



BAIS YAAKOV HIGH SCHOOL

Parent-Student Handbook

2019-2020, 5780

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Welcome to Bais Yaakov! High academic standards, a wholesome learning environment, close teacher-student relationships, warmth, and school spirit are all trademarks of our school. We are confident that you will take pride in being part of the Bais Yaakov experience.

The journey of Bais Yaakov is a journey toward self-discovery. There will be many ups and down, victories and failures. It will not always be a smooth journey, but it will most certainly be a rewarding and life-enhancing journey. It will be a journey throughout which each student will be supported and valued, nurtured and respected, and treated as a unique individual with unique strengths and unique challenges.

We look forward to traveling on this journey
together with you this year.

Mission Statement

The goal of Bais Yaakov High School of the Twin Cities is to instill within the students a love for Torah and Mitzvos and to provide the students with the highest quality Torah and secular education. At Bais Yaakov High School, we strive to educate the whole student, to foster the spiritual, academic, social, and personal growth of each girl in the school. Our goal is to motivate and challenge each student in accordance with her unique abilities and interests, by providing a wide variety of both academic and extracurricular programs.

The Bais Yaakov experience offers you, the student, the opportunity to learn, grow and develop your unique potential. We will do everything in our power to help you achieve this goal. We are counting on YOU to work with us and to do your part.

EXPECTATIONS FOR STUDENTS:

- Attend all classes regularly
- Be on time for class- (Class tardiness will be recorded on the report card.)
- Complete academic requirements for the coursework
- Adhere to the uniform and dress code policy
- Adhere to all school policies as outlined in the handbook
- Be respectful of teachers and students
- Have a positive attitude
- Maintain a refined demeanor in the halls and in the classroom



The school day begins at 8:20 a.m. and ends at 4:30 p.m. or at 5:00 p.m.

Friday Dismissal: 12:45 pm

It is clear that student performance in school is directly related to student attendance. You are expected to be in attendance each day, except for illness or other unforeseen circumstances, and excused absences for which you obtained prior permission.

HOW CAN AN ABSENCE BE CONSIDERED EXCUSED?

- **If you are sick** – A parent needs to call the school to inform the office. If the parent is not home, the student may call the office.
- **If you would like to travel out of town** - BEFORE SCHEDULING AN OUT OF TOWN TRIP, the parent or student is required to obtain permission from the principal.
- **If you would like to be absent for another reason** - You must obtain prior permission from the principal.

OUT OF TOWN TRIPS:

Families are requested NOT to schedule family vacations during the regular school calendar. The impact on students missing instructional time is significant. There is no way to adequately make up the missed academic instruction lost from a vacation. Teachers are not able to customize curriculum work for a student to bring on vacation. Please know that bringing schoolwork along is never a substitute for instructional time with a teacher.

Sometimes, of course, there is a valid reason for an out-of-town trip. In order for the absence to be considered excused, permission needs to be obtained from the principal.

ABSENCE DURING MIDTERMS AND FINAL EXAMS

Students MUST BE IN ATTENDANCE AT SCHOOL DURING MIDTERMS AND FINAL EXAMS. **No airline tickets should be purchased for a time which will conflict with a midterm or final exam.** THERE ARE NO MAKEUPS FOR MIDTERMS OR FINAL EXAMS unless a student is sick or if there is a simcha of a member of the student's immediate family.

IF YOU NEED TO LEAVE SCHOOL DURING SCHOOL HOURS...

- You may leave the school building during lunch if the office has a signed permission note from your parent submitted in the beginning of the school year. **You must return in time for the first afternoon class.**
- **If you need to leave school any other time during the school day, you must obtain permission from the principal** before leaving the school building.
- If you have permission to leave the school building during school hours, you MUST SIGN OUT when you leave, and SIGN IN when you return. You must include the reason for your leaving and the times you leave and return. THE SIGN OUT SHEET IN THE OFFICE ENABLES THE SCHOOL TO KNOW WHERE ALL STUDENTS ARE AT ANY TIME DURING THE SCHOOL DAY.
- **LEAVING SCHOOL WITHOUT PERMISSION, OR NOT ATTENDING CLASS WITHOUT PERMISSION, IS CONSIDERED AN UNEXCUSED ABSENCE.**

WHAT DO YOU DO ABOUT THE WORK YOU MISS WHEN YOU ARE ABSENT?

