

Beis Chana School for Girls



Student-Parent Handbook

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MISSION AND VISION

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. Guided by the teachings of Chabad philosophy, our mission is to provide a dual, quality Judaic and General academic program for an inclusive student body. We provide a holistic approach to developing each student's potential and academic success. Beis Chana incorporates a learning-centered methodology, which facilitates hands-on experiences that engage students. Our focus is on creating a warm, nurturing environment, robust extracurricular programming with an emphasis on recognizing each student's individual progress and spiritual growth.

Our vision is to educate and empower our students to become independent, lifelong learners who will contribute to the Jewish community and wider society as lamplighters and ambassadors of Chabad-Lubavitch. 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. In addition, we hope to become a school that will guide and inspire other Jewish girls' schools throughout the world. "The development of the educational facilities in Miami on all levels up to and including the highest, goes beyond the thing itself, for...Miami is a showcase for American Jewry from all parts of the USA, so that every accomplishment there, **in the area of Torah education and revival of Yiddishkeit, has the significance of a "pilot" project for others to emulate.**" -The Lubavitcher Rebbe (excerpt from a letter (see attached) from the Lubavitcher Rebbe to Mr. Mel Landow, dated March 26, 1973)

EDUCATIONAL PHILOSOPHY

We strive to create a dual academic program of traditional Judaic 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. 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. Beis Chana is guided by the educational philosophy of constructivism, a learning-centered approach that connects to real-world experiences. We believe that the text should come alive for students and that it is relevant and applicable to our everyday living. Our educational philosophy intentionally shifts away from rote learning, focusing on literacy - reading, writing, comprehension, higher-order thinking, and critical analysis. Our goal is for students to leave with a thirst for learning, a love for learning and that they have the skills that they need to be independent lifelong learners.

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 individualization 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 English language arts, history, mathematics, and science. Students need a total of 24 credits for their diploma, one of which must be an online course.

Florida Virtual School is used as an avenue to offer honors or AP courses. These are offered to students in grades ten through twelve who have earned an A in the course the previous year, and have shown consistency in keeping up with the pace of work required throughout the semester.

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 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 semester which must be signed by the recipient of the community service. Twenty-three hours of community service are required per semester, equaling a total of forty-six hours per year.

At the end of every semester, 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, including davening and chassidus, as well as obtain all 24 required credits for general studies courses. Unless all credits and community service hours are earned, a student will not receive her diploma. Seniors must make up and pass all failed or incomplete courses by the end of August of their graduation year in order to obtain a Beis Chana / LEC diploma.

ACADEMIC POLICIES

Academic Honesty

Students are expected to demonstrate honesty and integrity in all of their school work. Each student's work is to be of her own and is not to be directly copied from outside sources. Plagiarism will not be tolerated. Beis Chana has a zero tolerance policy for cheating of any kind.

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, and
- 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's policies.

Exams

- High school students will have a maximum of 5 exams/major projects 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.
- Parents and students should regularly check our online grading system, Thinkwave, in order to keep apprised of the students' progress.

Final Exams

With the final exam grade weighing 20% 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, Mrs. Rosenfeld must be contacted.
- It will be the student's responsibility 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.

- If a student is eligible to skip the final that is scheduled on the day of her absence, she must skip that final regardless of whether she would have preferred to skip a different one.
- 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 grade of zero for the exam.****

Make up work

Any homework assignment or project that is handed in late will have points deducted as per the following policy:

- After the first week ten points will be deducted
- After the second week twenty points will be deducted
- After the third week thirty points will be deducted
- From three weeks late until the end of the quarter, thirty-five points will be deducted
- Anything handed in after the quarter ends, but before the semester ends will have fifty points deducted
- After the semester ends, grades are closed and no late work can be accepted.

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 class by 8:00 a.m. There will be penalties for tardiness, unexcused absences, and unexcused leaving of the building.

