



**Bais Yaakov High School
of the Twin Cities**

**PARENT-STUDENT HANDBOOK
2023-2024 | 5784**





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PARENT STUDENT HANDBOOK

2023-2024, 5784

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WELCOME

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 downs, 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 nurture 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.

ATTENDANCE

Limudei Kodesh and General Studies classes at Bais Yaakov provide dynamic learning experiences led by skilled teachers. Being in attendance is a prerequisite in order for you to learn and thrive at Bais Yaakov. Therefore, it is of great importance that you make your best effort to be in attendance each day, except for illness, unforeseen circumstances, or excused absences for which you obtained prior permission.

ATTENDANCE REQUIREMENT

In order to receive high school credit for the year, you must attend at least 90% of scheduled class sessions for any given subject. This will allow you to effectively learn and take part in assessment that is woven into the learning process. If a student is absent for more than 10% of any course, even if the absences are excused, the student will not receive credit for that course. Additional days are allotted for minor subjects that meet more infrequently. This translates into the following amount of absences that may not be exceeded.

Courses that meet 4 periods/ week = 13 absences allowed/year

Courses that meet 3 periods/week = 10 absences allowed/year

Courses that meet 2 periods/week = 8 absences allowed/year

Courses that meet 1 period/week = 5 absences allowed/year

To help you keep track of your attendance, a report will be put in your box that lists your absences and latenesses at the end of every week. Please review the report to make sure that it is accurate. Additionally, parents are encouraged to review their daughter's absence and latenesses on the Parent Portal. If there is any concern, please bring it to the attention of the office staff **no later than the following Thursday**.

1. SCHEDULE OF THE DAY

The school day begins at 8:20 a.m. daily and ends at 4:30 pm Monday through Thursday, and 12:45 pm on Friday. Our Physical Education classes, scheduled during the fall and spring (1st and 3rd trimester), meet one evening a week.

2. PROCEDURE UPON ARRIVING AT SCHOOL

With so much to be done when you first arrive at school, please leave for enough time to do the following before the bell rings:

- Place all cell phones in the designated area, if you have brought one to school.
- Proceed to davening or to class, depending on your schedule.
- Check your box daily for materials and updates

3. PUNCTUALITY

As every minute of learning is precious, punctual arrival in the morning and punctuality for each class is an expectation for our high school students.

ARRIVAL IN THE MORNING

- Students are required to be in the Davening Room or in their first morning class, when the first morning bell rings at 8:20 a.m.
- **If you have not yet arrived at school by 10:30 am, you will not be able to attend any classes that day (unless you have obtained prior permission due to the necessity of a doctor’s appointment, etc.).**
- In order for a lateness in arriving at school to be considered excused, one of the following must be done:
 - Please bring a note from home and submit it to the school office. The note must:
 - **Be signed by a parent**
 - **State the reason for the lateness.** If you were at an appointment, **the type of appointment must be specified.**
 - **A parent may call or email** the office in the morning and **explain the reason** for the lateness.
- If the reason for the lateness is an excused reason, then the lateness will be excused.

ARRIVAL TO ALL CLASSES

Students are required to be prepared in the classroom when the appropriate bell rings to begin the class. If you are late to any class, whether excused or unexcused, you must go directly to the office to get a late pass, without entering the classroom, as that would be disturbing the learning that has started. The office will determine if the lateness is “excused” or “unexcused.”

EXCUSED LATENESS

- A lateness may be considered excused if it was due to a meeting with a staff member.

UNEXCUSED LATENESS

- Three unexcused latenesses in any subject will result in three points deducted from the trimester grade.

- Six unexcused latenesses in any subject will result in six points deducted from the trimester grade
- Additional unexcused latenesses after that point will result in after school detention. An administrative fee will be charged.

EXIT

- A student will be marked “Exit” if **she leaves class without permission** or is **eating** in class.
- An “Exit” is equivalent to an unexcused lateness

4. ABSENCES

At times, absences are unavoidable, though we encourage you to schedule trips and appointments around the school calendar whenever possible. At Bais Yaakov, absences can either be considered **excused or unexcused**.

