

Summer 2016

Dear Ramah tzevet Member,

Yasher Koach on your decision to become a member of the 2016 staff of Camp Ramah in California. You are joining a team of talented and enthusiastic individuals dedicated to making this summer a success. You have been chosen to become a leader at one of the most dynamic Jewish communities ever created – Ramah.

Our success as a community depends upon our ability to work together. This handbook is intended to help make that possible. This begins with us. We see the four of us as one unit and you will see throughout the handbook, that besides very specific things, you should feel that you can approach any of us for support or to clarify policies here or during the summer.

In order for our staff to work together as a team, for our community to flourish, and for our campers to feel safe, every staff member must understand the policies and procedures that govern our time together. We ask you to take the time to review this handbook and familiarize yourself with its contents. This year we have decided to divide the policies into several buckets or hats we wear at camp. You will see there is a logo for each bucket. These buckets and logos will repeat themselves in our Shavuah hachana (staff week) and in our Tzevet and Mador training. Please be sure to read carefully the addendums at the end of the handbook as well.

All staff members are responsible for the information contained within these pages. Please feel free to call us if you have any questions or concerns. As a staff member it becomes your responsibility to ensure that everyone in our community – campers and other staff members – are in compliance with these policies. Please think seriously before accepting this position, if you are able to uphold and support all the policies in this handbook. We know it is hard to see it this way, but these policies have been put in place to help protect you and help you make decisions in moments that your judgement may be clouded or you may not know what to do.

Working in Camp is different than other work settings.

We feel that it is important to highlight just a few of the “on the job requirements” that you will have as a staff member, as you consider your application to camp:

- Communal living
- Daily camp wide meals
- Late nights and early mornings
- Communal living quarters (varies from bunks to adult housing)
- Ability to follow camp schedule and times and remain flexible as schedules can vary daily.
- Hierarchal managerial structure
- Minimal independence and privacy
- Requirement to participate in and model traditional egalitarian Jewish practice
- Model appropriate dress, language and behavior, in public and private spaces

THESE REQUIREMENTS ARE IMPERATIVE TO US ALL WORKING AND LIVING IN A JEWISH RESIDENTIAL CAMP FOR CHILDREN

We are eager to start a summer filled with Jewish exploration, renewed friendships, *middot*, and communal growth. *We look forward to starting our work together at Camp Ramah!*

בהצלחה

Rabbi Joe, Ariella, Randy, and Hannah



Safety & Security

ביטחון ובריאות

EMERGENCIES There are telephones in all of the major program areas of camp. In case of an emergency, these phones can be used to dial the Camp Office (**0**), the Infirmary (**111**) and fire/rescue (**9911**). An Emergency Handbook will be distributed and reviewed during Staff Week. All staff members must become familiar with the camp's emergency procedures and locations of emergency phones. All of the senior administration at camp carries a walkie talkie- if there is an emergency of any sort (medical, missing camper, weather, intruder etc.) please find the closest person with a walkie talkie immediately.

During staff week 2016 you will be trained on our most up to date Emergency procedures, knowing how to act and what to do in any Emergency situation.

We are living in a different world today and the best way to protect our community is to be well prepared, educated and alert.

ABUSE Camp provides a safe environment for campers and staff. We live in close quarters and become surrogate parents for the campers – a relationship that forms the backbone of the Ramah experience. With such closeness, special care must be given and sound judgment used to avoid even the slightest appearance of improper conduct. Staff members must think carefully about their interactions with campers and other staff members at all times, including when problem solving, planning activities or even motivating campers and co-workers. Activities, stories and language that may make others feel uncomfortable – physically, emotionally, sexually – are strictly prohibited and could result in immediate dismissal.

Such improper conduct, or abuse, falls under five main categories as sometimes seen in the camp setting (in no particular order):

- PHYSICAL ABUSE - NEVER, under any circumstances, should a staff member use physical force with a chanich - either as a serious consequence or as an overly playful gesture. 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, but NEVER, NEVER touch a child out of anger or use any physical force. Abusive behavior will result in serious consequences and the police may be contacted for possible criminal action.
- PSYCHOLOGICAL/EMOTIONAL ABUSE – Emotional abuse is one of the hardest forms of abuse, since it can be easily missed and many times happens under the radar. It refers to interactions with chanichim that cause them emotional distress. Staff members are in a position of authority over chanichim, and when power is used inappropriately or abusively it can cause great emotional distress as fear and distrust replace the comfort and trust we try to build. Examples of emotional abuse include acts of rejection, isolation and exploitation, scaring and taking advantage of children. Calling kids demeaning names, threatening, sarcasm, blaming or humiliating campers, giving unreasonable punishments and also ignoring chanichim who are in need of your support can all cause psychological harm. Be careful of threats, jokes, and the way you speak to both chanichim and co-staff members (i.e., “If you don’t make your beds by the time I count to three, you’re going to bed early for the next three nights”, or “If I hear you making noise before my alarm goes off in the morning, there will be no canteen!”).
- VERBAL ABUSE – Working at camp is a tough job. At some point over the course of the summer, the kids will push you to your limits. Walk away (and ensure someone is watching the chanichim). Never threaten a chanich. Never yell, curse or scream at a chanich. Yelling and cursing might help you let off steam, but only communicates a message of being out of control and scares the chanichim, even if they don’t tell you they are scared. Similarly, stories and language that are foul or otherwise inappropriate can be abusive. As with

psychological/emotional abuse, the scars are not always visible, but are often irreparable (*see also Obscenity*).

- **SEXUAL ABUSE** - Romantic relationships between staff members and chanichim are strictly forbidden. Such relationships are by definition non-consensual because one of the people is in a position of power as a staff member. If sexually motivated behavior takes place between a chanich and a staff member, the staff member will be immediately dismissed from his/her job and the police may be contacted for criminal action. Each staff member is responsible for their own actions and the possible implications of those actions. Use careful judgment when it comes to physical closeness. Avoid putting yourself in a one-to-one situation with a chanich that might be delicate, or in one that might be taken out of context (sleeping in their bed, having them sit in your lap, showering alone with them, etc.), and be sure to keep a door open when alone in a room. Sexual abuse also includes exposing chanichim to sexually explicit (pornographic) material as it is against the law to provide pornography to minors.
- **NEGLECT** - This fifth type of abuse is often left off the list. There will be chanichim 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.

Sometimes abusive behavior falls in only one of these categories, but often abusive behavior reflects multiple attributes or may be less black and white. For example, staff members who decide to haze campers take action that is physically, psychologically and potentially sexually abusive. Staff members who choose to play games with campers while they are sleeping etc constitutes potential abuse. Camp Ramah takes all allegations of abuse very seriously. All staff is expected to become familiar with the procedures in *Appendix B* of this handbook.

INAPPROPRIATE PHYSICAL CONTACT Inappropriate physical contact is any physical contact that violates the comfort level of the person being touched. It is touch that is achieved through the use of power on the part of the person doing the touching. It is touch that is given or forced on one for the primary satisfaction of the toucher - *not* the person being touched. This contact

should not be in closed quarters. While camper privacy is important, comfort and appearance of impropriety is even more important. Examples of inappropriate touch include:

- Sexual contact with a chanich/a (camper)
- Physical force (hitting, arm twisting, pinching, etc.)
- Other 'playful' contact, including wrestling, horseplay, neck or body massages, sitting on laps, piggyback rides, etc.

