

Parent & Student Handbook  
2022-2023 School Year  
5782-5783



**MAAYAN**  
INSPIRING MINDS, NURTURING LIVES • מעיין התורה

***We do it with Heart,  
We do it with Honor,  
We do it Together***



[www.maayanpdx.org](http://www.maayanpdx.org)



503 -245-5568



2 Touchstone Lake Oswego, OR 97035

[info@maayanpdx.org](mailto:info@maayanpdx.org)



# We Do It with Heart – זריזות We Do It With Honor – כבוד We Do It Together – אהדות

September 2022 - June 2023

## Operational Schedule

- K-8th First Day of School:  
Aug. 30th
- Early Childhood Visits  
August 29th as scheduled &  
first day of preschool is  
August 30th
- Last day of school,  
Wednesday, June 9th, 2021
- Early Childhood Full day  
program 8:30-3:40m
- Elementary School 8:30 am  
– 3:40 pm.
- Friday Dismissal 2:15 pm  
for the whole school year

## Contact the Office

503-245-5568  
info@maayanpdx.org

## Inside:

- Carpool, Food,  
Outdoor Play,  
Birthdays, Weather  
Related Closures **2-3**
- Illness, Injury, Field  
Trips, Dress Code,  
Illness **4-5**
- Mission, Student  
Body, Tuition, Ab-  
sences, Curriculum **6-7**
- Nurtured Heart,  
Discipline, Confer-  
ences, Homework **8-9**
- Supporting Stu-  
dents, Volunteers,  
Incident Reporting **10-11**
- Uniform Infor-  
mation **12-13**

## Introduction to the Parent & Student Handbook

Welcome to Maayan Torah Day School!

There is no greater privilege than to have the opportunity to educate your child/ren.

Part of creating a safe and nurturing environment is to have procedures and plans in place to ensure the best possible learning environment. With that in mind, we ask you to read through the Parent and Student Handbook to familiarize yourself with our policies.

**We want for you, our parents, to contact us with any concerns.**

We believe that strong parent & school communication is essential.

The Board of Directors is the operating organization for Maayan. Maayan's Rabbinic Dean may be reached by calling Rabbi Sholom Skolnik—  
sskolnik@maayanpdx.org

Email is the most efficient way to reach our staff. Please email or leave a message with the office or on the school's voicemail if you would like to speak with a staff member. **We will try to return your call or email within 2-3 days.** If it's an urgent matter, we will contact you sooner.

It is our privilege to have your child/ren in our program and share the joyous life-long journey of learning!

## Staff Email

The first initial and last name of each staff member @maayanpdx.org is the email address for school related email correspondence.

General office inquiries, billing, student attendance can be emailed to **info@maayanpdx.org**

**ykalter@maayanpdx.org** - Rabbi Yerachmiel Kalter, Principal

**dyoung@maayanpdx.org** - Mrs. Darcie Young, Principal of General Education & Guidance

**asingrey@maayanpdx.org** - Mrs. Angela Singrey, Preschool Director

## Parking & Drop Off —

**Parking** - Parking is limited at Touchstone. Parents should park in the parking lot and enter the main entrance to the building when needed. Please be mindful not to park in designated spaces for Sprout and Spark or leave your vehicle idle under the overhang pull through. Additional parking can be found street side.

**The Maayan building is a secure facility with a security system to request entry. All visitors and parents need to please sign in at the front desk.**

**Morning Drop Off Preschool-8th grades is between 8:20-8:35am.** Students will enter the gym straight from the carpool line.

**If you arrive after morning carpool time, please walk your child to the main school-office and sign in.**

Early Drop Off is available from 7:30 am. Contact the office for details.

If your child needs extra time adjusting to preschool and leaving their parent, please let us know how we can make a comfortable plan for easing their transition .

**Midday** Once you arrive at school, someone in the office will be able to help you get your children from their classrooms in our elementary grades.