It is your responsibility as the student to make up all assignments and tests you missed when you were absent. Although the teacher will certainly be of assistance, it is NOT the responsibility of the teacher to ensure that the students complete their missed assignments and tests.

HOW MANY ABSENCES WILL PREVENT YOU FROM EARNING CREDIT FOR THE YEAR?

In order to receive high school credit for the year, students must be in attendance consistently. **If a student is absent more than 15 days in the school year, (even if the absences are not considered unexcused), she will NOT receive credit for her courses.** She will need to make up time and coursework in the summer. **There will be a cost for the make-up work in the summer.**

PROCEDURE UPON ARRIVING AT SCHOOL

- Students are required to sign in as they enter the school each morning, noting the time that they arrived.
- Students must place their cell phones in the designated area, if they have brought a cell phone to school.
- Students should proceed to davening or to class, depending on their schedule.

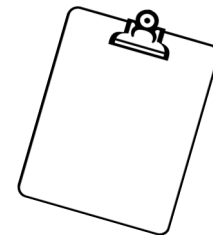
PUNCTUALITY

- Students are required to be in their seats, either in the Ezras Noshim or in their first morning class, when the first morning bell rings at 8:20 a.m.
 - Students are required to be ready for each class when the appropriate bell rings. Each teacher will determine a lateness policy for her class.
 - **If a student has not yet arrived at school by 10:30 a.m., she will not be permitted to attend any classes that day (unless she has obtained prior permission due to the necessity of a doctor's appointment, etc.).**

HOW CAN A MORNING LATENESS BE CONSIDERED EXCUSED?

In order for a lateness coming to school to be considered excused, one of the following must be done:

- a. You need to bring a note from home and submit it to the school office.
The note must:
 - i. Be **signed by a parent**
 - ii. **State the reason for the lateness.** (If the reason for the lateness is an excused reason, then the lateness will be excused.)
 - iii. If you were at an appointment, the type of appointment must be specified.
- b. The **parent may call** the office in the morning and **explain the reason** for the lateness.



WHAT DO YOU DO IF YOU ARE LATE TO ANY CLASS?

If you are late to any class, whether excused or unexcused, you must:

- a. Sign your name and the time of your arrival, on the designated form which is on the clipboard on the teacher's desk.
- b. If your lateness is excused, you must submit an excused form from the office and place in on the clipboard. Without an excused form, the tardiness will be considered unexcused.

If you have a doctor's or dentist appointment –

- THE PARENT MUST INFORM THE SCHOOL PRIOR TO THE APPOINTMENT, BY PHONE, EMAIL, OR A NOTE, **SPECIFYING THE TYPE OF APPOINTMENT.**
- STUDENTS MUST SIGN OUT WHEN THEY LEAVE, AND SIGN IN WHEN THEY RETURN.
- The student should preferably bring a note from the doctor, dentist, or other medical professional, and submit to the office upon her return.

If you have another appointment or another reason for being late –

- THE PARENT MUST REQUEST PERMISSION FROM THE PRINCIPAL, EXPLAINING THE REASON FOR THE LATENESS.

If you were meeting with a teacher and you were late to a class:

- Request a note from the teacher explaining the reason for her lateness
- Place the note in the class clipboard.

If you are in class and need to leave the room:

- Ask the teacher for permission before leaving the room
- You may ask to leave the room only if no one else is already out of the room.

CITIZENSHIP GRADE – ATTENDANCE AND PUNCTUALITY

Each student starts out the year with an A in School Citizenship for Punctuality and Attendance.

- **Two unexcused absences** will result in lowering of the student's Citizenship Grade by one full grade.
- **Three latenesses in the morning** will result in lowering of the student's Citizenship Grade by one full grade.
- If a student **misses one class period and it is not excused, the day will be considered an unexcused absence.**

CLASS PLACEMENT

Some courses have more than one section, designated as Honors, Regular, or Basic. Placement is determined by teacher recommendation, report card grades, and student request.