Appropriate contact with chanichim is defined as physical contact for the sole purpose of nurturing or reassuring the person touched, and should be restricted to shoulders and upper back. It is given with no expectations of anything in return to convey approval, reassurance, or trust. It always accounts for the comfort level of the person being touched. If a chanich demonstrates any discomfort, this form of reassurance should stop.

Appropriate touch is an important aspect of our value system and our camp's culture. Camp Ramah should be a place where touch that is nurturing can occur and where discussion about feelings can occur. Again, staff should take care to restrict these instances of touch to times when they are in public view. Examples may include:

- Pats on the back or touch on the shoulder
- Hugs of welcome/hello/good-bye/ Shabbat Shalom
- Handshakes, high fives, etc.

ACCIDENTS At Ramah we try so hard to be safe! Keep your eyes open and be vigilant to PREVENT accidents from happening.

Still, from time to time accidents occur. Stay calm and think critically.

Be sure to report all accidents to your supervisors. Specifically, medical accidents must be reported to the infirmary where you will fill out an Incident Report Form. Any accidents, on or off camp property, with equipment (camp vehicles, machinery, etc.) should be reported to your supervisor and to the misrad (office) where the appropriate report form can be filed.

ALCOHOL & DRUGS may not be abused while you are an employee of Camp Ramah. The illegal use of drugs whether you are in camp or out of camp, on duty or off duty is prohibited to all staff members as mandated by Camp Ramah and the state of California. Alcohol is also prohibited to all staff members in camp and to those under the age of 21 at all times, whether in or outside of camp. Staff members over 21 may only consume alcohol when on a day off, but not excessively nor within six hours of returning to camp. Every staff member is expected to be a model for the camp, and even attending social gatherings where you are aware of the illegal use of substances puts you and the camp's reputation at risk. If reasonable suspicion of use arises, a staff member may be asked to submit to a drug and/or alcohol test. The use of alcohol and/or drugs at the above times, or even the suspicion of use, may result in immediate disciplinary action up to and including termination as determined by the Associate Director or Executive Director.

ALLERGIES/ASTHMA Many chanichim come to camp with pollen allergies and asthma. Because of the environmental conditions in camp, it is essential that all staff be aware of the following:

- Allergic reactions may look like the following: reddening of the face, splotching red marks on the face or body, swollen eyes, swollen lips, etc.
- Keep chanichim out of dusty conditions. Regular cleaning of your living and working space will help decrease these symptoms.
- If a child is wheezing, or complains of asthma, treat it seriously and report it to the infirmary.
- Know which chanichim have asthma and know what to do in case of an attack.
- If your chanich uses an inhaler, make sure they have it with them *at all times*.

Many chanichim come to camp with food allergies. We will do everything we can to accommodate their needs. Be sure special foods are ordered for overnights/outings from the kitchen. Our camp is a nut-free environment and we have special gluten-free options available during all meals for those chanichim or staff members who need them. Many of our campers and staff use Epi pens. During staff week we will go over how to administer an epi pen and which campers have personal ones that they carry at all times.

MARP/HEALTH CENTER The Camp Health Center (“The Marp” or *Mirpa’ab*) and its staff are responsible for protecting the health of chanichim and staff members. As staff it is your responsibility to keep your chanichim healthy, clean and safe at all times. A detailed orientation will be held during staff week.

In order for it to care for everyone in the camp community, please note the following:

- There will be a daily “Health Call” for each *edab*. Health call is for all non-emergency medical needs. One madrich from each *edab* should accompany chanichim to the Marp and remain there until their *edab*’s chanichim are seen.
- There is a Marp staff member on call 24-hours a day for emergencies. In case of emergency, chanichim or staff members should be brought to the Marp immediately and a madrich should stay with the chanich until released by the Marp staff. In case of serious injury, a Marp staff member should be summoned. Someone should remain with the injured person at all times.
- Outside of Health Call, the Marp is for emergencies -- cases that cannot wait. This is especially true at night. Do not wake the nurse at midnight for something that should have been taken care of earlier in the day or can wait for the next day.
- The Marp personnel are health-care professionals who give their talents and training to Ramah so that everyone in camp can enjoy a safe and healthful summer. *Please treat them with respect.* NEVER argue with our medical staff. NEVER dispute their treatment. If you have a question or problem with treatment, make an appointment to discuss it with the Marp Director.

There is a doctor on site whenever chanichim are present. The doctor’s job is to care for sick/injured chanichim and staff members. Depending on availability and interest, the doctor may also be involved in the educational program. The doctor is NOT at camp for routine consultations, personal health or elective procedures. We also have nurses on call 24/7.

MEDICATIONS All medications must be kept in the camp infirmary. This includes medications belonging to madrichim and other staff members who live in tzrifim or ohelim. No medicines should be found in tzrifim/ohelim.

Tzevet should be responsible to take their own personal medications in a timely manner, at the Marp.

CARS pose a serious danger to the safety of our community as there are several spots on our road where pedestrians – running around and enjoying camp – may not see an oncoming vehicle. To protect our campers, and to keep camp quiet, cars may not be driven around or parked in the campsite. Staff cars must be parked in the staff parking lot (not on the road into the lot!) at the entrance to camp, unless the Executive, Associate Director, Program Director or Business Director has given specific permission to park in camp. Under no circumstances will cars be permitted to park on the road, which must be kept clear and accessible to emergency vehicles.

The camp is not responsible for damage to staff vehicles on or off the property (*see also Driving*).

DRIVING Under no circumstances may chanichim be transported in staff-owned vehicles without the expressed permission of the Executive, Associate, Program Director or Business manager. Staff members who use their own vehicles for camp-related business are reminded that the camp's insurance **may not** provide them with coverage. Camp vehicles are for camp business only. All staff who drive a camp vehicle must sign the Staff Vehicle Safety Contract and be added to Camp Ramah's insurance policy.

FIRE is a danger at Camp. We live on the edge of a large, undeveloped National Forest. Watch for fire dangers! Campfires must be scheduled at *Ma'agal Ilan* (and only there), and should be thoroughly extinguished when done. Smoking in the camp is not permitted. Cigarettes, matches or lighters brought by chanichim must be confiscated immediately. Any chanich caught playing with matches or fire should be brought to the Executive or Associate Director (*see Smoking*).

FIRE DRILLS/FIRE ALARMS We all think of fire drills as a waste of time...until there's really a fire emergency. Then suddenly, the procedures taught become critically important. TAKE DRILLS SERIOUSLY! Assume that any fire alarm is the real thing. When you hear the alarm, evacuate all buildings. Walk chanichim calmly and quietly to the baseball field. Watch for emergency vehicles.

Every chanich and staff member must be accounted for. Wait quietly for instructions.

GAMBLING is prohibited in the Camp Ramah environment amongst the staff and amongst the chanichim. Playing cards is a favorite pastime at camp, and a great activity during *menuchab*. However, our community is not based on the possession of material objects (and money is not on the packing list for chanichim). Gambling can create rifts as power shifts from person to person, and is not an appropriate activity within our camp community. All staff members are prohibited from gambling in camp and must ensure that chanichim are not putting their possessions on the line so that they return home with what they brought to camp.

GRAFFITI Anything that defaces (i.e. paint, marker, etc.) the camp is seen as an attack on the camp community and will not be tolerated. Anyone defacing the camp, tzrifim, ohelim, bathrooms, beds or cubbies will be expected to clean it up or pay for repair and cleaning, and may ultimately be dismissed from their responsibilities. Please get permission from your rosh should you have ideas for temporary Hebrew writing around camp (i.e. chalk). Then, be sure to clean up afterwards.

