



# CAMP RAMAH IN WISCONSIN

# 2024 Summer

# Staff Handbook

Last Updated: June 2024



## WELCOME TO THE CAMP RAMAH IN WISCONSIN SUMMER 2024 TEAM!

Camp Ramah in Wisconsin is a community and a family. Every summer we become a vibrant, active *kehillah* (community) where our campers live a Jewish life in a warm, friendly atmosphere, explore Jewish values and practices, and develop friendships that last a lifetime.

We believe that campers learn best through active experiences and understand Jewish culture by living it. Your behavior as a Jewish role model is crucial in order for us to accomplish this goal.

We strive to live out our 4 core values:

1. *Osher* - Joy: Camp Ramah is fun!
2. *Tzmicha* - Growth: Camp Ramah facilitates educational exploration, skill-building and identity-formation.
3. *Shiluv* – Inclusion: Camp Ramah is a safe, welcoming, open-minded and respectful community.
4. *Ksharim* - Connection: At Camp Ramah we make friendships that last forever.

A strong partnership between campers, parents and staff is crucial in order to strengthen our value-based Jewish community and to ensure the health and safety of all our campers and staff members.

This Summer Staff Handbook details our policies, community standards, camper care expectations, staff guidelines, emergency protocols and expected pre-summer activities to ensure you have a successful experience as a staff member at Camp Ramah in Wisconsin.

Together we know that we will have an impact on the Jewish community and we are thrilled you are our partners in this work together.

*B'shalom,*



Jacob Cytryn  
Executive Director



Adina Beiner  
Assistant Director



Scott Topal  
Director of Operations



# CAMP RAMAH IN WISCONSIN

## 2024 Summer Staff Handbook

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# A

## OVERVIEW OF CAMP RAMAH & HANDBOOK

### A. 1. OUR MISSION

Camp Ramah in Wisconsin and Ramah Day Camp offer vibrant experiences – filled with camp fun and friends – that build Jewish lives and Jewish leaders. Our holistic communities inspire our campers and staff to see themselves in the ongoing renewal of our rich Jewish heritage.

### A. 2. OUR CORE VALUES

Campers splashing in Lake Buckatabon. The entire camp gathered for Shabbat services as the sun sets in the Northwoods. Lots of singing and dancing. And even more laughter. These are the joyous sights and sounds of summer at Camp Ramah in Wisconsin. It’s what happens when you mix a phenomenal staff and a magnificent setting with hundreds of kids emboldened to live their best lives. For 75 years and counting, we’ve done exactly that, helping countless campers make connections—to each other, to nature, and to their Jewish identities—that last a lifetime. Because nothing makes us happier than making Camp Ramah every camper’s happy place.

## CAMP RAMAH IN WISCONSIN OUR CORE VALUES



### A. 3. OUR WORKPLACE (CAMP!)

Ramah means a lot of things to our community — educational space, friends, summer memories, etc. — but for each of us it is a professional workplace. We hope you find your employment with us rewarding and a source of personal satisfaction. Together we know that we will have an impact on the Jewish community and we are thrilled you are our partners in this work together.

### A. 4. PROFESSIONALISM

Professionalism at Ramah means abiding by a code of ethics that governs our work. Professionalism includes:

- COURTESY: speaking and acting in a manner respectful of the dignity, time, and feelings of others.
- Demeanor: acting at all times in a manner consistent with the goals and principles of Ramah, an educational institution.



- **ATTITUDE:** your willingness to help, even in tasks outside the narrow definition of your job, for the good of the camp community.
- **CONFIDENTIALITY:** respecting the privacy of personal information.
- **APPEARANCE:** dressing in a manner appropriate for the religious and educational goals of Ramah.

## A. 5. SUMMER LEADERSHIP TEAM

Camp Ramah in Wisconsin is led by:

- Executive Director, [Jacob Cytryn](#)
- Assistant Director, [Adina Beiner](#)
- Director of Camp Wellness & Inclusion, [Dr. Audra Kaplan](#)
- Program Director, [Adie Berman](#)
- Director of Operations, [Scott Topal](#)

Our camp leadership team looks forward to working with you this summer. Please feel free to reach out directly to any of the above individuals prior-to or throughout your time as a staff member at Ramah.

## A. 6. ABOUT THIS HANDBOOK

**NOTHING IN THIS HANDBOOK, OR ANY OF RAMAH'S RULES, POLICIES, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT, CREATE ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT OR ANY AGREEMENT, OR ANY PROMISE OR GUARANTEE OF ANY PARTICULAR BENEFIT OR TERM OR CONDITION OF EMPLOYMENT. RAMAH MAINTAINS THE RIGHTS TO CHANGE, RESCIND, REVOKE OR TERMINATE THESE POLICIES/PROCEDURES, IN WHOLE OR PART, AT ANY TIME, WITH OR WITHOUT NOTICE IN ITS SOLE DISCRETION.**

The Summer Staff Handbook (the "Handbook") is a compilation of personnel policies, practices and procedures currently in effect at Camp Ramah in Wisconsin (collectively, "Ramah") for summer seasonal staff.

The Handbook is designed to introduce you to Ramah, familiarize you with Ramah policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

This Handbook is not a contract of employment, and does not create a contract of employment, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. All Ramah staff are employed at will, meaning that just as you can terminate your employment at any time for any reason, so too can Ramah. The purpose of the Handbook is simply to provide you with a convenient explanation of present policies and practices at Ramah. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the Director of Operations.

Ramah reserves the right to amend or modify any of the policies in this Handbook at any time and for any reason without advance notice, to the fullest extent permitted by the law.

Please read this Handbook and keep it for future reference.





# OUR EMPLOYMENT POLICIES

## B. 1. ANTI-DISCRIMINATION

Ramah is an Equal Opportunity Employer. We are committed to a workplace environment that encourages growth and respect for all current and prospective employees based upon job-related factors such as their educational background, work experience, and ability to perform the essential functions of the job. As required by applicable law, it is the policy and practice of Ramah to prohibit any form of discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, pregnancy, national origin, age, disability, genetic information, citizenship status, marital status, veteran or military status, and any other characteristic protected by applicable law.

Ramah complies with applicable state and local laws governing nondiscrimination in employment, subject to exemptions for religious organizations and/or associations under applicable federal and state law. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff and recall, leaves of absence, compensation and training. Ramah prohibits discrimination that violates this policy even if it does not violate the law.

## B. 2. REASONABLE ACCOMMODATIONS

As required by applicable law, Ramah will make reasonable accommodations for (a) the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, (b) the pregnancy, childbirth, and related medical and/or common conditions of an employee or applicant, and (c) the sincerely held religious beliefs of an employee or applicant, unless undue hardship would result.

Subject to applicable law, for reasons related to pregnancy, childbirth, and/or related medical or common conditions, Ramah (i) will make reasonable accommodations for employees and applicants; (ii) will not impose a reasonable accommodation on an employee or applicant who did not request one and who chooses not to accept Ramah's proposed reasonable accommodation; (iii) will not require an employee to take leave if another reasonable accommodation can be provided; and (iv) will reinstate an employee who no longer needs a reasonable accommodation, unless undue hardship would result.

Applicants and employees requiring a reasonable accommodation must promptly contact the Director of Operations and request an accommodation. Accommodation requests should be made in writing, if possible. Managers who are notified of an employee's or applicant's accommodation request should immediately contact the Director of Operations. The applicant or employee and the Director of Operations, and other members of management, as appropriate, are expected to engage in a dialogue regarding the individual's request and to attempt to identify and implement a reasonable accommodation, if appropriate and available.

## B. 3. ANTI-HARASSMENT

Ramah prohibits harassment based on race, color, religion, gender, sexual orientation, gender identity, pregnancy, national origin, age, disability, genetic information, marital status, veteran status and any other characteristic protected by applicable law. Prohibited harassment includes all unwelcome behavior (including but not limited to unwelcome actions, words, jokes, comments, touching, derogatory remarks and/or visual displays) based on a protected characteristic where the purpose or effect of the behavior is to create a hostile, abusive or intimidating environment, or where the behavior otherwise adversely affects an individual's employment opportunities. Ramah prohibits harassment by and against employees, applicants for employment and third parties with whom employees



may interact as part of their job duties. Ramah prohibits harassment that violates this policy, even if it does not violate the law. Ramah expressly prohibits the use of any Ramah resources – including email – to harass any employee, applicant or other individual on the basis of a protected characteristic.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment; (b) an individual's submission to or rejection of such conduct is used as a basis for an employment decision affecting that individual; or (c) the purpose or the effect of such conduct is to substantially interfere with the affected individual's work performance or to create an intimidating, hostile or offensive work environment.