HONORS AND ADVANCED PLACEMENT CLASSES

Students will have the option of taking Honors classes in some subjects, in both Limudei Kodesh and General Studies. Students who choose to take Honors or Advanced Placement classes should be ready for greater rigor and an increased workload. In order to remain in an Honors or Advanced Placement class, students must:

- ***Complete the course work diligently **WITHOUT COMPLAINTS*****
- ***Maintain a B average***

ACADEMIC INTEGRITY

Students are expected to complete assignments on their own, unless they are given explicit permission from the teacher to do otherwise. **NO ONE MAY COPY ANOTHER GIRL'S HOMEWORK AND NO ONE MAY GIVE HER HOMEWORK TO ANOTHER GIRL TO BE COPIED.** The penalty for the above is that both girls will receive a zero on their assignment and possibly a lower grade in the course.

When a student researches a topic for an assignment, **she must be careful to re-write the information in her own words**, rather than simply copy the information changing a few words here or there. The penalty for plagiarism is no credit on the assignment, plus a possible lowering of the report card grade.

TESTING

HOMEWORK, PROJECTS AND TESTS

- Homework and projects are a necessary part of the learning process, serving both to reinforce skills and to foster independent learning. Students should be prepared to face the challenges associated with assignments. We urge parents to encourage challenges, independent thinking, hard work and opportunities for growth.
- Students are expected to complete their assignments and submit them on the day that they are due. **If, for some reason, a student has not completed an assignment or is not taking a quiz or test, she needs to fill out a HOMEWORK ACTION PLAN** and

submit to the teacher, outlining her reason for not completing the assignment, and stating the day she will submit the assignment or take the quiz/test.

- Homework may be assigned over weekends. No test will be scheduled for the first school day after Yom Tov. No more than two full-period exams per day will be scheduled per day, with a maximum of five full-period exams or reports per week.
- Students are expected to take their own notes in class (unless special arrangements have been made with the office).
- **If a student is not prepared to take a test-without an excused reason-SHE WILL FORFEIT TEN POINTS when she takes the test another day.**

PROCEDURE FOR MAKE-UP TESTS

- If a student misses a test, **it is her responsibility to make sure that she takes a make-up test.** She must make up the test **on the first designated make-up day following her return** to school. She should come to the designated room during lunch at 12:10 p.m. to take the test.
- If for any reason the student cannot take the test on the first designated make-up day following her return (i.e. she has many tests to make up and cannot take them all in one day), she must obtain permission **from the principal prior to** the next test day.
- If a student has not obtained permission to postpone the make-up test, and does not take the test, she automatically **loses ten points.**
- If she does not take the test the following week, she loses another ten points. Each week she defers the test without permission, she loses an additional ten points.

MIDTERMS AND FINAL EXAMS

STUDENTS NEED TO PASS THE MIDTERM OR FINAL EXAM IN ORDER TO PASS THE COURSE. **IF A STUDENT DOES NOT PASS THE EXAM, SHE WILL NEED TO MAKE UP THE EXAM.** A FEE WILL BE CHARGED FOR RE-TAKING THE EXAM AFTER THE SCHOOL YEAR IS OVER.

There are no regular classes during midterms and final exams in order to give the students the opportunity to adequately prepare for their exams. The girls are required to be in school and take the exams, unless they are sick with a fever.

THERE WILL BE NO MAKE-UPS FOR MIDTERMS OR FINAL EXAMS FOR ANY REASON OTHER THAN ILLNESS OR AN IMMEDIATE FAMILY MEMBERS SIMCHA (OR AN EMERGENCY SITUATION).

NO ONE MAY BE EXCUSED FROM A MIDTERM OR FINAL EXAM. FINALS WILL NOT BE REARRANGED FOR INDIVIDUAL STUDENTS.