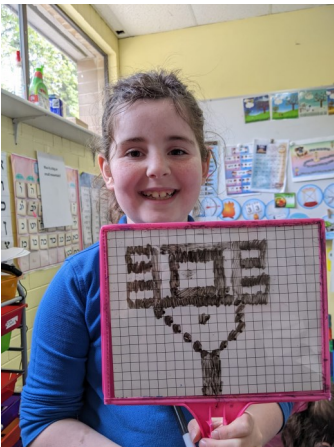
Parents should go to preschool classrooms to get their children.

# Parent & Student Handbook



**Early & Extended Care** are available from 7:30am-5:30 pm Monday through Thursday and until 3:45pm on Friday.

Drop in registration for our early & extended care program is one week prior and is dependent upon availability, Please contact the office to arrange. Early & extended care is billed via Facts each month.



## Pick Up

**Preschool and Elementary Grade Students**-pick up is 3:40pm.

Students will be waiting in their classrooms. Teachers will escort kids to parents cars. **Parents should remain by their vehicles and pull through for pickup.**

Children will only be released to their parents or authorized guardians. If you are carpooling with

someone on a regular basis, please fill out a carpool form in the office. The office must be notified if your child will be picked up by someone other than a parent and their identity will be verified by a staff member.

We kindly request that parents try to be timely at pick up times. If a parent sees that they are running late, please notify the office no later than 3:30pm. Please be

## Pick Up & Aftercare

mindful of other cars in the carpool line

**If a child is picked up late, there will be an additional charge.** Sometimes being late is beyond our control. Recognizing this, we will not charge a late fee for two late pickups over the year, if they occur less than 10 minutes after dismissal. Afterward the first 10 minutes of carpool, the charge is \$10 for being ten minutes late and \$20 per half hour that the child needs staff supervision.

## Food: Shabbat Star, Snacks, Lunches, & Birthdays!

**Snacks & Lunches** - Each day your child will need 3 snacks and a lunch. We recommend an insulated lunch bag with a "coolpak" if you are sending perishable food items, **Please send a water bottle or thermos with your child to drink from.**

We request only dairy or parve kosher food be packed in your child's lunch.

**1-2 servings of dairy foods (or equivalent substitute), should be included in your preschool age child's lunch.** It is a necessary nutritional source for healthy child development, and is required by the state.

Please discuss with your child that

**sharing food from his/ her snack or lunch is not permitted.**

Fruits & vegetables, along with nuts, protein and whole grain carbohydrates are recommended snacks. We do not permit candy or soda be brought to school. Only "ready to eat" food should be sent to school.

**Our Nut Free policy** is based on individual situations. We will notify parents in specific classrooms if it is a "nut free" classroom. If so, no nut foods should be brought to eat.

### Your Child's Birthday!

Birthdays are an exciting time for special attention. If you would like

to celebrate together in class, please contact the teacher at least a week in advance to schedule a time to celebrate it during lunch time.

### Bringing Snack for the Class:

Kids tend to be more daring to try new healthy foods around their peers, so bring something nutritious! **Unopened food packages bearing a reliable kosher symbol may be brought by parents to school.**

If you have any questions about certain kosher symbols, please contact the office for assistance. **No food should be prepared or baked at home for class distribution. Please contact the office for any clarification.**

## Outdoor Playtime & Weather Related Closures

Outdoor time is crucial for youngsters to develop gross motor skills, breath the fresh air, and get physical exercise. We will be making good use of our beautiful outdoor campus and our specially designed preschool playground. We will try to be outside most days during recess time, so please

send your child with closed toe shoes and coat to enjoy the outdoors. We have noticed that preschoolers may wear down shoes riding on our bikes outside.

### Inclement Weather

Maayan will mostly be following closures for Portland Public

schools or LOSD for inclement weather but not always.

**We will update parents via email and school homepage "inclement weather" by around 6:30 -7am with school closure info if school will be canceled or have a late start.**



## Keeping your child comfortable at school (Early Childhood Program)

We want your child to feel that school is like a second home. We believe that having a personal space with his/ her belongings will help him/her to do so. Each child, is asked to bring an extra change of clothes (socks too!) in case of any accidents or spills so he/she can easily put on a new outfit and not feel uncomfortable for an undue time.

Additionally, if your child would like to bring a security item to transition to school, please feel

free to include it as well. If you send blankets to school, please send them in a backpack. We will send them home once a month or earlier as requested by parents to be laundered.

