

# Bnos Toras Emes

**Parent & Student Handbook  
2023-2024**

תשפ"ג - תשפ"ד



YESHIVA  
TORAS CHAIM  
TORAS EMES

# **Bnos Toras Emes**

Parent and Student Handbook

2023-2034

תשפ"ג-תשפ"ד

I have read through this handbook and look forward to doing my part this year to fulfill my responsibilities and to be the best Middle Schooler I can be!

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Bnos Toras Emes Student,

Welcome to our very first year of BTE! We are so excited to begin anew, welcoming our students to another school year of learning and personal growth. We have written this handbook to familiarize you with our school policies and procedures. Please read this booklet carefully so you are well prepared for the year ahead.

The Middle School years can be both exciting and overwhelming as you are faced with additional responsibilities as well as continued exposure to the world around you. It is crucial that you take your responsibilities seriously and work together with us to ensure that the Middle School years are productive and meaningful. It is through the combined efforts of each student that we can make the Middle School years happy and accomplishing ones for all.

### **WHAT WE BELIEVE:**

***You have inherent value.*** Simply because you have a piece of *Hashem* inside of you. He created you because He feels the world needs you - uniquely you - and there is no one else like you. You have what to add and we all want to hear from you.

***You are not your scholastic abilities.*** You are not your looks or your talents or your bank account. You are the sum total of the choices you make. Everything is from *Hashem* except for your *bechira*. You own your decisions and they are what define you.

***You are part of our school community.*** A citizen of a community has a responsibility to follow the expectations or the rules, whether they agree with them or like the person dictating them. Your part in our community is recognizing that there is a hierarchy of respect and that is the only way our community can function.

***You are able to make mistakes.*** *Hashem* created *teshuva* because He knew you would make them. He also told you what to do now. Mistakes are learning opportunities. Feeling badly and admitting a mistake is healthy and good. It's an important start to the *teshuva* process. Real *teshuva* happens when you learn from the mistake and don't let it happen again.

***You are able to grow.*** Your brain is a muscle. With practice and effort it gets stronger all the time. If something feels hard, that means you're exercising and strengthening your muscles. You can do it even if you are not there yet.

***You are Bnos Toras Emes.*** You are always our students, whether you are here or not. We are always thinking and caring about you! The *tefillos*, *yiras shamayim*, *derech eretz*, *tznius* and *ahavas yisrael* that take place here on a daily basis, are not specific to school. They really become you when you can do them on your own.

Looking forward to a wonderful year of growth and learning,

Mrs. Ruchie Berkman  
Menacheles

## **SCHEDULES**

### **Daily Schedule:**

#### Monday and Wednesday

AM

8:30-9:00 Tefila  
9:00-9:10 SNACK BREAK  
9:10-9:55 1st Period  
10:00-10:45 2nd Period  
10:45-11:00 RECESS  
11:00-12:25 3rd Period  
12:25-12:55 LUNCH

PM

12:55-2:30 1st Period  
2:35-3:15 2nd Period  
3:20-4:00 3rd Period  
4:00-4:10 MINCHA

#### Tuesday and Thursday

AM

8:30-9:00 Tefila  
9:00-9:10 SNACK BREAK  
9:10-9:55 1st Period  
10:00-10:45 2nd Period  
10:50-11:30 3rd Period  
11:30-11:55 PE  
12:00-12:40 4th Period

12:40-1:05 LUNCH

PM

1:05-2:30 1st Period  
2:30-2:45 MINCHA  
2:45-3:25 2nd Period  
3:30-4:10 3rd Period

#### Friday

AM

8:30-9:00 Tefila  
9:00-9:10 SNACK BREAK  
9:10-9:50 1st period  
9:55-10:35 2nd period  
10:40-11:25 3rd Period  
11:30-12:10 4th Period

### **Break Time:**

Breaks have been carefully placed throughout the school day to enable students to take care of their personal needs. Teachers will also have systems in place, allowing additional personal breaks as needed.

