



## **MAAYAN TORAH FAMILY HANDBOOK 2024-2025**

Welcome to Maayan Torah Day School! We are delighted you are joining us for a wonderful 2024-2025 school year, and we appreciate the trust you have placed in us as we partner together in the education of your children.

Please take the time to carefully read this Handbook. It will help to guide you through Maayan's various policies, each designed to support every child's learning and safety.

### **MAAYAN TORAH'S MISSION, VISION, AND THREE PILLARS STATEMENT**

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 (positive character traits), love of G-d, commitment to Mitzvot (commandments), to Israel and to 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.

We cultivate a love for Judaism so students carry their Jewish heritage with pride. We believe a Torah day school education is vital to Jewish life.

### **OUR THREE PILLARS**

1. Life-Long Jewish Connection
2. Academic Achievement
3. Student Engagement

## TABLE OF CONTENTS

### Welcome and Mission, Vision, and Three Pillars Statement

Organizational Chart	2
Arrival/Dismissal	2
Behaviors that Profoundly Disrupt or Threaten the Safety of Others	8
Birthdays	6
Books and Media	7
Computers and Technology	6
Contact Information	2
Curriculum Overview	9
Early Dismissal Days	3
Emergency Drills	7
Evacuation/Reunification Procedures	8
Discipline and Behavior Management	8
Field Trips	6
Food Policies	5
General Education Policies	6
Homework	9
How Much Homework?	10
Illness Policy	4
Medical Emergencies	7
Medication	4
Newsletters	5
Non-Solicitation Policy	6
Outdoor Play/Recess	4
Parent-Teacher Communication	5
Parent-Teacher Conferences	5
Parking Etiquette and Safety	3
Report Cards/Student Progress	5
Safety, Security, and Visitors	7
Setting Up Space for Homework Success	9
Signing In and Out	4
Student Dress Code	3
Student Emergency Preparedness Kit	7
Student Supervision	4
Visitors – Process and Confidentiality	6
Weather or Building Related Closures	8

## ORGANIZATIONAL CHART

At Maayan, we understand that students thrive when families and school and community are each engaged. To that end, we encourage you to be in touch! Please utilize this chart to connect with the individual who can help you best. When in doubt, contact Dr. Sharon Pollin, Director of Organizational Development or Mr. AY Warshaw, Operations and Business Manager. The appropriate person will make every effort to be in touch within 24 hours.

### Board of Directors

Mrs. Meira Spivak, President

Rabbi Tuvia Berzow, Immediate Past President

### Members

Shani Laws, Lori Prestidge Davtian, Rachel Espionza, Jonathan Bartov, Eleanor Warshaw

### Ex-Officio Members

Rabbi Daniel Borsuk, Dr. Sharon Pollin, Mrs. Angela Singrey, Mrs. Chaviva Skolnik

### Administrative Team

Dr. Sharon Pollin - Director of Organizational Development

Mrs. Chaviva Skolnik – Judaic Studies Principal

Rabbi Daniel Borsuk - Director of Development

Mrs. Angela Singrey, Early Childhood Director, Licensure Director

Mr. AY Warshaw – Operations and Business Manager

Mrs. Rivka Malka Gleizer – Student Support Services Coordinator

Teachers and Staff may be reached via school email (first initial followed by last name @maayanpdx.org), or info@maayanpdx.org, or by leaving a message with the school office 503.245.5568.

## CONTACT INFORMATION

Maayan HaTorah Day School

2 Touchstone Drive Lake Oswego, OR 97034 | 503.245.5568 | [info@maayanpdx.org](mailto:info@maayanpdx.org)

## ARRIVAL/DISMISSAL

### School Schedule Basics

8:20am Student arrival begins, students to gym for staff-led morning activities, or to ECE

8:30am Students go directly to classrooms

8:35am Classes start

3:35pm End of day carpool

School begins at 8:35am and ends at 3:35pm. Morning carpool drop-off begins at 8:20am and doors are closed at 8:40 pm. Afternoon carpool pick-up is from 3:35pm – 3:45pm. Students arriving after 8:30am are to go directly to their classrooms. Students who arrive at or after 8:40am are to report to the office for a Tardy Slip.

