



Bais Yaakov School for Girls

Rabbi Benjamin Steinberg Middle School

PARENT MANUAL

2021-2022

תשפ"ב



Dear Parents,

We are looking forward to working with you so that the upcoming school year is a most productive one for your child. Through mutual cooperation and understanding, the school and home can work together to help your daughter do her best. **Together** we can make a difference!!

Our role at Bais Yaakov is not just to **educate** but also to **cultivate**. We seek to mold each child with a positive self-image so that the seeds of learning will be sown on fertile soil. Rabbi Samson Raphael Hirsch writes:

“The emergence of a unique human personality that has not been smothered, but has been encouraged to unfold on its own, within the framework of prudent restraint, represents the greatest triumph any educator can hope to achieve.”

Our mission at the Rabbi Benjamin Steinberg Middle School is to serve that “confidence building” link between elementary and high school so that each student grows academically, emotionally and spiritually.

Dovid Hamelech writes in *Tehillim* (קכ"ז:ד):

“Like an arrow in the hand of a warrior, so are the children of youth.”

Dovid Hamelech is teaching us, in this simple metaphor, two critical lessons relating to child-rearing.

The first lesson is that **children, like arrows, need direction**. An archer needs to focus his attention on the task at hand in order to hit his mark. Without this concerted effort, he cannot succeed. Likewise, parents need to be cognizant that their primary role is to conscientiously guide their children. This includes fostering healthy relationships, encouraging sound work habits and consistently modeling absolute Torah values in attitudes, dress and deeds.

The second lesson is the **children need to be protected**. Despite all the efforts and skill of the marksman he will have a difficult time succeeding if the outside wind does not support his efforts. If there are climatic factors which interfere with his endeavors, the archer’s goal will be compromised. Our children – our arrows – cannot reach their target if there are “winds” blowing in our homes, or in our school, which are antithetical to Torah values. It is incumbent upon us to be vigilant in guaranteeing that our homes are safe and sheltered from the decadent messages sent by the outside media. This includes the internet, social media, movies and printed materials. Bais Yaakov can only hope to fulfill its mission of inspiring and building Bnos Yisroel in an environment that is filled with *kedusha* and *yiras shamayim* and consistent with our sacred Torah values.

Please read the Parent Handbook carefully. We believe that the greater interest you take in your daughter’s *chinuch*, the greater the Siyata D’Shmaya we will all have in her *chinuch*.

With best wishes for a wonderful school year.

The Bais Yaakov Middle School Administration

COMMUNICATION WITH TEACHERS

- Our teachers are highly qualified, with Seminary and/or College degrees, and are extremely sensitive to the academic and emotional needs of our students. We encourage you to initiate and maintain contact with your child's teachers directly by calling the Middle School office and leaving a message. Teachers will also contact you directly when the need arises.
- If your child has any issue, encourage her to speak to her teacher directly. This alone will aid in the process of her maturation.
- When there is a problem that cannot be resolved by speaking directly with the teacher, please feel free to be in touch with the grade counselor/coordinator of students or principals.

GRADE COUNSELORS

- Every grade in the Middle School has a Grade Counselor/Coordinator of Students who monitors the social and educational well-being of the students in that grade, as follows:

5 th and 6 th Grade:	Mrs. Tzivi Stern
7 th Grade:	Mrs. Devora Polsky
8 th Grade:	Mrs. Raizy Kulik
- Grade Counselors meet with individual students and support them with any issues that may come up. Grade Counselors also oversee the test calendar to assure that tests are scheduled in the best manner possible.

PARENT TEACHER MEETINGS

- There are two Parent Teacher Conferences scheduled, one in November and one in February. You are strongly encouraged to attend these meetings, not only as a means of monitoring your child's progress, but also as a way of showing your daughter that you are interested in her and that you care about her school work!

REPORT CARDS

- Report cards are issued three times a year, at the end of each trimester (December, March and June).

