

New England Academy of Torah

Boarder's Manual



450 Elmgrove Avenue .: Providence, RI 02906 .: 401-331-5327 .: Fax: 401-331-0030

Since its inception, the NEAT program for out-of-town students has had overwhelming success in providing an excellent Jewish and secular education, and in developing outstanding young adults and future leaders. Students from out-of-town are completely integrated into NEAT's academic and extracurricular programs. Their presence has added new dimensions to the school, and has enhanced the educational, social, and spiritual growth of the student body.

PROGRAM ADMINISTRATION

The boarding program is supervised by the administration. All day-to-day boarding issues, as well as any evening and night emergencies, should be addressed to the NEAT administrator. Placement of students in boarding homes will be jointly discussed by the program administrators.

STUDENTS IN THE PROGRAM

The program is open to young women in grades nine through twelve. Applicants are carefully screened to ensure that they possess (a) the ability to succeed in one of the academic tracks of NEAT and (b) the psychological makeup and maturity level to function well socially and emotionally away from home. It is expected, however, that all young women require some time to fully adjust to a new school and/or new living arrangement.

HOST FAMILIES

Host families are selected to complement the personality of the individual student and to accommodate her specific needs. Toward that end, host families will be advised of any special educational or personal needs of the student that are relevant to the boarding situation. Hosts also serve as representatives of NEAT. They reinforce NEAT's regulations outside of school hours and, when necessary, bring violations of school policies to the attention of the administration. In general, the goal is to select homes that provide a warm, caring environment and which are able to integrate the student into the family and its activities. Many boarders form close ties with their host families and maintain contact long after they have left NEAT. Students are welcome to request to board at a specific house, but the

administration can offer no guarantees that any student will be able to stay at a specific house.

FINANCIAL OBLIGATIONS

Boarding Fee

The host family provides the student with full room and board. These fees are separate from and in addition to payments made to NEAT for tuition, registration, school fees, etc., and are paid directly to the host family.

The room and board fee for the 2020-2021 school year was \$5,000. That fee may change from year to year, and is ultimately up to the administration. Extenuating circumstances may warrant an increase in this fee. Payment can be made either in full at the beginning of the school year or through ten postdated monthly checks, each in the amount of \$500, beginning on September 1st and continuing through June 1st. The boarding fee due to the host family is in no way affected by the amount of time that the student spends away from the host family in any particular month.

Spending Money

The student's parents should provide spending money for all entertainment and supplementary snacks, and for occasional transportation needs. Many school field trips are included in the student activity fee, but not all. Fees for optional activities, such as *Shabbaton*, class trip, and the round-trip, door-to-door costs of visits home, are the responsibility of the student's parents.

GENERAL LIVING ARRANGEMENTS

The host family will provide the boarder with clean living quarters, comfortable sleeping accommodations and ample light, heat, and storage space for the student's belongings. Any questions or concerns about the general living arrangements outlined below should be directed to the administration. Please note that, although we understand that the boarding fee is significant and often difficult for parents to pay, it actually amounts to approximately \$20 per day. This fee is designed to cover the increased expenses that boarder families incur, including food, electricity (fans, air conditioners, hair dryers, etc.), water (showers), gas/oil (showers), etc. While neither boarders nor their parents should expect five-star

hotel accommodations, they have every right to expect *mentchlich* accommodations. Our host families do not take boarders for the money, but rather as a *Chessed*. Please be appreciative and please be sure to express this appreciation to boarder parents. Parents, please also communicate an expectation to your daughter(s) that they, too, express appreciation - often.

Student's Room

The student is expected to keep her room in neat condition. Beds should be made daily, and no clothing or trash should be left on the floor. Lights and electronic equipment in the boarder's room should be turned off when the room is not in use. Before hanging any wall decorations, permission should be received from the host family. All wall decorations (i.e. posters, calendars, and pictures of any sort) should be in good taste and reflective of the goals and values of NEAT and the host family. The host family may conduct brief inspections at reasonable times to determine that the room is being kept in order. If a student's property is stolen from the boarder family home, the boarder family is not monetarily liable. If compensation is available from homeowner's insurance, this may be pursued (if only a student's items were stolen, boarder families need not pay what insurance does not pay if the deductible is not met).

