

BAIS YAAKOV ATERES MIRIAM

Student Guidelines

2025-2026



ATERES MIRIAM

Dear Parents,

It is with tremendous **הודאה** to **הקב"ה** that we welcome you to the upcoming school year **תשפ"ו**. We look forward to a year filled with **רוחניות**, academic, and social growth. At Bais Yaakov Ateres Miriam, we are committed to providing academic excellence and addressing the individual needs of our students within a wholesome and Torahdike atmosphere.

We are honored to partner with you in the **חנוך** of your daughter. When we share and uphold the same values, it greatly benefits our students, helping them to succeed and thrive. To support this partnership, we have created a parent handbook that outlines our protocols and expectations. Please read through it carefully and discuss the pertinent points with your daughter.

May your daughter, our **תלמידה**, have a year of **הצלחה** and **ברכה**, and may we, together with all of **כלל ישראל** be **זוכה** to a **שנת גאולה וישועה**.

Sincerely,

Mrs. Sarah Rudomin

Menacheles

Mrs. Shira Kaplan

Assistant Principal



School Directory

Title	Name	Ext	Email
Front Desk	Miss Esther Malka Caplan	201	frontdesk@baisyaakovam.org
Administrative Assistant	Miss Yehudis Werner	211	ywerner@baisyaakovam.org
Dismissal Changes		252	dismissal@baisaakovam.org

Executive Director	R' Pinchos Avruch	258	pavruch@baisyaakovam.org
CFO	Mrs. Bracha Dubovick	209	bdubovick@baisyaakovam.org
Government Affairs/ Transportation	Mrs. Tova Zern	213	tzern@baisyaakovam.org
Tuition Administrator	Mr. Chaim Yaakov Pollak	255	cpollak@baisyaakovam.org

Menacheles	Mrs. Sarah Rudomin	203	srudomin@baisyaakovam.org
Assistant Principal	Mrs. Shira Kaplan	204	skaplan@baisyaakovam.org
Preschool Director	Mrs. Deenie Schuss	217	morahdeenie@baisyaakovam.org
Limudei Kodesh Learning Center\ Dean of Students	Mrs. Lieberstein	205	llieberstein@baisyaakovam.org
Limudei Kodesh Curriculum Coordinator	Mrs. Hadassah Fruchthandler	206	hfruchthandler@baisyaakovam.org
General Studies Learning Center and Related Services	Mrs. Goldy Gorin	210	ggorin@baisyaakovam.org
Administrative Assistant for Related Services	Mrs. Miriam Lichtman	214	mlichtman@baisyaakovam.org



School Policies

Attendance

Absence

Regular attendance is crucial for a student's academic success and personal growth. When a student is absent, she misses valuable lessons and schoolwork, which can impact her understanding and progress. We encourage all students to prioritize attending school and minimize absences to ensure they stay on track with their education. If your child needs to be absent due to illness or an immediate family simcha she should catch up on missed work within the next week. If she missed a test, a makeup test will be given within three days of her return to school.

Lateness

All students should be in their classrooms by 8:40 am. Any student who arrives late after 8:45 must get a late note from the office. If a student is chronically late, the parents will be contacted to discuss an intervention plan.

Appointments

Please try to schedule doctor and dentist appointments outside of school hours.

Early Dismissal

If your daughter needs to be picked up early, please call the office in advance or email the dismissal change to dismissal@baisyaakovam.org. If she needs to walk home alone, include written consent. The office will provide a permission slip for your daughter to present to the security guard. All students that are picked up must sign out by the front office.

After School Arrangements

Students may not plan in school to get together with a friend after school. All after-school arrangements must be made before coming to school. The office will not allow students to use the phone even if they are getting together to prepare for a siyum or project.

Extended absences

All planned extended absences, including those for extenuating circumstances, must be approved in advance by Mrs. Rudomin (elementary) and Mrs. Schuss (preschool).

Admission Cards

Every student needs an admission card to get checked for nits. If you have not received an admission card, please contact Mr. Pollak at cpollak@baisyaakovam.org



Bas Mitzvah

Becoming Bas Mitzvah is a significant and beautiful milestone for our girls. It marks the beginning of adulthood when each girl is מקבלת עול מלכות שמים. To celebrate this momentous occasion we will be implementing a special Bas Mitzvah Program where the sixth graders will learn about the significance of becoming a Bas Mitzvah over the course of a few months. This program will culminate with a magnificent Bas Mitzvah Melava Malka event that will be attended by mothers and grandmothers.

For those that wish to have an individual Bas Mitzvah celebration, we ask that you choose from one of the following options. Please keep in mind that the purpose of these guidelines is that the Bas Mitzvah celebration should be “Batampte” and reflective of the beauty of the occasion.

