



## STUDENT-PARENT HANDBOOK

2020-2021

שְׁתֵּה-מַיִם מִבּוֹרְךָ ; וְנַזְלִים, מִתּוֹךְ בְּאֶרֶךְ. יִפּוּצוּ מַעֲיֲנוֹתֶיךָ  
חוּצָה ; בְּרַחֲבוֹת, פְּלִגֵּי-מַיִם.

משלי פרק ה : טו-טז

“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

# 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 'אהבת ה and יראת שמים .

## **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 מדינת ישראל and ארץ 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.

## Educational Philosophy

Ma'ayanot is an all girls Modern Orthodox Yeshiva High School dedicated to providing a Torah-based education that promotes each students' growth in middot and derekh eretz, and academic excellence across all disciplines. Our program is dedicated to a holistic education that is supportive and nurturing and uniquely allows young women to flourish religiously, socially and intellectually as they build and shape their personal skills to be proud members of our community.

Ma'ayanot prepares graduates who:

- **Lead** lives shaped by Halakha, Avodat Hashem, and Torah learning .
- **Strive** to personalize Torah scholarship and achieve academic success.
- **Pursue** their passion and leadership voice, take initiative, and embrace creativity
- **Engage** and embrace the world with humility and curiosity
- **Value** each person, their ideas and experiences, with empathy and respect
- **Impact** their communities, Am Yisrael, and the broader world.
- **Support and love** Medinat Yisrael and advocate on her behalf.

## Part I: Academics

Ma'ayanot is dedicated to helping students develop the skills and habits of mind for lifelong learning and religious growth. We offer a four-year program of college-preparatory and Judaic-Studies courses in the following subjects

### Judaic Studies

- Four years of *Tanakh*
- Four years of Talmud
- Four years of *Halakha* (Ninth-grade *Halakha* is integrated into the Talmud curriculum; in subsequent years *Halakha* meets as a separate course)
- Three years of Hebrew Language and Literature
- One year of Jewish Philosophy
- One year of Contemporary Israel

### General Studies

- Four years of English Language and Literature
- Four years of History/Social Studies
- Three years of Mathematics
- Three years of Science, including Biology, Chemistry, and Physics
- Two years of STEAM, integrating Science, Technology, Engineering, Arts, and Mathematics in an interdisciplinary setting
- Health and Physical Education

- Elective courses, including options in foreign language, art, Judaic studies, engineering, and a range of other subjects in all disciplines

Advanced and AP courses, including the option of fourth-year study in those subjects that are only required for three years, are offered.

The following courses are tracked throughout high school: Math, Science, Hebrew Language, Tanakh, and Talmud. English and History classes are tracked in tenth, eleventh, and twelfth grades. Honors and Accelerated designations 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

*Talmud Torah* is a gateway towards living a meaningful Torah life. Learning Torah and each Torah text is approached as a source of inspiration that connects how we live our lives with the truths embedded in the lessons of Torah and the rich dialogue of our Mesorah reflected over generations. Our courses invite students to delve into important, meaningful concepts that impact and inspire their *avodat Hashem*.

### **Tanakh**

In *Tanakh* classes, students strengthen their ability to read, understand, and analyze *peshat* and *parshanut*. They often work in *chavruta* to develop their textual and analytical skills and their familiarity with classical and contemporary *mefarshim*. By graduation, a Ma'ayanot student will, *b'ezrat Hashem*, have developed a deep appreciation of the beauty, moral values, and ideals embodied in *Tanakh*. The narrative choices and the pedagogic methodology used both reflect our goal to derive meaning from the words, people, challenges and ethics reflected therein.

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

9<sup>th</sup> grade: *Bereishit* and *Melakhim*

10<sup>th</sup> grade: *Shemot* and *Yeshayahu*

11<sup>th</sup> grade: *Bamidbar* and *Yirmiyahu*

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

### **Talmud**

In Talmud classes, students strengthen the skills necessary for understanding and analyzing the text and structure of the *Gemara*. Understanding the intricacies and internal logic of the *Gemara* builds an appreciation of the development of the *halakhic system* as *devar Hashem*. Students often work in *chavruta* to develop reading and analytical skills. Each chosen unit delves deeply into important areas of Jewish law,

integrating fundamental Jewish concepts that emerge from the *masekhet* they are learning, and allows students to master key *Talmudic* terminology while joining a dialogue with our Mesorah.

By graduation, a Ma'ayanot student will, *b'ezrat Hashem* lovingly view the Rabbinic tradition as her own and as an expression of *devar Hashem*. Students who love learning *Gemara* can choose to take the "Talmud 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*:

9<sup>th</sup> grade: *Masekhet Berakhot*

10<sup>th</sup> grade: *Masekhet Bava Kamma*

11<sup>th</sup> grade: *Masekhet Sanhedrin*

12<sup>th</sup> 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*, *Tefillah*, *Shabbat*, and *halakhot* related to women and relationships. The goals of the *Halakha* curriculum are to help Ma'ayanot students understand basic concepts of practical *Halakha* in important areas of life in order to enhance their observance of *Halakha*, and to appreciate the development of Halakha from the words of the Torah through the *Gemara*, *Rishonim*, and *Acharonim*.

### **Hebrew Language and Literature**

We proudly teach Hebrew as the national language of *Medinat Yisrael*. In Ivrit 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 proficiency in the Hebrew language, understand the culture of modern Israel, and appreciate our rich literary heritage.

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

### **Jewish Philosophy**

In 11<sup>th</sup> grade, students study Jewish Philosophy, where they explore fundamental questions that have fascinated major Jewish thinkers over the centuries. This course, which encourages students to bring themselves into that tradition, helps them embody a Jewish life that is both halakhic and personally meaningful. Units include Faith and Reason, The Chosen People, Modern Orthodoxy, and Free Will. By

graduation, students will be experienced in discussing these topics thoughtfully and respectfully so that they are better prepared to engage with the world around them.