DRESS

- We firmly believe that the way a student dresses in school affects not only her attitude toward her studies but also impacts the dignified, *Tznius*-sensitive atmosphere of the school.
- The Bais Yaakov Middle School uniform consists of:
 1. A choice of 3 Blouses: Gray and white striped, blue and white striped or solid light blue
5th & 6th graders may also wear the Elementary School light blue blouse or light blue or dark blue polo shirts.
 2. A choice of 2 skirts: Navy blue pleated and gray pleated
 3. Bais Yaakov Velour hoodie or warmer sweatshirt third piece for added warmth available through the PTA or on the Lands' End website.
- Below are the guidelines:
 1. All blouses must be buttoned appropriately. Only blouses that are hemmed straight across the bottom may be worn untucked. Blouses with shirt tails must be tucked in.
 2. No shirts may be seen from underneath the uniform blouse (this includes all t-shirts and undershirts regardless of color).

3. The BY velour hoodie and the thicker hooded sweatshirt are the only third pieces that are allowed to be worn in school. These can be purchased through the PTA or the Lands' End website and you will be receiving further information from them.
 4. Knee socks that reach the knee must be worn throughout school. Knee socks with letters or words, even as part of the pattern, may not be worn. Tights may be worn but sheer stockings or leggings are not acceptable.
 5. Nail polish- only pale pink, beige and clear colors are allowed.
 6. No open back shoes such as Crocs are allowed. Ugg slippers, wheelies or heelies may also not be worn in school.
 7. Proper sneakers must be worn for Gym and Exercise classes. They must lace and tie.
 8. Skirts must easily cover the student's knees at all times, whether sitting, standing, or walking. A length of at least 3" below the bottom of the knee, both in front and back, is necessary to accomplish this. Skirt lengths which look questionable are unacceptable.
- It is very important to adhere to these guidelines. It is uncomfortable for us, and embarrassing for you, when an administrator has to tell you that your uniform is not in order. A student who does not follow the above requirements may receive a lunch detention and will only return to class after she corrects her dress to conform to the required guidelines.

CELL PHONES, ELECTRONIC DEVICES AND FLASH DRIVES

- Student are not to bring cell phones or any other electronic devices to school (e.g. gaming devices, smartwatches or any other computer device).
- The office phone is available for incoming or outgoing calls at appropriate times.
- Parents who feel that there are extenuating circumstances must speak with one of the principals in advance.
- Any cell phone or electric device which is brought to school without permission will be confiscated and returned to the parents after they meet with a principal.
- Any flash-drive brought to school for class assignments may only contain educational information required for schoolwork and must be free of any other content.
- Cameras that do not have wifi/internet capabilities and cannot be used as a phone, or for texting or emailing, are allowed.

ATTENDANCE

- Daily attendance in school is an absolute necessity for educational success. If there are extenuating circumstances, an administrator should be notified before the absence as this will help facilitate your daughter's success. This applies to any planned extended absence due to *smachos*, family vacations and health/medical circumstances.
- After any absence, your daughter is required to present a parental note of explanation to each of her teachers. Teachers are instructed to not allow students into class without a note, she will be sent to the office so that her parents can be contacted to explain her absence. The office then gives the student a note to be presented to her teachers. Please ensure that your daughter has an appropriate parental note after any absence so that she does not miss class time unnecessarily.

MORNING DROP OFF

- 5th & 6th graders must be dropped off in **front** of the original Middle School Building.

- 7th & 8th graders must be dropped off in front of the Mrs. Laure Gutman Building, in back of the Middle School.
- A carpool that has students from both groups, may be dropped off in front of either building.
- To ensure the safety of the students, stop your car alongside the curb in front of the building before letting students out. Do not allow students to exit your car in the middle of the roadway.
- It is very important for your daughter to arrive on time to school each morning. Arriving by 8:20 AM allows ample time to get books and supplies and be fully prepared and in the classroom by 8:30 AM. Students should not be dropped off before 8:10 AM.

AFTERNOON PICKUP

- Afternoon pickup for all grades is in the parking lot by the Mrs. Laure Gutman Building in the back of the Middle School
- Find your designated numbered parking spot and wait for the students to cross safely to your car.
- **Every carpool must have a carpool parking spot.** If you do not have an assigned carpool parking spot, please contact the Middle School office. Do not pick up your carpool along the curb, or in front of the original Middle School building (unless you received specific instructions from the Middle School to do so).
- Please pick up your daughter punctually. Supervision is only available for ten minutes after dismissal time. A late arrival will affect other people's schedule. Please be considerate.

