




# POLICY HANDBOOK

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תשפ"ד | 2023-2024



**Bais Yaakov of Baltimore**

Upper Elementary Division



# שמיני חודש





# Bais Yaakov Parent Handbook

Upper Elementary -- 5784 -- 2023-24

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## Welcome Back!

Bais Yaakov Elementary is committed to providing your daughter excellence in education in a warm, caring environment. Our entire faculty and administration welcome communication and are available for you.

## Arrival at School

- Arrival begins at 8:30. The administration, faculty, and staff will be available to welcome and assist students.
- Please do not leave a child outside the front doors without supervision.
- Follow the direction of those guiding the flow of traffic.
- Use the entire length of the driveway for curbside drop-off.
- Students should only exit the car from the passenger side to ensure their safety.
- Avoid parking/standing in front of the building for extended periods.
- Upper Elementary students may only use the main lobby doors to enter the building unless arriving with a faculty member.
- Students in Upper Elementary will proceed to room 162 until 8:45.
- Students arriving after 8:45 should go directly to their classrooms.
- Students are not allowed to be in other areas of the building.
- Students bringing their preschool sisters may walk them to the preschool entrance and then return to enter the building through the main lobby.



# Class Begins On Time

- Students are expected to be in their classrooms with the necessary materials before 9:00 AM.
- Students are not permitted to enter a classroom without faculty permission.
- Late arrival disrupts the class and interferes with instructional time.
- Students arriving late to school must check in at the front desk and will be given a note to enter class.

## 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:

Limudei Kodesh sessions are from 9 AM to 11:05 PM.

General Studies sessions are from 11:45 PM to 1:30 PM.



# Safety and Security

## Driving on Campus

- Handheld cell phones should not be used when driving on campus.
- A CHILD MAY NOT BE LEFT IN A CAR ALONE, EVEN FOR A MOMENT, ON CAMPUS.
- All children must be seated in an appropriate car seat, booster, or seatbelt when the vehicle is moving.

## Building Security

- All entrances to the building will be locked throughout the day and require key access to enter.
- Students, parents, and visitors must only enter the building through the main lobby entrance.
- A receptionist will welcome parents and guests to Bais Yaakov.
- GENERALLY, VISITORS ARE NOT ALLOWED PAST THE RECEPTIONIST'S DESK.
- 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.

- If a parent or employee observes something on or near the campus that may be of concern, immediately dial 911 to make the report.
- Often, only the one who witnessed the occurrence can determine if 911 is needed.
- After calling 911, please notify the school.





# Communication



## School to Home



- It is our commitment to communicate and share updates and changes in a timely and meaningful fashion.
- We use email and our school's texting system 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. For those parents, we print and send all emails in an envelope at the end of the week. However, due to the nature and frequency of communications, we strongly encourage you to set up a communication partner to receive information sent out electronically.

## Teacher - Parent



- The teachers will share with parents the best method to contact them during the parent orientation on Wednesday, September 6th.
- Parents may call the Upper Elementary office at 443-548-7700 ext. 3 to leave a message for a teacher. Please give the teacher time to reply to your message.
- While there is a function to email teachers in ParentLocker, not all teachers monitor this avenue of communication regularly.

## Whom do I speak with?



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.

- Limudei Kodesh – Mrs. Chaya Hoffman – [choffman@baisyaakov.net](mailto:choffman@baisyaakov.net)
- General Studies – Mrs. Rachel Gedalius – [rgedalius@baisyaakov.net](mailto:rgedalius@baisyaakov.net)
- Learning Center – Miss Penina Goldstein – [pgoldstein@baisyaakov.net](mailto:pgoldstein@baisyaakov.net)
- Guidance Counselors:
  - Mrs. Rachell Tajerstein – [rtajerstein@baisyaakov.net](mailto:rtajerstein@baisyaakov.net)
  - Mrs. Libby Kraft – [lkraft@baisyaakov.net](mailto:lkraft@baisyaakov.net)

Principal – Rabbi Yochanon Stein – [ystein@baisyaakov.net](mailto:ystein@baisyaakov.net)



You may also reach a member of the administration by contacting the Upper Elementary office at 443-548-7700 ext. 3. or emailing the office at [upperelementary@baisyaakov.net](mailto:upperelementary@baisyaakov.net).

