

NEW FOR 2007-2008

**THE
NEW
GUIDE**

The Yeshivat Rambam Handbook for parents, students and faculty

ELEMENTARY SCHOOL

**THE
NEW
GUIDE**

Yeshivat Rambam

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Welcome to Yeshivat Rambam

INTRODUCTION

Yeshivat Rambam is now in its seventeenth year and takes pride in its many accomplishments, most recently being recognized as a National Blue Ribbon School. The student population has topped 400 with an Early Childhood Center, a full Elementary School (Gan–5), a thriving Middle School (6–8), and a complete High School (9–12). We continue to renovate and improve the facility to accommodate Yeshivat Rambam’s increased enrollment and new programs. We host a Learning Center in partnership with the Weinberg Academy which provides educational support for our students. It is an exhilarating time, full of exciting and productive changes that affect every aspect of school life.

We are **constantly updating our policies and procedures** to make them as appropriate and relevant as possible. Please read this handbook carefully and keep it readily available.

ADMINISTRATION

Dr. Rita Shloush, *Head of School*

Rav Uriel Lubetski, *Middle School and High School Principal*

Rav Ari Weiss, *Assistant Middle School Principal*

Mrs. Gail Gerstman, *Elementary School Principal*

Rav Jay Wagner, *Assistant Elementary School Principal*

Mrs. Elizabeth Lehmann, *Assistant Elementary School Principal*

Mrs. Rachel Rotenberg, *Director of Early Childhood Center*

Mr. Charles Hauss, *General Studies Administrator*

SCHOOL ADDRESS AND PHONE NUMBERS

Address: 6300 Park Heights Avenue Baltimore, MD 21215

Main Office410-358-6091

Fax410-358-4229

Middle School/High School Office410-358-5525

Fax410-358-7150

Development Office410-358-8419

Yeshivat Rambam Hotline410-358-6789

YESHIVAT RAMBAM GENERAL MISSION STATEMENT

Yeshivat Rambam is an ECC–12 coeducational Orthodox Jewish dual-curriculum school, committed to providing its students with an excellent education in both Judaic and General Studies. We seek to produce ethically sensitive young men and women who are engaged by the world around them, and who will possess the skills, knowledge, and understanding they need to contribute to the quality of life in both the Jewish and general societies in which they live.

Yeshivat Rambam's philosophy is based on both religious and educational principles.

Yeshivat Rambam's religious principles are:

- 1** The belief that the practice of Judaism must be expressed through ongoing Torah study, and through an abiding commitment to the observance of halacha (Jewish law) in all its manifestations.
- 2** The concept of Torah U'Mada, the belief that at the deepest level, the truths revealed through the study of Torah and through independent human reason exist in a harmonious union, such that the study of one enhances the understanding of the other. Implicit in this approach is the notion that the acquisition of all knowledge, both of Torah and of General Studies, is a sacred duty.
- 3** The concept of Religious Zionism, the belief that the rise of the State of Israel is a theologically significant event, both as a harbinger of the messianic, utopian era for Jews and for all humanity, and as an expression of the importance of human involvement in creating a perfect society.

Yeshivat Rambam's educational philosophy is based on one central organizing principle:

Each child is a world unto himself or herself. We therefore place heavy emphasis on the use of a variety of modalities in the classroom and on close cooperation with parents, in order to enable each child to realize his or her own maximum potential in the spheres of academic, religious, and personal growth.

As a result our school's philosophy is to:

- Inculcate Torah values into everyday life.
- Use a variety of teaching strategies and modalities to enable each child to realize his or her own maximum potential.
- Recognize and respect each child's individuality and nurture each child's self-esteem.
- Promote an awareness of the individual's role in the community at large.
- Strive to incorporate Hebrew Language into daily instruction, where applicable.
- Strive to integrate Judaic and General Studies in appropriate contexts.

The specific goals below are a direct outgrowth of the religious and educational principles articulated in our Mission Statement, and are expansions of the six items that comprise our school's philosophy. Some of these goals are clearly religious in nature, some secular, and some educational. We have nevertheless resisted categorizing them as such because, consistent with our commitment to the synthesis of Judaic and General knowledge, we believe that for Judaism all values and ideals derive ultimately from the teachings of the Torah.

- 1** To encourage students to dedicate themselves to a lifelong commitment to daily Torah study and to meticulous observance of *halacha* (Jewish law).
- 2** To make students aware of the applicability of Judaism's laws, ethics, morals, and values to all aspects of life, and to help students become people whose every action expresses the full scope of these laws, ethics, morals, and values.

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- 3 To promote a knowledge of and appreciation for the creativity and the wisdom of human thought and artistic expression throughout the ages.
- 4 To bring students to an appreciation of the religious philosophy of Torah U'Mada as explained above.
- 5 To foster in students an appreciation of the importance of Israel in Judaism and of the theological and practical significance of Religious Zionism as explained above.
- 6 To teach students to express themselves comfortably in both spoken and written modern Hebrew and to provide them with the skills necessary to decode Biblical and Talmudic texts.
- 7 To engender within students feelings of identity with and concern for Jews throughout the world and to teach students how to translate these feelings into constructive actions.
- 8 To promote respect for an understanding of a love for the democratic ideals, institutions, and traditions of the United States.
- 9 To provide students with a fundamental knowledge of the natural world and of human society.
- 10 To promote in students the desire to improve the condition of all people throughout the world and to give students the skills that will enable them to do so.
- 11 To help students develop the ability to think critically and analytically and to teach them to express their thoughts clearly in speech and in writing and creatively through literature, music, and visual arts.
- 12 To develop each child's sense of legitimate self-esteem; a self-esteem that develops as students apply their skills to master new materials and to solve problems in new and creative ways.
- 13 To present material using a variety of modalities so that students with diverse learning styles can all master the material.

PARENTS AND THE FACULTY AND THE ADMINISTRATION

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events.

Yeshivat Rambam encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions should be welcomed by the school. It is incumbent upon the school to provide parents with timely and pertinent information.

Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents will be viewed by the school as counterproductive.

While parents may not agree with every decision by the school, in most cases, the parents and school will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the school should consider whether another school would be a better match for the family.

