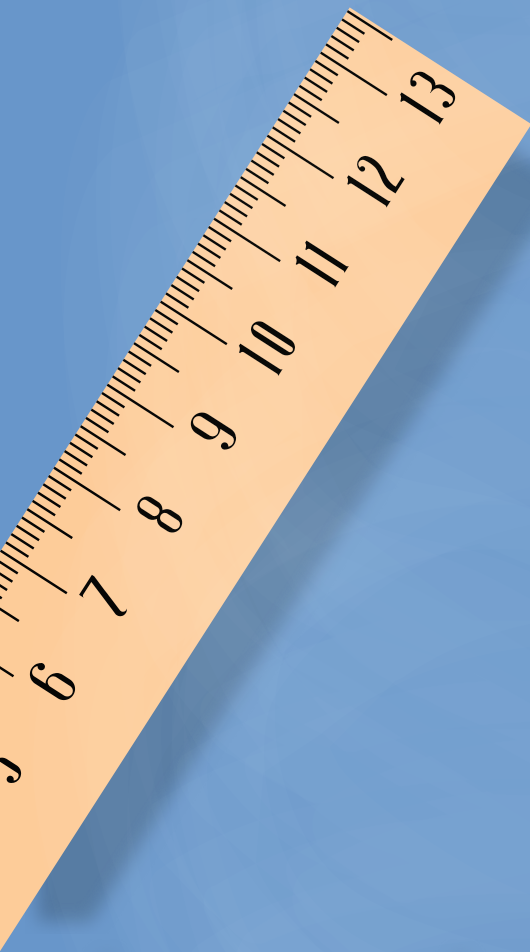




PARENT

# POLICY HANDBOOK

תשפ"ה | 2024-2025



Bais Yaakov of Baltimore

Lower Elementary Division





# Bais Yaakov of Baltimore

Lower Elementary Division

## Policy Handbook

2024-2025

5785

Bais Yaakov Elementary is committed to providing your daughter a Torah education encompassing Limudei Kodesh and General Studies in a safe, warm, caring environment. We focus on the individual needs of each child taking into account their academic, emotional and social makeup. Our entire faculty and administration are open to communication and are available to discuss any matter with you as a parent in our school.

We thank you for entrusting us with your daughters to be mechanech them with a sense of with a sense of appreciation for everything that Hashem provides us. We strive to instill in each student a sense of dignity, poise and identity as a Bas Yisrael with a living relationship with Hakadosh Baruch Hu.

### Bais Yaakov Lower Elementary Division Administration

(443) 548-770 ext. 4

Rabbi Yitzchok Sanders	Principal	<a href="mailto:sandersy@baisyaakov.net">sandersy@baisyaakov.net</a>
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Mrs. Beth Pasternak	General Studies Coordinator	<a href="mailto:bpasternak@baisyaakov.net">bpasternak@baisyaakov.net</a>
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Mrs. Miriam Trout	Preschool Director	<a href="mailto:mtrout@baisyaakov.net">mtrout@baisyaakov.net</a>
Mrs. ETTY Wolf	Assistant Preschool Director	<a href="mailto:etty.wolf@baisyaakov.net">etty.wolf@baisyaakov.net</a>
Mrs. Libby Kraft	School Counselor	<a href="mailto:lkraft@baisyaakov.net">lkraft@baisyaakov.net</a>
Mrs. Rachell Tajerstein	School Counselor	<a href="mailto:rtajerstein@baisyaakov.net">rtajerstein@baisyaakov.net</a>
Ms. Jen Naiman	Preschool Counselor	<a href="mailto:jnaiman@baisyaakov.net">jnaiman@baisyaakov.net</a>
Mrs. Atara Naiman/Mrs. Esther Reich	School Nurse	<a href="mailto:nurse@baisyaakov.net">nurse@baisyaakov.net</a>

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## Communication

### Parent-Teacher Communication

- At orientation, faculty will inform parents of the best method to contact them.
- Parents may call the Lower Elementary office at (443)548-7700 ext. 4 option 2 to leave a message for a teacher. Please give the teachers time to reply to your message.