EXCUSED ABSENCE

The following may be considered excused absences:

- **Illness, Urgent Matters and Medical Appointments**

A parent needs to call or email the school that day to inform the office of the absence and the reason for the absence. The absence is excused only if the reason is provided. **Care should be taken not to schedule frequent medical appointments during school hours, and especially not at the same times of day consistently as this may result in excessive absences in the subject that is frequently missed.**

- **Out of Town Travel /Planned Absence**

The school calendar is designed with many opportunities for you and your family to travel and have time to relax together. Families are requested to schedule family vacations during those scheduled vacations. The impact on students missing instructional time is significant. There is no way to adequately make up for missed academic instruction lost from a vacation. Please know that bringing schoolwork along is never a substitute for instructional time with a teacher and that teachers are not able to customize curriculum work for a student to bring on vacation.

Sometimes, of course, there is a valid reason for an out-of-town trip during scheduled school days. **Before scheduling an out-of-town trip, please take note:**

1. **A parent needs to obtain permission from a principal who will review the student’s request and attendance record to determine whether the absence will be excused or not.**
2. **A student needs to follow up after permission is received by filling out a Planned Absence Form with a principal’s signature and submitting the**

form to the office for the absence to be excused.

- 3. The office will notify your teachers of your upcoming absence.**
- 4. If a Planned Absence Form has not been completed, a minimum of 1 day of the absence will be unexcused.**

- **Road Tests**

Road tests that are difficult to schedule will be excused as they are difficult to schedule outside of the school day, as long as you receive permission prior to the absence. Please note that Behind **The Wheel Session appointments are unexcused.**

- **Absence for any other reason**

Always be sure to check in with the principal prior to the absence in order for it to be excused.

UNEXCUSED ABSENCES

All Bais Yaakov students are allotted three unexcused absence days per year. You may use these days during whichever part of the you would like.

These may be used:

- if you would like to travel
- if you would like to visit friends
- if you would like to schedule a nonmedical appointment during school hours,
- if you would like to take off a day for any non-medical reason.

However, if you exceed the three unexcused absences in any given subject, your trimester grade will be lowered in that subject by 3 points for every unexcused day that was missed. Please choose your unexcused absence days carefully so that you will not have a reason to exceed that number.

5. MAKING UP ON WORK WHEN ABSENT

Please understand **that it is your responsibility to make up on work missed in an expedient manner, so that you do not fall further behind.** It may be very disruptive and disturbing to the teacher and to the momentum of the class if you ask the teacher to clarify questions during class. You may ask a teacher for help with any questions that you may have **before or after class.**

If it is unavoidable to miss for an extended period of time, arrangements can be made with the Student Advocate for help making up on schoolwork.

6. LEAVING THE CLASSROOM

If you need to leave the classroom when class is in session, you may leave only if you have asked the teacher permission. If you have not asked the teacher to leave, you will be marked "Exit".

7. LEAVING THE SCHOOL PREMISES

For your safety and for the integrity of our academic program, it is imperative that you remain in the school building during the school day.

If the need arises for you to leave the building, it is required that you do the following:

- **A parent must contact the office by email or by phone, or by a written note signed by the parent, stating the reason for the need to leave school. (If it is for an appointment, it is necessary to include the type of appointment, i.e., medical, road test, etc.).**
- You must sign out when you leave, and sign in again when you return to the school building on the log located in the office. You must include the reason for 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 point in time during the school day.

If a student leaves school without permission any time during the school day, she will not be permitted to return to school for the rest of the day. Each period she misses will be considered an unexcused absence. In addition, this will be considered a violation of school policy, **which will be included in her Citizenship Grade.**

- Students grades 9-11 need to remain in the school during lunch. They may go outside in the parking lot area and walk only on the block of the school building and the adjacent streets.
- 12th graders may leave the school building during lunch if the office has a signed permission note from a parent submitted at the beginning of the school year. They must return in time for the first afternoon class in order to retain this privilege throughout their senior year.

8. CUTTING A CLASS

Cutting a class for any reason, without permission from an administrator is a serious violation. If a student cuts a class, three points will automatically be deducted from her report card grade for the subject that was cut.

9. LATENESS AND ABSENCE DURING MIDTERMS AND FINAL EXAMS

Midterms and Finals are important examinations that students and teachers prepare for rigorously. There are no regularly scheduled classes during midterm and final exams in order that you may have the opportunity to adequately prepare for these exams. It is very important that you are in attendance at school during Midterms and Final exams.

