

MA'AYANOT

YESHIVA HIGH SCHOOL FOR GIRLS



STUDENT-PARENT HANDBOOK

*“Drink waters out of your own cisterns and running waters out of your own wells.
Your springs will spread outwards, streams of water in the thoroughfares.”
Proverbs 5:15-16*

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Part I - Academics

Ma'ayanot is dedicated to helping students develop the skills and habits of mind for lifelong learning. We offer a four-year college-preparatory program that requires the successful completion of the following subjects:

Judaic Studies

- Four years of *Tanakh*, Talmud, and *Halakha* in a *beit midrash* setting
- Three years of Hebrew language and literature
- Two years of Jewish History/Jewish Philosophy
- Elective courses and advanced seminars

General Studies

- Four years of Literature and English Language
- Four years of History/Social Studies
- Three years of Mathematics
- Three years of Science, including Biology, Chemistry, and Physics
- Two years of STEAM coursework, integrating Science, Technology, Engineering, Arts, and Mathematics in an interdisciplinary setting
- Three years of Hebrew language and literature to meet state requirements. A second foreign language is offered as an elective.
- Art, Health and Physical Education
- Advanced Placement (AP) and/or elective courses

The following courses are tracked throughout high school: Math, Science, Hebrew Language, Tanakh, and Talmud. English, History, and Halakha classes are tracked in tenth, eleventh, and twelfth grades. Honors designations for the highest tracks (Level I) and Accelerated for Level II are noted on the report card and transcript.

Following is a preview of what students will have the opportunity to learn at Ma'ayanot:

לימודי קודש

Tanakh

In *Tanakh* classes, students develop their ability to read, understand, and analyze *peshat* and *parshanut*. They often work in *chavruta* to develop their textual and analytical skills. Each year, at Ma'ayanot, students learn many important *yediot klalot* and become familiar with classical and modern *mefarshim*.

By graduation, a Ma'ayanot student can expect to be comfortable reading any Biblical text, analyzing it, understanding the reasoning behind the differing interpretations of several *mefarshim*, and appreciating the beauty and moral values of the Torah.

Students at Ma'ayanot study the following *sefarim* in Tanakh:

9th grade: *Bereishit* and *Melakhim*

10th grade: *Shemot* and *Yeshayahu*

11th grade: *Bamidbar* and *Yirmiyahu*

12th grade: *Devarim*, *Parshat Bereishit*, and sections of *Neviim* and *Ketuvim* relating to *Shivat Zion*

Talmud

In Talmud classes, students focus on developing their ability to decipher the language and complex logical structure of the *Gemara* and the *halakhic* system. They often work in *chavruta* to develop reading and analytical skills. Students delve deeply into the fascinating concepts of many important areas of Jewish law, study *yediot klaliot* that emerge from the *masekhet* they are learning, and master key *Talmudic* terminology.

By graduation, a Ma'ayanot student can expect to be comfortable unlocking a *sugya* on her own, understanding its basic terminology and analyzing its logical structure and *halakhic* concepts. Students who really love learning *Gemara* can choose to take the “seminar *shiur*” in twelfth grade, where they delve deeply into *Rishonim* and *Aharonim* and even learn an entire *masekhet*!

Students at Ma'ayanot study the following *masekhtot*:

9th grade: *Masekhet Berakhot*

10th grade: *Masekhet Makkot*

11th grade: *Masekhet Sanhedrin*

12th grade: *Masekhet Kiddushin*

Halakha

Students at Ma'ayanot study Halakha during all four years of high school. In ninth grade, the study of Halakha is integrated into the Talmud curriculum, while Halakha is a separate class in tenth, eleventh, and twelfth grades. In *Halakha* classes, students learn important areas of practical *Halakha* including *Kashrut*, *Tefilla*, *Shabbat*, and *halakhot* related especially to women. The goal of the *Halakha* curriculum is to help Ma'ayanot students understand basic concepts of practical *Halakha* in important areas of life in order to enhance their observance of *Halakha*.

Hebrew Language and Literature

In Hebrew language classes, students study Hebrew language, grammar and literature from ancient to modern times. The goal of the Hebrew language and literature curriculum is to help Ma'ayanot students gain fluency in the Hebrew language, understand the culture of modern Israel, and appreciate our rich literary heritage.

Students are required to take Hebrew in the 9th, 10th and 11th grades. In senior year, elective offerings include an advanced *Ulpan* and a *Behina Yerushalmit* class for which a student can earn college credits.

Jewish History

Freshmen and sophomores have the opportunity to take elective courses in Jewish History. Offerings have included The American Jewish Experience and The Jews of Medieval Ashkenaz and Sefarad. Juniors have a required course of study in Jewish Philosophy (see below). Seniors at Ma'ayanot currently have the opportunity to take an elective course in Modern Israeli History and Israel Advocacy.

Until this year, sophomores have had a required course of study in Modern Jewish History. We are transitioning toward requiring that course for seniors instead, affording it more days per week of study and integrating Modern Israeli History as well. This new senior course will begin in two years, when this year's sophomores are seniors.

Jewish Philosophy

In 11th grade, students study Jewish Philosophy, where they explore fundamental questions about Judaism that can facilitate more thorough engagement in a Jewish life that is both halakhic and personally meaningful. Units include Faith and Reason, The Chosen People, Modern Orthodoxy, and Free Will.

Humanities

English

English classes focus on literary analysis, close reading and effective oral and written communication skills. Students work in groups, participate in class discussions and produce essays and creative projects in which they learn how to use these skills independently. Readings include works of literature, prose, poetry and drama. In addition, students study the rules of English grammar, increase their vocabulary, and write often so that they can learn how to express their thoughts, opinions and feelings through the written word.

In addition to the English Language and Literature requirement in each grade, a variety of English electives are offered, such as Creative Writing and Women in Literature. By graduation, a Ma'ayanot student can expect to be comfortable reading, understanding and competently analyzing a wide array of literature. She will also be able to express her own thoughts cogently, both orally and in writing.

Ma'ayanot offers a Writing Center, to which a student can either be referred or refer herself for personalized writing conferences and workshops.

