

תפארת גדליה



YGW

# Talmid & Parent Handbook

*Boys Division*

— 2017-2018 —

## **Yeshiva of Greater Washington – Tiferes Gedaliah**

### **MISSION STATEMENT**

*We 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.

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# INTRODUCTION

Thank you for trusting us with the great mitzvah of educating your child. We are honored to serve the community and we take this responsibility very seriously.

This handbook is designed to acquaint families with the Yeshiva of Greater Washington – Tiferes Gedaliah (YGW). It provides the guiding principles by which YGW operates and clarifies the expectations of our students. Its purpose is to foster an educational environment that is conducive to the religious, intellectual, and emotional growth of students.

Students are expected to comply with the policies and meet or exceed the expectations as outlined. When students do not meet these expectations, this handbook lays out the procedures by which we will address the breach with the student. In some cases, the consequences are outlined. In others, the faculty and administration are required to exercise judgment.

In all cases our goal is to successfully teach each student. Any exceptions that may be made to a policy are to help the affected students internalize the lesson and/or to protect their dignity. These exceptions do not negate the relevant policy. They are core to good education.

Please keep in mind, this handbook is neither a contract nor a legal document. In addition, no handbook can anticipate every circumstance. As YGW continues to fulfill its mission, the needs of the school may change accordingly. The administration reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time. These changes will be communicated in writing as soon as possible after the decision is made. However, the school may act in a fashion consistent with the needs of the students, as it deems appropriate.

## BOYS DIVISION GUIDING PRINCIPLES

### Guiding Principles

- 1) Daas Torah guides all our philosophies, goals, and operational guidelines
- 2) We nurture each individual to fulfill his potential by inspiring the heart, mind, and soul of every talmid
- 3) We are committed to excellence in Judaic and General Studies education

### Expected Results of the YGW Experience

- 1) To live a life guided by Torah
  - To be committed to fulfilling the code of Jewish law
  - To be committed to Torah learning as a life-long pursuit
- 2) To be a Mensch (a person of good character)
  - To deal with the world with Derech Eretz - respect, honesty and integrity
  - To develop a strong sense of self without arrogance
  - To show gratitude to Hashem and others
- 3) To be a well-balanced and well-educated talmid in both Judaic and General studies
  - To aspire to higher education in both Torah and General studies and the ability to choose where to continue their education



	GRADES 9 - 12	7:45 AM - 6:20PM
	During the winter months, talmidim will daven Maariv. Dismissal at 6:40	
Thursday:	GRADES 7 - 8	7:45 AM - 5:31 PM
	Night Seder	5:45 PM - 6:30 PM
	GRADES 9 - 12	7:45 AM - 6:20 PM
	Night Seder	6:40 PM - 7:30 PM
	During the winter months, talmidim will daven Maariv. Dismissal at 7:40	
Friday	GRADES 7 - 8	7:45 AM - 1:00PM
	GRADES 9 - 12	7:45 AM - 12NOON
Sunday:	GRADES 7-12	7:45 AM - 12:30PM

## Academic Calendar

The academic calendar is based on a two-semester system, with the first semester ending in late January and the second ending in June. Although interim grades may be calculated at mid-semester to assess talmid progress, "quarters" have no status as grading units. The grade for the semester will thus be calculated to include all work covered during the semester. At the end of the third quarter, progress reports will be sent out to all students who are having difficulties or have significantly improved.

The school calendar is planned so that the winter vacation will coincide with the end of the first semester after final exams. A vacation at this time affords talmidim a true break from academic pressures and allows them to return refreshed to begin the new semester.

## COMMUNICATION

The school office is open from 8:45 AM - 6:30 PM Monday – Thursday with the office staff on break from 1:05-1:50pm when they will check voicemail for messages. If there is an emergency during this time, please contact the Menahel. On Sundays the office is open 8:30 AM – 12:30 PM and on Fridays from 8:45-1:00pm. Parents are always welcome to call YGW with their comments and concerns. We actively seek every opportunity to improve your son's educational experience. The office staff is often able to answer your questions, so please begin by calling the main line. If they are unable to provide answers to your questions, please leave a detailed message in the appropriate voice mail box. Each teacher and administrator has a voicemail box where you can leave messages. Our staff is asked to return all calls within two school days.

Our voice mail system, in addition to providing direct lines to teachers, enables us to post notices and frequently needed information on easily accessible voicemail boxes.

As most families have access to electronic mail (e-mail), we regularly make use of that medium. Please provide YGW with your e-mail addresses in order to get important communications from us.

Carpool and other talmid messages will be taken and distributed as quickly as possible. (Note: It is always best if parents contact the carpool driver to inform him/her of any changes, in the event that the talmid does not receive the message.)

It is vital that parents communicate with the menahel or principal about any circumstances that may affect their child's performance or behavior in school. Illness or medical testing (for the child or a family member), a change in the parents' marital status, other family crises or ongoing situations, the death of a family member or friend - even a major family *Simcha* - can all affect a talmid's ability to perform. Please let us know of *anything* in your child's life that may affect him.

