

school policies

Registration

Our annual brochure is one-stop shopping for Beit Midrash. Upon receipt of your completed registration form and paid tuition, your teen is fully enrolled in the year-long Beit Midrash program.

A separate registration form is required for each student attending Beit Midrash. Forms are specific to the grade your child is entering August/September 2006. You will find all of the necessary forms at the end of this booklet. Please print all registration information clearly. In addition, a Brit Kehillah (Code of Conduct), signed by both student and parent, must accompany your registration form.

If you prefer, you may register online at jewishjacksonville.org. Payment of tuition by credit card is required for this option.

Beit Midrash has two 13-week semesters. Please see the calendar on page 1 for a full list of class dates. **Students need to register for first and second hour classes for both semesters.**

If you have any questions or concerns, or if you need more registration material, please do not hesitate to call Federation at 904-448-5000.

ALL REGISTRATION MATERIALS AND TUITION ARE DUE BY SEPTEMBER 1.

Financial Policies and Scholarship Information

Tuition: Tuition payments are due in full with completed registration. Other payment options are available upon request by contacting Lisa Goldstein, Director of Beit Midrash, at 904-448-5000, ext. 210.

Refunds: We do not offer refunds or transfers of any kind. Our budget is based upon the number of students registered at the beginning of the school year.

Scholarships: It is the policy of Beit Midrash to accept all students regardless of their ability to pay. A limited amount of scholarship money is available. To request an application, contact Joanne Cohen, Federation Assistant Executive Director, at 904-448-5000, ext. 205. **All Financial Aid arrangements are strictly confidential. Applications are due by September 7.**

Attendance, Tardiness and Early Dismissal

Regular and punctual attendance is a necessity for achievement in any class. Students are expected to maintain a minimum of 75% attendance during each semester.

While we recognize that our students have busy schedules, tardiness and leaving class early both cause substantial disruption to class.

Therefore, we ask that you make every effort to minimize both. In addition, tardy students are expected to enter the classroom quickly and quietly, and ready to begin learning.

Occasionally a student needs to leave class early. When that happens, the student must bring a note from his or her parent or guardian. In addition, the parent must come into the building to sign out their child. If the student drove to class, he or she must sign out before leaving.

Discipline

The discipline program at Beit Midrash is aimed at creating an atmosphere of learning through nurturing friendship, mutual respect, positive reinforcement and warmth between students and teachers. We expect students and teachers to maintain a high level of mutual respect and to act in accordance with Jewish values. We believe that students are responsible for their own behavior. We believe that no student has the right, because of his or her behavior, to interfere with the teaching and learning of other students. In addition, every individual who walks through the doors of Beit Midrash deserves to feel safe, both emotionally and physically.

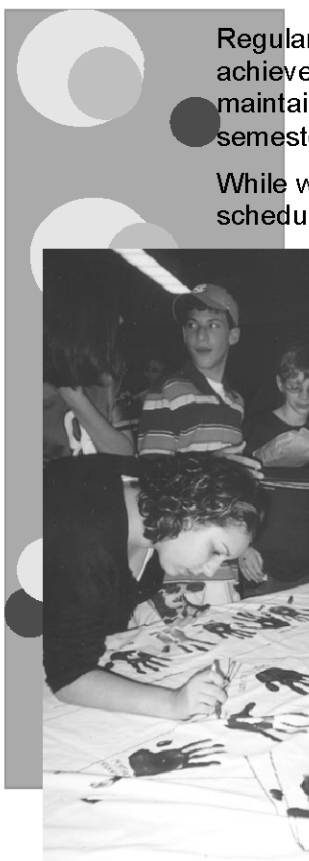
Participation in Beit Midrash is a privilege. Unacceptable classroom behavior, blatant disrespect of teachers and/or other students, the use of profanity, or threatening behavior will not be tolerated under any circumstances. Any instances of fighting, gambling, or vulgarity, possession of dangerous weapons, and possession or use of drugs, alcohol, or tobacco or tobacco products are cause for immediate expulsion from Beit Midrash.

In keeping with our Safety and Security policy, no student will be allowed to leave the premises during class time without written permission from a parent or guardian. Violations are cause for suspension.

A Brit Kehillah, or Code of Conduct, signed by both student and parent, is required in order for a student to participate in Beit Midrash.

Dress Code

Beit Midrash is a religious, educational institution. Therefore, all students must be dressed appropriately, reflecting that we are all created *B'tzelem Elokim*, in



G-d's image. Unacceptable attire includes tank tops, bare midriffs, short shorts, ripped or torn jeans, and t-shirts bearing inappropriate language, messages and/or graphics. Students who come to class inappropriately dressed will be required to wear shirts provided by Beit Midrash.

In accordance with the policy of our host, the Jacksonville Jewish Center, all boys must wear kipot during class. Girls may choose to wear kipot if they wish. Please bring a kippah from home, or you may borrow one from Beit Midrash.

Electronic Devices

Please leave all electronic devices at home. MP3 players and other music playing devices may not be used during Beit Midrash. In addition, beepers and cell phones must be turned off and put away in a pocket, purse or backpack during class time. Cell phone use will be permitted during the break. If you need to reach your student in an emergency, please call Lisa Goldstein's cell phone at 414-403-3892 and she will get the message to your teen. Electronic devices that are used during class will be confiscated (and returned to the student at the end of the evening).

Safety and Security

The following policies exist to ensure a safe and secure learning environment for our teenager:

- Students should be dropped off prior to the start of classes and picked up at dismissal time. Once classes begin, no one will be allowed to leave before dismissal unless a parent or guardian has sent a note **and** come to sign the student out. A sign out form will be located at the Beit Midrash desk each evening.
- Students who drive to Beit Midrash must bring a note signed by the parent/guardian, must sign in upon arrival and sign out prior to leaving at the end of class.
- Students who bring a guest to class must have a note from the guest's parent/guardian stating that they are allowed to be at Beit Midrash, and giving a phone number where they can be reached. **Guests must be approved ahead of time by the Beit Midrash Director** and by the student's teacher(s).
- Parents are always welcome to visit classes. Prior notice is appreciated.
- At no time other than arrival and dismissal is a



student permitted to be outside of the building. During the break, students may

congregate in designated areas only.

- A student who leaves the building during class time, without advance written permission from his or her parent/guardian and the express knowledge of the Beit Midrash Director, is in violation of the Brit Kehillah, which nullifies any responsibility or liability for the student on the part of Beit Midrash and its staff. Parents will be notified.
- There will be a security officer at Beit Midrash weekly. His or her responsibility is to ensure the safety and well being of our students. Dangerous behavior on the part of any student will be handled by our security officer, and parents will be notified immediately.
- Please cooperate with the traffic flow. All students are expected to wait in the carpool line to be picked up at the end of each evening. Parents who do not wish to wait in line must park their cars in the parking lot and enter the building to pick up their child.

Snacks

Kosher snacks will be available for purchase at break time. Individual students are not permitted to sell or distribute any snacks during Beit Midrash.

No food or drink may be eaten in the classroom unless it is part of the teacher's program.

Emergency School Closings

If there is inclement weather and the public schools in Duval County are closed, then Beit Midrash will be closed as well. If there are any concerns about school closings, please call the Jacksonville Jewish Federation at 904-448-5000.

Tzedakah

Tzedakah will be collected weekly in first hour classes. At the close of the school year, students will determine where they would like to donate their money.

Volunteering

Each week **parent volunteers** are needed to help with the smooth running of classes. Please look for information in the mail on how you can volunteer for an evening.