Midterms and Final Schedules will be posted so that you are informed of the exact start time of each exam. Please be sure to arrive punctually to each exam. Students who arrive after the exam has started will begin their exam with a deduction of 10%.

Though vacation immediately follows these exams, **no airline tickets should be purchased for a time that conflicts with a midterm or final exam. These exams cannot be rescheduled or taken earlier with the exception of if a student is sick, an emergency, or if there is a simcha of a member in your immediate family.**

If under these excused circumstances a Midterm or Final Exam needs to be rescheduled, an administrative fee will be charged for taking the exam, which will be scheduled after Midterms, or during Credit Recovery Week. Written permission must be obtained from an administrator.

10. CREDIT RECOVERY WEEK

The last week of the school calendar is Credit Recovery Week and is designed to give students the opportunity to gain credit they may be missing. If you have exceeded your absent limit in any particular subject, if you have any incomplete work that is outstanding (including any final that is not taken according to the given schedule), Credit Recovery Week is an opportunity to fulfill those outstanding requirements so that you will be able to move onto the next grade, or graduate. There is a fee for the Credit Recovery Program based on the number of courses that need to be completed. Please do not finalize summer plans that occur during Credit Recovery Week until you are certain that all attendance and academic requirements have been met.

ACADEMICS

1. CLASS PLACEMENT

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

2. BASIC LEVEL CLASSES

The focus of a Basic Level class is skill building, to bring the students up to grade level. Taking into account the needs of every student, more individualized support is offered in a Basic Level class.

3. HONORS CLASSES

Students will have the option of taking Honors classes in some subjects, in both Limudei Kodesh and General Studies. If you choose to take Honors classes, you should be ready for greater rigor and an increased workload. In order to remain in an Honors class, you must complete the course work diligently **without complaints. Honors level classes are noted on report cards and transcripts.**

4. IN-SCHOOL TUTORING/EXECUTIVE FUNCTIONING INSTRUCTION

If a student would benefit from working with an executive functioning coach and/or a tutor, parents can submit a request for these services before the start of the school year. Parents will be charged a designated fee on a monthly basis, based on the number of days their daughter receives these services.

5. INDIVIDUALIZED CLASSES

At times, there may be a strong need for an individualized class tailored to her own unique needs. The administration of Bais Yaakov is committed to collaborate with you to meet those needs after carefully evaluating that need.

- **To maintain academic integrity, a teacher must be supervising all individualized classes which run consistently at Bais Yaakov, according to the Bais Yaakov schedule.**
- **To ensure alignment with the values and academic standards of Bais Yaakov, courses must be thoroughly reviewed and monitored to ensure that all standards are met.**

- **In order to receive a Bais Yaakov diploma, all requirements for graduation must be met when taking individualized classes.**

Fees for course instruction, assessment and curriculum by a teacher or proctor will be the responsibility of parents.

6. CONCURRENT COURSE CLASSES FOR COLLEGE CREDIT

Bais Yaakov has arranged for Concurrent Course Classes to be offered so that students can gain college credit while completing high school courses in 11th and 12th grade. The grades for these courses will appear on both high school and college transcripts. Information will be provided by the school on how to access these credits at the conclusion of the school year.

7. ACADEMIC INTEGRITY

Torah observance calls for scrupulous honesty in every aspect of an individual's life. Cheating and dishonesty have no place in a Torah setting where relationships built on Emes are cherished. Part of learning responsibility is learning to never mislead others, whether accidentally or purposefully, into thinking that someone else's answers, ideas, writing or solutions are one's own. In an academic setting, Academic Dishonesty is a serious offense and is considered Academic Misconduct in high schools and post high school institutions. A student will automatically fail any assessment or assignment that has not been completed ethically. Students are responsible to keep rough drafts and records of source materials in all research that is done to demonstrate integrity in their work products. If the student is unable to demonstrate that they produced work, the assignment will not be considered their own.

Any violation of Academic Integrity will be noted and placed in the student's academic file and parents will be notified.