If a parent has a specific classroom related concern, the teacher should be contacted first through their YGW voicemail or email. If necessary, additional communication should be directed to the appropriate administrator.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are held after the first report cards, with a second conference towards the end of the third quarter. If the faculty feels that there is a need to meet with parents at other times concerning a talmid's progress, the parents will be contacted.

## **Progress Reports**

Progress Reports may be sent home by the teacher at any time between report cards to communicate to parents about the talmid's academic and/or behavioral progress. Progress Reports may also serve as official notice to parents that the talmid is in danger of failing the course or dropping one or more letter grades for the semester. Talmidim who are earning a grade below a "C" should expect to get a progress report at the end of the third quarter.

Talmidim who pass (D and above) all courses progress from grade to grade. If a High School talmid fails a major course (i.e., Talmud, Chumash, English, Math, Hebrew, Science or History) he needs to make it up in summer school, or repeat the course the next year. Failed Judaic courses will be made up via school approved summer remedial work.

## **Confidentiality**

One of the guiding principles of YGW is the development of each individual student. From time to time, when issues arise, the staff is trained to focus first and foremost on the best way to educate the student(s) involved. To achieve this goal a core consideration must be to protect the dignity of each child.

We appreciate our partnership with the parents and know we must do what we can to foster trust with our partners. When there are concerns that could affect the student body as a whole, we will not hesitate to communicate in a timely manner. However, we hope that our parents will understand that in matters that are unlikely to affect other students, we will err on the side of respecting each individual student's privacy and dignity.

## **Emergency Notifications**

YGW utilizes an automated emergency notification system. It is the parents' responsibility to provide at least one type of current emergency contact information in the system, and they are encouraged to provide cell phone, home phone, and home email contact information. In a true emergency, the system will call, text and email information simultaneously.

## **Inclement Weather**

At times, emergencies such as severe weather, power failures, or other dangerous conditions or disturbances may disrupt YGW operations and may require the campus to close.

YGW formulates an independent policy on school closings, delayed openings and early dismissals. Schedule changes will also be announced on the school website ([www.yeshiva.edu](http://www.yeshiva.edu)), the school voice mail system, 301-649-7077, option 4, and the emergency notification system. Decisions are generally communicated or posted by 6:00 AM.

## **ACADEMIC PROGRAMS**

### **Admissions Procedure**

To apply for admission, the prospective talmid must submit the following:

- a completed Application for Admission form
- an Applicant Evaluation from the previous Menahel
- \$100 application fee
- Transcript or report cards for the last two years
- results of any applicable educational or psychological testing

After an application is received, personal interviews with the Menahel, which includes a bechina, and the General Studies Principal are scheduled.

A standardized entrance examination is given on the day of the interviews.

A talmid will be admitted to YGW if he is motivated, can perform satisfactorily, and is committed to the goals and ideals of our yeshiva.

If talmidim are not at grade level in all subject areas, tutoring, and summer arrangements may be required to accommodate individual needs.

Upon acceptance, parents must submit a signed Tuition Contract.

After acceptance, final talmid records will be requested from the last school the applicant attended.

Tuition assistance is available to families with demonstrated need. Requests for tuition assistance must be made in writing by submitting a Tuition Assistance Application, with the required documentation of the family's financial resources. Requests will be reviewed confidentially by an independent committee. The Business Manager acts as the liaison between parents and the tuition assistance committee.

## High School Program

YGW's dual-track high school program is geared to preparing talmidim to live as fully committed observant Jews both within the *klal* (Jewish community) and in the secular world. After completing the intensive religious and general studies programs, talmidim are prepared to continue learning in yeshivos in Israel or elsewhere and in the finest colleges.

## Middle School Program

YGW's Middle School program for grades 7 and 8 is geared specifically to the needs of that age group with special extra-curricular activities, and study skills training.

## Graduation Requirements

Religious studies are an integral part of YGW's educational program. All talmidim are required to take the full Judaic curriculum while attending YGW. Talmidim must receive full credit (passing grades) for four years of Talmud and Chumash in order to graduate. Any talmid who fails a core curriculum course in Judaic (Talmud or Chumash) or general studies may be required to take an approved remedial course in the summer. Talmidim are assigned to classes according to skill levels.

High School talmidim are required to take at least 21 credits. A minimum of one hundred twenty (120) clock hours constitute one full credit. The afternoon consists of grade-level classes in: English, History, Ivrit, Math, Science, and Jewish History. With the approval of the General Studies principal, boys may take four classes and a proctored study hall. The minimum course requirements by department are:

<b>English</b>	<b>4 credits</b>
<b>Mathematics</b>	<b>3 credits</b>
<b>Science</b>	<b>3 credits</b>
<b>History (including 1 US history)</b>	<b>3 credits</b>

In addition, YGW recommends that talmidim continue their Modern Hebrew Language study all through high school and also take a fourth year of mathematics. Talmidim taking the Honors Second Seder learning program have one History credit waived.

Talmidim receive guidance each year on their schedules from the General Studies Principal, and each schedule is made with the college admissions process in mind. All schedules are approved by the General Studies Principal.

