



רמה ישראל  
Ramah Israel

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TRY – Tichon Ramah Yerushalayim

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# HANDBOOK

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## **CONTACTING US**

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*Please do not call on Shabbat or Holidays unless it is an absolute emergency.*

### **NEW YORK OFFICE**

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3080 Broadway  
New York, NY 10027

phone: 212-678-8883  
fax: 212-749-8251

### **JERUSALEM OFFICE**

Ramah Israel  
8a Katznelson St.  
Jerusalem, Israel 9131602

phone: 02-679-0243  
fax: 02-679-2069

### ***Calling Israel***

To call Israel from North America, you must first dial 011, the international exit code for the US and Canada, or just dial + from a cell phone. You must then dial 972, Israel's international country code. Most Israeli numbers are 8 digits, including cell phones.

To call our office from North America, dial 011-972-2-679-0243 or +972-2-679-0243. When calling from within Israel, dial 02-679-0243.

### ***Emails***

All emails should be sent Nicole Dror, the TRY Family Liaison, at [liaison@ramah.co.il](mailto:liaison@ramah.co.il). (This email account should be used for communication with TRY staff only, not for communication with students.)



### **Jonathan Madoff, TRY Director and Head of School**

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## I. INTRODUCTION

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Tichon Ramah Yerushalayim (TRY), תיכון רמה ירושלים, the Ramah Jerusalem High School, is an international secondary school program in Jerusalem, Israel. TRY combines a high-level general studies academic curriculum, as prescribed by each student's high school, with a superior course of Israel studies, Hebrew and Jewish studies.

TRY is designed to provide its students with a stimulating cross-cultural experience while focusing on their development as Jews. Ideally, the student's maturing sense of self and evolving self-realization as a Jew become inextricably intertwined at this critical point on the threshold of adulthood. TRY students are confronted with numerous new choices, responsibilities, and freedoms as a result of living in Israel among peers and away from family, friends and their home communities. TRY's staff and faculty provide a wide range of experiences and opportunities designed to facilitate each student's personal growth, broaden his/her outlook on life, and enhance his/her academic career. Yet it is the attitude and energy each participant brings to TRY that will help determine what he/she will take home.

This handbook is filled with information for both parents/guardians and students. Careful reading will help in preparing for TRY and knowing what to expect during the program. We hope that it will make TRY all the more realistic, adding to the excitement, anticipation, and readiness for what lies ahead. We strongly recommend that parents/guardians and students review it together, as the success of TRY involves joint responsibility.

Enjoy this handbook with the excitement that it provokes and the information that it offers. As you prepare yourselves, think back to when you sat down at your Passover Seder with your families and recited the prayer *Le'Shanay Ha'Baah B'Yerushalayim* (Next Year in Jerusalem) words echoed the world over for over 2,000 years. This year, you will fulfill that prayer, as you spend your semester on TRY.

## II. PRE-DEPARTURE

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### A. PASSPORT INSTRUCTIONS

If you do not currently hold a passport that is valid through the end of the program, please apply for one immediately. Allow several weeks for your passport to arrive. Although a passport valid for six months from the date of entering Israel is not required by the Government of Israel, airlines routinely require this. Application forms for passports may be obtained at any county clerk's office, as well as at some post offices and other federal government offices and [online](#).



### B. Visas and Entry to Israel

If you are a citizen of the United States or Canada **and are not also a citizen of Israel** (see below) you need not apply for a visa in advance of departure. Upon arrival in Israel, you will automatically be granted a three-month tourist visa extendable for the duration of the program.

*If you are an Israeli citizen, by virtue of having been born in Israel or having at least one parent with Israeli citizenship* (even as an immigrant), the situation is

very different. **Contact the local Israeli consulate and/or aliyah shaliach (emissary) for full details and guidelines.** If you were here previously with your parent/s/guardians officially as a "temporary resident" (an A-1 visa), contact the local Israeli consulate and/or aliyah shaliach (emissary) for full details and guidelines.

**Israeli citizens and temporary residents please note:** you will probably need to enter and leave Israel on an Israeli passport. If you do not have one, the Israeli consulate in your area will be able to facilitate this procedure. *Please do not wait until you get to Israel with the hope that everything will work itself out.* It tends to become a much more complicated process if done in Israel without parents/guardians and can cause delays in departure.

### C. IMMUNIZATIONS

There are no immunization or vaccination requirements for travel between Israel, the U.S., and Canada.

*We require that you be protected against tetanus, Hepatitis A, and Meningitis* and recommend a flu shot. All of your immunizations should be up-to-date.

## **D. FLIGHTS**

Flight arrangements can be made individually or through the Ramah New York office. Individuals making their own flight arrangements **must** coordinate them in advance with the NY office. Those students traveling individually ***must coordinate their arrival time with the start of the program, around the same time as the group flight.*** The first activity of the program begins upon arrival of the group flight. ***All students are required to be at the airport at that time.*** If someone arrives in the country days earlier, they can join the TRY staff on their way to meeting the group flight at the airport. A chaperone will be sent with the group flight from New York to Ben Gurion Airport. We will organize ***one pick-up*** from Ben Gurion Airport on the day of the group arrival. Please take into account if you arrive much later/earlier than our group flight you will be responsible for costs of transfers, and any other payments or arrangements that need to be made.

TRY assumes responsibility for program participants from the time of their departure to Israel until passing through the ticketing counter on the day the program ends. If you choose to stay in Israel beyond the end of TRY, you must let our administration know in writing, including all relevant contact information. Time of pick-up will be at the same time of the group's departure. Please know that we no longer are responsible for your children once the program officially ends.

## **E. INSURANCE**

We strongly recommend that TRY participants acquire a travelers' package insurance policy. This should include:

1. Coverage for loss and theft during the program
2. Baggage and flight insurance

***Ramah Israel does not assume responsibility for loss or theft of money or valuables or for damage to or loss of baggage.*** We strongly recommend that all expensive equipment be left at home (except a laptop; see section below). Laptops, audio equipment, or cameras that you do bring should be expendable. Bring a list of the serial and model numbers and other identifying features of whatever valuables you bring for reports and claims in the event of loss or theft.

## **F. LUGGAGE**

Check with your airline concerning baggage regulations. Most passengers on international flights are permitted only one bag weighing up to 50 Lbs (23 kg) and 62" (158 cm) in overall dimension (L+W+H) free of charge. If you bring a second bag, please check with your airline regarding cost. Additional charges may apply for overweight baggage (up to 70 lbs/32 kg).

Only one carry-on bag is permitted, in addition to a personal item like a small backpack, computer bag, or purse, and a coat. Please note that airport security precautions may include luggage searches.

Airlines may charge large sums for overweight or extra baggage, if they permit it at all. Remember to check security guidelines regarding liquids/gels in your carry-on baggage. We recommend putting a change of underwear and medication for first week in your carry-on luggage in the event of lost baggage.

## **G. PACKING: CLOTHING, BOOKS, AND PERSONAL ACCESSORIES**

Our Recommended Packing List follows. Note that it includes clothing for all seasons. The winter can be cold and rainy, and the spring/summer, hot and sunny.

### ***Packing Tips***

*Closet space in the dormitory is limited, so try to bring the absolute minimum with you.*

- Dress is far less formal in Israel than in North America; ties and jackets, for example, are unnecessary even in synagogues and on special occasions.
- Toiletries are readily available. American products are more expensive here than in the States, but Israeli brands are perfectly fine. Many over the counter medications are available in Israel for reasonable prices, but under different names. Others require a prescription in Israel. Check with us if you have questions about what to bring and what to leave home. Other things you might be accustomed to buying at home without a prescription may require one in Israel, so you might want to bring enough for the semester.
- ***Hats and water bottles are required on all outings.*** We strongly recommend sunglasses and sunscreen as well. Sunscreen is more expensive in Israel than in North America.
- Bring a full supply of contact lenses, an extra pair of prescription glasses, and a copy of your prescription.
- Bring a ***full supply*** of prescription medications, as well as a description of medications and dosages, in case of loss. You may need to get permission from your insurer to fill several months of medication at one time; this is usually accomplished with a copy of your plane reservation and acceptance letter.
- Bring a few pens and a small notebook for the first few days. Due to luggage restrictions, we recommend that you buy your school supplies (paper, notebooks, pens, pencils, etc.) in Israel during orientation. ***However, you will want to bring your notes from the first semester if you are in an AP or Regents class.*** Note: three-holed paper loose-leaf paper/binders are not available in Israel.

