



MISSOURI TORAH INSTITUTE
– ישיבה ומתיבתא ד'מיזורי –

STUDENT/PARENT HANDBOOK

2020-2021

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OUR APPROACH

Missouri Torah Institute is a yeshiva where *talmidim* work together with rebbeim and teachers to experience academic, emotional, and spiritual growth appropriate for their individual capacity, developing a love for Hashem, for themselves, and for learning. MTI is a rigorous Torah and general studies education which engages the whole student; it engenders steady, growing maturity that comes through learning and Jewish discovery; it encourages a sophisticated understanding of each Jew's relationship with Hashem, enhanced by understanding of self and substantial scholarship. This holistic - mind, heart, and soul - approach to chinuch guides everything at MTI.

Missouri Torah Institute is staffed by rebbeim and teachers who are committed to creating a structured environment that supports developmentally appropriate growth. Rebbeim and teachers at MTI work to understand how individual *talmidim* learn and what helps them grow. They remain closely engaged with *talmidim's* daily life, yet maintain a healthy distance, allowing *talmidim* to make the decisions that will help them to achieve steady growth in their high school years. MTI staff are aware of how the social, emotional, and spiritual aspects of *talmidim's* daily life are integral to academic success. The mutual respect and trust and the shared goals MTI teachers and rebbeim have with their *talmidim* allows them to enjoy a positive, productive relationship and achieve amazing success together.

Missouri Torah Institute *talmidim* are self-respecting young men who seek to learn, come closer to Hashem, and enjoy the company of friends. Their genuine desire to be a member of the MTI school community helps them maintain the clearly-communicated and mutually agreed-upon expectations that ensure a productive and safe school environment. MTI *talmidim* know that accountability for what they do and the choices they make is theirs alone, allowing them to celebrate the sweet taste of their successes and learn from their missteps. MTI *talmidim* know that they can be successful in the school environment when they consider their hearts and souls as well as their minds. They know that finding the keys to success in school will help them unlock the doors to fulfillment in their *avodas Hashem*, family, and career.

Missouri Torah Institute parents love and respect their sons and send them to yeshiva to give them the invaluable opportunity to learn, mature, and achieve success in their teenage years. MTI parents have the patient understanding that meaningful, lasting growth takes time, and that with abundant love, engagement, and support they can help their sons become truly great men. With regular communication and involvement, MTI parents share insight and understanding of their sons that only parents can have, and work with the yeshiva to give their sons an outstanding yeshiva high school experience.

MTI MISSION STATEMENT

VISION

All students experience spiritual, academic, and emotional growth as per their individual capacity and carry in their hearts a passion for life and learning.

MISSION

MTI's mission is to provide both a superb Judaic and Secular educational program in a serious and challenging yet warm environment. We will impart a genuine love of G-d, love of His Torah, a love for others and love of ourselves. We will respect and admire each student's innate capabilities and will empower each student to know and to celebrate his unique strengths and weaknesses, whereby each student will strive for and reach his own maximum potential, academically, socially, emotionally and spiritually.

VALUES STATEMENTS

- We believe our students can reach high levels of academic learning and character refinement.
- We believe that the highest levels of learning and growth occur when a student embraces his whole self in the learning process.
- We believe our students must be challenged to reach their utmost academically, socially, and spiritually.
- We believe each student must recognize and appreciate his unique personality in order to develop himself fully.
- We believe our school must offer instruction which maximizes each individual's academic level.
- We believe our school can set high standards of character development.
- We believe our school will impart to its students the centrality and beauty of G-d, His Torah and His People.

APPLYING FOR ADMISSION TO MTI

Students applying to our Yeshiva may visit our website, <http://www.missouritorah.org/hs-admissions>, and fill out a high school admissions application. In addition, a principal's report and report cards from the previous two years must be submitted. Once we receive the above items, the student will be invited to yeshiva to take a personal interview, a *gemara bechina*, complete an essay, and take a written exam for secular studies.

A student will be admitted to the Yeshiva if he can perform satisfactorily and is committed to the goals and ideals of our Yeshiva.