Colleges are interested in the talmid who selects the most demanding courses and seeks to learn beyond the minimum requirements. Administrators and teachers work with talmidim during their years at YGW to prepare them for the rigorous competition of college. YGW administers the PSAT to all 10<sup>th</sup> and 11<sup>th</sup> grade talmidim. We recommend that all talmidim take the SAT or ACT exams in the spring of their junior year and, if needed, again during their senior year. Advanced Placement (AP) exams may be recommended after consultation with the General Studies Principal. CLEP exams and dual credit options are also available for motivated students.

## **Judaic Studies**

The ultimate goal of a Torah education goes beyond the accumulation of knowledge. It is a total learning experience designed to penetrate not only the mind but also the heart and soul. Growth can only be measured by the degree of personal commitment to Torah values and how these ideals become an integral part of the talmid's personality and life. A curriculum can only outline the methods and tools used in this process of growth, but it cannot capture the totality of a Torah learning experience.

The Honors Credit distinction has been expanded to include those talmidim in designated honors classes. Talmidim enrolled in these courses will receive a weighted course credit. Also, Gemara classes that are taught over multiple periods will earn additional credit hours to reflect the additional time spent in class.

In order to reflect the dual course load our talmidim carry, *Judaic studies grades appear on the talmid's transcript and are computed with General Studies grades into the cumulative GPA, which will appear on the talmid's transcript.*

## **Honors Talmud Program**

YGW offers an Honors Talmud Program in all High School grades for talmidim who wish to enroll in this optional program. The program is geared for talmidim who have a desire to take on more Torah learning.

In addition to the standard Limudei Kodesh program, talmidim in this program will participate in:

- *Extended Bekiyus*, where they will study other perakim in Sotah with Rabbi Kasierer or Rabbi Milikowsky.
- *Extra Night Seder on Monday and Thursday evenings from 8:00-9:30pm*. Note - talmidim may stay or go home between 6:20 and 8:00 pm. An optional dinner will be available to talmidim staying on campus during the break for a small fee.
- *YGW In-Shabbos Program*, Talmidim will be expected to be in Kemp Mill and Daven at YGW per the Honors program calendar. These Shabboses will include shiurim, and meals with various Rabbeim.
- *Extra Study on Sunday*, the talmidim will have a special shiur from 12:30 until 1:45pm, followed by Mincha.
- *Special shiurim* on various topics
- *To continue participation in this program*, talmidim must maintain a B average in their General Studies classes.

## Course Offerings

### Judaic Studies Course Offerings

Gemara Iyun	Gemara Bekiyus
Chumash	Ethics
Contemporary Issues	Mishnah
Dinim	Navi
Hashkafa	Parshas Hashavuah

### General Studies Course Offerings

Virtually all High School classes have an Honors option

Grade 7  
In Literature and Language Arts I  
Global Studies I  
Hebrew Language  
Life Science  
Pre-Algebra I or Pre-Algebra II  
Computer Applications

Grade 8  
Literature and Language Arts II  
Global Studies II  
Hebrew Language  
Physical Science  
Pre-Algebra II or Algebra I  
Jewish History

Grade 9  
World and American Literature  
US History I  
Hebrew Language  
Biology  
Algebra I or Geometry  
Jewish History

Grade 10  
American Literature  
U.S. History II (AP opt.)  
Hebrew Language  
Chemistry  
Geometry or Hon. Algebra II  
Jewish History

Grade 11/12  
British Literature (AP opt.)  
European History (AP opt.)  
Physics (AP opt.)  
Algebra II or Pre-Calculus or Calculus II  
Jewish History

### **Advanced Credits**

Talmidim have the option of earning college credit for most of their higher-level courses under the auspices of Washington Adventist University (WAU), through C.L.E.P. (College Level Examination Program) examinations, or through the Advanced Placement (AP) exams program. AP courses are taught on an advanced level, as determined by the Educational Testing Service, Princeton, NJ. WAU examines the course content and teacher credentials of our WAU courses to ascertain that they correspond to courses offered in their catalog. YGW reserves the right to determine who can take courses for WAU or AP credit. Generally a "B" average in grades 9-11 is required to qualify. Talmidim who have completed eligible courses or done self-study, may arrange to take C.L.E.P. tests on site at YGW. The General Studies Principal provides guidance on earning credits for college.

### **Drop/Add Procedure**

Talmidim who wish to add and/or drop a course must obtain a DROP/ADD FORM from the school office and have it signed by the parent, the teacher, the department head (if applicable) and the Menahel or General Studies principal, as appropriate.

In general, talmidim may drop or add a course without penalty during the first twenty school days of the semester. If a course is dropped later it may be so designated on report cards and transcripts.

### **Textbooks**

General Studies textbooks are the property of the school. They are distributed at the beginning of the school year and are collected before each final exam. Talmidim are responsible for keeping all textbooks in good condition. Any missing or damaged books are the financial responsibility of each talmid's family. Report cards and transcripts may be withheld until this financial obligation is met.