- One set of bedding will be provided, including sheets, blankets, and pillows. *Towels are not supplied.*
- **Internet access:** Students can access the internet over WiFi. Your laptop must have a Wifi card/receiver. Our dorms and classroom areas are fully Wifi accessible.
- All students receive a paperback *Siddur Sim Shalom* from TRY.

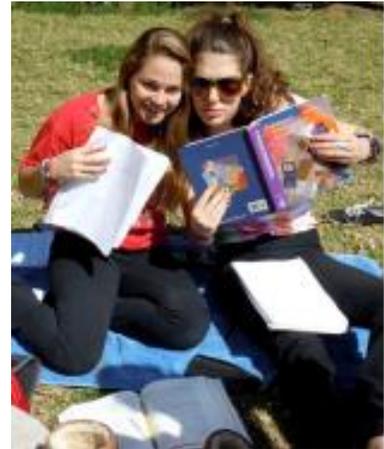
## ***Academic Packing List***

### **1. Laptop Computer**

*TRY requires that students bring a laptop computer.*

Although we strongly recommend that you leave expensive items at home, we also recognize the advantage of personal computers for schoolwork. Students assume full responsibility for storage, loss, or theft of their equipment. It may help to bring a security cable. Plug adapters can be purchased inexpensively in Israel. No transformer is needed.

2. *JPS Hebrew/English Tanakh: Pocket Edition* (4x6 inches, ISBN: 0827607660, available in a selection of bindings and colors, from many book stores and online retailers)
3. Scientific pocket calculator (for math students). If you will be taking the SAT or AP exams, make sure your calculator is compliant.
4. Elie Wiesel's *Night* (ISBB: 0374500010) and *Dawn* (ISBN: 0809037726)
5. AP Preparation Books are recommended for AP students; bring the appropriate books for your exam. While we have many used copies of these books in our lending library, we do not have books for all subjects.
6. If you are taking a specialized course, you may need to bring your textbook. We will let you know if you need to bring your book.



## **General Packing List**

1 good pair of hiking shoes	2-4 pairs pajamas - light and heavy
1 pair sneakers	3 pairs jeans or lightweight pants
1 pair sandals	3 pairs warm pants for winter (sweats, cords)
1 pair shoes for Shabbat	2 hats (one for warmth/rain, one for sun)
1 pair warm boots	2 bath towels
1 pair water sandals (i.e. Teva, Crocs)	2 washcloths
2-3 pairs shorts	2-3 sweaters or sweatshirts
1 bathing suit	1 lightweight jacket
1 bathrobe	1 warm, waterproof winter jacket (with hood) and gloves
10-12 shirts and tops (short and long-sleeved)	Underwear and socks (12-14 day supply)

### **Men**

2 short-sleeved white shirts (for Shabbat)  
2 long-sleeved white shirts (for Shabbat)  
Kippot (required)  
Talit and Tefilin (**required**)

### **Women**

4 lightweight skirts/dresses (below knee and with sleeves)  
3-4 warm skirts and dresses  
Stockings/ warm tights  
Kippot, tallit and tefillin (optional)

## **Personal Accessories and Miscellaneous**

Address book	Flip flops
Sewing kit & safety pins	Travel alarm clock
Flashlight	Mirror
Sunglasses	Travel clothesline
Earphones, ipod/mp3 player, camera	Sleeping bag, light blanket, sheets (optional)
Backpack	Sunscreen & bug spray
Transformer kit for electrical appliances	Overnight bag for up to 3 days
Comb, brush, nail file	Shaving equipment (220 current)
Batteries	Water bottle (Former students have recommended a Camelbak backpack, which must have room for books and gear as well, or buying and refilling a 1.5 liter water bottle)
Duct tape	
Enough toiletries to get started (e.g., soap, tissues, toothbrush and toothpaste, band-aids, aspirin, tampons, etc.)	

## **H. ELECTRICAL APPLIANCES**

Electricity in Israel runs on 220V, 50 cycles (in North America it is 110V, 60 cycles). Many hair dryers, shavers, radios, etc. require a special 110-220 50/60 cycle converter, which can be purchased at electrical stores either abroad or in Israel, along with plug adapters. North American digital alarm clocks will not work here unless they are meant for overseas travel. Some appliances work on

either system, simply by flipping a switch. The use of larger electrical appliances, such as heaters, toaster ovens and hot plates is not permitted. You will only need a plug adapter (around \$5) for laptops and camcorders.

Electricity in Poland is the same as in Israel, 220V, 50 cycles. However, the sockets are all for two-pronged plugs, not three pronged (In Israel these are both used). A small adaptor can be bought for this.

## **I. CUSTOMS**

You do not have to 'declare' or pay customs on sports accessories, musical instruments, digital or video cameras, or laptops. However, the customs official may choose to register them in your passport. Registered items must leave the country with you.

## **III. SPECIAL PROGRAMS**

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### **A. SHABBAT**

There are four types of Shabbatot during TRY.

#### **1. Host Family Shabbat**

Students spend host Shabbatot either with families or friends of their own choosing or with families arranged by TRY. Host families must be listed on the Host Family Form submitted by the student's parent/s guardian/s.

Approved hosts must also be at least 25 years old and living in a home. Students are not permitted to visit friends or relatives who are living in a dorm situation. On rare occasions, exceptions are made and only by the Director of the program in consultation with both parents/guardians and the security staff.

If the student wishes to spend a Shabbat with a host **not** indicated on the form, the host must be at least 25 years old and approved in writing by both parent/s/guardians and the TRY staff. Under no circumstances may students spend a host Shabbat alone (as opposed to with approved adult family/friends) in a hotel room. We recommend that you already begin corresponding with family and friends in Israel. ***Be sure to bring up-to-date addresses and phone numbers with you.***

**Students who wish to travel to family/friends outside of the Jerusalem/Tel Aviv areas may need to wait until later in the semester when Shabbat begins later.**

We recommend that prior to your arrival, you together with your parent/guardian contact your family/friends in Israel and pre arrange



your first few Shabbatot. You will receive a letter with the dates and more information nearer the time.

## **2. Shabbat Yachad (Group)**

Students spend Shabbatot together and participate in organized activities. Some group Shabbatot are held off-campus (on a kibbutz, for example) and others at the Chava (Israel Goldstein Youth Village). On Shabbat we share in festive meals, attend various types of synagogues, participate in *peulot* Shabbat and observe Shabbat traditionally in all public areas.

## **3. Open Shabbat**

Students have the option of staying with friends or relatives (see procedures for Host Shabbat) or remaining on campus in a restful Shabbat atmosphere, where no official programming is planned. All traditional Shabbat observance policies apply. Students who wish to travel to family/friends outside of the Jerusalem/Tel Aviv areas may need to wait until later in the semester when Shabbat begins later. Your madrichim will help you coordinate your plans.

## **4. Mifgash/Adopted Shabbat**

Students spend Shabbat in Israeli homes with kids their own age as part of an Israel experience interrelationship program. These families often become "homes away from home" for our students. These Shabbatot are planned as part of the Mifgashim program (below).

Sign out procedures for host and open Shabbatot will be explained when you arrive. Furthermore, the program may organize a private bus or van (students share the cost instead of taking public transportation) for students to travel to the Tel Aviv area or beyond for host pick-ups at a pre-arranged place.



