

IGGERES L'TALMIDA - CONTRACT

BCMS, MONTREAL

We are looking forward to a productive year in Chaya Mushka Seminary. In order to ensure that you understand and fulfill your responsibilities to the maximum extent, we have designed the following contract. Please read this contract carefully, sign it (both student and parents) and fax or email it to us immediately.

Positive attitude and dedication towards Seminary are vital elements of enabling a successful experience. When a girl comes to Bais Chaya Mushka it is assumed that she is here on her own will and therefore will be enthusiastic about learning. The Seminary promotes an atmosphere favorable to girls who want to grow and learn. Every student is expected to attend all classes, farbrengens and functions punctually. A detailed schedule of classes will be given out at orientation.

An essential element of the Seminary environment is its surrounding community. Montreal has a large Chabad community, *kein yirbu*, with a Bais Rivkah school of over 500 students. Any girl who attends Bais Chaya Mushka Seminary automatically becomes a *dugma chaya* for the girls of the community and is looked up to at all times. It is therefore important that your appearance and behavior should reflect that of a true *talmidah* in the Rebbe's and Rebbetzin's Seminary.

The following *takonos*, which must be followed both by in-towners as well as out-of-towners, are applicable at all times, in and out of school, including trips and days off. Those who are travelling from elsewhere should pack in accordance with these takonos and not bring any clothing or other items that are not compatible with Seminary rules. If in doubt, leave it home!

SEMINARY POLICIES

APPEARANCE

Please review and become familiar with the Dress Code. It is impossible to have a complete list of what is and what is not appropriate, and good judgment on your part is essential. When in doubt, remember the rule: if you have to ask yourself “should I?” then don't!

The following guidelines will help you dress for success!

	Acceptable	Unacceptable
Dress or Blouse/Skirt Combination:	<ul style="list-style-type: none"> ▪ Skirt length must be <u>mid-calf or longer</u>. ▪ Shirts and blouses: loose and not form-fitting; should cover collarbone, elbows and midriff. ▪ Conservative, modest styles; subdued colors and patterns. ▪ These areas should be covered at all times including while sitting, standing and reaching. 	<ul style="list-style-type: none"> ▪ Skirts that are shorter than mid-calf. ▪ Clingy, form-fitting, tight clothing (as in pencil a.k.a. saran wrap skirts, shells etc.) ▪ Sheer or revealing fabrics. ▪ Jean material (of all sorts and colors). ▪ Sweat shirts/jackets with text.
Shoes and Hosiery:	<ul style="list-style-type: none"> ▪ Conservative styles and colors. ▪ Hosiery required at all time. 	<ul style="list-style-type: none"> ▪ Hosiery too sheer to detect at first glance. ▪ Short socks, even over hosiery or under long skirts ▪ Leggings (of any color)
Jewelry and Accessories:	<ul style="list-style-type: none"> ▪ Jewelry, hair ornaments and accessories minimal and conservative. 	<ul style="list-style-type: none"> ▪ Long or dangling earrings, noisy bracelets. ▪ Hip belts
Grooming:	<ul style="list-style-type: none"> ▪ Makeup should have a natural and conservative look. ▪ Hair should be kept neat and modest 	<ul style="list-style-type: none"> ▪ Bright or dark lip color. ▪ Bright or dark nail polish. ▪ Wild or untidy hair styles

ABSENCE

Prompt and consistent class attendance is essential to a successful learning experience. In addition, it shows respect for your classmates and your teachers.

All absences will be recorded and will affect your grades. You may not go in and out of class once a lecture has started. Excessive absence for any given course will result in a failing grade. All absences must be justified. Illness, family simchos, appointments, etc. will also be recorded. Appointments should not be scheduled during class time.

All students are expected to be on time for class. Teachers may not allow students to come in after them. 2 lateness will be counted as 1 absence.

All work missed due to absences (even if excused) must be studied. It is your responsibility to request any tests/work missed and to ensure that all necessary papers have been submitted. Failing to do so will result in a failed grade, even if you took the final.