History

History classes focus on developing critical thinking and research skills in order to better understand and analyze how historical events influence modern times. Students study chronological sequence and analyze cause and effect, current events, map skills, world geography, and primary and secondary historical sources. Each year, students work on research projects or papers.

By graduation, a Ma'ayanot student can expect to feel comfortable understanding and analyzing past and present political events, researching historical issues and writing papers that include a clear thesis and well-reasoned support for that thesis.

Here is a list of the courses offered:

9th grade: World History I

10th grade: World History II

11th grade: American History; AP American History

12th grade: U.S. Government; AP U.S. Government

Math and Science

Math

Math classes focus on developing logical reasoning and problem-solving skills. Students learn mathematical concepts and formulas that help in solving practical problems, and over the course of their years at Ma'ayanot, they master the use of the graphing calculator to facilitate more advanced and complex mathematical analysis.

By graduation, a Ma'ayanot student can expect to feel comfortable solving algebraic and trigonometric equations, formulating geometric proofs and understanding the basic concepts of Calculus.

Here is a basic list of courses offered:

9th grade: Algebra I; Geometry

10th grade: Geometry; Algebra II and Trigonometry

11th grade: Algebra II and Trigonometry; Precalculus

12th grade: Precalculus; AP Calculus AB; AP Calculus BC; AP Statistics; Real-World Finance

Science

Science classes focus on developing knowledge of the basic structure and nature of life, matter, motion, forces and energy. Students often experiment in the laboratory, learning how scientists think and work, developing analytical skills as well as stimulating imagination. Science studies at Ma'ayanot help students appreciate more fully the order and beauty of God's creation.

By graduation, a Ma'ayanot student can expect to feel comfortable applying the abstract concepts she has studied in science to practical experiences in daily life. Students who want to delve deeply into the sciences are encouraged to participate in the Intel, Siemens-Westinghouse or other competitions.

Here is a list of the courses offered:

9th grade: Biology

10th grade: Chemistry

11th grade: Physics; Conceptual Physics; AP Biology; AP Chemistry

12th grade: AP Biology; Physics; AP Physics; Forensics

Ma'ayanot offers a STEAM elective in grades 10-12. Interested students learn how to conduct and write about science research, spend summers as science research interns in laboratory settings, and enter appropriate competitions.

STEAM

In the STEAM Program, students explore the cutting-edge fields of computer programming, engineering, and robotics. The courses integrate science, math, engineering, computer science, and technology content and skills, and emphasize meaningful problem-based learning through hands-on exploration in cooperative groups. Students are provided with a solid foundation in STEAM and are encouraged to delve further into advanced engineering and technology.

Here is a list of the courses offered:

9th grade: Engineering I - Physical Computing

10th grade: Engineering II – Applied Technology

11th grade: Introduction to Coding

12th grade: AP Computer Science

Additional Courses

Physical Education

The goal of the Physical Education curriculum is to encourage fitness and health in a fun environment. In Physical Education courses, students engage in sports designed to encourage cardiovascular fitness and general health.

Physical education classes are required in the 9th, 10th, 11th and 12th grades. In addition, a Basketball and Soccer elective is offered in the 12th grade.

Art

In art classes, students learn about the history and theories of art and explore their own talents for artistic expression. The goal of the art curriculum is to help students appreciate the beauty of artistic works and to find new media with which to express themselves.

Ma'ayanot offers a four-year art curriculum for those who choose it. Electives are offered in each grade, including Studio Art, Multi-Media Art, Advanced Studio Art, and AP Art.

Health

Health is a required course in 10th grade. In Health, students discuss important topics such as nutrition, first-aid, safety, substance abuse, eating disorders, mental health and physical development. The goal of the Health education curriculum is to give students the information they need to ensure their physical and emotional well-being.

Electives

Each year, students and faculty are involved in proposing electives that help students round out their education, explore areas of study they have not yet been exposed to, or deepen their understanding of subjects they already love. The elective menu at Ma'ayanot is exciting and varied and has included such course titles as Music Theory, Psychology, Creative Writing, Israel History and Advocacy, Computer Coding, Talmud and Tanakh Seminars, foreign languages including Spanish and Arabic, and more.

Part II - Student Life

The goal of Student Activities is to help students grow as individuals and as future leaders. This section includes information about the wide array of extra-curricular activities at Ma'ayanot.

Student Government

Student Government, or G.O. as we affectionately call it, is the vehicle by which students can infuse Ma'ayanot with their own sense of excitement and fun. They work with the Director of Student Activities in creating school programs. They are also the representatives of the student body in addressing student concerns.

Officers

President

The President oversees all G.O.-sponsored activities, ensures that all G.O. members are fulfilling their responsibilities, and helps make Ma'ayanot a great place for her fellow students! The position is only open to seniors.

Vice President of Programming

The VP of Programming is the President's right-hand woman and is responsible for all program details. The position is only open to juniors.

Vice President of Publicity

The VP of Publicity is responsible for publicizing all school events including the student newsletter. The position is only open to sophomores and juniors.

Treasurer

The treasurer is responsible for collecting money for events and fundraising activities. The position is open to all students.

Secretary

The secretary must be computer-proficient and creative. She prepares all forms of written communication for the student council. The position is only open to sophomores.

Class Representatives

Each grade has two representatives. They are responsible for communicating their class needs to the G.O., the faculty and the administration.

Committees

Committee involvement enables students to engage in raising awareness about important issues and planning programs that shape school culture. A faculty advisor and a student-led board lead each committee and determine the committee's specific agenda for the year. Each committee

offers opportunities for students to volunteer throughout the year. Here is a sampling of some of our active committees:

***Chesed* Committee**

The Chesed committee plans programs and events that provide the entire student body with the opportunity for helping others. School-wide *Chesed* activities include visits to nursing homes and soup kitchens, packing *Mishloach Manot* for the families of *agunot*, and hosting a *Chanuka* party for developmentally disabled residents of group homes.

Holiday Enhancement Committee

The Holiday Enhancement Committee gets the students excited and prepared for all upcoming holidays. By decorating the school, selling Teshuva-grams, running draydel contests and kumsitzes, this committee helps students get into the spirit!