## **B. MIFGASHIM AND KEHILA SHABBAT**

One of the innovative features of TRY is the opportunity it offers for contact with Israelis. Throughout the program, participants will have an opportunity to be "adopted" by Israeli families with teenagers living in the Jerusalem area, or other kehillot (communities). All families, of course, will be approved by Ramah staff. Students

may also have adopted families arranged for them by representatives of their local community, or may opt to have Jerusalem-based family or family friends serve as their adopted hosts—with parental approval.

## **IV. LIVING IN ISRAEL - AND AT THE CHAVA**

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Tichon Ramah Yerushalayim is based at Chavat HaNoar HaTzioni, the Israel Goldstein Youth Village, in the San Simon neighborhood of Jerusalem. The campus is rambling and pastoral, and includes dormitories, a dining hall, a library, classroom buildings, indoor gym and fitness facilities, a basketball court, a science lab, a cultural hall, a tennis court, and an indoor swimming pool. It is immediately adjacent to a small commercial center and is only a 10-minute taxi ride from downtown Jerusalem.

A wonderful advantage to living at the Chava is the opportunity to meet and befriend high school students from Israel and around the world - including from the Former Soviet Union, Ethiopia and France. Interactions with students from various backgrounds add an exciting dimension to the TRY experience, and gives new meaning to the concept of the "ingathering of the exiles."

### **A. SECURITY: STANDING POLICY AND PROCEDURES**

TRY's primary commitment is to the safety and security of its students.

Ramah Israel has earned the reputation of being of the very highest caliber in terms of safety and security. We take no chances, and if tough decisions have to be made, our policy is always to err on the side of caution. We will react swiftly and responsibly to any changes in circumstances in the field. There are times when that means certain programs are canceled, though in such circumstances we make every effort to "compensate" our program participants with "extras" somewhere else in the program. In any case, we operate with total commitment to both our participants' wellbeing and to their parents' peace of mind. Following are only some of our standard operating procedures:

1. Ramah strictly adheres to the security policies established by The Joint Authority for Jewish Zionist Education (Jewish Agency and World Zionist Organization) and Israel's Ministry of Education governing all field trips and activities for public school children and visiting youth.
2. All field trips are cleared in advance, and again just prior to each day's program, with the appropriate authorities (as determined by Israel's security services.) They know our whereabouts at all times, and when they deem it necessary or advisable, armed guards and trained first-aid personnel accompany our groups.

3. Transportation to all programmed activities is handled by chartered buses, which keep in constant communication with Ramah personnel via cell phones and GPS tracking.
4. Ramah does not travel over the "Green Line" (i.e. into the area referred to as the "West Bank") except in very specific areas determined safe by Israel's security services, and then only in consultation with the authorities. This applies to the Old City of Jerusalem as well.
5. Participants are given a complete security/safety briefing immediately upon arrival so that each person knows how to behave responsibly throughout his or her stay. Every participant is provided with a convenient card listing the telephone numbers of all Ramah staff, the Ramah office, and home and emergency numbers of Ramah personnel who can be contacted 24 hours a day, seven days a week. (Parents are provided with the same numbers.)
6. At no time are program participants to leave the group on their own without permission from program staff. Furthermore, shopping time may be supervised.
7. Participants must be under the supervision of a parent-approved adult or family friend (or a Ramah-assigned host) on Host Shabbat and family occasions. Hosts may be asked to pick up and drop off the TRY participants at the base.
8. Students may not travel on intra-city buses at any time. Some inter-city buses may be used at the discretion of the Director of the program and in consultation with the security staff.
9. **Note:** On occasion and at the discretion of the Director of the program, travel guidelines and restrictions may be adjusted (more strict or loose) after consultation with security experts.

*The rules and regulations regarding off-campus travel are designed with the wellbeing of the student in mind. We relate to them very seriously, and no student will be allowed to continue with the program if he/she cannot be trusted to adhere to those rules and regulations.*

## **B. ACCOMMODATIONS**

The dormitories consist of multiple bedrooms, a group *moadon* (lounge) with cable television and ping pong/foosball tables, a kitchenette and a lawn. Individual rooms are of different sizes, with 3-4 students in each, and have their own en-suite bathroom/shower. Students will be responsible for any damage incurred during their stay in the room and dorm aside from normal wear and tear.

### **C. LAUNDRY**

Laundry service is provided once per week while the students are on campus. Coin operated machines are also available in each dorm.

### **D. TORANUT**

Students will participate in maintaining the dorm and surrounding areas. They will be assigned, on a *toranut* (rotational basis), to clean up the classrooms and bathrooms, remove the garbage, and maintain the *moadon* (lounge) and public areas.

### **E. MEALS**

The Chava provides three full meals a day, as well as snacks. Students may experience a period of adjustment to the meals, since while the menus are well balanced, they are Middle Eastern in style, and institutionally prepared. In Israel the main meal of the day is lunch, which is usually meat-based, with a light dairy supper in the evenings. Vegetarian options are available.

Many students also buy snacks at the nearby grocery store or take advantage of a number of fast food options. If you have any special dietary restrictions, please let us know as soon as possible.

### **F. OFFICE**

The TRY offices are located in the Ramah building on the Chava. The office is open from 8:00 a.m. - 6:30 p.m., Sundays through Thursdays, and 8:00 a.m. - 1:00 p.m. on Fridays. Madrichim have 24-hour access to the office.

### **G. LIBRARY**

TRY has its own lending library of Jewish/Israeli fiction and nonfiction, located in the Ramah office. Books may be borrowed during hours to be determined by the madrichim. An additional Chava library is open daily between the hours of 8:00 a.m. and 7:00 p.m. and until 9:00 p.m. two nights a week, where students may study and/or check out books.

We open our classrooms in the evening for students who choose to study in that environment during the evening hours.



### **H. PERSONAL EXPENSES**

Students will need money for personal expenses during their stay in Israel. These will include snacks, transportation, stamps, movie tickets, and the like.

#### **Approximate Cost (in USD) of Commonly Purchased Items:**

Sandwich & drink (at nearby kiosk) \$10.00

Falafel	\$5.00
Movie	\$12.00
Taxi ride within Jerusalem	\$7.00-15.00
Taxi ride to Tel Aviv area	\$65.00
Sandals	\$25-60.00
T-shirt	\$10.00-30.00
Flowers/candy (gift for Shabbat hosts)	\$5.00-15.00
Organized round trip bus to Tel Aviv for host Shabbat	\$18.00

We suggest approximately \$250-300 per month to cover ongoing needs. Additional expenses may include special gifts, books, school supplies, etc.

There is no need for participants to bring any extra money for the Poland Journey, aside from a few dollars for a soft drink here and there.

### ***Payoneer Debit Card***

We provide a special arrangement with a personal expense debit card through a company called Payoneer. It is highly recommended that you utilize this banking system for your personal expenses in Israel. Prior to your departure, you will receive information on how to register and deposit money into this student account. Parents will be able to add funds as needed and monitor the account via the internet. Ramah has arranged for few fees on this debit card. Still, there may be some initial start-up costs and small transaction fees. This system eliminates the hassle of exchanging travelers' checks or using the local banks and money changers. Students will be able to use their card at any ATM in the country and almost all stores and food establishments. Further, Ramah has arranged to be able to ***immediately*** replace any lost Payoneer card free of charge.

Cashing personal checks in Israel can be difficult if not impossible (because of age, residency, etc.). ATMs are located all over Israel and many of them accept international cards. Credit cards can also be used in most commercial outlets. (Please note that Ramah does not take responsibility for loss or theft of cash, travelers' checks or credit cards.)