# Parent Teacher Conferences

Parent-Teacher Conferences are scheduled in November and in February.  
Parents are encouraged to attend these meetings.

## Inclement Weather



The school will primarily communicate weather-related communication via text.  
The school's snow hotline, 410-363-4051, will be updated in the event of weather closures or delays.  
In the event of a delay, grades 3 and 4 will remain in school unless we begin after 12 pm.

## Use of School Phone

- Generally, students are not permitted to use the school's 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 school's phone to make play or study arrangements for after school.

## 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.





# Technology



- Please take note of the school's new Technology Policy: <https://content.baisyaakov.net/technology-policy/>
- Each family is expected to set up a safe environment where children are protected against dangers inherent to technology today.
- 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.

## Distractability 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 carefully consider whether any book sent to school conforms to these values.
- Please avoid sending toy items into the school that may cause distractions to the class environment.
- See above regarding no electronic devices permitted in school.
- We reserve the right to send an item home if we determine is not school-appropriate home or we may keep it in the office until a parent can pick it up.
- Slime is not allowed in classrooms. We will ask for it to be thrown away in the event it is brought into a room.



## School Supplies and Books

- School supply lists are available from the office and on the school's website: [baisyaakov.net](https://content.baisyaakov.net).
- 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.

# Uniform Requirements

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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 providing 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 through the awareness that the policies create, the Talmidos will gain an 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.
- Please remember that our girls grow over the course of the year.

## Shirt

- Light blue  $\frac{3}{4}$  sleeve oxford with BY logo.
- Navy and light blue pique long sleeve polo shirt with BY logo.

## Sweatshirt

- Only Bais Yaakov sweatshirts with the BY logo may be worn. These sweatshirts are available throughout the year through the PTA and from Land's End.
- Please label your daughter's sweatshirt.

## Hosiery

- Knee socks or tights must be worn. They may be purchased from any vendor.
- Leggings may not be worn.

## Shoes

- All shoes must have backs -- no clogs, crocs, natives, etc...
- 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.

## Nail Polish

- Nail polish is not permitted. This includes clear and light shades.

Students must be in their 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 the tzura of a Bas Yisroel.

## Lockers

- Students are not allowed to put a lock on their lockers in elementary.
- Only the student's name tag given by the Morah and the current schoolwide program magnet may be preset on the outside of the locker.
- No permanent markings of any kind are permitted inside the locker.





# Tzedaka



- We encourage the students to give tzedaka each day.
- 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.

# 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 independent activity that takes around 10 minutes per class each day.
- Some students will complete this quicker; others will take more time.
- Communication with the Morah/teacher is key if homework becomes a challenge. Often accommodations or suggestions are made to support the child.
- Each teacher uses a homework sign-off sheet for the student to record her homework daily and for the parent to sign that the student did her homework or write a quick note for the Morah or teacher. The teachers will check this each day as well.
- 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, during the pre-Pesach days of Nissan, or another such type of evening.
- If there is a night when your daughter cannot complete the homework, please write a note to the Morah on the homework sheet.

# Class Trips



- 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 parents to volunteer to serve as chaperones. Though we greatly appreciate a positive response, we cannot guarantee a chaperone spot for every available mother.
- 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.

## Early Pickup



- Please send a note to the teacher when a student will be leaving early.
- A child who needs to leave school early must be signed out by a parent at the receptionist's desk at which time the student will be sent to the lobby.
- Early pick-up must occur before 3:15, as we cannot call into a classroom after that time.
- Between 3:15–3:50 pm, the front of the building is reserved for carpool parking only.

## Upper Elementary Dismissal

- To avoid overcrowding our halls, the third grade is dismissed at 3:28 and the 4th grade at 3:30 each day. (1:28/1:30 on Erev Shabbos).
- The school will assign each student to a dismissal carpool line:
  - Line 1 – will pick up at 3:30 (Friday 1:30)
  - Line 2 – will pick up at 3:40 (Friday 1:40)
- Please be on time to pick-up. Contact the school office if you will be late.

