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Ma'or Yeshiva High School

Parents as Partners

The Talmud tells us that there are three partners in every child – G-d Almighty, his parents, and his teachers. This being the case, we ask that you become our partners in the true sense of the word. Clearly, our common goal is the excellence of the school for the benefit of each student's spiritual and educational growth during these vitally important formative years.

One of the most important elements in a young person's development is consistency, and therefore, it is essential that we view ourselves as partners as we strive to establish uniformity in both standards and expectations. Consistency applies equally in academic, behavioral, and religious standards. Conduct which you would not permit at home will not be condoned here. Conversely, conduct not permissible in school, should not be acceptable in the home.

As parents who have chosen this school for your children, it is appropriate that you provide a life setting in consonance with its values. In school and at home, during vacations and throughout the year, there should be one consistent message and standard. Extreme care must be taken in selecting the proper choice of summer camps and programs, recreational activities, books, music, movies, and television shows which are appropriate for young Yeshiva students and which complement the religious and educational goals of the school.

Of paramount importance is your understanding that all of our guidelines have been set with an eye toward excellence. To help us achieve these high standards, we need you to work with us. Show it in word and in deed. Help by seeing that your children comply with such things as the Dress and Appearance Code with a positive attitude. Be careful when planning vacations or scheduling appointments not to have your children miss school. Stress the importance of proper attitude and behavior during Tefila, while learning, and at all group functions. Promote the ideals of a strong work ethic and of honesty – during testing, and in all of one's dealings. Encourage your children to be active participants in all of the school's activities and programs. Get involved in your children's education and give of your time.

Remember, we are partners, and we need active partners rather than silent ones. If there is a problem, demonstrate to your children how they are to communicate properly, not by complaining but by trying to reasonably resolve issues. Understand that the school's mission is to help each and every child better themselves, and to that end, our every decision will be made with a simple, yet poignant, question in mind. What is the best way to help this youngster within the framework of our school environment?

Obviously, mistakes and oversights may occur, but they will never be due to negligence or indifference. G-d Almighty has charged us with a special mission and our mutual responsibility is great. Together, we can and will succeed.

Our Mission

When the Creator of the Universe presented the Torah to the Jewish people, He offered us both a spiritual and a practical gift. Its eternal truths, handed down from generation to generation since Maamad Har Sinai (the giving of the Torah at Mt. Sinai), provide an immutable blueprint for the construction of a meaningful and rewarding life.

Our goal at Ma'or Yeshiva is to provide each student with the tools they will need to make their life an edifice worthy of the potential G-d has given them. Clearly, without limudei kodesh (Torah studies) and the ability to learn Torah, we cannot acquire the knowledge and understanding to truly comprehend what Hashem wants of us and how we can best serve Him. Limudei Chol (secular studies), whether as a means of preparing to earn a livelihood or of enhancing the world in

which we live, serves as a complement to the study of Torah. Our aim is to help our students by requiring that they give their fullest effort in our demanding academic environment to acquire skills, build knowledge and through this develop an appreciation of the gifts Hashem has bestowed upon us.

- ✪ We aspire for our talmidim to realize that the spiritual rewards of maintaining learning throughout life far outweigh other more transient considerations, and for students to realize that they will always need to remain attached to Torah learning in a Torah environment.
- ✪ We emphasize personal development through growth in Midot Tovot and social responsibility in every aspect of life with a firm commitment to Torah, Avodah and Gemilut Hasadim.
- ✪ We supply our students with a rigorous secular education which will help them to become proud, productive and contributing members of our society. We are driven to enable each student to continue attaining an education of this caliber after they graduate and move on to higher education should they choose to do so.
- ✪ It is our stated goal to equip each student with the tools necessary to become either a contributing working member of society or a full time member of kollel dedicating his life to the study of Torah with the hopes that he eventually become a contributing community rabbi.
- ✪ We strive for each young man to emerge as a proud, committed Jew and world citizen who will be a source of pride to his family, his community, his people and his Creator.