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's bedrooms are off limits to the student unless the student receives permission to enter. Boarder parents and the administration reserve the right to inspect the students' rooms for contraband. Please understand that there is not a dormitory in the country that does not reserve this right. Obviously, boarder parents and administration will not abuse this power.

If the student wishes to use the kitchen, dining room or other "public" areas of the house for study or other activities, she should ask permission to do so. The student's personal belongings should not be left in those areas, and the student should always clean up after herself and turn off the lights and other equipment when she leaves the room.

Supplies

The student should bring the following items from home:

- A. two complete sets of linens, including fitted sheets, top sheets or duvet covers, pillowcases, and a comforter/blanket
- B. towels (at least two of each size used)
- C. shampoo and other hairdressing supplies
- D. soaps and other bath/shower supplies
- E. makeup and other toiletries
- F. toothpaste, toothbrush, and mouthwash
- G. combs and brushes
- H. laundry detergent and other laundry supplies
- I. laundry bag/basket (*see also "Laundry & Dry Cleaning" below*)
- J. alarm clock or clock radio
- K. school supplies, such as binders, notebooks, folders, paper, pens, and pencils
- L. prescription medications and any over-the-counter medications taken on a frequent basis

Boarders should replenish supplies on trips home whenever possible. If it becomes necessary to obtain supplies at other times, it is the responsibility of the boarder to notify the host family so that items can be purchased (at the student's expense) during a regular shopping trip.

Medications

If any student must take prescription medication during school or after school hours, boarder parents must know. The students' parents must complete the enclosed medical form and return a signed copy to the school. For the student's safety, please give this information to the school promptly.

If a student has any food or medication allergies, the parents must inform the hosts. A student's medical authorization should list the medication(s) she is taking, the correct dosage and frequency, and any possible side effects of which the host family should be aware. All medication taken by the student should be in the possession of the boarding parents, unless the student's parents sign a release on the enclosed form. Occasional doses of non-prescription drugs (e.g., for headache or stomach upset) should be provided by the hosts, at their discretion, unless the student's parent(s) object. Any concerns about the student's health or use of medications should be brought to the attention of her parents or the administration.

Family Activities

In general, the host family should invite the student to join in its activities as a member of the family. When it is not feasible to include the student, the host family should inform her 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 student should discuss alternative plans, if needed.

The student should expect to do a daily "chore" (such as setting the table) if this is the family practice for the boarder family's own children. Students should also help with family preparations for *Shabbos* or *Yom Tov* as needed.

Babysitting

Hosts may ask the boarder to babysit as a favor for brief periods of time (such as when the host must drive a carpool) when the boarder would be home anyway. However, if the boarder is asked to babysit for longer periods of time, she should (1) have the right to decline the "job" and (2) be compensated at the usual rate for babysitters of the same age in the community.

Telephone

To ensure that they have time to complete school assignments and get sufficient sleep, boarders may not make or receive landline phone calls after 10:30 pm. An exception may be made for calls to parents. Parents should discuss with the host family a time limit for incoming calls from parents. The host family may set an earlier time limit on the student's general incoming calls if the ringing phone would disturb the family.

Cell Phones

Each student and parent must agree to and sign the Cell Phone Policy / Contract form. Students may have only one cell phone. The school must be informed of the student's cell phone number. The cell phone must be brought to school every day and handed in to the secretary before *davening*. The phone will not be available for use at any point during the school day and will be returned to the student at the end of the day. Handing in a phone late may result in its being returned late. If a student has a second phone, it will be confiscated and may not be returned. If a student is having difficulty staying awake in school, and the administration is concerned that the student's late-night phone use is a contributing factor, the school may require the student to hand in her phone at 10:30 pm nightly, to be returned the following morning.