While it is not possible to identify all acts which may constitute sexual harassment, sexual harassment prohibited by this policy may include but is not necessarily limited to:

- unwanted sexual advances or requests for sexual favors (including circumstances in which a person in authority promises an employment benefit in return for a sexual favor or withholds an employment benefit for refusal of a sexual favor);
- the posting and/or dissemination of sexually explicit, suggestive or graphic materials (such as pictures, graffiti, posters, calendars or promotional materials that are sexually demeaning or pornographic);
- jokes, stories, comments, innuendos, gestures, noises (including whistling or catcalls), expressions or "kidding" or "teasing" of a sexual nature or that is sexually oriented;
- commentary about an individual's body, sexual prowess, sexual deficiencies or sexual experiences;
- unwanted touching of a person's body, clothing or hair (including, for example, touching, pinching, patting, kissing, hugging, grabbing, rape, sexual battery or attempts to engage in any of the foregoing);
- leering at a person or blocking a person's path; and
- bullying, name-calling or other hostile or offensive action taken against another person because of that person's sex, sexual orientation, gender identity or the status of being transgender.

#### B. 4. REPORTING DISCRIMINATION, HARASSMENT OR RETALIATION

Applicants and employees who believe they have experienced or witnessed any type of prohibited discrimination, harassment or retaliation (the last as described below) are encouraged to immediately report it. In order to encourage promptness and privacy, reports of discrimination or harassment may be made to any of the following persons:

- Your Direct Supervisor
- Director of Operations Scott Topal (312-690-8326 or [stopal@ramahwisconsin.com](mailto:stopal@ramahwisconsin.com))
- Executive Director Jacob Cytryn (312-690-8322 or [jcytryn@ramahwisconsin.com](mailto:jcytryn@ramahwisconsin.com))
- Assistant Director Adina Beiner (312-690-8329 or [abeiner@ramahwisconsin.com](mailto:abeiner@ramahwisconsin.com))
- Director of Camper Care & Inclusion Lauren Mindel (312-690-8323 or [lmindel@ramahwisconsin.com](mailto:lmindel@ramahwisconsin.com))
- Ramah Wisconsin Board President ([president@ramahwisconsin.com](mailto:president@ramahwisconsin.com))
- National Ramah Director Amy Skopp Cooper ([amy@campramah.org](mailto:amy@campramah.org))

Any supervisor or manager who witnesses, becomes aware of or learns of conduct which may constitute prohibited discrimination, harassment or retaliation (the last as described below) must immediately report the matter (to an individual described above).

All allegations of prohibited discrimination, harassment and retaliation will be promptly investigated. Complaints of and investigations into such reported conduct will be kept confidential to the extent possible under the circumstances, as deemed appropriate by Ramah. However, some disclosure may (and likely will) be necessary for Ramah to effect a meaningful investigation and appropriate remedy.

Employees are expected, and required, to cooperate fully and in good faith in making any report of, or participating in an investigation into, alleged prohibited discrimination, harassment or retaliation. This includes but is not necessarily



limited to participating in requested interviews, obtaining and providing requested documents or other evidence. An employee's failure to cooperate generally will be considered a violation of this policy.

## B. 5. RETALIATION PROHIBITED

Ramah prohibits retaliation against an employee, applicant or third party because they made a report of alleged prohibited discrimination, harassment or retaliation or participated in an investigation into such alleged conduct. Employees are encouraged to report behavior they think constitutes prohibited retaliation, and supervisors and managers must report possible prohibited retaliation that they witness, become aware of or are told of, in the manner provided in the Reporting Discrimination, Harassment or Retaliation section of this policy.

## B. 6. EMPLOYMENT AT WILL

Ramah is an at-will employer, and either Ramah or the employee can terminate the employment relationship with or without cause, at any time, for any reason, with or without notice. Nothing in this Handbook or in any document or statement from Ramah, written or oral, shall limit Ramah or the employee's right to terminate the employment relationship at-will.

## B. 7. EMPLOYMENT ELIGIBILITY VERIFICATION & BACKGROUND CHECKS

Ramah is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility and may be required to periodically submit updated documents.

In addition, all staff members consenting to a background check being conducted prior to the start of the Season.

## B. 8. FEEDBACK & DISCIPLINE

Supervisors have the right to discipline employees and/or take corrective action in cases of poor performance, violation of Ramah policy or procedure, or in situations of inappropriate behavior. This progressive disciplinary policy serves only as a general guideline. Ramah reserves the right to determine the appropriate level of progressive discipline depending on the facts of each situation and the nature of the offense, as determined at Ramah's sole discretion, and as such, corrective action may not be progressive in every case. Ramah reserves the right to skip any and all of the steps outlined below at its discretion. While Ramah remains at all times an at-will employer, we strive for a collaborative working relationship with all of our employees.

- **Corrective Feedback:** Corrective feedback is spoken recognition that an employee needs improvement. This feedback will be administered by your supervisor during the performance of your daily job duties and the annual performance review.
- **Verbal Warnings:** Verbal warnings are spoken recognition that an employee has not improved following corrective feedback. A written copy of the oral warning notice will be kept in the employee's personnel file.
- **Written Warnings:** Written warnings are written recognition that an employee has not improved following corrective and/or verbal feedback. The supervisor gives a written record of the warning to the employee. A copy of the written warning will be kept in the employee's personnel file.
- **Termination:** Employees who violate Ramah's policies or procedures may have their employment relationship with Ramah terminated with or without advance warning depending on the nature of the offense. Employees may also be subject to termination for poor performance, misconduct or gross misconduct, at the sole discretion of Ramah.





## B. 9. INVESTIGATION

Camp Ramah reserves the right to search employees or anyone else entering our property while performing services for us. These searches extend to property, equipment, and storage areas, including but not limited to clothing, personal effects, vehicles, buildings, rooms, facilities, offices, parking lots, desks, files, cabinets, bags and equipment or any other area or article on our premises. This right to conduct an inspection may happen at any time, with or without additional notice. Employees are required to cooperate fully with and assist in these investigations if requested to do so. If an employee does not cooperate with an investigation or we find something inappropriate, illegal or stolen in the possession of an employee after an investigation, that person will be subject to disciplinary action, up to and including termination of employment.

## B. 10. LEAVE OF ABSENCE

At various times during the summer, staff may need to leave camp for a few days (for college orientation, family life cycle events, etc.). Any request for an excused absence must be presented to the Assistant Director prior to the summer. You must receive written approval from Assistant Director Adina Beiner at [abeiner@ramahwisconsin.com](mailto:abeiner@ramahwisconsin.com).

It is the responsibility of the staff member to arrange transportation to and from camp. Travel to the Rhinelander airport (RHI) must be arranged through the Business Office at least one week prior to the scheduled departure or arrival. (See Business Office Services).

A staff member's salary will be pro-rated if the staff member arrives late for camp, leaves early or takes a leave of absence during the summer.

## B. 11. TERMINATION

Employees who violate Ramah's policies or procedures may have their employment relationship with Ramah terminated with or without advance warning depending on the nature of the offense. Employees may also be subject to termination for poor performance, misconduct or gross misconduct, at the sole discretion of Ramah.

When staff members are terminated from employment, if they are under the age of 18, their parents will be notified by the camp and the camp will discuss the matter, as well as issues related to transportation from camp, with their parent(s) or legal guardian. For staff members over the age of 18, the camp will only speak with their parent(s) or legal guardian when said staff member provides the Executive Director with written permission.

It is our general policy that when a staff member is terminated from employment the staff member is notified, assisted in packing, and then departs camp as soon as possible, usually in less than an hour. If the staff member resides in a camper cabin, the living area will usually be empty during the packing time. Staff members will not be permitted to see or be in touch with their campers upon being notified of their termination prior to their departure.

The cost of travel from the camp, or any changes to travel, will be borne by the staff member exclusively. Compensation will be prorated for the number of days the staff member worked, and reduced by the cost of transportation changes paid by the camp (e.g. return tickets, change fees, etc.). A final paycheck will be mailed to the staff member's permanent address on file.

## B. 12. RESIGNATION

If you decide to resign as an employee from Camp Ramah, we request that you provide us with as much advance written notice as possible. Your notice of resignation should be in writing and should be submitted to the Executive Director.



# C

## CAMP COMMUNITY STANDARDS

### C. 1. PERSONAL APPEARANCE

As a Jewish camp, we believe in personal autonomy within the framework of our tradition. Camp Ramah requires each member of our community to dress in a way that reflects respect for the educational environment of camp. Although camp is an informal environment, we expect our *tzevet* to look and dress professionally appropriate at all times.

Guidelines for appropriate clothing at camp for both campers and staff:

- T-shirts with profanity, inappropriate words, phrases, or symbols may not be worn, including clothing that advertises alcoholic beverages, cigarettes, or illegal substances.
- Please be aware that, in keeping with our values of *tzniut* (modesty), all *tzevet* are required to wear a shirt at all times, when in public outside of their *tzrif*. Bare midriffs and underwear may not be visible. Clothing that is see-through or revealing of body parts that are intended to be covered is prohibited.
- Modest and appropriate swimwear is expected at the *agam*.
- Closed toe shoes are required for active camp programs.