Seforim for Limudei Kodesh classes are to be purchased by each talmid for their personal use. YGW will provide a comprehensive book list of the seforim to be purchased. All Gemaras and Chumashim must be purchased new through the school. All other Seforim can be re-used if purchased by an older sibling through YGW.

### **School Supplies**

A general school supply list is sent home to all talmidim over the summer. If a teacher requires specific supplies for his/her class, the talmidim will be notified within the first week of that class. General supplies include, but are not limited to: pens, pencils, notebooks, lined notebook paper, binders, folders, scissors, tape, glue, markers, stapler with staples, ruler, erasers, and calculators when appropriate for math classes. Please note that all talmid photocopying should be done at home or at a public facility.

### **Library**

The Boys Campus maintains an extensive collection of seforim in the Foxman Bais Medrash. The Shauli Mordechai Jewish Reference Library, as well as a small secular library, is housed at the Girls Campus. Both campuses also maintain a collection of reference and reading materials. Talmidim may borrow books from either campus by prior arrangement with a designated teacher or library volunteer.

### **Summer School**

Courses that are part of the regular YGW curriculum may not be taken in summer school, except in unusual circumstances, and with prior approval by the Menahel or General Studies Principal. Any summer or other outside course taken for credit at YGW must be pre-approved by a Principal.

## EXPECTATIONS AND PRACTICES

A YGW talmid is successful when:

- ✓ *he attends school daily and is on time for all classes and Davening.*
- ✓ *medical appointments and other necessary appointments are scheduled at times that will be the least disruptive to the school day and learning, whenever possible.*
- ✓ *he gets the proper amount of sleep so that he can be on time for school and function at his best.*
- ✓ *he manages his time well and completes all assignments and preparation in a timely manner.*

### Talmid Attire and Appearance

The manner in which a talmid dresses has a profound impact on his growth as a ben Torah and on the educational atmosphere of the school. Talmidim are expected to exhibit an overall appearance consistent with the Torah value of kavod haTorah-respect of Torah- and kovod haodam- self-respect. In addition, it is critical that all talmidim dress in a manner reflecting their own positive self-esteem.

It is the talmid's responsibility to ensure that he meets the expectations presented. Talmidim with repeated violations of the dress code (including wearing yarmulkes at all times) will be subject to disciplinary action.

The following constitutes the accountable parameters:

#### Shirts

- Full-length button dress shirt.
- Standard collars and sleeves -Short sleeves are acceptable.
- Conservative color such as white, blue, yellow, or gray that is solid, striped, or a white based plaid.

**Shirts are to be tucked in at all times and worn in a respectable fashion.**

#### Trousers:

- Dark dress slacks – color options are black, dark blue, or dark gray.
- Properly sized and worn appropriately at the waist.

**No cargo pants, jeans or khakis.**

#### Shoes and Socks:

- Black dress shoes with socks covering the ankles at all times.
- Low-cut, black sneakers that have the appearance of dress shoes are acceptable.

**Crocs and similar footwear are not allowed.**

#### Tzitzis:

- As mandated by Halacha, talmidim need to wear tzitzis every day.

*Talmidim in school without tzitzis will be furnished a pair to keep at a fee of \$10.*

#### Hair:

- Haircuts are to be traditional and conservative, kept to the top of the neck and above the collar, off the ears and from mid-forehead to above over the eyebrows.
- Clean, neatly trimmed, and combed.

- Natural color- tint or dye is not acceptable.

*All talmidim are expected to be clean-shaven, except during Sefira.*

### **Head Coverings:**

- Yarmulkes should be of respectable size and without any emblems, insignias, slogans or names. They should be worn at all times, including while playing.
- If a student wishes to wear a hat, the appropriate style is a black felt full brimmed hat.

### **Miscellaneous:**

- Proper personal hygiene should be followed at all times.
- Talmidim should arrive at school in clean clothes, fully and appropriately dressed and remain so throughout the school day. An additional clean shirt is recommended to be kept in the talmid's locker in case it is needed during the day.
- Students temporarily leaving campus during the school day should remain in dress code attire.
- Dark suit or sport coat jackets are required for davening. When in doubt please check with the administration. These should be cleaned periodically [once per month recommended].

### **Prohibited Items:**

- Any clothing with loud colors or graphics, slogans, designs or logos on them. Small shirt logos over/on the front pocket may be worn.
- Hooded sweatshirts.
- All jewelry, including necklaces, bracelets, pocket chains, etc., are prohibited. Appropriate finger rings and watches are acceptable. With approval, Medical Alert necklaces and bracelets are acceptable.

When in doubt as to whether your attire is in compliance with the code, please do not wear it before asking the Menahel. As it is difficult to codify all aspects of dress and to anticipate talmidim's adherence, we reserve the right to determine the appropriateness of a talmid's appearance or to make changes to the policy during the school year.

### **Attendance**

Parents are asked to reinforce the importance of prompt attendance at Davening by ensuring that carpools regularly arrive on time.

