



BAIS YAAKOV SCHOOL FOR GIRLS

EVA WINER HIGH SCHOOL • PH 443.548.7700 X 1 • FAX 443.548.6340

Lower Elementary School Preschool

Rabbi Yitzchok Sanders
Principal

Upper Elementary School

Rabbi Yochanan Stein
Principal

11111 Park Heights Avenue
Owings Mills, MD 21117
443.548.7700
Lower Elementary x 4
Upper Elementary x 3

Rabbi Benjamin Steinberg
Middle School
Rabbi Naftoli Hexter
Principal

6300 Smith Avenue
Baltimore, MD 21209
443.548.7700 x 2

Eva Winer High School
Rabbi Yechezkel Zweig
Principal

Rabbi Yehoshua Shapiro
Associate Principal
Mrs. Elise Wolf
General Studies Principal

6302 Smith Avenue
Baltimore, MD 21209
443.548.7700 x 1

Executive Office
Rabbi Zalman Nissel
Chief Executive/Operating Officer

Rabbi Aaron Gross
Director of Development
Rabbi Yacov Simha
Vice President, Development

6302 Smith Avenue
Baltimore, MD 21209
443.548.7700 x 5

Officers

Dr. Shmuel Markovitz, *President*
Moshe Dov Shurin, *Vice President*
Ofer Lurman, *Treasurer*
Herman Berlin, *Secretary*
Dr. Yoel Jakobovits,
Chair, Vaad Hachinuch
www.baisyaakov.net

*Bais Yaakov is a beneficiary
of the Associated/Weinberg
Foundation Day School
Funding Initiative*

GUIDELINES FOR MESSAGES AND ATTENDANCE MATTERS **8/2019– AV 5779**

1. Names of students who receive messages will be announced at 11:45, 2:45, and 4:59 (dismissal). While the office cannot guarantee that the messages will be received, this system usually works. However, please note that students are sometimes not in class when the 4:59 bell rings and may fail to hear 4:59 announcements. Except in an emergency, we request that no messages be called in later than 2:00 P.M.

Please also note that the office staff is not always able to get to the phone and there is **no guarantee** that messages left on voice mail close to the designated times above will be delivered on time. It is better to call early to be on the safe side - **but it is most advisable that all arrangements be made with your child before she leaves for school in the morning**, or be sent with a carpool driver at the end of the day.

2. Parents are requested not to bring any drinks to school for students. These create messy situations, attract insects and disturb the school routine. Students will not be called to the office to pick up drinks or slurpees. Please refrain from bringing them even if you will sidestep the office staff. Thank you for your cooperation.

3. Students will not be called out of class for phone calls or messages from home.

4. School e-mail or fax machine is for office use only and is not available for student-related matters.

5. Students who need to leave for an appointment during the school day must present a note from home to the office when arriving at school.

6. As stated in the Student Handbook, students are never permitted to leave school during the school day without first obtaining a note from the office and signing out in the sign-out book. To leave school during the school day as an unexcused personal leave, a note from home must be presented to the office in the morning. Students who do not present a note from home in the morning for an **unexcused** early dismissal will not be allowed to leave school unless **picked up in person by a parent**.

7. Students may not leave school for lunch, even with a note from home, unless personally picked up and signed out by a parent.

8. Notes to the office should please be legible and presentable - in a manner that reflects respect for the school and the office staff.

We thank the parents for cooperating with these procedures, which will help ensure that the school day proceeds in an undisturbed manner, both with regard to office functioning and student learning. Thank you from all of us at Bais Yaakov.