## **Contemporary Israel**

In 12<sup>th</sup> grade, students study Contemporary Israel in a course that begins with an overview of the history of Zionism and the establishment of *Medinat Yisrael*, and continues all the way through the present day. The goal of the course is both to inform students about the political, social, and religious history of the State of Israel, and to engage deeply in the conversations, challenges, and ideals that frame the realities of the State. Students are exposed to different perspectives through audiovisual presentations, guest speakers, articles, and in-class discussions and debates. By graduation, students have a sophisticated appreciation of Israel's history and the confidence to engage with complex questions and to advocate for Israel in conversation with others.

## **Humanities**

### **English**

The English department aims to inspire a deep love of reading and facility in writing in all of our students. English classes focus on literary analysis and on effective and creative communication skills. Students work in groups, participate in class discussions, and produce essays and projects in which they practice using 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 Journalism . 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.

Courses offered are:

9th grade: Introduction to the Study of Literature and Composition I

10th grade: Advanced Study of Literature and Composition II

11th grade: American Literature

12th grade: AP literature and Composition, as electives, including:

Nineteenth Century Gothic Literature

A Literary Feast: Reading and Writing about Food

## **History**

The History department seeks to develop in our students a historical sensibility as well as an understanding of how historical processes and knowledge inform our present. History classes focus on critical thinking and research skills, map skills, world geography, current events, and primary and secondary historical sources. Each year, students work on research projects or papers that weave together the skills they have learned and encourage serious analysis and articulate writing.

By graduation, a Ma'ayanot student can expect to feel comfortable engaging with past and present events, discussing and debating political and social history, researching historical issues and writing well-reasoned papers. Courses offered are:

9<sup>th</sup> grade: World History I

10<sup>th</sup> grade: World History II

11<sup>th</sup> grade: American History; AP American History

12<sup>th</sup> grade: U.S. Government; AP U.S. Government

Social Studies electives include Current Events, Film and Law, Topics in Psychology, and AP Psychology.

## **Math & Science**

### **Math**

The Math department seeks to expose our students to the myriad of approaches inherent in robust mathematical thinking. We emphasize the conceptual understanding that is the driving force behind every aspect and procedure. Math classes focus on developing logical reasoning and problem-solving skills, as well as a deep knowledge of mathematics. Students learn mathematical concepts and derive formulas that help in solving problems. Over the course of their years at Ma'ayanot, students delve into more advanced and complex mathematical analysis. By graduation, a Ma'ayanot student can expect to feel comfortable forming coherent mathematical arguments, analyzing problems numerically, algebraically, and graphically, and exploring real-world applications.

Courses offered are:

9<sup>th</sup> grade: Algebra I; Algebra II

10<sup>th</sup> grade: Geometry

11<sup>th</sup> grade: Algebra II and Trigonometry; Precalculus

12<sup>th</sup> grade: Precalculus; AP Calculus AB; AP Calculus BC; AP Statistics

## **Science**

Science classes focus on developing knowledge of the basic structure and nature of life, matter, motion, forces and energy. Students often complete experiments 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, complexity and majesty of G-d'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. Those students who want to delve deeply into the sciences are encouraged to participate in advanced competitions.

Courses offered are:

9<sup>th</sup> grade: Biology

10<sup>th</sup> grade: Chemistry; Conceptual Chemistry

11<sup>th</sup> grade: Physics; Conceptual Physics; AP Biology; AP Chemistry

12<sup>th</sup> grade: AP Biology; Physics; AP Physics; Forensics

## **STEAM**

In the STEAM Program, students explore the cutting-edge fields of computer programming, engineering, robotics, fabrication and 3-D design. The courses integrate science, math, engineering, computer science, and technology content and skills, and emphasize creativity and problem-based learning through hands-on exploration in cooperative groups. The ninth and tenth grade core STEAM classes provide a solid foundation in STEAM and students are encouraged to delve further into advanced engineering and technology by taking the 11th and 12th grade STEAM electives.

Courses offered are:

9th grade: Engineering and Fabrication I

10th grade: Engineering and Fabrication II

11th grade: Full STEAM Ahead: Advanced Design and Innovation Elective

12th grade: AP Computer Science



## **Physical Education**

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

Physical education classes are required in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades. During Covid-19 due to health and safety precautions all PE courses will take place online or asynchronously.

## **Health**

Health is a required course in 10<sup>th</sup> grade. In Health class, 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, and offer them a safe platform to discuss sensitive topics.

## **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, hone their skills and 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, Photography, Multi-Media Art, Advanced Studio Art, and AP Art.

## **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, and 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, computer coding, "Challenging Torah Texts", foreign language, and more.

## Part II: Student Life

Student activities at Ma'ayanot are designed to offer every student a chance to develop and strengthen skills, talents and interests beyond their academic experience. Our clubs, academic teams, athletic teams, publications, committees, performances, trips and crews are also a place to make new friends and have fun in a more relaxed and flexible environment. They help instill our students with core values, such as leadership, teamwork, perseverance and practice.

### Student Government

Student Government, or G.O., is the vehicle by which students can infuse Ma'ayanot with their own sense of excitement and fun. They work with the Student Activities Coordinator in creating and implementing school programs, trips and events. They are also the representatives of the student body in addressing student concerns. All G.O. members understand that they will work together, tirelessly for their peers before and after the regular school day, but they will think it's worth it!

G.O. elections for students going into grades 10-12 are held towards the end of the previous school year. 9th-grade elections are held a few weeks into the start of the new school year. All students seeking to run for GO must receive permission from an administrator and the Student Activities Coordinator.