DRIVING ON CAMPUS

While driving on our Bais Yaakov campus, please ensure everyone's safety:

- **Do not use your cell phone!** (This cannot be emphasized enough. It is a matter of *pikuach nefesh!*)
- Do not drive faster than 10 MPH at all times.
- Stop at all stop signs.
- Watch out for the security guards that are on the road. The security guards are instructed by their company to file a police report against any driver who compromises their safety.
- When leaving the campus and making a left turn onto Smith Ave., make sure to yield the right-of-way to those making a right turn out of the Hopkins campus (directly across the street).

BUS SERVICE

- The MTA bus drops off and picks up students from the front of the original Middle School building.
- The fare for a bus ticket is \$1.40
- Bus passes can be purchased by contacting:

Mrs. Sara Feigenbaum (410)585-4115	Mrs. Fayge Hackerman (410)299-5981
	Mrs. Atara Berman (347)642-2245
- Alternatively, you may order bus passes online at <http://agudathisrael-md.org/mta>
- The bus route map is also available at <http://agudathisrael-md.org/mta> or by contacting the Middle School office.

WALKING TO AND FROM SCHOOL

- Please note that there are serious safety concerns with students walking to and from Bais Yaakov. On Smith Ave. between Pimlico Road and Bais Yaakov, there are gaps in the sidewalk on both sides of the street, no crosswalks, and cars traveling at high speeds around curves with limited visibility. **We strongly discourage you from allowing your daughter to walk to and from school.**

PROCEDURE FOR LEAVING SCHOOL EARLY

- You must inform the school, either with a note or a phone call, that your daughter will be leaving school early. A student may not simply sign herself out when she needs to leave early.
- If you did not know in advance that your daughter will need to be picked up early, please call the call the office as early in the school day as possible. The office will inform your daughter that she will be leaving early.
- In order to leave school early, your daughter must obtain a complete Exit Pass from the office. The office will not issue an Exit Pass without receiving notification from the parents.
- For everyone's safety and well-being it is most important that a student never leave school without an Exit Pass. Leaving school during school hours without an Exit Pass can compromise the safety of our students, staff and emergency personnel. Any student who does so may be suspended from school.

DAVENING

- 5th & 6th graders will be *davening* ברכות השחר in school each morning, as they have done in the past.
- 7th & 8th graders begin their day with learning *Torah* and do not *daven* until after their first period. Consequently, each student needs to take a few minutes at home to recite ברכות השחר. Establishing this routine at home is important not only due to practical considerations, but it is also excellent training for your daughter to get into the habit of making *davening* part of her morning routine.

MINCHA

- *Mincha* is a very special and powerful *tefillah*. 7th & 8th graders are encouraged to dedicate five minutes of break time to *daven Mincha* and communicate appreciation to Hashem.
- 6th Grade will be invited to join the *mincha* program midyear.

PEANUT AND TREE NUT FREE

- Please note that the Middle School Buildings are **Peanut and Tree Nut Free.** This is an extremely serious matter, as not following the guidelines below can be extremely dangerous to the students who are severely allergic to peanuts/tree nuts.
- Do not send any lunches or snacks to school that:
 - Contain peanuts or tree nuts
 - Have peanuts or tree nuts listed in the ingredients
 - Are labeled "may contain peanuts" or "may contain tree nuts"
 - Are produced on equipment that processes peanuts
 - Are produced in peanut facilities
- You may send snacks that are labeled "produced in a facility which may contain traces of nuts".

LUNCH

- On **Monday through Thursday**, lunch will be provided to all students in the Middle School for the 2021-2022 school year.
- On **Fridays**, the Middle School does not have a lunch break for 6th, 7th or 8th grade. We strongly recommend your bring a substantial snack to eat midmorning. **5th Grade will have a lunch break on Friday.** Please send in a lunch for your daughter.
- Hot Water urns and microwaves will be available for 7th and 8th grade students in the Auditorium. Hot water may not be collected from the teacher's rooms or the office. Hot water is not available in school for 5th and 6th grade students.
- Appliances (sandwiches makers, waffle irons, crockpots, etc) are not allowed in school.

SLURPEES

- Do not bring or send slurpees to school. We appreciate your cooperation in this matter.

