



# ***Tzevet (Staff) Handbook***

## ***Kayitz (Summer) 2025***

### **Welcome to Camp Ramah Darom!**

We look forward to sharing an incredible קיץ (*kayitz*-summer) with you.

Camp Ramah Darom is a community of approximately 1000 people. Our policies and procedures, which reflect the values and mission of Ramah Darom, are designed to ensure a safe, healthy and exciting experience for all of our campers and staff. We ask for your cooperation in adhering to the regulations in this handbook.

**Please read this handbook carefully.**

#### **Atlanta Office**

6400 Powers Ferry Rd Suite 215, Atlanta, GA 30339 • 404.531.0801

#### **Summer Camp Office**

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## RAMAH DAROM'S NORTH STAR

**Ramah Darom inspires a lifelong love of Jewish values, tradition and community  
by bringing people together for exceptional, immersive experiences  
in Jewish living and learning at every stage of life.**

## THE ROLE OF A **צוות** TZEVE (STAFF) MEMBER

As a member of the *tzevet* of Camp Ramah Darom, you are expected to fulfill responsibilities to be determined by the Director, Assistant Director and specific supervisor, including, but not limited to:

- Arrive and depart to and from Camp in accordance with the contract
- Ensure a safe and fun summer for all your **חניכים** (*chanichim*-campers)
- Act in accordance with the religious framework of Camp Ramah Darom and the Conservative Movement and be an example to all
- Create an inclusive and safe environment for every camper
- Participate in **תפילות** (*tefillot*) every morning of Camp and on **שבת** (Shabbat)
- Attend **למוד** (*limmud*-classes): the *tzevet* study component
- Attend all meals in the **חדר אוכל** (*Chadar Ochel*-dining hall) until the completion of **ברכת המזון** (*Birkat HaMazon*-grace after meals)
- Show up on time and prepared to all lessons, meetings, sessions, etc.
- Help with various transition days at Camp such as arrival and departure days
- Carry out established roles in enforcing Camp safety and health regulations
- Serve on **שמירה** (*shmirah*-nighttime supervision) as part of a rotation and during free time
- Be a collaborative team player and communicate effectively with your co-workers, supervisors and Camp leadership
- Use Hebrew as often as possible

Every *tzevet* member is encouraged to use their talents to help create as many positive learning opportunities as possible at Camp. Every *tzevet* member is also encouraged to become a fully integrated member of the general Camp *tzevet*. Most importantly, everyone, regardless of specific responsibilities, must see themselves as responsible for every camper at Ramah, and must strive to represent positive Jewish values at all moments of the summer. Being a **דוגמה** (*dugma*-example), through *menschlichkeit* behavior, will make you not only an excellent member of the *tzevet* but truly a Ramah leader.

## Professionalism - מקצועיות

While summer camp is, by nature, informal and focused on fun, it is a commitment to professionalism that governs our work. Professionalism includes:

- **Leadership/Responsibility - אחריות/מנהיגות:** Stepping up where others may not and taking responsibility for your campers, your program and the campus.
- **Flexibility - גמישות:** Willingness to acknowledge that changes happen at Camp, and we must all be prepared to rise to the occasion to meet the current needs of whatever situation presents itself.
- **Self-Social Awareness - מודעות עצמית:** Recognizing when we might be taking up too much space and need to make room for others, understanding what we know and we do not know, having a list of goals and areas we would like to grow.
- **Empathy - אמפתיה:** Putting ourselves in someone else's shoes; seeking to truly listen and understand someone else's point of view.
- **Creativity - יצירתיות:** Seeing a challenge as an opportunity to be inventive, seek new ideas and try something that may not have been done before.
- **Communication - תקשרת:** Recognizing the value of speaking out when you need help, using kind words to express yourself in times of disagreement, staying calm and recognizing that communication is the key to success in any job.
- **Ethical Behavior - התנהגות אתית:** Striving to do the right thing even when it is hard, taking care of yourself, your co-counselors, your campers, the Camp, abiding by the rules and ethics of Camp and Judaism.
- **Collaboration - שתוף פעולה:** At Camp we work with others all day. Our attitude must be that we are stronger as a team, and we must be willing to share our ideas with others and seek input to make the best possible summer.
- **Positive Attitude - חיוביות:** Your willingness to help, even in tasks outside the narrow definition of your job, for the good of the Camp community regardless of who asks for your assistance or your relationship to that person.
- **Courtesy & Respect - דרך ארץ:** Speaking and acting in a manner respectful of others' dignity, time and feelings.
- **Taking Care of Our Environment - בעל תשכית:** Judaism teaches that we must not cause destruction. It is our responsibility to care for the earth by respecting our environment and doing our part, such as picking up trash and keeping our surroundings clean.
- **Modesty & Appearance - צניעות:** Conducting oneself in a manner which acknowledges other people's needs; dressing in a manner appropriate for the religious and educational goals of Camp Ramah.
- **Respecting Privacy - דיסקרטיות:** Keeping personal information private and avoiding gossip.  
(רכילות and לשון הרע)

# POLICIES

## Abuse

The Camp environment provides the setting for close, twenty-four-hour contact between campers and staff members. The closeness that develops from this ongoing contact is one of the more special aspects of Camp. These relationships are encouraged, nurtured and often form the backbone of the Ramah experience. With such closeness, special care must be taken and sound judgment used to avoid even the slightest appearance of improper conduct. Such improper conduct or abuse falls under five main categories. Abuse of any kind will result in immediate termination.

- **PHYSICAL ABUSE** - NEVER, under any circumstances, may a staff member lay a hand on a camper - either as a serious consequence or as a playful gesture (including hitting, giving a "nuggy" or other forms of physical encounters). Such gestures can be subject to many interpretations. If you feel yourself getting angry, walk away, find a friend, count to ten, run a few laps around Camp, etc., but NEVER EVER touch a child. Asking for help from another tzevet member or supervisor in these instances is a sign of strength, not weakness and should you feel yourself getting angry, please ask for help with the situation.
- **PSYCHOLOGICAL/EMOTIONAL ABUSE** - This common form of abuse can often leave deep scars, as fear and distrust replace the comfort and trust we try to build. Be careful of threats, jokes of the way you speak to both campers and co-staff members. Never insult a person's physical character or appearance, personality or mental ability (e.g., "You idiot" or "Are you deaf or something...").
- **VERBAL ABUSE** - Working at Camp is a tough job. At some point over the course of the summer, campers may push you to your limits. Walk away. Never yell, curse, scream or threaten a camper. Yelling, cursing or swearing might help you let off steam, but it only communicates a message of being out of control. As with psychological/emotional abuse, the scars are invisible, but are often irreparable.
- **SEXUAL ABUSE** - Romantic relationships between staff members and campers are forbidden. It is crucial to the legal and professional functioning of Camp that this line is not crossed. Each staff member is responsible for their actions and the possible implications of those actions. Use good judgment when it comes to physical closeness. It is your obligation to avoid putting yourself in a one-to-one situation (also see Staff Rooms) with a camper that might be delicate or that might be taken out of context. Staff members should also avoid language or any behavior that implies any type of sexual innuendo.
- **NEGLECT** - There will be campers with whom you will immediately "bond" and ones with whom you might need more time to get close. All campers deserve equal time. Neglect is often an unintentional form of abuse but can be just as damaging as the above four. Examples of neglect include poor supervision, withholding attention, withholding food and disregard for basic physical safety, emotional safety and comfort of campers. The campers who come to Ramah Darom are entrusted to your care. It is your responsibility to know where they are at all times and to ensure their safety. All your campers are equally deserving of your time, attention and care.