Positon	Who can serve in this position	Responsibilities
President	11 <sup>th</sup> graders	<ul style="list-style-type: none"><li>■ Determines when programs are needed and plans them</li><li>■ Oversees all G.O. sponsored activities and gets them done</li><li>■ Ensures that all members are fulfilling their responsibilities</li><li>■ Plans and runs weekly G.O. meetings</li><li>■ Acts as the liaison between G.O. and the faculty supervisor and the school administration and updates them about all G.O. programs.</li><li>■ Makes Ma'ayanot a great place for her fellow students!</li></ul>
Vice President of Programming	10 <sup>th</sup> graders	<ul style="list-style-type: none"><li>■ President's right hand woman (i.e. runs meetings when President is not there)</li><li>■ Oversees all programming details</li><li>■ Can be relied upon to get the job done</li><li>■ Helps ensure that all members are pulling their weight</li><li>■ Mentors the freshmen on G.O.</li></ul>
Vice President of Publicity	9 <sup>th</sup> or 10 <sup>th</sup> graders	<ul style="list-style-type: none"><li>■ Publicizes all school/G.O. events through flyers, banners, videos, etc.</li><li>■ Anticipate school programs and takes pictures</li><li>■ Provides pictures for the Stream and official Ma'ayanot social media accounts</li><li>■ Creates slideshows for events such as the Student Appreciation Breakfast and other events</li><li>■ Helps out V.P. Programming during major G.O. programming</li></ul>

Treasurer	Students in any grade	<ul style="list-style-type: none"> <li>■ Suggests and oversees fundraising activities for G.O.</li> <li>■ Collects \$ for all G.O. programs</li> <li>■ Must be able to keep track of all \$ collected and spent</li> <li>■ Expected to collect all money owed in a timely fashion</li> <li>■ Organizes the \$ for the bank in standard fashion</li> </ul>
Secretary	9 <sup>th</sup> grader	<ul style="list-style-type: none"> <li>■ Must be computer proficient and creative</li> <li>■ Takes notes during G.O. meetings and emails summary to members</li> <li>■ Assists VP of Publicity in creating flyers for G.O. events</li> <li>■ Prepares all forms of written communication for G.O. (grade emails, Facebook group/page)</li> </ul>
Class Representative	2 from every grade	<ul style="list-style-type: none"> <li>■ Proactively plan and prepare grade treats and special activities</li> <li>■ Compile and manage a grade email list and Whatsapp group</li> <li>■ When asked, forward important G.O. and Student Activity emails to this list in a prompt manner.</li> <li>■ Willing to volunteer to help out with school wide programs</li> <li>■ Able to collect the \$ for school programs and keep track of who paid</li> <li>■ Plans and coordinates her grade's Shabbaton (collecting money, programming, trip. ).</li> </ul>

## Committees and Performing Arts Societies:

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.

Students going into grades 10-12 may apply for a leadership position on Committees and Performing Arts Societies towards the end of the previous school year. 9th-graders and transfer students apply after the Committee Fair, which takes place each year in the Fall.

Committees include:

### **The Chesed Committee**

Are you passionate about chesed and about finding meaningful ways to give back to the community? Do you want to get involved in organizing different chesed trips, missions and programs, such as Midnight Run, visiting old age homes, making packages for soldiers, visiting soup kitchens, packing for Tomchei Shabbos, etc.? Then join the Chesed Committee and help make chesed part of the lives of all Ma'ayanot students!

### **The Holiday Enhancement Committee (HEC)**

If you love celebrating the holidays and bringing holiday spirit to Ma'ayanot then HEC is the committee for you! The executive board of the HEC is in charge of running programs for specific holidays and decorating the school for Rosh Chodesh, Chanukah, Thanksgiving, Yom Ha'atzmaut, and many more occasions! It's a great way to

bond with students in other committees and learn top-notch organizational and decorating skills! Responsibilities include, buying decorations, setting up, cleaning up, taking stock of materials needed programs, and helping make the holidays as fun and meaningful as possible!

#### **Humanities @ Ma'ayanot (H@M) Committee**

The Humanities @ Ma'ayanot committee will help plan and promote the Humanities in Ma'ayanot, including Nosh and Novels, movie nights, and cultural trips.

#### **Interdisciplinary Day Committee (IDC)**

The Interdisciplinary Day Committee will help plan and promote grade Interdisciplinary Days (days combining different areas of study in pursuit of better understanding a specific topic) as well as the school-wide Book Day.

#### **Jewish Unity Mentoring Program (JUMP)**

JUMP is the NCSY National Leadership Program that trains and empowers high school students from all over the United States to become leaders. Participants are given the tools and training to make positive changes in their schools and communities, while broadening their understanding of local and global issues facing the Jewish people today. For more information please see [JUMP.NCSY.org](http://JUMP.NCSY.org). The goal of the program is to create a community wide program plan to help our Jewish community and work throughout the year until the culmination of the leadership program in March.

#### **The Ma'ayanot Environmental Committee (MEC)**

The MEC will spearhead fun and educational sustainability initiatives, projects and awareness campaigns in Ma'ayanot. They will also be responsible for maintaining the school garden and encourage their friends to get involved as well. The MEC is proud to be leading the way to a greener and healthier earth!

#### **Ma'ayanot Israel Political Action Committee (MIPAC)**

Are you passionate about Israel advocacy and making sure Ma'ayanot students are prepared to defend Israel in college? Do you want to make a difference now in advocating for Israel to members of the U.S. Government? Then the MIPAC executive board is for you! The executive board of MIPAC organizes different speakers and programs throughout the year to help Ma'ayanot students learn how to defend Israel against its critics. Through emails, announcements and social media, it helps educate Ma'ayanot students about what is happening in Israel today. MIPAC also participates in different AIPAC and YU lobbying missions to Washington, D.C.

#### **The Ma'ayanot Matmidot Programming Committee**

Help identify and plan extracurricular learning opportunities for students. These include Morning Midrasha, optional chaburot during lunch, and incentive programs such as The Rambam Hilchot Teshuva Challenge, Moed Mishnayot Challenge, and Log for Lag, etc.

#### **Ma'ayaNOTES Committee**

Do you value being on a committee with a sense of inclusive warmth, and have a love for both music and chesed? Ma'ayaNOTES is an in-school choir that performs at holiday programs, school-wide functions, nursing

homes, hospitals, schools and in other venues. If you are looking to lead this choir and merge your love of performing with helping and bringing joy to those around you, then this is the committee for you! Auditions for the remaining choir members are held in the Fall.

### **PR Committee**

Do you love Ma'ayanot and want to shout it from the rooftops? Join our PR committee to work on creating and curating content for social media. Help design "Takeover Days" and other exciting campaigns. Flex your photography muscles by taking pics of Ma'ayanot events and have loads of fun along the way!