Students must be careful to submit their original work and to avoid receiving unethical assistance when:

- **Completing homework assignments**
- **Completing research assignments**
- **Completing exams**
- **Problem-solving**
- **Designing and creating projects**
- **Obtaining assistance**
- **Using online resources**

Often, students are unsure as to what is considered cheating and plagiarism. Below are some (but not all) examples of cheating or plagiarism:

- **Completing any class or homework assignment using Artificial Intelligence (AI), including ChatGTP or similar**
- **Copying an assignment or worksheet answers from a friend in any way, including making minor changes to wording on a single answer**
- **Allowing others to copy your homework, even a single modified answer**
- **Finding answers to tests/ quizzes/ homework/ essays online, from old tests, or in any other way not sanctioned by the teacher**
- **Paraphrasing anything from an outside source including the internet, parents, friends etc. without giving appropriate credit and documentation**
- **Completing any class or homework assignment with resources that a teacher has not approved of**
- **Studying for a Late Test with a student who has already taken the test**
- **Helping another student study for a test you have already taken**

8. ASSESSMENTS

Assessments are an integral part of the learning process. At Bais Yaakov, these assessments include homework, projects, tests, midterms and finals. Effective assessments will allow you to master the material you have learned. They allow teachers to monitor and evaluate how well you have acquired the material. Parents and students are encouraged to be actively involved in monitoring assessment scores on the Parent Portal and to communicate any questions or concerns.

9. HOMEWORK, PROJECTS, AND TESTS

Homework and projects are a necessary part of the learning process, serving to both reinforce skills and to foster independent learning. Bais Yaakov students should be prepared to face the challenges associated with assignments. Parents are urged to encourage challenges, independent thinking, hard work and opportunities for growth.

10. MEETING DEADLINES

Meeting deadlines is an important life skill that is a standard at Bais Yaakov High School. You are expected to take tests on time and submit assignments on the day that they are due. To make meeting deadlines as feasible as possible, tests and due dates for reports will not be scheduled for the first school day after Yom Tov and no more than two full-period exams per day will be scheduled, with a maximum of five full-period exams or reports per week.

- **If you have not met a deadline for homework or a project without an excused reason, two points (or 2%) will be deducted for each day past the deadline.**
- **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.**
- **If you have not submitted an assignment on time, you need to fill out a Homework Action Plan** and submit it to your teacher, outlining the reason for not completing the assignment, and stating the day you will submit it. Failure to do so will result in an additional five points (or 5%) being deducted from your grade.

11. PROCEDURE FOR LATE TESTS AND QUIZZES

- If you miss a test or quiz that is given, **it is your responsibility to make sure that you take the test on the first designated Late Test opportunity following your return to school.**
- Late quizzes are administered during lunch on Wednesday.
- Late tests are administered after school on Wednesdays, from 4:30-5:30 pm.
- If the test is a short test, the teacher assigning the test may assign the late test for Wednesday at lunch, with the understanding that it will not extend beyond lunch period.
- Please come to the designated room no more than five minutes after the dismissal bell for lunch or for the end of the school day
- If for any reason you cannot take the test or quiz on the first designated opportunity (i.e., you have many tests to make up and cannot take them all in one day), you must obtain written permission **from a principal prior to the next test day.**
- If a student has not obtained permission to postpone the late quiz or test, and does not take the test, she automatically **loses ten percent of the grade.**
- If she does not take the late quiz or test the following week, she loses another ten points. Each week she defers the test without permission, **she loses an additional ten points.**

12. MAKE-UP TESTS

Students need to understand that the grade they earned on a test is the grade they will remain with. **In general, there will be no make-up tests to raise a grade.**

- If a student did not prepare well enough for a quiz/ exam and failed because of extenuating circumstances (ex. medical situation) she can request permission to take a make-up test. She can take a make-up test only with approval from Mrs. Gibber or Mrs. Schachter **and** approval from the teacher.

- The student must earn an A on the make-up test in order to receive a passing grade on the exam. Her test grade will be raised no higher than a 70%.

13. TRIMESTER GRADES

The school year at Bais Yaakov is divided into three trimesters. At the end of the trimester, you will receive a comprehensive report card with grades and comments which will reflect your performance and provide you with descriptive feedback.