Policies and Procedures

DRESS CODE

Appropriate attire helps create an environment conducive to learning. The way we dress mirrors our sense of responsibility and respect for ourselves and our community. Yeshivat Rambam is not only a House of Learning; it is a House of G-d. It is, therefore, crucial that Yeshivat Rambam students adhere to *halacha* by selecting fashions that reflect *tzniut* (modesty).

It is important for parents to realize that the students' attire reflects not only upon the school but also upon their homes. Adherence to an appropriate manner of dress- both in and out of school-should be paramount at all times.

Please note that the dress code is strictly enforced. Students will not be permitted to attend classes if inappropriately dressed. Parents will be called and asked to bring proper clothing.

Yeshivat Rambam's administration and staff have set the following guidelines. Please review the dress code below, paying careful attention to the details. Please understand that good taste cannot always be defined in specific terms. Therefore, the administration reserves the right to determine whether a student's dress properly reflects Yeshivat Rambam's standards.

Acceptable Attire for Boys

- *Kipot* (skullcap) and *tzitzit* (fringed garment) must be worn at all times
- Shirts with collars may be worn (tucked in)
- Turtleneck shirts may be worn (tucked in)
- Pocket T's without logos, designs, or printing may be worn (tucked in)
- Sweatshirts without logos, designs, or printing may be worn
- Pants– most styles may be worn (see Unacceptable Attire)
- Walking shorts (may be worn in Gan–3 only)
- Shoes or sandals– must be worn with socks, laces must be tied
- Hats are permissible only during recess and outdoor field trips

Acceptable Attire for Girls

- Shirts with collars may be worn
- Turtleneck shirts may be worn
- Collarless shirts that are part of outfits may be worn
- Pocket T's without logos, designs, or printing may be worn
- Sweatshirts without logos, designs, or printing
- Skirts or dresses– must cover the knees even when sitting
- Shoes or sandals– must be worn with socks or tights, laces must be tied
- Leggings may be worn under full skirts (in very cold weather)
- Shorts may be worn under skirts or dresses for physical education or field trips
- Hats are permissible only during recess and outdoor field trips

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Unacceptable Attire and Miscellaneous Items

- Sweatpants
- Torn garments
- Cut-offs
- Sleeveless shirts or cap sleeves
- T-shirts
- Bare midriff and tank tops
- Logos on T's or sweats
- Boys in Grades 4-5 may not wear shorts
- Shoes or sandals without socks or tights
- Girls of all ages may not wear slacks or shorts
- Girls may not wear makeup (exceptions are Purim and special performances)
- Pocket video games, radios, walkie-talkies, televisions, and cell phones
- Liquid-filled rubber balls
- Trading cards (except those with a Jewish theme)
- Roller blades or skates

On Physical Education days, students are required to wear sneakers and abide by the dress code regulations.

Field Trips

Students are encouraged to wear Yeshivat Rambam sweatshirts or polo shirts (available for purchase through the PaTA) and should adhere to dress code guidelines.

Choir performances

Boys: Dark slacks (not jeans) and the Yeshivat Rambam choir shirts

Girls: Blue or dark skirts and the Yeshivat Rambam choir shirts

Preferably, no gym shoes.

Purim and/or Shushan Purim

Costumes are permitted; however, please adhere to the dress code principles.

Yom Yerushalayim, Yom HaAtzmaut, Yom HaZikaron and Rosh Chodesh

Boys should wear navy blue pants and white shirts; girls should wear navy blue skirts and white blouses.

Parental/Staff Dress Code

All adults are requested to abide by the same guidelines for the dress code when entering the school building, working or volunteering in the school, and attending school functions on or off the school campus.

MIDOT AND ATTITUDES / CODE OF CONDUCT

Children are expected to behave in accordance with *halacha* and *derech erez*. Yeshivat Rambam students are expected to live by the *midot* they learn in school and at home at all times. To emphasize the importance of this aspect of Jewish living, a formal Midot program for Gan through Fifth Grade is integrated into the curriculum. Special programs and assemblies are planned throughout the school year. Parental involvement is an integral aspect of this endeavor.

Yeshivat Rambam's code of conduct includes:

- Acting in an ethical manner according to Torah and *mitzvot*
- Respecting parents, teachers, fellow students, and others through word and action
- Adhering to school and classroom regulations
- Exhibiting good manners
- Dressing according to the school dress code
- Helping others when they may need help
- Respecting school property and the property of others
- Working hard to achieve success in school work

Certain behaviors including, but not limited to bullying and physical aggression are not appropriate or acceptable.

In the event that the above approaches are ineffective, consequences and/or plans of action will be determined by the school administration.

When a student is unable to adhere to the school's code of conduct, the parents may be contacted and suspension is a possible consequence.

LOST AND FOUND

Please put your child's name on all articles of clothing and personal objects brought to school. If an item is lost, please check the Lost and Found box located at the school. Items not claimed after several weeks will be donated to a local charity.

KASHRUT

All food brought into the school must have an approved *hechsher* (kosher certification) and must be dairy or parve. Acceptable hechsherim are OK, OU, ChafK, StarK, and Chief Rabbinate of Israel. All *kashrut* questions should be directed to the Va'ad Hakashrut of Baltimore (410-484-4110).

Kashrut questions regarding Yeshivat Rambam's kitchens should be directed to Rabbi Howard Bald, Middle School and High School Principal, or Michelle Schwartz, Building Administrator.

BIRTHDAY CELEBRATIONS

At School

Yeshivat Rambam is happy to share in your child's birthday celebration in school.

Please adhere to the following guidelines:

- Only students in Gan through Second Grade may have parties during class hours.
- Please make arrangements with your child's teacher at least one week in advance.
- No home baked goods are permitted. Snacks such as donuts, cupcakes, and beverages must have acceptable kosher certification (see *Kashrut*, above). When purchasing from a store or bakery, please be certain that the name of that establishment is identified on the packaging.

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Purchasing a library book in honor of your child's birthday enhances the celebration and benefits all of the children here at school. Please contact Adrian Diamond, Librarian.

At Home

Yeshivat Rambam strongly recommends that all classmates be included for parties held outside of school. Certainly if all the students cannot be included, invitations should not be distributed in school. Please make sensitivity a key concern when making the arrangements.