MYPAC

The goal of MYPAC is to prepare students to take the lead in political activism, thereby becoming effective advocates for Israel. They research current issues relevant to American-Israel relations and publicize them to the student body. They make the students aware of opportunities to go to Washington, such as AIPAC and NORPAC, which demonstrate to our students that they are the future and their voices can be heard. MYPAC members are responsible for disseminating Israel news to their fellow students on a weekly basis.

Remembrance Committee

The Remembrance committee plans the programs that commemorate 9/11, Kristallnacht and Yom HaShoah. This includes decorating the school in order to produce the appropriate atmosphere, creating meaningful ceremonies, and educating the student body about the historical events that are being remembered.

Torah Committee

The Torah committee helps plan and implement all of the exciting extra learning offered around school. The Torah committee publishes *divrei Torah* journals, advertises learning programs, and organizes trips to *shiurim* outside of school.

***Yamim* Committee**

The *Yamim* committee plans the programs that celebrate Yom HaZikaron and Yom HaAtzmaut. This includes decorating the school in order to generate the appropriate atmosphere, creating meaningful ceremonies and educating the student body about the historical events commemorated by these holidays. This committee helps to increase the students' general knowledge of Israel and strengthen their connection to Eretz Yisrael.

Shabbatonim

At the annual school *Shabbaton*, the highlight is spending *Shabbat* together as a whole school. A lively *melaveh malka* with great *ruach* concludes the *Shabbaton*. The *Shabbaton* is one of the most memorable events of the school year.

Each grade has its own *Shabbaton* during second semester that takes place in a host community. The *Shabbaton* offers time for class bonding and developing school spirit.

Sports Teams

At Ma'ayanot we offer many opportunities for students to get involved in competitive sports. We offer the following teams:

- Varsity Basketball
- Junior Varsity Basketball
- Swim
- Varsity Volleyball
- Varsity Volleyball B
- Junior Varsity Volleyball
- Hockey
- Softball
- Tennis
- Track
- Varsity Soccer
- Junior Varsity Soccer

Schedules for tryouts will be shared with the parent and student body. Our sports teams make us proud every year!

Torah Programming

Throughout the school year, programs such as *yemei iyun*, pre-holiday speakers and events, Friday night onegs, *Shabbatonim*, and special Mishmars and *shiurim* enhance religious life at Ma'ayanot. Torah programming and question-and-answer sessions are integrated into *mehanekhet* programs and *limudei kodesh* classes as well.

Competitions

Aside from competitive sports, there are varied opportunities for our students to exercise their competitive spirit. These include Debate Team, *Hidon HaTanakh*, Mock Trial, Model Congress, Model United Nations, Chess Club, Torah Bowl, History Bowl, Science Olympiad, and College Bowl. All of these competitions are great opportunities for learning, having fun and meeting other students from other schools throughout the greater New York area and beyond.

Publications

A student who loves to write should consider becoming a writer or staff member for one of Ma'ayanot's student publications. *The Source*, our student newspaper, reports on school events as well as issues of interest to the student body. *Ma'ayanei Torah* is our holiday *devar Torah*

journal. *Talelei Orot* is our weekly, student-run *devar Torah* publication. *Sambatyon* is the Ma'ayanot literary journal, which showcases student prose, poetry, photography and artwork. *The Stream* is our weekly on-line newsletter that updates readers about school events through word, picture and streaming content. The Senior Class produces a yearbook annually.

Clubs

Ma'ayanot is committed to helping students develop diverse interests and talents. We have designated a club hour each week during the school day on Wednesdays to allow students to get involved in an array of interesting activities. Participation in clubs is mandatory for all freshmen.

Clubs include a variety of academic, athletic, and artistic options. These include academic teams such as Debate, College Bowl, and Mock Trial and a variety of other options such as Chess Team, Drama, Self-Defense, Yoga, and Stock Market Club.

Theater

Every year, Ma'ayanot produces a full-length musical, which takes place in December, and a full-length dramatic production, which takes place in March. Students have the opportunity to audition for either one or both. The whole school attends these productions and the community is invited as well. Our students also produce Heartbeats, an annual show of song and dance that is open to the community and raises funds for *tzedaka*, and takes place in May. These performances are always highlights of the school year.

Guidance

The guidance staff at Ma'ayanot includes psychologists, social workers, Israel guidance counselors, college guidance counselors, *mehankhot*, and Torah guidance faculty. Administration and faculty are also committed to engaging students in free and open dialogue.

A. Guidance Counselors

At Ma'ayanot, a warm, experienced guidance staff is available to our students. The guidance team establishes relationships among guidance counselors, students, parents and, when relevant, outside clinicians. Our professionals work to provide a nurturing, safe context for students to discuss any personal concerns, including peer, family and academic challenges that they may encounter. Guidance counselors make sure to meet with all of their students at least once a semester, so that all students feel comfortable approaching them at any time.

B. College Guidance

The Ma'ayanot College Guidance Department has created a highly personal and effective approach toward college admissions. The counselors view the college process as part of a

student's total Ma'ayanot education, involving personal reflection, independent reasoning and informed decision-making.

Ma'ayanot students over the years have earned the respect of college admissions officers as a result of the quality of their academic preparation, their individuality and their thoughtful, well-written essays. In this supportive environment, students learn to identify their goals and interests, to manage a complex and stressful process, and to make healthy and confident decisions about higher education.

The College Guidance Department at Ma'ayanot is fully committed to providing college guidance to all students, beginning in ninth grade. Beginning in January, the college guidance counselors provide ninth and tenth graders and their parents with relevant, grade-appropriate information regarding the college admissions process. While the formal college guidance process begins in eleventh grade with a series of group and individual meetings and several evening programs for parents and students, college guidance counselors are available for consultation throughout high school.

Every October, tenth and eleventh graders take the PSAT in school. Tenth graders take a practice PSAT/ACT test in school in January. College guidance counselors are available to advise ninth, tenth, and eleventh graders about their elective choices each year, and about the standardized tests they may choose to take.

