



Shaarei Torah of Richmond

GUIDE FOR STUDENTS

5772/2011-2012

Handbook for Students and Parents

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SECTION I: GENERAL GUIDE

1) The "Right" Attitude!

The following policies and procedures do not include every issue nor every conceivable scenario. In fact, there are many issues that were deliberately left out of this handbook. Ideally, our handbook would be empty except to say that; "In accordance with the philosophy of the school and our belief in the importance of true personal growth, each student should seek to improve herself through understanding and embracing the Hashkafa of our Mesorah." An attitude such as this will leave a handbook with detailed rules, regulations, policies and procedures obsolete.

2) Matriculation Policy

A student who wishes to join Shaarei Torah after the first day of her freshman year will be accepted as a non-matriculated student. This means that enrollment is provisional and grades and credits will be awarded pending matriculation. Prior to that acceptance, the student must go through the interview process which will take place over a period of no less than two weeks. TO MATRICULATE: After the completion of one (1) grading period the student must not have failed any subject and hold at least a C grade point average. She will be given an attitude rating from each teacher of 3=good, 2=fair, and 1=poor. The student may not have received more than one rating of poor and must have an overall rating of "2" or better. Students who do not matriculate after two (2) quarters may not be allowed to continue at Shaarei Torah.

3) Attendance Policy

Any student not in the classroom when the bell rings at the start of class will be considered late unless excused by the teacher. Students arriving late or leaving early from school must have their parents notify the school to receive an excused absence.

Any student who "cuts" class (i.e. shows up for class past the midway point or not at all, without just cause as determined by the school) will be suspended from school for a minimum of one day and a maximum of one week, to be determined by the Principal. Students from out of town who are suspended will be sent home. The suspension may be noted on the student's transcript and indicated on college/seminary applications.

In-town students who do not feel well enough to attend class must go home. Out-of-town students must be seen by a doctor. This will be considered an excused absence. Students who miss more than fifty percent (50%) of class time (whether excused or not) in any one subject will receive an incomplete on her report card and will not receive credit for that quarter in that subject. Students who miss between ten (10%) and fifty (50%) percent may have her grade affected at the discretion of the teacher. Students who do not feel well enough to attend class may not participate in any school activities that day. Dormitory students must remain in the dorm until the next day.

4) Miscellaneous

Students must wear skirts that cover the knees, and blouses which cover the elbows and collarbone. Leggings are not acceptable also no jeans, sweat pants, etc.. Cell phones may not be on during school hours or in the school building; they may not be used for text messages nor internet use. “Smart” phones, pre-paid phones, ipads, ipods, tablets or any other device (including video games) with internet or wifi capability are not permitted. No other media device is permitted to be brought into the school without authorization from the administration. Any violations of these guidelines will result in the immediate and permanent confiscation of the item.

5) Medication Policy

Every student (day and boarding) taking any medication during school must deliver it to the school office.

Every out-of-town student taking any medication must deliver it to the dormitory supervisor or school office staff.

This medication may be taken only when:

- discussed with and supervised by the dormitory supervisor or school office staff
- a Medication Release Form and a Permission for Medication Form are completed and on file in the school office

With written parental permission, students may carry over-the-counter medications, to be taken at school only when:

- in a dosage amount for one day
- only in its original container or bottle

Please Note: The school has over-the-counter medication available for student use for pain/discomfort, fever, cough, congestion, skin rashes, cuts/abrasions, etc. See parent Authorization for Medical Treatment form.

6) Policies and Procedures for students who wish to take (a) course(s) at the University of Richmond or at J. Sargeant Reynolds Community College

To qualify for the University of Richmond program a cumulative Grade Point Average of a B+ or higher must be earned in the quarter prior to enrollment. Additionally, all of the student’s teachers from the prior quarter will rank the attitude of the student; good – (3), fair – (2), and poor – (1). Students who receive more than one “poor” or whose average attitude rating is less than 2.5 will not be eligible for the program.

Once eligible for the program, students who wish to “opt” out of a Shaarei Torah course in favor of a University of Richmond course, must receive permission from the Shaarei Torah instructor. There are situations where a student may wish to enroll in a course at J. Sargeant Reynolds Community College. Here too, if the student wishes to “opt” out of a Shaarei Torah course in favor of one being offered at J. Sargeant Reynolds Community College, the Shaarei Torah

instructor must approve the plan. (Since J. Sargeant Reynolds Community College has minimal admission requirements and many of the courses offered are remedial in nature and/or are on a lower level than the course being offered at Shaarei Torah, no minimum Grade Point Average is required and it is not restricted to seniors.)

