



# **BOARDING HANDBOOK 2016-2017**

**Mrs. Aviva Harpaz  
Menacheles**

**425 Washington Park  
Norfolk, VA 23517  
757-627-BINA (2462) phone  
757-627-2461 fax  
[www.binahighschool.com](http://www.binahighschool.com)**

## **Boarding Program Overview**

BINA High School is committed to giving our out-of-town students a sense of family and community. Living away from home for high school can take some getting used to at first, so special attention to each boarder's individual needs is the hallmark of our boarding program.

At the beginning of the school year, boarders will meet with the Menacheles to help ensure a smooth adjustment. The Menacheles will be in contact with both hosts and student families to keep the lines of communication open. Any questions or difficulties that arise can be directed to the her for an efficient and speedy response.

All of our host families are selected for their unique abilities to provide a warm, caring environment for our students, and their desire to integrate their boarders into their family and its activities. Special attention is given to getting to know our prospective boarders to ensure that each boarder/host match will complement the personality of each student and accommodate her specific needs. Toward that end, host families are advised of any special educational or personal needs of the student that is relevant to the boarding situation. Hosts also serve as representatives of BINA High School. They implement the school's regulations outside of school hours.

## **Financial Obligations**

The host family provides the student with full room and board. The room and board fee for the 2016-2017 school year is \$6,000. These payments are separate from and in addition to payments made to BINA High School for tuition and other school fees.

The boarding fee due to the host family is in no way affected by the amount of time spent by the student away from the host family in any particular month. Payments are to be made by the first day of each month of the school year, September through June, as per the boarding contract. A credit card number or post-dated checks made payable to BINA High School for the entire boarding year must be submitted before the beginning of the school year.

Parents of out-of-town students should provide spending money for replenishing school supplies, supplementary snacks and personal transportation needs. Most school trips have already been included in the Program Fee. Fees for optional activities and the round-trip, door-to-door costs of visits home are the responsibility of the students' parents.

BINA High School regularly provides organized activities for our entire student body over the weekend including Motza'ei Shabbos and Sundays. This enables our boarding students to socialize and relax with their fellow students in a structured and supervised way. These activities are also included in the Program Fee.

## **General Living Arrangements**

### *Student's Room*

Boarders will be provided with a warm and friendly environment in which to thrive. Every attempt will be made to make boarders feel welcome. Host families will provide boarders with clean living quarters, comfortable sleeping accommodations and ample light, heat, and storage space to put belongings as well as regular access to a bathroom and shower. Girls may share larger rooms with other boarders.

Students are expected to keep their personal belongings within their personal living space. Rooms should be kept in neat condition. All wall decorations should be in good taste and reflective of the values of BINA High School and the host family.

### *Privacy*

The host family and the student should respect each other's privacy. Members of the host family should always knock on the student's door before entering. The student's quarters are off limits to the family's children unless the children are invited in by the student. The family bedrooms are off limits to the student unless she is invited in. The host family, especially those with small children, must take care to respect the student's property. If the student wishes to use "public" areas of the house for study or other activities she should ensure it is a convenient time for the family. **Personal information regarding the family and/or the student is to remain strictly confidential.**

### *Supplies*

The student should bring the following items from home:

- A. Two complete sets of linens
- B. Towels
- C. Toiletries
- D. Laundry supplies
- E. Alarm clock
- F. School supplies
- G. Prescription medicines and/or any frequently used over-the-counter medications.

Boarders should replenish supplies on trips home or as needed by informing host family so that items can be purchased during regular shopping trips.

## **Medications**

In addition to informing the school, parents must inform the hosts of any allergies the student has as well as any medication(s) the student is taking, the correct dosage, frequency, and any side effects they should be aware of. Please fill out the Medical Release Form, which can be found under "Enrollment" on our website. The hosts should occasionally provide non-prescription drugs (e.g. headache or stomach upset) as appropriate in their judgment, unless the student's parents object. Any concerns about a student's health or use of medications should be brought to the attention of her parents and the Menacheles.

## **Family Activities**

In general, the host family should invite the student to join in its activities. When it is not feasible to include the student, the host family should inform her and the Menacheles in advance and discuss what alternative arrangements will be mutually acceptable. Likewise, if the student does not wish to participate in a family activity, the family and the students should discuss in advance any alternative plans, if needed.

