



# YAYOE PARENT/STUDENT HANDBOOK

Guidelines for:  
**Elementary and Middle School**  
2011-2012

Dear Parents and Students,

This handbook is designed to enhance the knowledge and the understanding of our rules and procedures. 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.

### **Arrival and Departure**

- ◆ If a child arrives late to the classroom (after 8am), a tardy will be recorded by the teacher and entered on his or her Report Card.
- ◆ If a child arrives after 8:30am, he or she must check in at the office, present a note from his or her parents, and receive a pass to be admitted to class. If a child needs to leave early for an appointment, the office must be notified. The child (or parent) must sign out in the office and be escorted to the waiting parent by a staff member.
- ◆ No child of any age will be allowed to 'go home' early, unescorted by a parent. Returning students must sign in with the office.

### **Bicycles and Scooters:**

- ◆ For the safety of all concerned, a child who rides a bike or scooter to school must have:
  - ✚ Signed parental permission form on file in the office.
  - ✚ Helmets on at all times
- ◆ Students must walk their scooters and/or bikes through the gates.
- ◆ Riding bicycles or scooters on campus is not allowed at any time.
- ◆ Skateboards, rollerblades, and motorized scooters are not an acceptable means of transportation to school.

### **Birthday Parties:**

- ◆ A contribution to the school's Library Fund is a lovely way to honor your child's birthday.
- ◆ We are building a games gmach. Donations of games that can be played on rainy days would be appreciated. They would make a lovely donation in honor of your child's birthday.
- ◆ Birthdays may be celebrated in school through Grade 1 with cupcakes at a designated time. Please check our food policy (scroll down) carefully before planning your celebration and be sure to consult with the teacher well in advance regarding timing.
  - ✚ In school parties are limited to fifteen minutes.
  - ✚ A treat that is in accordance with our food policy may be given out.
  - ✚ No Goodie Bags, please.
- ◆ Please do not park on campus or in the staff lot on Formosa. You may park in the small Trader Joe's lot.
- ◆ Home Parties
  - ✚ 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.
  - ✚ In the spirit of class unity, we encourage home birthday parties to include the entire class.

### **Boosters/Carseats:**

- ◆ Required for all children under 60 pounds and/or under 6 years of age.
- ◆ Booster seats may not be left in hallways due to fire regulations.
- ◆ In the interests of carpool efficiency, please make sure that all boosters and carseats are arranged in their proper places prior to entering the campus carpool lane.

### **Carpool Regulations:**

- ◆ Enter through Formosa, exit through Detroit. Procedures are uploaded on our web site: [www.yayoe.org](http://www.yayoe.org).
- ◆ Please do not leave your vehicle for any reason.
- ◆ Please do not talk on your cell phone while in car on campus.
- ◆ Please do not take out your booster or car seat during carpool time. It delays the steady flow of carpool.
- ◆ Please follow the instructions of the carpool attendant.
- ◆ Please be aware that there is an active crosswalk near the Detroit gate.
- ◆ Please do not leave your car unattended on campus.
- ◆ Please use extreme caution while proceeding through the carpool line as small children may be loading in front of and/or behind your vehicle.
- ◆ Children may not enter the vehicle from the left side without an adult right beside them.
- ◆ There is to be no playing on the playground equipment during carpool time even with a parent supervising.

### **Classroom Visits**

- ◆ If you wish to observe a class, please contact the appropriate administrator first and arrangements will be made for a mutually convenient time.
- ◆ In order to minimize interruption to the academic program, please drop off any items or message for your child to the office and do not enter your child's classroom.

### **Communication between school and home:**

- ◆ ParentLocker, although a wonderful tool for communication, is not meant to replace the student's responsibility to organize his or her materials and be responsible for his or her assignments.
- ◆ [www.Parentlocker.com](http://www.Parentlocker.com) Much information will be posted on or emailed from this program.
- ◆ New parents should contact Mrs. Schlesinger at extension 2413 or email [cschlesinger@yayoe.org](mailto:cschlesinger@yayoe.org) for assistance on accessing the program.
- ◆ Weekly newsletters are emailed and posted on ParentLocker, along with Petakim and school calendar information.
- ◆ Check your email daily for special announcements.
- ◆ Since it is difficult for teachers to give you the proper focus while they are on duty and for the purposes of confidentiality, discussions with teachers and administrators concerning your child are most effectively conducted through a personal appointment.
- ◆ If you wish to set up a personal appointment with a teacher or administrator, either email through ParentLocker or privately, or leave a message in the office and the teacher or administrator will get back to you within 24-48 hours.
- ◆ Should you have questions or concerns about contacting a teacher or administrator, please contact our Parent/Teacher Liaison, Mrs. Robin Goldberg at extension 2408.

