

Ateres Bais Yaakov High School

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A Bais Yaakov High School of Distinction

Student/Parent Handbook

Welcome to Ateres

Ateres Bais Yaakov High School is dedicated to educating its students *b'ahava*, *b'chachma uv'simcha*, crystallizing each girl's intellectual, emotional and social potential. Ateres strives for academic excellence in both *limudei kodesh* and general studies and hopes to instill a love of learning coupled with true *yiras shamayim*. Regardless of one's interests or future pursuits, the shared goal of Ateres graduates will be their *avodas Hashem* and seeing all endeavors both in and out of the home as opportunities to be *mikadesh shem shamayim*.

School Schedule

The school day begins at 9:15 a.m. and concludes at 5:15 p.m., Monday through Thursday. School ends at 1:00 p.m. on Fridays. There is a daily lunch period on Monday through Thursday.

Seforim, Textbooks, Supplies

A seforim list will be emailed before school begins. All students are expected to purchase the seforim listed for their grade and bring them to orientation.

Most general studies books will be distributed to students. Students are responsible for any loss, damage or defacement of books. Books are expected to be returned at the end of the year in the condition they were received. If not, students are expected to pay for replacements.

Individual teachers may have special requirements for supplies that will be needed for their particular course of study. Students must provide their own loose-leaf, notebooks, pens, pencils, rulers, calculators, tape, etc.

Transportation

Transportation to and from school is provided by East Ramapo Central School District. Students from all other districts should check with their district about homebound transportation. Please check the school calendar for dates when transportation is not provided.

Graduation Requirements

We believe that each subject is important to our students' education, and expect students to succeed in all of their classes. In order to graduate, every student must receive a grade of at least 65 or higher in all of her classes. In order for students to receive a NY state regent diploma they must pass (65 or higher) 5 regents including one of each in the following subject, math, science, social studies, and english, plus an additional regent in any subject.

Tefilla

Students are required to attend Shacharis and Mincha in school. Students are assigned seats for *tefilla* and are expected to occupy their *makom kavua* for *davening*, as well as all assemblies and special events. The Tefilla grade on the report card will reflect student decorum and conduct.

Attendance and Lateness

Regular attendance is the key for effective learning and responsibility.

A grade for attendance is entered on each student's report card. This mark will be part of the student's cumulative grade point average (GPA). Absence, lateness and early departure from school will contribute to this score. Students can expect their parents to receive nightly attendance email updates.

- Absent to school:** In the event of a student absence an email or phone call must be submitted to the school office, abyhs@ateres.org on the day of absence. Three absences will be excused per semester. Five points will be deducted from the attendance grade with any additional absence. In the case of illness that requires consecutive days of absence, a doctor's note is required and the administration will determine how the absences will be counted.
- Lateness to School:** In the event of student lateness, students MUST sign in at the office. Please take note that the computer system will mark a student absent for the entire day if she has not signed in.
- Early Departure:** When possible, all non-emergency appointments should be scheduled for non school hours. If that is impractical, an email must be submitted to the high

school office with the time of departure prior to leaving school. If a student wants to leave school in the middle of the school day for any other reason, she must obtain permission from a school administrator and a parent. To assure the safety of our students in all situations, students **must** be signed out of school.

- **Seven** late arrivals/ early departures are excused per semester. Any additional lateness or early departure from school will result in 2 points deducted from the attendance grade .
- **Lateness to Class:** It goes without saying that students must be on time to all classes and activities, including davening, assembly and selectives. If a student is speaking with a teacher or administrator at the start of class, she must remember to get a note and submit it to the attendance administrator so that she will not be marked late. It is the responsibility of the student to get the note on that same day. Lateness to class will count toward the seven allotted lateness/ early departures. Leaving class for more than 15 minutes without a note from an administrator will be counted towards the allotted seven as well.
- **Being Excused from Class:** Students who wish to be excused from class for a committee meeting or school activity must obtain written permission from an administrator to be given to the attendance administrator.

