confiscated and returned at the end of the academic year. Any phone that is confiscated will be examined before it is returned. Beis Chana takes no responsibility for phones that are confiscated.
- **Radio, Television, Videos, and Movies:** In-school discussion of the aforementioned could be cause for suspension.
- **Reading Materials:** Students may not read any library or general books without first being approved by Mrs. Capurso. General magazines may not be read unless they are legitimate news magazines. Secular literature that is not part of the school curriculum may not be brought to school. Such an item will be confiscated and will not be returned.
- **Office Equipment:** The photocopy machine, fax machine, and telephone are for school use only. Students are not permitted to use these items for personal use nor should they

request that a teacher use them on their behalf. This includes the telephone in the Bnos Chabad office. There is a designated phone for student use in the school office. Permission must be granted before using it.

- **Photocopies:** A student can purchase a photocopy debit card in a \$5.00 or \$10.00 denomination; this purchase should be made through Mrs. Freedman. It will need to be presented to Mrs. Freedman in the event a student needs to photocopy something critical for school use.
- **Computer Use:** Computers in the computer lab on the seventh floor may be used for specific purposes and only with permission from an administrator. Computers in the faculty room and the Bnos Chabad office may not be used by students.
- **Class Activities: There are to be no school/class activities held unless they are school sanctioned.** All outside school/class activities (i.e. Shabbos meal, farbrengen, Melave Malka, field trip, etc.) — whether planned by students or faculty members — require students to submit a signed permission slip from parents and supply the administration with the following information at least three days in advance of the occasion:
  - date and time
  - chaperone(s) attending
  - transportation arrangements for each student
  - budget
- **School Internet Usage:** Use of the Internet at our school is for class-related research and/or Florida Virtual School courses; it **does not** include chat rooms or anything of similar use. Students are to use the Internet only with a teacher's or an administrator's permission and with adult supervision. Any infraction of this rule is cause for cancellation of in-school computer use and/or immediate suspension from school.
- **Home Internet Usage:** While the Internet has many positive uses, there are many negatives that come along with it. It is, therefore, imperative that parents closely monitor the activities of their daughters while on the computer. The media continuously reports that websites such as Myspace and Facebook are dangerous to our youth. As such, these sites should be banned from the home of any Beis Chana student. *If a student is found to have an account on Myspace, Facebook, or any similar site, she will be suspended from school.*
- **Senior Sign-Out Privileges:** Students in 12th grade may sign out at lunch time. Students are expected to return to school on time for their next class. Lateness is cause for revocation of this privilege.
- **After-School Pickup:** All students must be picked up from school by 4:10 p.m. For safety reasons, once dismissal is over, a student must report to the pre-school office on the first floor and wait there for her ride. Late pickups will be charged a fee of \$5.00 for every 15 minutes beyond 4:10. Should a student not report to the assigned office, she will serve detention.
- **Bullying:** Emotional and/or physical bullying will not be tolerated under any circumstances. School must be a safe place for **all** students. A violation of this basic human right may result in a meeting of administration with parents, counseling, and/or expulsion.
- **Alcohol and Drug Policy:** Beis Chana/LEC upholds the policy of being a drug/alcohol-free school. In accordance with this, we will maintain a no-tolerance policy toward student drug and alcohol use and/or possession at any on-campus or at any

off-campus Beis Chana related event. The policy relating to such abuse is designed to be preventative in nature and is intended to assist any student who has or who may have a problem with substance abuse of any kind.

- **First offense:** Alcohol or other unauthorized substance will be confiscated. Parents will be contacted to take their daughter home. The student will be suspended from school for five days and will be socially suspended for up to 30 calendar days. As a condition of continued enrollment, the student, at the expense of the student's family, is required to meet with a drug/alcohol counselor or psychologist for no fewer than four one-hour sessions. Upon completion of counseling, the student must submit a professional assessment to Rabbi B. Korf, Dean of Students. The student will be subject to random drug/alcohol testing, also at the family's expense, for the duration of enrollment at Beis Chana. The school is bound by law, as are individuals and families, and it will act in compliance with the law when circumstances indicate certain actions are necessary. The Dean retains in his purview the right to expel the student at any point in this process regardless of compliance. *Note: Should a family refuse mandatory professional counseling, the school will permanently expel the student from Beis Chana.*
- **Second offense:** Any repeated violation of the school's drug/alcohol policy will result in immediate expulsion from Beis Chana.