IDENTIFICATION CARDS All staff members will be issued official Ramah identification cards that must be carried every time you leave camp (camping trips, hikes, days off, nights out, etc.). You must swipe these cards each time you leave and enter camp. They should be worn on all Transportation days, Visitors day and other official camp days.

INTERNET Technological advancements with the internet increase the many ways we can now communicate with others, including the opportunity to expose oneself through internet websites. Domains such as facebook.com, twitter.com... offer you the ability to create personal webpages and blogs and post videos and pictures that are often accessible to anyone with internet access. In representing Camp Ramah, staff members must adhere to camp policy when communicating online.

For your own protection, please remember that content posted on the internet can be viewed by anyone in the world. When you post inappropriate pictures or behaviors or use foul language, others, including prospective employers, parents and children, can view these depictions. To protect Camp Ramah and its employees please follow these guidelines:

- Do not post content that is in conflict with camp policy on alcohol, drugs, sexual behavior and/or foul language.
- If your posting refers to Camp, then what you say reflects upon us and impacts Ramah's reputation; therefore, while employed by Camp Ramah, you may not use your site to disparage the camp, its chanichim or employees.
- Information about any member of the Ramah community that is private, personal or confidential cannot be posted.
- The use of our camp logo is not allowed.
- You may not post any pictures of chanichim/ot on your personal social media pages

SEARCH POLICY From time to time, it may be necessary for the Executive or Associate Director to conduct an investigation that may include inspections of staff and your personal property in chanich or staff housing. Staff is expected to cooperate with the Directors and failure to do so could result in disciplinary action up to and including termination.

SEXUAL HARASSMENT It is the policy of Camp Ramah in California that sexual harassment will not be tolerated. Sexual harassment is a violation of federal and state law. Sexual harassment is defined as sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual.

- Such conduct has the purpose or effect of unreasonably interfering with an employer's work performance or creating an intimidating, hostile, or offensive working environment.

A full statement of the camp's sexual harassment policy is available in *Appendix A* of this handbook. Copies are also available in the office.

SMOKING is prohibited in all public and private areas in camp. Staff members who must smoke are asked to walk out to the front gate only after nighttime responsibilities are completed. A habitual smoker who cannot make it through the day without a cigarette should not consider employment at Ramah. Any smoking materials brought to camp should be stored away from chanich residences. There is no smoking on camping trips. Please be very careful with smoldering cigarette butts ... we have a serious fire danger in the area.

Cigarettes, lighters, and matches brought by chanichim should be confiscated and brought to the office immediately.

SUICIDE/SELF HARM We take all conversation, threats explicit or implied, or indications of suicide and self-mutilation very seriously. If you suspect a chanich or staff member is talking about, thinking about, or threatening to hurt themselves, please inform the appropriate Rosh Edah and Yoetzet along with the Associate Director or Executive Director immediately.

WEAPONS, knives, firecrackers, or any other dangerous items found in camp should be confiscated and brought to the Associate or Executive Director. Toy weapons of any kind are also forbidden in camp and should be stored in the camp misrad until the end of the summer. Water guns are included in this policy. Their presence is not conducive to the environment we are trying to create at Ramah.



Camper Care & Care Taker Role

צגרה וטיפוח החניכים

BULLYING AND SOCIAL INCLUSION We are a community that is created with great intentionality and thought in order to promote an atmosphere of safety and security that allows for *chanichim* (and *tzevet*) to grow and develop as Jewish individuals and contributing members of a *kehilah* (community) throughout the summer. An experience of being bullied or socially excluded at camp can in one moment negate an entire session of positivity and have lasting effects on an individual's self-esteem and identity.

It is therefore our role as the adults in the community to be vigilant in our efforts to create a culture at camp that does not tolerate bullying or social exclusion, but rather, encourages a welcoming and inclusive environment for all *chanichim*.

Some bullying behaviors that you may see in the camp setting are *name calling and verbal taunts* that target a vulnerable *chanich/a* or more commonly *social/relational bullying or exclusion* examples of which are: not letting a particular camper on one's bed when others are warmly invited, excluding someone intentionally from a game, repeatedly saving seats at the table in the *chadar*, etc.

As a *tzevet* member it is your role to be both proactive in your various *edot/anafim* in creating an inclusive atmosphere through activities and language as well as responding directly to stop any bullying behavior you witness.

If you suspect that a *chanich* or *chanicha* is being bullied, please discuss the situation with your *rosh edah/anaf* and *yoetzet* in order to develop an intervention plan.

All of this applies to behavior amongst *Tzevet* as well. The best thing you can do for your *chanichim*, is be a good *dugmah* in the way you treat your fellow *tzevet* members...

PREJUDICE Expressions of prejudice, that is, behaviors or verbal expressions that discriminate inappropriately against individuals on the basis of gender, race, sexual orientation or national origin, are not tolerated.

CHADAR OCHEL We want the dining experience at camp to be pleasant. Your help is most appreciated. This is also a wonderful “check in” opportunity for you to have with your chanichim/ot. Please be attentive, engaged and aware of what is going on at your table.

- Arrive 5-7 minutes before the start of a meal time. Doors open at the time listed on our daily calendar. Line up with your chanichim outside the Chadar Ochel and check to make sure that all of your campers are present.
- Meals begin when the “*Motzi*” is recited and the doors are closed. Eating should not begin before then (even if you do not eat with kids). Each meal is concluded with the recitation of *Birkat HaMazon* or *Bracha Achrona*.
- All males must have a head covering (kippah, hat, etc.) for the entire meal and females are welcome to do so.
- **Chanichim and staff should remain at their tables during meals. ONLY Tzevet should get up to bring food from the alternative meal table.** Please control your urge to “wander” to another section of the *chadar* to visit with your friends.
- Madrichim are responsible for maintaining order at their tables. When announcements are being made or a hand is raised, madrichim are responsible for keeping their chanichim quiet.
- Our Chadar Ochel is a great environment to promote the use of Hebrew. Please try to refer to items on the table using their Hebrew name, as well as using Hebrew to give directions.
- No chanichim/ot should be standing on the benches in the Chadar. This is a real safety hazard.

If you are sitting at a staff table, please keep in mind that you are still “on duty” as a role model and should have your head covered (if you are a male), clear your table

at the end of the meal, stay for the entire meal and say the appropriate brachot to begin and end each meal.

The kitchen is strictly off-limits to all chanichim and staff members, unless specifically invited in by the Director of Operations.

FOOD is much more than nutrition at camp ... it can be an expression of togetherness or selfishness and/or it can express a need for personal security and control. It is important to become aware of the messages surrounding food. We want kids to eat meals in the Chadar Ochel, and the snacks distributed during the day. Other snacks should be limited to occasional treats enjoyed as a tzrif, class or edah and not as a replacement for meals and nutrition. It is important to watch what kids are eating (and not eating). Moreover, there are social implications of food and snacks. Eating with the group is an expression of belonging to a community - eating alone is an expression of isolation.