Exams

School should prove to be stimulating without being intimidating. The Ateres curriculum is a challenging one, and we expect our students to value and achieve high standards and to constantly meet and set higher personal goals. To set students up for success, no more than two tests will be given to a class each day. Quizzes, however, will be administered as the teacher feels warranted.

Students must take exams on their scheduled date. A student who was absent will have the opportunity to take a make-up test on the first Wednesday following the date of the exam missed. This provision is valid for only one test per subject per semester. Any additional makeup test will result in a 10 point deduction. Make-up exams will be administered during lunch on that day. **A grade of zero will be recorded for any student that does not take the missed exam at the first available time.**

Students are responsible to make up all assignments, class notes, quizzes, tests, etc. missed during their absence. Midterms/ final exams must be taken on the scheduled date. In the event of a family simcha, permission to make-up an exam must be received from an administrator prior to the exam date and will incur a ten point deduction.

In case of illness, a parent must phone Chayala Herbst on the morning of the exam to let her know that the student will not be in school at the time of the exam. A doctor's note must be provided as well. Failure to do so will result in a ten point deduction. **A student who is in violation of dress code will not be allowed to sit for exams, and a ten point deduction will be applied to her make-up exam. Students must take the final/midterm on the makeup day specified. Failure to comply with this protocol will result in the student receiving a zero on the final.**

Report cards will be issued twice a year with numerical grades. Teachers will inform students at the start of the year regarding their method of grading in determining the final grade.

Final exams will be administered during the last week of the winter and spring semesters. All scheduled review classes are mandatory. A maximum of two exams will be administered daily, following *tefilla*. Each student must be at davening on time during exams or she will incur a ten point deduction on her exam.

Driving Policy

Driving to school is a senior privilege. Students must park in designated student parking and must hand in their keys.

Lunch Policy

Students are not allowed to receive food deliveries from food establishments during school hours.

12th grade students are allowed to leave for lunch every day unless there is a school program/ activity or a committee meeting. Should she desire, a 12th grader who is leaving school may sign out her phone with an administrator to be handed in promptly upon her return to school. This privilege depends on timeliness and maintaining school standards, such as dress and behavior, on lunch break.

Integrity

Girls are accepted to Ateres Bais Yaakov based on their admirable character and integrity as evidenced by their fine *middos* and reputations. Academic assignments offer an opportunity for creative and original work. Any form of copying and/or plagiarism would minimize the lasting educational benefits offered. Honesty regarding homework, note and test-taking must be a given and is assumed. We have a **zero-tolerance policy for dishonesty. Plagiarism of any sort will result in a grade of zero on tests, assignments and/or papers with no allowance for revisions.** Artificial Intelligence may not be used for any essays/ term papers/ classroom assignments. Submitting AI work as original student work is prohibited.

We also expect that student behavior, at all times and in all venues, reflects the integrity of an Ateres Bais Yaakov student. Our school prides itself on creating a welcoming, family environment. Therefore, physical, verbal, written or online harassment of others is not acceptable. Specifically, there is zero tolerance for any form of derogatory language towards another individual. Foul language, in general, will not be tolerated. Students who cannot maintain appropriate dignity will be subject to disciplinary measures. As expected throughout the school and with all school property, cleanliness is to be maintained by the students. Sharing a sense of order and responsibility for such is an integral part of teamwork that our students should foster and exhibit.

We support our students in developing the skills to make responsible and healthy choices that are shaped by the values of Torah and Halacha. Our primary goal is education and prevention. Students will learn about the negative effects of alcohol, tobacco, and substance abuse. Developing responsible decision-making, combating peer pressure, and developing confidence are all primary goals of our head-to-heart education. Use of alcohol, tobacco, and/or drugs is strictly prohibited, both in and outside of school. Vapes and juuls are strictly prohibited. To ensure student safety, we reserve the right to conduct random alcohol, tobacco, and drug screenings.