Students may, of course, enroll in J. Sargeant Reynolds Community College or if eligible, take courses at the University of Richmond without “opting” out of Shaarei Torah courses.

7) Shaarei Torah Graduation Requirements

To receive a high school diploma, students must meet the requirements for either an advanced, standard or a modified diploma. The diploma options are designed so that students will have the ability to pursue education after high school either in Jewish or general studies or to enter the workforce.

Standard and Advanced Diplomas

Students must earn 29 credits from the standard course offerings below for an advanced diploma and 24 credits for a standard diploma.

Discipline Area		Advanced Diploma Credits Required	Standard Diploma Credits Required
English: 9, 10, 11, 12		4 credits	4 credits
Math: Algebra Geometry Algebra II		3 credits	5 Credits – At least 2 from each section (Math & Science). The 5 th course may include approved alternative courses (e.g. Earth Science, Anatomy, Business Math, etc.)
Science: Biology Chemistry Physics		3 credits	
History and Social Studies: United States Government United States History I United States History II World Geography World History I World History II Economics		4 credits	3 credits
Jewish Studies	Tanach	8 credits	6 credits
	Halacha	2 credits	2 credits
	Hashkafa	4 credits	3 credits
	Hebrew / Jewish History	1 credits	1 credits

Modified Diploma

Those students unable to complete the requirements on a standard level will be evaluated and placed in a modified program to replace standard level courses. With the approval of the administration, a teacher will develop a modified program specific for the needs of that student. At any point, a student will be allowed to pursue the Standard Diploma and will not be excluded from the course and test required to earn a Standard Diploma.

Please note: The information above addresses graduation requirements. It does not identify course/schedule requirements. Shaarei Torah requires that all enrolled students be required to participate in a full course schedule even when graduation requirements have been fully met. Students who wish to “opt out” of a course should see the following section of the handbook: Policies and procedures for students who wish to take (a) course(s) at the University of Richmond or at J. Sargeant Reynolds Community College.

8) Post High School Program Guidance

There are several components of the Post High School Guidance Program

1. PSAT and SAT
2. College and Yeshiva application
3. Essay
4. Financial Aid
5. Personal guidance

SAT and Post High School Program applications are the responsibility of the parents and students.

The school will attempt to assist students and parents with information and support. All high school students and their parents are given information by Rabbi Bart as to PSAT and SAT test dates and are assisted with the registration process including any potential Saturday or holiday exceptions.

The English teacher assists students with college essays. Rabbi Klestzick, Rabbi Bart and Mrs. Klestzick assist with personal guidance for choices of Seminary/College.

Rabbi Klestzick assists with Financial aid information. All members of the faculty stand ready to assist all students and parents with guidance and support as requested by parents and students.

SECTION II: GUIDE FOR OUT-OF-TOWN STUDENTS

1) General Overview

We hope to provide a warm and caring environment for the girls' educational and social development in accord with the school's mission of teaching its students to incorporate Torah values in all aspects of everyday life.

The relationships among the students, their roommates, and the dormitory supervisor will develop over the year. As each begins to understand the needs and desires of the other the benefits of the living experience will begin to blossom. In this spirit, these rules of conduct have been developed to 1) provide a basis for starting the relationship and 2) to address everyday issues and concerns which, if not anticipated in advance, could lead to future misunderstandings. Of course, each student's situation will be unique, and some issues will have to be dealt with on an individual basis. It is our hope that with the help of these guidelines the girls will have a very successful year.

The following applies to "out-of-town" students while in Richmond under the care of Shaarei Torah.

2) Transportation

Students should expect to arrange their own transportation to and from airports, train and bus stations, appointments, shopping, etc. However, every attempt will be made by the school to meet the transportation needs of all students. To try and arrange transportation please email Mrs. Lin Hardy at mrshardy@rudlin.com.

Students may not sit as a passenger in a vehicle with a driver under the age of 25 nor drive a passenger under the age of 25 without the consent of the principal.

