

תפארת גדליה



YGW

Out-of-Town Student Handbook

Girls OSP Program

— 2018-2019 —

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INTRODUCTION

This handbook is designed to acquaint out-of-town families and students with the Yeshiva of Greater Washington-Tiferes Gedaliah (YGW). It provides the guiding principles by which YGW's Out-of-Town Student Program (OSP) operates and clarifies the expectations of our students. This handbook's purpose is to foster an educational environment that is conducive to the religious, intellectual, and emotional growth of students.

MISSION STATEMENT

The Yeshiva of Greater Washington-Tiferes Gedaliah's mission is to root each student in Torah, plant a passion for learning, and prepare them for life.

VISION STATEMENTS

- We emphasize the primacy of Torah while providing a high-quality general studies education.
- We develop each student's strengths through a close student/teacher relationship to provide the skills to succeed personally, professionally, and communally.
- We serve as a center of Torah learning for the Greater Washington Jewish Community.

ABOUT THE PARTICIPANTS

About the Students in the program

The program is open to students in grades nine through twelve. The goal of the program is to attract out-of-town students who will contribute positively to the religious, academic, and social atmosphere of YGW.

There are many factors that affect a student's success in the program. While all Out-of-Town (OOT) students can require time to fully adjust to a new school and/or new living arrangement, below are some indicators that we look for when screening students:

- a. Students who are positively committed to academic, religious, and personal growth.
- b. Students with the ability to integrate (socially, academically, and religiously) with the students in their grade in particular and with the students in the school in general.
- c. Students whose educational needs can be met by the school.
- d. Students who are emotionally stable.
- e. Students who agree to abide by the rules stated in this handbook.

As our screening process is critical to the success of the program, inaccurate information on the application may be grounds for expulsion.

About the Host Families in the Program

Host families are selected based on their ability to meet the needs of our students. From a physical perspective, host families provide a safe home, nutritious food, and access to other basic needs. From a *chinuch* perspective, host families provide stability, guidance, and social support in a Torah observant household.

When matching a student with a host family, the OSP Manager tries to complement the personality of the individual student and find the home that can best accommodate their specific needs. Toward that end, host families will be advised of any special educational or personal needs of the student that are relevant to the boarding situation. Hosts also serve as representatives of YGW. They reinforce YGW's regulations outside of school hours and, when necessary, bring violations of school policies to the attention of the administration.

In general, the goal is to select homes that provide a warm, caring environment and which are able to integrate the student into the family and its activities. Many OOT students form close ties with their host families and keep in touch long after they have graduated.

About the Out-of-Town Student Program Manager

The OSP Manager is YGW's administrator for the Out-of-Town Student Program. They are responsible for coordinating communications between parties, working with the OOT students, solving issues that arise, helping the Menahel enforce policy when needed, and overseeing the Host Families and OOT Students.

In general, they are the main point of contact for Host Parents, OOT students, and their parents.

FINANCIAL OBLIGATIONS

Tuition and Fees

Tuition and fees are separate and above all costs related to housing. All YGW families sign a tuition agreement that outlines their obligation as part of the admissions process. Housing and transportation costs are not a consideration in determining financial aid.

Boarding Fee

The host family provides the student with room and full board. The room and board fee for the 2018-2019 school year is \$5,000. The room and board fee is paid directly to the host family.

Payments may be made in one lump sum at the beginning of the school year or by providing post-dated checks, dated on or about the first day of each month of the school year, September through June.

If a student withdraws from the school or moves to another boarding home during the school year, the boarding payments will be pro-rated in full month increments. For the purposes of this calculation, a month is defined as any month where the student resided in the host family home for three or more calendar days.

If the host family has a problem with a payment and after trying to resolve with the OOT student's family, they should notify the OSP Manager, as soon as possible. YGW reserves the right to intervene on behalf of the host family and may withhold student report cards, transcripts, diplomas and/or remove the student from the school if the parent's financial obligations to the host family are not met.

Security Deposit

Parents are required to maintain a deposit of at least \$500 with the host family, for use for unexpected expenses that are the responsibility of the parents – e.g., an unexpected trip home, medical care not covered by insurance. This amount must be maintained throughout the year. If the student has their own credit card for these contingencies, the security deposit is not necessary.