While a talmid's attendance has a direct impact on their Chinuch, there are times when absences are unavoidable. When a talmid is absent, it is the responsibility of the parent or talmid to notify the school. Please call the Office Administrator or Menahel before 8:45 AM and leave a message on YGW's answering machine so that Rabbeim and teachers can be informed. Additionally, absences not due to medical issues should be discussed with the Menahel in advance. This will help ensure your son's success at YGW.

When returning from an absence, the talmid should present a note to the office from a parent or doctor, stating the date(s) and reason for the absence.

It is the responsibility of the talmid to obtain assignments and to make arrangements with the teacher to make up any work missed during the absence.

Please note – Sunday is a normal school day and Rabbeim teach new material and may schedule tests and quizzes at that time.

### **Maximum Allowable Absences**

Talmidim who are absent more than **8 days** in one semester may suffer academic penalties, which may include reduction of grade for the semester or denial of credit for all classes. (Accommodations may be made for certain medical situations at the discretion of the administration.) The limit on absences is a recognition of the importance of class work and class participation.

### **Tardiness**

Boys who arrive after Shacharis should report directly to the main office. Talmidim who are late due to a medical appointment should bring a note from the doctor's office.

**A TALMID WHO ARRIVES TO SCHOOL AFTER 9:45 AM MAY BE PROHIBITED FROM ATTENDING CLASSES THAT DAY.** Any talmid not well enough to be at school by 9:45 AM, for his own well-being, should remain home for the rest of the day. If a talmid brings a note from the doctor's office or if prior arrangements are made with the Menahel, the talmid will be admitted after 9:45 AM. On short days, arriving after 9:15 will constitute an absence.

### **Leaving School Early**

From time to time a talmid may need to leave school during the day for an appointment or other reason. A talmid must obtain permission from either the Menahel or General Studies principal prior to leaving campus. The talmid will be asked to present either a note from their parent stating the reason and the estimated time of leaving and returning. A phone call by the parent to the Menahel or General Studies principal is also acceptable.

The talmid needs to sign out at the office and sign in when he returns. However, signing out must be accompanied by a note or phone call by his parent. A sign out without a note or call is considered a cut.

Talmidim who anticipate numerous absences, such as orthodontist appointments, driving tests, visitations, etc. should try to stagger the scheduled appointment times so that the same classes are not continually missed. YGW recommends all talmidim taking driving tests schedule the test during non-school hours.

### **Skipping Class**

Skipping Class is considered a breach of discipline: A skip is defined as an unsanctioned absence or lateness (of more than 10 minutes) from a class.

A talmid who cuts class may receive an in-school detention after school or on Sunday. Repeated offenses may result in more severe consequences, including reduction of grade and/or suspension.

A continued pattern of excessive tardiness will be considered and treated in a similar manner.

### **Leaving Campus**

In the interest of safety, talmidim are required to remain on school grounds throughout the day, with the following exceptions:

- A. GRADES 7-8 may leave campus only during lunch to go to the Kemp Mill Shopping Center provided there is a permission slip on file in the office.
- B. GRADES 9-12 may walk to the Kemp Mill Shopping Center during breakfast or lunch. A talmid may only return home during lunch provided he can return to YGW for the following period. Going anywhere else, such as Max's or 7-11 is strictly forbidden.

***NOTE - It is NOT permitted to leave campus during study hall or a free period.***

Any talmid in violation of the above rules may lose their off campus privileges.

### **Kemp Mill Urban Park**

Talmidim may only go to the new Kemp Mill Urban Park during AM recess and lunch. At all other times it is forbidden to all talmidim.

### **Talmid Cars**

As a reflection of our constant concern for the safety and well-being of our talmidim, YGW maintains a very clear policy regarding student drivers and student passengers.

- Parents are expected to give written consent for their son to drive to school and park the car on campus. One written authorization per school year is sufficient. Even if your son will not be driving daily or regularly, a signed consent is expected to be on file if he is to drive at all.
- Talmidim driving to and from school may not drive their cars at any time during the school day and are expected to hand in their keys to the Menahel every morning. This includes meal times, break times, free periods, etc. No exceptions will be made to this rule without permission from one of the principals. No other staff member is authorized to give such permission. Additionally, talmidim may not use the car as a place to sit, a place to conduct meetings or as a personal locker. All talmidim cars should be parked in the back lot.
- All talmid drivers are expected to have a photocopy of their valid driver's license and proof of insurance on file in the office.
- It is the prerogative of the Menahel to deny a request of any Talmid to have driving privileges in school.
- Any talmid in violation of the above rules may lose their driving privileges in school.

### **Parking and Carpools**

***For safety reasons parking in the Fire Lane in front of the main (rear) entrance is strictly prohibited to all cars, at all times.*** Parents and other visitors should park in a regular designated visitor's parking slot if they must leave their cars for any reason, even briefly

***Carpools are requested to drop off and pick up boys at the rear entrance of the building.***

DISMISSAL TIMES are when Maariv is over or, when there is no Maariv, when the last class is scheduled to end. Please allow a realistic interval for talmidim to leave class, go to their lockers, carefully select the materials they need to take home, and exit outside to meet their carpools. Parents who need to pick up talmidim earlier in the day should park (with a permit) and go into the school office for assistance.