During times of the day when we aspire to a higher level of *k'dushah* (holiness) during prayer services, there are additional dress guidelines:

- Heads should be covered with a kippah (not hat). [This applies to all those who identify as males and to those who identify as females who have taken this minhag upon themselves.]
- Shoulders should be covered by wearing a sleeved shirt.

Shabbat adds an additional level of holiness to our community. Simple, modest, nicer-than-everyday clothing is appropriate dress for Shabbat. We recommend blouses, dresses, skirts, sweaters, slacks, or button-down shirts for Friday nights. Many *tzevet* and *chanichim* choose to change into more casual clothing for shabbat morning services.

Questions about appropriate clothing choices should be directed to a Rosh Eidah, member of the camper care team, the Assistant Director, Executive Director or Director of Camper Care and Inclusion.

**PIERCINGS:** Staff members are not permitted to wear tongue rings, eyebrow rings, or any body piercings other than ears or nose, during the day and evening hours while campers are awake. They may only be worn after hours while campers are asleep.

**TATTOOS:** Depending on the tattoo, staff members may be asked to cover it during the work day.

### C. 2. ALCOHOL

The legal age for purchase, possession and/or consumption of alcohol in the state of Wisconsin is 21. It is against the law for staff members under the age of 21 to purchase, possess, or consume alcohol. Alcohol may not be brought into camp or consumed on camp property. Storing alcohol of any kind in a private vehicle in camp at any time is not allowed.

For staff members 21 and older: Alcohol may not be brought into camp nor consumed on camp property. Please remember that when you return to camp, you are on duty and must be sober and of clear judgment. You are a danger to yourself and your campers if you are under the influence of alcohol. It is prohibited to drive with someone under



the influence. If you are drunk in camp, or if you are in the possession of alcohol in camp, it is grounds for termination of employment.

For staff members UNDER the age of 21: It is against the law for staff members under the age of 21 to purchase, possess, or consume alcohol. If you purchase, possess or consume alcohol in or out of camp, it is grounds for termination of employment.

### C. 3. DRUGS

The use of drugs is illegal. Camp Ramah in Wisconsin has a zero-tolerance policy. Use of illegal substances in or outside of camp may result in termination of employment.

All staff members are subject to drug testing throughout the term of their employment. Testing may be conducted randomly or based on suspicion of drug use. Testing will be administered by a company selected by Camp Ramah in Wisconsin. Staff members who refuse to submit to drug testing may be dismissed immediately.

### C. 4. SMOKING

Smoking is prohibited in and behind all buildings in camp. Smoking is prohibited during the camp day. Smoking is permitted only after 10:30PM in the designated area of the parking lot. Any smoking materials brought to camp should be stored away from camper residences. Please 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 a serious fire danger in the area. Smokers are not permitted to walk around camp smoking. Smokers are responsible for cleaning the area where they smoke, making sure that no cigarette butts or matches are left lying around.

Campers are not permitted to smoke. Consequently, cigarettes, lighters, and matches brought by campers should be confiscated and brought to the office immediately.

### C. 5. PROHIBITED ITEMS

- **WEAPONS:** Knives or any dangerous items brought to camp by campers should be confiscated and brought to the Director's Office. Toy weapons of any kind, including large water guns, are also forbidden in camp and should be stored in the Business Office until the end of the summer. Their presence is not conducive to the environment we are trying to create at Ramah.
- **PETS:** Pets are not permitted on camp grounds without the prior approval of the Executive Director.
- **CANDLES:** Candles should never, under any circumstances, be used to illuminate cabins or work areas. Flashlights should be used as needed. All staff members must have access to a working flashlight at all times.
- For campers as well as staff members, these items are also prohibited: guitar amplifiers, fireworks, inline skates, silly string, water balloons, paintball guns, large boom boxes, laser pointers, water guns, extension cords, televisions, DVD players, refrigerators, microwave ovens, hot pots, George Foreman grills and sandwich makers, walkie-talkies, movies on DVD, scooters, and music with sexually explicit or violent lyrics. Please note that this list is not exhaustive. If you have any questions regarding items not listed above, please feel free to contact the Executive Director prior to the summer.

### C. 6. USE OF TECHNOLOGY

Ramah's communication and computer systems are intended for business purposes. This includes the computers, related hardware, software and networks as well as telephone, voicemail, e-mail and internet systems. It is important that all Ramah employees use good business judgment when using Ramah's communication and computer systems. Any personal use of Ramah's communication and computer systems must not interfere with performance or operations, subject to applicable law.



Ramah strives to maintain a workplace free of discrimination and harassment. Therefore, Ramah prohibits the use of its communication and computer systems for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of Ramah's policies against discrimination and harassment.

Ramah reserves the right to withdraw usage privileges at any time and in any manner deemed appropriate by Ramah, to the maximum extent permitted by applicable law.

Employees do not have a personal privacy right in any matter created, received or sent from the Camp's electronic or telecommunication systems. An employee's password is personal and should not be shared with other employees.

Ramah reserves the right to access its communication and computer systems and obtain the communications within the systems, including past voicemail and e-mail messages, without notice to users of the system, when Ramah deems it appropriate to do so, in accordance with applicable law. Further, Ramah may review Internet usage of its computer systems. The reasons for which Ramah may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that the Ramah's operations continue appropriately during an employee's absence. Accordingly, employees should not expect that their voicemail or e-mail messages, or access logs, are private or confidential.

Abuse of the communication and computer systems provided by Ramah may result in disciplinary action, up to an including termination of employment. Employees may also be held personally liable for any violations of this policy.

- **CELL PHONES:** In order to preserve the camp environment as one that is largely free of technology, the following guidelines are in place regarding cell phones:
  - Staff members should not carry their cell phones during the day, nor should they use them during the day at all. At nighttime, staff members may use their cell phones after 10:30PM in public areas away from camper activities.
  - Staff members are not allowed to share their cell phones with campers, including siblings, throughout the summer.
  - Campers are not allowed to have devices that have a screen, or that can connect to the internet during the summer. Even if the wireless connection is turned off, campers are not permitted to have such items. It is the responsibility of all staff members to help enforce this policy and confiscate any such device. It will be returned to the camper at the end of the summer.
- **COMPUTERS:** Camp Ramah has a number of computers that provide e-mail and browsing access in the Kopin Staff Center, as well as computers that are available with online capabilities for designated programming needs in the Mercaz. It is not necessary to bring your own personal computer to camp. Please note that in doing so you will have to keep it in your cabin or room, and the camp cannot be responsible for it over the summer. There are a limited number of ethernet cords available for internet access on laptops. Staff members' laptops must never be given to campers for any purpose nor used to show campers movies, pictures, or other items on the computer. Staff members are also prohibited from creating their own wifi networks through the use of Ethernet cords, or through hot spots.

## C. 7. RELIGIOUS LIFE

- **KASHRUT:** Keeping kosher is an exercise in *k'dusha* -- living a holy life -- by establishing and protecting a uniquely sensitive relationship between human beings and their food. Keeping kosher is an important part of the entire Ramah experience. You, as a role model for the campers, a *dugma*, have the responsibility of creating an environment in which the laws of kashrut can be observed, both inside and outside of the dining room:
  - To protect the kashrut of the camp kitchen, no private food may be brought into the Chadar Ochel.
  - No prepared food from local fast food restaurants, grocery stores, or restaurants, may be brought into the camp, either for staff members or campers. With your supervisor's approval, packaged food with appropriate kashrut documentation may be brought into camp.



- As part of the Ramah experience, staff members are expected to observe the rules of kashrut during their time off.
- The acceptability of individual hashgachot (Kosher supervisions) is made by Rabbi Joel Roth of the Rabbinical Assembly (Conservative Judaism). In general this includes those that are accepted by the [CRC \(Chicago Rabbinical Council\)](#).
- If you have any questions regarding kashrut, please direct them to the Executive Director.
- SHABBAT: On Shabbat, the 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 Eidah are responsible for inspecting all camper and staff living areas before *hachanah l'shabbat* (eidah “get-together” before Shabbat). Friday afternoon, all campers and staff members should shower and change into appropriate clothing (See [Personal Appearance](#)).
  - The following activities are prohibited on Shabbat: All use of electronics, including turning on and off lights and listening to music, writing, using money, drawing, painting, building, playing musical instruments, fixing things, breaking things, blow-drying or cutting hair, shaving, washing or drying clothes, planting, cutting, and any other violations of the laws of Shabbat.
  - Due to a legal (*halachic*) disagreement in the Conservative movement, campers are permitted to use flashlights in their cabins on Shabbat within their private space, although we encourage that they learn to do without.
- EGALITARIANISM: We embrace egalitarian Judaism and strive to promote and live communal and personal Jewish lives which reflect equal opportunity and participation among all individuals.
  - Both men and women are counted for a minyan and are welcome to perform all ritual functions.
  - Males are obligated to wear a kippah (no hats) during meals, study, and prayer, and males over the age of Bar Mitzvah are obligated to wear a tallit and tefillin each day.
  - We encourage females to cover their heads and wear tallit and tefillin as well and have additional sets of tefillin in camp.
  - Discussion and programming throughout the summer will promote these values as part of our broader educational mission for this expressed purpose.