GRADING AND TESTING

GRADING POLICY

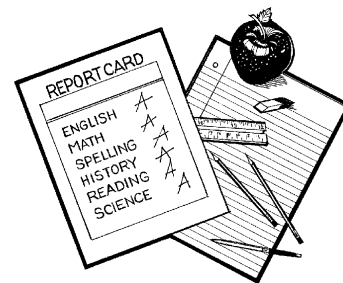
The scholastic grades are based on the following numerical ratings:

100	A+	77-79	C+
93-99	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	68-69	D+
83-86	B	67	D
80-82	B-	65-66	D-
		Below 65	F

REPORT CARD GRADES

The school year is divided into three trimesters. Students will receive a report card at the end of each trimester, with the grades reflecting the student's performance for that trimester.

If a student receives an INC., she must make up the work within two weeks or within an agreed-upon time framework. Failure to meet the deadline will result in failure for the course.



Any failure in Limudei Kodesh or General Studies classes must be made up according to the guidelines administrated by the office. **Only when the course work is made up satisfactorily will the student be permitted to enter the next grade.** If a student failed a course, she needs to earn an A in the make-up work in order to receive a C minus on her report card. **There will be a fee for each failed course that must be made up.**

HALACHA CLASS

Students in grades 9 and 10 must earn an A or B in Halacha class in order to proceed to the next grade level. Students in grades 11 and 12 must receive an A in Halacha.

GRADUATION

GRADUATION REQUIREMENTS

In order to receive a diploma, students must complete the graduation requirements mandated by the State of Minnesota and by Bais Yaakov High School, in both Limudei Kodesh and General Studies. **If a student has failed a required course or has not taken the course, or received a grade lower than A in Halacha, she may participate in the graduation ceremony, but will not receive a signed diploma.** She will be required to make up the course in order to receive a diploma.

TRANSCRIPTS AND DIPLOMAS

Transcripts will be issued only to students who have fulfilled their financial tuition obligations. **All arrangements must be made with the office before any transcript will be released in December.** Only students who have finished paying their tuition by June 1 will receive a diploma at graduation.

DERECH ERETZ

Derech Eretz is of the highest value at Bais Yaakov. Behaving with respect toward teachers and peers is accorded tremendous importance.

- Students are expected to **show respect to teachers** at all times, in and out of the classroom.
- Students **may not sit in a teacher's chair** at any time.
- Students should **stand up for a teacher** when he/she enters the room.

SUMMER CAMP AND WEEKEND RETREATS

A student's summer camp experience is an important part of her chinuch. It is very important for parents to give careful consideration to the environment that their daughters are in during the summer, to ensure that the summer will support the Bais Yaakov experience, and not undermine it.

Summer camp is highly recommended for the students. The teachers and administration are ready to assist parents in finding the right camp for their daughters and procuring scholarships.

If a Bais Yaakov student is attending camp, it is required that the camp be an Orthodox Jewish camp. If a Bais Yaakov student wishes to participate in a weekend retreat during the year or during the summer, the retreat must be sponsored by an organization that is Orthodox Jewish.
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KEDUSHAS BAS YISROEL

An important goal of Bais Yaakov is to create an atmosphere of kedusha in the school. In order to foster that kedusha, it is vital that students not be distracted by devices and practices that may contradict that kedusha.



CELL PHONE POLICY

Any cell phone that is brought to school or to a school function may have only calling and texting capabilities, with no internet capability. If a student brings a cell phone to school, she must turn her phone in to the office for the entire school day. **(Phones should not be left in the car.)**

A student may not have any device (cell phone, iPod, laptop) with internet capability in her possession:

- **From 8:00 a.m. until the end of the school day, whether in or out of school (including lunchtime and the time immediately before and after school)**
- **At any school event, preparation for an event, production practice, etc. whether in school or out of school**
- **In the Bais Yaakov/Bais Yisroel building or outside the building, at any time**

IF A STUDENT DOES NOT TURN IN HER PHONE, OR IF SHE IS FOUND TO BE IN POSSESSION OF A PHONE WITH INTERNET CAPABILITY DURING THE ABOVE TIMES, THE SCHOOL HAS THE RIGHT TO RETAIN HER PHONE UNTIL THE END OF THE SCHOOL YEAR.