### **Remembrance Committee**

Are you committed to commemorating the Holocaust and making Yom HaShoah one of the most meaningful days at Ma'ayanot? Then please join the executive board of the Remembrance Committee! The Remembrance committee executive board is in charge of creating a meaningful avirah (atmosphere) and day of programming for 9/11, Kristallnacht and Yom HaShoah. This involves making movies, candle lighting ceremonies, organizing speakers, kumzitz/decorating hallways, setting up the school in a way that everyone feels the power of these important days.

### **Senior Planning Committee**

Are you excited for your Senior Year!? Do you want to help ensure your class has amazing activities to remember as you celebrate your last year at Ma'ayanot? We are looking for two CURRENT JUNIORS (rising seniors) to serve as Senior Trip Coordinators and two CURRENT JUNIORS to serve as Senior Dinner coordinators.

### **STEAM Students Leadership Committee (SSLC)**

Students will assist in planning existing STEAM events such as STEAM Talks and STEAMishmar and planning new STEAM programs and trips. This is an opportunity to help keep our STEAM programs cutting edge, educational, interesting, and fun.

### **Student Ambassadors Committee**

Student Ambassadors is a committee for students who love Ma'ayanot and want to share that love and school spirit with the broader community, and specifically with prospective Ma'ayanot students and their families! You will help with various aspects of recruitment, including, Open House, Visit Days, and more! Please note, students applying for a position on this committee are vying for a position on the executive board. Those interested in helping with recruitment but not being on the board will have the ability to do so. More information about this will be sent out in the Fall.

### **Tefilah Committee**

Are you passionate about making tefilah meaningful at Ma'ayanot? Do you want to make tefilah the highlight of everyone's day and bring new, creative ideas to how tefilah works at Ma'ayanot? Then the executive board of the Tefilah Committee is for you! The executive board of the Tefilah Committee makes sure that tefilah runs smoothly at Ma'ayanot by finding different people to serve as chazanit each day and creating special ruach on chagim, such as Rosh Chodesh, Yom Ha'atzmaut and tefilah on Shabbaton. The Tefilah Committee comes up

with creative programming to make tefilah meaningful, including showing inspirational videos and organizing special tefilah options such as the Friday minyan, tefilah by grade and explanatory Tefilah, etc.

### **Torah Activities Programming (TAP) Committee**

Do you want to be a part of putting together Mishmar, Mishmover, the Yemei Iyun before chagim and more? Do you want to bring fun and inspiring Torah themed events and speakers to Ma'ayanot? Joining the executive board of this Torah committee might be for you! We work on the extracurricular Torah programming that you enjoy at Ma'ayanot. We're looking for passionate and responsible students to create new programs and continue bringing our classic awesome programs to the Ma'ayanot student body.

### **Yachad Committee**

Are you passionate about Yachad and inclusion? Do you want to see more Ma'ayanot events with Yachad? Interested in organizing Yachad speakers, lunch activities and coming up with new ideas where Ma'ayanot can partner with Yachad? Then join the Yachad committee to get involved!

### **Yamim Committee**

Are you passionate about Israel and Tzahal? Is Yom Ha'atzmaut one of your favorite holidays? Do you love blue and white cookies? Then please join the executive board of the Yamim Committee! The Yamim executive board committee is in charge of all programming for Yom HaZikaron and Yom Ha'atzmaut. This involves coming up with meaningful ways to remember all the fallen soldiers on Yom HaZikaron, making videos that tell the stories of fallen soldiers, putting together a Yom HaZikaron tekes (ceremony), organizing speakers, coming up with fun programming for Yom Ha'atzmaut, decorating the school in appropriate ways for both days. Additionally, Yamim committee members organize 1-2 fun Israel programs during the first semester.

## **Performing Arts Societies**

### **Heartbeats**

Heartbeats is a night of song and dance performances by Ma'ayanot students for women of the community. It is completely run by students and raises money for a different organization each year. ONLY JUNIORS (rising Seniors) can apply to be a Song Heads, Dance heads or Business Heads. Auditions for performers are held in the Fall. So, if you are a talented singer, dancer or fundraiser and want to make Heartbeats a night no one will forget, then this committee is for you!

### **Dance Team**

Are you passionate about dancing? Are you looking for your moment to shine? Then the Dance Team is for you! Our Dance Team performs at Rikudiah, the inter-yeshiva high school girls dance competition held at the Rae Kushner Yeshiva High School in Livingston, NJ in December. Students on the Dance Team create a 4 minute dance routine to a song of their choosing. Students practice weekly during school hours and, if need be, as we approach showtime, after school as well. ONLY SOPHOMORES (rising Juniors) AND JUNIORS (rising Seniors) can apply for Dance Team Head positions. Auditions for performers are held in the Fall.

### **Drama Society**

The Drama Society is a creative outlet for theatrically minded students to participate in all aspects of play production. These include performance, direction, design, technical support and publicity. Students will learn how to interpret key scenes in a story, develop improvisation skills and techniques and stage plays. Students will be able to apply for leadership roles. Auditions for performers and applications for set designers, etc. are in December.

### **Envision Shakespeare**

Envision Shakespeare is an inter-school competition where a team of actors is directed by student directors to perform a specific Shakespeare scene and there is a competition day where all the schools perform and are judged. Auditions for actors are held in the Fall.

### **Musical**

This year, for the first time ever, the musical will be a student run performance! With the assistance of Mrs. Braun, and some drop-in expert volunteers, students will be in charge of all aspects of the performance from auditions, to staging, and even the musical selection itself. We require student initiative, energy and creativity to get this exciting project underway. Students will be able to apply for one of two leadership roles and in discussion with Mrs Braun (based off of the students' specific talents and interests) we will determine if those roles will amount to Stage Managers or Directors. ONLY SOPHOMORES (rising Juniors) AND JUNIORS (rising Seniors) can apply for Dance Team Head positions. Auditions for performers and applications for set designers, etc. are in the Fall.