- If a student receives below a 65 in a Limudei Kodesh or General Studies course, she will need to make up the coursework requirements according to the guidelines of the teacher, with the supervision of the Student Advocate. After making up the coursework, she will be assigned a D on her report card. If she earns an A in her make-up work, her grade will be a C-
- After Trimester 1 and 2, there will be a Credit Recovery Day, scheduled for Sunday, during which any student who did not pass a subject will make up on work.
- **All makeup work is expected to be completed during the Credit Recovery Week following the 3rd Trimester.**
- An administrative fee will be charged for the supervision of make- up work for all Credit Recovery work.
- Students will be permitted to begin the next school year only after completing the necessary coursework.

14. HALACHA GRADE

As knowledge of Halacha is an integral foundation developed at Bais Yaakov, students in grades 9 and 10 must earn an A or B in Halacha class in the third trimester in order to proceed to the next grade level. Students in grades 11 and 12 must receive an A in Halacha in the third trimester.

15. CITIZENSHIP GRADE

Students will receive a Citizenship grade, which will be based on adherence to school policies, including uniform guidelines. Three violations in any of these areas will result in a lowering of the Citizenship grade by a full letter grade.

16. GRADING POLICY

Scholastic grades are based on the following numerical ratings:

93-100	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

A= outstanding, mastery of subject matter

B= proficient in subject matter

C= adequate

D= less than standard, passable

F= failure

INC= standards not met due to missing work

ML= modified course requirements

17. CONFIDENTIALITY OF GRADES

As a high school student, we know that you understand that teachers evaluate and grade your work in order to provide you with feedback on the hard work that you do to reach the goals that they are setting for you. Your teachers communicate the grades to you and your parents in a way that is confidential. It is important that you, as well, do your part to act with sensitivity by ensuring that grades do not become a topic of discussion amongst your friends and classmates.

18. GRADUATION REQUIREMENTS

A Bais Yaakov Diploma is granted to a student who has:

1. Fulfilled the Bais Yaakov Attendance Requirements by attending Bais Yaakov programming for Kodesh and General Studies as described above.
2. Fulfilled the Bais Yaakov Academic Requirements that demonstrate that she has mastered required academic goals as described above.

If a student has not fulfilled the aforementioned requirements, she may partake in the graduation ceremony but will not receive a signed diploma until the requirements are completed.

TRANSCRIPTS AND DIPLOMAS:

Transcripts and diplomas will be issued 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, during the 12th grade application process.**

BAIS YAAKOV TECHNOLOGY USE POLICY

Though technology provides tremendous opportunities, it also has many associated challenges, as we all know. With this in mind, Bais Yaakov has devised a Technology Use Policy. Students must agree and adhere to the technology use policies and practices if they wish to retain the privilege of using Bais Yaakov technology resources. Please keep in mind that these policies and practices apply even when school is not actively in session.

ACADEMIC USE OF CHROMEBOOKS

- Bais Yaakov's technology resources may be used only for legitimate school-related reasons and must align with school values.
- USBs that are used to transfer information to the school-issued chromebooks from other locations may contain only files related to schoolwork. Thus, any movies, pictures, jpegs, music or any material deemed inappropriate for Bais Yaakov or not school related may not be transferred to the school-issued chromebooks.
- Bais Yaakov's technology resources may not be used to conduct personal business of any kind, without permission from a Bais Yaakov administrator or G.O. Advisor.
- During class time, students are required to use chromebooks only as directed by a teacher.

- Students will not be required or expected to do any homework that requires internet access.
- Faculty will allow adequate time during the school day for Internet-based assignments to be completed.
- Students may not clear the history of the browser.
- Using chats for informal communication, even related to class content, is prohibited.
- All information that is entered, created, received, stored or transmitted via Bais Yaakov's technology resources, including all email messages, are and will remain Bais Yaakov's property. Such information may neither be used for any purpose unrelated to Bais Yaakov, nor sold, transmitted, conveyed or communicated in any way to anyone outside of Bais Yaakov other than for school-related reasons.