If your child does have an accident at school, we are equipped to change your child. We will contact you to let you know how your child is faring after he/she has been changed into new clothes and brought back to class.

Transitioning to the school day and back home, does take time for children in this age group. **It is very normal for children to have a healthy attachment to their parents and find it hard to separate from them for the first months of school.** Our teachers would like to hear from you how you would like to proceed about transitioning your child to the start of the school day.



## Illness, & Return to School

Regarding COVID-19 protocol, please see Maayan's COVID plan.

In General:

- Fever over 100 degrees F taken under the arm
- Diarrhea (more than once)
- Vomiting
- Nausea
- Severe Cough
- Complaints of severe pain
- Unusual yellow color to skin or eyes
- Constant yellow or green runny nose

- Skin, eye lesions, rashes that are severe, weeping, or puss filled
- Stiff neck and headache and one of the symptoms above
- Extreme difficulty breathing or severe wheezing

If a child has any of the stated symptoms, the child will be brought to the office where he/she will be made comfortable while a staff member contacts parents to pick up their child .

If your child has a contagious infection (i.e. strep) please wait 24 hours from the first dose of antibiotics, until he/she returns.

***Students must remain at home a minimum of 24 hours after vomiting or any other virus symptoms prior to returning to school.***

Periodically, lice checks will be conducted. If your child is found with lice or nits, we will ask that your child be picked up by a parent and remain at home until all lice and nits have been removed.

**“We want your young child to feel that school is like second home..”**



## All Emergencies—Medical, Evacuation, Lock Down, Natural Disaster

In the event of a medical emergency or illness, a staff member will try to contact one or both parents. If parents cannot be reached, the staff will attempt to get in contact with the designated emergency contact in the child's file.

When a child needs immediate medical attention, a staff member will make the best decision in their estimation given the level of emergency. If judged to be an emergency, the child will be brought to the nearest emergency room. If necessary, 911 will be

called and an ambulance will transport the child to the emergency room. All expenses incurred are the responsibility of the parents.





# Parent & Student Handbook

## Medication and Injury

Parents must complete the Medication form prior to medicine being given at school.

Any medicine taken at school must be administered by a staff member. **Medicine should be sent in its original container.** Medication logs will be completed

by the staff every time medication is given. Students 4th grade and up can self-administer some medication with signed parent consent.

In case of an accident in school or an emergency, parents will be notified as soon as possible and an Accident Report will be complet-

ed and placed in the child's file.

If a child receives an injury at school, we will apply first aid to the best of our abilities by cleaning, bandaging, or icing the injury, and then inform you with an accident report.



## Field Trips and Transportation - WE NEED PARENT DRIVERS!

**We ask each family to volunteer for a trip at least once a year so we can have these memorable learning experiences!**

Parents will be notified before field trips. Parent consent will be asked for your child to attend. Some field trips will have a minimal cost.

The following information will be presented prior to each field trip:

Destination, Date of trip, Purpose, Scheduled time of return, Class or Group Attending, Name of Teacher, and Method of Transportation

We will need for you to please provide your child's car seat/ booster seat to be brought in on the day of the field trips.

**Please Note:** Oregon law requires children less than 40 pounds be restrained in a child safety system. Children under age

2 must use a child seat with harness in a rear-facing position. A child over 40 pounds must be restrained in either a child seat or a booster seat appropriate for their size until they reach age 8 or 4' 9" tall AND the adult belt system fits them correctly.

Maayan does not provide transportation on a daily basis as part of its services but will arrange for transportation for school outings.



## Dress Code for Preschool & Elementary Grades

Dress reflects an attitude of how we approach our daily pursuits. At Maayan, we want to create a feeling of dignity and respect for the opportunity to study both Torah and General Studies. In an effort to build school pride and a sense of unified community, we have instituted a uniform dress code.

Students should follow the uniform dress code on all days except Rosh Chodesh. The Rosh Chodesh dress code should be followed for outside of school events as well.