### **Shakespeare Society**

The Shakespeare Society is a club that meets during breakfast once per week to read and discuss Shakespeare's works. A different work is chosen each year.

### ***Shabbatonim\****

The annual school *Shabbaton* is a highlight of the year, enabling us to spend a spirited *Shabbat* together as a whole school. The *Shabbaton* is one of the most memorable events of the school year.

Each grade has its own *Shabbaton* or sleepover. These offer time for grade-bonding and developing school spirit.

\*During COVID our Shabbatonim and sleepovers will only take place if/when possible based on the health departments regulations.

### **Torah Programming**

Throughout the school year, programs such as Mishmars, *yemei iyun*, pre-holiday speakers and events, Friday night onegs, *Shabbatonim*, Mishmover and *shiurim* enhance religious life at Ma'ayanot. Torah programming and question-and-answer sessions are integrated into *limudei kodesh* classes as well. Our faculty hosts Shabbat and holiday events in their homes frequently, as part of our Bayit Cham program.

## Sports Teams\*

Athletics plays an important role at Ma'ayanot. We are proud of the competitive and successful teams that our school fields year-after-year as well as the growth and development of our student-athletes under the guidance of our professional and expert coaches.

We offer many opportunities for students to get involved in competitive sports. We offer the following teams\*:

\* Please note, due to the health concerns of COVID-19 only non-contact outdoors sports are being offered for the Fall season. We will explore moving contact sports to the Spring season and reevaluate what other teams are safe for us to field.

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

## Academics Teams/Clubs and 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. As we are starting the year during the COVID-19 pandemic teams will meet and compete online; all practices will take place on zoom.

## 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.

## Theater

Every year, Ma'ayanot produces a full-length musical, which takes place in December, and a full-length dramatic production, which takes place during the Spring semester. 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.

## **Crews**

A Ma'ayanot "Crew" is the name given to student run and student led initiatives. Students are encouraged to think of new programs and committees they would like to see formed at Ma'ayanot which will benefit the Ma'ayanot community. Students will be responsible for running their own Crews and executing their programs and events. A Crew may be formed to run a one-time event or fundraiser, or as an ongoing mini-committee which meets and plans regular events. This is a chance to start a new initiative that will function similarly to the already established committees that exist at Ma'ayanot.

Before a Crew may be formed and formally recognized by the school it must go through an application process. Once approved, each Crew will be assigned a faculty point-person whom they will consult with for ongoing support and advice.

## **Guidance**

Guidance at Ma'ayanot is designed in a tiered approach so that each student has many different adults who are there to support her growth throughout her career in Ma'ayanot. Students are able to benefit from the advice of our mental health guidance counselors throughout their careers in Ma'ayanot. Additionally, each grade is supported by the Grade Mashpi'im who serve as a resource for Torah Guidance and inspiration as students strengthen their avodat Hashem throughout the year.

As our students progress through the years our College Guidance and Israel Guidance counselors support them as they identify and plan for the best next step after high school.

### **A. Guidance Counselors**

At Ma'ayanot, a warm, experienced guidance staff is available to our students. Our guidance counselors provide a nurturing, safe environment for students to discuss any personal experiences and challenges that they 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 and a practice ACT in school. 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. They also run informational programs for parents in the evening several times throughout the year.

### **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.

## Part III: School Rules

### 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 5:05 PM Monday through Thursday. On Friday, dismissal is at 1:00 PM throughout the year. The building opens at 7:45 AM for arrival and closes 25 minutes after dismissal. Students not picked up when the building is closed will need to wait outside the building without security.

### 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 last ten minutes of seventh period and is supervised by seventh-period teachers. The faculty and student body are committed to creating and maintaining an environment of devotion and respect for *Hashem* 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*.

### Attendance Policies

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.

**A.** Daily Attendance will be recorded to reflect both on-campus attendance and attendance at Rapids Remote synchronous (live-instruction on Zoom) classes. These records will be essential for the safety of students on campus and for ensuring consistent attendance during instruction. Attendance in class on campus and on Zoom will be included as a component of students' grades.

1. On-Campus Attendance: Each student must present her Health Screening pass to be scanned upon arrival. She will then be marked "Present At School" for the day. Unscreened students will be marked absent for the day. Daily attendance will be used for contact tracing, if necessary, in the event of a positive case of COVID-19.
2. Rapids Remote Attendance: Each student must be present at all of her synchronous Zoom classes. Students will be informed on a weekly basis which of their classes will be meeting synchronously or have work assigned asynchronously. Synchronous Zoom classes will meet according to the daily timetable and teachers will inform students about when their asynchronous work is due.

**B.** Class Attendance & Rapids Remote days. A student who is on campus and misses one of her classes to meet with a faculty member, or a student who misses a Zoom class from home, must have the faculty member or a parent communicate directly to her teacher the reason she has missed class. Absences will no longer be

recorded as “excused” or “unexcused” but will factor into Engagement grades (see below). Any missed classes will count toward attendance within the Engagement grade, but with proper communication, will not be considered as cutting class.

C. Absences. Parents are requested to complete the Absence Form found at [www.maayanot.org/absent](http://www.maayanot.org/absent) to report a student not physically attending school in person by 9 AM on the day of the absence. Please use the same form for partial day absences (arriving late/leaving early). This form may be completed in advance for pre-planned absences (such as a family simcha). Students who will be absent for an extended period of time (more than 3 days) should notify the administration.

D. Late Arrival or Leaving Early. In addition to parents completing the absent form, students must sign in / out with the main office in the security vestibule.

***Please note, due to COVID-19, there will be no automated grade deductions based on unexcused absences or residency requirements for the 2020-2021 academic year.***

### **Closed Campus**

This year students are not permitted to leave campus during free periods or lunch. If a student has a medical appointment during the day, a parent must call (not email) the main office to report the appointment **and** to give permission for their daughter to leave campus. If the student is not being picked up by a parent, then the parent must additionally fill out a dismissal form. We ask parents to support our efforts to limit exposure during the day and to try to make appointments at the beginning or end of the school day, or on Rapid Remote days, when possible.