C. Israel Guidance

The Israel Guidance Department helps students learn about the many different post-high school Israel programs, identify the programs that will help them achieve their goals for their year in Israel, and navigate the application process. During the second semester of eleventh grade, each student is assigned an Israel Guidance Counselor, with whom she will meet frequently throughout the application process. Parents attend some of these meetings and communicate regularly with their daughter's Israel Guidance Counselor.

D. *Mehanekhet*

The *mehanekhet* program, which is dedicated to fostering our students' social, emotional, and religious growth, is an important part of the Ma'ayanot experience. Every student is part of a small *mehanekhet* group, in which students meet every week to discuss "life topics" in a relaxed and comfortable environment with their *mehanekhet* [grade advisor]. This program enables each student to have the time and space to discuss important life issues in a supportive setting, and also provides an opportunity to develop a meaningful relationship with a faculty member outside of the classroom. The *mehanekhet* serves as a trusted adult who is a resource for students whenever they choose to turn to her for support, guidance, advice, and a listening ear.

The educational programming that takes place in *Mehanekhet* is geared to meet the developmental, religious, and emotional needs of our students throughout their years at Ma'ayanot. Programs address topics such as body image, relationships, social transitions, stress

management, decision-making, study skills, health-related issues, depression, anxiety, and many other topics that are important in our students' lives.

Food

Breakfast: After *Tefillah* in the morning, in accordance with the *halakha* that discourages eating before *Tefillah*, students are provided with a breakfast of cereal and milk. On special occasions, such as *Rosh Hodesh* and *Chanuka*, a more festive breakfast is served.

Lunch: An assortment of hot and cold foods is available for purchase through local merchants. Students may also bring lunch from home.

Snacks: Snack and drink machines, in addition to hot water, are available for student use.

Part III – Rules and Regulations

School Hours

The school day begins at 8:00 AM daily, and students should be in school at least five minutes before that time. Dismissal is at 5:15 on Monday, Tuesday, Wednesday, and Thursday. On Friday, dismissal is at 1:00 PM throughout the year.

Tefillah

Tefillah is the special time we set aside each day to communicate with Hashem and to reflect on our relationship with Him. The school day begins with communal *Tefillat Shacharit*. *Mincha* takes place during the first ten minutes of ninth period and is supervised by ninth period teachers. Please bring the *siddurim* you receive at orientation to all *Tefillah* sessions and sit in your *makom kavua*. The faculty and student body are committed to creating and maintaining an environment of devotion and respect for God and man at all times that we pray together.

Tefillah is a central value of our school community, and all students are expected to be on time for *Tefillah* each day and to contribute to an atmosphere of *berov am hadrat melekh*. Each student will receive a grade for *Tefillah* attendance, which will appear on her final transcript. Each student will begin with a grade of 100, which will be lowered in the event of unexcused absences or latenesses. Parents are requested to help maintain a serious *Tefillah* atmosphere by making certain that all carpools arrive early enough for students to be seated in the Beit Knesset when the 8:00 AM bell rings.

We offer a minyan option on Friday mornings, which meets in the MPR. Students may choose to *daven* in the regular *tefillah* or in the *minyan*. Mothers are invited to join us for *tefillah* any day that they choose, and both mothers and fathers are invited to join us on Fridays.

Absence, Early Departure and Lateness

Daily class attendance and attendance at school functions are critical to making the most of a Ma'ayanot experience. Students who are in class consistently benefit from the interaction among

classmates, the questions raised and the opportunity to participate fully in the wonder and challenge of learning.

The following policies are in effect:

A. Steps to Follow in Case of Absence

- When a student plans to be absent for the entire day or any part of the day, a parent must call the office before 8:15 am, indicating the reason for the absence and an awareness of any test to be missed.
- As soon as a family becomes aware of a pre-planned absence for a family event or trip, the administration should be notified.
- If a student misses more than 20 periods of a class over the course of the school year for any reason, whether these absences are excused or unexcused, she will be required to complete a significant project within the given subject area in order to receive credit for the class.

B. Early Departure

- If a student has an appointment during the school day for which she must leave school early, a parent must notify the office before 8:30 am, specifying departure time and reason for the early departure.
- If a student needs to leave unexpectedly during the school day, a parent must contact the office in order to speak to an administrator about the reason for the early departure.
- When a student is picked up during the school day, a parent must come into the building to sign the student out at the security desk. If someone other than a parent is expected to pick up a student during the school day, a parent must notify the main office in advance.

C. Excused and Unexcused Absences

An absence is excused if it is

- Accompanied by a note from a parent
- Accompanied by a note from a guidance counselor or other faculty member for the purpose of arranging an individual meeting with a student
- Due to participation in a school event, such as an academic meet

In the event of an unexcused absence from class, the student's semester grade in that class will be reduced by one grade point.

Parents are required to inform the office of their daughters' excused absences and latenesses on the day that they occur. If a student has an unexcused absence in any class, she and her parents receive an e-mail at the end of that school day to inform them of the absence. If the unexcused absence has been recorded in error, a parent must contact the classroom teacher (**not the office staff**) as soon as possible, and within one week, in order for the student's attendance record to be corrected. After one week's time, no changes will be made.

D. Attendance at School Programs

Co-curricular programs are an essential part of the Ma'ayanot experience, and students are expected to participate in all programs during school hours. In the event that a student has an unexcused absence from a co-curricular program, it will be counted as an unexcused absence in the class during which the program takes place.

Leaving Campus

The school is concerned for student safety at all times. Under most circumstances, students are expected to remain on school grounds during school hours. If students need to leave, please follow the guidelines listed below:

- **Sophomores, Juniors and Seniors** are permitted to leave the school grounds during lunch and free periods. Freshmen are permitted to leave school during lunch beginning second semester.
- Students must sign themselves out and in at the security desk any time that they leave the building, other than during a lunch period.
- Students may not leave school during Club Hour on Wednesdays, as that period is meant to be devoted to participation in clubs or to meetings with teachers.
- **Cars:** Students who drive to school must submit their license numbers to the office. They will receive a student parking permit which must be placed in full view any time the car is parked on school property.