### **Recess and Lunch**

- During recess and lunch, students must remain in designated areas.
- Students may not congregate in the offices unless they have permission to be there.
- Please bring a lunch and three snacks daily. (Hot lunch information will be forthcoming)
- Hot water will be available.
- There will be two microwaves available, one for meat and one for milk. Due to kashrus issues, only microwavable containers with lids will be allowed in the microwaves.
- Open cans of soda may not be brought into class. Please finish up your snacks and drinks before returning to class.
- When finished with lunch, please clean up after yourself.

### **Siyumim & Parties**

Students must have permission from Mrs. Berkman to plan parties. No home baked goods are allowed at siyumim, parties or projects. All food brought in must have the proper *hechsher* and if it is dairy it must be *Cholov Yisrael*.

## PE

We will have PE twice a week as well as other opportunities for movement and exercise. All girls are expected to participate unless they have a note from home.

## Mincha

There will be a daily scheduled time for Mincha. Stay tuned for this year's Mincha Program!

### **Arrival Schedule:**

- The school day begins at 8:30 am. Students may be dropped off beginning at 8:10. It is imperative that students are dropped off with enough time to begin davening promptly at 8:30.
- When you arrive in school, please put away your belongings and take only your siddur to the davening room. We will begin davening promptly at 8:30.

### **Early Pick-Up:**

No students may leave school early without being called to the office. Students will not be allowed to leave class until a parent arrives to sign them out of school.

## **DERECH ERETZ FOR BNOS TORAS EMES STUDENTS**

### *Derech Eretz Kadma L'Torah*

*Derech Eretz* is what defines each individual student. While grades may be an indicator of academic success, true learning and personal growth is reflected in *Middos Tovos* and *Derech Eretz* that a student displays. It is therefore important that all students follow these school standards and expectations.

### *Derech Eretz in the Classroom*

- Students should have their materials ready before class begins.
- During class time, student desks should only contain *sefarim*, books or supplies needed for that particular lesson.
- Students are expected to stand when an adult enters the room.
- Students should raise their hand and be called upon before speaking in class.
- Students may only eat in class when given permission by a teacher.
- Students should wait to be dismissed by a teacher.
- Bnos Toras Emes students are expected to keep their environment neat and clean:
  - All jackets, sweatshirts, book bags and *sefarim* or books should be neatly stored in their lockers.
  - Students should take a few moments between periods to tidy up the classroom.
  - Students should not place personal items on windowsills, shelves, counters, teacher's desks and carts.

### General School Policies

- Students are expected to speak with *Derech Eretz*, politeness and respect to all adults as well as to their friends. Improper language/*Nivul Peh* will not be tolerated..
- Students need to be sensitive to the feelings of their classmates and make sure to include all students in their projects and activities.
- Gum is not permitted in the Bnos Toras Emes building.
- Slime and anything of the sort is not permitted in the Bnos Toras Emes building.
- Bnos Toras Emes students must respect the property of others as well as school property. Any breach of school policy will be addressed and may result in disciplinary consequences.

### Bnos Toras Emes Diamonds

All students who consistently display Middos Tovos, effort and good work ethic will earn the opportunity to be recognized and rewarded in the Bnos Toras Emes DIAMONDS program.

## **DRESS CODE AND GUIDELINES**

We carry our pride of *tznius* in and out of school. Therefore it is expected that Bnos Toras Emes students adhere to the following standards **out of school**. These guidelines will allow us to stay focused on maintaining our commitment to *tznius* in **everything** we do.

- Three quarter length ( $\frac{3}{4}$ ) sleeves should be worn outside of school.
- Skirts must cover the knees at all times. Slits are not allowed.
- Necklines must be appropriate. Collarbones should not be visible.

### Uniforms

The Bnos Toras Emes uniform has been designed to give our students a feeling of dignity and pride. Every student is required to wear her uniform daily and to adhere to the school's dress code. Teachers will help ensure that they are complying with the uniform rules. Dress code and uniform infractions will be communicated directly to Mrs. Berkman. All students are required to wear our school uniform during school hours and during extra-curricular activities, unless instructed to do otherwise by a teacher or administrator.