TRACKING

- Math classes consist of 3 different levels, low, middle, and high. The decision to place students in the appropriate math class is based upon a number of factors including, previous report card grades, math placement tests, standardized test scores, and recommendation from the previous math teacher.
- In 6th grade, we also have a Remedial English class for students who would benefit from a smaller class size. It is taught at a slower pace with more direct instruction and is focused more on essential reading and writing skills. Depending on the year, 7th and 8th grades can also have a Remedial English Class.
- In 7th and 8th grades, *Ivrit* and Science are also tracked.

MINORS CLASSES/ SPECIALS

- In 5th grade, students will have one period of Gym each week in the morning and one period of computers each week in the afternoon.
- In 6th-8th grades, one period each afternoon is designated as a "Minors" class. In 6th grade, Minors include Gym, Computers, Exercise, Art, Book club, and Writers Workshop. In 7th grade, the Minors include Gym, Computers, Exercise, Drama, Book Club, and Health. In 8th grade, the Minors include Gym, Computers, Exercise, Art, Book Club, Home Economics, and Cooking.
- The library will be open every day during lunch and breaks for students to check out books.

GYM/EXERCISE CLASS

- Sneakers that lace, tie and have a closed back, must be worn for Gym and Exercise classes. The sole of the sneaker may be of any color.
- A parental note excusing a student from Gym or Exercise class for medical reasons will be honored for one week. A doctor's note is required for the student to be excused from subsequent classes.

MISSED TESTS

5th Grade:

- If your daughter is absent on the day of a test, her teacher will instruct her how to make up the missed test.

6th, 7th & 8th Grade:

- If your daughter is absent on the day of the test, she will need to arrange with her teacher to take a "Late Test". "Late Tests" are administered on Monday through Thursday during lunch. A designated proctor (not necessarily the teacher who teaches that subject) oversees the "Late Test".
- If, due to extenuating circumstances, your daughter was unable to study for a scheduled test, you may write a note to her teacher requesting that she be given permission to take a "Late Test". Without a parental note, your daughter will be required to take the test on the scheduled date.

SCHOOL ATMOSPHERE

- We have high expectations for each student at Bais Yaakov Middle School to act with *Derech Eretz* and display *Middos Tovos* including honesty, responsibility and *tznius* at all times.
- In order to maintain a safe and healthy school atmosphere, "red-line" behaviors will not be tolerated and may result in immediate suspension. These behaviors include *nivul peh* (foul language), gross disrespect, vandalism, extreme physical aggression, cutting class, hiding from a teacher or administrator, not reporting to the office when sent, and leaving school premises without an exit pass.

LOST & FOUND

- Please label all sweatshirts, textbooks, notebooks and personal items so that they can be returned if found.
- Unreturned school issued *seforim* and textbooks must be paid for at the end of the year.

GOOD STUDY HABITS

- Effective study skills help students learn better. Below are some guidelines that will be shared with your daughter in the Student Manual. Please assist your daughter in developing a good "home-work" routine.
 1. Form a "time and place" habit by studying your lessons in the same place and at the same time every day. Make a schedule and stick to it. Make your homework part of your daily routine.
 2. Write down all of your assignments in the *Daily Assignment Book*. Make sure you understand the assignment before doing it.
 3. Have proper conditions conducive to study: a quiet room with good lighting and comfortable furniture. Avoid distractions.
 4. Do your reading first and your written work later. Reading requires greater concentration, when the mind is less fatigued.
 5. Tackle your hardest subject first and get that out of the way before the easier ones.
 6. When studying material, read it once to get the main ideas. Then reread it carefully

for details.

7. Have a good dictionary and make use of it.
8. Do not spend too much time on one subject and neglect the other studies. Apportion the available time among all your subjects.
10. A long-range assignment should be done gradually, over the period of time allotted. Do not put it off until the last day or even the last week.