Instances of abuse may be reported to the Rabun County Department of Family and Children's Services (706.782.4283). If you become aware of any abusive situation you must report it to the Director or Assistant Director immediately.

## Alcohol

Alcohol may not be brought onto or consumed on Camp property by any staff member, nor may any staff member be on the Camp's property if under the influence of alcohol. Violation of this policy will result in immediate dismissal. In addition, staff are reminded that the legal age for purchase, possession and/or consumption of alcohol in the state of Georgia is 21. Any staff member facilitating or engaging in consumption of alcohol, in violation of Georgia law, on or off the premises, will result in termination. Staff members terminated because of violation of this policy will be expected to leave the premises immediately and will be personally responsible for all costs associated with transportation home.

## Dispute Resolution

During the summer, disputes and/or disagreements between either individual staff members or between staff members and their supervisors will occasionally occur. When disputes arise, to create a peaceful, cooperative living and working environment, we strongly encourage individuals to work out their differences in a non-threatening, constructive manner. Ideally, dispute resolution should occur directly between the individuals involved. However, if a circumstance arises in which (1) one of the individuals does not feel comfortable resolving the matter directly with the other individual or (2) preliminary efforts to resolve the dispute have been unsuccessful, then the assistance, advice and facilitation of the following individuals may be sought in a progressive fashion: (1) division or department head, (2) division or department's **יועץ/יועצת** (Yoetz/et-advisor), (3) the Assistant Director and/or the Camper Care Manager. If the dispute is of a nature that the aforementioned individuals are unable to resolve the dispute, the Director's assistance may be requested.

## Drugs

The use or possession of all illegal substances is prohibited. Ramah Darom has a zero-tolerance policy with respect to possession and/or use of illegal drugs or prescribed medications used by someone other than the patient for whom they were prescribed. Use, possession or distribution of these substances in any quantity on or off the property of Ramah Darom will result in immediate termination of employment. Any employee under the influence of an illegal drug while on or off the Campgrounds will be terminated. Travel home will be at the cost of the staff member.

Marijuana and all THC products are not legal in the State of Georgia. The drug policy outlined above applies to marijuana and THC of any kind.

## Grievances

In the event of a dispute related to the Employment Agreement or prior to early termination of the Agreement, the employee may elect to initiate a written grievance. Such disputes may include matters of progressive discipline and/or early termination in which the employee believes an action may be unfair, unethical or in conflict with the Employment Agreement. The grievance must be submitted in writing, signed by the employee and include the nature of and rationale for the grievance and a history of the matter including all relevant factual information supporting the grievance. Written grievances should be submitted directly to the Director, except in those circumstances in which the dispute directly involves the Director. In such cases the grievance should be addressed to the Chief Executive Officer. Grievances will be responded to within 48 hours of their receipt.

## Vaccination

Among our most cherished Jewish values is the importance of preserving life and maintaining health. Reducing the risk of vaccine-preventable illnesses from entering any of our programs is the single most effective strategy we can take to protect the health and wellbeing of our community. This goal can only be accomplished through the appropriate vaccination of all those in residence at Ramah Darom. Despite the best precautions taken to reduce the spread of infectious diseases, a shared living and eating environment increases the risk of transmission. While we respect that individual families may choose to forgo vaccinations, we cannot compromise the safety of our community as a whole.

### Vaccination Requirements

Ramah Darom requires that all individuals, families and programmatic staff attending or working at any Ramah Darom program (including Camp Ramah Darom and all Ramah Darom Retreats) adhere to the recommendations of the Advisory Committee on Immunizations Practices (ACIP) and the American Academy of Pediatrics (AAP) as outlined in US Centers for Disease Control & Prevention's (CDC) Recommended Immunization Schedules. You can find the complete Immunization Schedules at these links:

[CDC Recommended Immunization Schedule for Age 18 Years and Younger](#)

[CDC Recommended Adult Immunization Schedule for Age 19 Years and Older](#)

Note that Ramah Darom strongly recommends, but does not require, the Flu and Covid-19 vaccines.

If you are not sure which vaccines you have received, please ask your healthcare provider. Note: Not all states have the same requirements, but ALL CDC recommended immunizations are required at Ramah Darom.

ATTENTION FLORIDA STAFF: Camp Ramah Darom requires two vaccines not on the Florida school vaccination form. The Meningitis Vaccine and Hep A Vaccine for children 12 and older are not required by the state of Florida but are required by Ramah Darom.

## **Vaccination Exemptions**

There are exceptions to the Ramah Darom vaccination policy, but they are extremely rare. We recognize that individuals who have had a documented severe allergy or severe adverse reaction to a particular vaccine may not be able to complete the immunization schedule outlined by the AAP and the CDC. Additionally, individuals with medical conditions such as congenital immunodeficiency or HIV, cancer and who are receiving chemotherapy, transplant patients, and persons receiving immunosuppressive drugs and chronic steroids also may not be able to receive certain vaccines. We are happy to discuss case-by-case management of these circumstances of medical contraindication to partial or complete vaccination.

## **Process for Vaccinations Exemption Requests for Summer Camp**

Any exemption requests must be submitted by April 1st. Exemption requests should be addressed to the Ramah Darom Medical Committee and emailed to Ramah Darom's CEO, [scott@ramahdarom.org](mailto:scott@ramahdarom.org). Requests must include current documentation from a Physician (MD or DO), or a Pediatric/Family Practice Advanced Practice Nurse (ARNP or PNP), describing the reason for exemption from immunization. Requests will be kept confidential and reviewed by our Medical Committee Chair, in consultation with members of the Ramah Darom Medical Committee. Ramah Darom is committed to ensuring a safe and healthy community and only grants vaccination exemptions in very rare circumstances.

## **Pets**

Other than for members of the Ramah Darom year-round staff, pets are not allowed in Camp. If a summer staff member would like to bring their pet, they require prior written approval of the Director. In exceptional cases where a staff member has received approval from the Director to bring their pet to Camp, there will be a \$100 pet fee assessed and they will also be financially responsible for any damage to the property caused by their pet. Any pets approved to be on campus must be fully vaccinated, healthy and well-trained. Dogs must always be kept on leashes. If you bring your pet to Camp without prior approval of the Director, you may be asked to leave campus.

## **Piercings & Tattoos**

At the foundation of Judaism is the idea that each human being is created **בצלם אלוהים** (B'Tzelem Elokim- In the Image of God.) At Camp, this value, and many more, are expressed in the way we dress, in our appearance and in the way we speak and act towards one another.

Based on Vayikra 19:28, Jewish tradition discourages permanent desecration of our bodies, which includes tattoos. We also acknowledge that many tattoos hold important meaning and may act as an expression of one's values. If you have a tattoo and it is in conflict with the values of Camp or if its appearance is overly distracting, Camp may require that it be covered.

Earrings are permissible under Jewish law, however other body piercings (eyebrow, tongue, naval, etc.) may not be acceptable at Camp. We ask our staff members that all piercings (except earrings and small nose stud piercings) be removed before arriving at Camp and remain out during the Camp season.

If you have any questions about your personal tattoos or piercings, the Camp team would be happy to speak with you personally.

## Purchasing

Reimbursement for out-of-pocket expenses cannot be made without prior authorization from the Director, Assistant Director, or Program Manager. No expense will be reimbursed without prior approval and must be submitted appropriately with supporting documentation.