Please support the following specific policies:

- Campers may not bring food to camp. Parents have been asked not to send food packages to chanichim. Food found in packages or suitcases will be donated to local charities.
- All food distributed at camp or as part of a camper program must be kosher (marked with a *heksber*). Staff members may not take “orders” from chanichim to buy food (or anything for that matter) in town. To protect the kashrut of our camp, NO food (even with a *heksber*) may be brought into the Chadar Ochel. NO prepared foods (pizza, for example) may be ordered or brought into the camp from outside (this includes both gates and the parking lot). What does this mean exactly? It means do not box your leftovers after a day off or night out to bring back for your hungry friends.
- It is critical that staff members be sensitive to food allergies. Camp Ramah is a nut-free environment. THIS INCLUDES ANY ITEMS THAT “May contain traces of nuts.” Alternatives should be provided to campers who cannot partake in the main item due to other allergies.
- Staff members who live in tzrifim/ohalim may not keep food in their living quarters, as this is an open invitation to bugs, roaches and other creatures.

LGBTQ We strive to make Camp Ramah in California a community where each individual feels comfortable and accepted regardless of sexual orientation. Due to the fact that our camp is gender-divided in its structure it is incumbent upon the *tzavev* to ensure that we are sensitive to hetero-normative language and assumptions. This means paying attention to everything from broadening *peulot tzrif* beyond traditional “boy” or “girl” activities to monitoring our language when we speak about relationships, to actively intervening when inappropriate language is used.

SHMIRAH (Guard Duty) Nighttime supervision of chanichim is an important part of protecting their safety and well-being. Every staff member will be involved in *Shmirah* during the course of the session. Check the schedule for your assignment. *Shmirah* is a serious business. We have kids with asthma, night fears, homesickness and other problems that show up only at night. Night is also a time when bullies act aggressively towards other chanichim. *Shmirah* is not an opportunity to party. The *shomrim* should keep the *shetach* quiet and listen for kids who need help.

There are two modes for *shmira* – 1) Staff members are assigned to supervise a cluster of *tzrifim/ohelim* from a post outside of these buildings 2) Staff members are assigned to supervise an individual *tzrif/ohel* from a post inside/on the porch

The following guidelines are most applicable when *Shmira* is from an outside post:

- All madrichim in all *shtachim* (areas) may not leave their *tzrifim/ohelim* until *shmira* begins at 10:00 P.M.
- All madrichim must physically check out with *Shmirah* before leaving their respective areas, and check in upon return.
- Every 20 minutes, one *shomer* should take a walk through the *shetach*, entering and listening in at each *tzrif/ohel*. In case of emergency or illness, one *shomer* should stay in the *shetach*, while the other summons help with the phone in the *shetach* or on foot.

- If you are on *shmira* you should not invite your friends to sit with you. This will distract you from the job at hand and could compromise camper safety.
- The Toran (the senior staff member responsible for *shmira* that night) will make rounds several times during the night. *Shomrim* must stay at their *shmira* post at all times except for a periodic check of tzrifim/ohelim and in cases of emergency.
- *Shmirab* responsibilities end only when relieved by the Toran. The Toran should arrive shortly after midnight (12:30 on Thursday, Friday and Saturday nights).
- Staff members may switch *shmirab* duty but only with another staff member of the same gender and only if the Toran is informed of the switch. In order to make this process easier, there will be a central *shmira* list posted in the *chadar ochel*. All changes must be noted on that central list and communicated with the Toran by lunch time that day.

CURFEW is established to ensure proper supervision of all chanichim and to ensure that staff members are aware, alert and properly responsive to chanich needs during the day. One madrich must return to each tzrif/ohel when Shmirah ends at 12 AM (12:30 on Thursday, Friday and Shabbat) and must remain in that tzrif/ohel until the morning. The final staff curfew for Kayitz 2016 will be announced during Shavua Hachana. We ask that you respect this curfew, so that you can be an attentive staff member.

DISCIPLINE An important part of camp is the experience of living together in a community. To function as a community, rules must be established and followed (i.e. tent rules, Chadar Ochel rules). The rules pertaining to any activity area in camp should be clearly communicated to chanichim before activities begin, and determined in tzrifim through consensus and then posted.

Should a chanich behave inappropriately, consequences should follow which are logical, reasonable and within camp policy. Remember that the purpose of these consequences is to help the chanich learn to behave responsibly. The purpose is not vengeance, humiliation or intimidation. Any staff member who punishes a

chanich inappropriately will be seriously addressed and may risk termination of employment.

Family Life Just as our *chanichim* represent great diversity when it comes to Jewish observance, socio-economic status, Jewishly blended families and geography, it is important that *tzoret* be sensitive to the various family constellations that exist in our community including but not limited to: single-parent homes, divorced parents, families with two moms or two dads, campers who have lost a parent, and adopted families. It is important that we are sensitive in our language and activities to the many different backgrounds our *chanichim* come from.

LAUNDRY Camp personnel will do 4-week chanich and madrich laundry twice during each session or once per Gesher session. Coin operated washers and dryers are available for all staff members, but staff members must provide their own laundry detergent and coins. Please keep laundry facilities clean and in working condition.

RAIDS Raids teach chanichim that it's fun to trash someone's living quarters, that it's funny to ruin someone's clothing and belongings, and that hurting people is a form of recreation. This is obviously not what we are trying to teach at camp. Raids are contrary to our educational goals and are not permitted. Furthermore, pranks may not destroy property, waste resources, nor place staff or chanichim at risk.

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 behavior or any action that threatens a child's sense of well-being in camp are not acceptable. Each night, a quieting activity or story (*barga'ah*) should be done to ease kids into sleep-time.

Staff members need sleep too. You are expected to be awake, alert and responsive to the needs of chanichim. An early curfew may be placed on the staff if exhaustion threatens the camp program.

Lights out by edah:

Edah	Peulat Erev	Harg'ah Lights Out	Madrachim Check Out
Gesher	Peulat Lilah Tov: 7:45 – 8:30	9:00	10:00
Nitzanim	7:45 – 8:30	9:15	10:00
Giborei Yisrael	7:45-8:45	9:30	10:00
Adat Shalom	7:45-9:00	9:45	10:15
Amitzim	7:45-9:00	9:30	10:00
Sollelim	7:45-9:15	10:00	10:30
Tzophim	7:45-9:30	10:15	10:45
Kochavim	7:45-9:45	10:30	10:45

TELEPHONES Chanichim may not use telephones, except under special circumstances with prior approval from their Yoetzet, Associate Director or the Executive Director. A staff member must be with the chanich when he/she calls home. Staff members may not use office phones for personal calls, and must get a supervisor's permission for business calls.



Being a Dugmah & Professionalism

דוגמה אישית ומקצועיות

B'TZELEM ELOKIM At the foundation of Judaism is the idea that each human being is created “*B’Tzelem Elokim* – In the image of God.” At camp, this value is expressed in the way we dress, and in the way we speak and act towards one

another. Sensitivity, modesty, patience, respect, and compassion are therefore expected.

Certain norms in secular society challenge the notion that we are created *B'Tzelem Elokim*. Societal trends such as tattoos and body piercings may conflict with the Jewish value that our bodies are gifts on loan from God, entrusted to our care.

Staff members are reminded that tattoos are strictly forbidden according to Halachah (Jewish law). Staff members with tattoos are expected to cover them at all times.

While earrings (for both men and women) are Halachikly acceptable, excessive body piercing is not. Piercings of the body (nose, eyebrow, tongue, naval, etc.) are not acceptable at camp. Please remove all “rings” (except earrings) before camp.

Staff members should be fully cognizant of their function as role models. Please do not shave or dye your hair during the session, as both are forbidden of our chanichim.