### **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.

### **Track and Elective Changes**

Due to spatial limitations that help us maintain social distancing within our classroom in the Covid environment, this year there will be very limited opportunities for track changes after the school year begins.

Mr. Yaakov Samuels handles all student requests for track changes. Anyone who would like to request a track change in a particular class should reach out to Mr. Samuels, who will then consult with the relevant teacher and department chair in order to gather information and reach a conclusion with the student’s best interests in mind. The last date for track changes is Nov. 10<sup>th</sup> for first semester and the first week of second semester.

Electives for all grades, including AP courses, may be changed with the relevant teachers’ approval until November 10, 2020. No electives may be dropped (for seniors) or changed after that date, during first or second semester.

## Assessments

At Ma'ayanot, we view assessments not only as tools for measuring how well students have learned, but also as educational opportunities for reinforcing the skills, content, and values that they have learned. As such, we administer two types of assessments at Ma'ayanot:

**Summative assessments** evaluate a student's mastery of what she has learned. These assessments include tests, quizzes, projects, papers, and other writing assignments and are always graded.

**Formative assessments** help the teacher along with the student herself monitor her own progress in the subject area. These include checks for understanding, bell work at the beginning of class, exit tickets at the end of class, and other assignments that immediately follow the learning of a small amount of material, and they involve either no grades or grades that are not heavily weighted in semester averages.

All assessments include feedback that positions a student for growth.

### A. Testing Guidelines

- Students will be informed by their teacher of any test or major project/paper, and the units of study to be covered on the assessment, a week in advance of the due date.
- Quizzes may assess up to three days' worth of material covered in class, and they must be designed to require no more than 15 minutes to complete.
- Students should usually have no more than one test and one quiz, or two quizzes (and no tests) on a given day. In rare instances, a student may have two tests on one day, but that should never happen more than once in a week.
- AP courses function at the college level by definition, and because they are designed to prepare students for the culminating AP exams, they involve more frequent and/or longer tests than other courses. As such, students in these courses may legitimately carry a larger assessment load than the one mentioned in the previous bullet point.
- With rare exceptions, no tests will be scheduled for fast days or on days following *yamim tovim*, long vacations and major school functions.
- Teachers should return all summative assessments (tests, papers, essays, projects, and quizzes) with feedback within two weeks of students' having handed them in and at least one week before the next assessment is due.
- If a student earns below a grade of 70 on any summative assessment, or displays a downward trend in her grades in a given class, the teacher will send a log through 360 to inform the student's parents and partner for growth.

### B. Test Calendar

- An assessment calendar for each grade, including all summative assessments that require at-home preparation, will be accessible on Google Calendar through each student's Ma'ayanot email account. All students and parents will receive information about how to gain access to these calendars.
- All summative assessments will be entered into Google Classroom.

### C. Make-up Tests

- Students are required to make up any missed exam on the day that they return to school, unless they reach out to their teachers in advance of that day to settle on a different make-up test day, in order to avoid a five-point penalty. Students make up a missed test during the class period of that test.

### D. Grading

- Semester and year-end grades are based on engagement (per the Engagement Rubric) and class assessments. Report cards, which are for internal use, are issued in January and June and include both semester and year-end grades. Transcripts, which are sent to colleges, Israel seminaries, and other institutions, include only year-end grades.
- All grades at Ma'ayanot are numerical, and the passing grade for all subjects is 65; semester and year-end failures receive a uniform grade of F.
- In December, students and parents are invited to participate in Family Conferences with teachers. In March, students receive anecdotal progress reports, in which teachers reflect on each student's skills and overall growth.
- If a teacher sees significant improvement in a student's grades over the course of a year within the same track, s/he is encouraged to give more weight to the second-semester grades. If a student switches tracks within a semester or from one semester to the next, the following policies will apply:
  - Students who move to a higher-level track during a given semester will have their assessments from each class weighted equally in the calculation of the semester grade. Similarly, students who move to a higher-level track at the beginning of second semester will have both semesters weighted equally in the calculation of the annual grade.
  - Students who move to a lower-level track during a given semester and do as well as or worse than they did in the higher track will have their assessments from each class weighted equally in the calculation of the semester grade. Similarly, students who move to a lower-level track at the beginning of second semester and do as well as or worse than they did in the higher track will have both semesters weighted equally in the calculation of the annual grade.
  - Students who move to a lower-level track during a given semester and do better than they did in the higher track will have their assessments from the lower track weighted at 2/3 of the semester grade and their assessments from the higher track weighted at 1/3 of the semester grade. Similarly, students who move to a lower-level track at the beginning of second semester and do better than they did in the higher track will have their semester grade from the lower track weighted at 2/3 of the annual grade and their semester grade from the higher track weighted at 1/3 of the annual grade.

### E. Engagement

Student engagement in class is critical for academic and personal growth, and it is an essential contribution to the culture of learning in a classroom as well as on Zoom. The Ma'ayanot Engagement Rubric, included in the appendix of this handbook, describes the behaviors that reflect positive engagement and participation in class.

- Students will receive a completed Engagement Rubric from each of their teachers on a biweekly basis. This is intended to provide ongoing feedback and opportunities for improvement.
- The average grade of all Engagement Rubrics throughout the semester for a given class will comprise 20% of the semester grade in that class.
- If a student establishes a poor pattern in any area of the rubric or displays a downward trend from her norm in a given class, the teacher will reach out to the student and parent to discuss and support growth in that area.

## G. Ethical Standards and Integrity

Cheating and plagiarism are serious offenses.

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

- The teacher of the course will meet with the student(s), together with a guidance counselor or dean. If the evidence clearly supports that the student plagiarized or cheated, the student and any accomplice will get a failing grade for the assignment or test. This cannot be dropped as a student's lowest grade. If the failing grade results in failure of the course, the student must retake the course.
- The student's parents will be notified.
- In case of a second violation, a note will be placed in the student's permanent file.

## 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.

### B. Personal Property

Lockers will be assigned at orientation for each student to store her belongings. Students may personalize their lockers **only** on the inside and only with pictures and decorations appropriate to a Yeshiva environment. Please be sure that your locker is closed at all times. **Fire codes require that passageways must always remain clear.** Please do not leave books or school bags in the hallways or classrooms. Any bag not inside a locker will be confiscated.