## SEARCH POLICY

Beis Chana reserves the right to search the bags of a student at any time. A teacher or administrator may ask a student to open and empty her bags at any time. Should a student refuse, she will either be expelled or given the punishment for the infraction suspected.

A body pat can only be performed by an administrator if she feels that it is necessary. Should such a search be deemed necessary, it can be performed only in the presence of another faculty member.

## COMMUNICATIONS

- **Parents and Teachers**  
To communicate with a teacher, we ask that parents leave a message with the office (305-653-8770, ext. 2026) to have the teacher call them at his/her earliest convenience. Parents should indicate times that are convenient for a call to be returned. *As a rule, when a parent has a concern regarding a particular class and/or teacher, the first attempt to resolve the situation should be made 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, staff will arrange additional private meetings or phone conferences.
- **Parents and Principal(s)**  
If a student or parent has spoken to a teacher regarding a problem and the matter is not resolved, please contact Mrs. Freedman at 305-653-8770, ext. 2026 to make an

appointment to meet with the appropriate principal. This is considered a priority matter and will be handled as soon as possible. ***Please understand that parents should not come in unannounced, as the administration has prior commitments, including teaching schedules of their own.***

We request that parents maintain a positive attitude towards the school and never discuss the teachers, principals, or school policies in a disrespectful manner, especially in the presence of their daughter(s). It benefits everyone to get a clear understanding of all situations before conclusions are drawn.

## **CHITAS CLUB**

The Chitas Club meets daily, and it is ***mandatory for girls in grades 9-12 to meet two times per week.***

For every Shabbos Mevorchim, each student is encouraged to say as much Tehillim as she can manage. On the following Monday, raffle tickets are awarded to each student based on how many books in the Tehillim she has said. A prize is awarded to the winners.

## **ADDENDUM**

## BEIS CHANA STUDENT CONTRACT

The above guidelines of behavior are expected from all Beis Chana students. This is an explicit contract between each student and Beis Chana School for Girls in maintaining all of the following standards:

As a Bas Chabad student of Beis Chana, I will abide by all rules and regulations as set forth in pages 3-19 of this handbook. If I am uncertain as to the appropriateness of a given item, I will confirm the item in question with Mrs. Rosenfeld or Mrs. Capurso.

I will try to use my time appropriately as befits a Bas Chabad, giving nachas to the Rebbe and hastening the hisgalus of Moshiach now.

I am aware of my responsibility for the Bnos Chabad fee of \$175.00 for the year, and I am selecting the following payment arrangement: (circle one)

1. \$175.00 to be paid in full at orientation
2. \$175.00 to be paid out over the first trimester.
3. \$100.00 to be paid out over the first trimester and the balance of \$75.00 to be covered by selling 15 (fifteen) raffle tickets for Beis Chana's annual school raffle.

I have read the above Beis Chana contract, guidelines, and standards. My signature indicates my understanding of all that has been written and my intention to comply with all that has been stated therein.

Please Print Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Email Address: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

Email addresses are being requested for future communications, including the sending of report cards and trimester academic progress reports.

***PLEASE PRINT OUT THIS PAGE, DATE AND SIGN WHERE INDICATED, AND BRING TO SCHOOL ON ORIENTATION DAY, TUESDAY, AUGUST 25, 2015.***

**BEIS CHANA  
2015-2016  
SCHOOL SUPPLY LIST**

*This list is relatively comprehensive, based on individual teacher requirements and general Beis Chana requirements.*

**ALL GRADES / CLASSES:**

- *Locker organizer/locker shelf for extra space*
- *Combination lock for locker*
- *Backpack*
- *Calculator (TI 80, 81, 82, 83, or higher). . . \$60-\$70 on sale NO SUBSTITUTIONS*
- *Black or dark blue pens (nonerasable)*
- *#2 pencils with erasers*
- *Pencil sharpener*
- *4 colored pens (aqua, red, etc.)*
- *Highlighter(s)*
- *Homework assignment book*
- *Pencil case/box*
- *Scissors*
- *Wite-Out (correction fluid or correction pen)*
- *Three-ring binders with pockets*
- *Folders with pockets for three-ring binders*
- *Lined paper for three-ring binder (college ruled)*
- *Divider pages with tabs and pockets*
- *Stapler*
- *3-hole punch*
- *Glue stick*
- *Index cards*
- *Dictionary/thesaurus set (Webster's New World Dictionary – Warner Books)*
- *Ruler (inches and centimeters)*
- *Protractor*
- *Compass*
- *Graph paper*
- *Tissues*
- *Chitas*
- *Likutei Sichos, Yiddish/English dictionary (available for purchase from the Beis Chana office )*
- *Scrapbook (grade 10 -- Heritage Project)*
- *Medium-size art portfolio (grades 9 & 10 -- science)*
- *Post-it notes (grades 9 & 11 -- Chumash B'Iyun and Chumash Bekius)*
- *English Metsudah Chumash (for home use)*
- *Hebrew/English dictionary (Ivrit)*
- *Kitzur Shulchan Aruch in English*