SMARTPHONE POLICY

Students may not have their own designated smartphone. Any smartphone that a student may be using - out of school - needs to have a filter.

IPODS

iPods should not be brought to school. If a student uses an iPod in school, the school has the right to retain the iPod until the end of the school year.

MAINTAINING THE KEDUSHA AT HOME

In order to accomplish our goal of teaching Torah and imbuing our students with Kedushas Yisroel, it is crucial that as much as possible, the girls be in an atmosphere consistent with Torah values. **PARENTS ARE REQUIRED TO ENSURE THAT THERE IS AN ADEQUATE FILTER ON ANY COMPUTER OR LAPTOP AT HOME.** Please call the school if you need assistance in this regard.

We strongly discourage student exposure to social media, television, movies, inappropriate books, magazines, and chat rooms of any sort.

REFINED DEMEANOR

Students are expected to reflect the refined demeanor of a Bais Yaakov girl, in both the classroom and in the halls of Bais Yaakov.

- There should be no screaming, hooting, etc. in the halls or outside of the school building.
- Girls should NOT talk about movies or television, and should not sing secular songs during school or during school-related activities
- Girls should not sit on the floor in the halls.

MUSIC IN THE HALLS

Music that is played at Bais Yaakov, either between classes or at a Bais Yaakov program, must be **music that has been approved for use at Bais Yaakov.**



BAIS YAAKOV UNIFORM AND DRESS CODE

Proper dress and appearance play a very important role in the dignity of the student and in the overall atmosphere of Bais Yaakov. Bais Yaakov students should reflect Torah values in their dress and general appearance, both in school and outside of school.



UNIFORM POLICY:

- Only uniform blouses, sweaters, sweatshirts and skirts, may be worn in school.
- A uniform shirt must be worn under the sweatshirt and sweater.
- Uniform shells must be white and must cover the collar bone.
- Skirt length must be at least four inches below the knee, and not longer than the ankle.
- No make-up or nail polish
- No sneakers or slipper-like shoes (unless granted special permission)
- No long earrings (only one earring per ear)
- Of a girl is wearing leggings, it should not be noticeable as leggings, i.e. no space between bottom of leggings and shoe.
- Coats or sweatshirts can be worn only on top of a school sweatshirt.
- Knee highs or tights must be worn (no short socks).
- No hoods on the head. No hats

- Hair should be neat and not wild. Hair should be pinned or tied back above the ears, and should not fall into the face.

A BAIS YAAKOV STUDENT'S UNIFORM LOOKS LIKE THIS:

☐ Hair pulled back- fully or half pony
☐ Hair not falling into eyes
☐ No make-up
☐ Earrings smaller than a quarter

☐ No hood
☐ Wearing uniform shirt
☐ Wearing white shell
☐ Collarbone covered
☐ Wearing only uniform sweater or sweatshirt
☐ No nail polish

☐ Wearing a uniform skirt
☐ Skirt is below knee
☐ Skirt is not rolled up
☐ Wearing knee highs/ tights
☐ Not wearing sneakers or slipper-like shoes

WHAT CAN YOU WEAR ON ROSH CHODESH?

On **Rosh Chodesh**, you may wear your own clothing. The Rosh Chodesh clothing should reflect the Torah values of the school and the students. Make sure your clothes are:

- In accordance with **halacha**: **below the knee** (even when seated), **covering the elbows, covering the collar bone.**
- **Not tight** – neither the skirt nor the top should be too form-fitting.
- **The skirt should not be a clingy “T-shirt skirt.”**
- Appropriate for Rosh Chodesh, i.e. **not too casual** (no T-shirts or jean skirts).
- **In accordance with the above uniform rules** (except for wearing the uniform)
- There should be **no words** on the clothing.
- Skirts should **not have slits.**
- Clothing should be refined, in the **spirit of the tznius of a Bas Yisroel.**

If a student comes to school or to a school event not in accordance with the above guidelines for uniforms or Rosh Chodesh attire, she may be asked to go home and change into appropriate clothing.