The Yeshiva Environment

School Climate

Understanding Hashem's ways and the fulfillment of מצוות is the cornerstone of a yeshiva and its reason for existence. For the young man with a desire or willingness to grow in *Yirat Shamayim* and Torah knowledge, there can be no better or happier environment. We expect any young man who attends our yeshiva to acknowledge that the fulfillment of the basic מצוות are of the paramount importance, and therefore, to adhere fully to the Yeshiva's standards of *Derech Eretz, common decency, praying nicely, washing and Birkat Hamazon, making Berachot, and speaking appropriately*. Anyone unwilling to behave in such a way will indeed be unhappy and find himself in a burdensome environment. However, for the overwhelming majority of our students, our environment is welcoming and fosters growth, friendship and happiness.

The Administration and Staff

The school is administered by a team of professional, caring educators whose goal is to meet the needs of each student and to work together to realize the school's mission. The administration welcomes parental contact and invites parents to call with any questions or concerns. When possible, calls will be taken immediately; if not, you can expect a prompt return call at the earliest possible opportunity.

Guidance counselors will set up a regular schedule for meeting with all students during the course of the school year. In addition, students or parents may request a meeting with the counselors as the need arises.

Whenever possible, contact with the school should be made directly through our office. Parents wishing to speak with a rebbe or teacher may leave a message with the school office asking that they be contacted. Please leave a daytime number where you can be reached. As with all other

professionals, teachers should not be called at home unless prior arrangements to do so have been made.

Minyan

Where men pray, Hashem is present. This awesome truth accounts for the very serious way the yeshiva views its Tefilah. Minyan is an integral part of the yeshiva's educational program and attendance at our school minyan is a requirement for all students unless specific permission has been granted to attend an alternate minyan.

Every talmid is assigned a Makom Kavua – a designated seat- for minyan and all school functions held in the Bet Medrash. He must be in his Makom Kavua by 7:47am for Tefilat Shaharit, which begins at 7:50am and be on time for the start of מנחה or ערבית.

A student who does not appear for shacharit without a valid note of explanation will face disciplinary action.

If you inadvertently forget your *Talit/Tefilin*, notify the *Minyan* supervisor for direction. Disciplinary consequences can ensue if a pattern develops.

During Tefilah

A *Bet Medrash* is a *Mikdash Me'at* and must be treated with proper respect for *Kedushat Hamokom*. This applies to giving care to its cleanliness and order, as well as to the manner in which one enters and leaves, sits and speaks. Coats, knapsacks, food, and drinks should not be brought into the *Bet Medrash* at any time.

Attending minyan is not the same as praying. Praying is called Avodah She'balev – work of the heart. Praying with proper Kavanah can be genuinely difficult; it requires concentration, sincerity and a willingness to grow in one's relationship with Hashem. The way a ben-Torah should conduct himself during Tefilah will be reviewed at orientation and throughout the school year. Our general policy is as follows:

1. Walking out during *Minyan* should only be necessary on rare occasions. All personal needs should be attended to before or after *minyan*.
2. You should have your own *Siddur, Talit, and Tefilin* in school each day.
3. You should be seated in your assigned seat.
4. If your bus arrives late, proceed immediately to the *Bet Medrash* for directions.
5. *Tefilin* should remain on at least until the start of ketoret.
6. ***Talking during prayer is disruptive to others and is forbidden during any part of the tefilah. Lack of decorum and disruptive behavior during prayer will result in disciplinary consequences.***

Students are encouraged to contribute to *Tzedaka*, which is collected during *prayer* each day. The money is allocated toward needy families from our community.

Breakfast

After *minyan*, *talmidim* eat breakfast in the lunchroom before the start of *shiuur*.

Mincha/Maariv

The Ma'or Yeshiva day begins and often ends with *minyan*, and the significance of *Tefilah* cannot be overstated. PM classes are dismissed at 5:15pm and *Arbit (when possible)* begins at 5:18pm. Those who arrive after 5:18pm are late. **A student who does not appear for מנחה or ערבית without express permission will receive a cut.**

Academic Overview

The Ma'or Yeshiva High School is a full four year program which focuses on growth in Torah and a demanding comprehensive secular education. While we advocate that all of our

students strive for the highest level of secular education and career preparation, it is our aim to see that every one of our graduates spends at least one year continuing his exclusive Limudei Kodesh education in Israel before beginning college and/or professional study should they choose to do so.

We believe it is in our student's best interest to remain in a torah environment during the formative years of emergent adulthood, when they are highly impressionable and susceptible to the potentially destructive influences of today's secular society. The environment they are in will have a significant influence on their moral and religious development. In addition, the year of Torah study provides our young men with time to gain a degree of independence and maturity before they define their futures by selecting a professional course of study. The Yeshiva will provide a comprehensive guidance program to help students and parents determine the best path to pursue. We submit that Ma'or's program should be considered a five year program- four years in Long Branch and one in Israel!