**FIELD TRIP  
PERMISSION FORM  
2015-2016**

*I give my daughter(s)*

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
*(print student's name) (print student's name) (print student's name)*

*permission to attend school-sanctioned field trips.*

\_\_\_\_\_  
*Print Parent's Name*

\_\_\_\_\_  
*Parent's Signature*

\_\_\_\_\_  
*Date*

**PLEASE PRINT OUT THIS PAGE, DATE AND SIGN WHERE INDICATED, AND BRING  
TO SCHOOL ON ORIENTATION DAY, TUESDAY, AUGUST 25, 2015.**

**SENIOR SIGN-OUT  
PERMISSION FORM  
2015-2016**

*I give my daughter \_\_\_\_\_ permission to sign out during  
(print student's name)*

*the lunch period. We both understand that being tardy upon return to school is cause for  
revocation of this privilege.*

---

*Print Parent's Name*

---

*Parent's Signature*

*Date*

---

*Student's Signature*

*Date*

**PLEASE PRINT OUT THIS PAGE, DATE AND SIGN WHERE INDICATED, AND BRING  
TO SCHOOL ON ORIENTATION DAY, TUESDAY, AUGUST 25, 2015.**

**STUDENT DRIVER AND STUDENT PASSENGER  
PERMISSION FORM  
2015-2016**

1. I give my daughter \_\_\_\_\_ permission to drive to  
(print student's name)  
and from Beis Chana / LEC.
2. I (give) (do not give) my daughter permission to transport  
(circle one above)  
other students in her vehicle before, during, or after the school day.
3. I give my daughter \_\_\_\_\_ permission to be  
(print student's name)  
a passenger in another Beis Chana student's vehicle before, during, or after the school  
day.

*It is clearly understood that the following will result in immediate revocation of these privileges:*

- a. leaving the school campus before the end of the school day without express permission from Mrs. Rosenfeld or Mrs. Capurso,
- b. lateness upon returning to school after leaving campus with permission from Mrs. Rosenfeld or Mrs. Capurso,
- c. parking in any area other than designated student parking.

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*Print Parent's Name*

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*Parent's Signature*

*Date*

---

*Student's Signature*

*Date*

**PLEASE PRINT OUT THIS PAGE, DATE AND SIGN WHERE INDICATED, AND BRING TO SCHOOL ON ORIENTATION DAY, TUESDAY, AUGUST 25, 2015.**

**PICKUP POLICY  
AFTER SCHOOL TEST MAKEUP AND/OR DETENTION**

*A student who is scheduled to make up an exam or serve detention on Tuesday, which is this year's scheduled supervised test/detention day, will report to the designated classroom no later than 3:55 p.m.*

- 1. If a student is taking an exam, she can be picked up immediately upon completion of the exam. It is the student's responsibility to telephone her parent to state that she is done with her test. She must remain in the classroom until a parent notifies her that he/she is on school premises.*
- 2. If a student is serving a detention, her detention will run from 3:55 – 4:45 p.m. She must remain in the classroom until a parent notifies her that he/she is on school premises.*

*Under no circumstances should a student be picked up after 5:00 p.m. Because students remain our responsibility while on school property, students may not remain here unsupervised with or without the permission of a parent.*

*Our proctoring teachers have their own responsibilities and commitments after school hours; therefore, it is necessary to charge a late pickup fee regardless of the reason for lateness. This fee will compensate these teachers for their time.*

*For every ten minutes late, the charge will be \$5.00 per student. Late fees must be given to Mrs. Freedman and paid in cash by the end of the same week that the student stayed for an exam or served detention. If the fine is not received by the end of the week, the student cannot return to school on the following Monday or any day thereafter until the fine is paid.*

*Thank you for your understanding and cooperation.*