## Search & Seizure

Ramah Darom may search any employee and their personal belongings in cases where the Director or Assistant Director has determined that there is a reasonable basis or probable cause to believe that the employee is in the possession of and/or concealing drugs, alcohol, drug paraphernalia, stolen property, or any other prohibited item and may take possession of the items when found or discovered.

## Sexual Conduct

Judaism has much to teach concerning sexual behavior. Camp is an opportunity to teach campers the kedushah (sanctified nature) of sexuality and its place in Jewish life along with the greatest form of respect we hold for one another in relationships. The following is Camp Ramah Darom policy on sexual conduct:

- Romantic relationships (even if not sexual) between staff members and campers are forbidden.
- Sexual intercourse between unmarried staff members is inappropriate at Camp.
- Staff are not permitted in the living quarters of others of the opposite gender, for any reason.
- Unmarried couples may not live together, sleep together or be in each other's beds anywhere in Camp.
- Sexually explicit conversation is not appropriate at Camp. Pornography or any sexually explicit materials are not permitted at Camp. If brought to Camp, such materials will be confiscated. Staff members are prohibited from purchasing such materials for campers. Pornographic material is not permitted in staff living quarters. While not within the strict definition of pornography, magazines, t-shirts or websites that feature scantily clad men or women or sexually explicit language are similarly neither appropriate nor permitted at Camp.
- Any sexual behavior on the part of staff members, in the presence of campers, is prohibited (Including all forms of Public Displays of Affection).
- Sexuality and romantic relationships are a purely personal and private matter. They are not to be the subject of discussion with campers on an individual basis or as a topic for הרגעה (*harg'a'ah*-bedtime programs). Likewise, any programmatic setting that becomes an open forum for questions about sexuality is not permitted without authorization and approval from the Director.
- Naked photographs of a child under the age of 18 is considered child pornography. No pictures are permitted of campers without clothing or in their undergarments.

## Sexual & Other Harassment

Ramah Darom is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment by anyone (directly or indirectly), including any supervisor, co-worker, camper, parent, guest, vendor, client, contractor, customer, prospective client or visitor of Ramah Darom. This policy is effective while you are an employee of Ramah Darom, both on and off campus.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, including race, color, sex, sexual orientation, gender, gender identity and expression, age, religion, ancestry, national origin, disability, marital status, veteran status, genetic information or other legally protected group status. Ramah Darom will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance or that creates an intimidating, hostile or offensive working environment.



**The conduct forbidden by this policy specifically includes, but is not limited to:**

1. Epithets, slurs, negative stereotyping or intimidating acts that are based on a person's protected status; and
2. Written (including, emails, texts, instant messaging, telephone and any other forms of communication) or graphic material circulated within or posted within the workplace that shows hostility towards a person or persons because of their protected status.

This applies especially to sexual harassment, which violates Jewish law as well as state and federal legal codes. It is therefore the policy of Ramah Darom that sexual harassment will not be tolerated. Unwelcome sexual advances, requests for sexual favors and other physical, verbal or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis of an employment decision or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

**Examples of conduct towards another individual that may constitute sexual harassment include the following:**

- Demands for sexual favors
- Sex-oriented verbal kidding, teasing or jokes
- Repeated sexual flirtations, advances or propositions
- Continued or repeated verbal abuse of a sexual nature
- Graphic or degrading comments about an individual or his or her appearance
- The display of sexual suggestive objects or pictures
- Subtle pressure for sexual activity
- Physical contact such as patting, hugging, pinching or brushing against another's body

Sexual harassment of any kind will not be tolerated and we must encourage bystanders to help protect our community. All employees are responsible to help ensure that we avoid harassment. If you are a witness to or a target of, any of the above acts it is your responsibility to tell the offending party that this behavior is inappropriate and makes you feel uncomfortable. If the offending party persists in these behaviors, then this should be construed as sexual harassment. Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a supervisor or a manager or by persons doing business with or for Ramah Darom.

Individuals who believe they have been sexually harassed on the job should provide a written complaint to the Director as soon as possible. The complaint should include details of the incident(s), name(s) of the individual(s) involved and the name(s) of any witness(es).

All incidents of sexual harassment that are reported will be investigated. The Director, in consultation with the Chief Executive Officer of Ramah Darom, will undertake an effective, thorough and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the harassment alleged will be made and communicated to the individual(s) who complained and the accused harasser(s). If it is determined that sexual harassment has occurred, the Director will take effective remedial action commensurate with the circumstances, including appropriate actions to deter any future harassment. If a complaint of sexual harassment is substantiated, appropriate disciplinary action will be taken.

Ramah Darom's policy and applicable law prohibit retaliation against an individual for using this complaint procedure or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a federal or state enforcement agency.

All employees and individuals performing services for Ramah Darom are expected to comply with this policy and to cooperate with investigations of complaints of sexual harassment.

## Smoking, Vaping & Using E-Cigarettes

Ramah Darom is a smoke-free workplace. Smoking/vaping/using e-cigarettes is prohibited throughout Camp both in and around all buildings. If you are a smoker, Camp is an ideal place to quit. You will be in a supportive community. Please let your supervisors know if quitting smoking is a personal goal of yours for the summer, so that we may support you in this effort.

Smoking/vaping/using e-cigarettes is strictly prohibited during the Camp day. If staff must smoke/vape/use e-cigarettes, it is only permitted between 11:00pm and staff curfew, in the parking area next to the Welcome Center, on the gravel. No smoking/vaping/e-cigarette materials of any kind may be stored or kept in buildings where campers are residing. No person on Campus is permitted to walk around Camp smoking/vaping/using e-cigarettes. Please extinguish and place any smoking materials or butts in the designated metal refuse cans upon leaving the area. Please be very careful with smoldering cigarette butts. We have serious fire danger in the area. Smokers are responsible for cleaning the area where they smoke, making sure that no cigarette butts or matches are left lying around. Once again, electronic cigarettes, of any kind, are considered smoking materials and all policies related to smoking also apply to electronic cigarettes, smoking pens or vape pens of any kind.

## Substance Abuse

Camp Ramah Darom is a drug/alcohol-free environment. The distribution, sale, use or possession of illegal drugs, unauthorized alcoholic beverages or controlled substances while on the job, while on Ramah Darom property or while engaged in Ramah Darom-sponsored activities is strictly prohibited.

Reporting to or being at work under the influence of drugs or alcohol, including prescription drugs, which induce an unsafe physical or mental state, is strictly prohibited.

Ramah Darom may require an employee to undergo drug and/or alcohol testing if there is reasonable cause to believe that the employee is at work under the influence of a controlled substance and/or alcohol. Pre-employment drug testing may be required at the discretion of Ramah Darom.

While it is not the purpose of Ramah Darom to intrude or interfere with an employee's personal life, Ramah Darom strongly encourages employees who may have an alcohol or drug problem to voluntarily seek and accept help before their condition impairs their attendance or job performance. Ramah Darom is aware that it takes courage to confront a personal problem of this nature and even more so to seek professional assistance in coping with it.

## Technology

We set an example of the importance of spending time with one another face to face. All year we are under pressure to respond immediately to our devices and feel the need to post and share our happenings with the world rather than just simply enjoying them. Because device use is not required to be on staff, if a staff member is found using any phone, computer or tablet outside of designated areas or acceptable times, their device may be confiscated by the ראש ענף (Rosh Anaf-Speciality Area Head), Assistant Director or Director and held until further notice in the business office.

