



Shaarei Torah of Richmond

GUIDE FOR STUDENTS

5779/2018-2019

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 ninth grade 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 75% 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 door closes at the start of class will be considered late unless excused by the teacher. In-town 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 or other pants-like attire under skirts are not acceptable except during phys. ed. classes.

Laptops brought into the school or dormitory may only be used in the classrooms or public area, and for education purposes only when approved by the teacher or dorm counselor. Cell phones may not be on during school hours or in the school building; they may not be used for 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.

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

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 approved by the administration and 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 or other college credit programs.

A student may, with the permission of the administration, “opt out” of a given course to take another class or an internship approved by the administration. 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 31 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 Pre-Calculus/Calculus		4 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 Earth Science Anatomy		4 credits (Must include Biology, Chemistry and Physics)	
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 courses and tests 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.

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 Klestzick as to PSAT and SAT test dates and are assisted with the registration process including any potential Saturday or holiday exceptions.

The English teachers assist students with college essays. Rabbi Klestzick, 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

9) 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.

10) 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 the school at least one week in advance.

Students may not sit as a passenger in a vehicle with a driver under the age of 25 without the approval of the Principal nor drive a vehicle unless the student's parents are in Richmond.

11) 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, etc. It is recommended, therefore, that parents provide the student with some cash or an ATM card to access a hometown bank account.

12) 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 be approved by the administration and not offensive to roommates.

13) 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) inside the school building; 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 internet use and the school

administration must have access, if requested, to the itemized bill. Any violation of any of these guidelines will result in the immediate and permanent loss of all cell phone privileges.

14) 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.).

15) Out of Town Trips

It is expected that students will return home for the major breaks (see calendar). Weekend and other special purpose 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 (see form C below).

16) 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.

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 Motzai Shabbos 11:00 p.m. (unless otherwise 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.

17) 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.)

18) 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.

19) 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



(FORM A)

REQUEST FOR TRANSCRIPT

In order to forward or request a transcript or other school records to or from any school of prospective students, we are required to have written permission.

I hereby give my permission for:

Name of Former School

Street Address

City, State, Zip

To release all records pertaining to:

Student's Name (PRINT)

Class Year

And to forward those records to:

**SHAAREI TORAH OF RICHMOND
Office – 6801 PATTERSON AVENUE
RICHMOND, VA 23226**

Please forward all official transcripts to include Physical Examination and Immunization records, Grading records, etc.

Parent or Guardian

Date

Date sent to former school

(FORM B)

Shaarei Torah of Richmond ~ Student's Request-to-Travel Form

All Sections of this form must be completed and returned to the school at least one week prior to departure.

It can be emailed, mailed or faxed

STUDENT TO COMPLETE THIS SECTION:

Student Name: _____ Travel Dates: _____

No Classes will be missed Some Classes will be missed All Classes will be missed on: _____

PARENTS' REQUEST

I, _____, request permission for my daughter _____ to be excused from the classes indicated above for the following reasons: _____

Signature of Parent: _____

Parent/Guardian to complete this section:

Departure from Richmond to:	Date	Time of Departure (a.m. or p.m.) Precisely	Means of Travel (include carrier and train/flight #s)
Return to Richmond from:	Date	Time of Arrival (a.m. or p.m.) Precisely	Means of Travel (include carrier and train/flight #s)

Teacher/Subject	Days Missed	Teacher's Signature	Teacher's Comments

Teacher's signature required if missing that class:

Rabbi Klestzick to complete this section:

Approved Declined Signed: _____ Date: _____

(Form C)



AUTHORIZATION FOR MEDICAL TREATMENT

To Whom It May Concern,

I, _____ presently residing at _____

_____ Parent/Legal Guardian of the minor _____

residing in Richmond under the care of Shaarei Torah Faculty and attending Shaarei Torah of Richmond, do hereby authorize either the Principal or Representatives of Shaarei Torah of Richmond to act on my behalf in cases of emergency and to be informed of all medical conditions on behalf of the said minor's interest while a student at Shaarei Torah of Richmond.

SIGNED: _____ DATE: _____

Relationship to Student: _____

Parent / Legal Guardian Social Sec #: _____

Student Date of Birth: _____ Date of last Tetanus Shot: _____

Known Allergies: _____

(Please check one) I **DO** OR I **DO NOT** wish my daughter to take over-the-counter medications for pain/discomfort, fever, cough, congestion, skin rashes, cuts/abrasions, etc.

HEALTH INSURANCE INFORMATION:

Health Insurance Carrier Name: _____

Name of Subscriber: _____ Subscriber Date of Birth: _____

Identification #: _____ Group #: _____

(Form D)



Shaarei Torah of Richmond Permission for Medication

Name of student _____

Medication _____

Purpose of medication _____

Dates medication is to be given _____

Time of day medication is to be given _____

Dosage _____

Possible side effects _____

I hereby give my permission for _____ to take
the above prescription at school as ordered. I consent to have a non-medical person dispense the medication. I understand
that it is my responsibility to furnish this medication.

Date

(Signature of Parent or Guardian)

Note: The prescription medication is to be brought to school in a container appropriately labeled by the pharmacy, or
physician, stating the name of the medication and the dosage.



(FORM E)

MEDICATION RELEASE

WHEREAS _____ (hereinafter referred to as “the Student”) is a student of Shaarei Torah of Richmond, being operated within the jurisdiction of Virginia;

and WHEREAS the student suffers from _____:

and WHEREAS the student’s condition can be treated from time to time by the administration of the medication known as _____ (hereafter referred to as “the medication”);

and WHEREAS it is recognized that the primary responsibility for the administration of medication rests with the student’s parents or legal guardian and physician;

and WHEREAS pursuant to the Shaarei Torah of Richmond, it is provided that in special circumstances the school Principal or his designated staff, if requested by a parent or legal guardian, may assist in this matter for students who are not sufficiently mature or reliable to care for their own needs;

and WHEREAS we _____, being the parents/legal guardians of the student have requested the assistance of the Principal or his designated staff, in the administration of the medication to the student.

NOW THEREFORE, in consideration of the Principal, or his designated staff assisting us in the matter, we the parents/legal guardians hereby release Shaarei Torah of Richmond, The Benjamin and Lillian Rochkind Yeshiva of Virginia Board, its servants, employees and agents from and against all claims, suits, demands and actions whatsoever taken now or in the future which may arise by reason of the administration of medication to the student.

Parent Signature

Date



(FORM F)

Shaarei Torah of Richmond
Field Trip Permission Form

In anticipation of a year of exciting field trips, we are asking if you would sign the general permission form below. This blanket permission slip will suffice as your permission for all field trips during the school year.

Please sign the permission form and return it via fax, email or mail it to 6801 Patterson Avenue, Richmond, VA 23226.

I, _____, give permission for _____
(Parent/Guardian) (Student)

to go on any local field trip during the school year.

Signed: _____
(Signature of Parent/Guardian) (Date)

E-Mail Address(es) _____