### Parent-Administration Communication

- We encourage parents to speak directly with teachers, as they are most keenly aware of the dynamics of the students in their classroom.
- The coordinators help address questions or concerns after the teachers have been contacted.
- Discussions related to:
  - **Preschool** - contact our Preschool Director, Mrs. Trout.
  - **Limudei Kodesh** - contact our Limudei Kodesh Coordinator, Mrs. Brecher.
  - **General Studies** - contact our General Studies Coordinator, Mrs. Pasternak
  - **Learning Center** - contact our Special Education Coordinator, Miss Goldstein.
  - **Social/Emotional** - contact our school counselors: Mrs. Tajerstein/Mrs. Kraft.
  - **Medical** - contact our school nurses, Mrs. Naiman or Mrs. Reich.
- All parents are always welcome to contact Rabbi Sanders about any issues.

### Student Use of School Phone

Students are not permitted to use the phone during the school day. The administration and office staff will use their discretion when giving permission for a student to use the phone. We do not allow the phone to make play or study arrangements after school. All such arrangements must be made before the school day and communicated to your child.

### Parent Meetings

- There are two Parent Teacher Conferences scheduled – one in November and one in February. Parents are encouraged to attend these meetings. Your daughters take great pride in their progress and appreciate you dedicating time to meet with their teachers.
- The conferences in November/ February are scheduled for two nights.

### Informational Updates / Emergency Communication / Weather Cancelations

- The school's emergency hotline is 410-363-4051.
- We continue to have a school policy to cancel school in the event of a weather and other emergency-related closure. This number will be used along with the texting service to announce school closings due to weather and other emergency notifications. **The school utilizes “Vera Cross” to send our parents direct updates and notifications.**

## School Environment

### Positive Behavior Program

We work to promote active thinking around our actions, *middos*, and positive behavior. We will review with the girls how this plays out in classrooms, hallways, recess, and other places in the school. Each student is expected to be polite and considerate to her fellow Bais Yaakov students.

## Academic

### Daily Schedule

#### Monday-Thursday:

Limudei Kodesh sessions are from 9 AM to 12 PM

General Studies sessions are from 12:30 PM to 3:30 PM

#### Friday

Limudei Kodesh sessions are from 9 AM to 11:30 PM

General Studies sessions are from 11:30 AM to 1:30 PM

### Attendance and Late Arrival

Given the arrival procedures, we are hopeful all students will be in the building before 9:00 AM.

- We expect students to be in their classroom before 9:00 AM.
- Students arriving late to school must be signed in at the front desk; their teachers will be notified.
- Excessive absences or lateness are indicated on the report card and may result in a lower grade.

### Tzedaka

Girls are given an opportunity to give tzedaka each day. Most often, the money is collected to help the needs of students and families in the school. Giving to others is a primary lesson we work to instill in every student and this can be accomplished even with a penny.

### School Supplies/Books

- School supply lists are available from the office.
- All schoolbooks are the property of Bais Yaakov for the use of the students during the year. If a book is lost or damaged, the school may charge the parent for that item.
- Library books also are borrowed. If a book is not returned, the librarian will contact the parent to ensure that all books are accounted for or paid for in the event they are lost.

### Homework

- Please review Kriability homework and English reading consistently;
- Bais Yaakov helps students to retain information and achieve further growth by reviewing or preparing material at home. This process allows for the overall success of each student.
- Homework is an activity that takes around 10-15 minutes per class each day. Some students will complete this quickly; others will take more time. Communication with the Morah or Teacher is key if homework becomes a challenge. Teachers can often make accommodations or suggestions to support student difficulties. When a teacher is familiar that a student is having trouble, we can offer more assistance to support or enrich the lessons to meet those needs.

### Field Trips and Special Events

- As part of our curriculum, a student's class may be involved in a field trip.
- Parents will be notified & requested to complete and return a permission slip for each field trip.
- Parents may also be asked to serve as chaperones. Though we greatly appreciate positive responses, we cannot guarantee that every available volunteer will attend a given event.
- We do not allow students to bring snacks, including gum, on the buses during trips. We do allow drinks to be in a plastic container. When appropriate, the school will bring needed snacks along.