While the school discourages the students from having smart phones or data plans, this is ultimately the parents' decision. **The school strongly encourages parents to install filters (such as Net Nanny) and/or monitoring software (such as Web Chaver).** The school does not require such filters at this time. However, the school reserves the right to revisit this policy on an individual and school-wide basis. If the school has reason to believe that students are involved in activities or behaviors that are negative or dangerous spiritually, emotionally, or physically, the school may demand that such software be installed on phones.

Host Family Phone

A student may share the host family's line in a considerate fashion that does not conflict with the family's usage of the telephone. We suggest a limit of twenty minutes of phone time per evening. In addition to inconveniencing the host family, excessive use of the phone may interfere with the student's schoolwork. If there is a call-waiting signal while the student is on the phone, she should interrupt her call. If the call is for the host family, the student should relinquish the phone promptly.

COMPUTER and INTERNET ACCESS

Student use of the host family's computer or printer is strictly at the discretion of the host parents. Host families are strongly recommended to **not** give Wi-Fi passwords to students (for any device). **Hosts may never give Wi-Fi passwords or any other internet access to boarders without explicit permission from the students' parents, and from the administration.** In general, the administration does not approve of boarders' having their hosts' Wi-Fi password. In the rare case when an exception is warranted, the student's parents and the hosts must agree, and they must have effective filters and accountability software on the Wi-Fi and/or on the devices. In addition, shutoff times must be set up, so that the student does not have access late at night. The administration must be notified in writing of all such safeguards, both initially, and when any changes are made.

Regulations for use of the school's computers, as well as other technology devices, are addressed in the school's technology policy document.

iPods, etc.

iPods and mp3 players are permitted at boarder houses at the discretion of the student's parents. They may only be used to play music or programs deemed

appropriate by NEAT and the host family, at a volume that does not disturb other members of the household.

Laundry & Dry Cleaning

The student is expected to do her own laundry, including linens and towels. She should arrange with the host family when she may use the washer and dryer. Some families find it helpful to assign a particular day or days when the boarder may use the machines, and the student should plan accordingly. The student is responsible for all dry-cleaning expenses.

MEAL PLANNING

Meals

The host family is responsible for providing three nutritious meals daily, plus reasonable snacks. If there are any special dietary needs (e.g., food allergies, *cholor Yisroel*, vegetarian), the parents should notify the administration in advance and discuss these needs with the host family prior to finalizing the boarding arrangement. We encourage the student to share her food preferences with her boarding family. The boarding family will, within reason, try to accommodate these needs.

Breakfast

Girls are expected to eat breakfast at home, after reciting *Birkas Hashachar*. Hosts should provide cereal or other typical breakfast foods.

Lunch

The boarder can be expected to prepare her own lunch to take to school. The host family should familiarize the student with its kitchen procedures. The student should abide by all "kitchen rules" and clean up after herself promptly.

The host family is responsible for providing the necessary ingredients for lunches. The host family should discuss lunch preferences with the boarder and provide healthy foods that the boarder likes, in reasonable quantities. A typical lunch would consist of a sandwich, or the like, and snacks such as vegetables, fruit, pretzels, granola bars, and cookies. The student should inform the hosts when cereal or other food supplies need to be replenished.

The Student Council sometimes offers lunches (e.g., pizza) for sale. If the boarder chooses to buy a lunch in school, she must pay for it herself. However, if the host family asks the boarder to buy lunch, the hosts should pay for it.

Dinner

Generally, the student will eat dinner with the host family. If their dinner schedules are incompatible, the host family should make sure that dinner is prepared for the student in a timely fashion, and the student should clean up after herself. As a general rule, dinner should consist of a protein food (e.g., chicken, fish, eggs, dairy products), a starch (e.g., potatoes, rice, pasta) and a vegetable or salad. If the student would like to eat dinner at a friend's house, she must request permission from her boarding family before she leaves for school.

