



Bais Yaakov of Baltimore

Lower Elementary Division

Policy Handbook

2025-2026

5786

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.

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

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Communication

Parent-Teacher Communication

- Communication is the bedrock of building a healthy, wholesome relationship between home and school.
- All parents are invited to contact any administrator, counselor, nurse, or teacher to address the needs of their daughter.
- All communications from the school are sent via email.
- If a family does not use email, please contact the Preschool or Lower Elementary offices to request a digest of weekly sent emails that will be sent home on Fridays. We respect any family which is internet-free and will work with you to address any gaps in school 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 or the Preschool office at ext. 600 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 the 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 (LE) or Ms. J. Naiman (PS).
 - **Medical** - contact our school nurses, Mrs. A. 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 students to use the office phone to be used to make play or study arrangements for after school. All such arrangements must be made prior to 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 very much appreciate you dedicating time to meet with their teachers.
- The conferences in November and February are scheduled for two nights.

Informational Updates / Emergency Communication / Weather Cancelations



- The school's emergency hotline is 410-363-4051.
- The school's fax number is 410-363-3231

- We continue to have a school policy to cancel school in event of a weather and other emergency related closures. This number will be used along with the texting service to announce school closings due to weather and other emergency notifications. We highly recommend signing up for these notifications as they often contain important, time sensitive information that is pertinent to parents. **The school utilizes Veracross to text direct updates and notifications to our parents.**
- Check the school's website or the school office for information on how to sign up.

School Environment

Positive Behavior Program

We work to promote active thinking regarding our actions, *middos*, and positive behavior. We will review with the girls how this plays out in classrooms, hallways, playgrounds, and other places in the school. This year we look forward to creating a positive reinforcement program throughout the year for students to be respectful of their friends and their feelings.

Academic

Daily Schedule – Lower Elementary

Monday-Thursday:

Limudei Kodesh sessions are from 9 AM to 12 PM (LE) / 9 AM to 12:15 PM (PS)

General Studies sessions are from 12:30 PM to 3:30 PM (LE) / 12:15 to 3:30 (PS)

Friday Erev Shabbos

Limudei Kodesh sessions are from 9 AM to 11:00 PM (LE) / 9 AM to 11:15 PM (PS)

General Studies sessions are from 11:30 AM to 1:30 PM (LE) / 12:15 to 3:30 (PS)

Attendance and Late Arrival

Given the arrival procedures, we expect all students to be in the building before 9:00.

- Students arriving late lose valuable instructional time and disrupt the davening and/or learning of the entire class. A carpool that arrives late has the potential to disrupt many classes.
- The morning teacher will take attendance by 10AM.
- Students arriving late to school must check in with the front desk with a note.
- Excessive absences or lateness are indicated on the report card.

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 online <https://www.baisyaakov.net/mailings/>
- If you do not have access to the internet, please call the office for a copy.
- All schoolbooks are the property of Bais Yaakov for the use of the students during the year. If a non-consumable book is lost or damaged, the school may charge the parent for that item.

Library

- Library books are borrowed on a weekly basis. 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 that they are lost.
- Please encourage your daughter to take out books to help develop her reading skills.

Homework

- We realize our students put forth a tremendous amount of effort into their learning each day in school. 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 quicker; others will take more time. If homework becomes a challenge, communication with the Morah or Teacher is key.
- Teachers can often make accommodations or suggestions to support student difficulties. When a teacher is aware that a student is having trouble, we can offer more assistance to support or enrich the lessons to meet those needs.
- If parents feel they are unable to support their student's homework tasks, please contact Mrs. Brecher, Mrs. Pasternak, or the teacher for a practical solution.

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 in advance and 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 every available volunteer to attend a given event.
- We do not allow students to bring snacks of any kind, including gum, on the buses during trips. We do allow drinks 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!
- Students enter the building through main lobby doors, the LE office doorway or front walkway door.
- Staff carpool students may enter at another door if accompanied by the staff member.
- Please do not leave your daughter unattended at the entrance before 8:30, please wait in the car until the doors open.
- 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 – **gym**; Nursery – **room 121A**; Pre-Nursery – **room 130**
1st and 2nd grades – **auditorium**
- 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 3:20; **Line 2** – will pick up at 3:30; **Line 3** – will pick up at 3:40
- Please be prompt to pick up. If arriving late for carpool, please contact the 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.
- This year, we will have a closed gate prior to the start of dismissal, please plan your arrival accordingly. If you the gate is closed, please use buzzer to contact our receptionist.