Beis Chana's attendance system is an online scanning system. Each student is responsible for having her scanning card with her and scanning into the correct class for every period. Being tardy for class two times will equal one unexcused absence. Tardy is defined as being up to 10 minutes late for class. Being out of class beyond 10 minutes constitutes cutting a class. The consequence for cutting a class is a referral. 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 four days of unexcused absences (which is a total of forty periods) per semester. Every five absences beyond that will result in having one point deducted from the semester grade of that academic class on the report card.

Excused absences will be determined by Mrs. Rosenfeld. Any legitimate reasons for missing school must receive advance permission, in order to avoid any confusion about how much time will be excused. 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. An excused absence is only valid when accompanied by a doctor's note **within one week of the absence**.

Absences on field trip days, half days, or for school functions will be considered a double absence. Leaving school property, whether by car or by foot, without express permission from Mrs. Rosenfeld will result in a one-day suspension.

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 Mrs. Rosenfeld.

Excessive Absences

It is mandated by the Dade County School Board of the State of Florida that a student, who accumulates 10 or more unexcused class absences in an annual course, or 3 $\frac{1}{3}$ unexcused absences in a semester 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 semester(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 Dr. Kramer-Negin for prolonged absences not due to illness.

Perfect Attendance

For every semester of perfect attendance, a student may add 10 points, which is one letter grade, to the final of her choice. Perfect attendance means being present every day and on time to every class, without any excused or unexcused absences.

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. After one week the teacher may return the test, and no other student may take it.
- All make-up exams will be proctored after school hours between 4:00 – 4:45 p.m. on Tuesdays or during lunch on Wednesdays. Only tests that can be completed in twenty-

five minutes may be taken at lunchtime. No extra time will be given. (Please see addendum for late pick-up fees.)

REPORT CARDS, ACADEMIC REPORTS, AND GRADING POLICY

Beis Chana's school year is based on two semesters, which equals four quarters, with report cards being issued twice a year. To keep parents apprised of their daughter's progress in the interim, a teacher will submit a progress report which will go to the parents **at the end of the first and third quarters.**

We use an online grading system called Thinkwave. Students and parents have access to all grades as soon as they are posted, and should use this important tool to keep track of the student's progress. All students should regularly check Thinkwave, and if any problems are noticed they should be brought to the teacher's attention immediately. If there is a discrepancy between this grade and the school report card, the grade in Thinkwave will be the final grade. Please be vigilant about this, as no grades will be changed after the semester is over.

Please note that all progress and report cards will be sent home by way of email. Teacher comments can constructively guide a student and/or family. Please give these notations your attention.

Scholastic grades are represented as follows:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 68-69	F = 64 or below
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**.

AP= advanced placement course

H= honors course

M= modified course

R= remedial course

Inc = incomplete

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

A = Excellent

B = Good

C = Needs Improvement

D = Poor

F = Unacceptable

Modification and Remediation

A student will not be placed on a modified or remedial level without testing and supportive documentation by the academic coach. If a student is being graded on a modified or remedial level, this will be noted on the report card.

Honor Roll and Special Recognition

Honor roll status is earned in recognition of superior academic achievement and exceptional conduct at the end of the first semester.

Principal's Honor Roll is awarded if a student earns 92% and above in each of her classes during a given semester. All conduct grades for the corresponding semester must be no lower than a B.

Honor Roll is awarded if a student earns 88% and above in each of her classes during a given semester. All conduct grades for the semester must be no lower than a B.

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

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 conduct 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 9 through 12.
4. Neither of these awards can be given if a student has any course that is not completed and graded by the end of school on the last official day of classes for 12th grade.

Honorable Mention will be made at graduation for any student who maintained an average of 90 percent during her 4 years of high school.

Failure to Obtain Course Credit

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.

If a student fails any Hebrew studies courses, she must do summer work to obtain the credit.

There are two ways that make-up credits can be obtained:

1. A credit recovery course from Learning Tree Miami. This will be used for all courses aside from the four mentioned in #2.
2. A custom-made work program by the students' teacher at a cost of \$75 per semester. This will be used for sichos, maamer, chassidus and davening.

The student and her parents must make arrangements with the teacher before proceeding with her summer plans. Last minute plans cannot be accommodated, as teachers have their own summer agendas.