Snacks

The host family should supply fruit, vegetables, and inexpensive snack foods (chips, cookies, crackers) in reasonable quantities on a regular basis for the boarder to "nosh" on at home. Guidelines should be established when the student first arrives regarding access to food in the refrigerator and cabinets. The student should be considerate about the quantity of snacks she takes and about notifying the host when the supply needs to be replenished.

Shabbos Meals

The boarder should eat *Shabbos* meals together with the host family and generally be included when the family is invited out for a meal. If this is inconvenient, other arrangements should be made which are acceptable to the student, the family, and the school (*see also "Shabbos and Yom Tov" below*).

As a rule, students may not eat meals at or visit houses where there are teenage boys or young men. Exceptions may be made only by the administration on an individual basis.

Students planning to travel when it is not an off-weekend must submit a Travel Request Form to the administration for approval. The host family should receive a copy of the approved form so they can plan accordingly. The student should preferably ask for permission to leave for *Shabbos* by Wednesday. Of course, the student must also ask permission from the hosts before inviting a friend for a meal or to sleep over. Sleepovers are at the discretion of host parents and should only take place on weekends. Students may not attend a meal at a home where boys of high school age or older will be present.

Kashrus

Any food brought into the boarding home by the student must meet the kashrus standards of both the host family and NEAT. Should a kashrus question arise, the administration should be contacted. The student should carefully abide by the kashrus arrangements of the house (e.g., which items and surfaces are milchig/fleishig/parve).

The host family may set restrictions as to whether the student may take food out of the kitchen/dining room area and, if so, where else she may eat. The student must abide by the hosts' wishes, even when eating food that she has purchased herself.

TRANSPORTATION

School

The host family must arrange for the boarder to have safe and reliable transportation to and from school. Ideally, the student should be part of a carpool if the distance to school is too far for her to walk.

It is the student's responsibility to wake up and arrive in school on time. If the student misses her carpool, it is her responsibility to find another ride or walk, if necessary. The host family may, of course, help by providing phone numbers, etc. Obviously if there are circumstances beyond the student's control (e.g., a power outage), the host family should help the student arrive at school as soon as possible. ***Please note that the school cannot provide or procure transportation for individual students.***

School Activities

Transportation to school activities (e.g., production rehearsal, Student Council activities) is the responsibility of the host family, unless other arrangements are agreed upon prior to the school year. The hosts may fulfill this responsibility by driving the student or by helping her make other arrangements. The host family may also provide or arrange transportation for the student to go to the public library or to purchase school supplies. The student, in turn, should make every effort to coordinate such trips with minimum inconvenience to the host family.

Non-School Activities

Host families are not obligated to provide transportation to non-school activities, although they should attempt to be helpful, as they would for other family members.

Trips Home

On trips home, arrangements and payment for transportation to and from the airport, train station, or bus station are the responsibility of the student and her parents. If travel takes place during reasonable hours, the boarding family will arrange transportation to the train station, bus station, or airport. Arrivals early in the morning or late at night will require the student to arrange her own transportation to her boarding home.

Only ninth graders have permission to go home for non-off-weekends, and only if the following conditions are met: students may not miss any classes on Friday, students must allow double the amount of travel time necessary to arrive before Shabbos, and students must return by 7:30 pm on Sunday. Failure to fulfill these conditions may result in the administration suspending or revoking the privilege.

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. With the proliferation of HMO's, the student's parents should research which doctors and hospitals in the Providence area accept their health insurance, and share this information with the school and the host family prior to the school year. A plan for payment of co-payments should be arranged between the parents and the hosts. Also, some insurance policies will cover *only* emergency care outside of the home region. Parents should check their policy and make provisions for care while the student is in school. If there are no restrictions on providers, the host family can elect to use either their family physician or the physicians who serve NEAT on a regular basis.

Parents of boarders must provide the school with an EMERGENCY MEDICAL FORM before school starts, including a copy of both sides of the student's health insurance card. The school will give a copy of this form to the host family, with a letter naming the hosts as agents of NEAT for this purpose. The student should also carry a copy of her insurance card with her. If the student's insurance is not accepted locally, she should have a credit card (or number) or extra cash on hand to cover the cost of an office visit or prescribed medication. The host family must notify the school and the student's parents in the event of any medical emergency.