**ARRIVAL SAFETY** There are reserved parking spots for our youngest students, those in Sheleg and Tippet. **Please do not park in these spots for any reason** unless you have children in these classes.

The parking spots labelled as Handicap Only and Principal must also be kept clear at all times...even if you are “parking for five minutes.”

Elementary students and parents are to remain in their vehicles until under the port-cochere where **adults on carpool duty will help to unload three cars at a time**. At no time may a child exit a vehicle in the parking lot, nor may parents leave their car while in the parking lot.

ECE students may exit their vehicles when directed to do so by the person on ECE carpool duty.

### **DISMISSAL SAFETY**

Carpool monitors will call students' names and escort them to their cars. Cars will load three cars at a time under the port-cochere. Children may not enter vehicles in the parking lot. **Children are never allowed to make their way unescorted to their vehicles. All students must walk at all times during carpool.**

Students may only be released to their parents or authorized guardians. Parents must notify the office if someone else is picking up their child and that individual's identity will be verified by the office.

Parents will be charged a late fee of \$15 for the first 10-25 minutes after 3:45pm and \$30 for a half hour late.

**Early & Extended Care** are available by pre-arrangement from 7:30am- 5:30 pm Monday through Thursday and until 4:30pm on Friday. Please contact Mrs. Singrey, [asingrey@maayanpdx.org](mailto:asingrey@maayanpdx.org), no less than one week in advance to schedule care. **There are no drop-ins.**

### **EARLY DISMISSAL DAYS**

Maayan will follow the same procedures for early dismissal as regular dismissal.

### **PARKING ETIQUETTE AND SAFETY**

The Maayan parking lot is small and tight. Please carefully and mindfully park and exit your vehicle, taking care to allow space for others to enter and exit their cars with enough room to not dent or scrape them (or yours). For the safety of all, **do not park in the Fire Lane, reserved, principal, or handicap spaces at any time for any reason.**

### **STUDENT DRESS CODE**

Students are required to wear school uniforms beginning in Kindergarten. **Kindergarten students may wear polo shirts of any color.** Maayan school colors are burgundy, royal blue, teal, and light grey, and beginning in first grade, shirts must be school colors. School t-shirts and sweatshirts/fleece may be worn indoors.

- Boys are encouraged while in preschool to wear kippot at school and are required to wear them starting in Kindergarten. Also beginning in Kindergarten, tzitzit should be brought to school and minimally worn during tefillah, and boys are encouraged to wear them all day. Hair must be cut above the shoulder.
- Beginning in Kindergarten, girls are required to wear skirts that cover the knee.
- All students must wear closed toe shoes, including sneakers. Crocs are not recommended.
- Any type of socks or leggings may be worn (or none).

### **Recommended Online Shops**

<https://www.frenchtoastschoolbox.com/schools/maayan-torah-day-school-QS5HGAD>

<http://www.engelicuniforms.com/girls-school-uniform-scoop-neck-pleated-jumper/>

[LandsEnd.com](http://LandsEnd.com) - Maayan's Land's End Preferred School Number: 900188228

### **OUTDOOR PLAY/RECESS**

Outdoor time is crucial for youngsters to develop gross motor skills, breathe fresh air, get physical exercise, create by making up games, communicate, and problem-solve in the non-classroom environment. We will be making good use of our beautiful outdoor campus and our specially designed preschool playgrounds. Unless the weather is a huge barrier, Maayan students will be outside daily. Please be sure to send your child to school with gear appropriate to the weather, including closed toe shoes, rain boots, and warm/waterproof coats.