Spending Money

The student's parents are responsible for spending money for all entertainment, supplementary snacks and eating out, dry-cleaning, and occasional transportation needs.

Some school field trips are already included in the student fee. Fees for other activities, such as Shabbaton, ski trip, etc., and the round-trip, door-to-door costs of visits home are the responsibility of the student's parents.

GENERAL LIVING ARRANGEMENTS

The host family will provide the OOT student with a clean semi-private room, with their own bed, personal storage space, desk in quiet area suitable for studying, and access to common living areas.

Any questions or concerns about the general living arrangements outlined below should be directed to the OSP Manager.

Student's Room

OOT Students will have their own bed and may have one or more roommates.

Students are expected to keep their room in neat condition with the floor clear of clutter and make their beds daily. The students are expected to turn off all lights and electronic equipment in their room when not in use.

The student should consult the host family before affixing anything to the walls or doors or rearranging furniture. All wall decorations (i.e. posters, calendars and pictures of any sort) should be in good taste and reflective of the goals and values of YGW and the host family.

The host family may conduct brief periodic inspections to determine that the room is being kept in order.

Supplies

Students are required to supply the following personal items:

- Two complete sets of linens(including bottom sheets, top sheets or duvet covers, pillowcases) and a comforter or blanket;
- Towels - at least two of each size used;
- Shampoo and other hair supplies;
- Soap and other bath/shower supplies;
- Toothpaste, toothbrush, and mouthwash;
- Combs and brushes;
- Laundry detergent and other laundry supplies;
- Laundry bag/basket;

- Bathrobe;
- Alarm clock or clock radio;
- School supplies, such as binders, notebooks, paper, pens and pencils; and
- Prescription medications and/or any over-the-counter medications taken on a frequent basis.

Students are responsible to replenish supplies as needed.

Common Areas

Students must adhere to the host family's guidelines when using the kitchen, dining room, or other "public" areas of the house for study or other activities. The student's personal belongings should not be left in those areas, and the student should always clean up after themselves and turn off the lights and other equipment if they are the last one to leave the room.

Appliances

Students are expected to do their own laundry, including linens and towels. The host family will arrange a mutually convenient time to use the washer and dryer. Some families find it helpful to assign a particular day or days when the OOT student may use the machines and the student should plan accordingly.

Parents should send enough clothing so that the student does not need to do more than one white and one dark load per week. The student should take clean laundry to their room as soon as possible and put it away promptly in drawers or closets. Laundry baskets belonging to the host family should not be used to store the student's clothes or other property.

Telephone

To ensure that they have time to complete school assignments and get sufficient sleep, students should be discouraged from making or receiving phone calls after 11:00 pm.

Cell Phones and Computer Access

Each out-of-town student must give the OSP Manager their cell phone number. (See form at the end of this handbook.) This number will be shared only with the OSP Manager and designated office staff.

Although in many ways it is beneficial for an OOT student to have a cell phone, YGW encourages all parents to change their child's cell phone to a "no frills" model – i.e., no internet access, games, or other entertainment features. All of these accessories may be distracting and even dangerous. We also recommend strongly that parents set limits and monitor usage.

See Student & Parent Handbook for in-school phone regulations.

All computer use is governed by the policies in the Student Handbook, and intended for doing school work. Students who wish to have a laptop, tablet, or personal computer in their room must get prior permission from the Menahel in writing.

While the many benefits and conveniences of internet usage are indisputable, we cannot ignore the fact that the internet also brings a host of inappropriate messages, images, and opportunities into our homes. We caution all parents, students, and hosts that the use of the internet today must be highly selective and carefully monitored.

Other Electronics

Television

We discourage all students from watching TV. We strongly encourage a positive interaction between students and families which is diminished when students spend too much time in their rooms or on electronic devices. This is an area where usage should be monitored.

In general, videos rated G or PG are acceptable. PG-13 videos should be chosen carefully (See Prohibited Behaviors section for further guidance on ratings).

Music

MP3 players are permitted, but may only be used to play music that does not disturb other members of the household and is deemed appropriate by YGW (i.e. ones without inappropriate lyrics or language). We recommend Jewish music, as well as classical or other instrumental music.

