



ATERES MIRIAM  
*High School*

**Student Handbook**

Year 2025-2026

## Bais Yaakov Ateres Miriam High School Student Handbook

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### Memo to Parents

Your daughter is an integral part of the essence of Bais Yaakov Ateres Miriam High School. As such, we have carefully designed an enriching program of academics and co-curricular activities tailored to develop her השקפות, מדות, and intellect. We are confident that she will utilize these opportunities and be an active participant in her personal growth in 'עבודת ה'.

### Attendance and Punctuality

Attendance is a vital component to successful learning. Students are expected to make every effort to maintain consistent attendance in all classes. Excused absences should only occur due to illness or exceptional circumstances. Students are responsible for making up any missed class work and/or homework that was assigned during their absence. Appointments, routine medical and dental visits, and any other personal commitments MUST be scheduled outside school hours only and will not be allowed during regular school hours (points from ASP will be reduced unless the appointment is an emergency).

**In the event of any emergency, any appointment scheduled must be accompanied by a doctor's note.**

(Unless it is an emergency- an appointment at the same time of a test, will result in a point deduction on the test) The administration of Bais Yaakov Ateres Miriam high school will be supervising the attendance system.

A parent must contact the school office via email [hsattendance@baisyaakovam.org](mailto:hsattendance@baisyaakovam.org) or phone 718-868-3232 ext. 206 by 9:30 a.m. if a student will be absent that day. If no email or call is received, that absence counts as unexcused- a cut for that school day.

**Please note: For the safety and security of all BYAM HS students:**

**If a student must leave school (due to illness, emergency only dr. appointment, etc.) parents MUST email written permission for their daughter to leave school (e.g. – and if walking home, SPECIFIC written permission for their daughter to do so). No student will be permitted to leave Bais Yaakov Ateres Miriam High School until an email is received; email [hsattendance@baisyaakovam.org](mailto:hsattendance@baisyaakovam.org).**

### Adherence to School Policy/ Rules (ASR Policy)

Rules and guidelines are necessary for the smooth running of any school and to foster an environment that is conducive to maximum learning and growth.

We have established a report card grade that reflects *adherence to school policies*. Any breach in school policies will result in a 2-point deduction from this grade. This includes excessive lateness, failure to wear proper school uniform, and lack of adherence to dress code. This grade is calculated in the student's grade point average and is visible on the student's transcripts.

**Kindly review this important information with your daughter, to familiarize her with the process.**

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### **Absences due to personal need:**

- There may be occasions over the course of the year where a student or her parents feel an absence is needed. Students will be permitted 4 personal absence days (or 8 "half days") without penalty. **Prior to taking a personal day (2-3 days before), students (not parents) must verbally discuss with Mrs. Sokoloff or Mrs. Schwartz indicating the date which the student plans to use as a personal day. Personal days requested on that day will not be honored.**
- Personal days cannot be requested (understandably) the day of a test or quiz. If this however is done (e.g. - A student tells u she took the personal day after the fact), the student will fail the test\ quiz missed and lose ASP points.
- Personal days **are not** permitted during midterms, finals, or the day preceding or following them. Any missed midterm/final will not be rescheduled and may result in failure in that exam.
- Personal days cannot be accumulated and used successively for vacations/trips when school is in session.
- An absence on a school day which ends early (i.e., Fridays, fast days) counts as a full day missed, and will be counted towards loss of personal days.
- An absence the day before midwinter break/טובים ימים or after is not permitted. In event of illness, a note must be presented. In any other case, **SUCH AN ABSENCE WILL RESULT IN A 10 POINT REDUCTION IN ASP.**
- Each day in excess of the allotted 5 days will result in a deduction of 5 points to the ASR grade of the term.
- Students who do not use their allotted personal days will be awarded a 2 point per day bonus. The bonus points can be applied (in two-point increments) to the final exams.
- **There are no ½ personal days permitted on the day of a test.**
- **A student who is late to school, after 9:30 a.m., on the day of a test may not take the test. The test must be taken the following Friday (make up day). Note:** The test is taken during davening 8:30 – 9:05 a.m.
- Please be aware: More than one student per grade requesting a personal day will be subject to administrative scrutiny.  
Best advice: Avoid!
- Trips during school time: Unless it is a family שמחה (which needs to be discussed prior with Mrs. Sokoloff) we strongly discourage trips during school time (even to ישראל). Please plan accordingly.

