POLICY HANDBOOK

2021-2022 | תשפ"ב



Bais Yaakov of Baltimore

Upper Elementary Division

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תשפ"ב 5782

Bais Yaakov Elementary is committed to providing your daughter excellence in education in a warm, caring environment. Our entire faculty and administration are open to communication and can discuss any matter with you as a parent in our school.

We thank you for entrusting us with your daughter in our collective mission to be mechanech her toward knowing how fortunate it is to be a member of Klal Yisroel.

Bais Yaakov Upper Elementary Division Administration

443-548-7700 ext. 3 upperelementary@baisyaakov.net

Rabbi Yochanon Stein	Principal	ystein@baisyaakov.net
Mrs. Chaya Hoffman	Limudei Kodesh Coordinator	choffman@baisyaakov.net
Mrs. Pnina Jacobovitz	General Studies Coordinator	pjacobovitz@baisyaakov.net
Miss Penina Goldstein	Special Education Coordinator	pgoldstein@baisyaakov.net
Mrs. Rachell Tajerstein	Guidance Counselor	rtajerstein@baisyaakov.net
Mrs. Libby Kraft	Guidance Counselor	lkraft@baisyaakov.net

COVID

We desire to have a safe and healthy school year for our talmidos, faculty, and families. At this point, we plan to open without restrictions. We understand that conditions are continually changing, and our hope and t'fillos are all toward allowing Hashem to continue to let us have a complete Yeshua from this COVID-19 pandemic.

It is our commitment to communicate and share updates and changes in a timely and meaningful fashion.

We use Parent Locker and our school's texting systems as the primary tools for communicating. If your family does not have access to email or texting, please don't hesitate to contact the school office at ext 3, so we can be sure to help you get access to information and notifications. Due to the nature and frequency of communications during these times, we strongly encourage you to set up a communication partner to receive information sent out electronically.

Bais Yaakov School for Girls Elementary and Preschool
Daily Routine for Beginning of School Year 2020-21

- Please, do not arrive at school before 8:30 AM. We will not allow children into school before 8:30 AM.
- Please follow the directions of traffic staff.
- At 8:30, children in grades PN-4 can enter the school.
- Upper Elementary students may also enter through the library doors until they close at 9:00 AM.
- Students will go to their designated areas:
    - Grade 1-4 will wait in the auditorium.
    - Grade K will remain in the gym.
    - Grade N will wait in the indoor preschool play space.
    - Grade PN will stay in their classroom.
- At 8:45, students will go to their classrooms.
- Students arriving after 8:45 should plan to go directly to their classrooms.
- Students are not allowed to wander to other areas of the building without permission even to bring their sisters to class.

Students Arriving at School in a Faculty Member's Carpool:

- Faculty are responsible for bringing in the children.
- Children arriving with faculty may enter the building with the faculty member.
- Faculty can only allow children they bring to school in their carpools into the building before 8:30.



Communication

Parent-Teacher Communication:

- The teachers will inform their students' parents of the best method to contact them in their parent orientation letter.
- Parents may call the Upper Elementary office at 443-548-7700 ext. 3 to leave a message for a teacher. Please give the teachers time to reply to your message.
- While there is a function to email teachers in Parent Locker, not all teachers monitor their emails regularly.

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 are an excellent next step to address questions or concerns after working with the teachers.
- Discussions related to:
    - **Limudei Kodesh** - contact our Limudei Kodesh Coordinator, Mrs. Chaya Hoffman.
    - **General Studies** - contact our General Studies Coordinator, Mrs. Pnina Jacobovitz.
    - **Academic supports or the Learning Center** - contact our Special Education Coordinator, Miss Penina Goldstein.
    - **Social/emotional supports** - contact one of our school guidance counselors: Mrs. Rachell Tajerstein or Mrs. Libby Kraft, by leaving a message for them in the office.
- All parents are always welcome to contact Rabbi Stein about any issues.

Student Use of School Phone:

- Generally, students are not permitted to use the phone during the school day.
- The administration and office staff will use their discretion when permitting a student to use the phone.
- We do not allow students to use the phone to make play or study arrangements for after school.

