



YESHIVA AHARON YAAKOV
OHR ELIYAHU

YAYOE

Parent-Student

Handbook

2017-2018 School Year



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Welcome to YAYOE

Dear Parents and Students,

This handbook contains information, rules and procedures to ensure respect for our yeshiva and a safe and courteous environment for our students. Please read the entire handbook and continue to refer to the information as needed throughout the year. The standards have been created to ensure the safety of our students, the respect of our yeshiva, and the courtesy we wish to impart to one another.

YAYOE School Mission

Yeshiva Aharon Yaakov/Ohr Eliyahu (YAYOE) provides a comprehensive curriculum of Religious and General Studies based on the laws, customs and traditions of, and in consonance with, the highest standards of Torah and Torah Observant Judaism. The school community's primary goal is that the cumulative experiences of all students over the years result in enthusiastic and dedicated religious study and observance, refinement of character, and the prerequisite knowledge to be successful participants in the economic and social life of our society—in short, to create a *mentsch*. Towards this end, YAYOE strives to instill in its students the knowledge that every person is created in the image of G-d, a lifelong love of learning and a desire to ultimately use their unique gifts to make a contribution to the Jewish People.

Listed below are our Schoolwide Learner Outcomes

Yeshiva Aharon Yaakov/Ohr Eliyahu students will be:

1. Torah observant Jews for whom:

- A. Belief and trust in Hashem are constant in all aspects of their lives.
- B. The principles of Torah and the fulfillment of its Mitzvos are the focus and passion of their lives and guide their choices and actions.
- C. Interaction with others is characterized by mutual respect and acts of loving kindness.
- D. Refinement of one's character is a recognized responsibility requiring lifelong commitment.
- E. The love of the Jewish people and the Land of Israel is integral to their world view.

2. Productive individuals who:

- A. Respect and appreciate religious freedom in America.
- B. Recognize their own and others' value and strengths.
- C. Recognize their responsibility to contribute to their community, the Jewish people and the world.

3. Literate individuals who:

- A. Can communicate effectively through spoken and written means.
- B. Read English with fluency and understanding.
- C. Use the Hebrew language as a means to meaningful prayer and Torah Studies learning.
- D. Build accuracy and fluency in Hebrew reading

4. Thinkers who:

- A. Identify, gather, and interpret information.
- B. Analyze data and apply it to simple and complex ideas and situations.
- C. Use logical reasoning to reach sound conclusions.
- D. Are able to approach challenges from a variety of perspectives to generate creative solutions.
- E. Can integrate concepts and ideas across multiple disciplines.
- F. Use appropriate technology responsibly to create high quality work and to communicate their knowledge and values.

5. Individuals who:

- A. Recognize music, dance, art, and physical fitness as part of a multifaceted and integrated mode of self and community expression.
- B. See music, dance, art and physical fitness as normal, attainable modes of expression in our everyday lives.

6. Leaders and Team Players who:

- A. Recognizing the characteristics of leadership in themselves and others.
- B. Demonstrate the ability to work individually and/or collaboratively in a cooperative spirit.
- C. Work together to meet challenges and solve problems.

7. Achievers and Life-Long Learners who:

- A. View continued learning as a continuous process.
- B. Work hard and strive to do their best.

The following core principles are a guide for all members of our community and apply at all times and under all circumstances.

1. Above all, cause no harm; when in doubt, ask for help.
2. The YAYOE environment is built upon a floor of love, air of encouragement and walls of discipline, all of which support a roof of reverence.
3. We approach life with, gratitude, resilience and hard work.
4. Everything important in life is a relationship. There are no shortcuts. Meaningful relationships require respect, patience, consistency, sincerity, and humility.
5. We can encourage others to move forward by being a personal example, inspiration and resource; the only one I can force to change is myself.

