

## **BAIS TORAS MENACHEM**

341 N. Mansfield, Los Angeles, CA 90036  
323-495-3010 323-936-5226 323-936-2745 (fax)  
[thebtmla@gmail.com](mailto:thebtmla@gmail.com) [www.SMICHA.net](http://www.SMICHA.net)

Dear Parents of Incoming Students for 5777,

B"H, Tes Vov Elul

It has been a pleasure 'meeting' each of you on the phone over the past few weeks in making our joint decision whether Bais Toras Menachem would be a 'fit' for your son. It is always exciting to find out which T'mimim Hashem and the Rebbe select for our Yeshiva; that is really the way we see it. We know that when the Rebbe Rashab davened at the Ohel of his father the Rebbe Maharash, he foresaw every single Tamim that would attend Tomchei T'mimim, and he cried and davened for them. Certainly in that was included each Tamim enrolled in Bais Toras Menachem for the coming year.

**So welcome aboard to the " BTM Family"!** We are honored to have your son enrolled in our program; we do our utmost to cherish every single bachur as it should be. Each and every one has such unique talents and a gift they bring to the world which NO ONE ELSE does. Once here, we try to treat them the way we would want our child to be treated. Our goal is to enable your son to feel good about who he is as an individual, and to be comfortable with his Yiddishkeit, and see that being a Chossid is truly the happiest way in life. Also, it is not about which rung he is on, so long as he is going up.

We are glad to finally notify you of our starting date, haba'ah aleinu l'tova, which is **Tuesday, Lamed Tishrei, November 1**. Orientation and meetings with each individual student will be the following day b'ez"H, followed by actual Seder beginning with Chassidus at 7:45 am, **Thursday Morning, Rosh Chodesh Cheshvan**.

We are really excited about the coming year, b'ez"H. BH, we welcome back our well renowned Maggid Shiur Harav Levi Chazan who teaches the Smicha Shiur. For returning students, we don't have to describe it, but for new incoming students, suffice it to say that Rabbi Chazan has every student engaged in the lesson from the first moment till the last! It is a rigorous 'involved' Shiur but taught with such patience and enthusiasm and in a positive warm atmosphere.

We will also be welcoming some new staff members in addition to our 'regulars'. Rabbi Zalman Friedman (originally from Kansas City) will be teaching Chassidus in the mornings and a few evenings. Rabbi Yonah Shneck, a real Talmud Chocham, who taught in the Mir, Yerushalayim where he became a Shoel uMaishiv and honed his skills of both teaching and counseling, as well as being a certified Life Coach and has a passion for developing today's bachurim of all levels and backgrounds, will be teaching G'mara, Halacha, T'fila and Jewish History.

Rabbi Aryeh Hoffman will continue to lead the famous Q and A sessions, after taking the boys on a weekly Sunday morning hike for Shacharis and Breakfast.

Mrs. Leah Hoffman, an Educational Consultant who has a Masters in Special Education, will be teaching and supervising English Literature. We will also have a Math instructor, to be announced.

Additionally, we are proud to announce, after weeks of meetings and coordination with the main Headquarters in NY and the help of their local branch here in Los Angeles, we will be offering a unique pilot partnership program with TTI College, which will enable our students to earn their Smicha and a Bachelor's degree simultaneously! TTI is a Frum Undergraduate and Graduate College Program. Each BTM student is expected to enroll with TTI as this will be an intrinsic part of our Program. The details are in separate attachments.