Teacher Absence

In the event of a teacher absence, students should report to the classroom, where attendance will be taken and further instructions will be given.

Tests, Quizzes, Projects

Tests and other forms of assessment are important educational means of helping students review and evaluate what they have learned and organize the content of a course in a meaningful way.

A. Guidelines

- Students will be informed by their teacher of any test or major project/paper, a week in advance of the due date. Tests and projects will also be posted on the test calendar.
- Students may have up to two tests on Mondays and one test on Tuesdays-Fridays. They may also have up to one quiz on Mondays and two quizzes on Tuesdays-Fridays. Tests in AP courses may be scheduled on any day, in addition to other tests, with the provision that no student will have to take three tests on a Monday.
- Any written work of more than two pages in length will be considered a “paper” and will be subject to the above rules.
- Quizzes may not assess more than three days’ worth of material covered **in class**, and they must be designed to require no more than 15 minutes to complete.
- With rare exceptions, no tests will be scheduled for fast days or on days following *yamim tovim*, long vacations and major school functions.
- All assessments (tests, papers, essays, projects, and quizzes) should be returned to students within two weeks of their having handed them in. No new assessments may be assigned until the previous ones have been returned
- Midyear exams take place in January and final exams are held in June. No one should schedule vacation departures prior to 11:00 AM on the date of the last exam.

- Immediately preceding midyear exams in January and final exams in June, in-class exams will be conducted only in subjects for which there is no scheduled final.
- There will be no regular classes during the examination periods in January and June, to allow for study without distraction.

B. The Computerized System

- An assessment calendar will be accessible through the school management system. All students and parents will receive information about how to gain access to their portal.
- Tests, projects and papers will be entered into the calendar found on the website.
- Students will have access to view the calendar at any time.

C. Make-up Tests

- Students must notify teachers if they plan to be absent for an exam.
- Please note that different teachers have different policies regarding makeup exams. Some teachers administer makeup exams while others allow students to drop their lowest grade and therefore do not give makeup exams. Teachers will inform students of their makeup policy at the beginning of the school year.
- Students are required to make up any missed exam on the day that they return to school. Otherwise, the student's grade on the test will start off with a five-point reduction. Make-up exams are administered during lunch in Room 101.
- No make-up tests for midterms or finals may be given without consulting Mrs. Kahan or Mrs. Appel. Midterms and finals will not be administered to any student prior to the date that the class takes the exam.

D. Grading

Grades are based on class assessments, work habits, attendance, punctuality, and conduct. Report cards are issued in January and June.

In November and March, students receive anecdotal progress reports, in which teachers reflect on each student's skills and overall growth. These reports are followed by family-teacher conferences, in which students are encouraged to participate.

The passing grade for all subjects is 65. Semester and year-end failures receive a uniform grade of F.

E. Citizenship

We expect the finest *middot*/character traits from our students at all times. Rude or inappropriate behavior will not be tolerated.

The citizenship grade on your report card is a reflection of behavior in class, and is based on the following criteria:

- Coming on time to class
- Avoiding side conversations
- Not disrupting learning in any way
- Respect for teachers
- Politeness to fellow students

The following citizenship grades are given on report cards: G (Good), S (Satisfactory), N (Needs Improvement), and U (Unsatisfactory). If a student earns two “N”s or one “U” first semester, and does not show improvement second semester, she will not be able to run for school leadership positions.

F. Ethical Standards and Integrity

Cheating and plagiarism are serious offenses.

Steps that will be taken when a case of cheating occurs:

- The student and any accomplice will get a zero for the assignment or test and will be required to make it up without any compensatory credit. This cannot be dropped as a student’s lowest grade. If the zero results in failure of the course, the student must retake the course.
- The student’s parents will be notified and will be required to come in for a meeting.
- In case of a second violation, a note will be placed in the student’s permanent file and the student will automatically fail the course in which the violation occurred. She will need to retake the course.

Decorum

These rules are important to help ensure that our physical and social environments are comfortable for all of us and allow for an atmosphere conducive to the important learning to which we are all committed.

A. Public Property

Please help maintain the cleanliness of the school building and grounds. Personal responsibility includes cleaning up after oneself at all times, especially after meals. The custodial staff is here to maintain school property, not to clean up messes created by other people.

There is a beautiful student lounge on the second floor. The lounge is for student use during lunch and other free periods. Students are expected to keep the lounge clean and to treat the furniture with respect.

No eating or drinking is allowed at any time in the *Beit Knesset*, the *Beit Midrash* the Media Center / Computer Lab, and the second-floor Student Study Center (room 232). No eating is allowed in class, except for students who have a medical need to eat during class.

B. Personal Property

Lockers will be assigned at orientation for each student to store her belongings. Please be sure that it is closed and locked at all times. The school does not assume responsibility for lost property. **Fire codes require that passageways must always remain clear.** Please do not leave books or schoolbags lying around in the hallways or classrooms. Any bag not inside a locker will be confiscated.

Lockers must be kept clean on the outside and free of any decorations. Students may personalize their lockers **only** on the inside and only with pictures and artifacts appropriate to a Yeshiva environment.

Cellphones used during class, *tefillah*, or school programs will be confiscated and held by the main office until the end of the school day.

C. Dress Code

The Ma'ayanot dress code reflects *halakhic* considerations and good judgment regarding what is appropriate for a serious academic setting.

Everyone entering the building is kindly requested to follow the school dress code to demonstrate respect for our yeshiva's values.

No code can be all-encompassing. Please abide by the letter as well as the spirit of these guidelines.

- Necklines should approach the collarbone: therefore, no v-neck, open or low-cut shirts.
- Sleeves should be closer to the wearer's elbow than to her shoulder.
- Printed tee-shirts and sweatshirts should be appropriate for a yeshiva atmosphere. Please use good judgment.
- Shirts must meet skirts even when bending over.
- Skirts and/or dresses should cover knees at all times whether sitting or standing. Slits must comply with this as well.
- Pants may be worn for gym activities only and are restricted to the gym class and to the duration of the activity.
- Open-toe shoes, except for flip-flops, are permitted.
- Students are expected to wear dress-code appropriate clothes when leaving the school, even if gym is the last period before dismissal, going to or from a game, and when participating as a fan at any home or away game.
- Students are expected to adhere to the school dress code when they are representing Ma'ayanot on any off-campus trip or outing.
- Faculty and administrative judgment has the final say in dress-code matters.