Staff members are allowed to bring their devices to Camp but are expected to uphold and adhere to the following rules regarding the use of phones, computers or tablets at any time throughout the summer. Other than playing music, staff members are prohibited from using their phones, computers or tablets in any public space where campers might be, including camper living quarters, cabin porches and all other public spaces. At no time should any campers be given access to any computers, mobile devices or tablets.

## Termination

Consistent with Georgia law, employment with Ramah Darom is “at will”. Employment with Ramah Darom is voluntarily entered into by the employer and the employee. Ramah Darom may terminate the employment relationship at any time, with or without notice or cause.

Ramah Darom may dismiss any staff member whose actions are determined to be detrimental to the Camp program or themselves. In the unfortunate event that a staff member is dismissed, they will receive a prorated share of their salary for the number of days worked, NOT including staff week. A full-season staff member dismissed at intersession will receive exactly 50% of their salary. As stated in the employment contract, if a staff member decides to terminate employment prior to the date indicated on the contract, whether they are terminated or if they leave of their own accord, the employee’s Completion Bonus will be withheld. All proration amounts apply to the Base Salary only.

## Traveling to Camp & Reimbursement for Expenses

*Our travel policies have changed for this year so please be sure to review the following information.*

Staff must contact [Janel Habosha](#) to arrange transportation to and from Camp (or Atlanta) based on the dates in their contract. Unless already cleared with Ayala Wasser, staff will be traveling on the following schedule:

### Arrival Dates

- May 21: Tzevet Mayim, Machnaut and Tipus
- May 23: Rashei Aidah and Anaf
- May 27: Israeli Staff, Camp Leaders Staff
- May 28: Counselors and Non-Bunk Staff
- June 1: Non-Bunk Staff
- July 1: Session Bet Staff

### Departure Dates

- June 30 - End of Session Aleph
- July 29: End of Session Bet
- August 3: End of Camp Yofi

**Bus from Atlanta:** Ground transportation between Atlanta’s Hartsfield Jackson International Airport and Camp will be provided to all staff free of charge when traveling on the arrival and departure days listed above.

**If you need transportation to or from the airport on a date outside of scheduled staff or camper travel days, a \$100 ground transportation fee may apply.**

**Flying to Atlanta:** Contact [Janel Habosha](#) to book your flights. Ramah Darom will ONLY pay for flights booked through Janel by May 1.

**Driving to Camp:** Staff who live more than 120 miles from our Clayton campus who drive directly to Camp will receive a travel stipend of \$40 each way on their final paycheck.

## **Tuition Discount**

Staff members with children enrolled in Camp programs 11 nights and longer are eligible for tuition discounts. Tuition discounts apply only to the period of time that the parent is working in Camp. If both parents are employed at the Camp only one tuition discount will apply. All adult staff with camper children will be eligible for discounts on Camp tuition in the following amounts:

- Year one of employment: 10% tuition discount per enrolled camper
- Year two of employment: 20% tuition discount per enrolled camper
- Year three of employment and above: 30% tuition discount per camper

There is a maximum of \$5,000 in tuition discounts per family for adults working a single session and \$10,000 in tuition discounts per family for full summer employees.

## **Vandalism & Graffiti**

All campers and staff members are responsible for maintaining the beauty and physical condition of Camp. Anything that defaces Camp buildings or property hurts the Camp community and will not be tolerated. Any vandalism or destruction of Camp property will result in damages being assessed. The individuals responsible will be fined and expected to clean it up. Fines of no less than \$200 per incident (and greater depending on the severity of the damage) will be levied against anyone defacing Camp property. In addition, staff members involved in defacing or vandalizing property may be terminated. In cases of staff termination as a result of a violation of this policy, the aforementioned fines will be deducted from pay and the staff member will be personally responsible for all costs associated.

## **Workplace Violence Prevention**

Ramah Darom is committed to preventing workplace violence and to maintaining a safe work environment. To ensure a positive, friendly, work environment, Ramah Darom has adopted the following guidelines to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including temporary employees, should be treated with courtesy and respect. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited on the premises of Ramah Darom.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Director. This includes threats by employees, as well as threats by volunteers or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance run and call for help.

Ramah Darom will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

## STAFF EXPERIENCE - צוות חוויה

### מכוניות - Cars

To protect the children in Camp and to keep Camp quiet, most cars are restricted from entering campus and we limit the speed and time of day that permitted cars may be moved about the property. Staff cars may only be parked in areas designated for staff parking. Ramah Darom is not responsible for damage to staff vehicles on or off the property. All vehicles must be registered upon arrival at Camp and bear an identification tag. Staff members who live in the Marcus Lodge, Mountainside Hotel or the Senior Staff building on Lakeside Campus may park in the lots adjacent to these buildings when an additional hang-tag permit is displayed. Guests visiting staff members in these buildings should park in the Welcome Center lots. Unidentified vehicles may be towed at the owners' expense. If a registered vehicle is parked on campus in a location other than the assigned parking area, a parking fine of \$15/day will be issued. Parking fines and any towing costs will be deducted from the staff member's salary.

### הגינה ונקיון - Cleanliness & Hygiene

The health and safety demands of communal living require that a high degree of cleanliness be upheld. Staff members are expected to set an example for campers by demonstrating a commitment to maintaining a clean and orderly environment as well as personal hygiene. Staff rooms and staff cabins are expected to be cleaned daily and will be inspected. Towels and wet clothing may not be hung on porches and should be dried in the dryers that are available in every cabin. In addition, staff members are expected to maintain the cleanliness of their work and activity areas, their leisure areas and the outdoor areas of Camp. Every one of us has an obligation to our community to clean up after ourselves and lead by example for our campers and other staff members to keep our campus beautiful.

### שמור הסביבה - Conservation

Respecting and protecting the natural environment are primary educational goals of Ramah Darom. This must begin here "at home" by conserving water and energy by shutting off taps, turning off lights, turning off fans when not in the cabin and keeping showers short. Be conscious of your personal impact on the environment.

### עצר - Curfew

Curfew for all staff members is 12:30am. At this time, all public spaces and buildings in Camp are effectively "closed" and every staff member is expected to be in their own **צִרִיף** (*tzrif*-cabin). Staff must take care of themselves in order to take care of the campers in our care. It is essential that staff members rest so that they have the *sechel* (judgment) and energy to perform the duties of their job.

There are also times throughout the summer when the entire staff seems drained and in need of some rest. Therefore, the Director periodically institutes an earlier curfew to ensure that staff members can perform at their best and be properly responsive to camper needs. On those nights when a **ליל מוקדם** (*leyl mukdam*-early night) is scheduled, all staff members must return to their own living quarters by the designated time.

### קוד לבוש - Dress (also see Shabbat Dress)

At Camp, staff and campers dress in a way that demonstrates respect for our community, program and outdoor educational environment. Clothing should be tasteful and modest. Dress at Camp is for comfort and activity, not for show. Staff and campers will be sent back to their *tzrif* to change, if their clothing fails to meet the standards set forth in this Handbook or at the discretion of Camp leadership.

## Swimwear

**All staff and campers must wear swimwear that reflects our modesty standards, such as:**

- One-piece or tankini style swim wear that completely covers the midriff
- Board shorts or boxer style swim trunks
- Rash-guard/swim shirts

## Shabbat Clothes

Shabbat is a special time of the week. Please note that at Ramah Darom we celebrate Shabbat from Friday night through sundown on Saturday. Our guideline for tasteful dress is not fancy; we discourage elaborate, expensive outfits and encourage simplicity.