TRANSPARENCY

- Students should have no expectation of privacy in the work that is performed on any Bais Yaakov computer, with any emails transmitted, received, or accessed on a Bais Yaakov computer, and with any internet site accessed on a Bais Yaakov computer.
- Students must recognize that authorized persons will track and monitor all information sent internally and externally to and from Bais Yaakov via technology resources, at any time for any reason. Bais Yaakov technology resources are subject to inspection, search and disclosure without advance notice.
- All passwords and security used in connection with Bais Yaakov technology resources are the school's property and must be available to the school, upon request, for any reason.
- Students must submit any account log-in information used on sites accessed through school.
- Students should understand that their use of passwords does not preclude authorized persons to access Bais Yaakov's technology resources.
- Students are responsible for the content and activity under individualized usernames. If a password is inadvertently shared, students must request a reset immediately.

TEACHER-STUDENT COMMUNICATION

- Teachers and students will be provided with email addresses on the Bais Yaakov network. Any electronic communication between teachers and students, both in and out of school, must be on the Bais Yaakov network, using the emails provided by the school.
- Students are prohibited from interacting with any person outside of Bais Yaakov, while using Bais Yaakov technology resources (unless they receive permission from an administrator or advisor)

CHROMEBOOK LOAN

- Students will be assigned their individual chromebooks on loan for the entire year.
- Each student will be given her own storage space in which to charge and store the device nightly.
- Students are expected to retrieve chromebooks before General Studies classes and return chromebooks to the cart nightly. Leaving school premises without returning chromebooks to one's place on the chromebook cart, with the charger in place will result in a \$25 deduction from the technology deposit.
- Any damage due to negligence (including liquids that damage) will result in a deduction from the technology deposit.
- Adhesive stickers may ruin the surface of the chromebooks and may not be placed on top of chromebooks.
- All Bais Yaakov technology resources must be protected from accidental destruction or deliberate attempts to sabotage. Students thus may not introduce virus-infected files or media into Bais Yaakov's technology resources. Students must make all reasonable efforts to ensure that all files accessed or collected are virus-free and should minimize downloading unfamiliar school information from the internet and via e-mail.

TECHNOLOGY DEPOSIT

The school will be providing each student with a chromebook and a graphing calculator for math class. Before you receive those items, a deposit of \$250 needs to be submitted to the office. The deposit will not be used if those items are treated in a responsible manner. Should those items be damaged due to neglect, or should those items be used inappropriately i.e., not for the subject matter being covered in that specific class period, or in the case where a student has been using those items for non-academic work, the deposit will be used to replace or repair those devices.

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.

These 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)

If a student comes to school or to a school event without being in accordance with the guidelines for uniforms or attire, she may be asked to go home and change into appropriate clothing. **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.**

1. UNIFORM POLICY:

The following is Bais Yaakov's 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 a few inches below the knee, and not longer than the ankle.
- Makeup or nail polish may not be worn
- Sneakers or slipper-like shoes may not be worn (unless granted special permission)
- Long earrings may not be worn
- Only one earring may be worn in each ear
- Knee socks or tights must be worn. If leggings are worn, they should not be noticeable i.e., no space between bottom of leggings and shoe.
- Coats or sweatshirts can be worn only on top of a school sweatshirt.
- Hair should be neat and not wild. Hair should be pinned or tied back above the ears, and should not fall into the face
- Hoods or hats may not be worn

2. A BAIS YAAKOV STUDENT'S UNIFORM LOOKS LIKE THIS:



3. ROSH CHODESH CLOTHING

On Rosh Chodesh, you may wear your own clothing. The Rosh Chodesh clothing should reflect the Torah values of the school and the students. If a student comes to school or to a school event without following these guidelines for uniforms or Rosh Chodesh attire, she may be asked to go home and change into appropriate clothing.

Please make sure:

- Your clothes are refined, in the spirit of the tznius of a Bas Yisroel.
- You are dressed in accordance with Halacha: below the knee (even when seated), covering the elbows, covering the collar bone.
- The top should not be too tight

- The skirt should not be a clingy “T-shirt skirt,” nor should it have slits
- Your clothes are appropriate for Rosh Chodesh, i.e., not too casual (no T-shirts).
- Your clothes are in accordance with the above uniform rules (except for wearing the uniform)
- There should be no words on the clothing.