Any student who violates dress code one time will receive a warning and her parents will receive a phone call. If she violates dress code two or more times, she will receive a lunch detention for each violation. Parents will be informed of any dress code violations and consequences that are imposed.

Community Service

Developing compassionate and contributing members of society is one of our top priorities at Ma'ayanot. With this goal in mind, Ma'ayanot requires that each student participate in at least **four** community service projects each semester, for a total of eight per year.

Our school requires every student to complete and document eight community service opportunities.

Please keep in mind the following points when selecting Community Service projects:

- They must be unpaid.
- They cannot involve assisting members of your family.

- All potential services not listed in the Community Service Guide must be approved, in advance, by the community service coordinator in order for it to fulfill the requirements.
- Working on a program at school as a member of a particular committee does not count toward the service requirement.
- The community service requirement is meant to **enhance the students' school year**. Therefore, only community service completed between September and June will count toward the Community Service requirement.

Documentation of fulfillment of the community service requirement will be due in December and April. Students receive a P/F grade for Community Service, which is dependent on fulfilling the requirement. This grade appears on the official transcript.

Mrs. Ivy Weiner, our Community Service Coordinator, is available to help students find meaningful community service opportunities. Please contact her with any questions about community service.

Part IV - General Information

Computers

The highly advanced technological environment in which we live makes it necessary for every student to become proficient in the use of basic computer technology for educational purposes. A state-of-the-art computer lab helps students acquire skills to utilize computer hardware and software for educational, research and business purposes. Ma'ayanot is equipped with computers for the use of students and faculty, as well as SMARTBoards and a mobile laptop cart and iPad cart. Additionally, all ninth, tenth, and eleventh graders will receive their own iPads for use in their studies.

The Ma'ayanot network and computer facilities are intended to enrich the academic experience of its students and staff. These resources should be viewed as an extension of Ma'ayanot's physical environment, and their use entails the same privileges, obligations and responsibilities that accompany the use of any school facility. As a Torah institution, Ma'ayanot requires the Torah standard of behavior to govern students' use of Ma'ayanot's computer equipment. Students who disregard these guidelines and rules will be denied the use of computer facilities.

Textbooks and *Sefarim*

Most secular textbooks will be distributed to students without charge. Students are asked to purchase some AP textbooks, workbooks, lab manuals, novels and some books that will become part of their personal library. Students will be held responsible for any loss, theft, damage or defacement of books that the school lends them.

Sefarim that are required for Judaic Studies courses are available for purchase through the school during the month of June prior to the beginning of the school year. Students who do not order them in advance will be required to purchase them on their own. *Siddurim* will be given to freshmen and other new students at Orientation and should be kept under students' assigned seats

at *Tefillah*. Please contact Mrs. Rachel Feldman, School Administrator, with any questions about textbooks and *sefarim*.

Visitors

No one is allowed to visit classes without prior permission from the administration. If a student wishes to invite a relative or a friend to attend her classes, she must get permission from the administration in advance of the day of the visit.

Health Records

According to state law, all school-age students must have documented proof of adequate immunization. We are not permitted to allow any student who does not meet these requirements into school. Each student must submit her Health Certificate to the office **before** school begins. Those students who participate in after-school sports programs are also required to complete a Sports Health Examination form which is distributed by the sports staff.

Emergency Contact Form and Permission Slip

To ensure each student's safety, **updated** emergency contact forms must be submitted to the office by the first day of school. These forms are available through the parent portal on 360; this feature is unavailable through a student login.

Medication

The school nurse may administer medication to a student with expressed written permission from her parent.

Security

If you should notice any suspicious activity in or around Ma'ayanot, please report it immediately.

Examples of suspicious activity include:

- Unknown vehicles or persons on campus
- Strangers taking interest in the building (taking photographs, asking questions about the school, the building, arrival time, etc.)
- Packages or backpacks that are left on campus
- Anything that seems out of the ordinary

How to report suspicious behavior:

- First, call the Teaneck Police at 201-837-2600. The sooner they hear about anything, the quicker they will be able to come and investigate. If you do not remember the police number, or if you see something that may constitute an emergency, call 911.
- After you report to the police, please tell the security guard if during school hours. You can also call the guard's extension at 300.
- Tell an administrator.

Please remember:

- Faculty and students should display their Ma'ayanot Parking Permit on their dashboard when parked on the facility. Additional or replacement permits can be obtained from Mrs. Schmuckler in the main office.
- All parents and visitors must sign in and sign out with the security guard and wear their visitor badge while in the building. Faculty members should tell the guard in advance when visitors are expected.
- Students must sign out and back in at the guard's desk when leaving campus during the school day.
- Only the main front doors should be used for both entering and exiting the building except in case of an emergency evacuation (e.g. fire drill).
- Backpacks and personal belongings should be kept with you at all times or inside your locker.

Part V – Anti-Bullying and Anti-Harassment Policies

Anti-Bullying Policy

Ma'ayanot Yeshiva High School for Girls prohibits acts of harassment, intimidation and bullying of any student. We know that a safe and civil environment that reflects the values and ethics of a Torah lifestyle is absolutely necessary for our students to achieve and grow academically and personally. Harassment, intimidation and bullying are behaviors that disrupt a student's ability to learn and a school's ability to educate in a safe and disciplined environment. Bullying is defined as any form of victimization or abuse that a reasonable person would recognize as potentially harmful to a student's physical or emotional wellbeing. It is intentional and involves an imbalance of power and strength. Since Ma'ayanot believes that students learn by example, school administrators, faculty, staff and volunteers are committed to demonstrating appropriate behavior by treating others with civility, respect and a refusal to tolerate harassment, intimidation or bullying.