## C. 8. SEXUALITY

- SEXUAL BEHAVIOR: Concerning sexual behavior, Judaism has much to teach. Camp is an opportunity to teach campers the *kedushah*—sanctified nature—of sexuality and its place in Jewish life. The following is a brief review of Camp Ramah policies:
  - Staff members’ sexual behavior and romantic relationships are a purely personal and private matter. They are not to be shared with campers on an individual basis or for *yishunim* (nighttime stories).
  - Romantic relationships (even if not sexual) between staff members and campers are strictly forbidden and are grounds for termination of employment.
  - Sexually explicit conversation is not appropriate in or around camper residences or anywhere campers might be found. Pornography or any sexually explicit literature is not permitted at camp.
  - Staff members should not engage in public displays of affection, whether romantic or platonic, in the presence of campers.
  - Staff socializing may not occur in any private living areas. Counselor and staff living areas are meant to be private spaces only for those living within them. All staff socializing must occur in other camp spaces.
- SEXISM: Expressions of sexism – behaviors or verbal expressions that discriminate inappropriately against individuals on the basis of gender – are not acceptable.

## C. 9. FACILITIES & EQUIPMENT

- PROGRAM MATERIALS: The distribution of materials for camp programs represents significant resources and coordination. Blue Forms are used for requesting materials, personnel, and spaces for many activities in camp.





The procedures related to Blue Forms will be explained during Staff Week. The Blue Form system enables the Programming Office to ensure the equitable allocation of resources in camp. Please use only the supplies and spaces that you have been given permission to use.

- **CAMP PURCHASES:** All requests for purchasing equipment, supplies, and other needs for activity areas and eidah programming must be approved and will be processed by the Program Office. Any expense for which you want to be reimbursed must be pre-approved by the Assistant Director or Executive Director. No expense will be reimbursed without prior approval and a receipt.
- **GRAFFITI:** Anything that defaces camp buildings or property hurts the camp community and will not be tolerated. Anyone defacing the camp will be fined and expected to clean it up. Staff members and campers will be fined \$250 per incident, which will be withheld from staff members' paychecks and billed to campers' parents. Campers will not be able to re-enroll until their graffiti fines are paid.



# D

## STAFF SAFETY POLICY

### D. 1. OVERVIEW

Camp Ramah in Wisconsin & Ramah Day Camp (“Camp Ramah”) pride themselves on providing children with a positive and enriching Jewish camp experience filled with fun that never stops and friendships that last a lifetime. Camp Ramah is deeply committed to fostering a camp environment where physical and emotional safety is always maintained.

Staff are expected to use good judgment and common sense in their interactions with each other and in caring for members of our community. As part of our Summer Staff Handbook, all staff members are required to review this policy and commit to doing their part to honor the policy and its spirit.

The Child Safety Policy applies at all Camp Ramah locations in-season and off-season and to all members of the Ramah community, including campers, staff, board members, parents, volunteers, contractors, vendors, parents and guests. Ramah staff will receive annual training to ensure familiarity and compliance with the Child Safety Policy and best practices for abuse prevention.

### D.2. CAMP SAFETY TEAM

Our safety process is guided by the Camp Safety Team, a group of dedicated staff members who have been entrusted to oversee our abuse prevention efforts and to receive and respond to reports of harm affecting the camp community. The Camp Safety Team is committed to responding to reports of harm promptly and thoughtfully using trauma-informed practices. The Camp Safety Team seeks to arrive at decisions by consensus.

The members of the Camp Safety Team for summer 2024 are:

- Jacob Cytryn, Executive Director Camp Ramah in Wisconsin & Ramah Day Camp
- Scott Topal, Director of Operations Camp Ramah in Wisconsin & Ramah Day Camp
- Talia Derman, Director Ramah Day Camp
- Dina Greenberg, Assistant Director Ramah Day Camp
- Dr. Adina Beiner, Assistant Director Camp Ramah in Wisconsin
- Dr. Audra Kaplan, Director of Camp Wellness & Inclusion Camp Ramah in Wisconsin
- On-site Camper Care Professional
- On-site Medical Professional (Physician or Nurse)

In addition, the Camper Safety Team is responsible for:

- Conducting an annual review of the Child Safety Policy to assure its compliance with best practices
- Advising the Executive Director on procedural and policy questions that have child safety implications
- Establishing education and training curriculum for staff

### D.3. HIRING AND ONBOARDING

We make efforts to screen and hire staff that can embody the joyful spirit of camp without compromising the degree of professionalism and judgment needed to maintain a safe and healthy camp environment. (For the purposes of this policy, staff includes full-time, part-time and seasonal employees, as well as volunteers.) Before campers are entrusted to their care, staff must affirm their commitment to our safety policies and receive training on abuse prevention and our reporting and harm response procedures.



## SCREENING PROCESS

All applicants will be subject to a pre-employment safety screening process, which includes successful completion of the following:

1. Staff Application
2. Interview
3. Reference Check
4. Background Check
5. Signature affirming commitment to this document (Staff Handbook, including Staff Safety Policy)

## REFERENCE CHECK

All applicants must submit references with their application. Camp Ramah will contact references for each applicant and ask about the applicant's employment history, reliability, moral character and judgment.

## INTERVIEW

All applicants will be interviewed to assess, among other things, their employment history, experience with children, reliability and judgment.

## BACKGROUND CHECK

All applicants consent to a background check being conducted by Camp Ramah. Background checks may include a search of criminal history, sex offender records and civil records. Offers of employment are contingent on the successful completion of a background check.

Any adult seeking to volunteer at camp or reside at camp with a family member on staff will only be authorized to do so upon the successful completion of a background check.

## AFFIRMATION

All applicants to whom an employment offer has been made must sign their Staff Offer Letter, which includes reviewing the Staff Handbook and affirming their commitment to honoring it.

## EDUCATION

Before any camper is entrusted to their care, all staff must complete training on abuse prevention, response procedures for reports of harm and any other training directed by the Camp Safety Team.

## D.4. OVERVIEW: BEHAVIORAL EXECPTIONS FOR STAFF

Staff play a critical role in creating the safe and inclusive atmosphere we are committed to fostering at camp and must always be mindful of the special position of trust they occupy as caregivers and role models. Camp Ramah expects staff to conduct themselves in a manner that promotes:

- Safe Touch
- Safe Dynamics
- Safe Talk
- Safe Spaces
- Safe Media

## D.5. SAFE TOUCH

### PHYSICAL ABUSE PROHIBITED

Staff are strictly prohibited from physical abuse of a camper. Any staff in violation of this policy will be terminated.

This is a zero-tolerance policy.



Physical abuse means any intentional physical contact that causes, or creates a serious risk of causing, pain or physical injury to another person.

#### SEXUAL ABUSE PROHIBITED

Staff are strictly prohibited from engaging in any form of sexual abuse of a camper. Any staff in violation of this policy will be terminated. This is a zero-tolerance policy.

Sexual Abuse means any form of sexual activity with a camper, including but not limited to:

- Kissing
- Sexual touching of another person's body whether clothed or unclothed
- Using a body part or object to penetrate another person
- Exposing an intimate body part to another person
- Invading another person's privacy to view them in a state of undress
- Sexual exploitation, including leveraging a position of power to compel another person to engage in sexual activity
- Enticing another person to engage in sexual activity
- Sexual harassment, including unwelcome sexual advances and requests for sexual favors

#### PHYSICAL CONTACT BETWEEN STAFF & CAMPERS

Camp Ramah understands that some degree of physical contact between staff and camper may be necessary to aid in the care of a camper, particularly a young camper or a camper who is in distress. Staff should at all times be guided by common sense and judgment, and whenever possible use verbal communication to direct and support camper's in lieu of physical contact.

When physical contact between staff and campers occurs, it must meet the following level of C.A.R.E.

- Comfortable: If staff have any reason to believe that the physical contact may make a camper uncomfortable, staff must not engage in the physical contact.
- Age Appropriate: Physical contact between staff and campers that is necessary to assist in the care of a camper should be reflective of the camper's age and level of independence.
- Reasonable: Physical contact must always be reasonably limited in nature and duration.
- Equitable: Physical contact may not be disproportionately directed at one camper over another.

## D.6. SAFE DYNAMICS

#### EMOTIONAL ABUSE PROHIBITED

Staff are strictly prohibited from engaging in any form of emotional abuse of a camper. Any staff in violation of this policy will be terminated. This is a zero-tolerance policy.

Emotional Abuse means non-physical behavior that involves insulting, humiliating or instilling fear in another person to exert control.

Emotional abuse can be sexual and includes, but is not limited to, leveraging a position of power to compel a camper to engage in sexual activity, threatening to reveal information about a camper's sexual preferences or experience and exposing a camper to pornography or other content that may threaten their emotional welfare.