Parent Meetings:

- There are two Parent-Teacher Conferences scheduled – one in November and one in February. Parents are encouraged to attend these meetings.
- The conference in February is only planned for one night with a make-up date on the calendar in the event of inclement weather.
- Informational Updates / Emergency Communication / Weather Cancelations:
- The school's emergency hotline is 410-363-4051.
- The school will use this number and the texting service to announce school closings due to weather and other emergency notifications.

Academic:

Daily Schedule:

Monday-Thursday:
Limudei Kodesh sessions are from 9 AM to 12 PM.
General Studies sessions are from 12:40 PM to 3:30 PM.

Erev Shabbos:
Fall and Spring Fridays (Sept – October 15th and April 29th – June)
Limudei Kodesh schedule same as M-TH
School ends at 2:45 PM

Winter Fridays (Oct. 22nd – April 8th)
Lunch is at 11:10 AM
PM classes begin at 11:45 AM
School ends at 1:15 PM

Attendance and Late Arrival:

- We expect all students to be in their classroom before 9:00 AM.
- Students arriving late lose valuable instructional time and disrupt the davening and learning of the entire class. A carpool that comes late has the potential to disrupt many classes.
- Students arriving late to school must check in with the front desk with a note.
- Students arriving late to any class will be required to have a late note from the office.
- Excessive absences or lateness impacts classroom performance.

Tzedaka:

- Girls can give 6zedakah 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 even with a penny, they gain this lesson.

School Supplies/Books:

- School supply lists are available from the office and on the school's website: baisyaakov.net. At times, there may be students who run out of a given item (pencils, markers, etc.), and teachers may connect with the parents to send in additional supplies.

- 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. The librarian will contact the parent to pay for the cost of the book in the event it is lost.

Homework:



- We realize our students put forth a tremendous amount of effort in their learning each day in school. Bais Yaakov's philosophy is that to retain and achieve further growth, the student needs to review or re-engage in the objectives at home. This exercise allows for the overall success of each student.
- Homework should be an activity that takes around 10 minutes per class each day.
- Some students will complete this quicker; others will take more time.
- If homework becomes a challenge, communication with the Morah/Teacher is the key. Often accommodations or suggestions are made to support the child.
- This year we are instituting a required homework sign-off sheet for the parent to sign that the student did their homework or write a quick note for the Morah or teacher. Additionally, the teachers will check this sign-off each day and stamp or initial that it was checked or missing.
- If there is no homework, we ask that the teachers direct the students to write: "No HW" on those nights.
- We try not to assign homework when there is a Bais Yaakov elementary parent-teacher conference or other night that would be difficult, like Chanukah or another such type of evening.
- If you find a night your daughter could not complete the homework, please write a note to the Morah.

Distractibility and Fads:

- Books should be within the spirit of the ideals of Bais Yaakov. Many popular children's novels contain values that are not consistent with the values of a Bas Yisroel that we are working so hard to establish in school.
- Please avoid sending toy items into the school that may cause distractions to the class environment.
- No electronic devices are permitted.
- We reserve the right to send an item home that we determine is not school-appropriate.

Field Trips and Special Events:



- As part of our curriculum, a class may take a field trip.
- Parents will be notified in advance and requested to complete and return a permission slip for each field trip.
- We may ask for parents to volunteer to serve as chaperones. Though we greatly appreciate a positive response, we cannot guarantee every available parent to attend a given event.

- Bais Yaakov also holds many assemblies, special events, and educational programs throughout the year. We are grateful to the generosity of our PTA, which sponsors many of these events. This dramatically limits our need to solicit funds from the parent body for each activity. 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.

**** Absolutely NO HANDHELD CELL PHONES should be used when driving on campus. ****
**** Absolutely NO LEAVING A CHILD IN A CAR ALONE, even for a moment, on campus. ****

Arrival:

- The administration, faculty, and other staff will be available to assist students during arrival.
- Be sure to follow the direction of the faculty and 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 hazardous!
- Avoid parking/standing in front of the building for more extended periods.
- If you require speaking with a child or using your cell phone, please feel welcome to drive to the bottom of the circle, use the spaces across the road from the circle, and then drop off. This will free up the areas in front of the building.

Dismissal:

All classes in Upper Elementary end at the same time.

3:30	Mon. – Thurs.
2:45	Fridays (Fall and Spring)
1:15	Fridays (Winter)

The school will assign each student to a Dismissal Carpool Line:
Line 1 – will pick up at 3:30
Line 2 – will pick up at 3:40

Please be on time to pick up. If you are running behind schedule, would you please contact the school office? If arriving early or late, please ask one of the administration members where to park to avoid taking someone else's spot.