- Students may not bring cameras on any school trip unless the note describing the trip mentions that these devices are allowed. Most often, these detract from the purpose of the activity.
- Bais Yaakov also holds many assemblies, special events, and educational programs throughout the year. We are grateful to our dedicated PTA's generosity, which sponsors many of these events, thereby greatly limiting our need to solicit funds from the parent body. Please consider this when PTA fundraisers are offered throughout the year.

## Arrival and Dismissal Procedures

Arrival and dismissal are busy times on campus. These procedures will help get everyone in and out safely.

### Arrival

- The administration, faculty, and other staff will be available to assist students during arrival.
- Be sure to follow the faculty and security staff who are guiding the flow of traffic.
- Use the entire length of the driveway for curbside drop off; students must exit vehicles on the curb.
- Do not allow students out on the driver's side. It is dangerous!
- All students must enter the building through **the main entrance or side walkway entrance**.
- Staff carpool students may enter the building at another door **only** if accompanied by staff member.
- Please do not leave students at the entrance before 8:30.
- Students arriving after 8:30 must proceed directly to the auditorium even if they are in a staff carpool.

### Arrival Timeline

8:30	Building opens – all students go to auditorium
8:30-8:45	Students go to their designated areas: Kindergarten – <b>gym</b> ; Nursery – <b>room 121A</b> ; Pre-Nursery – <b>room 130</b> . 1st and 2nd grades – <b>auditorium</b> .
8:45	Students in grades 1 and 2 are dismissed to their classrooms. Students in preschool, grades 1 and 2 arriving after 8:45 go directly to their classrooms.
9:00	Classes begin. Students arriving to class after 9:15 will be marked late.

### Dismissal

All classes at the Park Heights Campus end at the same time.

3:30	Monday – Thursday
1:30	Friday Erev Shabbos

Students will be assigned to a Dismissal Carpool Line:

- **Line 1** – will pick up at 3:30; **Line 2** – will pick up at 3:40
- Please be prompt to pick up. If arriving late for carpool, contact school.

### Early Pickup

Parents who take a child out early must do so before 3:15 and sign her out at the receptionist's desk. We can try to have your child waiting for you when you arrive, but only if you call when you are within 5-10 minutes from picking up the student.

**It is essential to notify the teacher that a student is leaving early. Teachers will only dismiss a student to the lobby when the office calls her *as often girls are found waiting for long periods, unnecessarily.***

Students riding the MTA bus must follow the rules of etiquette that the MTA sets for its riders.

Examples of these are:

The MTA does not permit eating on their buses.

- When possible, students should remain sitting.
- If no seats are available, then students should stand behind the driver.
- Students should not stand in front of the yellow line near the windshield.
- Drivers are authorized to pick up children only at the designated stops.
- See the enclosed Bus Stop Schedule for the complete route with stops.
- MTA drivers are under strict orders by their supervisors not to stop at non-designated MTA stops.
- There are times when the bus does not arrive or breaks down. All riders must have a backup plan if this occurs. A school text will go out once the school is aware of this situation. In addition, please contact the school and sign up for the MTA Whatsapp text group.
- Supervision
  - ✓ Parents should know in advance that MTA is not under Bais Yaakov auspices. It is a service that parents have requested from the MTA to accommodate transportation to and from school.
  - ✓ The school does not guarantee a monitor for the MTA bus.
  - ✓ This year the bus monitor fee will be a minimum of \$135 per student or a maximum of \$150 per family. MTA monitor fee for one day a week will be \$35.

## Safety and Security

We are most concerned about the safety of every student, faculty member, and visitor to our campus. Please follow these procedures to support this objective.

### Driving on Campus

- Do not use cell phones while driving.
- All children must be seated in an appropriate car seat or booster with a seatbelt.

### Security of the Building

- All entrances to the building require a badge to enter.
- Parents and visitors should enter the building through the main lobby entrance.
- There will be a receptionist who welcomes parents and guests to Bais Yaakov.
- Two security guards are stationed in the main lobby throughout the day.
- All parents and guests must sign in and wear a visitor's pass when walking in the building.
- Items forgotten at home, e.g., lunches and books, can be left with the receptionist.
- They will be delivered to your child.
- We all are responsible for helping support the safety and security of our children.
- If a parent or employee observes something on or near the campus that may be of concern, they should immediately dial 911 to make the report.
- After calling 911, please notify the school.