**Rosh Chodesh School Dress Code:**

**Boys**— Kindergarten and continuing through elementary grades, boys are required to wear Kippot during school activities. Tzitzit are required for 2nd grade and up. K-1st graders are encouraged to wear or bring Tzitzit to keep at school for Tefilla each day. Extra Kippot will be in the office to lend to students in need. **Boys should wear long pants and shirt-sleeves.**

**Girls** – Starting in 1st, girls are required to wear skirts that cover the knee while sitting. **Girls 6th grade and up** are required to wear shirtsleeves that cover the elbow.

Clothes should have appropriate logos / writing.

**Preschoolers:**

We do not have a dress code for our preschoolers except advising them to wear “washable” clothes! We do very much encourage boys in our preschool class to wear a Kippah to school.

We appreciate your partnership in creating an atmosphere of Torah ideals expressed through how we dress.



# Parent & Student Handbook

## School Absences / Late Arrival - Learning Time is Precious!

### Elementary Students:

We place a high value on school attendance, and will work with families to ensure that elementary grade students are in school, on time, each day. Regular school attendance is state mandated and Maayan may use incentives to promote on time attendance. Students may be retained if needed do to school absences.

A letter will be sent home if a student is absent for five days in

one report period, or has five "lates" that exceed 15 minutes. If the attendance issue continues, a second letter will be sent, and a mandatory parent conference will be scheduled so we can work together in supporting your child's attendance. Your support in helping us provide your child with the best possible education is greatly appreciated.

Students arriving at school after 8:35 am will be marked late. After

10:30 am, students with an unexcused tardy will be marked absent.

**Students in our Early Childhood Program** may need more flexibility with drop off times and pick ups. Please be in contact with your child's teacher to make arrangements that will help your child's positive experience in regards to their attendance times.



## Our Student-Engagement Approach

### Our Student Engagement Approach

Our students are **actively engaged** through discussion, experiential and hands on learning.

Our teachers provide the environment and expertise needed for **students to develop analytical, evaluative and critical thinking skills.**

Our students are enabled by the **learning environment** to become self-reliant, independent

learners.

Evaluation is ongoing through **constant communication between student and teacher** in the regular context of student learning.

Students and teachers set goals together, so **that each child has personal goals to work toward.**

Our teachers and students are encouraged to be independent, flexible, open-minded, innovative,

and collaborative.

### Our Educational Values

- Recognizing the unique Divine spark within every child
- Seeing a warm and nurturing teacher/ student relationship as central in educating children
- Developing children who are self-motivated to grow. Developing students to recognize the positive inner satisfaction we experience each time we express our divine greatness.



## Our Mission & Student Body—Warmly Welcoming Portland's Jewish Families

Maayan Torah Day School strives to imbue every child with a lifelong love of Torah, the wellspring of our lives. The relationships and Jewish experiences that we cultivate, inspire children with inner strength, resilience and a lifelong sense of purpose.

Maayan education promotes student engagement as the vehicle for motivating students. Students' active involvement in learning, is a key to their acquisition of knowledge at Maayan. We aim for high student achievement in both

Judaic and General Studies.

Maayan's student centered philosophy recognizes the greatness of each child and what they bring to the world around them. We provide a Jewish values based program that develops Middot: Tovot, love of G-d, commitment to Mitzvot, Israel and the Jewish people.

Maayan values community involvement as we foster a school that is attuned to the needs of the Jewish community. Our warm atmosphere welcomes and embraces

children and families from across the Jewish community of greater Portland.

Our student body is made up of a broad spectrum of students from across the Portland Jewish community.

**We recognize that each family has different religious practices and we educate our students to respect ALL people. Our students learn that this is one way of practicing the Mitzvah "Love your fellow like yourself."**



## Payment Plans & Tuition

Maayan is pleased to offer a convenient online method to set up a payment plan with FACTS Management Company.

Families are responsible for creating an account with FACTS and confirming their payment plan before August 1st. You will be receiving information via email on how to register with FACTS online.

Parents are to pay an enrollment

fee of \$45 dollars or less, depending on the payment plan chosen:

10 month payment options on either the 1<sup>st</sup> or 15<sup>th</sup>, from August-June (\$45 ENROLLMENT FEE)

2 payments for full school year (\$20 ENROLLMENT FEE)

1 payment for full school year (\$0 ENROLLMENT FEE)

Facts will be used to collect funds for Aftercare, Special Events, Field

Trip, Registration/Re-enrollment.