### **STUDENT SUPERVISION**

All students are actively and always supervised whether in or outside of the buildings. At no time will students be alone in a classroom without being in the direct line of sight of an adult.

### **MEDICATION**

Parents must complete, sign and date a Medication Dispensation Form prior to the dispensation of medicine to any student. These forms are available in the school office. Please bring elementary students' medicine to the school office, where it will be held for them. ECE student medication will be held in the ECE office. Only the head classroom teacher or office personnel may dispense medication. The dispensing employee will complete a medicine dispensation log EACH time a dose has been administered. For elementary students whose parents have provided blanket permission to administer Motrin or similar medications, the Operations and Business Manager will contact parents prior to dispensing a dose of the medicine.

### **ILLNESS POLICY**

Please carefully read and adhere to the Maayan illness policy and note that this policy applies to students and employees – we all want to stay healthy! The Oregon Department of Education requires that no student be admitted to or retained in school except with written approval of the local health officer or physician if a child has one or more of the following symptoms of illness:

- Fever of 100 degrees (auxiliary temp), diarrhea (more than once), vomiting, nausea, severe cough, unusual yellow color to skin, or eyes, constant yellow or green runny nose, skin or eye lesions, severe, weeping or puss-filled rashes, stiff neck, headache, difficulty breathing or severe wheezing, and complaints of severe pain. Parents of students who develop any of the above symptoms at school will notified and the student retained in the school office until they can be picked up.
- Students may return to school when symptom and fever-free for 24 hours; students must be free of vomiting and diarrhea symptoms for 48 hours prior to readmission.
- Students with a contagious infection (i.e. strep) treated by antibiotics must wait 24 hours from the first dose of antibiotics prior to returning to school.
- Lice checks will be periodically conducted throughout the year. Parents will be alerted if a child is found with lice or nits. In most situations the student will be asked to leave school to receive treatment. The student may return to school when all lice and nits have been removed.

### **SIGNING OUT AND IN**

All students must be signed out of school when being picked up during school hours and signed back in upon their return that day.

## **PARENT-TEACHER COMMUNICATION**

Students thrive when parent-school communication is caring, ongoing, and authentic. Maayan parents can expect both informal and formal communication from the school including nachat notes, photos, and WhatsApp "happy messages," as well as phone calls. All communication of a more significant nature will be conducted via email and/or scheduled face-to-face meetings. The parking lot is not a good place for a conference, and teachers are unable to speak to you during carpool for safety, confidentiality, and documentation reasons, so that we can follow-through. We urge you to adhere to these guidelines, so teachers are able to give you the attention you deserve when discussing your children.

## **REPORT CARDS/ STUDENT PROGRESS**

Student report cards will be distributed to parents three times each year, in November, March, and June. It is the expectation of Maayan that all students will minimally demonstrate one year of academic progress across all subject areas. Additionally, student progress is measured in relation to Oregon State Standards in core academic subjects as well as general benchmarks for Torah Day Schools in the United States. Always reach out to your child's teacher whenever you have learning progress concerns. This is the best point of contact, which may be followed up by meeting with the appropriate member of the leadership team.

## **PARENT-TEACHER CONFERENCES**

Two parent conferences are scheduled each year. The first is highly recommended and the second is optional. Additional conferences may be requested. Reports of student progress will be delivered prior to conferences. Teachers of students with an ILP will conference with parents at least twice each year. As indicated above, please contact your child's teacher whenever you have a concern.

## **NEWSLETTERS**

Newsletters will be written weekly by teachers highlighting learning activities, exciting happenings, milestones, and upcoming curriculum in your children's classes. These will be linked to the all-school newsletter which will provide general news and event reminders.

## **FOOD POLICIES**

Students must bring pre-packed, ready to eat snacks and lunches to school from home, enough for one morning snack and one afternoon snack, as well as lunch. (They get hungry, so it's better to overpack than underpack!) Teachers may not heat student food or water. All students must bring a full water bottle to school each day. Please be sure lunch bags and water bottles are clearly marked with your child's name.