3) Financial Obligations

Financial matters will come up in the daily lives of the students and proper advance planning is therefore necessary. The student and/or her parents are responsible for expenses such as snacks, personal hygiene products, laundry soap, entertainment, long- distance phone calls, and the round-trip cost of visits home. It is recommended, therefore, that parents provide the student with some cash or an ATM card to access a hometown bank account.

4) The Student's Room

Students are expected to keep their rooms in neat condition, e.g. emptying trash, changing bed sheets, putting away clothes, and tidying the bathroom. Students are encouraged to "make themselves at home" by bringing in items to decorate the rooms.

(In accordance with our commitment to good taste and sensitivity to others, all such items must, of course, not be offensive to either roommates or the school Administration.)

5) Telephone Usage

Incoming calls may not be accepted and outgoing calls may not be made after 10:00 p.m. Students may have cell phones with the following guidelines: they may not be on during school hours (including lunch/breaks); they may not be used after 10:00 p.m.; they may not be used inappropriately as defined by the Administration; they may not be used for text messages, nor internet use, and the school administration must have access to the itemized bill. Any violation of any of these guidelines will result in the immediate and permanent loss of all cell phone privileges.

6) Medical Care

While the student's parents bear the general and financial responsibility for all medical care, the school will arrange for urgent/emergency medical treatment while the student is in Richmond. All students must have medical insurance coverage. Parents must provide the school office with a copy of the insurance card or with all relevant insurance information. Prior to the start of school there must be an "Authorization for Medical Treatment" form and a medical/physical form, signed by the parents on record in the school office (this must include health insurance information). The school should be notified about pertinent medical information (e.g., allergies, asthma, etc.). It is the responsibility of the student's parents to arrange for ongoing treatment (e.g., orthodontic check-ups, allergy shots, etc.).

7) Out of Town Trips

It is expected that students will return home for the major breaks (Succoth, Thanksgiving, winter, Chanukah, Pesach, etc.). Weekend and other holiday trips are also permitted, provided they do not interfere with the school schedule. All trips away from school (to home or elsewhere) must be approved by the students' parents, and the principal prior to the purchase of any tickets. Before planning a trip, the student must give ample notification to the school. If a trip home will involve missing class time, a written request by the parents must be submitted and the student must obtain prior approval from the principal. (All related forms are available in the school office.) In all cases, the school may determine whether any trip might be detrimental to the educational well-being of the student.

8) Student Life

The social conduct of the students of Shaarei Torah should reflect the values of the school in manners of dress, types of entertainment, and general comportment inside and outside of the school environment. Girls are not permitted to socialize with boys unless approved by the principal.

Although the residential neighborhood is considered extremely safe students are never to walk alone after dark (45 minutes after sunset.) Curfew hours (i.e., the time when students must be back in the dorm) are as follows: Sunday through Thursday 9:30 p.m., Friday and Saturday 11:00 p.m. (unless approved by the administration). It is the student's responsibility to keep the dorm counselor apprised of her whereabouts and of all activities taking place during non-school hours. Students walking after dark in areas without a sidewalk must wear a reflector Students are required to participate in daily and weekly chores. The dormitory supervisor will determine the schedule of responsibilities.

Students are required to respect and conform to any request of any adult representing the school.

9) Laundry

The student will need to bring her own laundry, cleaning, and personal hygiene products. She will also need to bring bedding, sheets, and towels and will be responsible for laundering them regularly. (The dormitory's washer and dryer will be available for student use.)

10) Shaarei Torah Student Progress Report for "Out-of Town" Students

Shaarei Torah maintains the confidentiality of student records. Students who come to Shaarei Torah from outside Richmond will have copies of their report cards sent to their parents (and host families where applicable).

11) Personal Property and Privacy

The School considers anything brought onto school grounds, (which includes student residence quarters), to be the property of school. The school reserves the right to search and or confiscate any item or property brought onto school grounds. While the school understands that students wish to retain privacy and personal ownership of property, by attending Shaarei Torah students forgo those rights and submit to the authority of the school in all such matters. This approach help us create a healthy, nurturing and loving environment conducive to the personal growth of each student.

The administration may amend, adjust or add to the rules, regulations, policies or procedures at any time.

.....

I have read and happily agree to comply fully with all school expectations.

Student's signature

Date

I have read and I understand the information and support the expectations outlined in this handbook.

Parent's signature

Date