### **Bnos Toras Emes Uniform Guidelines & Components:**

**SHIRTS** - Light blue oxford button down shirt with school logo on collar. (Sleeveless option may be worn under the school sweater.)

**SWEATERS** - Navy crew neck or navy cardigan sweater with school logo.

**SKIRTS** - Ankle length pleated navy skirt

**SOCKS** - KNEE socks in blue, black, grey and white (patterns are allowed in the same colors).

**SHOES** - All shoes are allowed except for sling-back, slides, open toes, platforms and "heelies".

Students wearing improper uniforms will be sent to the office:

- There will be a \$5 charge per pair of socks received from the office.
- Non-uniform sweatshirts will remain in the office until the end of the day.
- Students wearing makeup or dark colored nail polish (white and light pink are allowed) will be asked to remove it.
- Parents will be notified of uniform infractions.

## **DAY-TO-DAY POLICIES**

### Lateness policy

Punctuality is an important aspect of *Derech Eretz* and helps us develop the *Middah* of *Zerizus*.

Tardiness is detrimental to the individual student as well as the entire class.

- All students are expected to arrive in school on time and be ready to begin the day at 8:30. Aim to arrive in school no later than 8:25.
- Students arriving late should go first to the office to obtain a late note and then go to davening.
- If a student arrives late at any point of the day, even during a break, she should go first to the office to obtain a late note.
- Students are required to be on time for each new period throughout the school day. If a student comes late to class, she will be required to obtain a late note from the office.

### Safety

- Bnos Toras Emes will have a security guard on campus at all times.
- Students may not leave the building at any time during school hours without a staff member.
- Students may not allow anyone into the building. Even though you may recognize a visitor, only an adult may allow anyone to enter.

### Office

- Students are expected to knock before entering and demonstrate proper *Derech Eretz* in the office and when interacting with office staff.
- Students may not make calls from the office phones. The office staff will make all necessary phone calls. After-school arrangements must be made prior to school.
- Students will not be allowed to make copies on the office machines.
- Students are not permitted in the staff room.

## **STUDENT RESPONSIBILITIES**

**An essential part of the Middle School experience is developing a sense of responsibility that is so vital to your success. We have established a multi-tiered support system to help you maximize your individual strengths both socially and academically. Much thought has been put into creating numerous initiatives to help you achieve these goals.**

### **Student Planner**

- One of the challenges of Middle School is juggling various classes, teachers and schedules. It is our goal to ease this burden with our student planner. We are so excited to present you with beautiful planners, and we expect all students to use them.
- Upon completion of your homework, please sign your planner each night.
- Please have your parents sign your planner at the end of each week.
- Each week, your planners will be checked over by your teachers.
- Each student will receive a planner at no cost. If a planner is lost, additional planners can be purchased in the school office for \$12

### **Homework**

- Homework is an invaluable aid in helping each student maximize her experience in Bnos Toras Emes. Homework reinforces daily learning, prepares the students for upcoming lessons and helps students develop self-discipline, responsibility and organizational skills.
- Try to complete your homework in a quiet, well-lit place. Before you begin, make sure you have the necessary supplies and set a daily homework time.
- If you require help with your homework, or if you find that you are unable to complete your homework on a consistent basis, please speak to your teacher or Mrs. Berkman.
- Homework will always be posted in your classroom. Students **must** copy all homework assignments into their student planners.
- In order to encourage every student to participate in Shabbos preparations at home, there will be limited homework on Thursday night.

### **Testing Schedule**

- It is our intent to limit the testing schedule to a maximum of 3 weekly tests. Your teachers will guide you on prioritizing and developing healthy study habits, and at times, teachers will modify homework expectations.
- Quizzes may be scheduled on a daily basis.
- Students will be given at least one week's notice before a test.
- Teachers will share a testing calendar to ensure that tests and quizzes will be scheduled in a fair way.
- The testing calendar will also be accessible to Bnos Toras Emes parents.
- All tests must be signed by a parent.