Although it is essential to notify the teacher that a student is leaving early, teachers will not dismiss a student to the lobby to wait until the office calls her *as often girls are found waiting for long periods, unnecessarily.*

MTA

Students riding the MTA bus must follow the rules of decorum 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.
- There are times when the bus does not arrive, or breaks down. All riders must have a backup plan in the event that this occurs. A text will go out once the school is made aware of this situation. Please contact the school and sign up for the MTA WhatsApp text group.
- Supervision
 - ✓ This year there is no bus fare for students under the age of 12.
 - ✓ 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.
 - ✓ If there is a bus monitor, the 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



- In order to ensure safety on campus, the school has installed an electronic gate. The gate will be closed at all times except during arrival and dismissal.
- 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.
- A security guard is 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 that were forgotten at home, e.g., lunches and books, can be left with the receptionist, and 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 which may be of concern, they should immediately dial 911 to make the report.
- After calling 911, please notify the school.

Technology



Each family is encouraged to set up a safe environment where children are protected against dangers inherent with 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. 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 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. Please see our website <https://www.baisyaakov.net/admissions/> for further information relating to our policy.

Recovery Time Following an Illness

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 physician's direction that the child is not contagious and 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 while away and in her return to school.

Lice Policy

Students found with either lice or nits will be sent home. In order to be readmitted to school or carpool, 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 the spread of lice is to check hair on a regular basis and to promptly treat if lice or nits are found. Another helpful tip is to tie back the hair, rather than wearing it down.

Healthy Snacks

- Bais Yaakov encourages girls to continue in the mindset established in the early grades, Preschool through second grade, with their healthy snack program. Students 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 method 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. As there continue to be students with significant peanut allergies in our campus, we have a no-peanut policy on the campus. At this time, we do allow tree nuts. Please be advised that sharing of snacks that contain nuts poses a health risk to many students.

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. 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 morale and decreasing competition.

- **Pre-Nursery and Nursery**
 - Shirts and dresses must have sleeves.
 - Skirts and dresses must be long enough to comfortably and safely play on the playground in the classroom.
 - Students may only wear leggings under a skirt or a dress.
 - Please refrain from wearing clothing/sweatshirts with characters.
- **Kindergarten through Grade 2**
 - Jumpers - plaid or navy 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.
 - Leggings may not be worn.
 - Only Bais Yaakov sweatshirts with the BY logo may be worn. These sweatshirts are available through the Gemach, the PTA, or Land's End – **PLEASE WRITE YOUR DAUGHTER'S NAME ON THESE!**
- **Pre-Nursery through Grade 2**
 - Students must wear socks or tights. Socks must extend above the ankle
 - **“No show” socks may not be worn.**
 - Children not wearing socks covering their ankles will be given socks from the nurse that meet the dress code guidelines.
- All shoes must have closed toes and backs. In addition, no shoes made of Croc-like material may be worn (Natives or Crocs).
- 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.** These sweatshirts are a very common item in our Lost and Found collection each year.
- When clothing has a label, the receptionist makes every effort to return all lost items (clothing, jewelry, lunchboxes, or water bottles).
- Lost and found is kept near the main lobby.
- Lost and found will be considered *hefker* at the end of every 2 months.

Food



Lunch and Snacks

- Traditionally, the morning snack is a healthy snack such as cheese, yogurt, fruit, vegetables, or pretzels.

- Please ensure your daughter has snacks for AM recess, lunch, PM recess, and carpool.
- Lunches may only be dairy or *pareve*.
- Do not send in peel back metal lids.
- Do not send in glass jars or bottles.
- Do not send in drinks such as Slurpee's 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

This year, the school will not participate in the government regulated Hot Lunch Program.

- The school will be providing a once weekly pizza option on Thursday with parental sign up. This pizza will not be whole wheat.

Birkas Hamazon

- Learning how 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 will be expecting 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 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.**
- The purpose of this policy is to prevent hurt to those students not invited.

- There may not be any parties arranged to occur in school without advance permission from the *Morah* and an administrator, this includes surprise parties for a class!

Legal Statements



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 at the school. It does not discriminate on the basis of race, color, national or ethnic origin in 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 in 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 school 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;
 - 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.

Vaccination Policy

Bais Yaakov only accepts and maintains students with complete documentation that all vaccinations are up to date. Please see our website: <https://www.baisyaakov.net/> for further information relating to our policy.

Application of Vaccination Policy

Bais Yaakov requires that students demonstrate proof of age-appropriate immunizations before being admitted to or retained in Bais Yaakov. The school, in its sole and absolute discretion, may review, analyze and challenge all vaccination documents regarding students or prospective students that are sent to the school. The school may review, in its sole and absolute discretion, the validity of these documents and determine if they are valid or invalid. The school may require further evidence, relative to the accuracy and validity of the vaccination material submitted, if it so chooses. The school may also require further testing to determine if the vaccinations have been administered. Bais Yaakov may, in its sole and absolute discretion, remove or not accept a student in the school if Bais Yaakov is not satisfied with the student's documentation of age-appropriate immunizations.