Missouri Torah Institute admits all students of the Jewish faith regardless of race, color, national or ethnic origin. All scholarships and programs will be administered in a non-discriminatory fashion as to race, color, national or ethnic origin.

TADS

Missouri Torah Institute uses TADS for application, enrollment, payment of tuition and fees, and submission of required documents and permissions.

<https://secure.TADS.com/Accounts/Login.aspx>

BEFORE SCHOOL STARTS

IMMUNIZATIONS AND HEALTH EXAMINATIONS

All students must have current immunization and physical examination records on file in our office by the first day of school.

BOOKS/SEFORIM & SCHOOL SUPPLIES

The Yeshiva will distribute all *seforim* necessary for *Limudei Kodesh* and textbooks for the general studies program. All *seforim* and textbooks are included in the book fee.

Seforim are for MTI students to keep and use throughout their time in the yeshiva, and beyond. *Seforim* not taken home or otherwise lost will become property of the yeshiva.

General studies textbooks are distributed, and students shall maintain them in good condition and return them before final exams at the end of the school year. Students are responsible for replacing any lost or damaged textbooks and will not be permitted to take final exams until all textbooks have been returned or paid for.

Keep in mind that there are around nine daily subjects for each student, and students should come prepared with:

- Notebooks or lined paper for taking notes
- Binders with dividers or folders for holding handouts
- Ample supply of pens and pencils.

Please label all supplies.

PACKING LIST

Below is a list of items that a dormitory student may need through the course of the year.

Please note that students are to bring their own pillows, sheets and blankets.

- *Tefillin, Tzitzis, Yarmulkes*
- For *Shabbos* – suit, white shirts, tie, and hat
- For weekday davening - Suit-type jacket and hat
- Shirts, pants, belts, (school attire – see “Dress Code”)
- Weather gear - coats, sweaters, gloves, scarf, boots, raincoat, umbrella, etc.
- Underwear, socks, shoes
- Pajamas, bathrobe, slippers
- Sneakers, gym shorts, gym shirts, swim trunks
- Towels - bath and hand
- Bedding - Pillow, pillowcases, sheets and blankets
- Laundry bag
- Detergent
- Quarters for laundry machines
- Personal items (soap, shampoo, toothbrush, toothpaste, deodorant, shaver, comb, needle and thread, etc.)
- Alarm clock
- Vitamins, special medications (if required- see “Medications”)
- Extra pair of glasses or contact lenses, if necessary
- School supplies (pens, notebooks, paper, etc.)

Please label all items clearly with the student’s name.

POLICIES

OBSERVANCE OF HALACHA

The yeshiva maintains a high standard of halacha observance, based on the guidance of our rabbonim and poskim. Talmidim in the yeshiva agree to maintain this standard of halacha observance during their time in the yeshiva.

MUSIC & DEVICES FOR PLAYING MUSIC

The commitment of our students to the ideals of the Yeshiva extends to their forms of relaxation. The Yeshiva only allows Jewish and classical music to be played on music playing devices. **Any device playing non-Jewish music will be confiscated and may not be returned.**

The only music playing devices allowed in the Yeshiva or dormitory are ones that **do not have video playing capabilities**. A short list of pre-approved mp3 players can be found below. All other music playing devices must be approved by Rabbi Zachai.

Approved devices:

- iPod shuffle
- Sansa clip, Sansa sport
- Fiio X1, X2, X3

COMPUTERS AND OTHER ELECTRONIC DEVICES

Computers, tablets, video players, gaming devices, and any electronic devices that are video or internet capable are not permitted in the yeshiva or dormitory. Any item which is not permitted will be confiscated and may not be returned. **Students found in possession of such a device are subject to suspension.**

The Yeshiva provides a safe for the safekeeping of electronic items brought to the Yeshiva. The items will be returned to students prior to their return home. Although items in the safe should be secure, the Yeshiva assumes no responsibility for theft or damage to these items once they have been brought to the Yeshiva.

The Yeshiva does allow gaming devices that are not internet capable, using games that are consistent with the spirit and values of the Yeshiva. All gaming devices and games must be submitted to Rabbi Zachai for approval prior to being brought into the dormitory.