**The following is appropriate for Shabbat:**

- Collared shirt (polo or button down)
- Skirt and blouse or a dress with sleeves
- Khaki pants or similar trousers
- Shorts are acceptable on Saturday, but not on Friday night

NOTE: Jeans are not appropriate for Shabbat; and all Shabbat tops must have sleeves (short sleeves, flutter sleeves and cap sleeves are permissible).

## Kippot, Tefillin & Tallitot

All males are required, and females are encouraged, to wear *kippot* during *t'fillot* and *kippot* or hats during mealtimes. On Shabbat, only *kippot* are allowed during mealtimes (no hats). PLEASE MAKE SURE ALL KIPPOT ARE LABELED.

All males of *Bar Mitzvah* age are required, and females of *Bat Mitzvah* age are encouraged, to wear *Tefillin*. If you do not have *Tefillin*, please acquire a set before Camp. PLEASE MAKE SURE ALL TALLITOT, TALLITOT BAGS AND TEFILLIN BAGS ARE LABELED.

## What NOT to Wear

**The following items do NOT reflect our modesty standards and are NOT permitted at Camp:**

- Bare midriffs
- Halter tops, strapless tops, backless tops or low-cut shirts
- "Low rider" pants
- See-through clothing
- Exposed bra or underwear
- Short skirts or high cut shorts that expose the buttocks
- Bikini swimsuits or Speedo brief style swimsuits
- Shirts with inappropriate words, phrases or symbols
- Tank top shirts that expose the back or any part of the chest (ie. shoulders should be mostly covered; racerback or spaghetti strap tank tops are not permitted; armholes must be fitted under the arm)

## Education - חנוך

At Ramah Darom, Jewish learning and *הדרָכָה* (*hadracha*-training) are part of our primary goals. To be effective educators, we must all actively participate in the learning program offered to the staff. *Tzevet limmud* will regularly be scheduled on Thursday evenings and all staff are expected to participate. We require this because learning is a way of life for all people and especially as part of Jewish tradition. We learn our whole lives about Judaism, and Camp is the best place to learn from superb educators with your peers on subjects that will forever shape your understanding of Judaism.

Religious questions are encouraged at Ramah Darom. Please feel free to direct these questions to the scholar-in-residence, the Director or any other rabbi or Jewish educator in Camp.

## Equipment - ציוד

Equipment has been purchased to enhance our experience at Camp and the educational program that we provide for the campers. Please protect Ramah Darom's equipment. Sign out equipment in the appropriate manner. Use it wisely and for approved purposes. Return it promptly, reporting any problems with the equipment. You are responsible for the return of equipment that you sign out and will be held responsible for its replacement value if you fail to return it. The cost of equipment may be deducted from your salary.

## Hebrew - עברית

One of the things that sets Ramah apart from other camps is its emphasis on and daily usage of Hebrew as a central part of the summer experience. Hebrew is the language of Jewish life and is an integral part of the Ramah experience. We encourage and insist upon the use of Hebrew in as many areas of Camp as possible. General Camp announcements are routinely made in Hebrew. Buildings, programs and activities are referred to by their Hebrew names. Every attempt should be made to include Hebrew in the *tzrif* and Camp-wide programming.

All public signs across Camp must be predominately in Hebrew. Transliteration should not be used for any public signage. ראש עברית and ראש משלחת (*Rosh Ivrit*-Head of Hebrew and *Rosh Mishlachah*) are available to consult on spelling and grammar for all public signage. Typically, block Hebrew letters are used and vowels are included.

## Laundry - כביסה

Camp laundry is sent out once a week and returns to Camp on the following day. Staff members are invited to use this service free of charge. A schedule for laundry drop-off and delivery days and locations will be provided at the beginning of the summer. If you are unable to locate your laundry please notify the צרכניה (*Tzorchania*-Supply Room) immediately.

## Leaving Camp - יציאה מהמחנה (Also see Time Off)

Staff members may not leave Camp, except on Camp business with the approval of the area supervisor or during a scheduled day off or overnight. Prior to leaving Camp during the day, a staff member must inform their supervisor and obtain the supervisor's permission. Upon returning to Camp, a staff member must check in with their supervisor.

## Mail & Packages - דאר

With the exception of Shabbat and Wednesdays, all mail (letters and packages) will be distributed daily, from the *Tzorchania*. Mail received on Shabbat will be distributed on Sunday. Staff members will pick up mail at the designated distribution times. Campers who receive packages must be accompanied by a counselor to the *Tzorchania* to pick up their packages. Staff members who do not live in bunks will be able to pick up their mail in the מרכז (*Mercas*-Library).

## Maintenance - תחזוקה

Our maintenance personnel are responsible for the operation of the entire campus, which includes over 185-acres, dozens of buildings, hundreds of sinks and toilets, thousands of lights, and miles of wiring and pipes. Should you have a maintenance need, please communicate the request to your *Rosh Aidah* or the *Tzorchania* team who will complete a Maintenance Request Form. Your request will be handled on a prioritized basis.

Please DO NOT stop a maintenance person and ask that a job be done.

## Running - ריצה

There is a popular 1.6-mile running loop that runs along the roads on campus and then the length of Persimmon Road from the maintenance area to the Welcome Center. Staff members who wish to run outside of Camp must tell their supervisor and always run against the flow of traffic. If you run early in the morning, notify your supervisor the night before. Campers are never allowed to run outside of Camp on Persimmon Road without a staff member. They are also not permitted to run unsupervised early in the morning.

## **שמירה (Night Watch) - Shmirah**

Nighttime supervision of campers is an important part of protecting their safety and well-being. All cabin counselors will participate in *Shmirah*. *Shmirah* is a serious responsibility. We have kids with asthma, night fears, homesickness and other problems that show up only at night. The role of the *Shomer/et* is to make sure that all cabins are quiet, that the area is safe and that there are no problems in the area. Specific procedures for *Shmirah* will be discussed during staff training week. General rules to abide by include:

- Stay in the bunk at all times. Roam throughout the bunk until all campers are asleep, safe and quiet so they may have a good night's sleep.
- Staff members are required to stay awake during *Shmirah* until all campers are asleep. The individual on *Shmirah* should let all campers know where their room is. Be in the building: Staff may not leave their assigned bunk if assigned *Shmirah*. If a staff member needs assistance, each bunk has a telephone that can be used to reach the medical facility.

## **שנה - Sleep**

Going to sleep in a new place demands tremendous trust in that place. Staff members may not do anything that calls this trust into question. Pranks, jokes, abusive actions or anything which threatens a child's sense of well-being in Camp are not acceptable (see Raids and Pranks) Each night, *Harga'ah* should be done to ease kids into sleep-time. Waking up campers in the morning is also a sensitive time and should be treated with the same care, caution and respect as the camper nighttime routine.

## **חדרי צוות - Staff Rooms**

Staff rooms in camper cabins may not be isolated in any way from the camper living areas. NO doors, curtains or cubbies may block a child's access to staff quarters. Campers must be made to feel that staff members are approachable and accessible. At the same time, it is forbidden to use the counselor room or any private closed room, as the venue when a camper needs to be disciplined. No counselor should ever be alone in a counselor's room with a camper. Conversations should take place in the open, away from others but in their sight lines, to protect the counselor from accusations of abuse.