If you need to leave town, written reshus must be obtained at least a day before your departure, using the appropriate forms. This applies to non-dormitory girls as well. Any unusual circumstances will be considered by the hanholoh on an individual basis. Please note that you will not be able to obtain reshus for days off if your attendance record is not adequate.

For your safety and our peace of mind, only public transportation should be used for long distance trips. No permission will be given for car rides to New York.

Vacation: An absence on the day before or after vacation counts as double and will be considered a significant breach of discipline. You received the school calendar in enough time to plan your trips accordingly.

Excessive unjustified absence will lead to dismissal from seminary.

DISCIPLINE

To ensure a learning environment conducive to success, basic discipline must be maintained. Appropriate consequences (ranging from rebuke to suspension or expulsion) will be applied for any breach of discipline such as: non compliance to the rules of *Tznius*, curfew, attendance, disrupting class, lack of respect to Seminary staff and property, plagiarism and any other behaviour not befitting a Seminary student, as stipulated in the rules.

It is unbecoming of a Seminary student to frequent any place that does not have the highest standards of modest behavior. Accordingly, pizza shops, fast food eateries, public Internet facilities and the likes are off limits (unless accompanied by parents). This applies also to Montreal residents. Seminary students should avoid walking by the Yeshivah on Westbury.

Montreal residents cannot drive other girls around. They should also adhere to a reasonable curfew and may not be in the dormitory after 10:30 p.m. Parents should always be aware of their daughters' whereabouts.

The Hanholoh must approve all extra-curricular group activity not organized by the Seminary, even if it will not take place during school time.

Sports: Any sport and fitness activity, even if it is not organized by the seminary, must be done with the highest standards of *Tznius* in mind. Consequently, outdoor ball playing, skateboarding, rollerblading and biking are not permissible in the streets. Similarly, you may only frequent gyms that are for women only. The gym at the Y and sport center are mixed, and are therefore absolutely off limits.

Cell phones: If you wish to own a cell phone and commit to use it appropriately, you must give your number to the office and agree to the following: Cell phones cannot have a data plan or hotspot ability, or used for internet. Phones must be turned off and stored away during all classes, Shacharis, farbrengens and public speeches. Any cell phone seen, used, ringing or vibrating during class time or at Shachris will be confiscated and returned at the end of the year. The same applies for any cell phone used for internet access (data or WIFI). This will be strictly enforced. The Seminary reserves the right to inspect your phones and other similar devices.

MP3 Players are permissible providing they contain only appropriate music and are not used in class. The Seminary will randomly check the content of your Ipod. Any Ipod or similar device found to contain unacceptable music or videos, or if it was used during class, will be confiscated and never returned.

Keep in mind that the definition of "suitable", "appropriate" and "befitting" mentioned in this contract is entirely up to the Mechanchos' and Hanholo's judgment.

DIPLOMA

Upon completion of two years of Seminary, you will receive a “Seminary Diploma.” This diploma indicates which grades you are qualified to teach.

In order to obtain your diploma, you must complete and pass all the courses offered by the Seminary. Your diploma will not be granted if you failed a course because of excessive absence (see above).

An additional diploma is granted if, after graduation, the student teaches full time for one year in a school setting. This “Teacher’s Certificate” is granted after the Seminary receives the Principal Recommendation Form from the school where the student taught.

No diploma is issued after Seminary Alef. Official Transcripts are available for every year spent in Seminary.

Failed or Incomplete Courses

All tests and assignments are expected to be done on time. Your grade will be reduced by up to 10% for handing your work late.

If you failed a course, you will have a chance to make it up only during the semester immediately following the one in which the course was failed. If you cannot attend a test, quiz, mid term or final for a good reason, you must inform the principal and you will be given “Temporary Incomplete”; arrangements will be made for you to make it up.

Additional Courses

To receive a diploma, you will also be required to pass the following 4 courses. The purpose of these courses is to synthesize and internalise all that is taught in Seminary. Besides for Bekius, marks will be Pass or Fail.