*FACTS charges an automatic \$30 fee if a family is 20 days late on incidental bills or for a returned payment.*

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## Admittance to Class & Financial Aid

### Dear Prospective Parent –

As a Jewish Day School, we are committed to providing education for Jewish children. We are proud that we have been able to grant need based financial aid to students.

If you are interested in our pro-

gram and are concerned about financial feasibility, we encourage you to apply for financial aid.

**Admittance to class at the start of the school year, will be authorized with the following**

- Payment Plan with FACTS
- A signed tuition contract.

- Submission of Financial Aid Reply Form (if applicable)
- All enrollment requirements outlined below

**At Maayan,  
your child will  
develop a love  
for Mitzvot,  
Hashem,  
excitement  
for living as a  
Jew,  
Israel as  
our special  
homeland,  
and the  
warmth of a  
Torah  
environment.**

## Enrollment Procedures & Immunizations

We are so happy that you are enrolling your child at our school.

**We use formsite, an online platform for enrollment.** Contact our office for the link to Formsite. We like to meet our prospective families as part of the enrollment process.

After these two steps have been completed, we will inform you of your child's enrollment status.

The following must be submitted to the office to be enrolled at Maayan:

- Formsite Enrollment Application
- Immunization Record
- Current IEP/504 on file (if applicable)
- Student's report card from the previous school
- Registration payment

**Maayan follows Oregon's statutes for immunization, requiring all students to submit an updated immunization record before the start of school.** We will contact you if

your child/ren is in need of any vaccinations. The state of Oregon does have an exclusion date if a student does not have an updated immunization record.

We highly value and encourage all students, without a medical reason, to vaccinate their children.

\*\* As part of the application process, an general assessment may be given to ascertain the learning level of the prospective student. The school may request a general psychological evaluation of a student applicant as part of the process for acceptance to Maayan.





## We are a Nurtured Heart School - Guidance & Discipline

We follow The Nurtured Heart Approach which focuses on three key stands.

1. No Energizing Negativity
2. Relentlessly Energize the Positive
3. Clearly but unenergetically enforce limits

Some key ingredients to this include

- \*Valuing a warm, trusting, and nurturing teacher/ student relationship is key to encouraging children to respect their teachers
- \*Young children need a lot of kindness, patience, and good role-modeling to enhance their ability to make good choices during their day. Children will be taught skills

to self- manage their actions.

- \*Teachers help students set goals for desired behaviors and achieve them.
- \*Teachers should engage the student with the premise that the student makes choices and is responsible for their behavior and managing it, rather than the teacher.
- \*Teachers and staff members will use positive recognitions, with clear guidelines and constructive direction to encourage appropriate behavior at school.
- \*The teacher will help students find social solutions when conflicts arise between classmates.

\*The teacher will help the child see the natural consequences that arise from both positive and negative behavior.

\*If a teacher feels that a child needs time to recollect or reset, he will cue the child to do so by taking a few quiet moments of space in or outside of the classroom. If more intervention is needed, administration/teacher will help give a child the tools for "shifting" their emotions for more inner peace and accessing their self control.



## Nachat Notes! School and Home; Nurturing Hearts Together!

**We foster a nurturing school environment built on helping kids recognize their innate greatness through The Nurtured Heart Approach. Staff are trained in this approach in how to verbalize the beautiful expression of Middot Tovot, character traits, in our students.**

**Maayan Guidelines for Student Success—Positive Behavior**

**Systems** are used by many schools who choose to focus primarily on positive behavior than putting an emphasis on reactionary consequences. We are proud that Maayan has a system with our Nachat Notes. These notes focus on the character traits and values that we want to foster in our students. You will see these notes come home from your child's teachers noting the positive

action/ choice your child made. After receiving the notes, students visit administration and receive recognition. Together as a school we build up our Nachat Notes until we have a special school spirit day to celebrate. **School spirit days build unity amongst our students and school pride.**

Please celebrate with your child when they bring home their notes.

Send "Mitzvah Notes" to school by writing good deeds your child has done at home. We look forward to sharing in your child's nachas.