WHEN DO THE ABOVE CLOTHING RULES APPLY?

- **During the entire school day, from the time you enter the building in the morning, until you leave in the afternoon (including before davening, lunch, etc.)**
- **At any school event, including production practice, preparation for G.O. activities in the evening, etc.**
- **Any time you enter the Bais Yaakov building, even not for a school event.**

Bais Yaakov considers the halachic guidelines applicable both in school and outside of school and reserves the right to enforce these guidelines as it deems appropriate.

G.O. HEADS ELIGIBILITY REQUIREMENTS

Extra-curricular activities are a very important part of the Bais Yaakov experience. Two students will be elected by the student body, who will work with the G.O. Advisor to plan

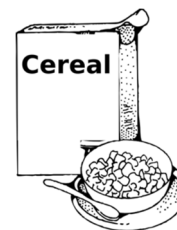
and implement G.O. activities. The G. O. Heads must represent the values of Bais Yaakov, inside and outside of school, as delineated in the G.O. Eligibility requirements that are distributed to the girls.

In order to qualify to run for G. O., the student must earn at least an A or B in her Citizenship Uniform grade, her Citizenship Punctuality grade, and her Citizenship Tefila grade in the election year.

FOOD POLICY

BREAKFAST AT HOME

It is crucial to the health and successful performance of the students that they eat breakfast before they come to school and that they bring lunch to school. Parents are urged to ensure that their daughters eat a nourishing breakfast and lunch.



SNACKS

There should be no eating or drinking while class is in session, with the exception of drinking water. A hot drink may be brought to the first morning class, with the permission of the teacher.

FOOD FOR BREAKFAST CENTER, SIYUM, AND SCHOOL EVENTS

Food that will be used for a school program or activity, or will be shared in the Breakfast Center, must meet the following requirements:

- Packaged food – must have an acceptable hechsher. If dairy, it must be Cholorv Yisroel.
- Food prepared at a home – must be prepared in the home of :
 - * A Limudei Kodesh teacher or Rav, past or present
 - * A caterer who prepares food under local supervision

CLASSROOM NEATNESS

Every effort should be made to keep the rooms and the halls neat and in order.

- Book bags should be kept on the hook or floor opposite the lockers.
- **Each girl is responsible to clean up for herself** after eating lunch or a snack. It is the student's responsibility to throw her food wrappers, water bottles, plates, cups, etc. in the waste basket.
- Students' personal items, i.e. books, notebooks, etc. should not be left around.
- As the student moves from class to class, nothing may remain on or in the desk. If a book or notebook is left in the classroom or the hall, it may be confiscated and brought to the storage room. Students will be required to pay a per item fee in order to redeem their books and

notebooks. Prior to taking midterms or exams, students will be required to redeem their books and notebooks from the storage room.

- **No student may post anything on a wall or bulletin board without prior permission from a faculty member.**
- **Writing on the desks is absolutely prohibited. Any student who writes on a desk may be required to pay for the cost of the desk.**

A SPECIAL NOTE FOR PARENTS...

Parents play a vital role in their daughter's success at school. Parents are encouraged to take an interest and be involved in their daughter's school experience.

PARENT RESPONSIBILITIES

- ❖ Parents must ensure that there is a filter on their home computers, laptops, and devices with internet capability.
- ❖ Parents are expected to attend:
 - Back to School Night
 - Parent-Teacher Conferences
 - Annual Banquet
 - Mothers' Melava Malkas
 - Parent Meetings
 - School events
- ❖ Parents must fulfill their Give-or-Get commitment.

PARENT – SCHOOL COMMUNICATION

- There will be a Parent-Student Portal available for each student. Test grades, quizzes, and notices will be consistently inserted. Parents are encouraged to check the Parent-Student Portal regularly.
- Formal Parent-Teacher conferences are scheduled two times during the year
- Report cards are sent home three times per year.

If at any time, a parent would like to speak to a principal or a teacher, he/she is encouraged to contact the principal or teacher via phone or email. **We strongly encourage parent-school communication and see it as a vital force in the education process.**

We're glad to have you part of the Bais Yaakov Family!

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