KEDUSHAS BAS YISROEL

The atmosphere that permeates our school is one of Kedusha. It is our hope that the Kedusha that is felt during the school day and nurtured during all extracurricular activities is carried into your daily lives, outside of school. In order to foster that kedusha, it is vital that students not be distracted by practices and distractions that may conflict with that kedusha.

1. DERECH ERETZ

Derech Eretz is of the highest value at Bais Yaakov and is a sensitivity that will be developed throughout your high school years. 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 should **stand up for a staff member** when he/she enters the room.
- Students should respect the need for the office door to be closed and should request to be buzzed in should they need to enter at those times.
- **Students should remain in the space in front of the receptionist greeting area.**
- Students **may not sit in a teacher’s chair or behind the teacher’s desk** at any time.
- Students should not access teacher designated spaces, this includes entering the teacher's room at any time accessing teacher desk drawers and using textbook shelves.
- All materials and supplies belonging to Bais Yaakov should be used or borrowed only with permission. Students should ask for assistance in obtaining materials that they need

2. DEVICES AT SCHOOL OR SCHOOL EVENTS

To maintain the Kedusha of our schools, students may not have any smartphone or any device with internet accessibility (i.e. IPod, iPad, tablet, laptop etc.) in her possession at school or at school events. This includes:

- 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 building or outside the building, at any time
- To avoid distractions and disruptions during school, ALL cell phones that are brought to school, must be turned into the office for the entire school day, and not left in a car parked outside the school building. Cellphones that are brought to school or to any school function may only have calling and texting capabilities, without internet accessibility.

The school has the right to retain any cell phone or device with internet accessibility that is in a student's possession during the school day. The school has the right to retain a smartphone or device with internet accessibility that is in the student's possession at school events. The cell phone or device will be returned to the student at the end of the school year.

3. REFINED DEMEANOR

Students are expected to act with the refined demeanor of a Bais Yaakov girl, in both the classrooms and in the halls of Bais Yaakov. Out of respect for the staff and students who are invested in creating an atmosphere of kedusha in the school, you are expected to adhere to the following guidelines:

- There should be no screaming, hooting, etc. in the halls
- Sitting on the floor in hallways or stairways should be avoided
- The parking lot is an area that is shared by other businesses and residential buildings, and therefore noise levels should be moderate outside the building
- Girls should NOT talk about social media, movies or television, and should not sing secular songs during school or during school-related activities.

Students can cross Minnetonka Boulevard only at the crosswalk or by a traffic light. They may not cross Minnetonka at any other place.

4. MUSIC IN THE HALLS

Music in the Bais Yaakov building adds so much to the Ruach of the school and enjoyment of activities. Out of sensitivity to others, please make sure to use music in a way that is comfortable for all staff, students and visitors of Bais Yaakov. Music that is played at Bais Yaakov, either between classes or at a Bais Yaakov program, must be:

1. **Music that has been approved by the administration for use at Bais Yaakov.**
2. **At a moderate volume**

5. TAKING CARE OF OUR BUILDING

Every effort should be made to keep our beautiful Bais Yaakov building clean, neat and in order.

- **Each girl is responsible to clean up after herself** after eating lunch or a snack. It is derech erez to throw your food wrappers, water bottles, plates, cups, etc. in the wastebasket.
- Writing on the desks is absolutely prohibited. Any student who writes on a desk will be required to pay for the cost of the desk.
- Lockers are to be used for your belongings.
- Lockers should not be decorated on the outside.
- Jackets and backpacks that do not fit in a locker should be hung on the hooks along the walls of the building.
- Students should not place items on bookshelves, which may be cleared nightly.
- All items left around classrooms and hallways may be collected nightly and will be placed in the lost and found. If you would like to retrieve items from the lost and found, there will be a \$1 charge. All items placed in the lost and found will be considered hefker at the end of the week.
- Students should use the stairways in school. You may not use the elevator unless special permission is obtained.

6. MAINTAINING THE KEDUSHA AT HOME

In order to accomplish our goal of teaching Torah and imbuing students with Kedushas Yisroel, it is crucial that both the school and the home reflect an atmosphere of kedusha.

- All computers, laptops, tablets and smartphones that will be used by students must have a filter installed according to the parents' specifications. Please call the school or the TAG office if you need assistance in this regard.
- Students may not post pictures on social media (except for WhatsApp)

- Students are expected to dress according to Halacha in public.
- Students may not view Tik Tok or its equivalent.