5th Grade

Monday-Thursday	
Reminder Bell	8:25
Limudei Kodesh	8:30-10:15
Recess	10:20-10:32
Reminder Bell	10:27
Limudei Kodesh	10:32-11:56
Lunch	11:56-12:15
Lunch Recess	12:15-12:37
Reminder Bell	12:32
1 st Chol Period	12:37-1:17
2 nd Chol Period	1:22-2:04
Recess	2:04-2:24
3 rd Chol Period	2:24-3:06
4 th Chol Period	3:11-3:53
After School Program	3:55-4:37

Kodesh Friday	
Reminder Bell	8:25
Davening in classrooms	8:30-9:00
1 st Period	9:00-9:45
2 nd Period	9:45-10:30
Assembly	10:30-11:00
Lunch	11:00-11:15
Recess	11:15-11:30
3 rd Period	11:30-12:15
4 th Period	12:15-1:00

Chol Friday	
Reminder Bell	8:25
Davening in Multi-Purpose Room	8:30-9:10
1 st Period	9:15-10:00
2 nd Period	10:05-10:50
Recess	10:50-11:05
Lunch	11:05-11:25
3 rd Chol Period	11:33
4 th Period	11:25-12:10
5 th Period	12:15-1:00

6th Grade

Monday-Thursday	
Reminder Bell	8:25
1 st Period	8:30-9:10
Davening	9:10-9:35
2 nd Period	9:39-10:20
Reces	10:20-10:32
Reminder Bell	10:27
3 rd Period	10:32-11:12
4 th Period	11:16-11:56
Lunch	11:56-12:15
Lunch Recess	12:15-12:37
Reminder Bell	12:32
5 th Period	12:37-1:19
6 th Period	1:23-2:05
7 th Period	2:09-2:51
Mincha Break	2:51-3:09
Reminder Bell	3:04
8 th Period	3:09-3:51
9 th Period	3:55-4:37

Kodesh Friday	
Reminder Bell	8:25
Davening in Classrooms	8:30-9:00
1 st Period	9:00-9:45
2 nd Period	9:45-10:30
Assembly	10:30-11:00
Recess	11:00-11:25
Reminder Bell	11:20
3 rd Period	11:25-12:10
4 th Period	12:15-1:00

Chol Friday	
Reminder Bell	8:25
Davening in Multi-purpose Room	8:30-9:10
1 st Chol Period	9:13-9:52
2 nd Chol Period	9:56-10:35
3 rd Chol Period	10:39-11:18
Recess	11:18-11:38
Reminder Bell	11:33
4 th Chol Period	11:38-12:17
5 th Chol Period	12:21-1:00

7th – 8th Grades

Monday-Thursday	
Reminder Bell	8:25
1 st Period	8:30-9:10
Davening	9:10-9:35
2 nd Period	9:39-10:20
Break	10:20-10:32
Reminder Bell	10:27
3 rd Period	10:32-11:12
4 th Period	11:16-11:56
Lunch	11:56-12:37
Reminder Bell	12:32
5 th Period	12:37-1:19
6 th Period	1:23-2:05
7 th Period	2:09-2:51
Mincha Break	2:51-3:09
Reminder Bell	3:04
8 th Period	3:09-3:51
9 th Period	3:55-4:37

Kodesh Friday	
Reminder Bell	8:25
Davening	8:30-9:16
1 st Period	9:20-10:08
2 nd Period	10:12 – 11:00
Break	11:00-11:20
Reminder Bell	11:15
3 rd Period	11:20-12:08
4 th Period	12:12-1:00

Chol Friday	
Reminder Bell	8:25
Davening	8:30-9:09
1 st Chol Period	9:13-9:52
2 nd Chol Period	9:56-10:35
3 rd Chol Period	10:39-11:18
Break	11:18-11:38
Reminder Bell	11:33
4 th Chol Period	11:38-12:17
5 th Chol Period	12:21-1:00

Friday Schedule
School Year 2021-2022

Torah Studies

September 3, 2021

September 17, 2021

October 8, 2021

October 22, 2021

November 5, 2021

November 19, 2021

December 17, 2021

December 31, 2021

January 21, 2022

February 4, 2022

February 25, 2022

March 11, 2022

April 1, 2022

April 29, 2022

May 13, 2022

May 27, 2022

June 17, 2022

General Studies

September 10, 2021

October 1, 2021

October 15, 2021

October 29, 2021

November 12, 2021

December 10, 2021

December 24, 2021

January 14, 2022

January 28, 2022

February 18, 2022

March 4, 2022

March 25, 2022

April 8, 2022

May 6, 2022

May 20, 2022

June 10, 2022