Home/School Communication

The “Ateres Bais Yaakov Family” is a unique one, with parents and school faculty enjoying a true sense of teamwork and shared goals. Everything that happens at home vitally affects your daughter. It is critical that we are made aware of any unusual events, happy and I"n sad, that transpire at home. When properly informed, our staff can interact with your daughter with greater empathy and understanding. A message or call to the administration and/or your daughter’s *mechaneches* will be much appreciated. Be assured that your confidentiality will be maintained at all times.

Ateres Bais Yaakov teachers are chosen for their expertise and, equally as significant, their warmth. They all consider communication with students and parents to be vital. Orientation and parent-teacher conferences are geared to fostering the home/school connection. Parents are encouraged to attend these important events.

Emergency School Closing

In the event of inclement weather, the school will send out a message via email and WhatsApp with school closing information.

Cell Phone/Electronic Devices Policy

- Students who own a cell phone must bring their phone to school. Upon arrival to school, all students must place their phone and/or smart watch into the designated phone slot with her name. Cell phones/ smart watches not placed in the designated location will be held until the following school day. Three cell phone infractions will result in the device being held for a week. **Staff members are instructed to confiscate any cell phone seen during school time.**
- Laptop, tablet, mini computers and any electronic devices with or without internet access are not permitted in the classroom or in school without permission. Laptop computers and/or any of the above-mentioned articles brought to school without permission will be confiscated.
- In general, we encourage our students to limit phone time and focus on face-to-face communication. Those skills will serve them far better in the long run!

The Internet, Media and Entertainment

We are all aware of the dangers of internet and media. These risks are inherent in cell phones, ipods and the ever evolving media, communication and information marketplace. It is so critical for parents to think twice and consider the impact that contemporary media, in all its forms, has on our children. The following guidelines are by no means exhaustive, but they are a first step in securing and protecting your spiritual future.

- 1. Cell phones and smart watches have become a household item for teenagers in many homes. Smart Phones should be filtered properly and have parental controls installed to keep our students safe.**
- 2. Parents should adopt the policy of yichud with regards to on-line access.** That is, no child should ever be left unsupervised with an unfiltered internet-accessible computer, tablet, mp3 player, ipod, or cell/smart phone device. All computers should be located in public areas of the house.
To be clear—NO student should have open, unrestricted access to the unfiltered internet via computer, cell/smart phone and ipod type devices.
- 3. All internet accessible computers should be equipped with password enabled filters which only parents can access.**

Finding appropriate entertainment outlets is a challenge and we expect our students to choose appropriate leisure-time activities reflective of their noble status as Bnos Yisroel. Choices of where to be and how to behave there should be ones that the school is proud and approving of at all times.

Out-of-School Standards, Winter Break

The Ateres approach to *chinuch* is a holistic one. That is, our girls' *avodas Hashem* is not to be compartmentalized; **standards adhered to in school are effectively integrated only if enforced out of school, as well.** Families chosen to join Ateres Bais Yaakov are proactive about their daughters' *chinuch* and share the school's *halachic* standards and goals. That being the case, we ask for parents' cooperation in maintaining the values set forth so beautifully by our staff in making sure that an Ateres student's dress and demeanor *out* of school is in congruence with her appearance and behavior while in class. **Double standards are not just cause for the school's concern; they are detrimental to the ultimate definition of a true *Bas Yisroel*.**

Days off and vacation time offer our students the chance to energize and revitalize from a challenging curriculum and schedule. They also afford the opportunity for girls to "prove themselves", to make *Hakadosh Baruch Hu* proud of their choices while learning how to make use of the precious gift of free time. That is a key element in self-definition and character building. Any vacation should be enjoyed only under the supervision of a responsible, involved parent. High school girls are not ready for the challenge of vacationing away from home on their own, regardless of maturity exhibited otherwise. Your cooperation in this regard is critical and expected.