Together with our LA advisor, Mrs. Sharon Altshuler, and Rabbi Aryeh Hoffman, Program Director of Bais Toras Menachem, **we have customized a degree plan to ensure our students maximize the full benefits of their TTI membership.** As a TTI member, your son will meet with the TTI academic advisor who will hear what his individual goals and preferences are, and provide him with personalized guidance as well, throughout the course of his studies. At least half if not more of the courses your son can receive credits for will be Judaic studies, many of which BTM will be providing instructors for (unlike if he were to do the Program independent of BTM). All studies, whether taught by a Maggid Shiur, or the 'easier' self study ones, will be in a supervised structured environment, with staff available to answer questions. Of course, a more advanced student will be able to work independently to go at a faster pace, and there are also certain credits which your son will have choices of which courses he can study to earn. TTI Exams will be scheduled by BTM based upon the material covered in our Shiurim and Classes, and will assist students to schedule exams on their subjects of choice within their respective Study plans, also gaging their progress as they go along.

Rabbi Aryeh Hoffman will be the Program Director of BTM, namely making sure the TTI partnership is running smoothly and the students are all keeping up with their designated study plan. If you have any questions about TTI, you can call him at 323-630-4615.

**In regards to BTM tuition, Parents need to set up a phone appointment between yourself and my husband. His telephone numbers are: 323-936-2777 ext. 103 or 310-663-3403. Please call starting from next Monday through Thursday, 2-5 pm Pacific Time. Or you can call Mrs. Katz at 323-495-3010, to schedule an appointment. *There will be a tuition contract which needs to be agreed upon and signed before your son arrives.* For information about TTI tuition please see other attachment "Estimated Degree Plan". **Payments for TTI will be made directly to TTI.****

If anything at all comes up that you would like to discuss either before the Z'man begins, or once your son is here, please do not hesitate to email, text or call (although personally email or whatsapp is our preferred form of communication; if that needs to be followed by a phone call we make it work b'ez"H.)

Looking forward to a most special successful and happy year at BTM!! May you and your family personally have a year which is TRULY gebentched with revealed Brochos on every level of gezunt, parnassa, and loads of nachas, amid m'nuchas hanefesh and m'nuchas haguf; a year in which we share B'suros Tovos, **and mainly the year in which we celebrate the greatest Simcha of all, Bias Moshiach Tzidkeinu!!!**

K'siva v'chasima Tova!

Mordechai and Rivky Katz

323-495-3010

Bais Toras Menachem Administrators

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Elul 5776

BS"D

Dear Parents,

Sholom U'bracha!

In this letter we present the tuition and fees required for enrollment in Bais Toras Menachem (BTM) for the academic year 5777:

## *ADMISSIONS -*

An **Application Fee of \$75** is non-refundable and due at time of application submission. The BTM admissions team will review submitted applications only after the application fee is paid in full. Once accepted for enrollment you are required to pay an **Enrollment Fee of \$500** and a **Dormitory Security Deposit of \$300**. An addition check dated June 20, 2017 for the **\$360 Raffle Ticket Requirement** needs to be made (potentially refundable if quota of tickets is sold).

## *TUITION -*

Annual tuition for dormitory students is **\$16,000 per year**. As a convenience, a 10-month payment plan in which the first payment is due October 7, 2016, the second payment is due October 28, 2016 and thereafter 8 monthly payments are made in succession with the final payment made in June 2017.

There are three methods of payments:

- Prepayment of tuition, either upfront in full or in two equal payments.
- Via credit card number on file, to be charged on the tuition schedule dates above and on a date of the month of your choosing for the 8 monthly payments from Nov 2016 through June 2017.
- Via signed head checks which are dated on the tuition schedule dates above and on a date of the month of your choosing for the 8 monthly payments from Nov 2016 through June 2017.

**Students will only be accepted after a payment plan has been set up.**

We offer the following discounts:

- 10% discount on annual tuition for tuition paid upfront, in full.
- 5% discount on annual tuition paid in two equal payments. 1<sup>st</sup> payment must be paid by October 28, 2016 and 2<sup>nd</sup> payment must be paid by March 1, 2017.

*FINANCIAL AID -*

BTM Financial Aid Policies state that each candidate for admission will be required to give adequate documentation of family financial resources in order to be considered for financial aid. All financial aid awards are based only on need. BTM does not give financial awards to applicants for any reason other than demonstrated need, and awards do not exceed that need. For consideration for the 5777 school year, you must submit copies of your last two years' Federal Income Tax Returns including schedules, by October 1, 2016.