## MTA

- Students riding the MTA bus must follow the etiquette and any protocols set by the MTA.
- When possible, students should remain seated. If no seats are available, then students should stand behind the driver and the yellow line.
- Eating is not permitted as per MTA rules.
- Drivers are authorized to pick up children only at the designated stops and are not allowed to stop at any other location.
- Backup plans to pick up students in the event the bus does not show up or breaks down are essential. A text / whatsapp will go out once the school is made aware of this situation.
- In the event the bus is not on campus five minutes after dismissal or the school is informed that the bus will not be coming, a text will go out.
- Please sign up for the Park Height MTA WhatsApp texting group, as this is the fastest way to find out information.
- Supervision:
  - The MTA bus 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.
  - When there is a bus monitor, the cost will be a minimum of \$100 per student or a maximum of \$120 per family. This is prorated by month for the duration of the year. (\$10/month per child -- \$12/month per family)



## Health Guidelines



- Parents should bring any necessary medication for their child to the nurse and written directions from a doctor. (Medication Authorization Form)
- No medication can be administered without written authorization from a doctor. This includes Motrin, Tylenol, or even topical antibiotic cream for minor cuts.
- Medicine should not be sent to school with a student to take on her own or to bring to the nurse.
- 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

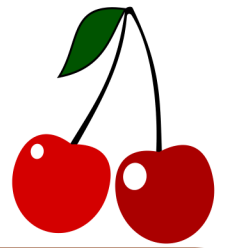
- The following guidelines have been established to ensure a student's full recovery and limit exposure to others.
  - 24 hours fever-free without fever-reducing medicine.
  - 24 hours without vomiting or diarrhea following a stomach virus.
  - Following the physician's direction, the child is not contagious and is ready to be back in school.
- Should your child be out for extended time because of an illness or surgery, please be in touch with your daughter's Morah or teacher so we can support her in a smooth transition returning to school.

## Lice Policy



- The school addresses lice as a health concern and takes it seriously.
- 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 by the nurse. A student must be 24 hours free of any nits or lice before returning to school.
- 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.

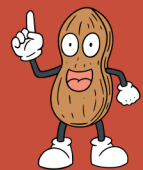
# Food



## Healthy Snacks

- The Upper Elementary encourages girls to bring in a healthy snack each day. Samples of 'healthy snacks' include fruits, vegetables, yogurt, string cheese, popcorn, or pretzels.
- Chewing gum is not allowed in school or on trips.
- Candy and soda are discouraged. We are working to limit these types of snacks and rewards whenever possible.

## Peanut Policy



- As there continue to be students with significant peanut allergies, we have a no-peanut policy on campus.
- Currently, tree nuts are permitted on the Park Heights Campus.
- Products stating, "May contain traces of peanuts" or "Manufactured in a facility that produces peanuts" are allowed.
- These directives are subject to change based on student-specific needs.

## Hot Lunch

- This year the Hot Lunch program is only for income-eligible students and those families who purchase the food.
- This is a government-regulated program, and we are bound by government distribution policies regarding serving sizes regardless of whether the meal is paid for, subsidized, or free.
- The Hot Lunch program menu will be emailed out to families and is available on the school's website.
- The lunch provided may not satisfy some students and may need to be supplemented with food sent from home.

## Lunch

- Lunches may only be dairy or pareve.
- The school provides milk.
- Please do not send in glass jars, bottles, or containers with peel-back metal lids.
- Hot water is not available for student use.
- Sharing food is not permitted as it 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. It may also cause jealousy or other social challenges among students.

# Birkas Hamazon

- Learning how to recite birkas hamazon correctly is an integral part of our lunch program at Bais Yaakov. Students in 3rd grade are expected to wash and bentch every day. Students in 4th grade will wash and bentch together on designated days. The teachers will share details at orientation.
- 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 Requirements for Group Activities

- 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 baked items must be Pas Yisroel and Yoshon.
- Foods containing powdered milk (e.g., Dunkin Donuts) should not be brought in for school parties.
- Pareve ices or food items with Dairy or Dairy Equipment (DE) designations should not be brought in for parties, even when you are certain that 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 informational materials about extra-curricular activities.

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, or 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. Bais Yaakov requires all their students to live their lives according to the Torah and follow the Shulchan Aruch. 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.





**BAIS YAAKOV OF BALTIMORE UPPER ELEMENTARY DIVISION**

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