Staff will be assigned to living quarters according to the gender with which they identify. Staff members are not permitted in cabin staff rooms of the opposite gender to which they identify, under any circumstances. The same holds true for campers. For example, campers who identify as girls are not permitted in male bunks and vice versa.

All policies that apply to camper living areas apply equally to counselor areas in tents and cabins. No TV's, gaming consoles, refrigerators or other appliances are permitted in bunks.



## Time Off - חופש

While at Camp, every staff member will receive a minimum of one hour off each day free from assigned Camp responsibilities. For bunk counselors, this hour will occur during the programmatic day. Staff will have additional time to themselves once their campers are asleep.

Senior Camp staff schedule days off, which are assigned based on one's role to ensure Camp programming can function throughout the week. Specialty Counselors and Non-Bunk Staff have Wednesdays off, Senior Counselors have Mondays off, and Junior Counselors have Thursdays off. These assigned days off ensure Camp programming can still function throughout the week. Senior staff may alter the schedule of days off if needed to ensure the Camp program can run smoothly.

If you have a special circumstance in which you must take off on a day other than the one assigned, you must receive permission from your supervisor (Rosh Aidah and Rosh Anaf). You are responsible for communicating with your supervisor to ensure all your daily responsibilities are covered during your time off.

\*Alterations may be made to accommodate Jewish holidays (i.e., Shavuot and fast days).

### Regular Days Off:

- May start as early as 6:00am (Camp time)
- Must be back on campus by 8:30pm (Camp time) on that same day
- 8:30pm-1:00am is still time off, free from obligations with campers but you may be required to attend staff programming, such as limmud (learning)

### Overnight Days Off:

- Begin at 4:00pm (Camp time) the night before (ex: 5:45pm Sunday if your day off is Monday)
- Must be back on campus by 7:00pm (Camp time) on the following day.
- Upon return to camp, following an overnight day off, you are expected to resume responsibilities beginning with that night's peulat erev
- Staff may sleep out of Camp at their own expense or may sleep in Camp (in their standard living arrangements) on their overnight days off
- Must be booked in advance with your supervisor

**First-year staff members employed for the entire summer** will receive six days off, three first and three second sessions. One day off during second session can be an overnight.

**Second + year staff members employed for the entire summer** will receive six days off, three first and three second sessions. One day off each session can be an overnight day off.

**First and second-year employees employed for one 4-week session** will receive three days off.

**Third+ year employees employed for one 4-week session** will receive two days off plus one overnight.

**Individuals who are short-term employees (less than one 4-week session)** will not receive an overnight day off. Upon arrival at Camp, these employees will discuss days off with their supervisors and generally receive one regular day off per seven-day work week.

- **Ta'am staff** will receive time off before or after the campers arrive, but not during their time at Camp.
- **Garinim staff** will receive one day off during the 11-day session.

### Leaving Camp - יציאה ממחנה

Staff members may not leave Camp outside of their scheduled days off. During scheduled days off, staff must check in with their supervisors before leaving and upon returning to campus.

## **Personal Travel During Camp**

All personal travel during time of employment at Camp will be at the staff member's expense. You are responsible for making all your travel arrangements in consultation with the Business Office. It is always preferable for a staff member to provide their own ground transportation. If ground transportation is needed to/from the Atlanta Airport, please communicate with the Business Office as soon as possible. While we will try to accommodate all reasonable requests, we cannot guarantee transportation. The charge for one-way ground transportation to the Atlanta Airport is \$100.

## **Requests for Extended Absence from Camp**

If you need to leave Camp for a family simcha and/or University orientation, approval is required from the Director or Assistant Director. This written request must be submitted before the start of Camp.

As you are an employee of Ramah Darom, with responsibilities and contractual obligations, please understand that approval will be granted based on the best interest of Camp.

An extended absence will utilize your day off for the week and will count as your overnight day off for that month. Your salary will be prorated for any time away from work beyond the standard hours of your overnight day off.

In the case of a death or family emergency, a staff member will discuss time off needs with the Director or Assistant Director. This time away from Camp will count as one's day off for the week. Staff members will be allotted up to 72 hours away from Camp with no deduction from their salary. Of course, these scenarios will be assessed case by case, and we will do everything possible to support our community members.

## **Guest Rooms & Overnight Visitations - בקורים ואורחים**

Beyond guests who attend our Board of Directors Retreat or visit from partnering organizations, our Welcome Center Hotel has limited available space, and, in general, guests and visitors cannot stay over while Camp is in session. Advance approval is required for any visitors and should be submitted to the Business Office and Director. Staff members are asked to make arrangements to visit with friends and family on their days off and out of Camp.

## **Spouses of Staff Members or Other Family Members**

Spouses and family members of our seasonal and year-round team are invited to stay with their family at no charge for Shabbatot. A suggested donation of \$118 per week is requested of spouses who are working remotely from Camp in acknowledgment of the food and lodging Ramah Darom provides. Visitors are required to park in the lot adjacent to the Welcome Center.

## **Receiving Guests**

Guests are present in Camp throughout the summer, both for weekends and during the week. Please make them feel welcome. Please remember that:

- Each guest must first come into the Welcome Center to sign in. Vehicles must be registered and park in the lot adjacent to the Welcome Center. Guest vehicles are not permitted to drive through or be parked anywhere else on the campus.
- Guests may attend any Camp program but are not permitted in camper living areas or at camper dining tables. If a guest ignores your reminder about this policy, be polite but firm and seek the assistance of a Rosh Aidah when necessary.
- Authorized visitors will be identified by a brightly colored bracelet.
- If you see an unfamiliar person in Camp who is not wearing a "guest bracelet" introduce yourself and escort them to the Welcome Center to register.
- Be polite and friendly! You are a representative of our Camp.

# תַּרְסוֹמוֹ תַּד - RELIGIOUS LIFE

## יִרְדָּגַם יֵיב וַיִּוּוֹשׁ - Egalitarianism

As the camping arm of the Conservative Movement, Ramah embraces an egalitarian approach to Jewish practice and observance. Women are counted in a **מִיָּנִין** (*minyan*-prayer quorum), eligible to read **תּוֹרָה, הַפְּטָרָה, וּמִגִּילַת אֵיכָה** (*Torah, Haftarah and Megilat Aicha*), as well as lead all religious services and rituals. Those who identify as male are obligated to wear *kippot* or head coverings during meals, study and prayer. Those who identify as female may elect to cover their heads but are not obligated to do so. All staff members are strongly encouraged to wear *Tallitot and Tefillin* each weekday and Sunday morning, those who identify as male and are over the age of *Bar Mitzvah*, are obligated to do so. Males over the age of *Bar Mitzvah* who come to Camp without *Tallitot and Tefillin* must have them sent from home or have them purchased and sent to Camp.

## תַּבֶּשׁ - Shabbat

On Shabbat, Camp and everyone in it is transformed. This transformation is created through the commitment and hard work of our Camp community.

In preparation for Shabbat, all living areas should be cleaned. *Roshei Aidah* are responsible for inspecting all camper living areas before **הַכְּנָה לַשַּׁבָּת** (*hachanah l'Shabbat- aidah* "get-together" before Shabbat). Friday afternoon, all campers and staff members should shower and change into appropriate clothing. Examples include slacks and a nice shirt or sweater, dresses or skirts, nice slacks and blouses. Jeans, shorts, tank tops, tee shirts, strapless, sleeveless, unbuttoned shirts, mini-skirts, sweatpants are not acceptable.

Shabbat services involve the reading and study of Torah and we should be dressed appropriately. Following *tefillah*, campers and staff may change into more casual wear. Shabbat attire must be worn at meals and during Shabbat services and programs.