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### Absence due to illness:

- In the event of absence due to illness, a call or email from a parent must be sent by 9:30 to email [hsattendance@baisyaakovam.org](mailto:hsattendance@baisyaakovam.org). If no email or call is received by 9:30, it is unexcused.
- In the event that a student does not feel well and must leave school early, she must report to the office **before** calling home. Students will not be permitted to leave school premises without email or written communication between a parent and the office after which she must sign out.

### School Mandated Absences:

- A student who must miss class due to a meeting with a teacher or for co-curricular purposes must receive permission from Mrs. Schwartz **AND** obtain an excused note, which must be presented to the teacher whose class she is missing. This must be done before the start of the period.
- Failure to follow this procedure will result in an unexcused absence which is the equivalent of a  $\frac{1}{2}$  a personal day.

### Loss of Personal Days/Points on ASP Grade:

- Not adhering to dress code 3 times per term
- "Cuts" (i.e., not showing up to class at all; leaving class for an extended period of time; an absence without parental approval).
- Behavioral issues at the discretion of Mrs. Sokoloff/ Mrs. Schwartz
- Leaving the high school floor and leaving the school building without permission.
- Excessive lateness due to davening or class

### Punctuality:

- Punctuality reflects an attitude of responsibility and respect on the part of a student
- The school day begins at 8:30 and ends at 4:38 on Monday through Thursday and at 11:55 on Friday.
- Students who come late to school **must receive a Late Note from the office** before entering class. If the absence is deemed excused, student will receive a "excused note" to present to teacher. If the absence is deemed unexcused, student will receive a "unexcused note" to give to teacher. These unexcused absences are duly noted in our computer system
- **The first three** incidents of unexcused lateness to class will equal; one missed personal day. Following that, any two lateness incidents will result in a missed personal day. Please note: In the event that recorded lateness are deemed excessive, ASP points will be deducted, regardless of a student's remaining personal days.
- Use of office phone: The office phones are designated for school staff usage only. If (during lunch or recess only) a student must place a call, the student can only do so with explicit permission from an office staff member, and conversations must be kept to a minimum.

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### Driving (Grade 11 & 12 only)

Some of you will receive your driver's licenses during the school year. Here are a few school policies in regards to driving.

- As the parking situation in/around the area of BYAM is not the best, we advise students against bringing a car to school **at all**.
- Any few spots that are available within the block of our school building should be left for staff members only.
- Should the situation arise where parents feel the student must have a car, prior permission (in writing, email)
  - Must have had from Mrs. Sokoloff
  - Students must park a few blocks from 111 Irving Place.
  - Permission to drive other students to and from school will not be given.

### Cell Phones/ Technology

An important goal here at Bais Yaakov Ateres Miriam High School is to create an atmosphere of קדושה and personal growth. In order to foster and enhance that, it is vital that students not be distracted by devices and practices that may contradict that קדושה and personal growth. Therefore, our technology policy is aimed at enhancing students' academic, social, emotional, and spiritual development.

#### **Technology:**

Students may not avail themselves of social media at any time (such as, but not limited to Instagram, WhatsApp, Tik-Tok). Parents are required to ensure that there is an adequate filter on any computer or laptop at home and to limit their child's online use as well.

#### **Cell Phone policy:**

If parents deem it absolutely necessary for their daughter to own a cell phone, please adhere to the following guidelines:

- **No student may own a smart phone.**
- A "flip phone" with only talk or text is permitted, if absolutely necessary.
- "CAT" phones must be filtered and proof submitted to the office
- Phones must be submitted to school office **BEFORE שחרית** immediately when entering the school building and can be retrieved only when leaving for the day.
- Phones are never permitted during any school activities (play practice, TON functions, trips etc.).
- **IF A STUDENT DOES NOT TURN IN HER PHONE OR IS FOUND TO BE IN POSSESSION OF A PHONE WITH INTERNET CAPABILITY DURING THE ABOVE TIMES THE SCHOOL MAINTAINS THE RIGHT TO DISMISS SAID STUDENT FROM THE SCHOOL.**

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Please note: Parents are our partners in the goal of educating and imbuing our students with **קדושת ישראל**. It is therefore crucial that we enlist your help in maintaining the above policies.