#### GROOMING BEHAVIOR PROHIBITED

Staff are strictly prohibited from engaging in grooming behavior with a camper. Any staff in violation of this policy will be terminated. This is a zero-tolerance policy.



Grooming behaviors are those designed to build a relationship of trust and emotional connection with a camper for the purpose of manipulating, exploiting and/or abusing them.

Grooming can involve a variety of problematic behaviors, including showing favoritism of a particular camper, confiding in a camper, speaking to a camper as a peer or about inappropriate subject matters, asking a camper to keep a secret and creating opportunities to communicate privately or be physically alone with a camper.

#### OBSERVABLE AND INTERRUPTIBLE INTERACTIONS ENCOURAGED

To prevent staff and campers from being in a vulnerable position, staff should avoid being in private, one-on-one situations with campers, absent an emergency. Anytime a one-on-one interaction between staff and camper does occur, the interaction must be observable and interruptible by another adult. In practice, this might mean finding a non-enclosed space for a conversation, keeping a bunk door open if together inside, or telling another staff member if you anticipate being alone with a camper.

#### STAFF/CAMPER RELATIONSHIPS PROHIBITED

Staff are strictly prohibited from flirting or engaging in romantic relationships or consensual sexual activity with campers, regardless of the age of either party. This policy extends to interactions outside of camp. Any staff in violation of this policy will be terminated. This is a zero-tolerance policy.

### D.7. SAFE TALK

The words staff use and the way they use them can have a big impact on camp culture, especially when impressionable campers are listening. Camp Ramah expects staff to use language that is respectful, age-appropriate and positive in tone, and to avoid discussing mature or otherwise inappropriate subject matters in the presence of campers.

#### UNSAFE TALK AND LANGUAGE PROHIBITED

Staff are prohibited from engaging in unsafe talk and language when communicating with, or in the presence of, campers.

Examples of unsafe talk and language include:

- Threats
- Curse words
- Sexually explicit or suggestive language
- Harassing, shaming or bullying language
- Talk about staff's body, clothing or sexual activity
- Talk about a camper's body, clothing or sexual activity
- Talk about drug/alcohol use
- Talk that reveals inappropriate details of staff's personal life
- Talk that tends to isolate a child from others
- Talk that places camper in role of staff confidant

### D.8. SAFE SPACES

#### PRIVATE SPACE

Staff must afford campers the highest level of privacy possible in bathrooms, changing rooms, and other places of potentially compromised privacy.

#### SOBER SPACE

Camp Ramah is an alcohol- and drug-free space. Staff are prohibited from possessing or consuming alcohol or illicit substances at camp, and from being under the influence of alcohol or illicit substances at camp. Staff are prohibited from providing alcohol or illicit substances to campers.





## D.9. SAFE MEDIA

We strive to make camp a (mostly) device-free environment to help staff and campers stay present in the moments they're sharing with nature and each other. Staff use of devices and media should be limited and guided by a shared commitment to fostering a safe and inclusive environment for the entire camp community.

### CELL PHONES

Staff should not use their personal cell phones while supervising campers, except as necessary to facilitate a camp function. Staff must not allow campers to use the staff's personal cell phones for any purpose other than in an emergency.

### PHOTOGRAPHY

Staff must exercise good judgment when photographing camp life and always be mindful of their responsibility to protect the privacy and safety interests of campers. The following guidelines apply to all photography in camp:

- Staff may not publicly disseminate photos of campers without the permission of their caretaker
- Staff may not take photos that could compromise or threaten to compromise a camper's privacy, or otherwise embarrass the camper
- Staff may not take nude or semi-nude photos of campers
- Staff may not allow campers to use the staff's personal cell phone to take photos

### SOCIAL MEDIA

Staff must exercise good judgment when publishing camp-related content on social media and always be mindful of their responsibility to protect the privacy and safety interests of campers. The following guidelines apply to camp-related staff use of social media:

- Staff may not post photos or information about campers
- Staff may not connect with campers on social media

## D.10. STAFF REPORTING REQUIREMENTS

Camp Ramah is committed to ensuring that all reports of harm or suspected harm at camp are thoroughly and thoughtfully addressed. Preventing harm to campers is the responsibility of all staff because camp cannot prevent or remedy harm it doesn't know about. To that end, camp requires staff to report certain information to supervisors or the Camp Safety Team. Under state and local law, staff may also be required to report certain information externally to government authorities.

### INTERNAL REPORTING REQUIRED BY POLICY

Staff must promptly report to a supervisor or member of the Camp Safety Team if they have reason to believe, whether based on first-hand or second-hand information, that any of the following have occurred:

- A staff member has violated this policy
- A camper has violated the Camper Safety Policy
- A staff member has harmed or poses a risk of harm to campers
- A camper has harmed or poses a risk of harm to a fellow camper
- A camper poses a risk of harm to themselves (including suicidal ideation, self-harm and substance abuse)
- A camper has experienced abuse or neglect outside camp

### EXTERNAL REPORTING REQUIRED BY LAW

Camp Ramah is a Mandated Reporter. Staff are obligated to comply with legal mandatory reporting requirements.

- In Illinois, all Ramah Day staff members must review the [Illinois DCFS Manual for Mandated Reports](#). Reports of suspected incidents of child abuse or neglect may be made directly to the [Illinois DCFS](#). There may be cases in which the DCFS may not be the appropriate reporting body, in which case the appropriate governmental agency should be notified. Members of the Ramah Day community are encouraged, but not obligated, to notify the Camp Director or the Camp Safety Team after making a report.



- In Wisconsin, law (48.981(2)) requires that any mandated reporter who has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected, or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur, make a report to the [Vilas County Courthouse](#). Members of the Camp Ramah in Wisconsin community are encouraged, but not obligated, to notify the Camp Executive Director or the Camp Safety Team after making a report.

#### DISCRETIONARY REPORTS

In instances where reporting is not required under this policy or state or local law, or staff is unsure whether reporting is required, staff are always encouraged to share any questions or concerns with the Camp Safety Team. Should staff require emotional support related to filing a report, they are encouraged to reach out to the Camp Safety Team for assistance.

#### RETALIATION PROHIBITED

Retaliation against staff for reporting information internally or externally is strictly prohibited. Staff who engage in retaliatory behavior may face disciplinary action.

### D.11. CAMP SAFETY TEAM RESPONSE TO REPORTS

#### REPORTED VIOLATIONS BY STAFF

Camp Ramah takes any report of possible violations of this policy by staff very seriously. Staff who violate this policy may be subject to disciplinary action ranging from a verbal warning up to, and including, termination. All reports will be handled by the Camp Safety Team. Staff are required to participate in any investigation that may occur.

#### REPORTED VIOLATIONS BY CAMPER

Camp Ramah's behavioral expectations for campers are set forth in the Camper Safety Policy, with which all staff must be familiar. Reports of possible violations of the Camper Safety Policy by campers will be responded to by the [Camp Safety Team](#), which is committed to responding promptly and thoughtfully using trauma-informed practices. In doing so, the Camp Safety Team will be guided by the following process.

#### SUPPORT

Upon learning of a report of harm, the first priority is the safety of all affected campers and the camp at large. The Camp Safety Team will take immediate steps to ensure the physical and emotional safety of any affected campers.

#### REPORT

The Camp Safety Team will work with staff to ensure that any external reporting obligations are promptly met.

#### COMMUNICATE

The Camp Safety Team will determine what information about a given situation can be shared, and with whom, balancing the community's interest in transparency and the privacy interests of the affected parties. Staff should exercise discretion and consult the Camp Safety Team before engaging in communication about any report.

#### INVESTIGATE

The Camp Safety Team will undertake an inquiry to learn what happened. Depending on the nature of the report, the Camp Safety Team may use staff or external partners to conduct the inquiry. The inquiry may involve interviewing the affected camper(s) and any other potential witnesses and gathering and reviewing documentary and physical evidence. The parties will be advised of the outcome of any such inquiry, but no written report detailing the process will be provided.



## INTERVIEWING CAMPERS

Gathering information about an incident may involve speaking with campers. Should the Camp Safety Team elect to have an external partner participate in the inquiry, caretakers will be notified and invited to be present. Caretakers will not be allowed to interfere with or record interviews. Caretakers who decline to allow their camper to participate in an interview must be aware that the failure to participate may prevent the Camp Safety Team from learning relevant information and may impact the Camp Safety Team's decision about whether the camper may remain at camp.

## CONFIDENTIALITY

The Camp Safety Team appreciates the privacy interests at stake when responding to reports of harm affecting campers. The Camp Safety Team will treat any report as highly sensitive, sharing it only on a need-to-know basis. Reports to the Camp Safety Team cannot be treated as confidential, however, as there may be instances where a report of harm triggers a reporting obligation under state and local law, or warrants alerting a camper's caregiver.

## DISCIPLINARY DECISIONS

The Camp Safety Team will use the information learned during the inquiry to make decisions about disciplinary actions. Campers who violate the policy may face disciplinary action ranging from a warning to removal from camp. Campers may be removed from camp if they are found to have violated the Camper Safety Policy, pose a danger to themselves or others or if they require a level of care or supervision that camp is unable to safely provide.