Boarders should contribute to their host home by pitching in with a weekly Shabbos job, and one small daily chore (ex. setting the table). These set jobs are not meant to exclude standard *Derech Eretz* dictates such as clearing your own plate or helping to serve a Shabbos meal. The students at BINA High School have a rigorous study schedule and during finals or other particularly demanding times, they may be unable to pitch in as usual. Likewise, during family simchos or other demanding times, students should be sensitive to pitching in more than usual.

## **Babysitting**

Hosts may ask their boarder to baby-sit as a favor for brief periods of time (less than 1/2 an hour for a quick errand) when the boarder would be home anyway. However, if the boarder is asked to baby-sit for longer periods of time, she should (1) have the right to decline the “job” and (2) be compensated at the regular babysitting rate for others her age in the community. As with all other aspects of boarding life, should any problems arise please contact the Menacheles.

## **Telephone**

### *Cell Phones*

A cell phone is a privilege. A student who misuses her cell phone will have this privilege revoked. All school regulations regarding the use of cell phones must be respected. Students who choose to have a smart phone must adhere to the following guidelines.

1. Phones must be filtered with filtering software approved by the school. This filter must be approved and in place prior to the student’s arrival at the start of the school year. No student will be allowed to keep a phone that is not filtered.
2. No app that allows a student access to the internet or to play TV and movies will be allowed.
3. Students are allowed to use “what’s app” and “snap chat” with the knowledge that this privilege is at the sole discretion of the Menacheles. If at any time it is determined that that smart phone use is detrimental to the students growth and well being, this privilege will be reevaluated.

Additionally, all students with cell phones must have their number and password on file in the BINA High School office.

### *Host Family Phone*

The student may share the host family's line in a considerate fashion that does not conflict with the family's usage of the telephone. If boarders will be relying on their host's phone for long-distance calls, parents of boarders must supply the student with a calling card, pre-paid phone card or 1-800 number.

### **Use of Computer and Other Appliances**

Student use of the host family's computer or printer is permitted for school use only. Care should be exercised so that computer use is timed conveniently for the host family.

**Students may not have personal laptops or other devices with internet access while in Norfolk. We caution all parents and students that the use of the Internet today must be selective and carefully monitored due to the proliferation of inappropriate web-sites and other known dangers. Should access to the Internet be necessary, permission must be given by the school and host family. Direct and constant supervision while "on-line" is mandatory. In addition, using the public library to access the internet is strictly forbidden.**

Boarding students may not watch any television or movies *at any location*, even on iPods, unless permission is specifically granted by the Menacheles.

Radios and ipods are only permitted **outside of school**. They should only be used to play music or talk shows deemed appropriate. Inappropriate use of these items may result in them being confiscated. If you have any questions regarding the determination of "appropriate" music or news shows, please contact the Menacheles.

The host's washing machine and dryer are available to the student. She is expected to do her own laundry including linens and towels. Students should use their own laundry detergent. We recommend assigning a particular day/days and times when it is convenient for both student and host family. Students are responsible for their own dry cleaning expenses.

### **Meals and Food**

Growing teenagers require more calories than most adults to meet their nutritional needs and maintain energy throughout the day. The host family is responsible for providing three nutritious meals daily, plus adequate snacks. If there are any special dietary needs (e.g. allergies, Cholov Yisroel, etc.), the parents should notify the Menacheles in advance and discuss these needs with the host family prior to finalizing the boarding arrangement. Any food brought into the boarding home by the student must meet the Kashrus standards of the host family. Host families should develop a communication system with regard to food and encourage the girls to communicate their food-related needs. **Any food related issues that arise should be brought to the attention of the Menacheles as soon as possible.**

### *Breakfast and Lunch*

Boarders can be expected to prepare their own breakfasts in the morning and the lunches they will take to school. The host family is responsible for providing the necessary ingredients for these meals. The host family should discuss these ingredients with the boarder and try to provide healthy foods in adequate quantities. The boarder should inform her hosts promptly when breakfast or lunch supplies are running low. The host family should familiarize the student with its kitchen procedures. (e.g. dairy and meat sides, etc.) The boarder should abide by all “kitchen rules” and clean up after herself promptly.