### Security and General Rules in High School Building

As of Fall 2025 our high school will be located at 111 Irving Place, Woodmere

#### **Important to Note the Following:**

- Unless given specific permission from Mrs. Sokoloff or Mrs. Schwartz, all students have specific use of indoors/ outdoors areas, to be discussed at orientation.
- We will be updating you at orientation **א"ה** as to any changes in the above (i.e.- Permission to go Gourmet Glatt.
- There will be a separate entrance and exit for H.S. only; no students can enter or exit from any other door.
- There will be ample classrooms, lockers, and a multipurpose room- all for high school use only, on floors 1-2-3.

### Entertainment, Vacation Time

Lessons and standards taught in school should ideally be carried over even during "off" times. Please maintain davening time to bring home the lesson that we use our own time to make choices which make **הק"ב** proud. Entertainment and vacation choices, too, must be made with innate **קדושה** in mind. Manner of dress, too, should be in consonance with **צניות** standards when out of school to achieve a holistic approach to **ה' עבודת**.

### Tefilla

The bell for **תפילה** rings at 8:30 at which point attendance is taken. It is imperative (if you carpool to school) that the carpool arrives by 8:25 at the very latest. Students must be seated in their assigned seats in the multi-purpose room order to be marked present. No student will be permitted to leave the davening room before 8:45. Should a student's bus arrive late, said student must inform the office before entering the davening room.

### Missed Tests

Exams which are missed due to illness or special circumstances must be taken **during שחרית (student must daven at home)** on the first Friday following the student's return to school. Exams taken after this point will result in a 10-point penalty. It is a student's responsibility to verify that the teacher has filed a makeup test with the office.

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#### School Uniform/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. A Bas Yisroel must always conduct herself with a degree of dignity, which should be reflected not only in her general conduct, but also in her style of dress in and out of school.

- Our Bais Yaakov Ateres Miriam High School uniform includes choices for blouses, black long pleated skirts, sweatshirt, and V-neck sweater.
- **Uniforms are available at BY Styles; 11-33 Beach 9<sup>th</sup> Street, Far Rockaway NY, 11692 or on their website BYStyles.com.**
- Only uniform blouses, sweaters, sweatshirts, and long black pleated uniform skirts (to the ankle) may be worn in school and to school functions.
- ONLY uniform sweaters or sweatshirts are to be worn in school. No other jackets (denim etc.) or sweatshirts are to be worn in school.
- A uniform shirt MUST be worn under the sweater and sweatshirt.
- If a student wishes, a white shell covering the collar bone may be worn under the blouse.
- Additionally, a snap may be added under the top button if necessary.
- **No makeup or nail polish may be worn.**
- No slipper-like shoes may be worn.
- Solid knee socks or tights (black, grey, navy) must be worn (no short socks). No patterned knee socks.
- **Wearing leggings is not permitted.**
- Sweatshirt hoods or hats cannot be worn in school.
- **Hair is to be worn tied back in a pony every day.**
- It is highly recommended that sneakers & high-tops are to be worn for gym only.

#### **ראש חדש Dress Code:**

On ראש חדש, students are permitted to wear a white, collared button-down blouse (which is available at BY Styles). A crew neck or V-neck sweater (not a turtleneck) may be worn as well. The sweater/top must not have lettering/logo on it and not be denim and cannot be "another" sweatshirt. The uniform skirt must be worn. Hair is to be worn as usual in a pony.

**Note:** BYAM H.S. students reflect our school even when school is not in session. Keep in mind, adherence to halachic guidelines of צניעות; covered collarbone and elbows, skirts below the knee, wearing of knee socks/tights.

Thank you!

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**Torah Education is a partnership between parents and the school. The communication of צניעות standards will be done in the most respectful manner possible. In return, we expect parents to ensure that their daughter complies with the above-mentioned dress code in and out of school.**

### Wishes to our students for the Coming Year...

It is our תפילה that your years here in Bais Yaakov Ateres Miriam High School will be most gratifying and fulfilling. We anticipate that the strides you will make in areas of spiritual and scholastic achievement will bring immense satisfaction to you, to your parents, and above all, to the עולם של רבוננו. We are privileged to contribute to that goal.  
Best wishes for a wonderful year אי"ה.