- Each family is encouraged to set up a safe environment where children are protected against dangers inherent to technology. Bais Yaakov promotes the Baltimore TAG office, our communal technology resource, to meet your family's safety needs. They can be reached at (410) 449-1824 or at [help@tagbaltimore.org](mailto:help@tagbaltimore.org). All parents in the school must attend mandatory training on technology safety. If you have not yet attended such a session or would like to be made aware of some of the current technology risks and preventative tools, please contact the school for information about upcoming TAG classes.
- We do not allow students to bring into school any electronic devices, including but not limited to cell phones, cameras, video devices, handheld games, or watches that allow playing, video, or filming.
- Teachers have the right to confiscate any such item to be returned to the parent.

## Health Guidelines



### Medications

- Parents should send any necessary medication for their child to the nurse along with written directions from a doctor.
- The nurse, or any school personnel, cannot administer any medication, including Motrin or Tylenol unless a written note accompanies it from a doctor.
- Parents may not send medicine with their child to take by themselves in school.

### Vaccinations



As per the school's policy, Bais Yaakov only accepts students with complete documentation that all vaccinations are up to date.

### Recovery Time Following an Illness

General Guideline:

- 24 hours fever free without fever-reducing medicine **or** 24 hours on antibiotics
- 24 hours without vomiting or diarrhea following a stomach virus
- Following physician's direction, the child is not contagious and ready to return to school.

When students return too early, it poses risks of becoming sick again and exposing others to illness. Most often, allowing a child an extra day of recovery will allow her to return with more focus and energy to learn. We appreciate your consideration of the above before sending a child back to school after illness. Should your child be out for extended time due to illness or surgery, please contact your daughter's Morah or Teacher so we can support her while away and in return to school.

### Lice Policy



- Students found with either lice or nits will be sent home. To be readmitted to school or carpool, a parent must bring the student to be checked and cleared by the nurse. The best way to prevent lice spread is to check hair regularly and treat if lice or nits are found promptly.
- Please consider **tying back your daughter's hair rather than wearing it down.**



## Healthy Snacks

- Bais Yaakov encourages girls, preschool through grade 2 to bring a 'healthy snack' to eat during the morning recess break.
- Samples of 'healthy snacks' include: Fruits, vegetables, yogurt, string cheese, or pretzels.
- This program provides a concrete means to develop student awareness regarding healthy eating habits.
- Chewing gum is not allowed in school or on trips.

## Peanut Policy

We value the needs of each student in our campus. Students with significant peanut allergies are on our campus, consequently, we have a no-peanut policy. At this time, we do allow tree nuts.

**Allowed:** Products stating: "May contain traces of peanuts" or "Manufactured in a facility that produces peanuts."

**Not Allowed:** Products stating: 'peanuts', 'peanut derivatives', 'may contain peanuts' or 'made on peanut equipment'. **These directives are subject to change based on student-specific needs.**

## Physical Education

Sneakers are required for all physical education classes. Rubber soled shoes are not allowed as these shoes often do not have proper support for the type of movement in the gym and on the field. If a student is unable to participate in gym due to an injury, please send in a note for the nurse and teachers.

## Uniform Requirements

In addition to the *tzniyus* benefits of the uniform, the uniform also has other educational benefits such as promoting school moral and decreasing competition.

- Pre-Nursery and Nursery: shirts and dresses must have sleeves. Skirts must cover the knees when both sitting and standing.
- K thru Grade 2
  - Jumpers - plaid or navy for grades K-2 and must cover the knees when both sitting and standing.
  - Light blue 3/4 sleeve oxford with BY logo.
  - Navy and light blue pique long sleeve polo shirt with BY logo.
- Pre-Nursery thru Grade 2
  - Socks must be worn; anklets or very short socks may not be worn.
  - Socks may not have any logos or words imprinted.
  - Hosiery should reflect the spirit of *tznius* and dignity inherent in our uniform selection.
  - Loud and brash designs or colors are not acceptable.
- Leggings may not be worn (except when asked for by the gym teacher).
- Only Bais Yaakov sweatshirts with the BY logo may be worn. These sweatshirts are available through the PTA – ***please write your daughter's name on these!***
- Due to safety concerns, all shoes must have closed toes and backs. In addition, no shoes made of cros-like material may be worn (floafers, natives, or cros).
- Nail polish is not permitted. This includes clear and light shades. Students will be sent to the Health Suite to remove it in the event it is accidentally worn to school.
- **Students must be in their school uniforms on all school days and at Bais Yaakov activities after school hours.**

- Please note that the designs on knapsacks, folders, and other school supplies should be compatible with the Bais Yaakov ruach and standards of tznius. These would exclude ballerinas, many cartoon characters, etc.