DURING SCHOOL HOURS: Approved gaming devices, music players, headphones, and any other electronic devices are not permitted in school as these devices severely compromise the learning atmosphere. Non-compliance with this policy will result in the same consequences as violation of the cell phone policy.

SUBSTANCE ABUSE

Missouri Torah Institute has a zero-tolerance policy regarding substance abuse including the usage of drugs, alcohol, cigarettes, and e-cigarettes. Any student involved with the usage of these substances will be suspended and be subject to expulsion.

SOCIALIZING

Socializing with girls, even casually, is extremely harmful to the Torah growth of teenage boys. Any form of meeting or communicating with girls, including social network connections, is a serious offense and may be grounds for loss of privileges, suspension, or expulsion, depending on the circumstances.

SUMMER ACTIVITIES

It is very important for students to have structure over the summer. Our Yeshiva can truly be successful in helping to build *b'nei Torah* when the students' summer activities are compatible with the goals of the Yeshiva. Co-educational camps cannot be considered an option for a MTI student.

Our Rebbeim and administration will try to assist any *talmid* in making appropriate summer arrangements. Please speak with a *rebbe* well in advance to seek guidance if you have any questions regarding summer plans.

MEDIA

The Yeshiva strongly discourages TV or movie viewing while a student is home. We work very hard together with our parent body to imbue each of our *Talmidim* with the inherent beauty and *kedusha* of each *neshama*. Much of what is available for viewing runs counter to all that we strive to teach. Additionally, we strongly discourage our students' exposure to popular secular music. Popular secular music should be avoided even outside of school.

INTERNET/SMARTPHONES AT HOME

Recognizing the dangers inherent in unrestricted Internet use by our students and with guidance from our generation's *gedolim*, Missouri Torah Institute promotes the following recommendations:

- 1) Computers and other devices in the home, especially those with Internet connection, should be placed in a public area of the house, not in a child's room where it is hidden from view.
- 2) Be aware of the capabilities of smartphones, gaming systems, tablets, and other personal electronics. Most have wireless internet and video capability. These items pose an additional spiritual danger to our youth.
- 3) Although not foolproof, investigate and consider installing safeguards such as passwords, filters, disabling features and monitoring services that can provide a level of protection from uncontrolled Internet use. Consulting with TAG (<http://www.taghelpline.org>) or other knowledgeable

organizations can help give you technical awareness of options to control the situation in your home.

CELL PHONE POLICY

In our constant effort to address the needs of our students as well as navigate through the challenges presented in today's society, the Yeshiva has worked together with Verizon Wireless to create a cell phone plan. We are offering a cellular plan and cell phone through Verizon wireless that includes unlimited talk and text. There is no data, and picture mail is blocked as well. The Yeshiva administration will have access to call and text logs. Any dormitory student who wishes to have a phone during the z'man must acquire one through the above plan. No other cell phone or cell phone plan will be allowed for dormitory students in the Yeshiva. This plan is available for local students, as well.

MTI students are committed to observing these guidelines. It is understood that the privilege of each student to keep their personal phones is dependent upon adherence to these guidelines.

Smartphones are not permitted in yeshiva and will be confiscated the first time a student does not follow this policy. Students who bring smartphones or other non-approved phones to yeshiva must turn them in upon arrival and can retrieve them when leaving for home. **Students found in possession of a smartphone are subject to suspension.**

Yeshiva-approved phones may never be brought into the educational wing of the building. The first and second time a student does not keep with this policy, the phone will be confiscated until the end of the day, and a warning will be issued and documented in Jupiter. If it occurs a third time, the phone will be confiscated for an extended period of time.

Students can be reached during regular office hours through the school office at (636) 778-1896.

If you need to reach your son after hours or on a weekend and are having trouble, you may email rabbizachai@missouritorah.org or call Rabbi Zachai at (414) 499-6980.

PREScription MEDICATION POLICY

MTI is an environment that is safe for all students and provides the optimal conditions for learning and growth. There are students who have medications they are prescribed to take, either for an illness or for an ongoing condition. It's very important for students to have access to the medications they need but it is a serious safety concern for such medication to be stored by students, in the dorm or anywhere in school.