### Make-Up Tests/Missed Assignments

- Students who miss a test must make it up within a week of returning to school
- Make-up tests will be proctored during lunchtime in a designated room.
- If a student misses a test, she should meet with her teacher to confirm the date for the make-up test. Once the date is confirmed, the teacher will fill out a make-up test form, attach it to the test and submit it to the make-up test box in Mrs. Nigri's office.
- In the event of special circumstances, students should communicate with their teacher in order to make the appropriate arrangements.
- If a make-up test was not taken on the assigned date, the test will be given to Mrs. Berkman and you will meet to discuss.  
NOTE: Make-up tests not taken within the allotted time may result in point reduction.
- Missed assignments must be made up within a week of the students returning to school.

### Report Cards

- Report cards are a form of communication between the school and home. Middle School report cards are distributed three times a year.
- Report card grades will also take into account the student's attitude in class and level of effort in performing her work.

## **STUDENT SUPPORT**

In Bnos Toras Emes, we have various resources to provide academic and social-emotional support. In addition to having a guidance counselor on staff, we will also have a weekly *Darcheinu* class. This is a social-emotional curriculum under the auspices of Torah U'mesorah. Please reach out to Mrs. Berkman with any questions regarding these services.

## **SPECIAL PROGRAMS**

Middle school students will have the privilege of participating in numerous special activities and programs, including: STAR, Shabbaton, Chagigas, Yemei Iyun, Specialty Fairs, Production, trip, etc. Each student's contribution enhances the success of these programs and helps bring out the best in each girl.

## **BNOS TORAS EMES BAS MITZVAH GUIDELINES**

We are privileged to share your Bas Mitzvah year with you and we look forward to completing our Project Yud Beis program together.

Listed below you will find the standards and regulations of Bnos Toras Emes as they pertain to Bas Mitzvah celebrations. This is an extremely significant and important occasion in every girl's

life and deserves to be noted in an appropriate way which will be both meaningful and in accordance with the spirit of *kabalas hatorah* and *mitzvos*. This occasion should also be in keeping with the very basic and all important *middah* of *tznius* which marks a Jewish girl or woman as a true *Bas Yisrael*.

- We are guided by the ruling of HaGaon HaRav Moshe Feinstein zt"l that such an occasion should be observed in a modest manner in the young lady's home or in a shul. Our YTCTE tentatorium is a third option for a beautiful Bas Mitzvah celebration.
- When celebrating such a sacred event, we certainly don't want to cause any girl embarrassment or pain. If you choose to make a smaller party, please only invite up to 5 girls from the grade so no one will feel left out. Otherwise, every girl in the grade must be invited.
- The event should be conducted in a modest manner. Music bands, sports activities or movie themes are inappropriate.
- Bas Mitzvah "Motivators" need to be approved by Mrs. Berkman. Only local "motivators" will be allowed.
- Should there be any dancing - fathers, brothers, grandfathers, etc. should not be present.
- The Bas Mitzvah celebration should have an atmosphere reflecting the importance of this milestone and differentiating from a casual birthday party. Bnos Toras Emes students should attend all Bas Mitzvah parties in appropriate clothing. (Sporty clothing such as denim should not be worn.)
- Bnos Toras Emes students need to adhere to the out of school dress code guidelines.
- Bas Mitzvah parties should not last longer than 3 hours.

**The date and proposed Bas Mitzvah plans, including location and times must be approved with Mrs. Berkman in advance. A Bas Mitzvah Calendar is set up to ensure that no parties will be double-booked.**

## **SCHOOL POLICY ON MOVIES, SOCIAL MEDIA, INTERNET & CELL PHONES**

The Torah Authorities of our time have made it well known that TV, movies and unsupervised internet access have a negative and destructive effect on our spiritual and emotional well-being. Modern research has demonstrated the potential negative impact that the excessive use of technology has on children's developing brains.