## Field Trips

- ◆ 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.
- ◆ Please be aware that only children with signed consent forms will be allowed on field trips.

## Food:

- ◆ Food that is meant to be shared with your child(ren)'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. 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](http://www.kosherquest.org).
- ◆ Baked goods, whether packaged or purchased from a school approved bakery, must be cholov Yisroel if dairy.

## Internet, TV, Movies, Music, Books, etc.

- ◆ Please be aware that the use of TV, videos, and computers as a means of entertainment can have a negative impact on your child's physical, intellectual, social, emotional, and spiritual well-being. You are paying a lot for tuition—why waste it?
- ◆ If your child is going to view a DVD, please screen these movies carefully before allowing your children to watch them. Even PG movies contain violence, innuendos, and language that while acceptable to the popular culture is not acceptable for yeshiva students.
- ◆ Secular music videos and songs that are easily available for downloading and sharing contain inappropriate content. Please monitor your child(ren)'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 literature for our children to read.
- ◆ There is to be NO discussion of any television, movie, or other popular culture topics in our Yeshiva at any time.
- ◆ Parents may not leave their children unattended on the internet even if you use an internet filter.
- ◆ If you have not yet removed television from your home, please consider it.
- ◆ Children are FORBIDDEN to maintain accounts on any of the social networking site such as Facebook, Twitter, etc. We highly recommend limiting email access to joint use of a parent's email account.

## Lunch:

- ◆ If your child forget his/her lunch, these are the procedures to follow:
  - ◆ Drop the lunch(es) off in the main office in the morning. Please do not go to your child's class.
  - ◆ We will have sandwiches available (not part of hot lunch program), if you are unable to drop off a lunch.
- ◆ Discourage sharing of lunches and snacks.
- ◆ Send in enough **healthy** snacks and drinks to last throughout the day.
- ◆ Please do not take your child(ren) out for lunch.
- ◆ **HOT LUNCH:** We have a hot lunch program available for purchase. Details sent separately.

### **PARENT-SERVICE OBLIGATION:**

- ◆ Parents are required to volunteer 30 hours per family per year to avoid having their Parent Service check cashed.
- ◆ Read newsletter regularly for opportunities to volunteer or call the office.
- ◆ Opportunities are posted on our web site: [www.yayoe.org](http://www.yayoe.org)

### **PERSONAL BELONGINGS:**

- ◆ No devices including electronic games, motorized cars, toy weapons or similar items, may be brought to school.
- ◆ No sports equipment unless authorized (includes 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 it is used for Show and Tell (and 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 [yaoescrip@yahoo.com](mailto:yaoescrip@yahoo.com).
- ◆ Updates and regular communication via the newsletter, ParentLocker, or web site will be issued regarding new opportunities to use scrip.

### **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.

### **SUPERVISION OF CHILDREN DURING AND AFTER SCHOOL**

- ◆ There is no playing on the equipment, even with parental supervision, during carpool times.
- ◆ If you are on campus during or after school hours, while waiting for your children to finish any type of after school activity, you must not allow your other children to play on the equipment unsupervised.
- ◆ If supervising such children, please be in close proximity to them watching them at all times.
- ◆ Please do not talk or text while watching your children playing on the equipment.

## UNIFORM POLICY:

Contact information: [www.dennisuniform.com](http://www.dennisuniform.com), Burbank store: 818-843-8306;

[www.landsend.com](http://www.landsend.com), School Name: Yeshiva Ohr Eliyahu; School code: 900076886

- ◆ Our Uniform Policy is meant to enhance the school spirit, kavod, and tznius of our Yeshiva. We expect parents' support for all Yeshiva rules including the Uniform Policy.

### Preschool:

- ✚ Play clothes that are comfortable and meant for painting, climbing, running, and jumping, etc.
- ✚ No logos, cartoon characters or immodest pictures may be worn on clothing or brought in on backpacks or lunch boxes.
- ✚ Boys should wear a yarmulke and tzitzis.
- ✚ No sleeveless tops allowed for boys or girls.
- ✚ No Bucharean or yarmulkes with cartoon characters are allowed.
- ✚ No crocs or open toed sandals.