## D. 12. RISK MANAGEMENT

Always be aware of the health and safety implications involved in any programming, use of any facilities, and in camper behavior during unstructured time. Be vigilant about camper-to-camper behavior and individual camper behavior. For example, during free play watch for campers engaging in dangerous activities or games, such as throwing stones. Managing risk is also modeled through our own actions such as wearing appropriate footwear around camp (e.g., athletics, rain/cold, hiking in the woods). Keeping our campers safe and minimizing injury is a constant and essential part of your job as a staff member.

## D. 13. CAMPER COVERAGE

Wherever there is a camper or group of campers (in a cabin, on the sports fields, or in a public building) there always needs to be at least one counselor present who has a formal relationship to those campers (i.e., running a specific class or working with that cabin/eidah). Campers may never be left alone without supervision by a counselor. Coverage means actively supervising and engaging with the campers. If campers are in the cabin during *shaat menuchah* (rest hour), a counselor needs to be physically present in the cabin – awake, alert, and active. Being in the counselor room does not constitute coverage. Counselors in every cabin will work during Staff Week and throughout the summer to devise how they will assist each other with coverage duties.

Nightly *shmirah* is one of the most important coverage times of the day. Each of the buildings in which campers live will have a designated *shomer* who will be determined by the schedule established and maintained by your Rosh Eidah. Everyone who lives in a camper cabin will do *shmirah*. Details of performing *shmirah* will be explained during Staff Week.

## D. 14. CAMPER NUTRITION

Staff members should be aware of 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 Eidah.

## D. 15. CAMPER SUICIDE INDICATIONS

**SUICIDE:** We take all conversation, threats explicit or implied, or indications of suicide very seriously. If you suspect a camper or staff member is talking about, thinking about, or threatening suicide, stay with the person and send for a member of the Camper Care Team or Director of Camper Care and Inclusion.



## D. 16. DISCIPLINE

An important part of camp is the experience of living together in a community. To function, a community sets rules and standards to govern different aspects of life. The rules pertaining to any activity area in camp should be clearly communicated to campers before activities begin. If a camper behaves inappropriately, what follows are logical consequences, not punishment.

Remember that the purpose of these logical consequences is to modify camper behavior, not to randomly punish. Consult with your Rosh Eidah any time a behavioral intervention is being considered.

## D. 17. PROHIBITED ACTIVITIES

- **PRANKS:** Pranks teach campers that it is fun to vandalize property, to disrespect someone's living quarters, and that hurting people is an appropriate form of recreation. This is not what we are trying to teach our campers. A prank is destructive and can be cruel. Pranks are not permitted in camp. They are contrary to our educational goals and will be addressed with severe logical consequences for both campers and involved staff members, up to and including being sent home.
- **SNEAKING OUT:** Sneaking out is not permitted. Campers are not allowed to leave their cabins at night once they have been sent back to their *tzrifim* after Peulat Erev. Campers out of their cabins at night, unsupervised, fundamentally threaten our bedrock values of keeping campers safe and supervising them to have fun in appropriate, educationally sound ways. Additionally, the possibility of these campers entering other individuals' living spaces violates the privacy and security of others. Staff members may not accompany campers out at night or facilitate their ability to sneak out. If a counselor would like to plan a night-time activity, s/he must first get the approval of the Rosh Eidah who will consult the Director. Staff members who promote, condone, or otherwise find themselves involved with campers sneaking out who do not share this information are neglecting their job responsibilities as a staff member.
- **ALTERING HAIR:** Campers are not permitted to alter their hair during the summer. Staff members are not permitted to shave, cut, or dye a camper's hair during the summer.
- **PIERCING:** Campers are not permitted to pierce ears or other body parts at camp. Parents expect us to make sure that campers do not change their physical appearance during the summer.
- **COOKING IN CABIN:** No cooking or heating of food is allowed in the cabins or counselor rooms. All cooking devices, including grills, are prohibited and should be confiscated.



# E

## STAFF LIFE

### E. 1. STAFF ROOMS

Our cabin buildings have separate counselor rooms in order to create some appropriate privacy for the staff members living there. However, it is essential that campers feel that staff members are approachable and accessible at all times. Counselor rooms may not be isolated from the camper living areas; no doors or cubbies may block a child's access to staff quarters.

At the same time, campers should not be brought into a counselor room by a staff member for any reason. It is forbidden to use the counselor room, or any private closed room, as the venue when staff members need to have a conversation with a camper or group of campers, on any topic. This should be done in the open, away from others, but within sight lines of other campers and staff. Clear rules should be established and discussed with campers that they may only enter counselor rooms when they have an urgent need.

Counselor rooms are designated spaces for only those staff living within them. Staff socializing with friends should occur in other spaces within camp, including the Kopin Staff Lounge.

Counselor living areas must be kept neat. Counselor rooms are checked regularly as part of general supervision of a cabin's cleanliness. No TV's, VCR's, refrigerators, microwaves, George Foreman-type grills, hot pots, sandwich makers, or other appliances are permitted in bunks. Overloading of electrical circuits with power strips and extension cords is a fire hazard and is not permitted.

### E. 2. LEAVING CAMP

Staff members wishing to leave camp at any time other than their day off may do so only with the consent and knowledge of their direct supervisor.

- Campers are never allowed to run/jog on the roads outside of camp. Older campers may run before *kima* (wakeup) within camp (on the "garbage trail") if they let their counselors know the night before.
- Staff members are permitted to run outside of camp between *perak alef* and dinner. Staff members who wish to run outside of camp must tell their supervisor, and should always run against the flow of traffic. If you plan to run early in the morning in camp, notify your supervisor the night before.
- On nights when camp is open, staff must receive permission from their direct supervisor and check-out with them following completion of their staff responsibilities.

Staff members leaving camp without permission from their supervisor may, at the discretion of the Executive Director, be docked days off or terminated from the employment of camp.

### E. 3. CURFEW

Staff members need sleep. You are expected to be awake, alert, and responsive to the needs of campers. Any staff member who is out of camp must be back in camp, signed in, by 1:00AM. All staff must be in their own sleeping quarters no later than 1:30AM.

Periodically, the Executive Director/Assistant Director will institute an earlier curfew to ensure the health of our staff and that staff's ability to perform their roles at a high level. On nights when a *leil mukdam* (early night) is scheduled, all staff members must return to their own living quarters by the designated time.





## E. 4. DAYS OFF

Days off are days for staff members to re-energize and relax. While you are out of camp, please remember that you are a representative of Camp Ramah. Please keep in mind that your day off should not exhaust you to the point that you need to recover from your day off from work. With that in mind, staff members are not allowed to take long road trips farther than a two-hour drive from camp (e.g., to the Wisconsin Dells, Minneapolis, Milwaukee, etc.) without the explicit permission of the Executive Director or Assistant Director.

Each full season staff member is entitled to up to 6 days off during the summer. Days off typically begin at 7:00AM and staff must be back in camp by 1:00AM. Staff members are not allowed to sleep out of camp the night before, or the night of, their day off.

The day off schedule will be communicated to staff during Staff Week. Until then, please do not make any assumptions about what day of the week your day off may be. Any need to change these days off must be approved with the area supervisor and confirmed with the Executive Director.

Camp Ramah reserves the right to change days off at any time, for any reason. Also, please note that because COVID-19 is still ever-present, Camp Ramah may implement rules regarding the manner in which you take days off in order to ensure the health and safety of you and our entire community. These rules may include restrictions on leaving Camp during your days off.

Due to staff leaves of absence and camp programming, any given staff member may receive fewer than 6 days off over the course of the entire summer.

## E. 5. VEHICLES

For the safety of our camp population, cars may not be driven around camp nor parked outside designated areas. Do not drive in camp.

Staff must follow these policies regarding vehicles:

- Staff cars must be parked in the staff parking lot behind the maintenance building at the entrance to camp. The camp is not responsible for damage to staff vehicles on or off the property. All vehicles must be registered with the Business Office upon arrival at camp.
- Junior counselors may not have cars at camp.
- Motorcycles are not permitted in camp.

## E. 6. LAUNDRY

Camp laundry is sent out weekly and typically returned two days later. Staff may utilize the camp's laundry service throughout the summer. Please note that all staff will be charged \$40 for this service. This charge will be deducted from your salary check at the end of the summer. If you use the camp laundry service, you must use the camp-provided laundry bag.

Coin-operated washers and dryers are also available for all staff members to use. The laundry machines may be utilized from 8AM through 9PM, Sundays through Thursday, and until 6PM on Fridays. Please keep laundry facilities clean. Problems with the machines should be reported to the Business Office. Please show respect to your colleagues using the laundry. Remove your own laundry promptly. Campers are not permitted to use the staff laundry machines, nor are staff members permitted to do laundry for campers in the staff machines.