With this in mind, MTI has adopted the following policy regarding prescription medication:

Students may not store medicine in the dorm or elsewhere in school (except for emergency medicine such as an EpiPen or asthma inhaler.) Prescription medication will be stored securely and discreetly in the school office. The school office will maintain a list of students taking medications, including dosage and frequency.

Daily morning medications will be available during breakfast and other medication will be available during the day as needed. It is the students' responsibility to retrieve their medication from designated staff member during the time they are supposed to take it. Medication may not be readily available at other times.

All parents must fill out the Prescription Medication Form in TADS during enrollment, whether their son takes prescription medication or not. If medications or dosages change after this form was submitted, parents must inform Mrs. Tannenbaum in the school office (ext. 104) of the new information.

The Medicine Shoppe of Chesterfield will package medication in dose-portioned bubble packs, and in most cases, will deliver to the yeshiva for free. Please be in touch with them (314-469-7171) about transferring prescriptions to their pharmacy and any other questions you have, including dealing with controlled medications. Any other questions about the medication policy should be directed to Mrs. Tannenbaum in the high school office.



DRESS CODE

Students should dress in a manner that promotes *kavod haTorah* during school AND non-school hours. Athletic wear and lounge wear may be worn in the dormitory, gym, and other recreational areas, and may not be worn in the other areas of the building. Jeans are not permitted at any time.

Students should maintain proper grooming at all times. Shirts should be kept tucked in and haircuts that reflect Torah standards must be taken regularly. Haircuts are subject to administrative review. Students should be clean-shaven (except during the *sefiras h'aomer* period.)

On *Shabbos* and *Yom Tov* attire that shows proper respect for the day is to be worn, including when leaving the campus. A hat, suit, tie, white shirt, and *Shabbos* shoes (with a heel) are to be worn for all *tefillos* on *Shabbos* and *Yom Tov*.

For Shiurim, Davening, and all Classes:

Our dress code promotes *kavod haTorah* and fosters a purposeful learning environment. Students should conform to the letter and true spirit of our dress code and will be admitted to classes or *tefillos* only when they are dressed properly.

Pants - Black, navy blue, or charcoal gray dress pants; no pants with a jeans-type look (i.e. metal rivets, front-facing pockets, sewn-on pockets)

Shirts - Full button-down dress shirt with traditional collar

Shoes - Dress shoes (leather or rubber soles) with dark, solid-colored upper (no slippers, clogs, or canvas-like shoes).

Low-top **black** sneakers (100% black) may be worn as needed for comfort

Undershirts - White

Socks - Any color, must cover the top of the ankle

Yarmulke - Dark, solid color without designs or names

Sweatshirts - **Without words or large logos**, may be worn as needed for comfort

Accessories - Medical alert tags may be worn around the wrist or neck. No other necklace, bracelet, or wristband is permitted.

For athletic activities gym shoes, shorts, and t-shirts with sleeves may be worn. Yarmulkes are required at all times.

Additionally, For Davening

Hats and Jackets - Suit jackets or conservative sport jackets

Please consult Rabbi Wachsmann for any questions regarding the parameters of this dress code.

SCHOOL ATTENDANCE POLICIES

GETTING TO SCHOOL

Parents are responsible for transporting their children to and from school. School starts with *Shacharis* at 7:40 a.m. Monday through Friday. On Sundays, *Shacharis* is at 8:00 a.m.

School is dismissed on a non-*mishmar* day at 6:30 p.m., and 8:30 on *mishmar* days. (See also *Night Seder*.) School is dismissed after Mincha on Sundays at 1:00 p.m. Friday dismissal is at 12:30 p.m.

DRIVING TO SCHOOL

Local students may seek permission from Rabbi Wachsmen to drive their cars to and from school. In addition, parents of student drivers must sign the permission form in TADS. Any student wishing to carpool to and/or from school with another student must have consent from his parents recorded in TADS.

Cars brought to school are strictly off-limits during school hours. Students must hand in their keys at the start of the school day, and they will be returned at the end of the day.