Option #1

- The Bas Mitzvah will be held at school during regular hours. Parents can provide a meat or dairy lunch, from the school list of approved vendors, for the Bas Mitzvah girl and her classmates. The date should be confirmed with Miss Y Werner, the administrative assistant by calling 718-868-3232 ext 211 or emailing ywerner@baisyaakovam.org
- Please send disposable tablecloths, plates, cups, etc., for setup in a tasteful manner in their classroom. This is for the class only, family members may not attend.
- It would be beautiful for the Bas Mitzvah girl to share a brief d’var torah.

Option #2:

- The Bas Mitzvah celebration can be held in our school lunchroom on a Motzei Shabbos or Sunday afternoon/evening. The date must be booked through Mrs. Tova Zern, by calling 718-868-3232 ext. 213 or tzern@baisyaakovam.org, to ensure the hall is available for the date requested.
- All classmates of the Bas Mitzvah girl are invited. Female relatives may be invited as well.
- Fathers, grandfathers, and younger brothers may attend but are asked to step out during dancing.
- All food activities, swag, and entertainment should be approved by Mrs. Leah Lieberstein, dean of students, 718-868-3232 ext. 205 or llieberstein@baisyaakovam.org.
- Cell phones or devices are not permitted; The בעלי שמחה will be communicating with the parents as needed.

Option #3

- A Bas Mitzvah celebration can be held outside of the school but needs to be a family-only event.
- Classmates and schoolmates cannot be invited.



Birthdays

If you would like to celebrate your daughter's birthday in school, you may send in cupcakes or donuts from a bakery with a heimishe hechsher. As per our food policy, home-baked goods are not permitted. Please arrange with your daughter's Hebrew teacher a week in advance.

Communication

The cornerstone of students' success is when parents and school work together as a team and communicate with one another.

School to Home

- A weekly newsletter is distributed on Friday which includes any pertinent information and upcoming events.
- Any reminder or important update like weather closures will be emailed and/or texted to you.
- Parent Orientation is scheduled at the beginning of the school year for you to hear from teachers about your daughter's learning goals and expectations for the year ahead.
- An introductory phone call can be expected from your daughter's teachers to provide you with an opportunity to discuss any concerns or questions you may have.
- There are two Parent-Teacher conferences scheduled during the school year to keep you informed of your daughter's progress.

Home to School

- It is important for you to notify your daughter's teachers of any circumstance that may affect your daughter. This can include a simcha in the family, family emergency, anticipated trips by parents, or other concern. Properly informed teachers will be able to support students with greater understanding.
- To reach a teacher, you may send a note with your daughter, leave a message with the office, or contact the teacher directly. If a teacher gives specific hours that she is available, please be considerate and keep to the time given.

****Please be aware that during school hours the teachers are fully present with the students and cannot be reached. If it is an urgent matter, please contact the school secretary.**

Administration is always available to discuss any questions and concerns you may have. Please leave a message with the school secretary and your call will be returned in a timely manner.



Dresscode

Please adhere to the BYAM dress code and uniform policy. Light blue long sleeve polo shirt (Grades 1-3) and oxford shirt (Grades 4-8)

- White shirts may only be worn for ראש חודש and special occasions.
- Gray pleated uniform skirt that covers knees at all times.
- *Grades 6-8 may only wear ankle length uniform skirts.
- Only knee socks or tights may be worn. Short socks and leggings are not permitted.
- Only a BYAM sweater or a plain black v-neck knitted sweater (without any words) may be worn. Eighth graders may wear their senior sweatshirt.
- Only shoes or sneakers may be worn. Floafers or slippers of any kind may not be worn.
- Hair that is longer than shoulder length must be worn in a pony. Cornrows and beads of any kind are not permitted.
- Nail polish and makeup of any kind is not permitted.

Drills

Please be aware that throughout the year, the students will take part in fire, lockdown, and safety drills to ensure that the students are adequately prepared in the event of an emergency.

Elevator

Elevators are not for student use. If your daughter needs to ride the elevator due to an injury, please send in a doctor's note.

Food

Breakfast and Lunch Program-

We are pleased to offer a breakfast and lunch program that provides nutritious, well-balanced meals our students enjoy each day. This service adds convenience for families by reducing the need for daily meal preparation.

Snacks

Recess snacks should be מזונות or האדמה העץ. Snacks that are שוקולד (i.e. candy) and gum are not permitted. Energy drinks are not allowed.



Food (continued)

Allergy Aware

To protect our students that are allergic, please make sure that any snack or food sent to school do not contain any derivatives or traces of nuts. Kindly check all ingredients carefully.

Cholov Yisroel

All dairy products must be Cholov Yisroel.