6. We are committed to learning and working together in an environment that celebrates individual differences.
7. Learning, sometimes formal, sometimes informal, sometimes intentional and sometimes without intention, happens at every moment and during every interaction.
8. We will strive to balance accepting and expecting, process and product, collaboration and competition.
9. Each day, everyone deserves a chance to shine and a chance to stretch.
10. We will strive to exercise integrity at the moment of choice. Every moment is a new opportunity to choose.

Communication between school and home

Please make certain that your current phone contacts are available in the school office.

Parent Locker, www.Parentlocker.com, is our main communication method.

School information will be posted on or emailed from this program.

New parents should contact Mrs. Schlesinger at extension 2413 or email cschlesinger@yayoe.org for assistance in accessing the program.

Our web site has been redesigned and Rabbi Goldberg's shiurim are available for your listening and learning pleasure. www.yayoe.org/shiurim

Weekly newsletters are emailed and hard copies are distributed to go home with your oldest student, along with Petakim and school calendar information.

Check your daily email for special announcements.

If you wish to set up a personal appointment with a teacher or administrator, email them through Parent Locker. The staff member will get back to you within 48 hours. and make an arrangement for a mutually appropriate time. For purposes of confidentiality, discussions with teachers and administrators concerning your child are most effectively conducted through a formal appointment. We make every effort not to discuss children informally at school, including carpool.

Should you have questions or concerns about contacting a teacher or administrator, or to request a team meeting, please contact our Parent/Teacher Liaison, Mrs. Robin Goldberg at extension 2408.

When parents visit the school during school hours remember not to park on campus nor in the staff lot on Formosa. You may park on the street according to the signs or in the small Trader Joe's lot.

Attendance

Please ensure that your students get to school on time. They will get the most out of their day if they arrive in time to get organized and settled.

If your child is ill, or unable to come to school, you should notify the school before 8:30am.

If a student arrives late to the classroom (between 8am-8:30am), a tardy will be recorded by the teacher.

If a student arrives after 8:30am, the student must check in at the office, with a note from a parent. The student will receive a pass to be admitted to class and the tardy will be recorded by the teacher.

If a student needs to leave early for an appointment, let the teacher know via note. At the time the student needs to leave, the parent should come to the office and sign out the student. If the parent is unable to come to the office, he/she should call the office, the student will then be sent to the Formosa gate, and should wait at the guard gate to be transferred to the parent. No student of any age will be allowed to 'go home' early without a parent coming to pick him/her up. Students returning from an appointment or coming to school late because of an appointment must sign in with the office BEFORE going to class.

Illness

If your child is feeling unwell, please make every effort to keep him or her home. Children must be fever free for 24 hours before returning to school. Please inform the Yeshiva immediately if your child has come down with something that is particularly contagious.

If a child becomes ill during the school day, we attempt to make the child comfortable in the Nurse's office, adjacent to the front office, until a parent or designated adult picks him/her up. A parent must notify the office if someone other than the parent or someone on the official carpool list will be picking up the child.

Lice

If you discover lice at home, notify the school and do not send child/children to school until they are checked at school and are 100% nit free.

From time to time the school may conduct lice checks; if eggs or live lice are found, children will be sent home. Upon return, children must be checked thoroughly and must be 100% (nit) free to return to school.

Classroom Interruptions

In order to minimize interruption to the academic program, please drop off any items for your child at the office. Do not send children on to campus eating or drinking (including Coffee Bean) at any time during the school day.

Carpool

In the interests of carpool safety and efficiency, please make sure that all booster seats and car seats are arranged in their proper places prior to entering the campus carpool lane. Booster seats, for the Elementary School, may not be left in hallways due to fire regulations.