### *Supper*

Generally, the student should eat supper with the host family. If their dinner schedules are incompatible, the host family should make sure that dinner is ready for the student in a timely fashion. If a student must miss/delay a supper because of an after-school program or study date, she should notify her hosts when she becomes aware of the change. Cell phone use at the table is inappropriate and not allowed.

### *Snacks*

The host family should supply fruit, juice, and inexpensive snack foods in reasonable quantities on a regular basis for students to “nosh” at home and take to school. Guidelines should be established when the student first arrives as to access to food in the refrigerator and cabinets.

### *Shabbos and Yom Tov*

The boarder should eat Shabbos meals together with the family and should generally be included when the family is invited out for a meal. When this is inconvenient, the host family must make other arrangements with the Menahels that are acceptable to the student and the school. The student should inform her host family in advance when she will be missing Shabbos or Yom Tov meals at home. Of course, she must also ask permission before inviting a friend for a meal or to sleep over.

## **Transportation**

Students may walk or bike to school. Students on bikes or roller blades must wear helmets.

Transportation to and from school activities may be provided in some instances by the school. When this is not the case, hosts must assist students in making acceptable arrangements. The host family should also assist the student with transportation to the library or to purchase school supplies, etc. The student, in turn, should make every effort to coordinate the timing of such trips with minimum inconvenience to the host family.

Transportation to non-school activities is not the obligation of the host family, although they should attempt to be helpful as they would for other family members.

For trips out of town, students must submit a Transportation Form **at least a week prior to travel dates**. Transportation to and from the airport and train/bus station for

trips home is the responsibility of the host family between the hours of 8:00 AM and 11:00 PM. **After that time, it is the responsibility of the parents to find and pay for transportation for their child.**

## **Medical Care**

While the student's parents bear the financial responsibility for medical care, it is the obligation of the host family to see that any required medical care is provided promptly. **Any student illnesses require immediate notification to the Menacheles.** In addition, host families should periodically check in on their boarder who has stayed home due to illness.

The Permission to Treat form must be submitted before school starts. This authorizes the school and its designees, the host family, to make provisions for medical care. Students should also have a copy of their insurance card or extra cash on hand to cover an office visit or prescribed medication. Responding to medical emergencies during school hours is the responsibility of the school, and during non-school hours is the responsibility of the host family.

Arranging occasional appointments is the responsibility of the host family, as is transportation to and from these appointments. Before making these arrangements, the host family must verify that all insurance and other paperwork are in order. The Menacheles will assist with any questions.

If a student requires ongoing therapy or other long-term medical services, the student's parents must make arrangements with the school and host family to set up appointments and for transportation to and from the practitioner.

## **Student Life**

The social conduct and appearance of the student in and out of school must reflect the values of BINA High School. While the school uniform is only required during school hours, at all other times the girls must dress in accordance with halachic standards of tznius, both in and out of the boarding home. Inappropriate dress may be confiscated or sent home by the Menacheles or boarding parent. BINA High School reserves the right to regulate attendance and behavior of all boarding students at every school and community activity.

### *Curfew*

With the safety of our students in mind a curfew, after which time all girls must be at home, will be strictly enforced. The curfew is 10:00 PM Sunday - Friday and 11:00 PM Motzaei Shabbos. Hosts will enforce the curfew and inform the Menacheles if the curfew is not respected.

After dark but before curfew, girls in groups of two or more may visit one another or go to a store provided they let their hosts know when they are leaving, and call upon arrival to check in. Similarly, for the return trip, hosts should be called when the girls set out.

Walking around the neighborhood after dark without a legitimate reason and a specific destination in mind is not allowed. Abuse of this privilege will result in stricter curfew rules.

**Under no circumstances may a girl walk around after dark by herself.**

Students are responsible to keep their hosts informed of their whereabouts at all times. It is the responsibility of the host family to be aware of with whom, when, and how their boarders are using their free time. Failure to comply will result in more restrictions.

Should any after-school program or social activity be planned, hosts must be informed. If a student does not intend to return home within 30 minutes of the end of the school day her host must be informed of her plans. She must tell them where she is going and when she expects to return. During day light hours girls may walk alone within the "box" created by the following four streets:

North: Twenty-first Street

South: Princess Anne

East: Ghent Commons

West: Colley Avenue (except to go to the Mostofskys)

Girls may only go beyond these boundaries in group of two or more during daylight hours and with permission from their host or the Menacheles.