- Students may not share food.
- Only dairy or non-meat/pareve foods may be brought to school.

We encourage students to keep uneaten food in their lunch boxes rather than throw it away to provide current food-preference information. Teachers will monitor students' eating to ensure that they are well-fueled and will contact parents if there are any food-related concerns.

At times, all-class snacks may be provided. All all-class snacks for **students will be checked and approved by the Judaic Studies Principal before use.** Candy and sweets are discouraged. Pre-mixed home-made doughs or other home-prepared cooking ingredients may not be brought to school for use with students.

**Shabbat Party** will be arranged with parents by Judaic Studies teachers.

### **BIRTHDAYS**

Birthdays may be celebrated in class. Elementary school parents, please contact your child's teachers to arrange a time in the school day agreed upon by the parent and teacher. Only healthy kosher snacks of unopened packaged food items bearing a reliable kosher symbol may be brought by parents to school. All food to be shared must be approved in advance by the Judaic Studies Principal. No food should be prepared or baked at home for class distribution. Parents are welcome as class visitors for the birthday. ECE children will also enjoy birthday celebrations and will follow the guidelines put forth in the ECE Parent Handbook.

### **VISITORS – PROCESS AND CONFIDENTIALITY**

Maayan parents and family members are welcome! Our Open Door Policy only requires you to provide advance notice of your intent to spend time on campus or in your child's classroom. Please contact Mr. Warshaw to schedule your visit and be sure to sign in and out once on campus. Please be mindful that teachers are not available to speak at length with you during their teaching time and would be glad to schedule a time to meet privately at your convenience. If you have concerns regarding anything you have seen in the classroom, a private meeting is in order, and Maayan expects that parents will never discuss a student's classmates. Be assured that this policy serves to ensure confidentiality for every student.

### **VOLUNTEERS**

Volunteers are welcome at Maayan! Please note regular volunteers are required to have a current Central Background Registry number on file with the school office. The office coordinates the applications for volunteers' background checks. **Volunteers may never have unsupervised access to any students.**

### **NON-SOLICITATION POLICY**

To minimize the number of solicitations to families and businesses, Maayan requests that all employees and parents/families refrain from soliciting the school community for organizations and causes not related to the school and approved by the Director of Development.

### **FIELD TRIPS**

Over the course of the year Maayan classes will take field trips that encourage students to investigate and engage in deeper thinking. Permission slips must be signed by parents for each field trip, and these will be sent home by your child's teacher. For children who are required to sit in booster seats, please be sure to drop them off at school on the morning of the trip. Maayan will arrange for field trip transportation and additional funds will not be collected from families for field trips.

### **GENERAL EDUCATION POLICIES**

#### **COMPUTERS & TECHNOLOGY**

The goal of having laptops available for our students is to enable them to use technology as a tool to support learning. A "whitelist system" has been established and student accounts are controlled in such a way that only pre-approved websites are accessible. Teachers may use websites such as Kahoot and Quizizz as fun end of the week or vocabulary review. The Gimkit game is not allowed.

Student internet usage by students is always supervised by teachers and ONLY the Maayan Student WIFI will be used. Students may never "BROWSE as Guest" on Google. Students may only be on electronic devices that are using the internet filter of the school. **No student may have personal electronic devices in school, including cell phones and e-watches.**

Parents and students are required to sign the Maayan Digital Citizen contract before any student uses computers. Computers will only be used as research, learning, and review tools, and never for unrelated video games.

### **BOOKS and MEDIA**

Maayan teachers are vigilant about book content. They seek the following in books used at school.

- Respectful tone
- Appropriate illustrations should have people modestly dressed. Maayan prefers Disney books be enjoyed at home.
- The Maayan Rabbinic Board is consulted in case of any questions regarding the propriety of a text to be read by classes.
- Lists of previously approved books may be found in the office and parents may view these on request.