ATTENDANCE

Attending school in a consistent manner is essential for scholastic growth and achievement. Yeshivat Rambam requires that all students attend classes daily, barring illness or family emergency. Yeshivat Rambam requests that family vacations not take place during regularly scheduled school days.

Arrival

Grades Gan through Five begin classes at 8:30am

The earliest drop-off time is 8:15am

Dismissal

Grades Gan, 1, 2, 3 3:30pm Monday through Thursday

Grades 4, 5 3:30pm Monday and Thursday

4:30pm Tuesday and Wednesday

All grades 3:00pm Friday, August 31–November 2, 2007 and March 14, 2008–end of the year

2:15pm Friday, November 9, 2007–March 7, 2008

Late Arrival

Should it be necessary to arrive late to school, both student and parent must report to the Main Office to sign in with an explanation for the tardiness. An admission slip will then be issued giving the student permission to enter the classroom.

Lateness on a regular basis is unacceptable and will be addressed by an administrator.

Early Dismissal

Please make every attempt to schedule medical appointments after school hours. On the rare occasion that a child needs to be excused from school early, parents should send a note to the child's teacher. Parents should report to the Main Office to sign their child out. Parents are expected to notify their carpool driver directly and in advance to avoid any unnecessary confusion at dismissal time.

Attendance at School Programs

If a student is participating in a school program and a sibling wishes to attend, the parent must send a note in advance to the child's teacher. The parent must sign the child out in the Main Office if the child will not return to class after the program. The child must then be supervised by the parent throughout the program.

Extended Absences and Classwork

Children who are absent from school for an extended period of time are expected to keep pace with their work and to complete all assigned lessons, classwork, and homework. If you wish to have your child's homework sent home with a sibling, carpool friend, or classmate, please call the Main Office by 11:00am. Please make your own arrangements to have the homework picked up by a sibling, carpool friend, or classmate. **Any requests made after 11:00am will be sent home the following day.**

Return to School After Illness

Students returning to school after an illness must have a normal temperature for at least 24 hours.

COMPUTER USE GUIDELINES

Please read the following Computer Use Guidelines carefully with your child(ren) in grades Gan–12, and sign the Computer Use Agreement form (part of the summer packet). Students will not be granted access to the school's computers without a signed form. Store the guidelines in a convenient location for easy future reference.

All students should be aware that school computer usage is a privilege, not an unalienable right. Inappropriate usage, as described in the guidelines below, will result in the cancellation of those privileges. The Director of Information Technology, the administration, and teachers will determine what qualifies as inappropriate usage and their decisions are final. They may disable, cancel or suspend any user account at any time for any reason.

Vandalism or inappropriate usage will not be tolerated and will result in the cancellation of computer privileges or other disciplinary measures. Vandalism is defined as the malicious attempt to harm or destroy computer hardware, software or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses, hacking and any violation of school rules discussed below. Serious violations will be dealt with accordingly & may result in suspension or expulsion.

All data on school computers is legally school property. Additionally, the school reserves the right to observe all student computer activity and to record it should the need arise (using specialized network software tools).

Commendable Computer Work Habits

- Before beginning to work, make absolutely sure that your hands are clean. No food or drinks are allowed in the Computer Lab or the Media Center.
- Make sure to show proper respect for all computer equipment and software. The school has invested heavily, making every effort possible that all students should have access to top-grade technology resources.
- Work quietly, so that you do not disturb other people. Follow the directions of the supervising teacher.
- Computer usage must be for educational purposes only. Absolutely no game playing will be tolerated. This includes on-line Java games that are not technically installed on the workstation.
- No personal hardware may be connected to any school computer (ex: USB thumb drives). Likewise, no student should plug or unplug (or move) any school computer equipment.

General School Computer Information

- Certain web addresses are blocked by the school's firewall for a variety of reasons to secure the school network and to protect students.
- Constantly updated anti-virus software protects everyone from destructive viruses spreading through cyberspace.
- School e-mail accounts are protected against spam. Sometimes innocent e-mails may produce a false positive result by the spam filter for a variety of reasons. In such cases, the Director of Information Technology should be consulted.
- The school network is set up that students can check their e-mail from BOTH home and school.

Making the School Network Work for Everyone

- No software may be removed from the school (physically or on-line) without proper authorization. Copying of software is illegal and will be prosecuted to the full extent of the law.
- Floppy disks may only be placed into a computer with a teacher's permission. All disks from home must be scanned for viruses before usage.

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- Never attempt to install any software on any computer without permission from the Director of Information Technology.
- Students are not allowed to use computers that are specifically labeled for exclusive faculty use (Teacher Resource Room, Faculty Corner of the Library). Likewise, no student may use a classroom computer for which a member of the faculty hasn't granted them permission.
- No personal computers (i.e. laptops) may be plugged into the school network without proper authorization.
- Network security is very important, as there are many users. Never attempt to access another user's files or data—even with permission.
- The printers require authorization prior to usage. Large or repetitive print jobs require authorization from the Director of Information Technology.
- Once finished, always remember to **log off** the computer where you were working. If you were using the school's Terminal Server, remember to log off of **BOTH** Terminal Server and the local workstation.
- Always save your work to your personal folder on the network (a.k.a. the Y:\ drive). Periodically, files will be erased from individual workstations. Nightly server tape back-ups protect your hard work.

E-mail Guidelines

- Students can access their school e-mail globally via a web browser at the following address:
<http://mail.yrambam.org/exchange>
- Proper etiquette is a must. Never use offensive language.
- Never e-mail anyone your home address and/or phone number. The same applies for a friend's home address and/or phone number.
- Never attempt to access another user's e-mail account.
- Understand that, although usually private, e-mail can be viewed by the Technology Department.
- Messages relating to illegal or inappropriate activities will be reported to the proper authorities.

Internet Guidelines

- Yeshivat Rambam has invested in a system-wide firewall as a precaution against controversial content on the Internet and computer viruses.
- Please understand that not all of the information on the Internet is correct or accurate. Yeshivat Rambam will not be held responsible for the accuracy or quality of the information obtained through school accounts.
- Information (including text, graphics, video, etc.) culled from the Internet and used in research papers and reports should be cited as references. Failure to do so constitutes plagiarism and may be prosecuted as such.
- Never make purchases on the Internet using a school account. The student's parent or guardian will be held responsible by law.