Bullying includes any gesture, written or physical act, or communication via telephone or computer ("cyberbullying"). Bullying can occur in a single incident or a series of incidents. It may be motivated by an actual or perceived characteristic such as family situation, ethnicity, physical appearance, religious attitude, intelligence or class placement, socioeconomic status, sexual orientation, social group, or mental, physical or sensory disability. Ma'ayanot's administration will respond to harassment, intimidation or bullying if it takes place on school property, at a school-related function, on a school bus, or off school grounds if the incident(s) interfere with or disrupt the orderly operation of the school or the rights of other students.

Students are expected to behave in a way that creates a supportive learning environment as described in the student handbook. We believe that it is the responsibility of the Ma'ayanot faculty to educate students toward self-discipline and to use instances of behavioral violations as opportunities to help students to assume responsibility for their behavior and its consequences.

Ma'ayanot aims to implement procedures that ensure appropriate punitive consequences and remedial responses for students or staff members who commit one or more acts of harassment, intimidation or bullying. Ma'ayanot administrators and guidance staff will consider a number of factors when determining appropriate consequences and remediation. The factors that will be taken into account include: the age and maturity of the offender, the context and severity of the offense, the offender's history of inappropriate behavior, the social-emotional and behavioral supports available to the offender, and parental input.

Based on analysis of all of the aforementioned factors, the administration will impose any one or a combination of the following remedial and punitive responses to any act of harassment, intimidation or bullying. Remedial responses are intended to educate about appropriate behavior, prevent future violations, and provide support for the victim. Remedial responses may include a variety of positive behavioral interventions such as counseling within the school, increased supervision during free periods, and outside therapy. Punitive consequences may include admonishment, deprivation of in-school privileges including participation in co-curricular activities, detention, suspension, expulsion, and the involvement of law enforcement.

Any student or staff member should report an incident of harassment, intimidation or bullying to the principal or an assistant principal. The principal or a guidance counselor will inform the parents or guardians of all students involved and will initiate an investigation within three school days. The parents are entitled to receive information about the investigation such as whether evidence of harassment, bullying and intimidation was found and whether discipline, remediation or other services have been imposed or provided.

Ma'ayanot prohibits anyone from engaging in reprisal, retaliation or false accusations against a victim, witness, reporter, or anyone else involved in a possible act of harassment, intimidation or bullying. The appropriate remediation and punitive consequences for a person who engages in reprisal or retaliation shall be determined by the principal after consideration of the nature, severity and circumstances of the act.

Anti-Harassment Policy

We subscribe to the tenets of the "Conduct Policy and Behavioral Standards" distributed by the Association of Modern Orthodox Day Schools and Yeshiva High Schools, which is reprinted below.

Ma'ayanot is committed to providing a safe and appropriate environment for all students, staff and employees. Parents entrust their children to our school. All students are taught to respect and trust their rebbe, teacher, administrator and all school personnel (educational, clerical and custodial). The school strives to establish a **safe environment** for every child's physical, emotional and spiritual well-being.

This policy details a broad outline of proper faculty/student, student/student and faculty/faculty interaction and behavior. Because the school is an exemplar of role modeling in the community, these standards encompass conduct inside and outside the school during school hours, after-school activities or private interaction with students outside of school.

These guidelines place a special emphasis on unwanted touch and exerting any form of verbal, physical or inappropriate psychological influence or control on students. Any violation of these guidelines will not be tolerated. In keeping with its commitment to maintain a safe environment, the school will conduct a thorough investigation, report such violations when legally mandated to appropriate authorities and take necessary measures to counsel or remove individuals who violate these principles.

Any allegations of abuse, harassment or violation of behavioral standards should be reported promptly to Mrs. Rivka Kahan or Mrs. Tamar Appel.

To achieve these goals all Ma'ayanot staff is expected to adhere to the following Conduct Policy and Behavioral Standards:

Behavioral Standards

While the overwhelming majority of interactions between administration, staff and students fall well within the range of normal healthy relationships, certain behavior should be regarded as incompatible with goals and standards of Ma'ayanot and therefore are always prohibited.

- Teachers/staff may not be alone with a child/children in an area which potentially cannot be seen or observed by other faculty members or adults.

- Teachers/staff may not be in a locked classroom alone with a student.

- Doors equipped with windows to permit external viewing of the classroom must remain unobstructed at all times. Following an emergency drill, all window shades must be raised back up.

- Physical force may never be used other than to safeguard against immediate physical danger.

- There must never be unwelcome physical contact, such as patting, pinching, punching, pushing and physical assault or inappropriate touching.

- Teachers/staff must refrain from denigrating students publicly or privately or from attempts to control or manipulate students through psychological means.

- Teachers/staff may never forbid students to share any conversations or information with parents or administration, nor instruct students to “keep secrets” from their parents.

- Teachers/staff must refrain from sexual attention towards others in the form of remarks, jokes or innuendo about a person's body or clothing including threats of such behavior.

- Teachers/staff shall not distribute or display demeaning, suggestive or pornographic material.

- There can be no indirect or explicit invitations to engage in inappropriate or suggestive activities which may or may not include a promise of reward for complying or a threat of reprisal for not complying.

Ma'ayanot has agreed to participate in the OU Uniform Drug Policy. The Safe Schools Yeshiva Network materials are enclosed in a separate packet.

Part VI - Substance Abuse Policy

Ma'ayanot is committed to creating a safe, drug-free community for our students and to helping students develop the skills to make wise choices that protect their health and safety and that are shaped by the values of the Torah.

Our first goal is education and prevention of substance abuse. Toward this end, students learn about the effects of drugs, alcohol, and tobacco as part of the mandatory tenth-grade Health curriculum. Additionally, they participate in educational programs about drug and/or alcohol abuse during every year of high school, as part of the *mehanechet* curriculum. A variety of *mehanechet* and guidance department programs throughout the four years of high school focus on the broader goal of developing wise, confident decision-making skills.

In addition to educational programming, Ma'ayanot has adopted a policy of random drug testing. At several points throughout the year, students will be asked to participate in drug testing. Students who are tested will be sent to the nurse's office, where the nurse will cut a hair sample that will be sent to a lab for testing. No student will be exempted from the possibility of random testing.