We strongly discourage student exposure to social media, television, movies or inappropriate books.

7. SUMMER CAMP AND WEEKEND RETREATS

A student's summer camp experience is an important part of her chinuch and overall growth. **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.**

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 experience will support the Bais Yaakov experience, and not undermine it. If a student is working in the summer, it is required that it is in accordance with Halacha and aligned with Torah values.

8. OUTSIDE OF SCHOOL PROGRAMMING

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 in its affiliation.**

- If a student wishes to participate in a co-ed extra-curricular program for education, exercise, leisure, etc. she needs to obtain prior permission from the administration.

FOOD POLICY

1. BREAKFAST AND LUNCH

It is crucial to the health and successful performance of the students that they eat breakfast before they come to school and that they eat a nourishing lunch at school.

- Parents are urged to ensure that their daughters eat a nourishing breakfast.
- Parents are urged to encourage their daughters to bring lunch to school.
- Bais Yaakov arranges delicious lunches delivered from Basil on Wednesdays. Please look out for an email from the office through which you can select, purchase and order on a monthly basis.

- Should you need additional food in school during the school day, nourishing snacks and soup cups will be available for purchase at Bais Yaakov.

2. SNACKS

As Bais Yaakov is an environment of heightened Derech Eretz, there should be absolutely no eating or drinking during class sessions, with the exception of drinking water. If a student is eating or drinking in class, it will result in an "Exit".

A hot drink may be brought to the first morning class, with the permission of the teacher.

3. FOOD FOR BAIS YAAKOV EVENTS

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

- Packaged food – must have an acceptable hechsher.
- If dairy, it must be Cholov Yisroel.
- Prepared food must meet the requirements set by the Vaad Hachinuch of Bais Yaakov.

G.O. HEADS ELIGIBILITY REQUIREMENTS

Extra-curricular activities are a very important part of the Bais Yaakov experience. Each year, two students are elected by the student body to serve as G.O. Heads. 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 grade in the election year.
- In order to be eligible for leadership position of GO, a student must not have any more than two "N" on her Report Cards for any trimester

A SPECIAL NOTE FOR PARENTS...

We are privileged to partner with you in the chinuch of your daughters and look forward to an accomplishing and meaningful year, filled with tremendous growth. As parents, you play a vital role in your daughter's success at school and are encouraged to take an interest and be involved in your daughter's school experience.

1. PARENT RESPONSIBILITIES

- Parents must ensure that there is a filter on their home computers, laptops, and devices with internet capability.
- Parents must obtain permission from the school before planning a trip and booking a plane ticket for their daughter that conflicts with the school schedule
- Parents should be attentive to scheduling medical appointments around the school schedule when at all possible. Please call or email the school if your daughter has a medical appointment during the school day.
- Parents should request permission from the school if their daughter needs to be excused for another reason.
- Parents are expected to attend:
 - Back to School Night
 - Parent-Teacher Conferences
 - Annual Banquet/ CauseMatch meetings
 - Parent Meetings
 - School events
- Parents must fulfill their Give-or-Get commitment.

2. PARENT – SCHOOL COMMUNICATION

At Bais Yaakov, we strive to teach and reach every child according to her individual needs. The entire Bais Yaakov staff welcomes your input and questions, with lines of communication always open. For areas of concern, we ask that you approach the administration directly with your individual concerns, before negative feelings build, in order that we can team work together.

To keep you informed about your daughter's progress and update you about changes in schedule it is imperative that you:

- Read all emails that are sent from the school.
- Respond to an email when a response is requested
- Regularly check the Parent Portal, in which attendance records, test grades, quiz grades, forms, and notices will be consistently inserted.

- Review your daughter's attendance record with her when you receive attendance updates from the school
- Attend the Parent-Teacher conferences which are held two times during the year.
- Carefully review your daughter's report cards together with her to allow her to continue to grow, and problem solve any areas that may need improvement.

WE'RE GLAD TO HAVE YOU PART OF THE BAIS YAAKOV FAMILY!

WE LOOK FORWARD TO WORKING TOGETHER WITH YOU THIS
YEAR!