**Financial aid applications are confidential.**

*GOVERNMENT STUDENT GRANTS -*

We are an affiliate of the Rabbinical College of America in Morristown, NJ and we will be able to facilitate government financial aid (Pell Grants) for qualifying recipients. All grant monies received by BTM through 'Morristown' will be refunded dollar for dollar to the student families. We offer no upfront discounts for anticipated financial grants. Refunds are not provided to recipients of financial aid, unless the amount of grant money received by BTM exceeds the financial aid award.

K'siva V'chasima Tova  
Rabbi Mordechai Katz  
BTM Dean

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BS'D

Dear Parents and Student of Bais Toras Menachem, 5777

Welcome aboard! We warmly invite you to join the 'Bais Toras Menachem Family'. Most people don't like rules. However, rules and regulations are necessary for daily life (even in a family setting). Structure, is of even greater importance when it is related to education. Education must be in a structured and organized manner. Our Rebbeim were extremely 'makpid' (careful) about instilling the idea of 'Seder' in terms of structure and organization, including self-discipline, in their Talmidim and Chassidim.

To make sure our expectations and parameters are extremely clear, we have devised detailed Bais Toras Menachem policies. A very important core value we enforce is that every BTM student has the right to learn and live in a pleasant, clean, and cooperative setting, without disturbances, be it their own or from others. To this end, it is imperative that both the parents and the student read through the handbook and sign on the last page.

Looking forward to a successful Sh'nas Halimudim, and to share much nachas from your son!

Rabbi Mordechai and Mrs. Rivky Katz, Founders and Deans

Rabbi Levi Chazan, Maggid Shiur Smicha

Rabbi Aryeh Hoffman, Program Director

1. Smicha policies
  - 1.1. General Smicha policies
  - 1.2. Nigleh policy
  - 1.3. Testing policies
2. Attendance policy
  - 2.1. General Attendance policy
  - 2.2. Dress code
  - 2.3 Phone Policy
3. Dormitory rules
  - 3.1. General dormitory conduct
  - 3.2. Upkeep of property
  - 3.3. Guest policy
  - 3.4. Noise
  - 3.5. Alcohol
  - 3.6. Smoking
  - 3.7. Dorm closed during Vacation
4. Curfew
  - 4.1. General curfew policy
  - 4.2. Lights Out
5. TTI College Program/ Schedule
6. Shabbosim
  - 6.1. General Overview of Shabbosim
  - 6.2. 'In-Shabbosim'
  - 6.3. 'Out-Shabbosim'
  - 6.4. Permission to leave for Shabbos
7. Vehicle policy
8. Medical emergency policies
9. Permission procedures for absences

BEFORE **ANY** RULES:

“Derech Eretz Kodma L’Torah”!!

**Mentchlichkeit** and treating others with respect comes before ALL; there is a “fifth Shulchan orach” which involves sechel and decency.

Students are expected to treat all staff members (including shluchim) and fellow students, with utmost consideration and respect.

Needless to say, offensive language/bullying towards fellow students will **never** be tolerated.

### **1. Smicha Policies**

1.1. Smicha will be tested by Rabbi Elchonon Tauber, Morah D’asrah of Congregation Bais Yehuda of Los Angeles. It is each student’s responsibility to make sure that he knows when the test will be and make sure that he will be able to attend the test. As a general policy, there will be no individualized testing. If the need arises for an individual test (e.g., medical emergency), Rabbi Chazan needs to be contacted for an alternative test.