When Hosts are Away

Students may not stay at the boarding home if the host parents are away overnight – even if the family's own children are staying - unless there is a responsible adult present. Likewise, OOT students may not stay at anyone else's home unless a parent or responsible adult is present. For purposes of this policy, YGW defines the responsible adult as an individual at least 25 years of age and the same gender as the student or a married couple over the age of 25.

If the OOT student cannot stay in the house for any period of time, the hosts should coordinate alternative arrangements with the student and should notify the parents and the OSP Manager as soon as possible. If they prefer, OSP students can request/suggest alternate arrangements. The hosts or student may call on the OSP Manager for suggestions.

STUDENT LIFE

The social conduct and appearance of the student is expected to reflect the values of YGW. Any social activity inconsistent with those values, as outlined in the Student & Parent Handbook, is prohibited.

Privacy

The host family and the student should respect each other's privacy. Members of the host family should always knock on the student's door before entering. The student's quarters are off limits to the family's children unless the children are invited in by the student. The family's bedrooms are off limits to the student unless the student is invited in.

In accordance with the laws of Shmiras Haloshon (guarding one's tongue), both students and hosts are entitled to expect that their family relationships, living habits, personal attributes, etc., will not be discussed with "outsiders." If the host family has concerns about the student's wellbeing, or the housing arrangement, they should discuss it with the OSP Manager. Likewise, if the student has concerns, they should consult the OSP Manager or an administrator.

Madricha

To enrich the experience of our OOT students, YGW has Madrichos (about 1 for every 10 students). The role of a Madricha is to help facilitate the participants' experience by acting as a resource, role model, counselor, and friend. The Madrichos are also responsible for creating monthly programming for the students outside of school hours

Family Activities

Our goal is to integrate the student into her host family, in order to facilitate stability and create a relationship where the student is open to the guidance and support of her host parents. To this end, whenever possible, the host family should invite the student to join in its activities while school is in session.

When it is not feasible to include the student, the host family should inform them in advance and discuss what alternative arrangements will be mutually acceptable. Likewise, if the student does not wish to participate in a family activity, the family and the student should discuss alternative plans, as needed.

The student should expect to do a daily "chore" (such as setting the table), if this is the family practice for its own children. Students should also help with family preparations for Shabbos or Yom Tov as needed.

Babysitting

Hosts may ask the OOT student to babysit for brief periods of time, such as when the host must drive a carpool. However, if the OOT student is asked to babysit for longer periods of time, they should (1) have the right to decline the "job" and (2) be compensated at the going rate for babysitters of the same age in the community.

Dress Code

All students are expected to adhere to the school dress code, which may be found in the Student Handbook, while at school or school activities.

In addition, OOT students, while not required to wear their "uniforms" at other times, are expected to adhere to the guidelines of the dress code at all times when in public.

At the boarding home, students may dress more casually, but always according to the halachos of *tznius* (modesty) and in a fashion acceptable to the host family. The student must also dress appropriately on Shabbos, within the framework of the school dress code, both in and out of the house.

Social Activities

While OOT students are living locally, YGW has a responsibility for supervising them at all times. As such, YGW sets expectations for these students out of school.

Required Events

OOT students are required to attend all school activities, unless specifically excused by the OSP Manager. School activities include extra-curricular programs, school trips, Shabbaton, *mesibos*, etc.

Prohibited Behaviors

Couples or group dating, co-ed parties, and fraternization of any kind, - including telephone calls, texting, and or e-mail, - are prohibited. Any fraternization will be dealt with by the administration with the student, and their parents will be notified of the sanctions applied. In cases of extreme or repeated violations, the student will be expelled from YGW.

Students may not participate in any gatherings at which drugs or alcohol are served, with the exception of community or family occasions where alcohol might be used for Kiddush or a L'chaim.

Use of alcoholic beverages (except for a minute amount for kiddush) and smoking are prohibited. Use or possession of illegal substances will result in immediate expulsion from YGW.

Students - even those 17 and older - may not attend or view NC-17, X, or R-rated movies, videos, or DVD's. PG-13 movies should be chosen carefully, in consultation with the host family and parents. YGW may restrict the frequency of the student's movie viewing if it is impacting their educational or religious growth.

Students may not eat at the local kosher pizza shops (including Baltimore) on *motzei Shabbos*, due to the co-ed clientele common at that time without their host parents. Students may purchase take-out food to eat elsewhere.