If a student fails more than three Hebrew subjects, she will need to repeat the grade. During the school year, our students are given every opportunity to succeed. Make-up work such as this is entirely avoidable.

For general studies courses that are not completed or passed at year’s end, Keystone course will be required. Documentation of a passing grade must be received from the summer school program **before** the fall semester begins. If an FLVS student has not completed her FLVS course(s) by the week **before** final exams begin, the student will be required to work toward completion each day of finals from 8:00 a.m. until 4:00 p.m.

SCHEDULE

MONDAY – THURSDAY		FRIDAY ONLY	
8:00-9:00 a.m .	Chassidus / Davening	8:00-9:00 a.m.	Chassidus / Davening
9:00-9:45 a.m.	1 st Period	9:00-9:45 a.m.	1 st Period
9:45-10:30 a.m.	2 nd Period	9:45-10:30 a.m.	2 nd Period
10:30-10:45 a.m.	Recess	10:30-10:45 a.m.	Recess
10:45-11:30 a.m.	Period 3	10:45-11:30 a.m.	3 rd Period
11:30-12:15 p.m.	4 th Period	11:30-12:10 p.m.	4 th Period
12:15-12:45 p.m.	Lunch	12:10-12:40 p.m.	Lunch
12:45-1:30 p.m.	5 th Period	12:40-1:20 p.m.	5 th Period
1:30-2:15 p.m.	6 th Period	1:20-2:00 p.m.	6 th Period
2:15-2:25 p.m.	Recess		
2:25-3:10 p.m.	7 th Period		
3:10-3:15 p.m.	Mincha		
3:15-4:00 p.m.	8 th Period		

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, as well as be only a positive influence on others.

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 each year and a \$15 annual deposit fee which must be paid at the start of your time in Beis Chana. The deposit fee is refundable at year-end on condition that the locker is in good working order and has no damage, or it can roll over from year to year, and only the rental fee will be charged in subsequent grades
- 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.
- 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.

Classroom Expectations

Beis Chana functions with two sets of policies: individual classrooms and school-wide. Within the first day or two of the school year, each teacher will provide each class with 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 room.
- 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 3rd 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 any Beis Chana 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 given a referral (see discipline policy).
- During the school day, a Beis Chana student is to use the bathroom facilities **only** on the floor where her class is being held.
- Nonclass-related material will be confiscated, regardless of to whom it belongs.

- 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, 10 points will be deducted from that exam grade.
- 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. Any drink other than water is not permitted in the classroom.
- High school girls are required to eat lunch in the lunchroom regardless of whether it is a school lunch or a lunch brought from home.
- 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.
- Students may not use the elevators. In the event of a medical necessity, the student must provide a doctor's note indicating that the student must use an elevator and for how long, and a student must obtain an elevator pass from an administrator for use of the elevator. Unauthorized use of the elevator will result in a \$5.00 fine.
- Any phone calls that need to be made from school during the day may only be made from the front office with the express permission of the secretary.

School Wide Expectations

- **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 C-Teen, NCSY, mixed Friendship Circle or camp or any other mixed activity, either in the capacity of leader or participant. Failure to adhere to this rule will result in an immediate 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.
- **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's 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 quarter. 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 is not permitted, as we expect an environment in our school that is positive for every student.
- **Reading Materials:** Students may not read any library or general books without first being approved by a designated Beis Chana staff. General magazines may not be read unless they are legitimate news magazines. Inappropriate literature 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 for emergency or time-sensitive matters. Permission must be granted before using it.
- **Computer Use:** Computers in the computer lab are to be used only for FLVS purposes. Usage for any other reason must be approved by an administrator in writing. 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 social media sites such as snapchat, instagram and others can pose dangers to our youth. As such, these sites should be banned from the home of any Beis Chana student. We request that parents who allow their children to have internet access, should avail themselves of a reputable filter and monitor their children's online activity. This is an opportunity to teach responsible and safe internet behavior.
- **Senior Sign-Out Privileges:** Students in 12th grade may sign out once a week, when an independent study period is adjacent to 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 4:15 p.m. For safety reasons, once dismissal is over, a student must remain in the first floor lobby area with security and wait there for her ride. Late pickups will be charged a fee of \$5.00 for every 15 minutes beyond 4:15 p.m. Should a student not report to or remain in the lobby, she will receive a referral.
- **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 will result in a meeting of administration with parents, counseling, and/or expulsion.