1.2. In order for a student to be awarded each ‘chelek’ of Smicha, the student must receive a passing mark on all related tests in Orach-Chayim completed during that ‘chelek’ of Smicha. A student will not be awarded Smicha if there are any outstanding remaining tests on Orach-Chayim. An 80% Attendance Policy applies in all s’dorim and Minyanim. A student will not be awarded Smicha if they fall below this percentage. \*

1.3. Rabbi Chazan in conjunction with Rabbi Tauber reserves the right to refuse any student entry to the smicha test. Rabbi Chazan together with Rabbi Tauber will make the final decision as to whether a student passed the smicha test. The student has the responsibility to contact Rabbi Chazan to make sure he receives a passing grade. Rabbi Chazan has the final say as to whether student is awarded Smicha.

### **2. Attendance Policies**

2.1. Attendance for all three Minyanim and all s’dorim will be **consistently marked**. Overall attendance will be reviewed on a two week basis. **An 80% attendance rate is expected in EACH seder which includes Minyanim.** \* Each semester will have a mid-way point at which there will be a full evaluation and progress reports will be emailed home. The dates of when to expect these will be posted once the Z’man is underway. A separate contract will be drawn up for students to sign which states this very clearly.

2.2. Dress code is: during regular S’dorim/farbrenghens, **dark conservative pants**, and a **conservative button down shirt**. Additionally, for Shachris/Mincha, hats and jackets are required. Attendance in any seder requires one to follow the dress code during that time. Hat, jacket and white shirt should be worn for Shabbos.



**2.3 NO PHONES ALLOWED DURING SEDER.** If after being warned, a student keeps his phone out, it will result in an “absent” mark for that seder. Needless to say, it is extremely disruptive, and not mentchlich for the teacher to have to ‘compete’ with any electronic gadgets. All cell phone use must wait until the breaks. A teacher, Shliach, or any Hanhala member has the right to confiscate someone’s phone if this rule is abused.

### **3. Dormitory Rules:**

3.1. The dormitory is an expensive property, but more importantly the students home. The students are expected to take care of it like their own home. Students are expected to clean up after themselves at all times. Students should be considerate of their fellow students to make sure that everything is maintained in an orderly fashion. The dorm counselor will assign chores, which every student is expected to do regularly.

3.2. Students will be held accountable for any damage to the dormitory property. If no individual student assumes blame, it will be the collective responsibility of all students. A security deposit for the dorm will be collected before any student can move in, which will be returned IY”H at the end of the year provided that the student did not cause any damage chas v’sholom. Details will go in a separate email.

3.3. Students must obtain permission from Rabbi or Mrs. Katz, prior to any guest’s arrival. Otherwise, **only Bais Toras Menachem students should be found in the dormitory past curfew.** No non Bais Toras Menachem student should be found sleeping in the dormitory at anytime, (day or night).

3.4. Noise should be kept low at all times, **especially after 10 pm!** Please be considerate of both your fellow students and neighbors at all times. **No congregating in groups or loud talking anywhere in the back or side of the house after 10 pm!** Headphones should be used at all times when listening to any audio other than Jewish appropriate music.

3.5. Needless to say, there is a zero tolerance policy towards alcohol or drugs. The dorm is a drug free, alcohol free; safe and clean environment. If student is found to be intoxicated at anytime, or chas v’sholom using any other unhealthy substances, parents will be notified immediately, and student will be fairly warned about possible dismissal. No hard alcohol is to be found in the dormitory (even for a farbrengen); it will be confiscated. Only staff may supply Maske during farbrengens.

3.6. There is a **NO smoking** policy (including e-cigarettes and hookah) anywhere **on or near the dormitory property.** This applies to both inside the dormitory and anywhere on the perimeter property. (one square block). Consider these NO SMOKING ZONES. Anyone found smoking on or near the property will be fined (even guests who violate this rule).

3.7. The dormitory will be closed during all vacations and throughout Shabbosim in which students are scheduled to be by shluchim, unless permission from Rabbi or Mrs. Katz is received. The dates of vacation in which the dormitory will be closed will be announced.