If the student becomes ill (non-emergency) during the school day, the school will notify the host family. *It is the responsibility of the host family or a designated proxy to pick up the student from school, as they would their own child.* It is not the responsibility of the school staff to provide such transportation, except for in-school emergencies. If the student is taken to the emergency room and will be in the hospital for an extended period, a host parent should come to relieve the staff member as soon as possible.

STUDENT LIFE

The social conduct and appearance of the student should reflect the values of NEAT. Any social activity inconsistent with those values is prohibited.

Dress Code – Uniform and General Guidelines

Students are expected to arrive to school and leave school wearing their uniform, except for Rosh Chodesh, which is a dress-up day. Rosh Chodesh rules will be posted in school. ***Please see the school's Uniform/Dress Code Policy document, which both the student and parent must sign.***

After arriving home after school, students may dress more casually, but always according to the *halachos* of *tznius* (modesty) and in a fashion acceptable to the host family. The student must also dress appropriately on *Shabbos*, both in and out of the house.

Social Activities

As noted in the Student Manual, the school reserves the right to regulate the attendance and behavior of boarding students at all school events and activities.

Solo or group dating, co-ed parties, get-togethers, and fraternization of any kind with males is prohibited. Any meeting with males while in Providence or otherwise under the care of the school will be addressed by the administration with the student. In cases of extreme or repeated violations, the parents will be notified, and appropriate sanctions will be applied.

Students may not participate in any gatherings at which alcohol and/or any form of recreational drug (including marijuana) is being used. Smoking and use of alcoholic beverages are prohibited. Use or possession of illegal drugs may result in immediate dismissal from NEAT.

Curfews

Curfew times are established by NEAT. Students may not walk the streets after 9:15 pm without an escort. Even if they have an escort or a ride, students must be home by 10:30 pm on school nights, including Sunday. On Friday nights when there is *oneg*, curfew is one half-hour after *oneg* ends. On Saturday nights, students may not walk the streets alone after 9:15 pm and curfew is at midnight. **However**, if students are out later than 10:00 pm on Saturday night, they must be accompanied by a chaperone **that has been approved by the administration**. If an exception must be made, the student should discuss the situation with the administration and the host parents. Hosts may make exceptions to curfew only after consultation with the administration and, if necessary, with the student's parents.

Keeping Hosts Informed

Every student must keep her host parents informed of her whereabouts at all times. This is the single most basic rule of being a boarder. She must ask permission before going out and must let them know where she is going, with whom, how she is getting there, getting back, and when she expects to be home. If the student's plans change while she is out, she must check in with the host parents to approve the new arrangements.

Sick days: The student must obtain permission from the host family before making the decision to stay home due to sickness. If the student is remaining at home past 8:00 am due to sickness, it is the student's responsibility to tell her host parents and they, in turn, must inform the NEAT office. In the event the NEAT administrative assistant is unavailable, the host should not leave a voice message. Instead, he/she should leave a message with the PHDS administrative assistant at extension 10.

A student who feels sick enough not to attend school may be required to go to the doctor, at the discretion of the host parents and/or the administration, and at the expense of the student's parents.

Location on sick days: If a student receives permission to be out of school for any part of the day due to sickness, they may not go anywhere other than their host house. In addition, they may not go out after school hours for the entire day, even if they are feeling better later in the day.

When Hosts Are Away

If the host family plans to be away, or if it is inconvenient for the boarder to be in the house for a particular *Shabbos*, *Yom Tov*, or other occasion, the hosts should

notify the student, her parents, and a member of the administration as soon as possible. The hosts should discuss with the boarder where she would prefer to go and help make these arrangements. This is the responsibility of the boarding parent and not the student. The hosts or student may call the administration for suggestions, if needed. An administrator must always be notified of where the student will be staying.