Note: Please plan vacation around our school calendar to be sure that school days are not missed unnecessarily.

Likewise, in helping your daughter find appropriate summer camps and/or employment opportunities, any choice made should be in consonance with school standards. Students are not allowed to attend coed summer programs. Our staff is always happy to be of assistance in helping you with summer plans.

Ateres Bais Yaakov Student Code of Dress

*Ateres Bais Yaakov is committed to a uniform code of dress reflective of the dignity and tznius befitting a Bas Yisroel for all school functions, even those which take place outside of regular school hours. We aim for a **classically refined, appropriate look geared to respecting Torah, Tefilla and the learning environment.** Learning daily to make positive choices within the framework of Halacha in consonance with the spirit of our Mesorah equips students to carry that same standard with them for life, learning to follow not only the letter, but the spirit of the laws at hand. At Ateres, we do not believe in “school standards” as opposed to “out-of-school” standards. We believe in one standard: Hakadosh Baruch Hu’s, and within that, all can find appropriate attire.*

Tznius is synonymous with sensitivity and encompasses more than a way of dress. It is an approach to life. We look forward to our students learning to conduct themselves with the poise, grace and self-confidence reflective of their innate kedusha. We also ask that, in the spirit of sensitivity so much a part of tznius, clothing reflect good taste. The Ateres student is refined, appropriate and content in the knowledge that she is making herself and Hakadosh Baruch Hu proud while expressing her individuality.

- Skirts:** Students must wear solid-colored pleated skirts of navy, black or grey. Shorter pleated skirts must be 2 inches below the knee and long pleated skirts should be no longer than the ankle. Pants under skirts are not permitted. Leggings may be worn, however they must be covered by a sock or tucked into a boot. Pleated skirts may be purchased at Uniform Headquarters located at 18 College Road. We recommend you call before to check their hours of operation. Their phone number is +1 (845) 657-1727
- Blouses:** SOLID colored long sleeved, (past the elbow) oxford blouses, reflective of a classic appearance, are to be worn at all times. Blouses made of denim, knits, and T-shirt material and shirts with embellishments on collar or sleeves are not considered appropriate for school. Dickies that give the appearance of a blouse may be worn under appropriate sweaters. Tight, form-fitting (“stretch”) blouses are not in keeping with the letter and/or spirit of halachic requirements. Please note: blouses must be buttoned/closed to cover the collar bones at all times. Turtle necks and zip up sweaters with a fold down collar cannot replace blouses. Long sleeve polo shirts, knit or any full button down shirt that is not Oxford, may not be worn.

·**Sweaters:** SOLID colored sweaters (comfortable, not form fitting) may be worn over appropriate blouses. Pullover (“hoodie”) sweatshirts may not take the place of sweaters. For extra warmth solid zip up sweatshirts are fine. Zip up sweatshirts or sweaters may not be decorated with writing, logos or advertising. “Ateres” sweatshirts are acceptable. Denim jackets are not permitted.

·**Shoes, Socks & Accessories:** Knee socks, pantyhose or tights are to be worn daily. **Crew socks** are acceptable under ankle-lengthed skirts where the leg is not showing. Shoes, socks and accessories must be in consonance with standards of Tznius and a dignified environment for learning. Therefore, clogs, crocks, “slipper-type” or platform shoes/boots are not appropriate. Dark make-up and any dark colored nail polish are not permitted in school. Long nails are not permitted. One earring per ear is allowed. The earring must be on the lower ear lobe. Only ear piercings are allowed. Pixie Haircuts or the like are not allowed.

Any student in breach of the dress code will be expected to remedy the situation in order to return to class. If the student does not have dress code compliant clothing, she may check with the office if they have the necessary article of clothing for purchase or she will be asked to call home from the office phone and have dress code compliant clothing brought to her. Any lateness/ missed class while remediating the dress code infraction will be counted towards the attendance grade. Repeated infractions will require a meeting with the student and her parents.