DRESS

In looking at the culture at our camp, we feel that we all work hard to create a sacred, thoughtful community where we empower young kids, teens and adults to be confident, feel good about themselves inside and out and also be sensitive to the diverse age, background, religious upbringing community we live in.

The way we dress sends a message. It transmits a sense of our values, our identity and our self-respect. Staff members are expected to use good judgment when selecting clothing that set an example for our chanichim. At camp, clothing should be casual and comfortable. Designs on shirts and jackets may not promote alcohol, drugs, suicide, sex, profanity, nudity, or ethnic/gender hatred.

Clothing that is overly revealing contributes to a sense of discomfort and misdirects attention to physical appearance over more important internal qualities. We are

living in a community that ranges the ages of 1-70 and no one should feel uncomfortable with what they see. For our campers, it also can contribute to anxiety that campers have about their looks as their bodies change. The only time male chanichim or staff are allowed to be bare-chested is during pool. *Female staff members are required to wear either a one-piece bathing suit or modest “tankini” at the pool or at other water activities as bikinis are prohibited.* Male staff members are required to wear “jammers” or bathing trucks as speedos are prohibited amongst staff. Staff members and chanichim dressed inappropriately will be asked to change clothes to more modest and appropriate attire (*see also B'Tzelem Elokim and Shabbat Dress*).

CELL PHONES Cell phones are prohibited to chanichim and to staff in the potential presence of chanichim. A staff member’s cell phone or other electronic communication device conveys that there is something more important than the chanichim with whom he/she is working at the moment. Nothing is more important than the kiddies! While spending your time at camp you are fulfilling an **עבודה קדושה**- a “holy work” and we want you to be fully present and engaged while doing that, which is challenging while being distracted by a technological device.

Staff members must put away their personal phones for use only in the staff lounge, adult housing, parking lot or when campers are sure not to be present. Do not disrupt our community and break this rule by using your cell phone in ways that are prohibited, including text messaging.

Staff should NEVER give out passwords to campers for phones, ipads, computers, wifi etc., even if it is just for the purpose of playing music in the tzrif/ohel.

Please discuss with your Rosh the ways your tzevet will communicate over the Kayitz, but the expectation is that you are not dependent on the cell phone for day to day communication and the phone should be left in your tzrif/ohel or your Rosh’s room during the day.

We ask you to support this policy and confiscate chanich cell phones. Do not allow chanichim to make calls on your cell phone. If they feel they must speak to a parent, inform your supervisor. When chanichim use cell phones to communicate with the “outside world” and get support with an issue, they are not immersing themselves in the “away-from-home” experience and we are left powerless to help them ourselves.

CONSERVATION Respecting and protecting the natural environment is one of the primary educational goals of Ramah. This must begin here “at home” – conserve water and energy by shutting off taps, turning off lights, turning down a/c, and keeping showers short. Be conscious of your and the chanichim’s personal impact on the environment. Air conditioning units in staff housing should be left off when staff members are not in their rooms.

MUSIC played around camp should be appropriate, and reflect our standards of clean language and dignity. Please feel free to update your playlists with your Israeli CD’s, Camp CD’s, etc.

LANGUAGE God created the world with words. The words we use should reflect the *kedusha* of the community and world we hope to create. Do not use obscene or inappropriate language either towards campers or during activities, bedtime stories or other times when they are around. Discourage its use by your chanichim (*see also Abuse and Prejudice*). Use of foul language may be grounds for dismissal as determined by the Executive or Associate Director.

EDUCATION At Camp Ramah, all staff members participate in formal Judaic and *Hadracha* (Leadership) study. This is central to the camp’s mission. Each staff member will be assigned a quantity of classes and will choose from a list of topics in addition to time with their edah/anaf. **Attendance and participation are required.**

FAMILIES Every summer there are approximately fifteen families in camp. A “family” at camp consists of one or both parents working in camp whose children are regular chanichim or are under the care of our Gan program.

Families add a special dimension to the environment at camp. They add years of experience to the staff. Some of our staff has been at Ramah for ten to twenty years. They exhibit themselves as positive role models of the Conservative movement (*If you are a family at camp, please review Appendix C carefully*).

LITTER Dropping a popsicle wrapper or a piece of paper may seem to be an innocuous act. But seen in the proper perspective, it is the germ of global ecological problems – a thoughtless act, multiplied thousands of times, yielding a filthy, unsightly environment. “*L’ovdah u’lsbomra*” – in *Sefer B’resheit* we are commanded “to till and to protect” the world which we have inherited. Be conscious of litter and pick it up. Teach chanichim to pick it up (even if it isn’t theirs), and keep the camp clean.

MAINTENANCE Our maintenance personnel are responsible for the operation of the entire 100-acre campsite that includes dozens of buildings, hundreds of sinks and toilets, thousands of lights and miles of wiring and pipes. Should you have a maintenance need, complete a Maintenance Request Form in the office. Your request will be handled on a prioritized basis. DO NOT stop a maintenance person during their work in the camp to ask for a favor (Efren is too nice to say “no”).

The Maintenance Yard houses tools, supplies and chemicals. This area and its tools are extremely dangerous and strictly off-limits to all staff members and chanichim. Anything you need can be requested with a Maintenance Request Form.

PROFESSIONALISM is the code of ethics that governs our work. Professionalism includes...

- Appearance: dressing in accordance with Ramah religious and educational goals.
- Attitude: your willingness to help, even in tasks outside the narrow definition of your job, for the good of the camp community.
- Courtesy: speaking and acting in a manner respectful of others’ dignity, time and feelings.
- Confidentiality: respecting the privacy of personal information.
- Demeanor: acting at all times, on and off the job, in a manner consistent with the goals and principles of Ramah.

PURCHASING All purchases made during the summer for camp should be paid for by the camp credit cards available for sign out in the office. The cards can be signed out with approval from your supervisor. If for some reason you need to be reimbursed, it must be approved by the Executive Director, Business Director, Associate Director, Program Director or your Rosh Edah/Rosh Anaf in advance. No expense will be approved for reimbursement after the purchase. No expense will be reimbursed without a receipt. Please take this seriously.

SEXUAL BEHAVIOR It is not our job to teach kids about sexual behavior or experiences, but we are in a unique position to help kids learn to make wise decisions about relationships- decisions based on emotional maturity and ethical principles, beyond hormonal desire. However, we are capable of helping kids only if we ourselves behave in ways consistent with the ethics we wish to teach. These guidelines are equally applicable regardless of one's sexual orientation. The following is a brief review of Camp Ramah policies:

- Romantic relationships (even if not sexual) between staff members and chanichim are strictly forbidden. Such relationships are by definition non-consensual because one of the people is in a position of power as a staff member. If sexually motivated behavior takes place between a chanich and a staff member, the staff member will be immediately dismissed from his/her job and the police may be contacted for possible criminal action.
- Any sexual activity in chanich residences or anywhere chanichim might be found (even if asleep!) is strictly forbidden.
- Males are not permitted in or near female living areas (*Shetach Ha-banot* or girls ohelim). Females are not permitted in or near male living areas (*Shetach Ha-banim* or boys ohelim). This applies to *Tz'evet* housing as well. *Shmirah* in the tent areas is not co-ed.
- Unmarried couples may not live together, sleep together, or be in each other's beds anywhere in camp.

- Sexually explicit conversation is not appropriate in or around *chanich* residences or anywhere *chanichim* might be found. Pornography or any sexually explicit literature is not appropriate at camp. If brought to camp, such materials will be confiscated and appropriate action will be taken. The sharing of such material may result in dismissal.