Curfews

Aside from YGW Programming, curfew for 9th and 10th grade is 9:30pm and for 11th and 12th grade is 10:15pm on all nights but Saturday. All students must be at the host house, or alternative location if arrangements have been made, for the night by this time. On Saturday nights, the curfew is midnight. If an exception must be made, the hosts should consult the OOT student's parents and notify the OSP Manager.

After sunset, OOT students are not permitted to go out by themselves including to the Westfield Mall in Wheaton or the City Place area in downtown Silver Spring.

Inviting Friends Over

YGW encourages OOT students to develop friendships with their fellow students and encourages them to invite visitors to their local home. However, each host family has different abilities to accommodate friends. The student must ask permission from the host family before inviting a friend over, and as a matter of consideration, should ask well in advance before inviting a friend for a meal or to sleep over on Shabbos.

MEALS AND FOOD

Teenagers often need more calories than adults to meet their nutritional needs and maintain energy throughout the day. The host family is responsible for providing three nutritious meals daily, plus reasonable snacks.

The student should inform the hosts promptly when cereal, lunch supplies, snacks, or other food supplies are running low. A household shopping list to which the student can add requests should be considered for this purpose.

If there are any special dietary needs (e.g., food allergies, Cholov Yisroel, vegetarian, etc.), the parents should let the OSP Manager know during the placement process to ensure placement with a compatible family.

The host family is responsible for providing the necessary provisions for lunches. The host family should discuss lunch preferences with the student and try to provide healthy foods that the OOT student likes, in reasonable quantities. A typical lunch would consist of a sandwich or other protein food, a boxed or bottled drink, fruit, and a snack, such as chips, granola bars, crackers, etc.

The student should communicate with the host family in a timely manner before missing meals at home, particularly if she will be away for Shabbos.

Breakfast

Girls are expected to eat breakfast at home.

Lunch

The OOT student is expected to prepare their own lunch to take to school. The host family should familiarize the student with their kitchen procedures. The student should abide by all "kitchen rules" and should clean up after themselves promptly.

The Student Council sometimes offers lunches for sale, such as pizza. If the OOT student chooses to buy a lunch in school, they must pay for it out of their personal spending money. However, if the host family asks the OOT student to buy lunch, the hosts should pay for it.

Dinner

Generally, the student will eat dinner with the host family. If their dinner schedules are incompatible, the host family should make sure that dinner is available for the student at a reasonable time and the student should clean up after they are finished eating. As a general rule, supper should consist of a protein food (e.g., chicken, fish, eggs, dairy products), a starch (e.g., potatoes, rice, pasta), and a vegetable or salad.

Snacks

The host family should supply fruit, juice, and inexpensive snack foods (chips, cookies, crackers) in reasonable quantities on a regular basis for the student to "nosh" on at home. The student should be considerate about the amounts of snacks they take. Guidelines should be established when the student first arrives that defines appropriate access to food in the refrigerator and cabinets.

Shabbos Meals

We suggest that the OOT student spend at least two out of four Shabbosos with the host family and should be included, whenever possible, when the family is invited out for a Shabbos meal. This gives the family and student a chance to establish a fuller relationship, and also prevents the student from becoming exhausted from frequent trips.

If the OOT student does not spend Shabbos with the family for any reason, the hosts and student should coordinate alternative arrangements and should notify the parents and the OSP Manager.

Kashrus

The student should carefully abide by the kashrus arrangements of the house (e.g., which items and surfaces are milchig/fleischig/parve). The host family may set restrictions as to what areas of the house are acceptable for eating. The student must abide by the hosts' wishes, even when eating food they purchased.

Any food brought into the boarding home by the student must meet the kashrus standards of both the host family and YGW. See The Student Handbook YGW's kashrus policy. Should a kashrus question arise, please contact Rabbi Binyamin Sanders at the main office, 301-962-5111, ext. 1510.

MEDICAL CARE

Forms

Parents of OOT students must provide YGW with a notarized EMERGENCY MEDICAL FORM before the student settles into their host house, including a copy of both sides of their health insurance cards. Students who do not have the form will not be allowed to attend YGW. This form is a notarized legal document authorizing YGW to procure medical care for the student. YGW will give a copy of this form to the host family, with a letter naming the hosts as agents of YGW for this purpose.