Students must be in their homes no later than 10:00 pm. Students are expected to be responsible to get a good night's sleep so that they can perform well in school. If a student consistently fails to get adequate sleep at night further restrictions will be enforced as necessary. Exceptions to curfew may only be made with permission from the Menacheles or boarding parent.

Students may not sleepover at anyone else's home without permission from the Menacheles.

*When Hosts Are Away*

If the host family plans to be away, the hosts should notify the boarder and the Menacheles as soon as possible, and the host should make suitable arrangements that are amenable to the boarder. **Boarding students may NOT be in their hosts' home if the host parents are away overnight unless there is a responsible adult present.** Needless to say, she may not stay at anyone else's home either unless a parent or responsible adult is present. The Menacheles must be notified any time the host parents plan to be away, and she must be informed of the arrangements made.



### *Driving*

Boarding students who have a learner's permit or driver's license are not permitted to drive in the Norfolk area, at any time, for any reason, without express permission of the Menacheles.

### **Shabbos and Yom Tov**

#### *Kedushas Shabbos*

Students should wear clothing and act in ways that show honor to Shabbos. For the duration of the Shabbos day, all clothing must be dressy as appropriate for Shabbos. Casual clothing or shoes are not acceptable. Additionally, all Shabbos activities should be in the spirit of Shabbos.

#### *Tznius in Shul*

BINA strives to impart to its students the holiness of a shul and the respect that we must have for it and for those davening there. The way one dresses at shul demonstrates the appreciation of these values.

As such, the following (additional) guidelines must be adhered to when attending Shul: Stockings must be worn and clothing that is too tight and offensive to the Kedusha of a shul is not acceptable.

#### *Yom Tov*

Every effort is made to align the school calendar with the needs of our boarding students. Some years, due to the calendar, students may not be able to travel home for certain holidays i.e. Rosh Hashana, Yom Kippur, Shavuos. The school will ensure that Yomim Torim spent in Norfolk are meaningful and enjoyable experiences for our students.

### **Trips Home**

**When making plans for students to return home for school vacations, parents should not purchase tickets that will require the student to miss school time, unless authorized in advance.** School vacations have been designed to allow boarders sufficient travel time.

In the event that a girl chooses to stay in Norfolk over a vacation, it cannot be assumed that she can stay at her host family's home over the vacation. She must work with the Menacheles to find suitable accommodations.

The school calendar should be consulted before all travel arrangements are finalized. **BINA High School reserves the right to decide that, for educational reasons, a student should not leave school while it is in session.** Any travel during this time without the express consent and approval of BINA High School will be treated as a breach of discipline.

For ALL trips home or out-of-town, the student must fill out a Transportation Form to notify the school of the dates and times she intends to travel and the modes of transportation, door-to-door. Travel arrangements are the responsibility of the parents. Transportation to and from airports and bus/train stations are the responsibility of the host family. (See above transportation section.)

### **Boarding Communication**

When a student lives away from home, it is essential that the adults involved in her care work together in the best interests of the girl. Open lines of communication should be maintained between BINA High School, the host family and the student's parents. Regular contact between the parents and hosts is recommended.

Communications regarding the student's academic and behavioral progress will be sent directly to the parents. In addition, pertinent information will be shared with boarding parents. We strongly suggest, however, that the parents view the host families as allies with whom they can share concerns on a confidential basis. We have chosen our host families with care and discretion and have complete confidence in their ability and desire to care diligently for our students.

Questions of attendance and tardiness will be addressed initially to the host family. If either of these becomes chronic, the school will notify the parents as well.

Hosts should bring concerns about their boarder's progress to the attention of both the parents and the Menacheles. Hosts should notify the Menacheles promptly if they become aware of infractions of school policies by their boarder. Quick intervention is key to preventing problems from escalating. **Confidentiality and privacy must be maintained at all times.**

Mrs. Harpaz may be reached during school hours at 757-627-2462 to discuss any boarding concerns you may have. In case of EMERGENCY, you may contact her at home at 757-961-7618.