### **SAFETY, SECURITY, and VISITORS**

We understand that our primary responsibility is to keep every student safe. To this end, you will note that Maayan employs security personnel throughout the day. All doors are locked with a keypad. All visitors must sign in and out at the school office. A visitor's badge will be provided and this must be displayed at all times while on campus.

### **STUDENT EMERGENCY PREPAREDNESS KIT**

**All students are required to have an Emergency Preparedness Kit in school.** They are kept in their primary classroom of instruction. The following should be packed in a gallon zip lock bag labeled with your child's name and must include:

- Small supply of easy-open non-perishable food such as bars, tuna, fruit cups, crackers and appropriate plastic utensils if needed.
- Two small bottles of water
- One light stick or a flashlight with batteries
- Small package of disinfectant wipes
- Small pack of tissues
- A few bandaids
- Change of clothing
- On a piece of paper, please write a comforting note on one side and your child's name, your names, any additional pertinent information for emergency responders, and contact details on the other

### **MEDICAL EMERGENCIES**

In case of medical emergency 911 will be called.

- In the case of a non-life-threatening emergency, teachers will immediately alert the office and parents will be notified as soon as they can be reached. In lieu of parents, the emergency contact will be notified.
- All injuries will be recorded the day of the injury on an Accident Report Form, the original delivered to the parents for their information and signature, and the original returned to the teacher or to the Operations and Business Manager to be placed in the student's file.
- All Maayan teachers are Red Cross trained in First Aid and CPR and will implement procedures as needed.
- In the case of a severe emergency, the injured student will be transported via ambulance to the nearest hospital and parents immediately notified.



## **EMERGENCY DRILLS**

Maayan holds monthly fire drills as well as additional rotating safety drills for earthquakes, lockdowns, and lock-ins.

## **EVACUATION/REUNIFICATION PROCEDURES**

In case we are required to evacuate from school, the entire campus will re-locate to **Mountain Park Racquet Club, 3 Botticelli, Lake Oswego**. Parents will be notified as soon as it is safe to do so, as determined by law enforcement, and will pick up students from that location.

## **WEATHER OR BUILDING RELATED CLOSURES**

Maayan will make the best decision possible to ensure the safety of students during a weather or building safety event. Parents will be notified about early release, late starts, or school closings via email and school website. In case of inclement weather Maayan looks to both Lake Oswego and Portland Public School Districts. We strive to provide parents with an informational email by 6:30am with information about late openings or school closures. This will also be posted to the school website, Facebook page, and shared via Whatsapp. Use your best judgement when considering your family's safety.

## **DISCIPLINE AND BEHAVIOR MANAGEMENT**

Teachers are responsible for classroom behavior, and we count on parent support. We have an overarching framework for the school that is clear, applicable, and gives each teacher the flexibility needed to work in the best interest of each class. Maayan understands 'discipline' to mean **self-regulation and respect** for people and things around us. The Maayan discipline policy is designed to support the emerging ability of students to be aware of their environment and appropriately manage their behavior within it. Students unable to control their behavior to the detriment of themselves or those around them will experience consequences guided by the concept of restitution and planning for next time. School is a place where we all have the right to work and learn in safety, without interruption or fear.

Maayan endorses a positive, nurturing environment for behavior management based on **The Responsive Classroom** approach. The goal of any behavior management program is to encourage children to behave appropriately on their own and to support **consistent, clear expectations and routines by teachers**. The primary goals of this approach are to:

- Establish a calm, orderly and safe environment for learning
- Help children develop self-control and self-discipline
- Teach children to be responsible, contributing members of a community
- Promote healthy, respectful, kind and caring teacher-student and student-student interactions
- Positive behavior is celebrated.