***The Payoneer card does not work in Poland.***

## **I. MAIL, EMAIL, AND PHONE PROCEDURES**

### **Mail**

All mail to TRY participants should be sent to the following address:

(Name)

Tichon Ramah Yerushalayim

P.O. Box 31709

9131602 Jerusalem ISRAEL

***Please note that the zip code should go before the word Jerusalem and Israel should be underlined.***

## **Packages**

(Name)

Ramah Israel (TRY)  
8a Katznelson Street  
9262116 Jerusalem, Israel

Students will be notified when a package arrives at the post office and must be retrieved in person. **PLEASE NOTE: If you have to send a package via US Mail/Israel Post (and not FEDEX/UPS), we strongly advise that you take into account that it can take up to a month to receive the package.** Used clothing and printed material in small quantities are duty-free. Electrical goods, new clothing and other "commercial" items are subject to heavy taxes. Medicines may be stuck in customs for weeks, so bring them with you, or have your family ask someone who will be visiting Israel to bring them for you.

Israel has a 17% VAT (Value Added Tax), as well as Import Taxes (around 12% for most items). This additional 30% is charged on the entirety of the package: the combined value of the items inside AND the shipping if the total exceeds \$50. Therefore, please specify that the items you are sending to Israel are "used" and have "NO VALUE." DO NOT send food in a package, as it will get stuck in customs. You may be able to send candy, if you list it on the customs form as "candy (no agriculture)." TRY has no control over which items get through and which are not permitted by the Israeli Customs Authority.

## ***Incoming Phone Calls***

Parents are asked to avoid calling, or asking for phone calls to be placed, after 11:00 p.m. Israel time, and on Shabbat/Chagim. If you have difficulty getting through to your child, leave a message in the TRY office. In an emergency do not hesitate to call one of the staff.

## ***Cell Phone Rentals***

TRY has a special arrangement with Talk n' Save, a cell phone provider, which enables the students to be connected on one network. Students can either buy a phone unit or a SIM card for their smart phone from home. You will receive information on how to order your phone prior to the start of the program. Students will receive their phones/SIM cards as soon as they arrive in Israel. All students can be reached very quickly for SMS or phone contact when necessary. We have negotiated the best rates available for this service including unlimited incoming phone calls. Our provider will also service the phones as needed on our campus. We request that all students be on our cell phone network/plan for security reasons.

## ***J. FAMILY VISITS***

Families are welcome to visit their children during the TRY program. Ramah will be offering a TRY Family Trip, which is specifically geared to exposing our student's family members (of all ages) to Israel programming in the spirit of Ramah's educational approach. For more

information on the TRY Family Trip please contact Judy Greene in the NY office at 212-678-8883.

Prior to the beginning of the program, families should download our 'Family Visit Guidelines' for the semester detailing what dates are acceptable for visiting TRY students. Students may not be able to see their family members during 'black-out' dates. Please consult with the Family Liaison for any questions.

For all family visits (on your own or with the TRY Family Trip) please consider the following points:

1. All visits that remove students from the regular program must be approved by and coordinated with the TRY Director in advance.
2. Students may miss **up to** two days of classes to spend time with their family. These days may not include exam days or field trips.
3. Students are responsible for all work, material, and/or exams missed as a result of any time off. Teachers will continue with regular lesson plans and testing schedules. (see section VI.5)
4. There are three or four trips that are integral to the educational program. These include a southern tiyul (trip), a northern tiyul, Poland Masa (journey), and GADNA. Families are asked not to schedule time with their child during these activities.
5. Sometimes, families like to join their children on part of a TRY tiyul or sit in on classes. The TRY staff will be happy to coordinate this with you in advance but, please keep in mind that it may not be possible at all times.
6. During the spring semester many families visit around the Pesach holiday. Please take note that Ramah has arranged for consecutive free nights off of the program at the beginning of the Chag for family time. However, the last days of Pesach are reserved for a very special tiyul and the conclusion of the Chag as group time. We ask families to understand that those days are integral to the TRY experience and therefore are not free days for family visits.
7. **TRY does not recommend any family visits during the first two weeks or last two weeks of the program.** Students may not miss classes during the last two academic weeks except in extraordinary circumstances.
8. In addition to the fun surrounding a family visit two less desirable effects should be taken into consideration:
  - a. Some students can become very homesick during or following a visit.
  - b. Other students who were not visited by their families may feel sad during or following their peer's family visit.

The above points do not mean that a visit should not take place. Simply, we all should be sensitive and aware of these potential results. From experience, visiting families should try to include friends (or the group as a whole) in special treats (going out to dinner, birthday celebrations, etc.) when possible.

*Families are asked to inform the administration in advance of any visit. We would be happy to arrange a meeting with the TRY staff.*

### **K. LOSS OR THEFT**

*Unfortunately, Ramah cannot take responsibility for lost or stolen cash.* You are advised not to keep more than 150 NIS in your room or personal possession. Ramah will help you file the necessary forms and/or reports in the event of lost or stolen passports, cash, or valuables. You must lock your room whenever you leave it. PLEASE NOTE: We collect passports on the bus upon arrival. They are kept locked in the Ramah safe.

### **L. GETTING TO RAMAH AT THE CHAVA**

The Chava is located on Shai Agnon Street in the San Simon neighborhood of Jerusalem. Most Taxi drivers will know the village. Ask drivers for Chavat HaNoar HaTzioni.

To get to the Ramah office you can enter the Chava through our two gates: the main gate or the small green gate located at [8a Katznelson Street](#). The Ramah offices are located at the end of the main internal campus road.

### **M. SYNAGOGUES**

There are several Orthodox and one Reform synagogue within a few minutes' walk of the campus. Conservative synagogues and many other synagogues are a 20-30 minute walk. Students will be given a descriptive list upon arrival, and will walk to different local synagogues together on Shabbat when staying on campus.



### **N. SHOPPING AREAS**

There is a commercial center on Rechov Shai Agnon, immediately adjacent to the Chava that includes a bank, supermarket, kiosk, pharmacy, falafel stand, coffee/sandwich shop, hairdresser, launderette, money-changer, and taxi station. Most of your immediate shopping/noshing needs can be met in this area. There is a smaller shopping

area down the block, which has an electrical goods store and grocery store.

## **O. TRANSPORTATION IN JERUSALEM**

### ***Taxis***

HaPalmach taxi company (tel. 02-679-2333, 24 hours a day) is located in the shopping area adjacent to the Chava.

Additional local and reliable taxi companies are **Rehavia** (tel. 02-622-4444) and **Smadar** (tel. 02-563-5111). We also recommend downloading the app 'GetTaxi' (we will explain upon the students arrival). When taking a taxi, students should ask the driver to use the *moneh* (meter), which is required by law, to ensure that they are being charged fairly. They should always ask for a receipt; this is most important if they've forgotten something, as they'll have a means to contact the taxi driver. They should pay only the fee appearing on the meter; there is an extra charge for the third and fourth person in the taxi, if there are a large number of bags, and for a taxi that is ordered. However, a tip is not expected. For inter-city taxi service, a "special" taxi goes door-to-door but can be very expensive. (To go from Jerusalem to Tel-Aviv using HaPalmach Taxis will cost approximately \$65.00.)

***Students should make sure that the driver uses the meter!***

### ***Other Transport***

When the security situation warrants it, students may be permitted to take trains, shared taxis (sherut service) and/or city-to-city buses for transportation to/from their Shabbat hosts. This is at the discretion of the Director in consultation with our Chief Security Officer. Fares depend upon destination, but are reasonable. ***Students are not permitted to take city buses.***

## **P. HELPFUL HINTS FOR LIVING IN JERUSALEM**

Post offices and many stores are closed on Tuesday afternoons.

Many stores and banks are closed each day between 1:00-4:00 p.m. and then are open again until 7:00 p.m.

Virtually everything closes, and public transportation stops, on Friday afternoon (usually by 2:00 p.m.). Most things reopen about an hour after the end of Shabbat.

Barbershops and beauty salons are generally closed on Monday afternoons.