While many activities are permitted on Shabbat (including swimming in the pool, sports, etc.), below is a partial list of those activities which are prohibited during Shabbat at Camp. All preparations for activities planned for after Shabbat must be done either before Shabbat or after **הַבְּדִלָה** (*Havdallah*).

### The following activities are prohibited on Shabbat:

- Using electricity and electronics (cell phones, computers, iPads, radios, MP3 players, iPods and CD's)
- Writing, drawing and painting
- Using money
- Playing musical instruments
- Building, fixing and breaking things
- Blow-drying and cutting hair and shaving
- Washing, drying and ironing clothes
- Cooking food

If you have questions about whether an activity is permitted or not, please ask first. The Director or any of the rabbis-in-residence will be happy to help.

## תַּפִּילוֹת - Tefillot

All staff members are expected to attend morning *tefillah* and Shabbat services. Non-bunk staff will be assigned a specific *aidah* to join for daily *tefillot* and Shabbat *tefillah*. Appropriate dress is required for *tefillah*. We begin our day with *tefillot* as an acknowledgment of our gratitude. We use this time to come together as a community and to acknowledge that there is something greater than ourselves.

Campers look up to *tzevet* members in *tefillot*. It is the responsibility of every staff member to participate in *tefillot* and help campers follow along. Our staff come from a diversity of backgrounds and Camp is a safe place to learn about *tefillot*, what our prayers mean and why we pray.

# FOOD, KASHRUT & DINING

## Food - מזון

At Camp, food is much more than nutrition: it can be an expression of togetherness or of selfishness and/or it can express a need for personal security and control. It is important to become aware of the messages we both send and receive regarding food.

**There are three major reasons why we minimize food in the cabins:**

- 1. Cleanliness - נקיון הניגה:** We want to ensure that our living quarters are well kept and clean.
- 2. Safety - תוחיט:** Small and large forest animals are not shy about entering human living spaces to forage for food.
- 3. Allergies - אלרגיות:** Many in our community have food allergies. Food brought into a living space can present a health and safety hazard.

If kids arrive with a personal "stash" of food, check the food for *kashrut* certification. If you are not sure, please direct your questions to the Camp's *mashgiach*. All food must have a *hechsher* on it. In addition, food must be examined for nuts and other allergens. The cabin should have a party on the first day or two to get rid of most or all of this food. Any remaining food should be kept by counselors securely in a sealed plastic bin and used for additional bunk parties or programs.

Parents have been asked not to send food packages to campers. Any food packages received will be confiscated and/or returned to sender. If a staff member receives a package with food from a camper parent, he/she may not accept the package and must turn it into the *Tzorchania* and notify their supervisor.

Staff members may not buy food for individual campers or for groups of campers. If there is a need for a treat, a request should be requisitioned from the kitchen. Staff members may not take "orders" from campers to buy food in town (see also *kashrut*). This applies to both hot and cold foods and prepared or fresh foods.

To protect the *kashrut* of our Camp, no food may be brought into the *Chadar Ochel*. Also, NO prepared foods (pizza, for example) may be ordered or brought into the Camp.

## Food Sensitivities and Eating Patterns

Staff members should be sensitive to the eating patterns of their campers. If you have concerns about a camper displaying signs of a potential eating disorder, communicate the information to your *Rosh Aidah*.

## Kashrut - כשרות

Keeping kosher is an exercise in *kedusha* (living a holy life) by establishing and protecting a uniquely sensitive relationship between human beings and the natural world. Keeping kosher is an important part of the entire Ramah experience. You, as the Camp's *dugma*, have the responsibility of creating an environment where the laws of *kashrut* can be observed, both inside and outside the dining room:

- To protect the *kashrut* of the Camp kitchen, no outside food may be brought into the *Chadar Ochel*.
- All dishes, cups and silverware must stay in the *Chadar Ochel*. If food must be taken out, then disposable plates etc. must be used.
- No prepared foods from local fast-food restaurants, grocery stores or restaurants may be brought into Camp, either for staff members or campers.
- As part of the Ramah experience, staff members are encouraged to observe the Camp's *kashrut* guidelines on their time off as well.

If you have any questions about *kashrut*, please direct them to the Camp Director or a rabbi-in-residence.

## **Chadar Ochel (Dining Hall) - חדר אוכל**

**In order to make dining a pleasurable and safe experience at Camp, we ask your help in the following:**

- Arrive on time for meals. Being late disrupts the entire Camp schedule.
- Make sure that your campers wash or sanitize their hands prior to sitting at their Dining Hall table. This is for health reasons. Hand washing, with soap and water, reduces the possibility of spreading germs.
- Meals begin when *Birkat HaMotzi* is recited. The buffet lines are not open and no food is served prior to the blessing.
- Campers and staff should remain at their table during the meals unless they are actively getting their meal from the buffet lines.
- **מדריכים** (*Madrichim*-Counselors) at tables are responsible for maintaining order at their table. When announcements are being made or a hand is raised, *madrichim* must help encourage their campers to be quiet. In addition, *madrichim* should monitor each of the campers at their table to ensure that each has served him/ herself an appropriate and well-balanced meal.
- All staff members are expected to remain at meals until *Birkat HaMazon* has been completed. As a staff member, you must always be cognizant of the role you play as a Jewish educational role model. If campers see you leave without saying *Birkat HaMazon*, the clear message communicated is that *Birkat HaMazon* is not important.
- All those staff and campers who identify as male must cover their heads for meals with a kippah on Shabbat and a hat or a kippah on week days. Those who identify as female may elect to cover their heads but are not obligated to do so.
- If you have concerns about the meals, their taste or nutrition, please bring these to the attention of the Front of House Manager.

# בטיחות - SAFETY

## אלרגיות ואסטמה - Allergies & Asthma

Many campers come to Camp with allergies and asthma. It is essential that all staff be aware of the following:

- If a child is wheezing or complains of asthma, treat it seriously and report it to the מרפאה (Mirpa'ah/"MARPA"-Health Center).
- Know which campers have allergies, make sure that they have their Epi-pen with them and that you know how to use it in case of an emergency.
- If your camper comes to Camp with an inhaler, make sure they have it with them at all times.

Many campers have food allergies. You will be made aware of those campers who are allergic. We will do everything we can to accommodate their needs. If there is a camper who did not list their food allergies, please alert the Mirpa'ah staff immediately.

All staff members must notify the Mirpa'ah of any allergies that they have on their medical forms.

## פעילות מים ומפל - Water & Waterfall

Water is one of the most beautiful features of our property. It is also the most dangerous. There are also several streams running through the Camp, a lake, a pool and a waterfall. If you see campers rough housing near a water source, you must stop them immediately and discuss the safety issues involved.

- Campers are not permitted at the waterfall without staff members and should not walk or play in any streams.
- No one should not enter the lake or pool for any reason without the supervision of the aquatics staff.

## שק שנה עם רוכסן - Zippered Sleeping Bags

Neither campers nor staff members may sleep in a zippered closed sleeping bag in their cabins. For reasons of hygiene, all beds must be made with sheets that can be sent to the Camp laundry (a zippered sleeping bag can also be a hazard in case of fire). Sleeping bags should be used only on camping overnights and field trips out of Camp.