INCLEMENT WEATHER

For information about school delay/closing due to inclement weather, an announcement will be made on radio station 1090AM WBAL, in addition to Channel 11 WBAL TV.

A message concerning school delay/closing is recorded as early as 7:00am on the Yeshivat Rambam Hotline: 410-358-6789.

COMMUNICATION

Yeshivat Rambam recognizes that successful education is a partnership between parents and teachers. Therefore, parental feedback and concerns are always welcome.

Yeshivat Rambam provides parents and teachers with both formal and informal opportunities for communication. Each year, the school communicates with parents via parent orientation, parent teacher conferences, tri-annual report cards, and weekly Friday packets.

To ensure communication, please adhere to the following recommendations:

- Call the Main Office at 410-358-6091 during school hours and leave a message in the teacher's voice mailbox. Every effort will be made to return your call within 24 hours. If your message is time sensitive, please call the Main office for further assistance.
- Please discuss all issues/concerns with the teacher(s) first.
- If after discussion with the teacher(s), the concerns have not been satisfactorily resolved, then contact the suggested administrator (see below).
- Please do not speak with the teacher at drop-off or dismissal times when they are on duty. Please notify the teacher through the Main Office.
- Please do not speak to the administrator before speaking to the teacher.

Yeshivat Rambam prides itself on its open lines of communication. In order to facilitate addressing any comments, questions, or concerns in a timely manner, please contact the appropriate administrator:

Mrs. Gail Gerstman, *Elementary School Principal*

Rav Jay Wagner, *Assistant Elementary School Principal*

Mrs. Elizabeth Lehmann, *Assistant Elementary School Principal*

Dr. Rita Shloush, *Head of School*

Your concerns are respected and kept completely confidential.

REPORT CARDS

Report cards are sent home three times a year to inform parents of their child's academic progress and social growth. Each child's potential should be encouraged in a positive manner and not at the expense of sacrificing self esteem. In certain cases, particularly among younger children, it might be more beneficial to discuss overall performance without sharing report card results.

Report cards are distributed prior to parent teacher conferences and at the conclusion of the school year. The end-of-the-year report cards will be withheld for any outstanding financial obligations.

Students who do not return textbooks or library books at the end of the school year will be billed, and will not receive report cards if the bill is still outstanding.

PARENT-TEACHER CONFERENCES

There are two formal parent-teacher conferences during the school year to give parents the opportunity to discuss their child's progress. The first conference is mandatory. The second conference is required only when requested by a teacher; otherwise, it is optional.

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CONFIDENTIALITY

All records pertinent to your child(ren), both financial and academic, are held in the strictest confidence.

PROPERTY DAMAGE

Please note that when a student is enrolled in Yeshivat Rambam, parents are liable for any damage done to school property.

Health and Safety

CARPOOLS AND CARPOOL SAFETY

At the beginning of the school year, carpools with students in ES will be issued carpool number cards. These cards must be displayed on the left-hand side of the front windshield. Should any changes occur in your carpool, please notify the main office immediately.

To ensure a smooth and safe dismissal, please follow the guidelines:

The driveway is one-way during dismissal time. Always enter the parking lot from West Strathmore Avenue, and exit through the parking lot onto Fords Lane. Members of the faculty and administration will be outside to direct you. For the safety of the children, please drive slowly. Students should be dropped off and picked up at the curbside only. Vehicles are not to be left unattended. If you need to leave your vehicle, please park in the parking lot.

There are special designated areas for ECC carpools.

The Coalition for Occupant Safety of the Greater Baltimore Jewish Schools, under the auspices of Project Ezra, Northwest Citizen's Patrol, and the Maryland Child Passenger Safety Association, helps parents in the community maximize the safety systems within their motor vehicles. Coalition schools include Yeshivat Rambam and all other nursery and day schools affiliated with the Council on Jewish Education Services.

They mandate as follows:

- All children younger than six years old, regardless of his/her weight, or weighing 40 pounds or less, regardless of his/her age, must be secured in a federally approved child safety seat.
- All children between the ages of six and ten must be properly restrained. "Proper restraint" means either a child safety seat, a vehicle booster seat, a lap belt / shoulder harness combination, or a seat belt alone in all vehicles, in all seating positions, at all times.
- Front seat occupants must be properly restrained regardless of age.
- No double buckling regardless of the size or age of the individual. The capacity of a vehicle is not the number of people who can squeeze in, but the number of available seat belts.
- According to authorities— it is recommended that no children ages 12 and under be seated in a front seat equipped with an air bag.

It is important that parents notify:

- the **Main Office** if a student is being picked up by another carpool or another person (grandparent, relative, friend).
- their **carpool drivers** when a student is leaving school early or is absent from school. Please do not impose this responsibility on the office staff.

No parking is permitted along the curb since it is a fire lane.

NUTRITION

A nutritious diet, physical activity, and a nurturing environment are necessary for concentration, comprehension, and physical and emotional development. Proper nutrition not only contributes to your child's good health; healthy meals and snacks also promote a sense of well-being. In addition to sending a nutritious lunch to school each day, we ask that you and your children review together our list of morning and afternoon recommended snacks. It has been shown that foods like fruits, nuts, and grains help keep the energy level high throughout the day.

Morning Snacks

Please note that only the following snacks will be acceptable for the morning break:
juice, rice cakes, popcorn, fresh fruit, crackers, nuts and raisins, fresh vegetables, pretzels

Snacks should be packed in zip-locked bags or tightly closed containers to prevent an insect problem in the lockers.

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Lunch

The school offers, for a fee, pizza and hot lunches on Mondays, Wednesdays and Fridays. Please send vegetables, fruit, and drinks to enhance the lunch.

On **fast days**, hot lunches are not offered and will not be included in the hot lunch fee. Students should be provided with a regular lunch from home.

In order to be able to wash *netilat yadayim* and say *birkat hamazon*, **students must bring at least one slice of bread with lunch each day**, including pizza days. Bread/Matzah will be available in case a child forgets bread at home.

When packing a lunch for your child, please be sure to include well-balanced foods that you know will be eaten.