## Curriculum

**Our curriculum is both driven by student interests and standards.**

•**General Studies**—Core Curriculum standards are used as the minimum standards to set benchmarks for language arts and math in every grade. For science and social studies, teachers will use state standards for curriculum content and integrate as best as possible into language arts.

Maayan prides itself on academic excellence in General Studies.

•**Judaic Studies**— Standards for Torah Day Schools, with guidance of Torah U'Mesorah, determine the Hebrew language and Judaic content and standards.

As well, curriculum content weaves middot and themes through various academic and Judaic studies areas through the creation of meaningful projects.

**Mixed Age Blended Classroom at Maayan**

•Allows children to be challenged with different ability levels

- Enables students to succeed
- Creates strong leadership skills
- Teaches children about cooperation.
- Is a natural way to learn
- Allow teachers to really get to know their students because the teacher is the same for two years
- Teachers plan lessons with built-in differentiation and choice work for multiple levels
- Students work in small groups, at different paces



# Parent & Student Handbook

## Homework for Students (K-8th) & Special Needs



With a dual curriculum of General and Judaic Studies, there is a need for “outside of school” practice of skills, especially in English and Hebrew reading.

This is the best opportunity for parents to make a difference in a child’s school career. Being a strong reader gives a child a great advantage in all their studies.

**Please check for homework Monday through Thursday in the Blue/ Green Maayan Communication Folder.**

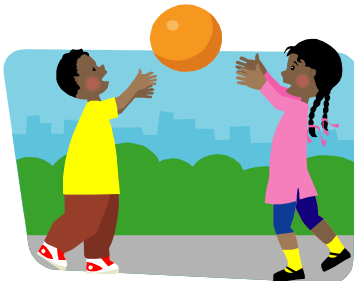
Homework provides an opportunity for children to enhance the skills they have learned with teacher support to an independent level. It also reinforces material/skills that need review and much practice.

Children do need parent help to get started on homework and see that it makes it back to school!

**Some students in higher elementary grades may need access to a computer to complete homework.**

**Special Needs at Maayan —** We work hard to meet multiple learning needs at Maayan. We provide oversight with teachers and create ILPs to establish goals and show growth in our students with special needs. We work closely with parents to help bring in outside specialists to work with their children and our staff.

## Parent Teacher Communication, Conferences & Progress Reports



Our teachers are available to discuss any individual concerns or needs related to your child. **If you need to communicate with your child’s teacher, please email them requesting a call.** Each teacher has a school email which they are happy to hear from you and respond to student needs.

**Please try to initially communicate directly with teachers when a concern comes up.**

Our administrative staff is also there to give support after reaching out to the teacher.

To contact any staff member, please call the office at 503 245 5568 or email.

### School & Class News

**Early Childhood Parents** will receive either daily notes or an online communication via a system parents can sign up for. Teachers



will send home a class newsletter and student work most Fridays for you to enjoy.

### Elementary Students

will have work sent home in our Blue/Green Maayan Folders, which will include upcoming school information. Each Wednesday, teachers will email parents class updates.

School newsletters are sent home most Fridays.

**Please let our office know if you are NOT receiving email at any time.**

**Parent conferences** will be held twice a year. The first, we strongly recommend attending, the second is optional.

Parents of students receiving special services in/out of school or with an ILP/IEP are required to attend the second parent teacher

conference. Phone conferences can be arranged as well.

### Progress Reports —

We follow a trimester system, with three progress reports in November, March and June. The purpose of our progress reports is to give more information about each child’s progress in relation to our grade/age level standards and developmental benchmarks.

### Grades K - 8th Maayan Communication Folders — You will find green and blue Maayan folders that are used for newsletters and homework.

All work being sent home and any upcoming information, plus homework assignments will be placed inside the folder. Please make sure to check it daily. Green is for General Studies and blue is for Judaics.