## Lost and Found



- **Please make sure to clearly label all clothing and items sent to school, especially sweatshirts.**
- Sweatshirts are a very common item in our Lost and Found collection each year.
- Lost and found is kept near the main lobby.
- Lost and found will be considered *hefker* at the end of every 1 month.

## Food



### Lunch

- Lunches may only be dairy or *pareve*. The school provides milk.
- Do not send in peel-back metal lids.
- Do not send in glass jars or bottles.
- Do not send in drinks such as Slurpees or smoothies with students when bringing them to school.
- Hot water is not available for student use.
- Students may not share food in school.
  - This could cause students to possibly eat foods they are allergic to or foods that are not in line with the kashrus standards of a given family.
  - In addition, this may cause jealousy or other social challenges among the students.

### Hot Lunch



The school participates in the government-regulated Hot Lunch Program. Because this is a government regulated program, we are bound by government distribution policies regarding serving sizes regardless of whether the meal is paid for, subsidized or free. **It is possible that the lunch provided may not be sufficient to satisfy some students and may need to be supplemented with food sent from home.**

### Birkas Hamazon



- Learning to recite *Birkas Hamazon* properly is an important part of our lunch program at Bais Yaakov. The school provides *matzo* for those who do not bring *hamotzi* food from home.
- Throughout this year, we expect all students to wash, make *hamotzi*, and participate in the *bentching* programs.
- Please inform your child's Morah if your family does not wash on matzo as we do have bread available for those students.
- Students who did not or are not able to eat bread are still expected to remain quietly with their class during bentching. They may recite the appropriate *Bracha Acharona* to themselves during the bentching.
- Children are told that if they have not finished their lunches by the time the group is starting *Birkas Hamazon*, they may continue eating and can catch up later.

## Kashrus

- Only store-bought food may be brought to school for parties or *siyumim*.
- All foods must be *Pareve* or *Cholov Yisroel* in sealed packages with kashrus certification.
- Food items from grain must be *Pas Yisrael* and *Yoshon*.
- Powdered milk is not considered a *Cholov Yisroel* issue according to some halachic authorities, but for our purposes, such foods (e.g., Dunkin Donuts) should not be brought for school parties.
- Parve ices with OU-D or Star-D certification should not be brought in for parties.

## Parties

- Invitations for outside-of-school parties may be distributed at school only if the entire class is invited.
- If a parent chooses to have a small birthday party for only a few of her daughter's friends, those invitations should be distributed outside school.
- The purpose of these policies is to prevent hurt to those students not invited.
- There may not be any in-school parties arranged without advance permission from the *Morah* and an administrator.

## Legal Statement

*Bais Yaakov admits female students of the Jewish faith. The Bais Yaakov School for Girls admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, employment, admissions policies, scholarship and loan programs, or athletic or other school-administered programs. Limudei Kodesh sessions are from 9 AM to 12 PM, and General Studies sessions are from 12:35 PM to 3:30 PM All General Studies Teachers are required to meet the requirements of the Maryland State Department of Education. The average amount of students per class is approximately 18-21 girls. Children applying to Bais Yaakov School must be of the Jewish faith. Appropriate developmental, emotional, and educational benchmarks are expected. Bais Yaakov accepts children with special needs, but they are reviewed individually to determine if our school is equipped to handle their learning disability or exceptionality. Bais Yaakov endeavors to educate and develop well-adjusted, wholesome, happy young ladies on the path of the Torah, complemented by an excellent General Studies education.*

*It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:*

*(1) Title VI of the federal Civil Rights Act of 1964; and*

*(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:*

*I. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;*

*II. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or*

*III. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.*