Boarders may not stay at the boarding home if the host parents are away overnight unless there is a responsible, administration-approved adult present. Likewise, they may not stay at anyone else's home or at a hotel, even as a group, unless such an adult is present.

SHABBOS AND YOM TOV

Typically, boarders should spend at least two out of four *Shabbosos* with the host family. If the student is invited to another home for *Shabbos* or *Yom Tov*, she must receive permission from the host family, preferably by Wednesday.

The student and her parents are responsible for arranging transportation if the student will be leaving the local community. Host parents should confirm the suitability of the student's plans by verifying that the other family is expecting her, that a parent will be home, and ascertain whether the student will be staying over Saturday night, too. If the family is unknown to the host parents, the hosts should consult with the boarder's parents.

Trips Home

Students planning to travel on non-off-weekends must submit a Travel Request Form to the NEAT administration for approval. In general, permission is not given for attending simchas other than those of immediate family (mother, father, sister, brother; not cousins, nieces, or nephews). Boarder students have one "**flex day**" per trimester which they may use however they choose, but only with explicit written permission from the parents communicated to the Administration. The host family should receive a copy of the approved form so that they can plan accordingly. Weekend trips should be made at times that do not interfere with the school schedule. **Important: Parents should not purchase tickets that will require the student to miss school time, unless authorized in advance by the administration.** If parents or students ignore this rule, the school will consider the absence to be unexcused, and the student's grade will be lowered accordingly.

School vacations have been designed to allow boarders sufficient travel time, in some cases including an extra travel day. The school calendar indicates the dates of off-*Shabbosos* and vacations. Parents should refer to this calendar when making travel plans. The school limits days off outside of the school calendar and recommends that all medical appointments be scheduled when the students are on vacation. There is a separate Google Calendar for Boarder Travel. Please email the NEAT office to request access to it.

Special Travel Requests

Students needing to travel to **family simchas** or other events on regularly scheduled school days or weekends must submit a Travel Request Form to the NEAT office for approval. The host family should receive a copy of the approved form.

NEAT reserves the right to decide that, due to excessive absences or for educational reasons, the student should not leave school. Any travel undertaken without the express consent of NEAT is prohibited and will be treated as an unexcused absence and a breach of school rule, and points may be deducted from the trimester grade, just like any other unexcused absence.

Parents should consult with the administration if the student is not going home for vacation (e.g., Thanksgiving weekend) and wants to visit another family.

For all trips home or out of Providence, the student must complete the Travel Request Form listing the dates and times she intends to travel and her mode of transportation, door to door. The host family should ask the boarder for her signed form before allowing her to leave.

COMMUNICATION BETWEEN HOSTS, PARENTS, AND SCHOOL

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

Communication regarding the student's academic and behavioral progress will be sent directly to the parents. We strongly suggest, however, that parents view the hosts as allies with whom they can share academic, disciplinary, and social

concerns, on a confidential basis. Hosts should, in turn, be prepared to help the student succeed in these areas while at NEAT.

Questions of attendance and tardiness will be addressed initially to the host family. If an attendance problem becomes chronic, the school will notify parents as well. If the student is suspended for any reason, the school will notify both the parents and the host family. Hosts should bring concerns about the student's progress or adjustment to the attention of her parents and the NEAT administration. Hosts should also notify the administration at once if they become aware of infractions of NEAT policies by their boarder. Quick intervention can often prevent problems from escalating. Of course, confidentiality and privacy should always be respected.

If there is a need for clarification of school policies, or when "judgment calls" arise on any issue, hosts, parents, and students should not hesitate to consult the administration.

ADMINISTRATION

To reach the administration, please call the school office at the phone listed below:

New England Academy of Torah: (401) 331-5327

Please note: At the discretion of the administration, this manual is subject to updates at any time without prior notification. Please remember that this document is a guide that must be used in tandem with Seichel. There is no guide that could possibly cover all considerations and eventualities. Students who use their Seichel, and ask questions when they are unsure of any aspect of boarder life, do well in NEAT. Above all, girls and parents should be sure to communicate with boarder parents.