- 1) **Tefila:** Davening will be marked based on attendance and participation. You must use a printed Sidur for Shacharis. The use of Sidur apps is not acceptable
- 2) **Mivtzoyim:** Regular weekly mivtzoyim after school hours is a central part of the Seminary experience. You must fill out the “mivtzoyim duch” on a weekly basis and have it initialled by the Mechaneches twice in each semester. It is your responsibility to record your mivtzoyim activities and have the *duch* initialled.
- 3) **Bekiyus:** Students are required to take weekly Bekiyus tests during the course of the year. A schedule will be distributed and reminders will be posted periodically.
- 4) **Teaching Practicum:** Seminary Beis students will be practicing teaching in either Free Hebrew for Juniors, Beth Rivkah or CPE Yeshiva once a week. You will be marked based on your participation.



Parents and students, let’s work together and avoid unpleasant and unnecessary confrontations by following the rules meticulously.

DORMITORY RULES

In order to maintain and promote the highest standards and to ensure that your Seminary experience be as successful and pleasant as possible, the following rules have been established. These guidelines are designed to promote safety, tznius, achdus, and a clean and healthy living environment. It should be understood that living in the dormitory is contingent upon compliance with these rules and that non-compliance is grounds for immediate dismissal. The Seminary reserves the right to spot-check the premises without notice to ensure that the dorm rules are being kept.

ACHDUS

Living away from home gives you an opportunity to develop certain midos and abilities: co-operation, Ahavas Yisroel, sharing, communicating, decision making, budgeting, etc.

It is impossible to over emphasize the importance of having a positive attitude, Ahavas Yisroel, co-operation, concern for each other and being “Dan L’Kaf Z’chus”. This applies in every area of life, and in particular to your living situation.

SAFETY and CURFEW

Montreal is a large city, and common sense is the key to safety.

If you stay in the dorm during the day because of illness, you must notify the dorm counsellors and the office before 9 in the morning.

Curfew is at 10:00 PM every day (including Friday night (until Pessach) and Motzoei Shabbos), at which time everyone must be present in their apartment. In case of emergency (for example, you are babysitting and the parents are unexpectedly delayed), you must obtain explicit permission from the dormitory supervisor before 10:00. Leaving a message or telling a friend will not be considered a form of permission. Farbrengens and studying for tests are not acceptable reasons for being out past curfew. When there are official Seminary functions that will go past curfew, the dorm counsellors notify of when curfew is that night for those attending. Regular curfew is also in effect on days in which there are no scheduled classes.

Remember that you are in a large city and even before 10:00 PM, it is not a place to walk around unnecessarily. After dark, girls must walk in groups rather than alone. The dorm counsellors should be advised of your whereabouts even before the time of curfew. All window shades should be closed after dark. The street does not need to see your room.

It is impossible to learn properly if you are not well rested. Going to sleep late will sap your energy, alertness, and enthusiasm.

Please be considerate of your peers and neighbours. When having a farbrengen, party, etc., the singing and noise level should be kept under control, especially after 11:00 PM. The gym will close at 11:00 pm.

If you are going out of town or need to sleep out of the dorm, you must obtain *reshus* and have the proper form signed by Rabbi Dahan at least a day in advance. Your dorm supervisor will be informed.

It is not recommended to keep valuable objects or large sums of cash in the dormitory. Seminary is not responsible for theft or damage to personal belongings.

KEYS

You will be given a key to the dormitory building in exchange of a \$20 deposit. It will be returned to you when you return your key. Every girl in the dorm must get a key.

Never jam the door or block it from locking. Make sure to have an appropriate Shabbos key belt; do not hide the key under a doormat or flowerpot, for this would jeopardize yours and your dorm-mates’ safety.

TZNIUS

It is self understood that the dress code and standards of Tznius stipulated in the general rules apply in the dormitory as well. Make sure to bring night gowns that adhere to the Tznius rules. No pyjama pants or sleeveless/short sleeves shirts are to be worn anytime or anywhere in the dormitory. Feet, arms and legs are to be properly covered at all times, including in our gym and dining room, in accordance to Halocho.

GUESTS

Guests may not sleep over in the dorm and must leave at curfew time. This also applies to other seminary students who are not living in the dormitory. In case of real necessity you can obtain permission a day in advance from Rabbi Dahan to have a guest sleepover.