## E. 7. KOPIN STAFF LOUNGE

The Kopin Staff Lounge is open from 8:00AM to 1:15AM for the exclusive use of the staff. Campers are not permitted in the staff lounge.

The refrigerator and freezer are for the use of staff programming, and personal food items should not be stored in them; they will be disposed of if left overnight.

Please be considerate of your fellow staff members and our maintenance staff by disposing of your own trash and keeping the area clean. The last one out of the lounge should turn out the lights.

## E. 8. STAFF GYM

The Staff Gym (basement of the Atzmayim building) is for the exclusive use of the staff. Campers are not permitted in the Staff Gym.

Hours will be clearly communicated throughout the summer. Please limit your use of equipment to 30-minutes if others are waiting. Please clean all equipment after use with provided sanitization wipes.

## E. 9. WI-FI & COMPUTERS

Staff have access to computer terminals and the Wi-Fi network in the Kopin Staff Lounge, mercaz and various locations around camp. Staff members may only use the internet for personal purposes in the evenings and on days off, and are asked to limit the amount of time spent at shared workstations so that all staff members may have the opportunity to get on-line. Personal computer use is restricted to the Kopin Staff Lounge.

Staff members are highly encouraged to bring an ethernet adapter/dongle with them to camp in order to plug an Ethernet cord directly into your computer.

## E. 10. FACILITIES

- **MAINTENANCE REQUESTS:** Our Maintenance personnel are responsible for the operation of the entire campus, which includes 150 acres, dozens of buildings, hundreds of sinks and toilets, thousands of lights, and miles of wiring and pipes. Should you have a maintenance need, come to the Business Office and complete a Maintenance Request Form. Your request will be handled on a prioritized basis. Please **DO NOT** stop a maintenance person during their work in the camp and ask that a job be done.
- **KEYS:** Certain camp facilities are locked to protect contents from theft and damage, to protect privacy of individuals, and to protect campers from injury. Keys are given to those staff members who require entry into these facilities for their jobs. Lost keys should be reported to the business office.

## E. 11. MEDICAL CARE & MEDICATION

MARP: The Camp Infirmary ("The Marp" from the Hebrew, *mirpa'ah*) and its staff are responsible for protecting the health of campers and staff members. The Marp staff is here to care for everyone in the camp community. To make this work, we have established the following procedures:

- There is a daily "Sick Call". Sick call is for all non-emergency medical needs.
- There is a Marp staff member on duty 24-hours a day for emergencies. In case of emergency, campers or staff members should be brought to the Marp immediately and a counselor should stay with the camper until dismissed by the Marp staff. In case of serious injury, a Marp staff member can be summoned. Someone should remain with the injured person at all times.
- Outside of Sick Call, the Marp is for emergencies -- cases that cannot wait.



**MEDICATION:** Wisconsin state law mandates that all medications must be dispensed by a licensed healthcare professional and may not be kept in camper cabins. This pertains to the medication of campers and all staff who live in camper cabins.

All medications, both prescription and over-the-counter, must be kept in the Marp. No medicines may be kept in bunks, including vitamins and herbal supplements. This is true both for campers and for staff.

Cabin Counselors may never give campers any medication, prescribed or otherwise, unless under the direction and supervision of the medical staff. At the outset of the summer, counselors are given lists of which campers take medications and at what times of the day. It is the counselor's responsibility to remind campers to go the Marp for medications, and to accompany younger campers to the Marp.

## E. 12. BUSINESS OFFICE SERVICES

The Business Office is located at the edge of the basketball courts. Business Office hours are 9:00AM to 5:00PM Sunday through Thursday, and 9:00AM to 3:00PM on Fridays. The Business Office is closed on Shabbat and on Saturday night.

Business Office services include:

- Print and copy request submission and pick-up
- Mail and package drop-off and pick-up
- Travel coordination to Rhinelander or Eagle River airports
- Employment form submission
- Lost laundry

## E. 13. MAIL & PACKAGES

Mail and packages may be sent to staff members at the following address:

[Staff Member Name]

[Staff Member Residence]

3390 Ramah Circle

Conover, WI 54519

All mail will be distributed on the day that it is received, barring delays in post office delivery and sorting. Mail is distributed from the Business Office following lunch daily (except for Shabbat).

## E. 14. PAY

Salary checks (including travel reimbursement) will be mailed to your home address on file at the end of the camp season after all checkout requirements have been met, based on the amount/terms in your staff agreement.

International staff members will receive payment in person at the end of their summer employment.

A staff member who chooses to break their contract and leave camp early or who is terminated, will receive a pro-rated salary.

## E. 15. TIPPING & GRATUITIES

Camp Ramah summer staff agree not to accept gratuities or tips from relatives or guardians of Ramah campers. Parents wishing to honor staff members are invited to donate to camp in honor of said staff member.



# F

## SECURITY & EMERGENCIES

### F. 1. CAMPUS SECURITY

The health and physical safety of our camp community is our number one priority. To ensure as secure an environment as possible for our community, the following protocols regarding safety and security are in place:

- The Welcome Center at the entrance to camp is staffed at all times.
- All staff must wear a camp issued identification card at all times.
- All staff and campers will undergo emergency training.

### F. 2. EMERGENCY PROTOCOLS

It is critical that all staff members become familiar with the camp's emergency procedures. Policies relating to emergencies in camp will be discussed in greater detail during Staff Week.

There are telephones in all the major program areas of the camp. In case of emergency, these phones can be used to dial the Infirmary and the Business Office.

### F. 3. MEDICAL EMERGENCY

There are medical professionals at camp 24-hours a day for emergencies. In case of emergency, campers or staff members should follow call the Marp (Infirmary) immediately.

Give the emergency location, type of medical emergency and name of injured party(ies).

### F. 4. MISSING CAMPERS

If you are concerned that a camper is missing, first check in all areas where the camper might go, don't forget all of the activity areas. After that, check with the camper's friends to see when and where they last saw the camper and if they were alright or upset about anything.

If after 20 minutes you have not been able to locate the camper, notify the Rosh Eidah. The Rosh Eidah will notify the Executive Director and a search protocol will be activated. Quiet discretion is most important in maintaining calm in the camp while locating the missing camper.

### F. 5. SEVERE WEATHER

In the instance of severe weather, staff members should make sure that all campers and staff remain inside building. Staff members should stay with campers during such periods. It is imperative that people remain inside during severe weather. In the situation warrants, all community members may be asked to proceed to covered designated shelters.

When it is safe to move about the Camp following severe weather, the Executive Director will sound the "all clear".

Policies relating to severe weather and other emergencies will be reviewed in greater detail during Staff Week.



## F. 6. FIRE

We live in the forest, in buildings made of wood. Watch for fire dangers! Be certain all campfires are thoroughly extinguished.

In case of fire, ensure the safety of all around you, then notify the Business Office. Give the fire location, and if possible type of fire (grease, electrical, paper, etc.). For small, non-electrical fires, take the nearest fire extinguisher and try to put out the fire.

Upon hearing the fire signal (siren or horn), all campers and cabin staff are to go to the tennis courts, where they are to gather by cabin groups, with cabin 1A lining up nearest to the lane cabins and cabin 35 lining up near family land. All other staff members (those living in staff housing, including families) are to report to the basketball courts. Attendance is to be taken immediately. At no time are campers or cabin staff to leave the tennis courts.

## F. 7. ACTIVE SHOOTER

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on camp grounds, the following procedures should be followed:

- **CALL 911:** If communication is available, call 911
- **RUN:** Run away from the threat if you can, as fast as you can. Do not run in a straight line. Keep vehicles, bushes, trees, and anything that could possibly block your view from the hostile person(s) while you are running.
- **HIDE:** Go into the nearest building to seek shelter.
  - Close the blinds or curtains if possible.
  - Stay away from the windows.
  - Turn off lights and audio equipment.
  - Barricade yourself in your location with beds, shelves, equipment or anything you can push against the door.
- **FIGHT:** The last option you have if caught in an open area outside may be to fight back.





# PREPARING FOR THE SUMMER

## G. 1. STAFF AGREEMENT

All staff are required to have an e-signed agreement on file in the CampMinder system.