Carpool Dropoff and Pickup Procedure

- ▶ Enter through the Formosa gate, exit through the Detroit gate.
- ▶ Follow instructions of carpool team.
- ▶ Carpool area is a cell-free zone. Using your cell phone for talking or texting while in your car while on campus is dangerous and not permitted.
- ▶ Pull forward as far as is safe, allowing cars behind you to get into the drop-off/pick-up zone.
- ▶ Use extreme caution while proceeding through the carpool line as small children may be loading in front of and/or behind your vehicle.
- ▶ After stopping, put your car in park. (Sometimes cars may continue to drift or move after the door has been opened.)
- ▶ Allow a faculty member to open car door and assist your children in or out of the car. Children may not enter or exit a vehicle from the left side of the car.
- ▶ Do not leave your vehicle. Follow the instructions of the carpool assistants.
- ▶ Use your turn signal when leaving the drop-off zone.
- ▶ Remember that only the lead car pulls out. **DO NOT PULL OUT AROUND THE CAR IN FRONT OF YOU.** This may take an extra minute, but it is the absolute safest procedure to follow.
- ▶ Be alert to the active crosswalks near the Detroit AND the Formosa gates.
- ▶ Never leave your car unattended on campus.

Children on Campus Before or After School Hours

Often there are after school activities on campus, including enrichment classes.

While on-campus with children, you must supervise them! Please be in close proximity to children, watching them at all times while they are playing.

There is no playing on the equipment, even with parental supervision, before or after school including during carpool times. If you are on campus after school hours with your children you must not allow children to play on the equipment.

Bicycles and Scooters

Children who ride bikes or scooters to school must have signed parental permission forms on file in the office. (Permission forms may be downloaded from Parent Locker or picked up and returned to office BEFORE the student comes to school on bike or scooter).

Students must wear helmets at all times and must walk their scooters/bikes safely until they are through the gates. Riding bicycles or scooters on campus is not allowed at any time. Skateboards, rollerblades, and motorized scooters are not allowed on the school campus.

Field Trips

Signed consent forms are required for any trips off campus. Only students who have the form will be allowed to go with the class.

Generally children are transported to and from field trips via rented bus or van. On occasion, we request parents to drive. If this is the case, parents must leave a copy of their auto insurance and driver's license in the office.

Food Policy

Kashrus

Food that is meant to be shared with your child's classmates for any occasion (including permitted birthday parties in school as well as home parties), may not be prepared at home (cooked, baked, cut, chopped, etc.). Purchase food with reliable *hechsherim* only. Baked goods, whether packaged or purchased from a school-approved bakery, must be *cholov Yisroel*, if dairy.

Kashrus changes daily, so please do not assume that a particular product is automatically kosher. For *kashrus* product updates, go to Rabbi Eidlitz's web site:

www.kosherquest.org.

Please discourage children from sharing food at school.

Snacks

Please send appropriate amounts of healthy lunch foods and snacks for your child each day.

Lunch

Hot lunch program We offer a hot lunch program at reasonable prices. You will receive information about how to order ahead and what options are open on a daily basis. Orders will be placed through Parent Locker.

Parties/Birthday Parties

Birthday Parties at School

Consult with the teacher *well in advance* before planning your celebration, including timing and possible food allergies.

In-school parties are limited to fifteen minutes. A treat that meets all standards of our food policy (see above) may be given out. No goodie bags, please.

Birthday Parties Away from School

Please consider the feelings of all classmates when making your invitation list. We encourage home birthday parties to include the entire class.

Videos may not be shown at birthday parties

Please be sure that any outside entertainment is in line with Torah values and modest in scope.

Simcha Planning

Please inform the Yeshiva ahead of time when you are planning your child's bar or bas mitzvah, upsheren or other special *simcha*. We would like to help you avoid unnecessary conflict with someone else's *simcha*.

Keep in mind the *hashkafah* of the Yeshiva and arrange a meeting with Rabbi Goldberg if you have any questions before you begin planning your *simcha*.

Digital Media & Devices

Internet, TV, Movies, Music, Books, and other Media

Be aware that the use of TV, videos, and computers as a means of entertainment can have a seriously negative, long-term impact on your child's physical, intellectual, social, emotional, and spiritual well-being.

If your child is going to view a DVD, screen these movies carefully before allowing your child to watch them. Even G-rated movies contain violence, innuendos, and language that while acceptable to the popular culture may not be acceptable for yeshiva students.