## **Q. MEDICAL CARE**

***Ramah Israel requires full disclosure of all pre-existing and prior medical conditions in order to best meet the needs of its participants.*** Please submit this information (medical and psychological reports, doctor's recommendations, copies of prescriptions, etc.) directly to the New York office.

*Ramah Israel reserves the right to terminate a student's enrollment on medical or psychological grounds at any time during the course of the program, if it is so determined, and/or in consultation with a medical and/or psychological expert.*

All participants are fully covered for medical care, including doctors' visits, medications, x-rays, and hospitalization. This coverage extends from the time of arrival in Israel until the end of the TRY program, and does not cover diseases, illnesses, or medical problems resulting from pre-existing conditions, pregnancy, or self-inflicted injuries.

*If you have a pre-existing medical condition, be sure that you are covered by your home medical insurance policy while in Israel. Follow up care for pre-existing conditions will require private payment.*

The TRY staff will ensure that all students receive the medical treatment recommended or prescribed by our health care professionals. Consultation with a physician not affiliated with our insurance plan will be at the student's expense, including transportation, medication, hospitalization, X-rays, etc. Extended illnesses or students who would need to be separated from the rest of the group due to a medical issue may need to stay with approved hosts (family/friends) or, in extreme cases, go home temporarily. The program staff and medical professionals will always consult directly with parents/guardians under these extenuating circumstances.

The medical coverage does **not** include dental, optical, or psychological care. However, Ramah staff will facilitate such appointments if needed, at the participant's expense. We recommend a complete dental check-up before departure for Israel.

## V. ACADEMIC AFFAIRS

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Tichon Ramah Yerushalayim (TRY) insists on high academic standards, independence and responsibility. *Self-discipline and the application of good study habits are essential.* Students must plan their own study and homework time around an already busy and demanding schedule, balancing them with the social temptations that are an integral part of dorm life, and with the wonderful distractions of Jerusalem. The Director of General Studies and Guidance Counselor will help each student make a study plan at the beginning of the semester.

We recognize how important your schoolwork is to you, and will work to help you meet the requirements of the program. Teachers and madrichim will monitor your academic progress and homework patterns. If you are not keeping up with your work, we will work with you right away to try to solve the problem, bringing in your family as necessary to help. You and your family will be able to monitor your academic progress through our school management system. Midterm and final report cards will be sent home as well. *Ultimately, though, you must take responsibility for your own academic performance.* The rules and guidelines appearing immediately below are designed to help you achieve your goals.

### A. CURRICULUM

The moment you fill in the reference section of your application with the correct information, the Study Authorization Form will be emailed to your guidance counselor. This form asks your counselor to enter your course load for the TRY semester and allows them to review our descriptions of the course offerings. In addition, your guidance counselor is asked to sign off that the school will be accepting our course work in Israel and that credit will be given for all satisfactorily completed courses.

You will be placed in classes with other students who need to complete the same work as you, and the first week or so may be a period of adjustment as all students in the class get to the same point in the material. *If you at any point feel that the class you are in is not the right one for you, please contact the Director of General Studies immediately.*

### Regents Science

If you are required to complete lab work for a Regents course or another state requirement, we highly recommend that you complete as much of this work as possible prior to departing for Israel. If there are assignments you are unable to complete by this time, you must bring the work with you to Israel so that our faculty can ensure their completion. It is your responsibility to maintain your lab portfolio, if required.

## ***Course Requirements***

In addition to a full range of general studies, all TRY students are required to take: the Israel Core course—including field trips around Jerusalem and Israel, Hebrew, and Jewish Studies. All students receive full Physical Education credit.

Classes take place six days a week, as is the case throughout Israel. Field trips are scheduled at least one full day and one afternoon a week and many overnight trips are incorporated throughout the semester, all of which constitute an integral part of the academic experience.

## **B. ISRAEL CORE COURSE**

The Israel Core Course is a field-based course, generally consisting of one full day and one half-day tiyul (field trip) and three additional classroom lectures each week. There are overnight tiyulim and project/seminar days to augment the course. The tiyulim are enlightening opportunities to leave the school setting and get to know Israel in a historical context.

**Note:** The one and a half days a week spent on tiyul are educational experiences, designed to augment readings and lectures. The trips are arranged both chronologically and thematically, thus providing a comprehensive history of Israel since Biblical times, and an intensive study of the development of the modern State. The tiyulim are challenging and enjoyable, and are a refreshing change in routine. They should not be considered as leisurely or fun-filled vacation days. Students are required to take notes and participate in discussions throughout the field trips. Projects, journals, and exams are utilized as criteria for grading in this course.



## ***Special Note Regarding Poland***

Please bring the following information with you: The name/s of family or friends who perished in the Shoah (Holocaust), including their Hebrew name and parents' names, their place of birth, and age and circumstances of death. It will be very meaningful to share this information in Poland.

### **C. CLASSROOM DECORUM**

In general, the school atmosphere is more casual in Israel than in North America. The administration and teachers are readily accessible, and students generally address staff and faculty by their first names. Do not, however, mistake informality for lack of seriousness. You are expected to treat one another, as well as the faculty, with respect and to behave within the classroom in a manner befitting a formal educational environment. You may not use the internet during class time unless it is for a teacher-assigned project. Each teacher will inform you of the policies in effect in his/her classroom regarding expectations, presentation of work, and special requirements. Eating in class is not permitted. Rules stated by individual faculty members are binding in their classes.

### **D. CHEATING AND PLAGIARISM**

Plagiarism and cheating are not tolerated on TRY. Plagiarism is the use, intentionally or not, of another person's ideas or words without giving proper credit. This includes the use of material in an encyclopedia, website, book, article, or lecture, and purchasing an essay or having someone else (including a family member) write or extensively rewrite an essay for you. Cheating refers to both giving and receiving information, and includes using internet services or other technology to do the work for you (buying papers, using translation sites to do foreign language homework, programming formulae into calculators, etc.).

Anyone found to be involved in such activity will automatically receive a zero for the work involved, and that mark will be averaged in the calculation of a final grade. A second offense will result in a grade of "F" for the course (even if the first offense was in a different course); a third offense will result in expulsion. Parents will be notified and involved from the first offense. If plagiarism is deemed accidental, students may, at the discretion of the teacher, Director of General Studies and/or Director of TRY, be required to do extra assignments and/or be given the opportunity to redo the work for a lowered grade rather than receive an F. However, it still counts as a first offense, and parents will be notified.

### **E. ABSENCES AND "MAKE-UP" WORK**

Absences owing to illness will be considered excused if the student has followed proper procedures. Student wishing to be excused from a particular class or activity for reasons other than illness (e.g. a family "simcha", a relative's visit) must have permission from home and from the Director. Permission from a staff member must be secured in all cases of absence, prior to the absence.

You are responsible for meeting with teachers to make up work missed during an **excused** absence, including class assignments, homework, tests, quizzes, and papers. This should be done within one week of the

student's return to regular activity, unless there are extenuating circumstances approved by the teacher. When you have an **excused** absence from a class you are required to present the teacher with a note signed by an administrative staff member. Otherwise, the absence will be recorded as unexcused. *It is the student's responsibility to secure this note.*

The responsibility for learning material missed during an **unexcused** absence rests totally with the student. In such a case, the teacher is not permitted to allow students to make up graded work (tests, quizzes, lab reports, etc.). Unexcused absences will lead to restriction of free time and curfew privileges. They will be recorded in the student's file and be brought to the attention of the Director and to the parents/guardians. Repeated offenses may lead to suspension or expulsion. If a significant number of classes is missed, whether the absences are excused or not (20% of classes), students will need to supplement with private tutorials (at an additional cost) or else risk not getting credit for the course.

## **F. LATENESS**

Effective functioning of a school requires that all members of the school community adhere to reasonable standards of promptness. All classes and activities should start and end at designated times. All unexcused tardiness will be recorded and points may be lost from the student's final grade. Repeated offenses may lead to restrictions such as "grounding" from free time, notification of parents/guardians, and/or suspension.