STUDENT PASSENGER POLICY

Parents may opt to allow their sons to ride along in the car of local students or bais medrash students by completing the consent forms in TADS. Checkout permission to drive with student drivers will be granted based upon the permissions allowed in TADS. Please note that permission will be granted during non-school hours only.

MISSING SCHOOL

If a student would like to be excused from class, a parent or the student must contact Rabbi Wachsmen before the start of class by email, text, or phone (718-930-7594 - voicemail is fine) detailing the reason for the absence. If Rabbi Wachsmen is not informed the absences may remain unexcused and compromise the student's grade. Special care must be taken not to miss scheduled examinations. Make-up exams are scheduled with administrative approval in extenuating circumstances only.

Extended absences greatly compromise the learning process and success of our students. They are therefore strongly discouraged. Any request for an extended absence must be made well in advance and addressed to Rabbi Wachsmen to receive permission. The Yeshiva asks that students and parents do not make

assumptions based on past decisions involving other students or themselves. We will do our utmost to treat each case individually and appropriately while respecting the input of our *talmidim* and their parents.

If there is a need for early dismissal, parents should contact Rabbi Wachsman in advance. Please bear in mind that office staff and teachers are unable to grant permission for early dismissal.

SCHOOL CALENDAR & TRAVEL

It is crucial that you consult and utilize the school calendar when planning vacations or making travel plans. All students, including dorm students, should arrange to attend school through the last scheduled day prior to vacations, and to return promptly when school is scheduled to resume. All travel must be done on the “**travel days**” indicated on the school calendar, and all students must return to yeshiva by 9 pm.

Travel to and from the airport/bus station/etc. is the responsibility of the student and his parents. The phone number for the Chesterfield Car Service is (314) 209-0448. They will accept pre-payment by a parent’s credit card.

All “checkout” policies are in effect from the time a student arrives in St. Louis until the time he leaves.

SNOW DAYS

On snowy mornings, local students should please be in touch with Rabbi Wachsman (718-930-7594) between 6:45 - 7:00 a.m. to discuss whether students will be able to make it to school on time, late, or not at all. We will decide whether afternoon classes will be in session by late morning.

CLOSED CAMPUS POLICY

In the interest of student safety, we have a “closed campus” policy. This means that all students must stay on our campus for the entire school day. This includes anything from a trip to the pharmacy to a walk around the block. Permission to go off campus during school hours will be decided on a case-by-case basis and may be granted by Rabbi Wachsman only.

Any student who violates this policy for any reason will be fined \$25.00 and will risk loss of checkout privileges.

DAVENING

Davening *shacharis* with the Yeshiva is an integral part of the daily schedule, Sunday through Friday. *Shacharis* begins with *berachos* at 7:40 a.m. (8:00 a.m. on Sunday) followed by *pesukei d'zimra* at 7:45 a.m. The Yeshiva davens *nusach Ashkenaz*. Students will receive a grade for *shacharis* based on attendance, timeliness, and appropriate attire. Although a "vecking" (wake up) service is provided in the dormitory, the ultimate responsibility of coming to *minyan* on time rests upon the student himself. It is suggested that each student have an alarm clock to ensure his ability to arrive punctually to *minyan*.

NIGHT SEDER

Dormitory students will have a night *Seder* on non-*mishmar* evenings from 7:30 to 8:15. Local students may enroll in this program as well. Regular Yeshiva attire is required and regular "during school" standards apply; cell phones must be kept in the dormitory. Night *seder* dismissal is after the conclusion of *maariv*, at 8:30.

STUDENT ID CARDS

MTI students will be issued a student ID card. This card will also serve as an access control card (electronic key,) giving students access to our secure school building. There is no charge for the student ID card, which will be distributed during the first week of school. Lost cards should be reported to Mrs. Graff for deactivation and will be replaced at a cost of \$10.