## **Computer Use Policy**

B”H YGW has a Computer Lab. Talmidim may enter the Computer Lab only with faculty supervision.

Each talmid and parent is expected to sign the computer resources contract by the end of the first week of classes. The use of school computers and access to the Internet is a privilege and any talmid in violation of the above rules may lose their on-campus computer privileges.

## **Prohibited Items**

Keeping in mind the safety of our talmidim and our on-going effort to maintain the appropriate academic environment, the following items should not be brought to school without express written permission from the Menahel. Teachers have the responsibility to remove these items and submit them to the office. Items may be retrieved by a parent only. Repeated violations may result in permanent confiscation.

1. CD/MP3 players, iPods, Smartphones, or any electronic gadgets or games.
2. Computers, Kindles, or any other device that can access the internet.
3. Matches, cigarette lighters, knives or other dangerous objects.

In addition to the above prohibited items, we expect students to limit the use of the following items as outlined below.

- Bicycles, skateboards, roller blades and other sports equipment may not be used inside buildings or on the deck.
- **Cellular phones are not allowed to be used at any time during school.**
  - Smartphones are prohibited on campus at all times.
  - Non-Smartphones are to be turned in upon arrival at campus and picked-up at the end of the day.

## **Breaches of Conduct**

We have high standards for our talmidim. There is also minimum level of acceptable behavior. The following offenses are considered to be serious and may require a formal meeting of the talmid, parent and Menahel.

- A. Disrespectful behavior toward members of the faculty or staff
- B. Stealing
- C. Cursing or other inappropriate language
- D. Use or possession of illegal substances, cigarettes or alcoholic beverages, in or out of school
- E. Deliberately damaging, defacing or destroying school property or the property of others
- F. Abusing, harassing, deliberately intimidating, or physically harming another person (Also see the “School Conduct Policy & Behavioral Standards Addendum)
- G. Entry into school offices, locked areas, or other unauthorized areas, *including the Computer Labs*, without permission
- H. Entry into unoccupied offices.
- I. Possession of keys to any part of YGW property at any time without authorization.
- J. Any behavior, in or out of school, which may cause a chillul HaShem, or that may bring discredit to the school and the Torah values it represents.

## **Lapses in Honesty**

Any lapse in honesty is a serious concern, especially in an institution dedicated to Torah and *halacha*. The talmid will not be permitted to make up this grade by taking another test or writing his own paper. Academic dishonesty has no place at YGW, whether the talmid is acting for his own benefit or on behalf of another.

A talmid who cheats on a test or turns in plagiarized work will receive a zero on the test, paper or homework and his parents will be notified. A second offense may be dealt with more severely.

## **DISCIPLINE**

A key component of YGW discipline system is *Derech Eretz kadmah l'Torah*, "Proper conduct is a prerequisite to Torah." Every talmid deserves a learning environment that is safe and secure. Our behavior standard is based upon a healthy respect for the individual, the learning environment, and school property. We expect all talmidim to exhibit appropriate behavior at all times.

To ensure that all talmidim are provided a serious and appropriate academic learning environment, individuals who persists in disrupting that atmosphere will be removed from the classroom and, if necessary, from YGW.

Please note that not all possible disciplinary issues can be addressed in this handbook. YGW has a responsibility to help talmidim develop proper behavior in and out of school. To this end we have developed the **YGW Student Expectations Rubric** [enclosed in the August mailing] to be implemented by all teachers. It contains clearly defined expectations of behavior and will result in a semester grade based on the points awarded daily to the talmid.

In order to help maintain proper discipline, we continue to ask talmidim to read and recognize the Code of Conduct. This code is meant to crystalize to all talmidim, as well as parents, the behavior which is expected from a YGW student. Every student, together with at least one parent, must sign and hand in this code on or before the first day of school.

## **Detention**

Detention will be assigned at the discretion of the administration. Detentions will require that the talmid remain at school after hours or Sunday after school, with the duration depending upon the type of infraction and behavior.

## **Suspension**

A talmid who has been suspended is not permitted to attend school or any school function. Suspensions are normally accompanied by an extensive disciplinary assignment and require an in-school parent conference with the administration. In addition, a suspended talmid is expected to make up all missed work.

## **Drug Testing**

To both deter talmidim from experimenting with drugs and alcohol, and to identify those already wrestling with problems, YGW has implemented random drug screenings for all talmidim.