The student should also carry a copy of their insurance card with them at all times. If their insurance is not accepted locally, the student should have a credit card (or number) or extra cash on hand to cover the cost of an office visit or prescribed medication. The host's "security deposit" (see Security Deposit section above) may be used for this purpose.

Coverage

Parents should check their Insurance policy and make provisions for the student's medical care while the student is in school. It is the obligation of the student's parents to research which doctors and hospitals in the Silver Spring area accept their plan, and inform YGW and the host family prior to the school year.

If there are no restrictions on providers, the host family can elect to use either their family physician or the physicians who serve YGW on a regular basis.

While the student's parents bear the financial and legal responsibility for medical care, it is the duty of the host family to ensure prompt access to any required medical care the student needs.

Notifications

The host family must notify the the OSP Manager and the student's parents in the event of any medical emergency.

If the student becomes ill during the school day, the school or student will notify the host family and parents.

If the student feels she needs to stay home sick for all or part of the day, she must notify the OSP Manager, her hosts, her parents and contact Mrs. Lombardo in the office [alombardo@yeshiva.edu or 301-962-5111 ext. 1500] before classes begin. Please note that contacting the OSP Manager does not

ensure that the absence is excused. That determination will be made by the Menahel and will depend on the circumstances.

If a host parent has reason to believe that the student is not ill, they should notify the OSP Manager as soon as possible.

Medications

To receive medication, the student must provide YGW with a signed STUDENT INFORMATION & PERMISSION SLIP for over the counter medications, and a PERMISSION TO ADMINISTER PRESCRIBED MEDICATION FORM for each prescription medication to be dispensed. YGW will provide copies of these forms to the host family for their knowledge. These forms will cover the student if they must take prescription medication during school hours as well.

Any concerns by the Host Family about the student's health or use of any medications should be brought to the attention of the student's parents or the OSP Manager.

For your child's safety, please give the school this information promptly. The school is prohibited by law from dispensing prescription medications without the written consent of the parent and the prescribing physician.

TRANSPORTATION

Cars

As a general rule, OOT students are not allowed to have their own cars while attending YGW. In rare circumstances, an exception may be made by the Menahel. Per the Student & Parent Handbook, all approved student drivers must complete and submit a signed STUDENT DRIVER CONTRACT to the school office.

Travel to School

The host family is responsible for providing safe and reliable transportation to and from school. The OOT student is required to take YGW bussing whenever it exists (e.g. Baltimore van, Kemp Mill bus, etc.). Ideally, the student should be part of a carpool.

It is the student's responsibility to wake up and get to school on time. If the student misses their carpool or bus due to their negligence, it is their responsibility to find another ride, including paying for a taxicab, if necessary. The host family may help, of course, by providing phone numbers, etc. If there are circumstances beyond the student's control (e.g., a power outage), the host family should help the student get to school as soon as possible.

Travel to School Activities and Auxiliary Educational Needs

OOT students are required to attend all school activities, unless excused by the Menahel. If this poses a financial problem, the parents should speak to the OSP Manager or the Menahel.

Transportation to school activities is treated the same as access to school, and the responsibility of the host family.

The host family should also provide or arrange transportation for the student to go to the public library, dry cleaner, or to purchase school supplies. The student, in turn, should make every effort to coordinate such trips with minimum inconvenience to the host family.

Transportation for other OOT student activities will be arranged by the OSP Manager or madricha.

Travel to Non-School Activities

Host families are not obligated to provide transportation to non-school activities, although they should attempt to be helpful, as they would for other family members.

Please note that YGW staff is not responsible for driving students to non-school activities.

Travel Related to Health Care

If the student is ill or injured and needs to see a doctor, the host family is responsible for providing safe and reliable transportation.

If the student requires ongoing medical appointments, the student's parents must arrange and pay for transportation to and from the practitioner.

If a student stays home part of the day due to illness, they should coordinate about transportation with the host family and the OSP Manager when they are able to come to school. An OOT student who stays home sick may not leave the boarding home during the day, even if they are feeling better, except to go to school.

STUDENT TRAVEL

OOT students that want to go out of Silver Spring, including Baltimore, must clear their plans with their parents, the host family, and get prior permission from the OSP Manager.