Early Pickup:

- Parents who need to take a child out early must 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 within 5-10 minutes from picking up the student.
- Although it is essential to notify the teacher that a student is leaving early, teachers will not send a student to the lobby to wait until the office calls her, for often, girls remain in the lobby for long periods unnecessarily.
- If picking up a student individually (not with carpool) near dismissal time, try to pick up before 3:15 or after 3:50. Between 3:15-3:50 pm, the front of the building is unavailable for parking.

MTA:

- Students riding the MTA bus must follow the etiquette and COVID protocols that the MTA sets for its riders. At this time, we understand all riders of the MTA must wear masks.
- 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.
- The MTA does not permit eating on their buses.
- Drivers are authorized to pick up children only at the designated stops.
- The drivers are under strict orders by their supervisors not to stop at a non-designated stop.
- There are times when the bus does not arrive or breaks down. All riders must have a backup plan if this occurs. A text will go out once the school is made aware of this situation. Or in the event the bus is not on campus five minutes after dismissal. Please sign up for the MTA texting group.

Supervision:

- Parents should know in advance that MTA is not under Bais Yaakov's 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. However, we do have someone who agreed to do this for this year.
- When there is a bus monitor, the one-way cost will be a minimum of $100 per student or a maximum of $120 per family.

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:

**** Absolutely NO HANDHELD CELL PHONES should be used when driving on campus. ****
**** Absolutely NO LEAVING A CHILD IN A CAR ALONE even for a moment on campus. ****

- All children must be seated in an appropriate car seat or booster and with a seatbelt when the vehicle is moving.

Security of the Building:

- All entrances to the building require key access to enter.
- Parents and visitors should enter the building through the main lobby entrance.
- **GENERALLY, THERE WILL NOT BE VISITORS ALLOWED PAST THE RECEPTIONIST'S DESK.**
- A receptionist will welcome parents and guests to Bais Yaakov and a security guard stationed in the main lobby throughout the day.
- All parents and guests must sign in and wear a visitor's pass when walking throughout the building.
- Items that were forgotten at home, e.g., lunches and books, can be left with the front desk and will be delivered to your child.
- See Something Say Something:
- 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 which may be of concern, they should immediately dial 911 to make the report.
- **After calling 911, please notify the school.**
- Asking the school office if the 911 report should be made wastes valuable time and places law enforcement at a disadvantage in determining the threat level, if any, from the situation.
- In addition, asking someone else's opinion if the call should be made is not productive. Often, only the one who witnessed the occurrence can determine the right course of action.

Technology:



- Each family is expected to set up a safe environment where children are protected against dangers inherent with technology today. All parents in the school must attend a 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 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 will enable playing games, recording, or viewing videos, or filming.
- Teachers have the right to confiscate any such item to be returned to the parent.
- Parents across the country have followed a practice to avoid having children use any technology when friends are over unless the other parent is contacted, as each family may have different standards for acceptable technology use.

Health Guidelines:



Medications:

- Parents should bring any necessary medication for their child to the nurse and written directions from a doctor. (Medication Authorization Form)
- 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 daughter to take by herself 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*

**Below is based on before COVID. If you suspect COVID, you must not return to school until your child is symptom-free and tested to be negative from COVID. If you have a question, contact the bycovidinfo@baisyaakov.net.*

General Guideline:

- 24 hours fever-free without fever-reducing medicine.
- 24 hours on antibiotics.
- 24 hours without vomiting or diarrhea following a stomach virus.
- Following the physician's direction, the child is not contagious and is ready to be back in 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 be in touch with your daughter's Morah or Teacher so we can support her in a smooth transition 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, a parent must bring the student to the health suite to be checked and cleared to return to class by the nurse.
- The best way to prevent lice spread is to check hair regularly and promptly treat if lice or nits are found. Another helpful tip is to tie back the hair rather than wearing it down.
- A helpful guide for understanding and treating lice or nits is available on the school website or by contacting the school office.