- **First Offense:** The student will meet with the principals.
- **Second Offense:** The student and her parents will meet with the principals. A student who is unable or unwilling to rectify this problem will be expelled from Beis Chana.
- **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 zero-tolerance policy toward student drug and alcohol use and/or possession at any on-campus or 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 5 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 1-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.

Disciplinary Action

Beis Chana discipline system is guided by the lens of a preventative approach. Through healthy and warm rapport between staff and students, we avoid many disciplinary issues. We are confident that a strong kesher between teachers and students will be enough.

However, if necessary, we will incorporate the "123 Magic" methodology. Students are given clear expectations and held accountable for their behavior in school. If a student does not meet those standards, they are given a referral after three strikes. Each referral is worth one point.

1st point= Student- Teacher Meeting

2nd point= Principal- Parent- Student Meeting

3rd point= Lunch Suspension

4th point= In School Suspension

5th point= Probation, and Loss of privilege to attend the subject in question until the end of the semester. All admin- parent- student meeting (principals, Mechaneches)

The point system starts over once again the following semester.

*Chutzpah and skipping class are automatic referrals, which we do not expect to happen.

To learn more about the methodology read a brief summary [here](#).

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 function dressed in conflict with Beis Chana's dress code standards will automatically receive a one-day in-school suspension. A student who is seen dressed in egregious or flagrant conflict with Beis Chana's dress code standards at any time will be immediately called in to a meeting with administration and parents, and further action will be taken.

Accordingly, the following guidelines must be maintained:

- School-sanctioned uniforms must be worn to school every day.
- Polo shirts and sweatshirts, all with the school logo, should be purchased from Land's End (1-800-963-4816 or landsend.com).
- Polo shirts, uniform skirts and solid color socks can be purchased from Clothes 'n Bows (305-947-9646 or clothesnbows@gmail.com).
- The uniform consists of a navy blue pleated skirt, which is ankle-length or no shorter than 3 inches above the ankle bone; a long-sleeved Beis Chana polo shirt, and solid-color knee socks or tights (so that no part of the leg or ankle is exposed at any time). **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, Friendship Circle, or other nonsanctioned 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 at the end of the quarter.***
- If a student is not in compliance with an appropriate undershirt, she may purchase one from the office for \$8.00, providing 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 faded, torn, defaced, or if the school logo is no longer recognizable.
- 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 at the center of each earlobe is permitted. Any additional earring(s) will be confiscated and will not be returned until the end of the quarter. The school cannot be held responsible for lost or stolen jewelry.
- Hair which is beyond shoulder length or hair that is unruly must be tied back. Dyed hair is not permitted.

- Makeup 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 an additional \$1.00 per day will be charged until full payment is made.
2. Inappropriate or non- school uniform items will be confiscated and not returned until the end of the quarter. The office will dispose of any confiscated items that are not retrieved by the end of each semester.
3. A uniform infraction will be recorded.
4. A student must be picked up by a family member and taken home to remedy the uniform infraction.*
5. A family member must bring the appropriate item(s) of attire to the school so that the student can change.*
6. For each class period missed to resolve the matter, an academic zero and an unexcused absence will be recorded.

**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.*

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, Her parents will be required to immediately pick her up from school.

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 administrator or faculty member.

COMMUNICATIONS

Parents and Teachers

To communicate with a teacher, we ask that parents, e-mail the teacher directly, or 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 and their parents. If the need arises, staff will arrange additional private meetings or phone conferences.

Parents and Director

If a student or parent has spoken to a teacher regarding a problem and the matter is not resolved, please contact Beis Chana's administrative office at 305-653-8770, ext. 2026 to make an appointment to meet with Dr. Negin. 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.