# Parent & Student Handbook

## Parent Volunteers & Family Share Program

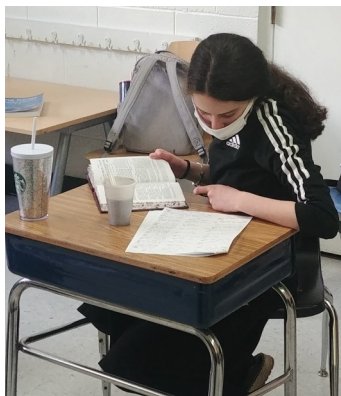


A school is a rich community of members. Each member's talents is needed to maintain the quality of the Maayan experience, services and environment. With your family's volunteering, we foster a unified community. Each family is expected to log 24 hours of service work (12 hours for a single parent family) per

school year. If you are unable to log 24 hours, you can exchange the remaining time at \$15 an hour. PTA will have a list of volunteer opportunities for you to get involved. Our wonderful parent volunteers make an immense difference.

If you would like to be involved on a more long term basis at school or be unsupervised with

students, we require volunteers to enroll in the Central Background Registry. Thank you for your partnership.



## Miscellaneous

• **Maayan has an open door policy regarding parents coming to visit during school hours. Visiting parents are requested to check in at the office.** If you would like to observe your child in the classroom, please let the corresponding administrator know a head of time to coordinate.

• Parents who might have any concerns regarding the operational policies of Maayan are welcome to schedule a meeting with Principal, Rabbi Yerachmiel Kalter.

• The most current Licensing certificate will be available in the office. As well, the Office of Child Care may be contacted at [www.childcareinoregon.org](http://www.childcareinoregon.org).

• Every parent has the right to file

a complaint with the Department of Education; Office of Childcare at 503-947-1400.

• Fire drills will be practiced every month. Other emergency drills will be practiced in the other months.

• Maayan will not provide transportation. All parents are responsible for their own arrangements.

• Water activities are not available at Maayan. In case of a special event, parents will receive a one time permission slip for that activity.

• Pets should not be brought into Maayan. Exceptions will be made for therapy animals or guide dogs.

• These operational policies will

hold for 2021-22 unless written notice is given to parents.

### Electronic Devices at School

Students should not have electronic devices with access to the internet at school without permission from administration. Cell-phones should be kept in the office during the school day.

### Policy Against Discrimination

Maayan will admit qualified students, staff, and faculty of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school will not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, financial aid dispersion, and other school-administered programs. Maayan shall not discriminate in its employ-



# Parent & Student Handbook

## Incident Reporting for Behavior and Physical Altercations

We value restorative justice practices that helps children see their part and how they contribute in social situations where one student has caused physical or emotional pain to another child. Our goal is to help students communicate their feelings, feel empathy for others, and make amends. An incident report will be sent home to parents when judged to be more serious in nature. Teachers/admin may also contact you directly.

When a child has shown three similar incidents in eight weeks, that student will be referred for additional support.

### Maayan's Plan for Identifying & Referring Students In Need of Intervention

#### What to do when you are concerned a Maayan student may need additional support?

Our goal is to help you navigate our system for identifying and referring a child for intervention.

#### Prior to Referral

Student Support Services are intended to respond to situations where a student is at risk for academic, behavioral or emotional / health problems at school. Typically, when such concerns first arise, parents/guardians and teachers/ admin will communicate directly with each other to discuss how best to assist the student.

When standard resources and methods are insufficient or staff needs further assistance to address a student's needs, an I&RS (*Identifying and Referring a Student*) process may be initiated.

#### Step 1. Identifying a Student Concern:

- Students may be referred by a parent, teacher, or administrator when concerned about a child's development or progress both academically or emotional/behaviorally.
- Concerns may come from a variety of sources including the home, a previous teacher, test scores, or informal teacher observation

#### Step 2. Investigation & Data Collection

- Teachers will do more investigation and data collection, requesting work samples to analyze and conduct deeper assessments
- Teachers will conference with the previous year's teacher and seek more information from parents.

#### Step 3. Tier 1 Interventions - *implement for 3 weeks.*

- School identifies Tier 1 supports that can be used to help the child's learning/behavior

#### Step 4. Child Study Team & Tier 2 Interventions

- After Three Weeks, if there is limited progress, a Child Study Team should be advised and arranged.
- Child Study Team meeting - Parents, teachers and possible therapists to discuss the child on a holistic level and strategize together.
- The team should set Tier 2 interventions based on guidance, goals, and set up the next check-in time.