## **G. GRADES AND REPORTING**

You will receive a semester grade and written evaluation (including an assessment of attitude and behavior) for each course and an official transcript of academic achievement shortly after the conclusion of the program. A midterm report card will be accessible on our online school management system. (On the basis of such reports, a need for tutoring may be identified - see section VI.10). All classes with their corresponding grades appear on the student's final transcript, even in cases where home schools may not give credit for courses such as Jewish Studies, Israel Core Course, and/or Hebrew Language.

### ***Incompletes and Withdrawals***

In certain circumstances, a student may be given an "I" for "incomplete" or "W" for "withdrawal" in a particular course.

An "I" will be issued when a student does not complete work for reasons acceptable to the teacher or administration, and is being given the opportunity to make it up after the conclusion of the program. All such work must be received by July 15 in the Ramah office, either in Israel or in New York. If the specified work is not submitted by the stipulated deadline, the "I" automatically becomes an "F" (failure).

A "W" is issued when a student, for reasons beyond his/her control (such as prolonged illness), misses too many classes or exams to be able to make them up. A "W" is neither a punishment nor a failing grade and does not reflect negatively on the student.

Both a Withdrawal (W) and a Failure (F) may be replaced by a new grade if the student makes up the course through a TRY approved framework within one year of completing the program. In such instances, an asterisk will appear next to the new grade, and a note will state the circumstances in which it was received.

An individual or an entire class may be given the opportunity to sit a second time for an exam, at the discretion of the Director and/or Director of General Studies, and/or teacher, if there are extenuating circumstances which would justify such an arrangement (such as a scheduling change or special event that makes adequate study time impossible).

## **H. DRESS CODE**

Reasonable standards of taste and modesty are expected of all students. The administration reserves the right to determine such standards. Students may not come to school bare-chested, bare-midriffed, or bare-footed. Immodest clothing is not allowed (such as short shorts, shirts with drugs/alcohol or inappropriate language etc....). Pajamas may not be worn to class. Teachers and staff may enforce specific dress policies for classes and activities under their supervision. Students are required to cooperate with such policies. Male students are required to wear kippot to Jewish Studies classes, to any programs involving prayer or the study of Torah, in synagogues, at all meals and when blessings are recited.

## **I. EDUCATIONAL TESTING SERVICE**

TRY is listed as a recognized institution by the Educational Testing Service (ETS). We are also a recognized testing center for the SAT, ACT, and AP exams. However, testing must be coordinated in advance of arrival in Israel. Detailed instructions for registration will be sent out before the program begins. AP and ACT exams will take place on campus, whereas SAT's will be administered for all interested students at a local high school. We have a library of SAT prep books and AP prep books for a number of subjects, but we have very little ACT or SAT Subject Test preparation material.

## **J. SAT/ACT PREPARATION**

TRY facilitates a review course for the SAT (additional cost), which meets about once per week until the SAT (offered twice: on the first Sunday in May and in June). It is taught by a qualified SAT prep teacher. However, due to extensive time demands on our students for the TRY program, it is not as intensive as a prep-course might be in the United States. This course should be seen as an aid in reviewing

strategies and materials for the SAT while in Israel and students should expect to need to study on their own as well both before and during TRY. Students should assume that the SAT course will take away from some of their free time. *When possible, students are strongly encouraged to take the SAT either before or after the program.*

Information about the course, which is recommended only for 11<sup>th</sup> graders who are testing in May or June, will be sent by email about one month before the program begins. The course must be paid for in advance, and there are no refunds for withdrawals from the course. Students do not need to bring SAT prep books; we have a library of lightly used copies. An ACT preparation course will be offered if there is a demand. It is always available privately.

## **K. THE TUTORIAL SYSTEM / UNDER-ENROLLED COURSES**

Although we offer every course, since we are a small school with a diverse and varying student body, some courses might not be fully enrolled. *Students may take any offered course, whether it is fully or under-enrolled.* Depending on the needs of the student body, the actual courses, by definition, vary from year to year. While we provide for the academic requirements of our students, there may be additional fees involved.

### **Overview**

All students will be able to enroll in all of the classes they need. These classes have a minimum enrollment of three students. In some cases, students need to take courses that are under-enrolled (one or two students). There is no limit to the number of classes students may take; if the classes are all fully enrolled, no additional charges will be assessed.

Under-enrolled courses (fewer than three students) may have an additional fee. Most under-enrolled courses meet twice weekly (with additional independent study time), though some courses will need to meet at least three times per week. AP Courses and some Regents courses, if under-enrolled, will almost always need to meet three times per week.

It is recommended that most students take no more than *five* General Studies classes, and, of those classes, that no more than two be at an AP level.

Sometimes students may opt to take an Independent Study in lieu of an under-enrolled or private tutorial class. There is no charge for an Independent Study, but there is also no supervision on the part of the TRY Administration. We will list the Independent Study on the student's transcript, but without a grade.

If a school requires the whole course to be covered in the spring semester, has a two-year cycle for a course, or has significantly different course requirements from those of most schools, the

student's needs are most likely to be met with at least a partial tutorial in addition to the class, or a complete tutorial of two or three weekly sessions. There may be an additional fee.

### ***Fees for Under-Enrolled Courses***

If a student has four or fewer General Studies classes, and among them are under-enrolled classes, TRY tuition will cover the cost of a twice weekly tutorial for all of the under-enrolled classes at no additional charge to the family.

1. If the under-enrolled course needs to meet more than twice per week (AP or Block Scheduling/Full Year course), then a TRY student will be charged \$540/semester for one additional weekly session, and a USY High student will be charged \$270/quarter.
2. If the under-enrolled course is shared by two TRY students, each family will be charged \$270/semester for one additional weekly session.
3. If a TRY student and a USY High student share the course, then the USY High student will be charged \$135/quarter and the TRY student will be charged \$450/semester for one additional weekly session. This takes into account the shared aspect of the first part of the semester and the private aspect of the second part of the semester.

If the student has more than four General Studies classes, and among them are four fully-enrolled classes, the family is responsible for the cost of the under-enrolled class.

TRY tuition covers at least **four courses**, even if they are under-enrolled\* (see 1a. above). Additional fully-enrolled courses are also included in the TRY tuition. All additional under-enrolled courses require an additional fee. For example, in the case of a student taking six classes, only three of which are fully-enrolled, TRY tuition covers the cost of one under-enrolled class (at 2x per week), while the family is responsible for the fees relating to the remaining two classes.

Students who are taking two courses in the same subject area (i.e. Spanish 2 and French 3; World History and US History; Biology and Physics), may have an additional charge if there is a scheduling conflict between these two classes (in the same subject area).

Students who register for their classes after January 1<sup>st</sup> may also incur an additional charge in the case of scheduling conflicts.

In all cases in which additional tutoring help is needed, either on an ongoing basis or a one-time basis, or when the services of a learning specialist are required, families must complete an approval form and pay the additional cost of such services at standard tutorial rates (below).

Tichon Ramah Yerushalayim will help facilitate Fine Arts tutors (music/dance), but families will need to pay for these services privately. The going rate for a music lesson is approximately 200 NIS / \$50 per hour.

### ***Details***

Most under-enrolled classes meet twice per week and require students to spend an equivalent amount of time doing independent work for that class. AP classes (when under-enrolled) and "full year" classes (when under-enrolled) meet three times per week.

***Any student who needs periodic tutoring can arrange it through the TRY Director of General Studies. Up to five hours of tutoring are provided free of charge. After that, the charge for this tutoring will be \$45 per meeting, and parent approval in writing will be required.***

Students who are placed on ***Academic Probation*** may be required to meet with a Learning Specialist on a regular basis. This will be at the charge of \$45 per meeting, ***and will be a condition of remaining in the program.***

A student who misses 20% or more of a tutorial or class cannot get credit for the tutorial/class without significant make up work on his/her own time or with a tutor. This make up work may incur additional fees of \$45 per meeting with a teacher/tutor.