ACADEMIC POLICIES

GRADING POLICIES

A+:	(98-100%)	4.0 grade points
A:	(93-97%)	4.0 grade points
A-:	(90-92%)	3.7 grade points
B+:	(87-89%)	3.3 grade points
B:	(83%-86%)	3.0 grade points
B-:	(80-82%)	2.7 grade points
C+:	(77-79%)	2.3 grade points
C:	(73-76%)	2.0 grade points
C-:	(70-72%)	1.7 grade points
D:	(65-69%)	1.0 grade points
F:	(under 65%)	0.0 grade points

- All Judaic and general studies courses that receive a grade will be included in the GPA and on official transcripts.
- Report cards are issued quarterly. The second and fourth quarter report cards will contain both quarter and semester grades.
- A student who earns a GPA above 3.3 in a semester will make the MTI Honor Roll. A student whose GPA is above 3.7 will be on the MTI High Honor Roll.
- Regular attendance and timely arrival to classes are essential components for a student's success. Unexcused absences and tardiness will negatively impact a student's grades. A portion of every course's grade is based on attendance.
- Grades in Honors and AP classes will carry an additional point value (i.e. A=5, B=4, etc.).
- There are times when a grade of INCOMPLETE must be used to allow a student time to submit missing assignments and/or make up missed exams. In all cases, INCOMPLETE is a temporary grade and the student will be given a reasonable period of time in which to complete the outstanding work. If the work is not submitted on time, the grade of INCOMPLETE will be changed on the permanent record to an F.

ONLINE GRADEBOOK – JUPITER

Missouri Torah Institute uses Jupiter Ed, an online school management platform, as our gradebook and student information system. Jupiter Ed is an excellent way for students and parents to track their grades, assignments, and attendance. Parents can enroll to receive alerts for grades, attendance, and conduct, and can also use this platform for communicating with teachers and *rebbeim*. Parents are encouraged to take advantage of this wonderful opportunity to stay informed and involved in their son's academic progress. <https://login.jupitered.com/login/>

GRADUATION REQUIREMENTS

A student will graduate from Missouri Torah Institute when he completes four years of high school, meets all MTI and state of Missouri graduation requirements. A poor attendance record, including excessive tardiness, may affect a student's eligibility for graduation.

To be issued a diploma from Missouri Torah Institute, all courses and credits required by the state of Missouri as well as by MTI must be completed with a passing grade. **Students cannot graduate without successfully completing all their Judaic and general studies courses.** In addition, all financial responsibilities must be in order.

PERMANENT RECORDS/TRANSCRIPTS

Permanent records will be maintained by MTI and used to generate transcripts. All courses that students take and receive a grade in will be included on the MTI Transcript.

Transcripts may be requested by filling out the form at <https://www.missouritorah.org/transcript>. Transcripts will be sent out only when all financial obligations are met. This is a uniform policy among private schools and is enforced collaboratively.



DORMITORY POLICIES

STUDENT CHECKOUT

Our responsibility for the safety and well-being of our students demands that we always be aware of their whereabouts.

Any student wishing to leave the campus or dormitory for absolutely any reason at any time during non-school hours (including Friday, *Shabbos*, and Sunday) is required to check out with Rabbi Zachai.

Checking out involves giving a detailed itinerary, with each destination made clear, and the expected time of return. This may be done either by phone or in person, as circumstances warrant. This policy includes, but is not limited to, leaving the dorm to spend time at the home of one of our local students or families.

We ask each student to understand the tremendous responsibility the Yeshiva has for their well-being and the correspondingly great importance of proper compliance with checkout rules.

Any student who violates this policy for any reason will be fined \$25.00 and will risk loss of checkout privileges. In certain instances, other consequences may be deemed necessary.

Reflectors must be worn at all times when walking or biking off campus after dark.

CLEANLINESS

Our dormitory is the shared living space of our students and is therefore to be respected. Routine daily tidiness and orderliness (making beds, putting away clothing and laundry, etc.) is the responsibility of each individual student. All items should be stored in closets or drawers, not left on beds, floors, etc. **Items left out of their proper places will be removed by the cleaning staff.**

READING MATERIAL

In addition to the recreational programming and resources provided by the yeshiva, reading can be a great way for students to spend their free time. All reading material must be approved prior to being brought into the dormitory. Books must be shown to Rabbi Zachai for approval. Magazines and periodicals must be submitted to the high school office for censoring and approval.