Staff members are not permitted to discuss or make known to *chanichim* information related to the staff member or anyone's sexual preferences or experiences or facilitate games such as "Q&A". This is strictly forbidden!

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

In preparation for Shabbat, all living areas should be cleaned. Rashei Edah are responsible for inspecting all *chanich* living areas before *mifkad* (pre-Shabbat circle). On Friday afternoon, all *chanichim* and staff members should shower and change into appropriate clothing (no jeans, shorts or t-shirts) - for boys and male staff, slacks and a nice shirt; for girls and female staff, dresses, slacks, or skirts (no tank tops, strapless or formal gowns. Shoulders covered).

The Shabbat morning service involves the reading and study of Torah, and we should be dressed appropriately. Following *t'fillot*, *chanichim* and staff may change into more casual wear.

At Camp Ramah in California we observe Shabbat in accordance with the Conservative movement's interpretation of *hilchot Shabbat* (the laws governing Shabbat). This impacts all formal programming and activity around camp in *tzrifim* and *ohalim* on Shabbat. Please be aware that our *chanichim* (and *tzevet*) come for a wide range of religious backgrounds and thought should be taken to be sensitive to all.

This includes: 1.) Sensitivity and thought regarding the use of lights in the *tzrif/ohel* on Shabbat. 2.) Discretion regarding individual activities on one's own bed such as letter writing or word games

The following activities are encouraged on Shabbat:

- Singing, learning, walking, hiking, reading, dancing, swimming, sports, shmoozing with friends old and new, relaxing, eating, story-telling, star gazing...

The following activities are prohibited on Shabbat:

- Using cell phones, listening to radios, CD's, or iPod's, writing, using money, drawing, painting, playing musical instruments, fixing things, breaking things, blow drying or cutting hair, shaving, washing or drying clothes, planting, cutting...

Shabbat can be a time that exacerbates home sickness or unstructured time that can lead to bad choices. Please be sure to supervise your chanichim/ot properly and create a good balance between a different routine from their daily schedule and still engaging the chanichim/ot and supervising them.



Staff Well-Being

כיצד ניתן לנהל את שבת?

DAYS OFF and TIME OFF

Madrichim are entitled to 3 days off, each being 22 hours (Some edot may have two longer days off) and time off between sessions. Moomchim and senior staff

members are entitled to 3 days off each 4-week session and time off between sessions. Your supervisor will establish the day off schedule to maintain proper coverage at camp. You must notify your supervisor the Friday before your day off of what day you will taking. Days off are given at the discretion of the Executive Director, Associate Director and Program Director. Returning late from a day off is unacceptable and may result in appropriate consequences. Moomchim will typically take their days off on Monday night/Tuesday (unless they are needed in camp), as this will be a special program day.

All staff under 18 years of age must have a parent or guardian sign the Permission to Leave Camp form.

We are privileged to be close to lovely Ojai. With that privilege comes great responsibility. Time off from camp should always be in coordination and with permission from your Rosh- nobody should leave camp in “non lettered prakim” (ie;

Hachanah L’Shabbat, Before Breakfast and T’fillot, during meals, between dinner and bedtime, Nighttime: Thursday, Friday, Saturday)

You can find anything you need for programs, in camp or we can order it for you. Going to town should be for personal needs only.

When leaving camp please be sure to swipe your ID card at the gate. EVERYONE in your car should swipe.

There has to be a co-madrach in camp (mador moomchim not included)

*If a staff member leaves camp without permission for however long, the consequence will be to not leave camp for the following week not including their day off

Driving to Ventura or further (except on a day off) is prohibited.

E-MAIL is available in the staff resource room. You may not use the main office computers for e-mail as they are for camp business purposes only. Wireless internet access will be given to members within staff and should never be given to campers. General staff members should not bring their own laptop computers with them over the summer as Camp Ramah will not be responsible for any damage incurred. (See Resource Center)

MOADON TZEVET (Staff Lounge) The “*Moadon Tzevet*” is a great place to go when you have free time or need to meet with a co-madrich to plan a program. Chanichim are not permitted in the staff lounge. Staff is asked to dispose of their own trash and keep the area clean.

GAN The camp maintains the Gan for young children of staff members. The Gan and its toys and equipment are off limits to non-Gan staff and chanichim. Please don't play with these items without permission from the Rosh Gan.

The Gan is open during morning and afternoon activity hours. The Gan staff and parents provide evening babysitting four to five nights a week in Building B. The Gan is closed on Shabbat besides Tot Shabbat and story time and on Monday nights/Tuesdays (Gan staff day off).

The Gan program is available to children starting at three months of age through pre-chanich age (entering 2nd grade), and costs \$60 per child, per week. Children of staff who are entering grades 3 or 4 are encouraged to enroll as overnight campers. Alternatively they may participate in a Jr. Geshet or Nitzanim program at the rate of \$150 per child, per week. Parents of younger children must consult with a Director before accepting a job. (see also *Appendix C*).

LEAVING CAMP Staff members may not leave camp during the day except on camp business. Prior to leaving camp during the day, a staff member must obtain his/her supervisor's permission. On “open camp nights,” staff members may leave camp with permission from their supervisor. Staff members are to stay and enjoy the splendors of Ojai...not Ventura or farther. No more than 50% of each edah staff may leave at one time during the evening in order to ensure safety for our chanichim. Staff members on a day off are included in this count. Everyone must swipe out with their ID cards at the gate (they must also swipe back in upon their return). All staff members must return to camp by 12:15 AM. Madrichim are reminded that their tzrif/ohel must be covered by midnight (*see also Curfew, Driving, and Shmirah*).

LAST DAY OF CAMP- וינפט

For the past two years, we kept camp open for an extra night after the campers left. All staff are required to stay at camp for this last night to get some much needed rest before the drive home, as well as to appropriately conclude the summer on a much more definitive note than in years past. This extra night will allow for reflection on the successes of the summer, quality time with friends, and sleep! We look forward to spending this last night of camp together as a tzevet!

RESOURCE ROOM is located between *chug bishul* and the laundry room as well as directly off the main misrad. It contains everything from supplies (pencils, scissors, copier, paper, etc.) to programming ideas (such as books, a program bank, etc.) to computers and printers.

Any materials needed for signs, games, etc., can be found in the resource room not the Art Room or the main misrad! We will keep the staff resource room stocked with “disposables” (i.e., paper, glue, paint) to be re-ordered once they start to run out. In exchange we ask two things:

- All materials **MUST** remain in the resource room (there is plenty of room to work). We simply do not have the money to replace things once they disappear.
- **Please clean up after yourselves.** It is your *Misrad* and your responsibility to keep it clean. Paint brushes, paint, paper, and other supplies should not be left out and on the floor. This is your space and you are responsible for cleaning up after yourself!

These Resource Rooms contains computers with internet access and programming materials (Hebrew *Davka* and Ramah Programming Bank) specifically for staff use as well as tables for staff to work. Camp recognizes the need for computers, and is proud to be supportive however please do not waste paper by printing out unnecessary documents and please do not download any large files onto the computers.

SALARY Checks (including travel reimbursements) will be available at the end of your camp season and after all checkout requirements have been met. Those

staff members who wish to have chanich or Gan fees deducted from their paychecks are reminded that those fees can only be deducted after taxes.