**(On Rosh Chodesh, girls in grades 1-5 may wear a white Shabbos blouse under their jumper—this is not required.)**

### Yesod-1 Girls

- ✚ Light blue buttoned-down oxford, three-button polo shirt, or Peter Pan collar--short or long-sleeved
- ✚ Navy blue jumper plus 4" from Dennis Uniform
- ✚ Socks: White, black, or navy socks, knee-hi or ankle length, or white, navy, or black tights
- ✚ Shoes: Solid black, navy or white only. Sandals are never allowed. Boots may be worn only on rainy days.
- ✚ Hair: Hair must be pulled back in a full pony tail and tied with a pony holder. If hair is too short for a full pony, then a half pony or headband is sufficient.

### Grades 2-5 Girls

- ✚ Light blue buttoned-down oxford or Light Blue three button polo shirt-- three quarter or long sleeved.
- ✚ Navy blue jumper plus 4" from Dennis Uniform
- ✚ White, black, or navy knee highs or tights
- ✚ Legs must be covered at all times. No gaps between leg covering and bottom of skirt
- ✚ Shoes: Solid black, navy or white only. Sandals are never allowed. Boots may be worn only on rainy days.
- ✚ Hair: Hair must be pulled back in a fully pony tail and tied with a pony holder. If hair is too short for a full pony, then a half pony or headband is sufficient.

## Grades 6-8 Girls

- ✚ Light blue long-sleeved 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 but the neckline must also be above the collar bone. The shell may not extend below the polo shirt.
- ✚ Navy pleated skirt from Land's End or Dennis Uniform only. Skirt length must reach well below the bottom of the knee (at least 2 to 3 inches below). Dennis Uniform skirt is preferred. Land's End skirt is permissible.
- ✚ A cable knit hooded sweater, from Land' End, is available with the school logo as an alternative to the YAYOE sweatshirt.
- ✚ White, black, or navy knee highs or tights
- ✚ Legs must be covered at all times. No gaps between leg covering and bottom of skirt
- ✚ Shoes: Solid black, navy or white only. Sandals are never allowed.
- ✚ Boots may be worn on **rainy** days only.
- ✚ Hair: Hair must be pulled back in a full pony tail and tied with a pony holder. If hair is too short for a full pony, then a half pony or headband is sufficient.

## 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. (Please be careful about blouses that could be sheer.)
- ✚ If girls, grades 2-8 come to school with short socks, we will provide them with knee-highs.



## Yesod – 5<sup>th</sup> Boys

- ✚ Boys may wear either a three-button short- or long-sleeved white polo shirt, or a long-sleeve turtleneck shirt.
- ✚ Dennis Uniform or Lands End navy pants with a black belt. No cargo pants or other types of any kind.
- ✚ A navy vest is available through Land's End.
- ✚ Boys may wear white, navy or black solid socks. No designs are permitted. Crew length socks only. Lo-cut ankle length socks are not acceptable
- ✚ All boys must wear solid black shoes without designs.
- ✚ Tzitzis must be worn at all times.
- ✚ Black, navy, or brown velvet yarmulkes with no cartoon designs.

## Sixth Boys

- ✚ White Shabbos dress shirt that must be tucked in at all times except at P.E. and recess.
- ✚ Navy or black pants from Dennis Uniform or Lands End only.
- ✚ Boys may wear white, navy or black solid socks. No designs are permitted. Crew length socks only. Lo-cut ankle length socks are not acceptable
- ✚ All boys must wear solid black shoes without designs.
- ✚ Tzitzis must be worn at all times.
- ✚ Black Velvet yarmulkes with no designs.

### Seventh and Eighth Grade Boys

- ✚ White Shabbos dress shirt that must be tucked in at all times except at P.E. and recess.
- ✚ Black pants from Dennis Uniform or Lands End only.
- ✚ Boys may wear white, navy or black solid socks. No designs are permitted. Crew length socks only. Lo-cut ankle length socks are not acceptable
- ✚ All boys must wear solid black shoes without designs.
- ✚ Tzitzis must be worn at all times.
- ✚ Black Velvet yarmulkes with no designs.
- ✚ Jackets must be worn for davening.
- ✚ Post Bar-Mitzvah must wear hats for davening.

### Outerwear for Boys and Girls

- ✚ Redesigned sweatshirts with our new logo are available online at Land’s End.
- ✚ Coats, jackets, and without designs may be worn in **cold** or **rainy** weather to the Yeshiva.
- ✚ Boots may be worn on **rainy** days only.
- ✚ Only the official YAYOE sweatshirts (with logo), sweaters (with logo) and vests may be worn inside the classroom.