#### Step 5. Monitoring:

- Over 6-8 weeks, monitoring should take place.

# Parent & Student Handbook

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## Maayan's Plan for Identifying & Referring Students (cont.)

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### Step 6. Follow Up & ILP (Individual Learning Plan) Meeting:

- Child study team meets for the 2nd time. Data should be shared.
- If there is limited progress, the child study team decides if an ILP is needed.

**Creating an Initial ILP** - Parents, teachers and administration will set initial academic, and behavior goals and strategies for the student. Modifications and interventions will be established, and any possible outside support services will be arranged. Any plan or accommodations from an outside organization will be incorporated into the Maayan ILP.

**Evaluations & Outside Referrals** - Child study team findings may recommend more services including a.) outside evaluation b.) third party specialty care with a therapist c.) specialized instruction from the resident's public school or a privately hired tutor/shadow

### Ongoing Full Team Meetings

- The team will meet annually to review the goals and strategies, and make modifications as needed.
- Recommended once or twice a year, November or March
- It is advisable for parents to invite specialists to parent conferences or full team meetings.

### Resources Available to Parents

- Special ED and Early Intervention are now through Clackamas Education Services District
- Students may also receive evaluation and services through the Lake Oswego School District or the local public school district.

## Maayan's Dress Code with Uniform Information

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### Early Childhood Dress

Tipot, Geshem, and Mayim are advised to wear washable play clothes with closed shoes for safe play

### Grades K-8th Dress:

**Socks/Leggings** - Any color or style

**Shoes** - Any closed toe or sneaker (no Crocs)

**Hair** - Natural hair color, above the shoulder length for boys

**Tops/Sweater** - LOGO OPTIONAL

**Royal Blue School Fleece & School T-shirt** - found online - LOGO REQUIRED

**Uniform Supplier:** French Toast and Lands End are our preferred uniform supplier for tops. You can shop online for uniform options with/without the school logo by visiting [Frenchtoastschoolbox.com](http://Frenchtoastschoolbox.com) and the tab **Find Your School**. Any company can be used as long as the colors/styles match up, but we highly recommend using French Toast or Lands End. Order by August 10th to receive your clothes before the first day of school.



# Parent & Student Handbook

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## Maayan's Dress Code with Uniform Information (cont)

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**Kindergarten Boys/Girls** have the additional option to wear any color polo shirt with short/long sleeves

### Girls

**Top: a.)** Polo style collared shirt, short or long sleeves (no cap sleeves) in French Toast's Colors of Light Heather Grey, Burgundy, Teal (found on French Toast) or Royal Blue **b.) Colder Weather Options** - Dark Grey/Burgandy or Royal Blue fleece - found online **c.)** School T-shirt in short/long sleeves

Girls 6th - 8th grades - Sleeves cover the elbow,

**Bottom:** a.) Any Navy or Black Skirt that covers the knee, or b.) Scoop Neck Pleated Jumper from Engelic Uniform, link below.

### Boys

**Top: a.)** Polo style collared shirt, short or long sleeves (no cap sleeves) in French Toast's Colors of Light Heather Grey, Burgundy, Teal (found on French Toast), or Royal Blue **b.) Colder Weather Options** - sweaters in Dark Grey/Burgandy or Royal blue fleece - found online **c.)** School T-shirt in short/long sleeves

**Bottom:** Navy/Black Long Slacks (no shorts, sweatpants, jeans or skinny pants)

**Kippot and Tzitzit** (Kindergarteners and first graders can keep a pair at school for davening)

### Rosh Chodesh Dress Code - No Uniform Days:

Reference the Parent Student Handbook for details.

### Recommended Places to Shop Online

- Easy link for <https://www.frenchtoastsschoolbox.com/schools/maayan-torah-day-school-QS5HGAD>
- Easy Link for Girls Engelic Jumper website - <http://www.engelicuniforms.com/girls-school-uniform-scoop-neck-pleated-jumper/>
- [LandsEnd.com](http://LandsEnd.com) - Maayan's Lands End Preferred School Number: **900188228**