STAFF LIVING AREAS will be provided to each staff member at the start of the summer free of any damages or defects. You will be asked to sign acknowledgment of this upon check in to cabin and room assignment. Supplies will be made available throughout the summer to help you keep your living spaces clean. In order to receive your final summer pay you must complete the check out inspection and present a signed check out slip to the office. Repair costs for damages will be assessed to all staff residents of the room or cabin that the damages are found.

Staff living in cabins, and staff beds in tents, may not be isolated in any way from the kids' living areas. **NO doors, sheets, or cubbies may block a child's access to staff quarters.** Chanichim must be made to feel that staff members are approachable and accessible.

Staff living areas must be kept neat. Only by keeping staff quarters clean can we ask kids to clean theirs. All policies that apply to kids' living areas apply equally to madrich areas in tents and cabins. No TV's, DVD's, refrigerators, other appliances, or food is permitted in tzrifim or ohalim. Overloading of electrical circuits with power strips and extension cords is a fire hazard and is not permitted.

Staff who live in adult housing are expected to maintain a clean living environment and be respectful of their roommates. Shabbat observance in adult housing should be in accordance with camp policy. Please remember that staff rooms are divided according to gender and only male staff should be in male staff rooms and female staff in female rooms. No staff member should be made to feel uncomfortable in his/her summer home.

TIPPING Employees of Camp Ramah are not permitted to accept gratuities or gifts from chanichim or parents. We expect all of our chanichim to be treated equally and prohibit anything that may compromise this standard and/or suggest that certain chanichim get special treatment. If offered a tip, please suggest that a donation be made to the Staff Programming Fund.

VISITORS Staff members may not have visitors at camp (including the gate). Caring for chanichim is a full-time responsibility leaving no time for visitors. Unexpected guests who show up at camp will be asked to leave. Please do not put senior staff members in the awkward position of asking a visitor to turn around and drive back home.

Married staff members who would like to arrange for their spouse to spend weekends at camp are asked to discuss accommodations with the Executive, Associate or Program Director.



Israel & Judaism

ישראל ויהדות

KASHRUT The laws of kashrut represent Judaism's way of enhancing the divine image in the human animal while at the same time it forces us to think about what we put into our bodies. Keeping kosher is an exercise in *K'dusha* -- 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* (role model), have the responsibility of creating an

environment where the laws of kashrut are observed, both inside and outside of the Chadar Ochel:

- To protect the camp kitchen's kashrut, do not bring food into the Chadar Ochel.
- Anything served at a camp activity must be kosher to the same standard as the camp kitchen. Any foods brought to camp by staff members for snacks must have an authorized *bechsber*.
- Food bought on chanich outings must have an authorized *bechsber*.
- Be mindful that snacks used for peulot erev must be pareve with the exception of Thursday and Saturday nights when dinner is dairy.
- No prepared foods (i.e., pizza) may be "ordered in" to the camp (this includes both gates and the parking lot).
- As part of the Ramah experience, staff members are urged to observe the same rules of kashrut on their time off.

If you have any questions regarding kashrut, please direct them to the camp's *mashgiach* or Camp Rabbi.

EGALITARIANISM The general policy at Camp Ramah is that males and females are treated equally in all Jewish ritual matters. Women are counted for a minyan, and are eligible to read Torah, Haftarah and Aicha, and lead all religious services and rituals. Males are obligated to wear a kippah or a hat during meals, study and prayer, and a Tallit during prayer and T'fillin (on non-Shabbat mornings) if they have become a Bar Mitzvah. Females are encouraged to take on these mitzvot.

HEBREW We encourage the use of Hebrew in as many areas of camp as possible. One thing that distinguishes Ramah from other camps is its emphasis on and daily usage of Hebrew as a central part of the experience. Hebrew is the language of Jewish life (See also *Appendix D* at the end of this handbook).

General camp announcements are routinely made in Hebrew. Buildings, programs and activities are to be referred to by their Hebrew names. **All signs made for all activities or other purposes must be in Hebrew.**

Each summer the camp employs a team of *shlichim* (Israeli staff members). Staff are strongly encouraged to consult with our *shlichim* as often as possible to maximize the quantity and quality of Hebrew and Israel education in camp.

Appendix A

Sexual Harassment Policy

It is the policy of Camp Ramah in California that sexual harassment will not be tolerated. Sexual harassment is a violation of federal and state law. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- A. Submission to such conduct is made a term or condition of employment; or
- B. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

This definition includes many forms of offensive behavior. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: Leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters.

- Verbal conduct: Making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations.
- Physical contact: Touching, assault, impeding, or blocking movements.
- Inappropriate exposure of one's sexual body parts.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. 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 Camp Ramah.

Individuals who believe they have been sexually harassed on the job should provide a written or verbal complaint to the Executive or Associate Director as soon as possible. The complaint should include details of the incident(s), names of the individual(s) involved, and the names of any witnesses.

All incidents of sexual harassment that are reported will be investigated. The Executive or Associate Director 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 the Executive or Associate Director determines that sexual harassment has occurred, they will take effective remedial action commensurate with the circumstances. They will also take appropriate action to defer any future harassment. If a complaint of sexual harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken.

Camp Ramah's policy and California 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 Camp Ramah are expected to comply with this policy and to cooperate with investigations of complaints of sexual harassment. Any such individual, whether co-worker, supervisor, or manager, who is found to have violated this policy is subject to disciplinary action up to and including termination.

Additional Enforcement Information

In addition to Camp Ramah's internal complaint procedure, the California Department of Fair Employment and Housing (DFEH) investigates and prosecutes complaints of sexual harassment in employment. Individuals who believe that they have been sexually harassed may file a complaint with the DFEH within one (1) year of the alleged harassment. The DFEH serves as a neutral fact finder and attempts to help the parties voluntarily resolve disputes. If the DFEH finds evidence of sexual harassment and settlement efforts fail, the DFEH may file a formal accusation against the employer and harasser. The accusation may lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed on the complainant's behalf by the DFEH. If the Commission finds that harassment occurred, it can order remedies including hiring or reinstatement, back pay, and changes in the practices of the involved employer. The address and telephone number of the local office of the DFEH is located in the telephone directory.

Appendix B

What to Do When a Child Discloses Possible Abuse

Because of the trusted relationship that campers often develop with staff at camp, campers occasionally disclose information about possible abuse. Information of this nature may require additional follow-up by the camp administration, and may also trigger a Suspected Child Abuse or Neglect report (SCAN). Whether the alleged abuse occurred in or out of camp, if a camper discloses possible child abuse, staff should follow these steps:

1. Practice "active listening," where the child does most of the talking and you do mostly supportive listening. If the child asks you to promise to keep the information to yourself you may say, *"Most things you tell me I can keep to myself."*

*But if you tell me something that makes me worry about your safety or the safety of someone else, I may not be able to keep that to myself.” **NEVER promise that you won’t tell anyone else.***

2. **Tell the child you are glad he/she told you. Support the camper’s decision to tell by praising the courage it took to tell. Do not investigate or ask detailed questions at this time.** Simply reassure the camper that you will do your best to help him/her. While it is difficult to hear information of this kind, try to remain supportive and neutral.
3. Tell the child that you are going to help him/her and that in order to do that you are going to need to tell someone else. Then, follow the protocol set by the camp: Tell your Rosh Edah or Yoetzet immediately, who will arrange for you to speak with the Executive or Associate Director or his/her designee. They will make a decision on whether or not Suspected Child Abuse or Neglect needs to be reported to the proper government authorities. If, for whatever reason, the Director decides not to report Suspected Child Abuse or Neglect, a staff member who believes that Suspected Child Abuse or Neglect should be reported should not feel constrained from filing such a report. (The full “Camp Ramah Suspected Child Abuse Reporting Protocol” is available on file in the office.)
4. Some campers might initially be angry with you that you cannot keep the information to yourself. It is important to remember that campers often choose to tell someone when they want help. Helping kids does not mean keeping secrets; it means getting them appropriate assistance while at camp and when they return home. Be sure to speak with your Yoetzet about your feelings and involvement in this situation. You need support so that you can continue to support your camper.