1. All High School. talmidim and parents are expected to sign the permission form allowing drug and alcohol screening for their children. These screenings may involve

- saliva swabs, urine samples, hair samples, or any other recognized screening mechanism.
2. YGW assumes the cost for all drug and alcohol screenings that have a negative result.
  3. A talmid abusing alcohol or using drugs, whether alone or with others, on or off campus - **even outside of school**- is subject to disciplinary measures.
  4. YGW reserves the right to test any talmid at any time for alcohol or drug use. Any talmid refusing to submit to such testing will be expelled.
  5. A talmid that reveals his involvement in substance abuse to an administrator before testing positive will be treated as if he has asked for help and is making an honest attempt to take a step to prevent any recurrence of this type of behavior. The talmid will be referred to our “Talmid Advocate Program” for follow up counseling. The program entails the following components:
    - i. A formal complete drug and alcohol screening and mandated professional counseling.
    - ii. The counselor will be required to share updates with the school on the progress of the talmid.
    - iii. The cost of all screenings and counseling will be assumed by the parents.
    - iv. Follow up testing for alcohol and drugs throughout the school year. If a talmid fails a subsequent test, he will be automatically expelled.
    - v. Failure to complete any of these steps may result in expulsion.
  6. We are committed to helping all talmidim as long as it does not compromise the safety and health of other talmidim.

## **TALMID LIFE**

### **Tefillah**

One of the primary goals of our *yeshiva* is to inculcate in our *talmidim* a deep sense of appreciation for one’s *tefillas*, a high level of *kavana* (concentration) and decorum during *Davening*. The Rebbe for each Shiur will supervise his talmidim during *Davening* to provide guidance for his talmidim. Please refer to the Punctuality Point System for expectations.

### **Talmid Activities**

The faculty and administration organize enrichment programs throughout the year, such as field trips, guest speakers, and holiday events, often in cooperation with the talmid body. The school may call on the parent body to help with these important events.

Talmidim who participate in extra-curricular activities need to maintain an appropriate grade point average and personify the attributes of a Mensch and Ben Torah at all times. These talmidim are ambassadors of YGW.

### **School Health Care**

Our goals the School Health Program are to:

1. Provide a system for dealing with immediate medical situations.

2. Provide mandated screening and immunization monitoring.
3. Provide systems for identification and solution of talmid's health and education problems.
4. Provide a healthful and safe school environment that facilitates learning.
5. Provide a system of evaluation of the effectiveness of the school health program.

In order to provide health care services to talmidim, each talmid must have a signed **permission slip** on file for the current school year. These forms are available in the main office, and include emergency contact information, permission to dispense over the counter medications, and a talmid health inventory.

### **Cleanliness**

A clean school promotes a healthy and pleasant learning atmosphere. The following steps will help ensure such a setting:

1. Talmidim are expected to eat in the cafeteria or outside on school grounds
2. Talmidim may eat in classrooms only during approved class celebrations or lunchtime classes
3. Each talmid is responsible to clean his place promptly after eating.
4. Talmidim may not chew gum in school
5. Books, notebooks, papers and backpacks should be with the talmid or in their locker. **Backpacks may NOT be left in the hallway.** Any backpack left in the hallway will be put in the Menahel's office.
6. Unclaimed clothing and other items will be placed in the Lost & Found, which is periodically donated to a *tzedakah* organization

### **Lockers**

Each talmid will be assigned a locker to store his books and personal property. It should be kept neat, clean and free of any inappropriate materials. School bags, backpacks and other personal items should not be left in the hallways or classrooms. YGW cannot be held responsible for articles left in inappropriate locations.

The locker fee is a deposit that is \$25 for the extent of the talmid's stay at YGW unless the talmid abuses the privilege. Combination locks will be provided by the school for each talmid, and must

be returned at the end of the school year. At the end of the year, lockers and locks will be inspected for cleanliness, and confirmed as being in good working condition. If the locker is damaged, is not clean out, and/or the lock has not been returned, the deposit will be forfeited.

To simplify the fee process, locker fees will be rolled over from one year to the next. When a talmid either graduates, or leaves the school, the locker fee will be returned, assuming the talmid has fulfilled all of his locker related obligations. New locker fees are requested from all new talmidim, and from those talmidim who did not fulfill their locker obligations from the previous year.

### **Food**

A clean school promotes a healthy and pleasant learning atmosphere.

Talmidim are expected to consume food and drink **in the cafeteria only**. This enables the school building to remain clean and allows talmidim to remain focused on schoolwork. Cereal or other foodstuffs are to be stored in a talmid's locker in a hard plastic sealable container, such as Rubbermaid or Tupperware. Water bottles with caps are acceptable in the classroom.

## ADDENDUMS

### School Conduct Policy and Behavioral Standards

YGW is committed to educating its students in a safe, secure environment. To maintain such an environment, YGW has adopted a comprehensive School Conduct Policy and Behavioral Standards, intended to clarify for the entire YGW family (i) the guidelines of prohibited conduct by YGW personnel and students, (ii) that any victim of such misconduct has an opportunity to report the misconduct and be assured that a thorough and impartial investigation will be conducted, and (iii) that YGW has the right to strictly enforce the Policy.

YGW's Policy has been approved by both competent *Halachic* authority and legal counsel. Recognizing that no policy can prevent a person from deliberately choosing to harm another, our primary focus has been to create a Policy which protects all members of our YGW family by balancing the dual goals of (i) protecting the victims of misconduct by assuring that anyone who violates our behavioral standards will not have the opportunity to do so again, and (ii) protecting the reputation and livelihood of our dedicated staff and their families from unfounded allegations and false claims.