In addition, an out-of-town student who wishes to go out of state must also have written permission from their parent. The student's parent must confirm her permission to the OSP Manager no later than 24 hours prior to departure, or the student will not be allowed to travel. Parents may provide their permission by email.

If the host parent has concerns about the student's destination, travel arrangements, the suitability of the student's plans or is aware that their OOT student is going or has gone out of state without notification, they must contact the OSP Manager.

Trips Home

For all trips home – whether for Shabbos, Yom Tov, school vacations, or personal matters - arrangements and payment for transportation door to door, are the responsibility of the student and their parents. OOT students may not rely on other students to provide transportation during school hours.

Students are permitted to travel home for Yomim Tovim and other school holidays [see Travel Calendar]. Parents should notify the OSP Manager if their child is **NOT** going home for a school break and confirm their alternative plans. It is assumed that students will NOT stay at the host home during vacations.

Attendance

Please see the Student Handbook for YGW Attendance Policies and the YGW Girls OSP Calendar for travel dates.

YGW reserves the right to decide that, for educational reasons, the student should not leave school. Any travel undertaken without the express consent and approval of the YGW administration is prohibited and may lead to disciplinary action.

COMMUNICATION AMONG ALL PARTIES

When a student lives away from home, it is essential that the adults involved in their care work together in the best interests of the child. Open lines of communication should be maintained between the school, the host family, the student, and the student's parents. There is a baseline understanding that all communication about the student is confidential and their privacy should be respected at all times by all parties.

It is expected that parents of boarding students and host parents speak on the phone, or in person, every two weeks at a minimum, and monthly with the OSP Manager.

The suggested agenda for such conversations is as follows:

- Are all the students needs being met?
- How is the food situation?
- How is she doing in school?
- How is her living quarters working out?
- How are things working out with the student's roommate?
- How is transportation to/from school working out? How about around town?
- How is the student interacting with and integrating with the host family?
- What are the students and host's travel plans?
- Is the student having any difficulty in any other area?

Other communication, such as text messaging should be limited. This is especially important should any conflict arise. Under no circumstances should any information about any student, family, or host family be discussed in social media, including Facebook, WhatsApp, or any group chats. Any issues that arise should be brought to the OSP Manager, who will work with all parties to resolve the conflict directly.

Communications regarding the student's academic and behavioral progress will be sent directly to the parents. We strongly suggest, however, that parents view the hosts as partners with whom they can share academic, disciplinary, and social concerns, on a confidential basis. Hosts should, in turn, be prepared to help the student succeed in these areas while at YGW.

Hosts should bring concerns about the student's progress or adjustment to the attention of the parents and/or the OSP Manager. Hosts should also notify the administration at once if they become aware of infractions of YGW policies by their OOT student. Quick intervention can often prevent problems from escalating.

If there is a need for clarification of school policies on any issue, hosts, parents, and students should not hesitate to consult the OSP Manager.

Keeping Hosts Informed

The student must keep their host parents informed of their whereabouts at all times. The student must ask permission before going out and must let them know where they are going, with whom, how they are getting there, and when they expect to be home. If the student's plans change while they are out, they must check in with the host parents to approve the new arrangements. (See also Shabbos Plans section)

Shabbos Plans

OOT students are assumed to be eating meals with their host families on Shabbos when they are in the community. Alternate Shabbos meal plans should be communicated to hosts no later than Thursday evening.

ADDENDUM

My child, _____ has my permission to bring the following items to school while attending the Yeshiva of Greater Washington - Tiferes Gedaliah:

(Check all that apply)

_____ Cellular phone: Phone # _____

_____ Laptop computer (Requires pre-approval for educational purposes)

If I need to contact my child in school, I will call the school office.

NAME OF PARENT: _____

Parent's signature

Date

Please return this form to the Yeshiva office before the first day of school

תפארת גדליה



Passion for Learning
PREPARATION FOR LIFE

YESHIVA OF GREATER WASHINGTON – TIFERES GEDALIAH

BOYS DIVISION ■ YESHIVA GEDOLAH ■ KOLLEL

1216 ARCOLA AVENUE, SILVER SPRING, MD 20902

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GIRLS DIVISION ■ ADMINISTRATIVE DIVISION

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