Afternoon Snacks

Students may eat an afternoon snack during recess.

HEALTH AND ILLNESS

Your child's health is important to us. Children who are not feeling well should not be sent to school. Germs are shared quickly among young children. You can help us keep all of our children healthier by observing the following rules.

Please keep your child home if your child has:

- a fever greater than 100.4 F
- nausea or vomiting
- a heavy nasal discharge or constant cough
- diarrhea
- a communicable or contagious disease or any untreated parasitic condition such as lice, pinworm, or scabies
- lethargy or inability to participate in class activities

Please notify the school immediately if your child has a communicable disease or parasitic condition. Yeshivat Rambam reserves the right to send a child home when exhibiting any of these symptoms.

RETURNING TO SCHOOL AFTER ILLNESS

A student returning to school after illness must have a normal temperature for at least 24 hours before returning to school.

Please note: a physician's note is required after your child has a communicable disease or parasitic condition; a parent's note is insufficient.

MEDICAL POLICY

Immunizations

Maryland State Law requires that all children attending school have their immunization certificates on file at school. Students may not be admitted to school without these updated immunization certificates.

Emergency Forms

Updated emergency forms must be submitted at the beginning of the school year. Please inform the Main Office of any changes during the school year.

It is important to make sure that the school knows where to reach parents during the day. This includes all home, work, cell, and beeper telephone numbers. If a parent cannot be reached, it is important that the main office has a list of authorized substitutes (grandparent, relative, neighbor, friend).

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Injuries and Illness

Minor injuries such as superficial cuts and bruises will be handled by the office staff. If there is any question as to the severity of the injury, a parent will be immediately notified.

If a child becomes ill, a parent will be contacted in order to make the necessary arrangements to pick up the child.

Any child exhibiting signs or symptoms of illness should not be permitted to attend school.

The Main Office should be notified if a child has a contagious disease and will be absent for several days.

After a medical absence, a note from the parent or physician is required.

Child Abuse Policy

Maryland State law requires all school personnel to report any suspicion of child neglect or child abuse to the Department of Social Services.

Medication

Maryland State regulations require that in order for medication to be administered at school, a **Medication Consent Form** must be completed and signed by the parent(s) and physician. This regulation includes non-prescription medications such as acetaminophen (Tylenol®), throat lozenges, cough drops, etc.. The medication must then be provided to the school in its original container. Should the need to administer acetaminophen become necessary before 11:00 a.m., the parents will be contacted to ascertain that a dosage was not administered to that student prior to school. No student will be permitted to self-medicate. **The Medication Consent Form is available in the summer packet, as well as in the Main Office or on www.yrambam.org.**

Blood Pathogen

Yeshivat Rambam, along with all schools in the State of Maryland, must comply with the standards set up by Maryland Occupational Safety and Health (MOSH) for exposure to blood and blood products (Federal Register 1910.1030). Whenever possible, first aid will be administered by office personnel trained in these guidelines and using necessary precautions. Office personnel will use disposable, single-use gloves whenever contact with blood or open skin is necessary. A student will be encouraged to perform first aid upon him/herself if he/she is capable (for example, applying direct pressure to a bleeding wound or applying a band aid). This will limit school personnel's exposure to direct contact with blood.

In those cases where the children are too young to self administer first aid, teachers will have gloves in the classroom. However, teachers are still encouraged to bring students to the main office whenever possible.

Hand washing is required by staff and children following the administration of first aid.

Parents will be notified in all cases of serious injury requiring first aid.

Head Lice

Yeshivat Rambam provides periodic checks of the students for head lice and/or nits. Any student found having this condition will be required to leave school. We recommend contacting a pediatrician or pharmacist for appropriate information and products to treat this condition. Any student so affected will not be permitted to return to class without a note from a health professional indicating that the condition no longer exists.

Individual class checks for lice and/or nits will be scheduled if the school is aware that a student in a particular grade has contracted this condition.

Please note that students and faculty returning from an overseas trip, are required to have a lice check performed and documented prior to returning to school.

RECESS EQUIPMENT SAFETY

Students who wish to bring a ball and bat to school for recess are welcome to do so. However, please note that children in grades Gan-4 may bring only a plastic bat with a whiffle ball or rubberized tread ball: not a baseball or softball. Should a student bring equipment to school that may appear dangerous, it will be held in the Main Office until the parent can pick it up.

RECESS EQUIPMENT SAFETY

The following items may not be brought to school: matches, toy guns, skateboards, rollerblades, liquid-filled rubber balls and any sharp objects.

FIRE SAFETY

There are several fire drills conducted during the school year in compliance with Fire Department of Baltimore City standards. Students are taught by their teachers appropriate procedures and proper decorum during a fire drill exercise.

Academia

INTRODUCTION

Yeshivat Rambam strives to ensure that each child's fullest potential is attained. Small classes, with a maximum of twenty students, enable the teachers to meet the needs of all the students in the classroom.

SPECIAL NEEDS

Yeshivat Rambam and Weinberg Academy have come together to create an innovative program to assist those children whose learning styles make the academic rigors of the school setting sometimes more than challenging. This Learning Center will meet the needs of a variety of students through research-based techniques in an enriching and enjoyable setting. Yeshivat Rambam is initiating this program in the Elementary School with a pilot program for Middle School through 8th grade.

Students residing in Baltimore City and Baltimore County may be eligible for a Team Meeting at a local public city school. The Elementary School Principal or Assistant Principal is available to advocate for these children at the team meetings. Recommendations and services for these students will then be integrated into Yeshivat Rambam's program whenever possible.

Our School Psychologist is available to work with the students and the parents, individually and in group settings, to assist with emotional, social and academic concerns.

SPECIAL ENRICHMENT

Yeshivat Rambam encourages students to progress and excel at their own rate. Math and reading learning centers are utilized in the classrooms and enable students to advance independently in these subject areas. Additional enrichment programs— AIE Artists in Education, science/math workshops— are incorporated into the curriculum challenging students to use their talents and creative interests to their fullest capacities. Please contact the Learning Center for enrichment opportunities outside the classroom.

Extra curricular after school clubs will be offered to interested students.