Students are allowed to bring their own locks for lockers, if they wish. The school does not assume responsibility for lost property. If the school needs to access a locker, the lock will be removed at the expense of the student.

If a student has a cellphone in sight during class, *tefillah*, or school programs, it will be confiscated and held by the main office until the end of the school day.

### **C. Dress Code Expectations and Follow up**

The Ma'ayanot dress code reflects *halakhic* considerations and a commitment to an environment that appropriately supports religious and academic growth

No code can be all-encompassing. Students are expected to abide by the letter as well as the spirit of these guidelines.

Skirts and/or dresses should cover knees at all times whether sitting or standing. Slits must comply with this as well.

Shirts must be modestly cut, not transparent, with necklines that approach the collarbone: therefore, no v-neck, low-cut, or cropped shirts.

Shirt sleeves may be short, not capped, and should be closer to the wearer's elbow than to her shoulder.

Printed tee-shirts and sweatshirts should be designed with only appropriate messages and images

Open-toe shoes, except for flip-flops, are permitted.

### **Dress Code Expectations**

Students are expected to wear dress-code appropriate clothing at all times on campus. Dress code rules also apply when students are off campus and are representing Ma'ayanot on any trip or at any event.

Students are expected to wear dress-code appropriate clothing 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.

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

### **Dress Code Follow up**

Students who do not follow dress code will receive the grace of a few reminders with the expectation and the opportunity to change or adjust their clothing. Each reminder will be noted on their record. These notations will result in student meetings with the administration, parent meetings, and limiting leadership opportunities.

### **Community Service- Chesed Requirement**

Developing compassionate and contributing members of society who seek ways to integrate chesed into their daily lives 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.



Please keep in mind the following points when selecting chesed opportunities or initiating a chesed project:

- They must be unpaid.
- Though in general, the chesed requirement cannot involve assisting members of your family, during the current pandemic situation any opportunity to help alleviate family obligations and to assist family members in need will be considered. Administrative-approval is required.
- Babysitting does not qualify for Community Service *unless* you are specifically referred to a family in need of assistance through one's shul or the school. The circumstances must be described in the submitted form why you feel this should qualify as a chesed project. Prior, administrative-approval is required.
- Activities organized by the Chesed Committee that take place during a full lunch period or outside of school hours may be submitted as one project.
- Grade chesed trips, chesed missions, activities during class time or working on a program at school as a member of a particular committee do not count toward the chesed requirement.
- Students must spend at least 45 minutes or 1 full period (assuming it is not during class time) at a chesed activity in order for it to count.
- Class note takers qualify for 2 chesed project each semester and must be verified by the class teachers.
- Students who are chosen and accept the responsibility of being a class note taker qualify for 2 chesed opportunities each semester.
- 4 sessions of peer tutoring qualify as one chesed opportunity and must be verified by the learning center staff.
- No more than 5 chesed opportunities can be fulfilled in the Ma'ayanot School Community.

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 chesed requirement. However, if one receives an *Incomplete* in the course, she may perform community service during the summer to complete the requirement.

Documentation of fulfillment of the chesed requirement will be due two weeks before the first day of midterm or final exams for each semester. Students receive a P/F grade for Community Service, which is dependent on fulfilling the requirement. This grade appears on their official transcript.

## Part IV: General Information

### Textbooks and *Sefarim*

Most General Studies textbooks will be distributed to students without charge. Students will be held responsible for any loss, theft, damage or defacement of books that the school lends them. Students are asked to purchase novels, workbooks, lab manuals, AP course review materials, and some books that will become part of their personal library. AP courses and electives may have additional materials required for student purchases.

*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.

## **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. We do not accept religious exemptions. All required forms, including a Health form signed by a physician for entering students, must be submitted on the Magnus Health web portal prior to the first day of school. Those students who participate in after-school sports programs are also required to complete a Sports Health Examination form annually.

## **Emergency Contact Form and Permission Slips**

To ensure each student's safety, updated emergency contacts must be submitted on the Magnus Health web portal.

## **Medication**

The school nurse may administer medication to a student with expressed written permission from her parent. Students who will self-medicate during the school day also must have a permission form signed by her parent and physician on file in the nurse's office. Permission forms can be completed on the Magnus Health web portal.

## **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.
- 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).

**Fall 2020: Staircase C exit may be used to access the classroom/lunch tents on the south side of the building.**

- 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.CB Neugroschl 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: National Yeshiva Substance Abuse Policy**

A yeshiva high school is a community dedicated to fostering students' educational, spiritual, and personal development. We partner with students and parents to nurture this growth in every student. As part of this commitment, we also promote the safety and health of our greater yeshiva community: the families and neighborhoods we serve. To further this noble goal, we have collaborated as yeshiva high school leaders and consulted with mental health professionals to develop guidelines for addressing substance use among our students. Substance use includes the use of marijuana and other illegal drugs, alcohol, cigarettes, electronic cigarettes, vapes, juuls, other similar devices and substances, and abuse of medications.

### **Education and Prevention**

We strive to educate our students and their parents about the dangers and realities of substance use. This education includes annual programming for our students and their parents.

### **Drug Usage or Possession**

1. Students who engage in substance use are encouraged and invited to consult with the school's guidance faculty or administration for support and help. Students can be confident that such problems will be addressed professionally, confidentially, and with compassion. In order to best help the students who are facing substance use issues, parents will be involved as early as possible in the discussion. Students can be assured that they are welcomed and encouraged to seek help from the school guidance faculty or administration, and that the involved faculty members will support them with sensitivity and will only notify appropriate adults (including, always, parents) without disclosing their conversations to anyone else.

Upon learning of a student's substance use, the appropriate school faculty will develop a program of treatment in collaboration with the student, her parents, and a professional therapist. The goal of this plan will be to help the student address her substance use challenge in a healthy, therapeutic manner while, *b'ezrat Hashem*, remaining in school.