## נשק וזיקוקים - Weapons & Fireworks

Weapons, knives, nunchucks or any dangerous items brought to Camp by campers or staff, are prohibited. Staff members finding such items in the possession of the campers must confiscate these items and bring them to the Director's office. Toy weapons of any kind are also forbidden in Camp and must be confiscated and brought to the Director's office to be stored until the end of the summer. Large water guns are included in this policy. Their presence is not conducive to the environment we are trying to create at Ramah Darom. Likewise, fireworks are not permitted and may not be brought to Camp.

## נרות - Candles

Candles represent a serious fire hazard. Apart from areas and times designated for lighting Shabbat candles and other pre-approved programmatic uses, candles are not permitted. Candles are completely forbidden in all living spaces – at no time and under no circumstances are they allowed. Those who need to light Yahrzeit candles should arrange with the Dining Hall Supervisor, who will designate an appropriate area for their lighting.

## מתיחות ומעשי קנדם - Raids & Pranks

Raids and pranks are malicious, destructive and cruel, and are contrary to our educational goals. For these reasons and the necessity to maintain a sense of safety for our kehilla, raids and pranks are not permitted!

# RAMAH DAROM EMPLOYEE CODE OF ETHICS

As employees of Ramah Darom, our success depends on our teamwork, trust and commitment. Our Code of Ethics is intended to help us achieve success by setting common expectations and increasing trust, commitment and teamwork within our organization and between our organization and the individuals, families and communities we serve.

**To help us achieve our mission, we are committed to three core ethical principles:**

- Commitment to Excellence
- Organizational and Personal Integrity
- Responsibility

## **Commitments & Expectations - מחויבות ותאום ציפיות**

To achieve our vision in fostering exceptional experiences in Jewish living and learning, we strive to create an organizational culture that exemplifies the ethical foundations of Torah upon which our Jewish tradition rests. Our goal is to develop and promote a culture in which work is personally fulfilling. Our organizational culture demands mutually respectful working relationships, supports ethical decision-making and provides an environment where justice, hard work, creativity and innovation are the norm. To succeed we must have common expectations about how we will demonstrate and practice our commitment to excellence, integrity and responsibility in our everyday work.

### **1. Commitment to Excellence - מחויבות למצוינות**

We are committed to being the most outstanding organization and employees we can be, inspiring those we serve to achieve personal and spiritual growth.

Everything we do has an impact on the individuals and communities we serve.

- Set the example. We are committed to being the best role model we can, striving to demonstrate excellence, integrity and responsibility in our work.
- Create an environment of trust, respect and non-discrimination. We are committed to creating an environment of trust, care and respect. We will not tolerate discriminatory or harassing behavior.
- Provide honest, accurate and timely information. We are committed to candor in our work relationships, providing other employees, supervisors, senior staff and Board members with accurate and reliable information. We will not tolerate dishonesty, falsification or cheating of any kind.
- Identify problems and help create solutions. We are committed to identifying areas for improvement within our organization and suggesting and implementing solutions that make us more successful.
- Keep policies, procedures and rules. Our rules, policies and procedures are the foundation of trust and how Ramah Darom conducts everyday business. They define our expectations and our criteria for evaluating how we perform. We are committed to following our Code of Ethics, laws, organizational rules, policies and procedures and recommending changes to make them better. We will not tolerate improper conduct.
- Report improper conduct. When someone does well it reflects positively on all of us. When we make a mistake, we take ownership and strive to correct it and learn from it. We are committed to reporting gross mismanagement, significant waste of resources, abuse of authority, threats to safety, violations of our Code of Ethics, laws, rules, regulations, policies and procedures or other conduct that damages our integrity or reputation.
- Keep colleagues safe from retaliation. We are committed to creating a work environment where problems can be reported and solved. We are prohibited from threatening, harassing, punishing or retaliating against employees who make good faith complaints.

## **2. Organizational and Personal Integrity - ישר מקצועי ואישי**

To maintain our integrity, we are committed to making decisions in the best interests of the organization. We will avoid conflicts of interest and the appearance of impropriety.

- Avoid conflicts of interest and improper outside income. A conflict of interest can exist anytime our position or decisions provide us with a financial benefit or improper advantage. We are permitted to receive outside income if it does not create a conflict with our Ramah Darom work. We are committed to declining outside income that might be perceived as inconsistent, incompatible or in conflict with our official duties. We will not make decisions or use our position for personal benefit or to gain an improper advantage.
- Decline gifts. A gift is a benefit we receive for which we did not pay. Gifts can include merchandise, food, tickets, use of facilities, investments, rebates or discounts not offered to the public or forgiveness of debt from vendors, parents or others. We will not accept gratuities or gifts which could give the appearance of improperly influencing our professional decision making. We will not solicit vendors or others for anything that provides us with a personal benefit.
- Improper influence of family members or associates. We are committed to abstaining from decisions that could result in direct benefit to a close relative including, but not limited to, hiring, promotion, discipline, evaluation or direct supervision.
- Maintain appropriate relationships with campers and guests. We are committed to ensuring that employee-camper/guest relationships are positive, professional and non-exploitive. We will not tolerate improper employee-camper/guest relationships.
- Uphold Ramah Darom interests in hiring and promotion. We are committed to hiring and promoting Ramah Darom personnel based on their qualifications and the job criteria of the position and will not tolerate improper practices.

## **3. Responsibility - אחריות**

We are committed to holding each other responsible for our performance as an organization and as individuals.

- Proper use of position. We are committed to ensuring that our power and authority are used in an appropriate, positive manner that enhances our community and its trust in our organization.
- Proper use of resources. We are committed to ensuring that Ramah facilities, equipment, supplies, information or other resources are used for Ramah Darom purposes only.
- Uphold confidentiality. To achieve excellence there are occasions when we need to engage in frank discussion of issues in confidence. We are committed to upholding the sanctity of such confidential discussions and will not reveal confidential information, to the extent possible.





## Noncompliance Policy for Behavior/Breaking Camp Rules

Camper Name: \_\_\_\_\_

Aidah: \_\_\_\_\_

### First Intervention

Counselors will be the first line of intervention with camper behaviors. They will utilize collaborative problem-solving to address camper misbehavior and notify the Rosh Aidah and Yoetz/et as soon as possible of any incident.

Date of incident: \_\_\_\_\_

Description of incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Counselors involved: \_\_\_\_\_

Interview of other campers Involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Second Intervention

*Rosh Aidah* will meet with the camper and counselor to decide on appropriate logical consequences, such as cleaning an area of Camp, writing an apology letter or missing an evening activity.

Date of incident: \_\_\_\_\_

Description of incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Counselors/*Rosh Aidah* involved: \_\_\_\_\_

Interview of other campers Involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Logical Consequence plan: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Third Intervention

Yoetz/et will work with the *Rosh Aidah* to decide on appropriate consequences and may also meet with the camper to create a behavior plan for camper success. Parents will be called and informed of the misbehavior, consequence and behavior plan, if applicable.

Date of incident: \_\_\_\_\_

Description of incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Rosh Aidah*, Yoetz/et involved: \_\_\_\_\_

Interview of other campers Involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Logical Consequence plan: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of phone call with parent: \_\_\_\_\_

### Fourth Intervention

Camper and *Rosh Aidah* will meet with the Camper Care Manager, Assistant Director, or Camp Director. Parents will be called and included in the consequence plan. Dismissal from Camp may occur at the discretion of the Camp Director.

Date of incident: \_\_\_\_\_

Description of incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Yoetz/et, CCM & AD or CD involved: \_\_\_\_\_

Interview of other campers Involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Logical Consequence plan: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_