HOMEWORK

It has been demonstrated that children's educational potential is enhanced with proper review and preparation. Daily homework assignments help students develop a sense of responsibility and good study skills.

Chumash (1st through 5th grade) and *Mishna* (4th and 5th grade) should be reviewed nightly.

Please do not do your child's homework. Participate in the homework process by:

- Being aware of your child's homework and signing the assignment sheets when necessary
- Providing a quiet, consistent environment conducive to homework
- Making yourself available to your child for questions and problems
- Encouraging good study habits
- Helping your child gauge the necessary time for long-term assignments
- Encouraging a sense of responsibility to complete the assignments
- Praising your child on accomplishments
- Ensuring that assignments are completed and returned in a timely fashion

If you have any questions regarding your child's homework, please leave a message for the teacher at the Main Office, 410-358-6091. Please do not call the teacher at home.

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BOOKS AND READING

Many students read well beyond their grade level; however, there is a disparity between intellectual and emotional capability. Books with violent themes and popular romance novels are not recommended by Torah *mechanchim* and educators. Although we encourage students to use the public library, we strongly recommend parental supervision of the reading material.

Yeshivat Rambam's library has an extensive inventory of Judaic Studies, General Studies, fiction, nonfiction, and resource materials. During the course of the school year, students are encouraged to participate in reading incentive programs to increase familiarity with the world of literature. For summertime reading, the school provides age-appropriate book lists recommended by the teachers.

The Yeshivat Rambam PaTA conducts an annual Book Fair, selling both Judaic and General Studies age-appropriate books.

FIELD TRIPS

During the course of the year, Yeshivat Rambam arranges a number of field trips as part of the educational program. In order for a student to participate in field trips, a completed Field Trip Permission Form (inserted in the summer packet) giving permission to participate in all field trips must be returned to the Main Office. The fee, which is billed with tuition, covers most trip and activity expenses for the school year. No student is permitted to participate in any field trip without written authorization. Telephone permission is not acceptable.

Parents are notified whenever a field trip is planned. Transportation is provided by chartered bus.

ASSEMBLIES/IN-HOUSE FIELD TRIPS

In addition to covering the expense of field trips, the annual field trip fee also covers in-house programs, workshops, and activities. These enrich the students' learning experiences by providing them with professional, educational, and cultural programming.

SCHOOL CHOIR

The Elementary School choir consists of fourth and fifth graders; participation is mandatory. Choir meets once a week for 30 minutes in addition to the regular weekly music classes. Songs will often include harmonies, choreography, and special instrumentation. The choir performs at Yeshivat Rambam's school functions, and at various community events.

Choir members wear Yeshivat Rambam choir shirts and dark blue or black slacks or skirts (these polo shirts are available for purchase).

Parent Involvement

CLASS PARENTS

The role of the class parent epitomizes the close ties between Yeshivat Rambam and its body of committed parent volunteers. Class parents participate in the following:

- Providing extra supports for school programming
- Informing parents of unscheduled changes (lunch, arrival and dismissal schedules)
- Providing gifts for teachers and for volunteers who coordinate programs and activities
- Keeping parents abreast of pertinent information concerning Yeshivat Rambam families

PaTA

Yeshivat Rambam's Parent and Teacher Association (PaTA) is remarkable for the dedication of its parents, many of whom have been involved since before their children were old enough to enter the school. Parents are encouraged to donate their time and special talents to benefit the school.

The PaTA's activities include:

- Organizing programs, such as the Model Seder, Siddur Party, Yom HaAtzmaut Celebration, September welcome picnic, family roller skating day, parent-teacher bowling night, and Adult Education
- Honoring faculty with welcome baskets at the opening of the term and a special luncheon at the end of the term
- Fundraising activities, which include book fairs and special sales, enable the PaTA to purchase lockers, PCs for the computer lab and recess games for the classrooms; PaTA also provides refreshments and special treats for Rosh Chodesh and school programs.
- Facilitating participation in national school drives to obtain free resource materials
- Helping our own fellow parents via the highly praised chesed committee

The PaTA provides a *chevra* (a circle of friends) for parents, which strengthens and unifies our school. We encourage every parent to participate.

SCRIP PROGRAM

Families with student(s) entering Gan through grade 12 are obligated to participate in Yeshivat Rambam's scrip program either by purchasing \$5,000 scrip money or by donating \$250. **ECC parents are encouraged to participate.** Scrip money and Rambam Scholar Dollars can be utilized in various supermarkets and businesses. This money may be purchased through Mrs. Olga Kreymer in the Main Office, parent volunteers, Perns or Hats to Hose. **For details or to order scrip, contact 410-358-6091 ext 213 or e-mail scrip@yrambam.org.**

CHESED COMMITTEE

Yad L'Yedid, Yeshivat Rambam's chesed program, provides meals for Yeshivat Rambam families when the need arises. (e.g. new baby, illness, or G-d forbid, a shiva). **To participate in this very meaningful mitzvah or to notify Yeshivat Rambam of a need, please contact Linda Lebovic at 410-358-7144, or Pam Lehmann at 410-358-6917.**

17TH ANNIVERSARY EVENT JOURNAL

Thanks to parental participation, the Journal continues to be our most successful fundraising effort.

Parental commitment has made a tremendous difference in helping the school fulfill its financial obligations. This continues to be a necessary ingredient in the continued success of Yeshivat Rambam. Parents are expected to raise a minimum of \$1,500 in ads. Detailed information about family obligations is contained in the 7th Anniversary Event Journal packet enclosed.

For information, please contact Sandy Mervis at 410-358-6091 ext 248 or email adjournal@yrambam.org.

MITZVAH CARDS OR PERSONALIZED LETTER GREETINGS

Yeshivat Rambam has a Mitzvah Card or Personalized Letter Greetings Program whereby donations in honor of a special occasion or in memory of a beloved person are acknowledged. The minimum donation for a Mitzvah Card is \$5.00 per card and the school will send out the card(s) for you or you can pick up the card(s) to send out yourself. For donations of \$18.00 or more the Development Office will send a personalized letter greeting, if you wish, instead of a card. These donations may be open-ended, you may endow a new fund (minimum donation \$1,800) or your gift can be made to any of the existing funds listed below:

To have a Mitzvah Card or personalized letter greeting sent by making an open ended donation, or to endow a new fund (minimum donation \$1,800,) or to make a donation to any of the existing funds listed below, please contact the Yeshivat Rambam Development Office at 410-358-8419, fax 410-358-4229 or e-mail myersm@yrambam.org.