Should a student admit to drug or alcohol usage prior to testing or test positive for drug use, parents will be contacted immediately and an intervention plan will begin. The intervention plan will require that the student be evaluated and treated by a drug counselor recommended or approved by Ma'ayanot, and that the counselor and parents apprise Ma'ayanot of the treatment plan and of the student's ongoing participation and progress in the treatment plan. The counselor must be given parental authorization to communicate with Ma'ayanot about the student's treatment and progress. Ma'ayanot reserves the right to mandate periodic, ongoing drug testing for students who have tested positive or have admitted to drug use in the past.

In the event that a student develops a substance abuse problem that affects her ability to participate appropriately in classes and school activities or that has a negative impact on other students, or if she refuses to follow her treatment plan or to be tested for drugs at the request of Ma'ayanot, she will be subject to disciplinary action and possible expulsion.

Part VII – Technology Policy

Technology is an important and integral part of the curriculum and programs of Ma'ayanot. When used properly and safely, technology can enhance the education Ma'ayanot strives to provide its students. In order to further our goal of assuring that our students maintain a technologically advanced but safe atmosphere, Ma'ayanot has adopted the following policy regarding the use of technology, the Internet and the "Ma'ayanot Yeshiva Computer Network" (referred to hereafter as MYCN). A student's activities while using the Internet in this school must be in support of education and research, and consistent with the educational objectives of Ma'ayanot.

In addition, a student accessing the Internet from a school site is responsible for all online activities that take place through the use of her account. All files and e-mails created by a student on the "Ma'ayanot Yeshiva Computer Network" shall be considered the property of Ma'ayanot, and the school administration shall have access to such files at any time in order to ascertain that any and all rules and regulations set forth in this policy have been adhered to by the student. The following actions (which are not exclusive) constitute unacceptable use of the MYCN and the Internet, whether that use is initiated from school or any other site.

- Using impolite, abusive, or otherwise objectionable language in either public or private messages
- Using the Internet illegally; including using, sending, downloading, or duplicating copyrighted materials without permission
- Using the Internet at school for non-school-related activities during class time
- Changing any computer file that does not belong to the user
- Knowingly giving one's password to others
- Using another person's password or accessing another person's resources, programs, or data
- Using Internet or network access for sending or retrieving content inappropriate to the standards of conduct and ethical behavior befitting a student of Ma'ayanot
- Using or retrieving files dangerous to the integrity of the network
- Circumventing security measures on school or remote computers or networks
- Using remote access programs such as PC-Anywhere or Remote Admin to either gain access to school computers or to access another computer from school
- Disseminating or publishing information that could be harmful to any individual or to Ma'ayanot
- Falsifying one's identity to others while using the Internet

Any violation of these policies will result in disciplinary actions as well as compensation for any and all damages incurred as a result of any prohibited use of the MYCN. Students and parents accept full responsibility for internet use conducted outside the school setting.

School Administration

The names and telephone extensions of the school administration are listed below:

		Extension
Mrs. Rivka Kahan	Principal	202
Mrs. Tamar Appel	Assistant Principal for Academic Life	246
Mrs. Rachel Feldman	Executive Director	110
Dr. Shoshana Poupko	Dean of Students	216
Mrs. Nina Bieler	Director of Admissions, Head <i>Mehanechet</i>	255
Mrs. Pam Ennis	Director of Development	265
Mrs. Chana Stiefel	Director of Public Relations	244
Mrs. Orly Nadler	Director of Educational Technology	301
Ms. Sarah Gordon	Director of Student Activities and Experiential Education	222
Mrs. Dena Block	Director of Student Activities	266
Rabbi Zev Prince	Director of Co-Curricular Programming	264
Mrs. Ora Schrier	Director of Religious Programming	115
Rabbi Donny Besser	Director of Judaic Studies Enrichment	217
Mr. Yaakov Samuels	9 th and 10 th grade placement	231
Dr. Rayzel Yaish	Director of Guidance	106
Mrs. Elise Vitow	Director of Student Services	200
Ms. Leebie Mallin	College Guidance Counselor	276
Mr. Bill Roper	College Guidance Counselor	105
Mrs. Leah Herzog	Director of Israel Guidance	211
Mrs. Suzanne Cohen	Director of Israel Guidance	208
Mrs. Jennifer Sanders	Athletic Director	224
Mrs. Ivy Weiner	Director of Community Service	237
Mrs. Renee Klyman	Office Staff	100
Mrs. Madeline Schmuckler	Office Staff	104

MISSION STATEMENT

Ma'ayanot is a Yeshiva and College Preparatory High School for girls dedicated to the following objectives:

To foster the development of a Torah personality

- whose life decisions are guided by the values and traditions of a *halakhically* committed community
- who strives to build a personal relationship with God through fulfillment of מצוות, study and reflection
- who is committed to acting with integrity, compassion and respect in her relationships with people
- whose general conduct is informed by 'יראת שמים and אהבת ה'.

To provide an academically stimulating and challenging program that

- promotes active, critical, and creative thought
- fosters both the discipline and the joy of learning
- sharpens the student's ability to communicate articulately and effectively
- encourages collaborative intellectual activity and respect for the opinions of others

To provide curricular and co-curricular programs that

- foster the development of a variety of student strengths and talents
- encourage the development of leadership qualities, initiative and teamwork
- develop the student's proficiency in the use of technology and other resources

To foster in the student the development of

- self-awareness and self-esteem
- a sense of responsibility for personal academic achievement
- an appreciation for her ability to impact on her environment

To foster in the student an awareness of

- her membership in various communities including family, school, Jewish nation, the United States and the world at large
- her obligations and commitments to these communities
- the centrality of ארץ ישראל and מדינת ישראל in her life
- the rich texture of the world around her

To attract teachers who

- possess superior academic credentials
- demonstrate broad-based knowledge coupled with expertise in their specific disciplines
- exhibit personal integrity and commitment to the philosophy of the school
- employ effective pedagogic strategies to meet the individual needs of students
- strive to grow professionally and share their expertise with their colleagues

The creation of the State of Israel is one of the seminal events in Jewish history. Recognizing the significance of the State and its national institutions, we seek to instill in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.