No male visitors (fathers, brothers, etc.) are allowed in the dormitory at any time.

SHABBOS

Families in the city have graciously opened their doors to you as Shabbos guests. This gives you the opportunity to meet new people. Make sure to come on time, help, and, of course, dress appropriately. Last-minute changes can cause much inconvenience to the host families. In addition, keep in mind that various factors (such as presence of boys over the age of 15 and other elements) would make certain families an inappropriate choice. The dorm counsellors must be notified of your Shabbos plans.

Attendance at every monthly in-Shabbos or Shabattons is mandatory.

MEALS

Meal will be served exclusively at the following times: Breakfast from 7:45 to 8:20, lunch from 12:10 to 12:40 and supper from 6:15 to 6:45. Plan your day accordingly, and make sure to be back from your jobs, mivtzoyim and the likes before meal time. If you are unable to be there at mealtime, inform the counsellors and they will put food away for you in the kitchen. Do not ask a girl to put away food for you; it will be taken to the kitchen. All meals are to be eaten only in the dormitory's dining room, never in the rooms. Please be considerate, clean up after yourself and return items to the refrigerator, when necessary. Fruits and vegetables will always be available in the dining room's refrigerators or near the kitchens.

SEDER AND CLEANLINESS

A cleaning crew will clean the common areas regularly. However, you are responsible to clean your own room and maintain Seder and cleanliness in your apartment. Experience has shown that clarifying responsibilities in the apartment is a key to avoiding friction. You are expected to do your share.

Included in keeping the residence clean is keeping it free from damage. For your posting convenience, a large corkboard is hanging next to every bed. Do not tape, nail or glue pictures or posters to the walls. If necessary, ask for additional or larger corkboards to be placed in your room. Do not write or paint on the walls. You will be held financially responsible for any damage you have caused to the dormitory.

The fire department will fine the Seminary for a false alarm caused by foolishly activating the fire alarm. This fine will be charged to the girl who activated the alarm.

READING MATERIAL AND MUSIC

Only such books, literature and music that are suitable for a Bas Chabad are allowed. Any goyishe music as well as inappropriate Jewish or Israeli music that is unrefined is not allowed in the dorm. Similarly, non-Jewish magazines, books and video clips are not permitted. (Kashrus on a standard befitting a Bas Chabad applies not only to food but also to all aspects of life.) Any such material/music should not be brought to seminary at all. The Seminary reserves the right to confiscate any media deemed inappropriate, including electronic devices containing inappropriate material.

MULTIMEDIA

Laptops are not allowed in the dormitory. If found, they will be confiscated

A large and updated computer lab with internet access has been installed in the seminary building. It is always open, besides for regular class time. You can request for sites to be added to the white list. E-mail can only be sent and received through these computers.

Public internet cafés and similar facilities are absolutely off limits. You cannot browse the internet from your smart phone at supermarkets or off another student's hotspot. The seminary reserves the right to check your phone's history. Any device not adhering to our rules will be permanently confiscated.

LAUNDRY

HE washers and dryers are available in the dormitory at a nominal fee. Please remember to take out your loads as soon as they are ready, to accommodate the other girls. For better results, use HE detergent only.

Name: _____

Please fill out, sign, scan and email back this form immediately to info@theseminary.ca or fax it to (514) 733-5051

- **Iggeres L'talmida Contract**

- ♦ I have read all 6 pages of the Contract, and accept all conditions therein.
- ♦ I understand that my acceptance to Seminary is contingent to my full adherence to the rules stipulated in this contract, in and out of seminary.
- ♦ I realize that breaching BCMS rules will carry serious consequences, and may result in immediate and unconditional dismissal from Seminary.

Parents 'signature

Student's signature

- **Dorm-mate Request**

If you have a preference for a dorm mate(s) please write her name(s) and we will do our best to accommodate. Room arrangements will be made with the student's best interest in mind.

Please note that students will only be admitted after:

- 1) this signed Iggeres L'Talmida contract is received in the office
- 2) the Medical Form and Health Insurance information are received in the office
- 3) tuition arrangements, including trip fees, have been finalized
- 4) a valid student visa (or Canadian citizenship card) is obtained