Secular music videos and songs that are easily available for downloading and sharing contain inappropriate content. Monitor your child's choice of music carefully. Choose your children's books carefully, even from the library. The secular culture does not employ the same standards that we believe are important when choosing healthy and wholesome literature for our children to read.

There should be NO discussion of any television, movie, or other popular culture topics in our Yeshiva at any time.

Parents should never leave their children unattended on the internet, even when an internet filter is in place.

Children are NOT ALLOWED to maintain accounts on any of the social networking sites such as Facebook, Twitter, etc. We highly recommend limiting email access to joint use of a parent's email account.

Personal Belongings / Cell Phones

No electronic devices, including electronic games, motorized cars, toy weapons or similar items, may be brought to school.

Any student cell phone seen or heard on campus will be confiscated and returned only after the parents meet with Rabbi Goldberg.

No sports equipment (including bats, hard balls, tennis rackets, roller blades, etc.) may be brought to school at any time, except for very soft balls, baseball gloves, or jump ropes to be used at recess. Please label them.

Students may not bring in items to sell.

No toys or games of any kind may be brought to school unless to be used for Show and Tell (these must be kept in the class at all times) or requested specifically by the teacher. Please be aware that the school cannot be responsible for items brought to school.

Scrip

The Scrip Program generates significant revenue for our Yeshiva at no cost to you. Please familiarize yourself with the many scrip opportunities and use scrip often.

Each family is expected to generate a specific amount of money for the Yeshiva through the Scrip program. If the obligation is not met, the scrip check will be deposited at the end of the school year. Please contact Mrs. Baalhaness at extension 2435 for details or at sbaalhaness@yayoe.org.

Updates and regular communications will be issued regarding new opportunities to use scrip, via the weekly newsletter, ParentLocker, or YAYOE web site.

School Uniforms

School Uniform Compliance Policy

If a child comes to school wearing a uniform that does not meet the school code, we will provide the child with a correct uniform from our Uniform *Gemach*. This includes style and length of sleeves and hemlines. If girls grades 2-8 come to school with short socks, the office will provide them with knee-highs or tights.

We expect parents to return the borrowed items clean, and supply their child with the appropriate uniform that meets the code.

School Uniform Policy for Girls

Special Uniform Note for All Girls:

- ▶ Nail polish and makeup are not allowed.
- ▶ On *Rosh Chodesh*, girls may wear a white Shabbos blouse under their navy jumper or with their navy skirt, instead of the usual light blue shirt. (Please be careful with white blouses that may be sheer.)
- ▶ Boots (without designs) may be worn on rainy days only.
- ▶ Coats and jackets without designs may be worn in cold or rainy weather to the yeshiva. Only the official YAYOE sweatshirts and sweaters may be worn inside the classrooms.

Girls, Yesod-1:

- ▶ *Shirt*: Light blue oxford or light blue polo shirt, short sleeve or long sleeve.
- ▶ *Jumper*: Navy blue jumper “Plus 4” from Dennis Uniform, Fraylich, Gold Laibel or Land’s End (see vendor information, below).
- ▶ *Sweatshirt*: Girls are expected to wear school-approved uniform sweatshirts with the school logo from Land’s End only.
- ▶ *Socks*: White, black, or navy socks, knee-high or ankle-high; or white, navy, or black tights.
- ▶ *Shoes*: Solid black, navy or white only. Sandals are never allowed.

- ▶ *Hair*: Hair must be pulled back and tied with a pony holder. If hair is too short for a full pony, then a half pony or headband is sufficient.

Girls, 2nd-4th Grades:

- ▶ *Shirt*: Light blue oxford or light blue polo shirt, three-quarter sleeve or long sleeve.
- ▶ *Jumper*: Navy blue jumper or shift “Plus 4” from Dennis Uniform, Gold Laibel, or Fraylich Uniform (see vendor information, below).
- ▶ *Sweatshirt*: Girls are expected to wear school-approved uniform sweatshirts with the school logo from Land’s End only.
- ▶ *Socks*: Legs must be fully covered at all times, with no gaps between leg covering and bottom of skirt. White, black, or navy knee highs or tights.
- ▶ *Shoes*: Solid black, navy or white only. Sandals are never allowed.
- ▶ *Hair*: Hair must be pulled back and tied with a pony holder. If hair is too short for a full pony, then a half pony or headband is sufficient.