To facilitate absolute objectivity, impartiality and thoroughness in implementing the Policy, we have created the Office of the Ombudsman. The individual appointed by the Board of Directors to serve as Ombudsman is a volunteer who is neither a YGW employee nor a member of YGW's Board. The Ombudsman's role is to serve as a resource for the entire YGW family - students and staff - to receive reports of misconduct, coordinate investigations and perform other related functions. Rabbi Avrom Landesman currently serves as Ombudsman. He may be reached at 301-585-1720 or [ombudsman@yeshiva.edu](mailto:ombudsman@yeshiva.edu).

The Executive Summary of the conduct policy follows. The full policy is available for review in YGW's administrative office.

### SUMMARY OF SCHOOL CONDUCT POLICY AND BEHAVIORAL STANDARDS

#### I. What Conduct is Prohibited?

- a. YGW staff members and students are prohibited from engaging in any of the following behavior:
  - i. "Abuse" – physical injury or mental injury, or sexual molestation or exploitation of a child.
  - ii. "Neglect" – failure to give proper care and attention to a child.
  - iii. "Harassment" – denigrating or hostile conduct toward any YGW staff member or student.
- b. In addition, YGW staff members are prohibited from doing any of the following:
  - i. Mocking or berating a YGW staff member or student.
  - ii. Giving a YGW student any form of sexual attention, such as inappropriate remarks, jokes, or innuendo.
  - iii. Psychologically manipulating or controlling a YGW student in a severe, persistent, or pervasive manner, such as by attempting to eliminate a YGW student's parents as influences on that student, or implying that the relationship between the staff member and student is conditioned on the student's conformity to a particular point of view.
  - iv. Using physical force against a YGW staff member or student except for normal physical contact (such as acts of encouragement or during sports activities) or to prevent immediate physical danger.
  - v. "Bullying," including any written, verbal or physical act, or an electronic communication, by a Staff Member or student, that (A) either (i) physically harms another individual, (ii) damages the property of the school, student or Staff Member, (iii) substantially interferes with a student's education or learning environment or Staff Members work environment, or (iv) places a student or another Staff Member in reasonable fear of harm to their person or property, and (B) substantially disrupts the orderly operation of YGW.

#### II. How is Misconduct to be Reported?

- a. If a YGW staff member or student has reason to believe that a YGW staff member or student has engaged in any of the seven (7) prohibited behaviors (highlighted above), the staff member

or student having such belief must report the alleged misconduct immediately.

- i. An oral report may be made to the appropriate member YGW's Leadership Team (Menahelim, Rosh HaYeshiva, Headmaster, or Executive Director), Principal, or to the Ombudsman by leaving a voicemail on YGW phone extensions listed in the Policy.
  - ii. A written report (using forms available in YGW offices or on YGW's website) may be made by delivering a completed copy of the report to the Ombudsman and to any YGW leadership team at the email addresses listed in the Policy.
- b. In addition, if a YGW staff member has reason to believe that a YGW staff member or student has committed "Abuse" or "Neglect" (highlighted above), or that a YGW student is a victim of Abuse or Neglect, the staff member having such belief is required by Maryland law to report the alleged misconduct immediately. An oral and written report must be made to the local department of social services within 48 hours, and the report must include certain required information as described in the Policy.
  - c. All YGW staff members, students and parents are required to keep confidential the existence and contents of any report of alleged misconduct
  - d. The Policy prohibits any YGW staff member or student from knowingly making a false report of any violation of the Policy.

### **III. How will a Report be Investigated?**

- a. Shortly after a report of alleged misconduct is made by a YGW staff member or student, the report is shared among the members of YGW's leadership team, Principals, YGW President and Ombudsman, so that the experiences of this group can help focus the initial investigation. If it is determined that any of these individuals is a close family member of the alleged violator or alleged victim, that individual will be excluded from further involvement in the matter.
- b. The Ombudsman (in consultation with YGW's leadership team, Principals, and legal counsel) then determines whether the investigation of this report will be conducted by a third party investigator, one or more YGW's leadership team, or the Ombudsman.
- c. In the case of alleged Abuse or Neglect, YGW may not conduct an investigation until cleared to do so by the local department of social services.
- d. Any YGW investigation may include personal interviews with the alleged violator, alleged victim and other individuals as well as reviews of relevant documentation. The Ombudsman may arrange for YGW to engage mental health professionals and other experts to assist in any investigation. All YGW staff members and students are required to fully cooperate with any investigations.
- e. When an investigation is complete, the findings are reported to YGW President.

### **IV. How will the Policy be Enforced?**

- a. YGW President and Board make all enforcement decisions under the Policy. Pending completion of an investigation, the President and the Board may take any action which they deem appropriate to protect any alleged victim and others. Upon completion of an investigation, the President and the Board may take any action, such as issuing a warning or a suspension, terminating employment by YGW, or terminating enrollment as a student in YGW.
- b. All disputes arising under the Policy must be submitted to binding arbitration before Rabbi Shmuel Kamenetsky or his designee.

תפארת גדליה



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