#### 4. Curfew

4.1. Students are to be found every night inside the dormitory by **11:00 PM SHARP**. Attendance at 11:00 PM will be marked, and spot checks will take place during the night on a random basis. Any request for permission to be late/absent must be initiated by the student – it is solely the student's responsibility to make sure that he receives permission prior to curfew from the dorm counselors.

4.2. Frequent tardiness to curfew will be treated seriously. Repeated tardiness will cause the student to be asked to leave the program. Safety is our responsibility 24/7.

#### 5. TTI College Program/ Schedule

5.1 TTI Policies will go out on a separate document, but in terms of the partnership, any students residing in the dormitory, are required to enroll with TTI.

Students are responsible to familiarize themselves with all the ins and outs of the program, with the guidance of our Program Director, Rabbi Hoffman. Each student will have their own individual meeting with the TTI Academic Counselor, Mrs. Sharon Altshuler, who will help devise a "Study Plan" towards the Degree of choice. Everything will be very clearly explained, including expectations of BTM students within the partnership between BTM and TTI.

**Attendance will be taken at the afternoon classes**, both instructed classes and supervised Study Hall. Student's pace of learning will be closely monitored to be sure he is achieving appropriately and is seriously committed to his TTI goals.

#### 6. Shabbosim

6.1. The yeshiva program will typically alternate between 'In-Shabbosim' and 'Out-Shabbosim' spent at Shluchim. Out-Shabbosim will often entail assisting the Shliach during the Shabbos programing; sometimes our students will serve as substitute Rabbis for a Shliach who went out of town. If someone is able to lain the Shliach will usually compensate. Needless to say, students are expected to attend all of the Minyanim as well as any morning Chassidus Shiur or other activities or programs the Shliach has arranged for his community. The more effort and enthusiasm invested into these Shabbosim, the more the student will get out of it and surely these will be positive and impactful memories to be carried forward into the future.

6.2 In-Shabbosim meals will either be at the dorm (usually once a month) or hosted by a Anash Family in LA. Students are expected to show at the pre-arranged home of the host. If for whatever reason, closer to Shabbos he realizes he will NOT be able to attend, either the host family needs to be contacted directly, or through Mrs. Katz, who will notify the host family. This is part of Mentchilchkeit which will be enforced at all times and circumstances. .

6.3 Students are expected to attend all sedorim and meals of In-Shabbosim. If a student wishes to eat at a meal at a friend/family, **permission must be requested**.

6.4 Students are required to attend Shabbosim at Shluchim as scheduled. As a policy, staying in the dorm is not allowed during Out-Shabbosim when students are to be spending shabbos at Shluchim. If student would like to make alternate plans to stay with a different Shliach or relative, permission needs to be obtained before hand from Rabbi or Mrs. Katz.

**7. Vehicle Policies**

7.1 Yeshiva vehicles are to only be driven by Yeshiva employees and Shluchim. Yeshiva vehicles are **never to be driven by students at any time**, without the explicit permission of Rabbi or Mrs. Katz.

**8. Emergency Medical Policies**

8.1 – Bais Toras Menachem reserves the right to administer medical care to student when it deems fit to do so. Parents authorize care and agree to fully reimburse Bais Toras Menachem for any medical care expenses incurred. Traveler’s health insurance is highly recommended for students lacking universal healthcare coverage, that can be used in the state of California.

**9. Permission Procedures For Absences**

9.1 Permission requests for foreseen absence or lateness must be made as early as possible. **This must be sought in clear writing (via email or text) or verbally**, as soon as student is aware of the need to do so. Of course student is responsible to make up any missed work, especially if there is a test or Farher. Travel tickets deviating from the official calendar should never be made prior to consulting with Hanhola.

**I, the undersigned, have read, understood, and agree to abide by the above policies.**

**Student printed name** \_\_\_\_\_

**Student signature/ Date** \_\_\_\_\_

**Parent printed name** \_\_\_\_\_

**Parent signature/ Date** \_\_\_\_\_