## G. 2. KEY DATES

- Monday, June 3, 2024 – Head Staff Arrive at Camp
- Monday, June 10, 2024 – Staff Week Begins
- Monday, June 17, 2024 – First Day of Camp
- Thursday, July 11, 2024 – Last Day of First Session
- Monday, July 15, 2024 – First Day of Second Session
- Thursday, August 8, 2024 – Last Day of Camp
- Friday, August 9, 2024 – First Day of Alumni Camp
- Sunday, August 11, 2024 – Last Day of Alumni Camp
- Wednesday, August 14, 2024 – First Day of Family Camp
- Sunday, August 18, 2024 – Last Day of Family Camp

## G. 3. FORMS & DOCUMENTATION

Required forms and documentation ensure that we have all of the proper information to care, support and legally employ you. Completing the following forms is a condition of your employment:

- **STAFF AGREEMENT:** Log into your CampMinder account. navigate to Forms and Documents and select your Staff Agreement. Your signed staff agreement assumes that you will be available to perform the position for which you were hired during the exact dates specified in the agreement and that you agree to abide by the policies as enumerated this Summer Staff Handbook.
- **DATE OF BIRTH:** Please go to "Update Contact Information" in your CampMinder account and confirm/enter in your birthday. This is required in order to process your employment agreement with the camp.
- **I-9:** The I-9 form must be completely filled in and returned to our office with acceptable proof of your eligibility to work in the United States. Again, you may upload, mail or fax form. Only new staff members are required to complete an I-9 form.
- **W-4 IRS WITHHOLDING FORM:** All new staff members are required to fill out this form. Again, you may upload, mail, or fax in the form.
- **HEALTH FORMS:** State Law requires that each person (including any dependents) in camp have a complete and current written medical history and physical examination (the physical must have been within the past 14 months). To access these forms please go to the Forms and Documents Page in CampMinder. You will need to input your information online. You may then choose to print out the doctor's physical form, take it in, have them sign it, or use your doctor's physical form and submit that instead. We will also need a copy of your vaccination records. Please make sure all components of the medical form are completed form by May 1, 2023. Please include a photocopy of your Health Insurance Card. All staff are required to be covered by personal health insurance.
- **WORK PERMIT (Staff Under 18 Years Old):** For all staff whose 18th birthday is on or after June 6, 2023 you must have a parent sign the form and return it to us with a copy of your birth certificate and social security card. This form enables Camp Ramah to obtain the required State of Wisconsin work permit.
- **CURRENT PHOTO:** This photo will be used for your summer badge identification card.
- **STAFF TRAVEL FORM**



- STAFF ADDITIONAL INFORMATION FORM

## G. 4. TRAVEL INFORMATION & POLICY

Complete your Staff Travel Form by May 1, 2024: Log onto your CampMinder account through [www.ramahwisconsin.com](http://www.ramahwisconsin.com) and fill out the Staff Travel form so we can best plan for your arrival to camp.

### Chartered Buses from Chicago and Minneapolis

- On June 10, there will be bus service provided for staff members departing from three locations: 1) Chicago Midway Airport, 2) Chicagoland and 3) Minneapolis.
- If you live within 100 miles of Chicago or Minneapolis, you will be responsible for your own travel costs to get to these cities.
- If you live in these communities and plan to drive to camp, you will not be reimbursed for your travel expenses. (Please note: Junior Counselors may not bring cars to camp.)

### Flights to Chicago

If you will fly to Chicago to travel on the staff bus, your airline ticket cost will be reimbursed up to \$275, as long as you follow the following Camp Ramah travel policies:

- You must book your ticket by April 30. If you make your reservation later than that date, you will only be reimbursed based on airfares on April 30. (Airfares increase as travel date approaches.)
- You must book the [designated Ramah flights](#). Any deviations may not be reimbursed.
- Your flight home on August 9 will be coordinated so that you can accompany returning campers. As a condition of your employment and travel reimbursement, you may be required to accompany campers on your flight(s) and remain responsible until campers are returned to their families.
- You must fly in/out of Chicago Midway Airport (MDW) unless you have prior permission from the Director of Operations or Executive Director.
- Email airline ticket receipt to the travel coordinator at [msegal@ramahwisconsin.com](mailto:msegal@ramahwisconsin.com).
- Don't forget that airlines charge fees for excess baggage. Check with your airline for details.
- You will not be reimbursed for travel expenses (including cabs) to and from your airport of origin.
- Those staff members who need to fly to Chicago or Rhinelander on a date other than their contracted start date due to personal scheduling issues are responsible for the cost of their ticket exceeding the cost to fly to Chicago on their contracted dates. Examples of personal scheduling issues include but are not limited to: graduations (either their own or those of a family member), b'nai mitzvah, conclusions of programs, etc. In order to receive reimbursement for the portion of the flight from the originating city round trip to Chicago, these staff members must receive prior approval from the director prior to purchasing their tickets.

### Reimbursement for Driving to Camp

If you cannot ride to camp on the staff bus, you will be reimbursed based upon the Camp Ramah reimbursement scale for cities in the Midwest. If you are driving from another city you will be reimbursed at the rate of \$.15 per mile up to a maximum of \$250.00 round trip.

- Please note that car reimbursement is made only to the driver, not to passengers.
- Motorcycles are not permitted in camp.
- Junior Counselors may not have cars in camp.

A staff member whose contract start date is other than June 8 will receive travel reimbursement based on prior written approval by Assistant Director Adina Beiner.

### Important Information

- Staff Week begins on Monday evening, June 10, 2024 at dinner. The first day of camp for campers is Monday, June 10, 2024. The camp season ends on Monday morning, August 8, 2024.
- Email airline ticket receipt to the travel coordinator ([msegal@ramahwisconsin.com](mailto:msegal@ramahwisconsin.com)). This applies to all staff members, regardless of the length of your employment. During the summer you will be given a travel



reimbursement form. Fill out the form and attach your receipts - you will receive reimbursement at the end of the summer. No reimbursement will be made for travel incidentals or cab fares to the airport.

- All travel questions should be directed to Margalit Segal at [msegal@ramahwisconsin.com](mailto:msegal@ramahwisconsin.com) or (312) 690-8321.

## G. 5. PACKING LIST

- 12-15 T-shirts\*
- 4 long sleeve shirts
- 6 pair pants (jeans/slacks/sweatpants)
- 8-10 pair shorts
- Shabbat clothes\*\*
- 12-15 pair underwear
- 4-6 bras (if applicable)
- 3 pair pajamas/nightgowns (1 warm)
- 3 modest swimsuits (no bikinis)
- 15-20 pairs of socks
- 5 sweatshirts/sweaters
- 1 heavy jacket (fleece or fall jacket)
- 1 baseball cap or sun hat
- 1 durable raincoat
- 1 pair of shower shoes or flip-flops
- 1 pair of water-resistant shoes or rain boots
- 2 pair of athletic shoes for sports activities
- talit* & *tefillin* (for all male staff and for all females who wear *talit* and *tefillin*)
- 3 *kippot* and *kippah* clips (required for boys, encouraged for girls)

### *For all US-based staff:*

- Bedding: 4 sheets (twin) 2 fitted, 2 flat, 2 pillow cases, 1 pillow
- 2 blankets (1 light, 1 heavy)
- 6-8 big towels
- portable plastic shower caddy (recommend with holes in the bottom so that water can drain out)
- Toiletries: comb, toothbrush, toothpaste, dental floss, soap, soap dish, hair care products, deodorant, etc.
- Sunscreen and insect repellent
- Flashlight & batteries
- 2 reusable water bottles
- Hanging shoe bag to keep shoes off the floor
- 2 laundry bags
- Sleeping bag (outside camping quality)

### Optional

- Ethernet adapter (to plug ethernet cord into your computer)
- Clipboard
- Small backpack or drawstring bag
- Surge protector
- Sunglasses
- Beach cover up/bathrobe
- Baseball glove, tennis racket, sports equipment
- Camera
- Goggles and swim cap
- Nail clippers, files
- Small rug for bedside
- Books, magazines, board games (chess, checkers, etc.), playing cards



- Snacks/Drinks: Consider instant coffee, Emergen-C®, protein bars, etc.
- Packing cubes or shelf organizer (cabins have shelves, but no drawers)
- Small bottle of dish soap (for cleaning water bottle and/or coffee mug)
- Laundry detergent and quarters (if you want to do your own laundry)

**Important Packing List Notes:**

\*Tank Tops/Jerseys - Tank tops and jerseys will be allowed for lunch, dinner, and *mincha/ma'ariv* on non-Shabbat days. Shoulders should be covered at all meals and *tefillot* on Shabbat and at *shacharit* and breakfast on all other days.

\*\*Shabbat clothes - Shabbat adds an entirely different level of holiness to our community. Most campers and staff wear blouses, dresses, skirts, sweaters, slacks, or button-down shirts. T-shirts, jeans, sweatpants, or shorts are not appropriate clothing for Friday night. For the rest of Shabbat, the camp culture is slightly more casual: nice shorts or plain t-shirts are appropriate.

**DO NOT BRING THESE ITEMS TO CAMP:**

- Guitar amplifiers
- Fireworks, laser pointers
- Inline skates, scooters and skateboards
- Silly String, water balloons
- Paint guns/water guns of any size
- Large boomboxes, televisions, DVD players and movies on DVD
- Any kind of cooking device (microwave oven, George Foreman grill, hot pot, sandwich maker)
- Refrigerators
- Walkie talkies
- Weapons of any kind including pocket knives
- Music with sexually explicit or violent lyrics
- Poker chips and gambling paraphernalia



[www.ramahwisconsin.com](http://www.ramahwisconsin.com)

**WINTER OFFICE**

67 E. Madison Street Suite 1905  
Chicago, IL 60603

**SUMMER OFFICE**

3390 Ramah Circle  
Conover, WI 54519

Phone: 312.606.9316