EXTRACURRICULAR ACTIVITIES

For the emotional, mental, and spiritual welfare of each student, it is suggested 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 should see that their daughters are active and that they attend all functions. Attendance at farbrengens goes towards the Achos HaTemimim program. 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 either of the following ways:

1. \$175.00 to be paid in full at orientation by cash or check made out to Beis Chana.
2. \$175.00 to be paid via PayPal at beischana@lecfl.com.
3. \$180.00 via the school website.

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.

ADDENDUM

BEIS CHANA STUDENT CONTRACT

The guidelines of behavior in this handbook 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 3-18 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 Dr. Kramer-Negin.

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 by cash or check made out to Beis Chana.
2. \$175.00 to be paid via PayPal at beischana@lecfll.com.
3. \$180.00 via the school website.

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, without requesting special exceptions, with all that has been stated therein.

Print Parent's Name _____

Parent's Signature _____ Date _____

Print Parent's Email Address _____

Student's Signature _____ Date _____

Print Student's Email Address _____

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

PLEASE PRINT OUT THIS PAGE, DATE AND SIGN WHERE INDICATED, AND BRING TO SCHOOL ON ORIENTATION DAY, TUESDAY, AUGUST 31, 2020.

BEIS CHANA 2020-2021 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**
- 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**
- White-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 and straight edge**
- Graph paper**
- Tissues**
- Graphing Calculator**
- Chitas**
- Likutei Sichos Yiddish/English dictionary (available for purchase from Beis Chana office)**
- Scrapbook**
- Medium-size art portfolio (grades 9 & 10 – science)**
- Post-it Notes (grades 9 & 11 – Chumash B'iyun and Chumash Bekius)**
- English Metsudah Chumash Devarim (for home use)**
- Hebrew/English dictionary (Ivrit)**

**FIELD TRIP
PERMISSION FORM
2020-2021**

I give my daughter(s)

_____, _____, _____
(print student's name) (print student's name) (print student's name)

permission to attend school-sanctioned field trips.

Parent's Signature

Date

Print Parent's Name

PLEASE PRINT OUT THIS PAGE, DATE AND SIGN WHERE INDICATED, AND BRING TO SCHOOL ON ORIENTATION DAY AUGUST 31, 2020.

**SENIOR SIGN-OUT
PERMISSION FORM
2020-2021**

I give my daughter _____ permission to sign out
(print student's name)

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

Parent's Signature

Date

Print Parent's Name

Student's Signature

Date

PLEASE PRINT OUT THIS PAGE, DATE AND SIGN WHERE INDICATED, AND BRING TO SCHOOL ON ORIENTATION DAY AUGUST 31, 2020.

STUDENT DRIVER AND STUDENT PASSENGER PERMISSION FORM 2020-2021

This form is needed for any manner of student driver or passenger including carpool arrangements. Beis Chana/ LEC takes no responsibility for any deviation from this.

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

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

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

Parent's Signature

Date

Print Parent's Name

Student's Signature

Date

PLEASE PRINT OUT THIS PAGE, DATE AND SIGN WHERE INDICATED, AND BRING TO SCHOOL ON ORIENTATION DAY AUGUST 31, 2020.

PICKUP POLICY AFTER- SCHOOL TEST MAKEUP AND

A student who is scheduled to make up an exam on Tuesday, which is this year's scheduled supervised test day, will report to the designated classroom no later than 4:00 p.m. Test make-up times are from 4:00-4:45 p.m.

1. If a student is taking an exam, she should be picked up immediately upon completion of the exam. It is the student's responsibility to telephone her parent to say that she is done with her test. She must remain in the lobby with security until a parent arrives at the entrance.
2. 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 10 minutes late, the charge will be \$5.00 per student. Late fees must be given to Beis Chana's administrative office and paid in cash by the end of the same week in which the fee was incurred. If the fine is not received by the end of the week, the student may not return to school on the following Monday or any day thereafter until the fine is paid.

Thank you for your understanding and cooperation.