Please also note policies listed earlier regarding music, electronic devices, and cell phones.

CURFEW

Curfew procedures have been established to ensure that students get the rest they need to maintain success in their learning. Curfew extensions will only be granted in extenuating circumstances. Proper consideration for the needs and feelings of others in the dormitory is necessary under all circumstances.

GUESTS

Only current students of MTI are permitted to stay in the dormitory. Arrangements for any guest, whether for a visit, an overnight stay or a Shabbos (in or out), must be made with Rabbi Zachai in advance. Without advance permission, no guest is permitted to stay in the dormitory under any circumstances.

MONEY AND VALUABLES

We urge all students to never leave money or valuables in their dormitory rooms. Giving spending money at frequent intervals or opening a checking/debit account for your son will avoid the need to carry around large sums of money. Personal safes are not permitted in the dorm. Money or valuables can be handed in to Rabbi Zachai to be kept in the Yeshiva's safe and withdrawn as needed. Missouri Torah Institute bears no responsibility for any theft or loss of property.



POLICIES RELATING TO SAFETY AND DAMAGE TO SCHOOL PROPERTY

Many areas throughout the building are available for studying and recreational use. The other areas of the building are off-limits. Signs are posted in the building identifying off-limits areas.

- Students are not allowed in the kitchen at any time without explicit permission.
- The safety of our students is of the utmost importance. Fires are not allowed for any reason. Lighting and/or playing with fire is a cause of danger for the student and his surroundings. Such behavior is grounds for immediate suspension.
- Under no circumstances may the smoke detectors (including infrared beam sensors) be tampered with or disabled. Besides for being inherently dangerous, tripping a fire alarm causes an automatic fire department response and the yeshiva incurs a fee. Any student who causes a false alarm will be subject to a \$100 fine.
- Fireworks are not permitted on school property.
- Weapons of any kind (BB guns, knives, etc.) are not permitted on school property.
- Dangerous and reckless behavior (i.e. climbing on or jumping from the building structure) is a serious safety concern. To protect the safety of our students, such behavior is grounds for suspension.
- Any students biking or walking after dark must wear a reflective belt.
- Helmets must be worn always while biking, skate/long-boarding, rollerblading, etc.
- No ball playing, rollerblading, or any other outdoor activities are permitted in the building under any circumstances.
- Bikes must be kept in the designated area.
- Hoverboards may not be used or stored inside or outside the Yeshiva.
- Pictures or signs may not be hung in the dormitory.
- Students may not keep or allow any animals or pets in yeshiva.

We expect students to respect and value the structure and property of the yeshiva and its beautiful campus. **Any damage to the building or property will be the financial responsibility of the person liable for the damage.** Given the difficulty and expense of repairing damaged items, the Yeshiva reserves the right to decide whether to replace or repair the damaged item. The Yeshiva will determine the amount owed for the damage. The Yeshiva reserves the right to determine which student was responsible for the damage based on circumstantial evidence.

Parents will be notified of the fees to be charged to their TADS account. Fees will generally be drawn within 10-15 days from that point. If more time is needed or a different payment method is preferred, it is the parent's responsibility to communicate and arrange with the business office. **Please note, under no circumstance will the Yeshiva ask or negotiate with the students for payment of these fees.** A student may not return to class until such arrangements are finalized.

If repairs are needed or other maintenance problems arise in the dormitory or anywhere in the building, please inform a member of the Yeshiva administration. Repairs, alterations or installations (i.e. nails in walls, stick-on hooks, additional shelves, etc.) may be made only by the school staff. Furniture must never be dismantled or moved, even if it appears to be unneeded or unused.

STUDENT LIFE

FOOD

Breakfast and lunch are offered for all students. Supper will be available for dormitory students and for local students who will be staying for the night seder or mishmar program.

No food may be taken out of the kitchen without permission from the kitchen staff. Additionally, entering the kitchen is not allowed without prior permission.

Students are permitted to eat and drink in the dining room and student pantry areas only. This ensures the school building will remain clean and allows students to remain focused on schoolwork.