Girls, 5th Grade:

- ▶ *Shirt*: Light blue, long-sleeve three-button polo without logos, frilled collars, or any other designs.

Buttons may not be opened to show the collar bone. A navy, black or white “shell” may be worn underneath the polo shirt, but the neckline must also be above the collar bone. The shell may not extend below the polo shirt.

- ▶ *Skirt*: Girls in 5th Grade may choose from the current Dennis navy box-pleat skirt, the Land’s End navy knife-pleat style, or Gold Laibel’s stitched-down pleat skirt.

Skirt length must reach well below the bottom of the knee. Dennis Uniform’s “Plus 4” skirt is preferred. Land’s End skirt is permissible. Gold Laibel is also a preferred vendor and has a variety of lengths from extra short for more petite girls to extra long for taller girls. Select an appropriate length that will allow room for growth during the year.

- ▶ *Sweatshirt*: 5th grade girls are expected to wear school-approved uniform sweatshirts with the school logo from Land’s End only.
- ▶ *Socks*: Legs must be fully covered at all times, with no gaps between leg covering and bottom of skirt. White, black, or navy knee highs or tights.
- ▶ *Shoes*: Solid black, navy or white only. Sandals are never allowed.

- ▶ *Hair*: Hair must be pulled back and tied with a pony holder. If hair is too short for a full pony, then a half pony or headband is sufficient.

Girls, Junior High 6th – 8th Grades:

- ▶ *Shirt*: Light blue, long-sleeve three-button polo without logos, frilled collars, or any other designs.

Buttons may not be opened to show the collar bone. A navy, black or white “shell” may be worn underneath the polo shirt, but the neckline must also be above the collar bone. The shell may not extend below the polo shirt.

- ▶ *Skirt*: Junior High girls may choose from the current Dennis navy box-pleat skirt, the Land’s End navy knife-pleat style, or Gold Laibel’s stitched-down pleat skirt.

Skirt length must reach well below the bottom of the knee. Dennis Uniform’s “Plus 4” skirt is preferred. Land’s End skirt is permissible. Gold Laibel is also a preferred vendor and has a variety of lengths from extra short for more petite girls to extra long for taller girls. Select an appropriate length that will allow room for growth during the year.

- ▶ *Sweatshirt or Sweater*: Junior High girls are expected to wear one of these school-approved sweatshirts: choose from the cable-knit hooded sweater with the school logo from Land’s End, the zip-up uniform sweatshirt with the school logo from Land’s End, the Land’s End hooded sweatshirt with the school logo, or the velour zip-up school sweatshirt from Fraylich Uniform.
- ▶ *Socks*: Legs must be fully covered at all times, with no gaps between leg covering and bottom of skirt. White, black, or navy knee highs or tights.
- ▶ *Shoes*: Solid black, navy or white only. Sandals are never allowed.
- ▶ *Hair*: Hair must be pulled back and tied with a pony holder. If hair is too short for a full pony, then a half pony or headband is sufficient.

School Uniform Policy for Boys

Special Uniform Note for All Boys:

- ▶ Boots (without designs) may be worn on rainy days only.
- ▶ Coats and jackets without designs may be worn in cold or rainy weather to the yeshiva. Only the official YAYOE sweatshirts and sweaters may be worn inside the classrooms.