Healthy Snacks:

- The Upper Elementary encourages girls to continue in the mindset established in the early grades with the healthy snack program. In this program, students bring a 'healthy snack' to eat during the morning recess break. Samples of 'healthy snacks include fruits, vegetables, yogurt, string cheese, popcorn, 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. As there continue to be students with significant peanut allergies, we have a no-peanut policy on the campus. At this time, we do allow tree nuts.
- **Allowed**: Products stating, "May contain traces of 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.



Uniform Requirements:

We pride ourselves in Bais Yaakov being a makom of kedusha, and one way we accomplish this is through our uniform. In addition to the benefits of the uniform to provide a tzura of a Bas Yisroel, the uniform also has other educational benefits such as promoting school morale and decreasing competition. As such, not all the policies are based in Halacha. We expect the girls to follow the uniform rules in all respects and hope that through the kedusha that such policies help create, we will support the Talmidos' appreciation for how our clothes impact us all.

Skirt

- Plaid or navy
- The skirt must easily cover the student's knees at all times, whether sitting, standing, or walking. A length of at least 3" below the bottom of the knee, both in front and back, is necessary to accomplish this.
- Skirt lengths which look questionable are unacceptable.

Shirt

- Light blue ¾ sleeve oxford with BY logo.
- Navy and light blue pique long sleeve polo shirt with BY logo.

Hosiery

- Knee socks or tights must be worn. They may be purchased from any vendor.
- Knee socks with words may not be worn, even as part of the pattern.
- Leggings may not be worn.

Only Bais Yaakov sweatshirts with the B.Y. logo may be worn in K-4. These sweatshirts are available throughout the year through the PTA.

Please label your daughter's sweatshirt.

All shoes must have backs (no clogs or crocs).

- **Students must be in their school uniforms on all school days and at Bais Yaakov activities after school hours.**
- **Nail polish is not permitted. This includes clear and light shades. Students will be sent to the Health Suite to remove it if it is accidentally worn to school.**

Please note that the designs on masks, knapsacks, folders and other school supplies should be compatible with the Bais Yaakov ruach and standards of the tzurah of a Bas Yisroel.

Lost and Found:

- Please clearly label all clothing and items sent to school, especially sweatshirts, as these seem to be a popular un-named item in our collection each year.
- Lost and found is kept near the main lobby in 4 containers.
- Each week the items move from Week 1 box to Week 2 box to Week 3 box.
- Lost and found will be considered hefker at the end of 3 weeks and given to a chessed organization after week 4.
- Please check these boxes often.

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.
- **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 will participate 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.
- **This year the program will begin after Sukkos!**
- **We have found that the lunch provided may not satisfy some students and may need to be supplemented with food sent from home.**
- The Hot Lunch program menu will be emailed out to families and is available on the school's website.

Birkas Hamazon:

- Learning how to recite birkas hamazon correctly is an integral part of our lunch program at Bais Yaakov.
- We expect all students to wash, make hamotzi, and participate in the bentching programs.
- The school provides matzah for those who do not bring hamotzi food from home.
- Please inform your child's Morah if your family does not wash on matzah as we do have bread available for those students.
- Students who cannot eat bread due to allergies or health reasons are still expected to remain quietly with their class during bentching. They may recite the appropriate Bracha Acharona to themselves during the bentching.

Kashrus:

- Only store-bought food may be brought to school for parties or *siyumim*. All such foods must be either *pareve* or *cholov Yisroel* and in sealed packages with appropriate kashrus certification.
- All applicable food items must be *pas Yisroel* and *yoshon*.
- Although powdered milk is not considered a cholov Yisroel issue according to some halachic authorities, for our purposes, such foods (e.g., Dunkin Donuts) should not be brought in for school parties.
- Pareve ices or food items with OU-D or Star-D certification should not be brought in for parties, even when you are sure the item is parve.



Parties/Out of School Activities:

- Invitations for parties held outside of school 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 of school.
- There may not be any class parties arranged to occur in school without advance permission from the Morah / Teacher and an administrator. This includes surprise parties for a class!
- We do not permit the distribution of non-school endorsed activities. Please do not send in fliers or other information materials about extra-curricular activities.

Distance Learning Expectations:

- If the school needs to close for distance learning, which we hope will not happen this year, we will send out information on this.

** All Icons made by Freepik from www.flaticon.com

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. 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 in the path of the Torah, complemented by an excellent General Studies education.


BAIS YAAKOV OF BALTIMORE UPPER ELEMENTARY DIVISION
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