A refrigerator and freezer will be provided for student use. These will be cleaned each week. Items not claimed after cleaning will become the property of the yeshiva. No personal refrigerators are permitted, in the dormitory or elsewhere.

Food preparation is restricted to the designated area in the student lounge. Some cooking appliances may be available for student use. Additionally, students may bring the following approved appliances to be used in the student pantry:

- Crock Pots
- Sandwich, waffle, or panini makers
- George Forman grills
- Rice cookers
- Coffee Machine

All approved appliances must be kept in the student pantry, clearly labeled with the student's name, and cleaned regularly. Any non-approved appliance, any appliance found elsewhere on campus, and appliances not clearly labeled or regularly cleaned, will be confiscated and become property of the Yeshiva.

No fires are allowed for any reason. Under no circumstances may smoke detectors be tampered with or disabled.

LAUNDRY & DRY-CLEANING

The dormitory laundry facility has coin-operated washing machines and dryers, owned and managed by a private company. A dry-cleaning service picks up and drops off clothing at the yeshiva twice each week.

LOCKERS

Lockers will be available for each student. Classrooms are cleaned daily; therefore, **books and personal items should be stored in lockers only.**

MAIL AND PACKAGES

Students may have mail and packages delivered to Yeshiva. Mail and packages will be delivered to the office and will be placed in the coat room daily at a specific time. To ensure the safety of the yeshiva dormitory, mail and packages are subject to inspection.

LOST AND FOUND

The Yeshiva will maintain a lost and found area. Students will periodically be asked to claim those items which are theirs. Those items not claimed will be disposed of. Additionally, the cleaning staff will be cleaning the entire building, including classrooms, dormitory, and other areas, on a regular basis. Any items not in their proper place will be removed.

ILLNESS

If a student becomes ill, the Yeshiva will provide for and arrange all services as necessary. Local students who become ill at school should come to the office. We will contact parents at that time.

Dealing with medical issues from a distance is one of the great challenges of a parent with a son who is away from home. We make every effort to ensure that our students receive proper medical care and we take special care to look after any student who is sick. At the same time, we view your involvement as critical in helping to deal with any medical situation that may arise regarding your son. Should you have any kind of medical concern regarding your son, please email rabbizachai@missouritorah.org or call Rabbi Zachai at (414) 499-6980. Please see the Procedures for Medical Issues policy in the enrollment section of TADS.

SPECIAL EVENTS AND FIELD TRIPS

Most regular dormitory activities are covered by the trip fee. Missouri Torah Institute will also conduct special events, including guest speakers, special classes, field trips and *shabbatons*, to enhance the *ruach* amongst the students and rebbeim. Parents may be asked to defray the costs of some of these events. Parents will be notified in advance and given the option to pay by cash, check or use their TADS account. Fees

not paid by the date of the event will automatically be deducted from their TADS account within 10-15 days of the event. Parental permission will be solicited when appropriate.

OUT SHABBOS

The Out *Shabbos* is designed for the students to have a break from the Yeshiva schedule and provide an opportunity to rejuvenate. The dormitory will remain open and supervised for the boys who wish to remain. *Talmidim* may leave the Yeshiva for Shabbos if the guidelines set up by the Yeshiva are met.

Parents are welcome to arrange to bring their son home for an Out Shabbos. Parents must inform Rabbi Wachsmann of these arrangements.

Please be aware that no student will be allowed to spend time in the home of a family where there are high school-aged girls.

The Yeshiva must know the location of each *talmid*. All arrangements should be made, or invitations accepted, only after consulting Rabbi Zachai. More details about the Out *Shabbos* will be communicated during the orientation.

The out Shabbos begins on Thursday at 2:15pm following Mincha, after davening and ends Sunday night at 9:00pm. If you have any questions about out Shabbos scheduling, please contact Rabbi Wachsmann.

There are five times during the year that the dormitory is closed. The dormitory will be closed for *Sukkos* break, Shabbos Chanukah, winter break, Purim, and Pesach break. **All students must go home during these times.**

Please note: The contents of this handbook may be revised as deemed necessary.