Boys, Yesod – 5th Grades:

- ▶ *Shirt*: Boys may wear either a three-button short-sleeve or long-sleeve white polo shirt, or a long-sleeve turtleneck shirt.
- ▶ *Pants*: Navy blue uniform pants from Dennis Uniform, Land's End, or Gold Label. No cargo pants or other types of pants of any kind.
- ▶ *Belt*: Boys wear a black belt.
- ▶ *Sweatshirt or Vest*: Yesod-5th grade boys are expected to wear school-approved uniform sweatshirts with the school logo from Land's End only. There is also an option for a navy vest, available through Land's End.
- ▶ *Socks*: Boys may wear white, navy or black solid crew-length socks. No designs are permitted. Ankle length socks are not acceptable.
- ▶ *Shoes*: All boys must wear solid black shoes without designs.
- ▶ *Tzitzis*: *Tzitzis* must be worn at all times.
- ▶ *Yarmulka/Kippah*: Velvet *yarmulkas* with no cartoon designs.

Boys, 6th Grade:

- ▶ *Shirt*: White dress shirt (Shabbos shirt) that must be tucked in at all times except during P.E. and recess.
- ▶ *Pants*: Navy blue uniform pants from Dennis Uniform, Land's End, or Gold Label. No cargo pants or other types of pants of any kind. Boys' Uniforms
- ▶ *Socks*: Boys may wear white, navy or black solid crew-length socks. No designs are permitted. Ankle length socks are not acceptable.
- ▶ *Shoes*: All boys must wear solid black shoes without designs.
- ▶ *Tzitzis*: *Tzitzis* must be worn at all times.
- ▶ *Yarmulka/Kippah*: Velvet *yarmulkas* with no designs.

Boys, 7th — 8th Grades:

- ▶ *Shirt*: White dress shirt (Shabbos shirt) that must be tucked in at all times except during P.E. and recess.
- ▶ *Pants*: Navy blue uniform pants from Dennis Uniform, Land's End, or Gold Label. No cargo pants or other types of pants of any kind.

- ▶ *Socks*: 7th and 8th grade boys may wear navy or black solid crew-length socks. No designs are permitted. Ankle length socks are not acceptable.
- ▶ *Shoes*: All boys must wear solid black shoes without designs.
- ▶ *Tzitzis*: *Tzitzis* must be worn at all times.
- ▶ *Yarmulka/Kippah*: Black velvet *yarmulkas* with no designs.
- ▶ *Jacket*: Suit jackets must be worn for *davening*.
- ▶ *Hat*: Post-bar mitzvah boys must wear black hats for *davening*.

School Uniforms, Approved Vendor Information

Please also note that the YAYOE office maintains a uniform and sweatshirt *Gemach*. Feel free to check on sizes and availability with Mrs. Black and Mrs. Eyshi in the school office.

This uniform information has been updated as of 1/15/17. We now have four approved vendors:

Dennis Uniforms:

When ordering from Dennis online, please go to www.Dennisuniform.com and select “Shop Online”. Our school code is: LA00BW.

Dennis Uniform also have two stores.

2640 North San Fernando Road, Los Angeles, CA 90065.

6459 DeSoto Ave., Woodland Hills, CA 91367 (corner of Victory Blvd).

Fraylich Uniforms:

Fraylich, a New York vendor, works with our Yeshiva and also services other Jewish schools in the community. They are a *frum* company that shares our values. Custom sizes are not a problem for them; however, please be aware that there is an additional charge for that service. Skirt lengths are appropriate in most cases without alterations.

Girls’ jumpers for grades Yesod – 4, girls’ skirts for grades 5-8, and velour sweatshirts for junior high girls in grades 6-8, may be purchased from them.

Fraylich uniforms are available online at www.fraylichschooluniforms.com or contact them by phone at (718) 871-8253.

Gold Laibel Uniforms:

Gold Laibel sells jumpers and skirts in two styles, both in a slightly darker navy color than other uniform vendors'. They are very good quality with stitched down narrow pleats that look attractive on all body types. If you would like a reference from a satisfied customer, you may contact Mrs. Baalhaness at YAYOE.

Gold Laibel Uniforms: www.GoldLaibelUSA.com, or call Mr. and Mrs. Goldman at 347-232-7661.

Land's End Uniforms:

Land's End online at www.landsend.com , select "School Uniforms", and use preferred school code: 900076886.