Yeshivat Rambam also has a Library Fund to purchase new books and resource materials for the library.

To make a donation or to have a Mitzvah Card sent, please contact Janet Abramowitz at 410-358-2291 or Diane Hawk at 410-358-6091

EXISTING FUNDS AT YESHIVAT RAMBAM

Alex and Esther Berger Midot Award Fund *(Endowed by Alex and Esther Berger)*

Azman Eye Care Scholarship Fund *(Endowed by Dr. Tommy and Ruthie Azman and Dr. Irwin and Mrs. Donna Azman)*

Bashe Rockman Fund for Special Education *(Endowed by Pamela Rockman Weissman and Dr. Neil Weissman)*

Bruce Ezrine Memorial Scholarship Fund *(Endowed by Wendy Ezrine)*

Danny Eisman Arts and Education Memorial Fund *(Endowed by Steve and Joan Isack)*

David Stein Memorial Fund *(Endowed by Harry and Adriane Kozlovsky)*

Dora and Emanuel Hoffman Memorial Scholarship Fund *(Endowed by Mrs. Robyn and Mr. Edward Hoffman)*

Eli and Yetta Miller Foundation Scholarship Fund *(Endowed by the Eli and Yetta Miller Foundation)*

Esther Berger Memorial Scholarship Fund *(Endowed by Mr. Alex Berger)*

Harry Nemer Memorial Fund *(Endowed by Annette and Morton Eleff)*

Heller Family Fund *(Endowed by Phyllis and Arthur Heller)*

Hinda Gordon Memorial Fund *(Endowed by friends and family)*

Jerome and Irene B. Diener Memorial Fund *(Endowed by Mrs. Pauline Goldberg)*

Jerome W. Kelman Memorial Scholarship Fund *(Endowed by Mrs. Bernice Kelman)*

Lewis Feldman Library Fund *(Endowed by his family and friends)*

Mae and Lillian Beverly Memorial Music Fund *(Endowed by Robert and Lorraine Levan)*

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Mildred H. Weissman and Sylvia G. Levenson Scholarship Fund

(Endowed by Ohr Knesset Israel-Anshe Sphard-Rogers Avenue Congregation)

Mollie and Lable Sharfman and Nettie and Ben Nistel Memorial Scholarship Fund

(Endowed by Dr. William Sharfman and Mrs. Paula Guttman)

Morris M. Goldberg Memorial Fund *(Endowed by Mrs. Pauline Goldberg)*

Naomi Tova Rotenberg Early Childhood Memorial Fund *(Endowed by Mr. Wolf and Mrs. Rena Rotenberg)*

Pauline Hausdorff Scholarship Fund *(Endowed by Henry Hausdorff)*

Rabbi Robert Klahr Memorial Scholarship Fund *(Endowed by Lynn and David Sidransky)*

Rachel Sykes Garfinkel Memorial Scholarship Fund *(Endowed by Judy and Melvin Sykes)*

Sara Sykes Library Endowment Fund *(Endowed by Mr. and Mrs. Daniel Sykes)*

Saul Taragin and Daniel Snyder Memorial Scholarship Fund *(Endowed by the Taragin and Snyder families)*

Saul Taragin Memorial Library Fund *(Endowed by the Taragin family)*

Sidney Perl Memorial Fund *(Endowed by Rabbi Eliahu and and Dr. Rita Shloush)*

Sol Pazornick Memorial Fund *(Endowed by friends and family)*

Solly, Pauline, and Neville Bellon Memorial Scholarship Fund *(Endowed by Adele and Mervyn Myers)*

The Fountainhead– Marvin Egorin Scholarship Fund *(Annual Golf Tournament Proceeds)*

ANNUAL CAMPAIGN

Tuition does not cover the full cost of educating our children at Yeshivat Rambam. In addition our board and supporters have consistently provided funds for scholarships for those families who cannot afford the full cost of tuition. As our school has grown, the need for scholarship funds has continued to grow. During the past few years job losses for a number of our families, has resulted in a dramatic increase in the number of children needing tuition assistance. Yeshivat Rambam's 2007–2008 Annual Campaign goal is to raise \$750,000 to meet the need for funding additional scholarships and maintaining the high standard of our education. The burden of supporting the Annual Campaign is the responsibility of parents, grandparents, alumni and community supporters.

Annual Campaign gifts can be open-ended to the Yeshivat Rambam Scholarship Fund, or you may endow a new named Scholarship Fund (minimum donation \$1,800), or your gift can be made to any of the existing Scholarship Funds listed above, or your gift may be linked to a Mezuzah Dedication, a Building Dedication, a Chumash(im) and/or Siddur(im) Dedication, a Memorial/Yahrzeit plaque, a Student Simcha Board plaque, or a High School Graduation Award, or dedicating a Day of Learning– see below.

To make a donation to the Annual Campaign please contact Mervyn Myers, Development Director at 410-358-8419, fax 410- 358-4229 or e-mail myersm@yrambam.org.

BUILDING DEDICATIONS

Many parts of our campus are available for dedication, for example: the school, campus, High School, Middle School, Elementary School, Early Childhood Center, auditorium, and classrooms

For questions about building dedication opportunities please contact Mervyn Myers, Development Director at 410-358-8419, fax 410- 358-4229 or e-mail myersm@yrambam.org.

MEZUZAH DEDICATIONS

Mezuzot can be dedicated for many of the rooms in Yeshivat Rambam's facility, for example: classrooms, offices, the science lab, the faculty lounge, the student lounge, the library, the *Beit Midrash*, and the main entrance. A *mezuzah* dedication will be accompanied by a plaque with appropriate wording selected by the donor and is an ideal opportunity to honor or memorialize a loved one.

Mezuzah dedication prices vary starting with a classroom *mezuzah* dedication for a \$1,000 donation.

To dedicate a *mezuzah*, please contact Mervyn Myers, Development Director at 410-358-8419, fax 410-358-4229 or e-mail myersm@yrambam.org.