- Prepared by Miriam Wolf, MSW

Appendix C

BEING A STAFF MEMBER AND A PARENT AT CAMP

This Appendix is intended as an introductory guide for staff with their families at camp. What follows below is a description of our policies concerning housing, meals, pool rules, the Gan, etc. Also included are guidelines/suggestions for interacting with your camper-age children. Parents with children eligible for our 4-week program (4th-10th grade) should enroll their children as campers, although there are alternate options for younger kids. Parents of Gan-age children (3 months of age through 2nd grade) must enroll their children in the Gan program. 3rd and 4th graders may join Geshet or become a “Jr.” camper for Nitzanim. From 5th grade and up, your child must be enrolled as a full time camper, sleeping in a cabin.

HOUSING

At Ramah, there is one lodge-style building reserved for housing families. Each family has its own room, which includes a private bath (toilet, shower, and bathtub) and 2 twin beds. Additional cots/bunk-beds are available if needed. Families are expected to provide their own linens, towels, etc. Washing machines and dryers are available for staff use in the camp’s laundry room. Families are responsible for cleaning their own rooms. Appropriate supplies will be available.

Families are permitted to keep a mini-fridge in their rooms. Do not take food, dishes, or utensils from the Chadar Ochel without express permission from the Operations Manager.

THE FAMILY DINING ROOM (*CHADAR KATAN*)

The family dining room is located in the *chadar katan* off of the main dining room. It was created so that families with small children would have a safer, quieter atmosphere in which to eat. Priority for seating goes to staff members and their Gan-age children. Parents must supervise their children during and after meals. Campers must eat with their bunks and may not leave their tables to visit parents in the *chadar katan*.

THE POOL

The pool is open for family swim once a day and for two hours before lunch on Shabbat. Parents or Gan staff must accompany Gan-age children at the pool *at all times*. Due to the busy pool schedule, swimming lessons are not provided for Gan-age children. Private swimming lessons are not available.

GAN PROGRAM

The Gan is Ramah's early childhood program for children of staff members who are infants through entering 2nd grade. The Rosh Gan plans and supervises all of the Gan's daily activities in the Gan. The Rosh Gan is aided by a staff of madrichim who are also the evening babysitters. We discourage parents from sending blankets or security toys to the Gan. We have a wonderful array of toys for sharing. **Gan fees are \$60 per child, per week of camp.**

Gan Hours

The Gan opens the second day of camp (the first full day). It is open five days a week (closed on Tuesdays and Shabbat). The Gan opens 15 minutes before the start of *perek aleph*. Children are brought down to the Chadar Ochel for pre-lunch dancing, and meet their parents in the *chadar katan*. Any parent who needs coverage during meals must make arrangements ahead of time with the Rosh Gan. The Gan is closed during *menucha* (right after lunch) and opens again 15 minutes before *perek dalet*. The Gan typically closes around 5:30 pm.

Gan Activities

Parents are asked to sign their child/ren in every morning, noting any special needs for the day. The Gan makes arrangements for napping children in the morning and the afternoon by having one Gan staff member in the family building during those times. A typical day in the Gan resembles the following:

Morning Activities

Free play and services
Outside activity (playground, sports, etc.)
Snack

Afternoon Activities

Outside activity (sports, water play, hikes)
Craft (theme oriented)
Snack

Craft (free choice based on age)

Story

Children are brought down to the chadar ochel for Lunch

Singing, movement, instruments

Story

Children are brought down to the chadar ochel for Dinner

Misc. Gan Issues

- Parents are asked to sign their child(ren) in each morning noting, in writing, any special needs for that day. We ask that parents come to the Gan at some point during the week to empty their child's cubby of all the wonderful accumulation of projects, activities, and fun!
- We often go on several trips over the course of the summer. In the past, we have gone to the beach, the Santa Barbara Zoo, into Ojai for a trolley ride, ice cream, or to the Ojai public library for story hour, and to the park. Parents may be asked to contribute to the costs of such trips.
- The Gan staff tries to accommodate each family's individual needs to the best of their ability. They try to be flexible, noting the busy schedules of all staff at camp.
- Children are the responsibility of their parents whenever the Gan is closed. Do not allow your children to wander the camp unsupervised during meals, menucha, and other "off" times.

JR. CAMPER PROGRAM

We strongly encourage parents of children who are entering grades 3 and 4 to enroll their kids as overnight campers. When campers are not staying overnight in a bunk they will participate in our Jr. Camper program. Jr. Campers should arrive to the chadar ochel in the morning with a back pack of items to get them through a full day in the Gesher or Nitzanim program (bathing suit, towel, menucha item, hat, etc.). These campers will be matched with a bunk and participate in a full rotation of camp activities. Counselors will walk Jr. Campers back to Building B after peulat erev.

The success of the Jr. Camper program rests of full support of staff parents in establishing limits. Jr. Campers may not opt out of specific activities or portions of the day. When this happens our staff is unable to account for their whereabouts and ensure camper safety. In addition, Jr. Campers can only participate in their program when their parent is in Ojai.

Jr. Camper fees are \$150 per child, per week of camp.

EVENING SHMIRA (babysitting)

Evening *shmira* begins at 8:30 PM and ends at 12:00 AM. *Shmira* consists of either a parent or Gan staff each night. Those on *shmira* sit in the lobby. There is *shmira* most nights except Monday and Friday nights.

HAVING CAMPER-AGE CHILDREN IN CAMP

One of the nicest things about bringing the whole family to Ramah for the summer is being able to share and enjoy the Ramah atmosphere as a family. As wonderful as it is for the campers who are lucky enough to have their families with them for the summer, most of our campers are without their families. In an effort to attain a heightened level of sensitivity, equality, and fairness, we insist that the following guidelines for parents with children living in bunks/tents be carefully observed:

- Parents are not allowed in their child's living area. The bunks and tents are our campers' homes throughout their stay at camp. It is often hard for campers to see other parents in their 'home'.

- Similarly, campers should not visit their parents' living areas once camp is in session. When this rule is ignored your child's counselors often are unaware of their whereabouts, and these visits are not fair to campers without access to private rooms. If your camper needs something from your room please make arrange a hand-off before or after a meal.
- If your camper-age child/ren are with you during Staff Week or Intersession it is prohibited to move them into their living quarters early. Parents are expected to follow the same procedures as non-resident parents – put the luggage in a pile outside of the bunk or tent without unpacking, picking a bed, etc. This will be all done once other campers arrive.
- Parents are not allowed to visit their children during meals. Serving food to 800 people every meal makes the Chadar Ochel, at best, chaotic. Meals are not a good time for visiting with your children.
- Parents must not bring food to their children or other children in camp.
- Parents are asked to avoid disrupting their child's camp routine. Find appropriate times to visit and “check in” with your children (i.e. before meals).
- If you have a concern about an issue with your child, please speak to one of our *Yoatzim* (Parent Liaisons). Please do not speak to your child's counselor or Rosh edah directly.