2. Our school community has entrusted us to provide a safe, wholesome environment for our students, particularly when the students are on school grounds and at school activities. Therefore, the following situations may result in expulsion or other disciplinary consequences:

- a) Possession or use of drugs or other substances in school, on school property, or while participating in a school event
- b) Distributing and/or providing drugs or other substances to fellow students, whether in or out of school
- c) Hosting an open house/party that includes any form of substance use

Parents should not leave teenagers home alone for the weekend. Parents should be careful when hosting parties in their homes to ensure that no substances are present. Through social media, when large numbers of teenagers are invited to an event, often many, many more attend, causing the crowd to become too large to supervise and enabling dangerous activity. Parents who host parties where there is underage substance use are violating the law and may face sanctions from the school.

It is our fervent and sincere hope that this policy will encourage our students to feel safe turning to school faculty for help in addressing substance abuse issues, with the knowledge that they will be supported and respected. *B'ezrat Hashem*, we are committed to helping our students pursue healthy life choices that enable them to grow and flourish.

## Part VII: Inclusivity Policy

Ma'ayanot strives to ensure that all students feel included, valued, and supported. We are committed to treating all of our students with compassion and respect, and as commanded by the Torah's prohibition of *onaat devarim* (alienating people through unkind speech). With full and unwavering commitment to all halakhic precepts, and in consultation with leading *rabbanim*, we commit to the following with regard to gay students.

We commit that our yeshiva will be a place where gay students are treated with the respect and caring that all students deserve. They will be welcomed to participate in the full range of educational, co-curricular, and religious opportunities offered by our school. We will ensure that they are treated with dignity by all members of our school, and our guidance department will strive to provide them with appropriate support determined by their individual circumstances.

Ma'ayanot strives in all ways to embody the Torah's values of peace and compassion, and to ensure that every student is treated with dignity and kindness.

## Part VIII: Technology Policy

The Ma'ayanot network, devices, technology tools and 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 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 technology equipment. Students who disregard these guidelines and rules will be denied the use of devices, tools and technology facilities.

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.

To assist our students in accomplishing these goals in the classroom, Ma'ayanot permits only school-issued iPads in the classroom for 9th and 10th grade. 11th and 12th graders may bring their own device for class or opt to accept a school-issued i-Pad. All students may use personal devices in the building during non-class time. All students are required to sign an Acceptable Use Policy to use any device (school or personal).

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.

Students may use the Student Wifi Network on all school and personal computers. Students may not share network passwords with others. Students may not access the Teacher or Guest WiFi networks.

Students with school-issued iPads or personal devices must sign an Acceptable Use policy. No stickers are permitted on any school devices or cases.

## **Part IX: Digital Communication Between Students & Teachers**

Strong teacher-student communication and warm relationships are an important part of the Ma'ayanot experience. In order to maintain this value while respecting appropriate personal boundaries between students and teachers, teachers and students should communicate via e-mail outside of school hours. Teachers should use their official Ma'ayanot email addresses for communicating with students and parents.

Students and teachers may not communicate privately over text, Whatsapp, or exchange cellphone numbers for use in private communications. The only exception to this rule is in a case of safety concern or emergency. During COVID, any faculty who feel they need this method of communication must receive prior authorization from the Head of School. Teachers and students may communicate via Whatsapp only when the group includes a whole class, club, or similar large group. Teachers and students may not follow or friend each other on social media.

Teachers are expected to check their Ma'ayanot email every day, and to respond to emails within 24 hours.

## **Part X: Financial Policies**

We understand that the costs of Jewish Education are significant and that this may cause a burden on families. Please know that the School takes its fiscal responsibilities seriously to ensure that money is spent in a responsible manner.

All tuition and fee requirements must be paid in full or scheduled in FACTS before a student enters school. Students will not receive her schedule or locker assignment in her summer mailing without her tuition plans in place and she will not be allowed to attend orientation or classes.

Payment plans are typically scheduled from July through April and must be completed before June 30<sup>th</sup>

All prior year balances must be cleared before the next academic year.

If payments are not made on time, the following actions may be implemented until the account is up-to-date:

- Report cards and progress reports on hold and not accessible for review by students or parents
- Transcripts will not be sent to colleges, seminaries or other high schools
- Students will not be allowed to take her midterm or final exams
- Student will not be allowed to return to school after Winter vacation, Pesach vacation or the next school year

Payments for transportation must be paid on time or the student will not be allowed to board the bus.



At the end of the school year all school-issued textbooks and i-Pads must be returned. The value of any returned item constitutes an outstanding balance and subject to the same policies above.

Students in their senior year have a “senior year obligation” fee that can be paid through the purchase of yearbook ads. If the purchase of yearbook ads does not cover the obligation, then the family must make that payment for their account to be clear.

Seniors with outstanding obligations will not receive a yearbook, attend senior trip, or receive her cap and gown for graduation, in addition to the policies listed above.

Registration fees for the next academic year are due in early March. Payments received by the deadline qualify for a reduced registration fee. After the registration deadline, payment must be issued for the full registration fee. Registrations received after the deadline may be subject to space requirements. If space is not available for the student then the registration fee will be refunded. Registration is non-refundable for all other circumstances.

For students who transfer out of Ma’ayanot mid-year, tuition payments already processed are non-refundable. Any tuition due will be prorated by the month and any outstanding balance must be paid in order to release her transcript.

Students entering Ma’ayanot must be cleared by their prior school’s business office. Students with outstanding obligations will not be allowed to set up payment plans or start school until clearance is received.

Financial aid for tuition only is available by applying on the [yeshivahaid.org](http://yeshivahaid.org) website. All awards are need-based only. There is no assistance available for additional fees including student activities, i-Pad insurance, building fund, security, and registration fees and transportation costs. The scholarship committee reviews all applications with the understanding that yeshiva tuition takes priority over discretionary spending. Additional financial aid policies are available on the school’s website.

If a family has a change in financial circumstances mid-year, they must apprise the business office as soon as possible. A written letter from the family explaining the changes may be required. The committee will review the circumstances and may adjust payment plans and tuition obligations as appropriate.