There are **four school-wide core rules**:

- 1. BE KIND**
- 2. BE RESPECTFUL**
- 3. BE RESPONSIBLE**
- 4. DO YOUR BEST WORK**

## **BEHAVIORS THAT PROFOUNDLY DISRUPT OR THREATEN THE SAFETY OF OTHERS**

The following student behaviors will result in immediate removal from the situation and may lead to suspension or expulsion:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.

2. Disrupting school activities or willful defiance of a teacher, administrator, or other school personnel engaged in the performance of their duties.
3. Causing or attempting to cause damage to school or private property.
4. Stealing or attempting to steal school property or private property.
5. Committing an obscene/vulgar act or engaging in the use of profanity.
6. Possessing a dangerous object or weapon.

In such cases, the student will be escorted to the office and parents will be immediately informed by phone of the incident and are required to pick up their child. Documentation of the incident will be placed in the student's file, and parents, teacher(s) and members of the administration and/or student support services will meet to determine a plan to move forward.

### **CURRICULUM OVERVIEW**

Maayan is committed to providing students with rigorous and meaningful learning. Our General Studies curriculum is guided by Core Curriculum Standards and student interest. Teachers routinely assess student progress using both formative and summative instruments. This data drives teaching and enables teachers to focus on what their students need for next learning steps. In Judaic Studies, Maayan is guided by Standards for Torah Day Schools, and with the guidance of Torah U'Mesorah. All curriculum content weaves middot and themes through various academic and Judaic Studies areas.

Elementary school families will be provided detailed curriculum information by teachers during Back to School Night, scheduled for September 25<sup>th</sup> at 7:15pm.

### **HOMEWORK**

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. Students should be able to complete homework independently or with minimal parent guidance – although do help them get started! However, if your child is unable to complete the assigned homework, please do not teach them; that they are unable to independently complete the homework provides teachers with important data, including that the child has not mastered the concepts or that directions are unclear. Please note that some students in higher elementary grades may need access to a computer to complete homework.

### **SETTING UP SPACE FOR HOMEWORK SUCCESS**

Just as adults prefer different workspaces, so do children. These guidelines should be adapted for your child – you know them best!

Is your child a loner or does s/he need more activity to concentrate? For solitude, set up a space in a bedroom or out of the way spot. For those who prefer a busier atmosphere or who like to involve a parent, carve out a permanent spot in the kitchen, family room, or dining room.

Make it ergonomically appropriate with chairs the correct height to put feet on the floor, table about waist height and with good lighting. Consider using pillows, bolsters, and blankets to support children's seating.

Have space for them to spread out materials, with supplies within reach. You might keep these in a box to help keep things tidy and predictable. If you can hang a bulletin board, you might add a calendar with due dates or other personalization to the homework space.

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

Always contact your child's teacher with questions and concerns. Your partnership supports your child's growth!

**HOW MUCH HOMEWORK?** Homework is meant to reinforce concepts through independent practice as well as provide the opportunity to read. If you feel that the homework your child is receiving does not meet these criteria, please contact the teacher. The National Education Association recommends the following homework guidelines, which may vary day to day or week to week:

Kg	5 – 15 minutes
1 <sup>st</sup> Grade	10 – 20 minutes
2 <sup>nd</sup> Grade	20 – 30 minutes
3 <sup>rd</sup> Grade	30 minutes
4 <sup>th</sup> Grade	40 minutes
5 <sup>th</sup> Grade	50 minutes
Middle School	60 – 80 minutes

**THANK YOU!**

Thank you for taking the time to read this Parent Handbook! Did we forget something? Do you have questions or suggestions? Please reach out! The best way to find us is by contacting us at [info@maayanpdx.org](mailto:info@maayanpdx.org).

It is truly our privilege to have your child/ren in our program and share the joyous life-long journey of learning. We are excited for a fantastic year ahead!

*Rabbi Daniel Borsuk, Dr. Sharon Pollin, Mrs. Angela Singrey, and Mrs. Chaviva Skolnik*