Under the direction of our Roshei HaYeshiva, the policies of Bnos Toras Emes are as follows:

- Bnos Toras Emes students are strongly discouraged from watching TV, secular movies and having unsupervised use of the internet. The Internet's influence is pervasive and insidious, making even the most negative depravities available at the click of a button. It provides easy forms of communication with many unsavory and possibly dangerous people.

- Discussions that may arise relating to TV, movies, social media, non-Jewish music and celebrities are not appropriate and should not be brought up in school.
- Students are not allowed to bring ipods, ipads, mp3 players, smart watches or other such devices to school. If a student brings such a device to school, it will be confiscated and parents will be required to come to school and pick it up.
- Bnos Toras Emes students may not own or have smartphones. Smartphones are never allowed at school or any school function. Flip phones without internet access are allowed and may be brought to school as long as they are handed into the office each morning. Each girl will have a designated spot for her phone and it will not be touched by anyone throughout the day. Cell phones will be handed back as each individual girl is dismissed.
- Bnos Toras Emes students should not participate in social media or have social media accounts.

**Bnos Toras Emes students are expected to comply and conform to all school regulations and policies. Continued attendance and re-enrollment in Bnos Toras Emes are contingent upon student achievement and deportment.**

**We are so excited that you are a part of Bnos Toras Emes. We are looking forward to a meaningful and productive year with every Middle School student. The entire administration and staff stands ready to help and support you in every way. With continued *Siyata Dishmaya*, your potential for growth is limitless!**

## **OUR CONTACT INFORMATION**

Bnos Toras Emes  
701 W Hallandale Beach Blvd #110  
Hallandale Beach, FI 33009  
305-944-5344 x700  
BTE@ytcte.org

## **STATEMENTS OF POLICY**

### NON-DISCRIMINATORY POLICY:

BNOS TORAS EMES/AKA YESHIVA TORAS CHAIM TORAS EMES ADMITS ALL JEWISH STUDENTS OF ANY RACE, COLOR, NATIONAL OR ETHNIC ORIGIN. ALL SCHOLARSHIPS AND PROGRAMS ARE ADMINISTERED IN A NON-DISCRIMINATORY FASHION AS TO RACE, COLOR, NATIONAL OR ETHNIC ORIGIN.

ADMISSION TO YESHIVA TORAS CHAIM TORAS EMES IS OPEN TO ANY STUDENT WHO DEMONSTRATES MINIMAL ACADEMIC ABILITY FOR THE AGE APPROPRIATE GRADE LEVEL. AN ENTRANCE EXAMINATION AND INTERVIEW WITH THE PRINCIPAL ARE PART OF THE ADMISSIONS PROCEDURE.

DISMISSAL FROM YESHIVA TORAS CHAIM TORAS EMES IS THE FINAL STEP OF THE DISCIPLINE PROGRAM IN USE AT THE SCHOOL. A STUDENT WHO IS OVERLY DISRUPTIVE, WHO IS A BAD INFLUENCE OVER THE OTHER STUDENTS, OR IS A POTENTIAL THREAT TO THE OTHER STUDENTS, MAY BE EXPELLED TO PROTECT THE OTHER STUDENTS AND TO MAINTAIN YESHIVA TORAS CHAIM TORAS EMES AS A SAFE AND SECURE ENVIRONMENT IN WHICH TO STUDY. FULL DUE-PROCESS RIGHTS FOR THE STUDENT AND PARENTS ARE GUARANTEED INCLUDING THE RIGHT TO AN OPEN HEARING AND THE OPPORTUNITY TO PRESENT THE STUDENT'S POSITION.

NON-PAYMENT OF TUITION IS ALSO GROUNDS FOR DISMISSAL.

A STUDENT WHO FAILS TO MAINTAIN MINIMAL ACADEMIC PROGRESS WILL BE RE-ENROLLED WITH THE PROVISIO THAT HE/SHE EITHER BE RETAINED, PLACED IN A REMEDIATION PROGRAM, A SPECIAL EDUCATION PROGRAM OR SOME OTHER SPECIAL ARRANGEMENT, AS DETERMINED BY THE PRINCIPAL.