Kashrus

All food must contain a reliable hechsher. For class parties, baked goods should be purchased from a bakery with a reliable hechsher. No home-made food should be sent.

Health and Wellness

Illness

- Kindly refrain from sending your daughter to school if she is showing any signs of illness. Students may return to school once they have been free of symptoms and fever for at least 24 hours.
- If your daughter becomes ill during the school day, you will be promptly notified and expected to pick her up.
- If your daughter has contracted a contagious disease like coxsackie, pinworms, etc., please email frontdesk@baisyaakovam.org so we can notify the families of students who may have been exposed.

Nits

Throughout the school year, students are checked for nits/lice. If a student has nits/lice, she may only return to school with a note from an approved lice-checker. Please call our Lice-Check Coordinator, Mrs. Chaya Steg 347-768-1310 to provide you with the names and numbers of approved lice-checkers.

Medical Forms

BYAM complies with the New York City immunization requirements. Kindly make sure your daughter's immunization is up to date.

Emotional Health

Emotional wellbeing is a key component of a child's ability to learn and thrive. Our curriculum includes social-emotional classes designed to foster this aspect of development. Additionally, if your child is experiencing any issues or concerns, please contact your daughter's teacher, as we have dedicated social workers available to provide support and assistance.



Homework and Tests

Homework

Homework reinforces classroom learning, builds essential study habits, and fosters responsibility in students. Completing homework daily is crucial for your child's academic success, and your involvement is key. For students in Grades 1-5, we ask parents to sign their child's homework daily to stay engaged in the learning process. Junior high students are expected to sign their own homework, promoting independence and accountability.

Tests

Hebrew tests are issued on Mondays and Wednesdays and English tests on Tuesdays and Thursdays. In order for you to be fully apprised of your daughter's achievements, we ask that you look over and sign all tests. Please note that quizzes can be given to students on the same day they have a test in a different subject.

Lost and Found

Please label all your daughter's clothing. If your daughter loses something, please encourage her to look through the lost and found. All items left after 30 days will be deemed hefker.

Nit Checking

Nit checking takes place multiple times a year beginning with the week prior to school. Please look out for the email from the PTA regarding nit checking protocols and schedule

Related Services

If you have any OT, speech, or educational concerns about your daughter, please reach out to our Related Services Department. They will help assess if your child needs these services and assist you through the process.

SETSS (English educational support) providers will work with your child during English subjects only, while OT and speech therapy are scheduled at times that suit your child and her teacher. Our providers will happily collaborate with you and keep you informed about your child's progress.

Any outside therapists, tutors, or paras that will be working with your child must be approved by Mrs. Rudomin before coming to work with your daughter.



Siblings

Students may not visit siblings in other grades including preschool and high school at any time, including recess time.

Supplies

The supplies list for all grades can be found in the portal, on links through the email, and included in the mailing. Throughout the year, please make sure to replace any lost supplies.

Technology

As mechanchos and parents, our deepest desire is for our girls to thrive and grow academically, socially, emotionally, and ברוחנית. We all know that exposure to unfiltered internet will greatly undermine the קדושה of our young and impressionable תלמידות. Evidence shows too that unrestricted internet access and engagement in social media can significantly impair a student's ability to focus and learn and have detrimental effects on a student's emotional wellbeing.

In order to protect the chinuch and safety of our תלמידות, we have instituted the following technology guidelines:

Personal Devices

BYAM elementary students may not own a cell phone or any internet capable devices including but not limited to tablets, amazon kindle, or ipod touch EVEN IF the device has a secure filter.

Family Devices

No student may access or use a family or parent's device that is not filtered. If a student needs to use a device for permissible activities such as conducting research for a project, sending homework to a friend, shopping, playing a computer game, or listening to music, it must be done under the following conditions:

- On a filtered device
- In an open area
- With parental supervision

Social Media

Students may not use social media at any time including but not limited to TikTok, Snapchat, Facebook, and Instagram.

Chats

Participation in group or class chats is prohibited. Students may not use text messaging, group chatting, or email as a means of communication with friends even from a parent's or family device.

Failure to comply with this technology policy is grounds for dismissal from the school.



Transportation and Dismissal

Dismissal Changes

All dismissal changes must be made before 2:00 PM on weekdays and 10:00 AM on Fridays. To make a change, you can either call the office, dial option 6, and leave a voicemail or email dismissal@baisyaakovam.org.

Dismissal Procedures

Every teacher will lead her class downstairs to their appropriate dismissal spots. Students who are picked up will remain by the front desk waiting for their carpool to arrive. Students who go home by bus will be led by their teachers to their respective buses that are lined up outside the new main entrance.