### COMPLIANCE POLICY:

- ◆ If a child comes to school wearing a uniform that does not meet our code, we will provide a correct uniform from our Uniform Gmach. We will expect parents to return the items borrowed and supply their child with the appropriate uniform that meets our code.
- ◆ If there is a contradiction between this handbook’s list and the uniform companies’ lists, please refer to this document as the definitive policy and let us know so that we can update them.

**Girls Uniform Chart** “☺” = Acceptable

	Yesod	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8th
Light Blue Oxford, Peter Pan, or three-button polo with Short Sleeves	☺	☺							
Light Blue Oxford, Peter Pan, or three-button polo with three quarter or Long Sleeves	☺	☺	☺	☺	☺	☺			
Light blue three-button Polo shirt—long-sleeved							☺	☺	☺
Black, Navy or White Shells Only							☺	☺	☺
Navy Blue jumper	☺	☺	☺	☺	☺	☺			
Navy skirt							☺	☺	☺
Ankle Socks	☺	☺							
Knee-Highs	☺	☺	☺	☺	☺	☺	☺	☺	☺
Tights	☺	☺	☺	☺	☺	☺	☺	☺	☺
Solid Black, White or Navy Shoes Only	☺	☺	☺	☺	☺	☺	☺	☺	☺
School Sweatshirt with logo	☺	☺	☺	☺	☺	☺	☺	☺	☺
Cable Sweater from Land’s End with logo							☺	☺	☺

(Boys’ chart on next page)

## Boys Uniform Chart “☺” = Acceptable

	Yesod	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
3 Button White Polo Shirt with Short or Long Sleeves	☺	☺	☺	☺	☺	☺			
White Button Down Dress Shirts with Short or Long Sleeves							☺	☺	☺
White Turtlenecks	☺	☺	☺	☺	☺	☺	☺		
Navy Pants with Black Belt from Dennis Uniform or Lands End ONLY	☺	☺	☺	☺	☺	☺	☺		
Black Pants							☺	☺	☺
<b>SHOES</b> Solid Black Shoes without Designs	☺	☺	☺	☺	☺	☺	☺	☺	☺
<b>SOCKS</b> White, Navy or Black Solid Socks	☺	☺	☺	☺	☺	☺	☺		
Navy or Black Socks Only						☺	☺	☺	☺
Jackets and Hats(post Bar Mitzvah) for Davening								☺	☺
Vest from Land's End	☺	☺	☺	☺	☺	☺			
School Sweatshirts	☺	☺	☺	☺	☺	☺	☺	☺	☺
Tzitzis and Yarmulkes without Cartoon Images	☺	☺	☺	☺	☺	☺	☺	☺	☺
Dark Navy, Brown, or Black velvet yarmulkes (no cartoon designs) No Bucharean Yarmulkes allowed.	☺	☺	☺	☺	☺	☺			
Black Velvet Yarmulkes with no designs.							☺	☺	☺

### Visitors' Dress Code

In order to maintain the highest level of Kedusha that befits a Makom Torah, we respectfully request that all adult visitors, including parents, grandparents and guests adhere to the following dress code guidelines:

- ◆ Women
  - ✚ Skirts below the knee without slits of any kind
  - ✚ Sleeves below the elbow
  - ✚ Necklines that cover the collar bone
  - ✚ Stockings
  - ✚ Head covering, if applicable
  
- ◆ Men
  - ✚ Yarmulke or head covering
  - ✚ Long pants
  - ✚ Socks

**Wellness Policy:**

◆ **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 such as strep throat.
- ✚ If a child becomes ill during the school day, we make them comfortable in the Nurse's office, adjacent to the front office, where he or she can wait until a parent or designated adult picks him or her up. We must be notified who this individual is if he or she is not on the official carpool list for the child.

◆ **Lice**

- ✚ The School will perform periodic lice checks; if eggs or live lice are found children will be sent home. Upon return, children will be checked thoroughly and must be 100% (nit) free to remain in school.

Leave a message for the teacher if you would like your child to receive the homework assignments. Specific arrangements can be made.

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**ACCEPTANCE OF PARENT-STUDENT HANDBOOK INFORMATION AND RULES**

I/We have read the enclosed Parent/Student Handbook and our signature indicates our acceptance with Yeshiva Aharon Yaakov-Ohr Eliyahu's policies for the 2011-2012 school year.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Please print last name.

Please return by fax, mail, scan and email, or drop off to the office before the start of school.

Fax: 323-556-6901

Email: [YAYOE@YAYOE.ORG](mailto:YAYOE@YAYOE.ORG)

Address: [241 South Detroit St., Los Angeles, CA 90036](#)