If an under-enrolled class needs to meet more than the allotted amount of time (extra AP review sessions, for example), families will be charged per session. Pre-approval in writing will be required.

We send initial tutorial bills out by the end of the first month of the program. Adjustments to the cost, including any additional tutoring hours necessitated by additional help in classes or time spent with our Learning Specialist, will be sent out as soon as we arrange such tutoring, and will be included with your final billing statement if payment has not been arranged by that point. ***Your bill must be paid in full before your child's transcript will be released to his/her school.***

### **L. WEEKLY SCHEDULE AND EVENING ACTIVITIES**

Students are also required to attend all of the following activities regularly: meals, homeroom, tefillah (prayer services) group meetings, and evening activities (Peulot Erev).



Students regularly have 'open windows' in their individual schedules because they do not take every course at every period.

TRY offers informal evening programs that supplement the academic schedule. These programs are mandatory, but not for school

credit. They may include: Israel Night (speakers and topical programs); Cultural Night (drama, art, Israeli dance and music); and Group Night (activities designed to foster group spirit and cohesion). Once or twice per week, students have a free night where they may leave campus. One night per week, there is a faculty member supervised Study Hall staffed by rotating members of the General Studies Faculty.

## **VI. BEHAVIORAL NORMS**

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Our sincerest hope in writing this section of the handbook is that we will go over it once together with students when they arrive, and that there will never again be any need to refer to it for the duration of the semester. We want TRY participants to have a fantastic time while they are here, and we know that in order to get the most out of the experience, it is essential that certain behavioral norms be respected and maintained. The remainder of this section is being written to students, but ***we require that parents/guardians and students go over it together so that there will be no misunderstandings regarding expectations.***

In establishing these rules and regulations - and in determining the consequences for breaches of them - we have invested a great deal of thought in what constitutes appropriate expectations and limitations for students of your particular background and in your particular situation. We all realize that it is impossible to establish a pattern of conduct that applies to an entire group, yet is also perfectly suited to the needs of each individual. For some of you the structure will feel too loose, for others too restrictive. Being part of a group means learning to accept community rules, and helping others adjust to the parameters of such a living environment.

We recognize that your particular group is not identical to any other group and that you may have needs we have not anticipated, or ideas that we have not considered. If there is some policy or issue you would like the staff to review, you have several options. The best place to start is with your student reps who will be meeting regularly with the staff. We can't guarantee that your suggestions will be adopted; however, we can promise that they will get a fair and considered hearing when presented in a sincere and respectful manner. You can also arrange a meeting with the Director, or put your proposals to him in writing. In any case, we think you will find the administration responsive and easy to communicate with as long as you operate, as we do, on the assumption that we're all here to work together. ***The time to ask for a change in a rule is before the rule is broken and not after.***

We must be concerned for the group as a whole. We will respond to your actions in a way that allows us to maintain the social and educational

standards of the program that have been presented to schools, communities and parents.

***We try to respond to problematic behavior with logical consequences.***

For example, someone who demonstrates that he or she cannot handle free time responsibly will have that free time curtailed. Someone who is falling asleep during daytime activities will be required to be in his or her room earlier in the evening.

***We try very hard to deal with individuals as individuals.*** We make every effort to be consistent with all members of the group, but what might be a logical consequence in one instance may seem illogical in another. Therefore, in deciding how to approach an issue, we look at the totality of the person's record of behavior. There is a limit, however, to the amount of individual attention we can give to any one person. We therefore reserve the right to dismiss from the program any individual whose behavior and/or personal needs make excessive demands on the time and energy of our staff. We believe that our rules and regulations are clear and fair, and allow for a great deal of responsibility, independence and freedom for our students. You have appropriate channels for suggesting changes.

***We do send people home.*** There are times when our responsibility to you, to your parent/guardians, to other group members, to your school, or to the State of Israel make this the best choice. It may be the consequence of specific infractions noted in the handbook, or when we no longer feel that we can say in good conscience to your parent/guardians that we can take responsibility for your wellbeing. We will keep a participant in the program if we believe: 1) that intermediate measures can be effective in controlling undesirable behaviors; 2) that the participant understands and accepts the required behavioral standards; and 3) he/she is willing to take steps towards guaranteeing compliance with them in the future. It is ultimately the judgment of the TRY administration, which will determine the appropriate response. This will be effected after consultation with the student's parent/guardians whenever possible, and with the student's school when appropriate.

Students dismissed from TRY forfeit their tuition and program fees. Furthermore, they must return immediately to their home country even if they have family in Israel. Any additional costs involved in sending the student back (e.g. costs for changing ticket) are also borne by the family. This policy applies to unauthorized early withdrawals from the program as well.

We remind you that you signed a summary of the rules and regulations as part of your application to the program. We will review and clarify that statement upon your arrival.

## **A. DORMITORY GUIDELINES**

This may be your first experience living away from home for an extended period of time. Please note that dorm life means greater independence, as well as a heightened sensitivity and responsibility to the needs of others. A positive dormitory atmosphere depends on the mutual respect and responsibility of its residents. The following guidelines will help ensure that your life in the dorm is successful, enriching and fun.

From 10:00 p.m. students must be in the dorms either in their own rooms or in the moadon (lounge). If students successfully balance academic demands and dormitory living, after a few weeks curfew will be extended on selected days, generally until 11:00 or 12:00 midnight. On special occasions **only**, curfew may be extended past midnight.

If you see that you'll be late, you must contact the madrichim to let them know where you are and what time you'll be back.

Students are not to be in the rooms of members of the opposite sex. Exceptions are made under the auspices of dorm counselors for study sessions, etc.

All students must be in their rooms by midnight, with the overhead lights off until morning.

Noise must be kept to a minimum after 10:00 p.m. and after midnight the dorm must be quiet.

Students are expected to be dressed modestly in the presence of the opposite sex and outside of the privacy of their rooms.

For your safety and security, the dorm is locked at curfew. Madrichim have the responsibility of routinely checking rooms after curfew to ensure the students' wellbeing.

To prevent theft, keep your windows and doors locked when you're not in the room.

Students are responsible for general upkeep and cleanliness of dormitories and their grounds.

## **B. FREE TIME AND TRAVEL**

The following rules are designed for your personal safety and wellbeing. Their disregard may result in dismissal from the program. All rules regarding free time are subject to change according to the security situation in Israel.

Students may travel off campus only when given explicit permission to do so. (Details regarding when you may leave campus will be explained to you upon your arrival.) Permission to travel during free afternoons and evenings applies to West Jerusalem only. Travel outside of West

Jerusalem (East Jerusalem, out of Jerusalem altogether) requires special permission from the Director.

Students are not permitted into discotheques, pubs, or bars.

As delineated in the security guidelines above, students may not use public intra-city buses when traveling away from the campus. However, they may take taxis and often find it as convenient to walk to places of interest and restaurants in the area.

Students must sign out personally with madrichim whenever leaving campus. If you are staying out after a field trip, you must get permission from the madrichim before you leave the group. When returning from free time, you are required to check in personally with a staff member.

1. Students must submit a Shabbat Host Form at the beginning of the week preceding a host or open Shabbat. Your host families must be listed on your host family form, or authorized by written permission from parents/guardians.
2. Students must submit a Special Request Form for permission to miss an activity, to be away from the dorm overnight, or to leave Jerusalem for a special occasion.
3. Students visiting relatives or family friends in the Old City or in communities beyond the 1967 borders (other than those contiguous with West Jerusalem) must have the permission of the Director, and must be picked up and dropped off within the pre-'67 borders.
4. Hitchhiking is expressly forbidden.