Bus Rules

In order to ensure a smooth and safe ride for all, the following bus rules must be followed:

- NYC Bus (Grandpas) are for students of Grades 1-6 only. Grades 7-8 are not eligible.
- Students must be respectful to the bus drivers. Students are encouraged to say good morning/ afternoon and thank you, but not engage in lengthy conversations.
- Students must treat all students respectfully while riding the bus.
- Students must remain seated and keep hands, head, and arms in the bus and to themselves at all times.
- No garbage may be thrown down or out the window.
- Students must wait for the bus to come to a complete stop before getting on or off the bus.
- Students who do not follow the above rules will be suspended from riding the bus.

Carpool Pickup

Carpool cars will line up along Heyson Rd. When you arrive, the girls will be called and escorted to your car.

Visitors

- All visitors are expected to sign in by the security guard.
- When visiting the building, please honor the BYAM dress code and standards of modesty that reflect the values of our parents and school community. Our refined dress code includes properly fitting clothing, skirts that cover the knees completely, stockings worn at all times, and properly covered necklines and elbows, ensuring an overall appearance that looks polished and refined.



School Calendar 5786/2025-2026

SEPTEMBER

Tuesday	2 nd	Faculty Meeting	9:30-1:00 PM
		Classroom set up/Associate Meeting	1:30 PM
Wednesday	3 rd	First day for Grades 1-8	Regular Sessions
Wednesday	3 rd	K and P Orientation	By Appointment
Thursday	4 th	First day for Grades- K-P	Regular Sessions
Friday	5 th	Nursery Orientation	By Appointment
Monday	8 th	First day for Nursery	Regular Sessions
Monday	8 th	Parent Orientation- Preschool	7:30-8:30 PM
Monday	15 th	Parent Orientation- Grades 1-8	8:00-9:00 PM
Monday-Wednesday	22 nd -24 th	Rosh Hashana	No Sessions
Thursday	25 th	Tzom Gedalia	Friday Dismissal

OCTOBER

Wednesday-Thursday	1 st -2 nd	Yom Kippur	No Sessions
Friday-Thursday	3 rd -16 th	Succos Vacation	No Sessions
Friday	17 th	School Resumes	Regular Sessions

NOVEMBER

Tuesday	11 th	Veterans Day/Professional Development Day	No Sessions
Wednesday	12 th	BYAM H.S. Open House	7:30 PM
Sunday	16 th	BYAM H.S. Entrance Exam	10:00 AM-12:30 PM
Thursday	27 th	Legal Holiday	No Bus Service
Thursday	27 th	2 nd Grade Chumash Play	10:00 AM
Friday	28 th	Regular Sessions	No Bus Service

DECEMBER

Tuesday	9 th	Parent Teacher Conferences- N-8 th	By Appointment
Wednesday	17 th	Chanukah Mommy and Me Workshop- N-P	Time TBD
Wednesday	17 th	Chanukah Chagiga- Grades 1-8	
Thursday-Monday	18 th -22 nd	Chanukah Vacation	No Sessions
Wednesday	25 th	Legal Holiday	No Bus Service
Tuesday	30 th	Asara B'Teves	Friday Dismissal



JANUARY

Thursday	1 st	Legal Holiday	No Bus
Thursday	1 st	1 st Grade Siddur Play	10:00 AM
Monday	19 th	Legal Holiday	No Bus Service
Thursday-Tuesday	22 nd -27 th	Mid-Winter Vacation	No Sessions

FEBRUARY

Sunday	1 st	6 th Grade Mother Daughter Bas Mitzvah Program	6:00 PM
Monday	16 th	Legal Holiday	No Sessions
Tuesday	24 th	Parent Teacher Conferences- P-8 th	By Appointment

MARCH

Monday	2 nd	Taanis Esther	Friday Dismissal/ No Sessions Grades 6-8
Tuesday-Wednesday	3 rd -4 th	Purim- Shushan Purim	No Sessions
Wednesday	25 th	8 th Grade Pesach Break Begins	No Sessions
Thursday	26 th	6 th - 7 th Grade Pesach Break Begins	No Sessions
Friday-Friday	27 th -April 10 th	N-8 th Grade Pesach Break	No Sessions

APRIL

Monday	11 th	School Resumes	Regular Sessions
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MAY

Thursday-Friday	21 st -22 nd	Shavuot	No Sessions
Monday	25 th	Legal Holiday	No Sessions

JUNE

Thursday	11 th	Pre1a Graduation	Time TBD
Monday	15 th	8 th Grade Graduation	Time TBD
Friday	19 th	Legal Holiday	No Bus Service

Last Day of School TBA

Regular School Hours:

	Preschool	Elementary
Monday-Thursday	9:00-3:00	8:45-4:15
Friday	9:00-11:25	8:45-12:00

****No NYC Bus Service the following days: 12/24, Presidents week