CHUMASH AND SIDDIR DEDICATIONS

Chumashim and *siddurim* used daily for *tefillah* by our students can be dedicated.

For questions about dedicating *chumashim* and *siddurim* please contact Mervyn Myers, Development Director at 410-358-8419, fax 410- 358-4229 or e-mail myersm@yrambam.org.

MEMORIAL/YAHRZEIT BOARD– MEMORIAL/YAHRZEIT PLAQUE DEDICATIONS

Yeshivat Rambam has a memorial/*yahrzeit* board in the Middle School *Beit Midrash*. Memorial/*yahrzeit* plaques are available for dedication at \$300 each/two or more \$250 each to memorialize the *yahrzeit* dates of your departed loved ones. *Yahrzeit* reminder notices will be sent out, the name of the departed will be remembered on the memorial board in the Yeshivat Rambam *Beit Midrash*, *Kel malei rachamim* will be recited, and *kaddish* will be said at your request..

To dedicate a Memorial/Yahrzeit plaque please contacts the Yeshivat Rambam Development Office at 410-358-8419, fax 410-358-4229 or e-mail myersm@yrambam.org.

STUDENT SIMCHA BOARD– SIMCHA PLAQUE DEDICATIONS

Yeshivat Rambam has a student *simcha* board in the Middle School *Beit Midrash*. Simcha plaques are available at \$180 each to commemorate *smachot* (happy occasions– Bar/Bat Mitzvah, graduations, birthdays, anniversaries, and weddings).

To dedicate a *simcha* plaque please contact the Yeshivat Rambam Development Office at 410-358-8419, fax 410-358-4229 or e-mail myersm@yrambam.org, or call Mrs. Muriel Klein 410-358-9509.

DEDICATE A DAY OF LEARNING

A Day of Learning can be dedicated at Yeshivat Rambam in memory of someone who has been meaningful in your life. Your dedication will be displayed on a plaque at the school entrance on the Day of Learning and will also be commemorated in the Yeshivat Rambam 2007-08 Desk Calendar if reserved by October 31, 2007. The students will have the opportunity to learn about the honoree, and, most importantly, the children of Yeshivat Rambam will participate in the Jewish tradition of *Eluy Neshamot*.

A Day of Learning can actually be dedicated at any time, with a few days notice, if the date is available, and can be also dedicated to merit a *refuah shelayma* for a loved one or friend.

To dedicate a Day of Learning for \$360 on the *yahrzeit* date of your loved one or on an alternative date if the *yahrzeit* date falls on a day when there is no school, or for a *refuah shelayma* of a friend or loved one, please contacts the Yeshivat Rambam Development Office at 410-358-8419, fax 410-358-4229 or e-mail myersm@yrambam.org.

HIGH SCHOOL GRADUATION AWARDS

An Award can be endowed on a one time annual basis for a donation of \$250 (Faculty \$180) or for five years for a donation of \$1,000 (Faculty \$750).

The following award has been permanently endowed:

The Gerald Willner Award for Excellence in Mathematics *(Endowed by Mrs. Sandy Willner)*

The following awards have been endowed through the 2011 High School graduation:

The Henry Lehmann z"l Award for Excellence in Academics and Chesed
(Endowed by Mrs. Elizabeth Lehmann in memory of Mr. Henry Lehmann)

The following awards have been endowed through the 2010 High School graduation:

The Soclof Award for the Valedictorian *(Endowed by Hillel and Dena Soclof)*

The Rabbi Joseph B. Soleveitchik Award for Outstanding Judaic Studies Student
(Endowed by Rabbi Howard and Sheri Bald and family)

The Bellon Myers Award for Excellence in Talmud
(Endowed by Adele and Mervyn Myers in loving memory of their beloved parents, Solly and Pauline Bellon and Alec and Becky Myers)

The Victoria Donath Jagermann Memorial Award for General Scholarship *(Endowed by Robert Allen and family)*

The Sidney Perl Award for Outstanding Service to the School *(Endowed by Rabbi Eliahu and Dr. Rita Shloush)*

The following awards have been endowed through the 2009 High School graduation:

The Bubbe's Nechama Award for Outstanding Participation in Tefilah
(Endowed in loving memory of Irma Lillian Barr and Annie Weisbrot)

The Re/Max Premier Associates Award for Outstanding Chesed
(Endowed by Judy and Barry Nabozny in memory of Dr. Manfred Sklar)

The following awards have been endowed through the 2008 High School graduation:

The Shulman Award for Excellence in Science *(Endowed by Margie and Will Shulman and Ellen and Erik Roskes)*

The following awards were endowed through the 2007 High School graduation, and are available for renewal:

The Diamond Award for the Salutatorian *(Endowed by Adrian Diamond and Family in memory of Abe Diamond)*

The Rabbi Robert Klahr z"l Award for Excellence in the Study of Tanach *(Endowed by Mrs. Lynn and Dr. David Sidransky)*

The Morton and Selma Rosenbloom Award for Excellence in Hebrew Language *(Phyllis and Daniel Sykes)*

The Award for Excellence in Language Arts in memory of Lewis Feldman *(Endowed by his family)*

The Alvin S. and Elaine S. Mintzes Award for Outstanding Citizenship
(Endowed by Adele and Mervyn Myers in memory of Alvin S. Mintzes z"l)

The Sauter Award for Outstanding and Exemplary Leadership *(Endowed by Mr. Carroll and Mrs. Marie Sauter)*

The Sklar Award for Outstanding Service to the Community
(Endowed by Dr. Manny z"l and Rosalie Sklar in memory of Harry and Minnie Sklar)

The Dror Weinberg Award for Outstanding Service to Israel *(Endowed by his family)*

The following awards are available to be endowed for the 2008 High School Graduation:

The Award for Excellence in the Study of Halakhat
The Award for Excellence in Physics
The Award for Excellence in Social Studies
The Award for Midot Tovot

The Award for Excellence in Science
The Award for Excellence in Chemistry
The Award for Outstanding Sportsmanship

To endow an Award or for more information please contact Mervyn Myers, Development Director, phone 410- 358-8419, fax 410-358-4229 or email: myersm@yrambam.org.