## **C. HEALTH**

Health procedures i.e. seeing the nurse or doctor, infirmary hours, etc. are explained to participants upon arrival. Your health is very important to you and to us; therefore, we expect you to communicate honestly and openly with your staff about health concerns. It is your responsibility to inform a staff member in case of illness. Absence from an activity will not be excused retroactively, so be sure to get permission from your madrich/a **before** you miss any part of the program. We will make an appointment for you at the doctor.

## **D. BODY PIERCING AND TATTOOING**

From our experience, body piercing and tattooing can result in serious medical consequences. Therefore, TRY requires written parental/guardian permission for any body piercing by a student.

*Any complication due to body piercing is not covered by the program's medical insurance.*

*Tattooing of any kind and piercing of cartilage is expressly forbidden on the program.*

## **E. SMOKING**

Smoking by participants in the program is not permitted.

## **F. SPECIAL REQUESTS**

Special requests regarding curfew, etc. may be granted by the madrichim, but the Director must clear any request, which would result in absence from structured educational activities.

## **G. ALCOHOL**

Any consumption or possession of alcoholic beverages on or off campus is expressly forbidden to all participants in the program at any time during the semester (except for ritual purposes, under staff supervision). Anyone known to have broken this rule will be sent home, even if it is a first offense, at the discretion of the Director.

Parents/guardians will automatically be informed and restrictions may even be imposed if there is reasonable suspicion by the staff of use of alcohol on the part of the participant. Tichon Ramah Yerushalayim reserves the right to inform the student's home school of infractions of this rule.

**Note:** Anyone found - even after the program's end - to have broken the rules during the program will be denied any further assistance from the program, including but not limited to college recommendations.

## **H. USE OF DRUGS AND OTHER ILLEGAL ACTIVITY**

Use of illegal drugs, possession of drugs or drug-related paraphernalia, or any other activity that contravenes the laws of the State of Israel (e.g. shoplifting) will result in immediate expulsion of the student from the program. Use or the threatened use of any potentially dangerous weapon (penknives, iron bars, etc.) will likewise result in immediate dismissal from the program.

Parents/guardians will automatically be informed and restrictions may even be imposed if there is reasonable suspicion by the staff of use of drugs on the part of a participant. Furthermore, Tichon Ramah Yerushalayim reserves the right to inform the student's home school of infractions of this rule.

**Note:** Anyone found - even after the program's end - to have broken the rules during the program will be denied any further assistance from the program, including but not limited to college recommendations.

## **I. SEXUAL ACTIVITY**

In order to maintain integrity, health and personal safety in our community, our students are not permitted to engage in intimate sexual relations while on TRY. Students who cannot respect this rule may be asked to leave the program.

## **J. NORMS AND SOCIAL MEDIA**

Ramah requires the highest integrity of participants in its program and expects of them exemplary behavior. Examples of behaviors which conflict with this principle and which will result in disciplinary action are: fighting, physical or verbal abuse, foul language, rudeness, anti-social behavior, stealing of any kind, and insubordination. Furthermore, bullying in person and/or any inappropriate use of social media such as Facebook entries with questionable language, photos or intent is strictly forbidden. Students who cannot follow these social norms may be asked to leave the program.

## **K. WHEREABOUTS**

Students who are not found in their rooms after curfew or who are found to have left the campus without permission are in grave violation of TRY security and safety policies and, therefore, may be dismissed from the program.

## **L. ATTENDANCE**

Students are expected to participate in all scheduled activities and to arrive at these activities *on time* – whether it is prayers, meals, classes or trips. It is very important that you have an alarm clock of your own. Staff will not wake you up, and you should consider any reminders they give you to get to places on time as a bonus.

## **M. TORANUT (PERSONAL WORK RESPONSIBILITY)**

Students will be required to perform a variety of tasks on a regular basis in order to maintain certain standards of cleanliness and order both in their own rooms and in public areas. You have the responsibility to make sure that your particular work assignment ("*toranut*") is done on time and should schedule your day accordingly. An inspection of individual rooms and public areas will be conducted regularly and students who have not done their jobs as required will have to do so during their free time.

## **N. RELIGIOUS NORMS**

The atmosphere of Tichon Ramah Yerushalayim is a pluralistic one. Enabling students of varying degrees of religious observance to feel comfortable inevitably requires flexibility on the part of all students. TRY students come from a wide array of backgrounds (from secular to strictly observant), and respect for the tradition and practices of one another is a fundamental requirement of TRY life. Thus, all students will have the opportunity to explore the personal meanings which Jewish heritage offers them.

Part of this exploration will involve the observance of Shabbat in a variety of settings, and the participation in *tefillot* (prayer services) in a range of formats. *Kashrut* (kosher dietary laws) will be observed in all TRY activities, and students will recite blessings

together before and after meals on Shabbat and weekday meals. All program participants will be required to take part in these activities, which have been designed as an integral part of the program. Men are required to wear *kippot* and women to dress modestly when entering synagogues and visiting religious sites in Israel.

On Shabbat, dress should be appropriate to the atmosphere of the day; that is, dress shirts and slacks for men, and dresses or skirts for women at least through Shabbat lunch. Men will be requested to wear *kippot* when studying religious texts, when eating and praying. There will be times when you will be staying at or visiting places where more stringent religious behaviors will be required of you than are required by TRY.

*Tefillot* will be held three times daily during the week, as well as on Shabbat, Rosh Hodesh (the new moon) and holidays. All male students must wear *tefillin* during weekday morning *tefillot*, and female students may wear *tefillin*. Do not forget to pack yours.

Services may take a variety of forms. Some will be traditional in liturgy and egalitarian in participation; others will be creative. All sessions will require the active participation of TRY students. With the help of staff members, students will be involved in developing creative and interpretive sessions dealing with the meaning of prayer, the weekly Torah reading, etc. as well as in taking a role in leading the services. Students who desire a more intensive *tefillah* routine will be accommodated.

Regarding observance of the second day of a holiday ("*yom-tov sheni*" which is generally observed only outside of Israel), Ramah follows the halachic ruling of both Rabbi Theodore Friedman of the Conservative movement, and of the Chief Rabbinate of Israel stating that unmarried individuals residing temporarily in Israel are to behave, in this matter, as do permanent Israeli citizens, i.e., they are to observe one day only. (The full documents on which the Tshuva is based are available in the Ramah office.) The program, therefore, is not geared to second-day yom-tov observance, but will accommodate those students who wish to follow a variant ruling of their own Rabbi (please submit in writing).

Some students who come from Ramah camps will find that TRY offers a different kind of religious environment from what they have come to expect at camp. The TRY staff is strongly committed to furthering the "Jewish literacy" of the students - regardless of the lifestyles they will eventually choose for themselves - and encouraging students to become familiar and comfortable with Jewish practice.

## **O. GENERAL BEHAVIOR**

Tichon Ramah Yerushalayim students should regard themselves as representatives of their respective schools, communities, homes and of the North American Jewish community. They are expected to abide by the rules of the campus where they reside and those of any institution they visit. They should conduct themselves at all times in a manner that will reflect credit upon themselves, their families and their group. We anticipate an attitude of respect and consideration on the part of the program participants towards fellow students and staff.

## **P. EARLY WITHDRAWAL**

Please note the following policy concerning termination of participation in TRY: If participation is terminated for unforeseen and unavoidable cause (e.g., unexpected health problem), or for foreseen or avoidable cause (e.g., health problem of which Ramah was not advised) the flight home will be arranged immediately with additional costs incurred thereby being the responsibility of the family involved, and with a refund of tuition fees only in the amount of per diem sums actually saved as a result of termination of program participation (approximately \$35.per day).

*The TRY staff looks forward to creating a meaningful and fully enjoyable Israel experience for everyone. We welcome all students with the assumption that mutual trust and respect will characterize our relationship, and that a positive atmosphere of cooperation will prevail.*

***L'Shana HaZot B'Yerushalayim (This year in Jerusalem)  
L'Hitraot B'Aretz - (See you in Israel)***