Back To School Night

It can't be over stated that involved parents are key components of academic success, and we are eager for parents and faculty to get to know one another. Early in the year, parents are invited to become acquainted with the *rebbeim* and teachers who spend so much time with their sons. Members of the faculty present an overview of their curricula and inform parents of classroom procedures and academic expectations they have of their students.

Please check your calendars for the date of Back to School Night. Although this program is not a venue for individual conferences, getting acquainted opens the door for understanding and further contact. Parents will have the opportunity to meet individually with faculty to discuss their son's progress later on in the school year.

Limudei Kodesh

Morning Schedule

Monday-Thursday

7:50-8:50am Shacharit and halacha shiur

Breakfast

1st period 9:15- 10:45 Gemara

Break

2nd period 11:03-11:45

3rd period 11:48-12:30

4th period 12:33-1:15 Lunch

Fridays

1st period 9:10-10:00am

2nd period 10:03-10:30

3rd period 10:32-11:00

4th period 11:02-11:30

5th period 11:32-12:00

6th period 12:02-12:30

7th p. 12:32-1:00 Dismissal

Mishmar

Mishmar is part of the Yeshiva's complete educational program. Attendance is mandatory. Non-attendance will be treated in the same manner as all other absences (with permission a half day absence) or cuts (without permission). Dates for Thursday *mishmar* are included in the calendar.

Mishmar Schedule: 5:15-5:40 Dinner

5:40-6:45 Mishmar/Arbit-Maariv

Dinner will be available for purchase at a flat rate for all 15 weeks or separately for each week. Students are not permitted to leave the grounds without express permission.

Israel Guidance

At the start of the 12th Grade, representatives of various Yeshivot in Israel will come to the school to offer an overview of their programs. Handbooks and brochures, which provide additional information, are distributed.

General Studies

The General Studies program is presented during four departmental subject area periods on Monday through Thursday. Our curriculum satisfies and surpasses the core curriculum requirements in language arts, mathematics, the sciences and social studies that are specified by the Department of Education of the State of New Jersey. Hebrew language is a Yeshiva requirement for

9th and 10th grades. In their Junior and Senior years, students round out their programs by choosing from a variety of electives. Students are scheduled for two periods of physical education weekly.

Schedule of Afternoon Classes

Monday-Thursday

5th period- 1:18-2:00pm

6th period 2:03-2:45

7th period 2:48-3:30

Mincha 3:33-3:45

8th period 3:48-4:30

9th period 4:33-5:15

Arbit/Maariv (when applicable) 5:18-5:30

Advanced Placement Courses

Advanced Placement courses provide an opportunity for a student to earn many college credits (or exemptions) while still in high school. Among the AP courses that may be offered are AP Psychology, AP Biology, AP Physics, AP English, AP Calculus, and AP United States History. Others can be offered upon request by a sufficient number of students.

In order to qualify for universally accepted college credits, students must score a 5 (on a scale from 1-5) on the uniform Advanced Placement exams provided by the college board. Some colleges offer credits or exemptions for scores of 4. Students in AP classes must maintain an 85% average in order to remain in the class and are required to take the AP examination in that subject. The score on the AP exam will be considered in lieu of a final examination, according to the following scale:

5=100% 4=95% 3=85% 2=75% 1=65%

College Guidance

A professional college guidance counselor will provide direction long before the college application process begins in the senior year. At an orientation session for 10th, 11th, and 12th graders, information about PSAT's, SAT'S, and SAT II Achievement Tests will be presented. At the end of the 11th grade, there will be individual meetings set up with juniors, in preparation for the impending college application/admissions process.

Individual meetings will be arranged for seniors and their parents, to provide an opportunity to learn about their specific options, as well as to learn about costs, available scholarships, and application procedures. Seniors will also receive advisement about writing application essays, and they are helped with articulation and editing of their essay.

In line with our mission, students are advised to seek the best secular education available *within the context of a Torah environment.*

Assessments and Standardized Testing

No single instrument can determine a student's achievement. In-class performance measures, teachers' evaluations and report cards give only a partial picture of a student's progress. To complement these subjective evaluations, we administer standardized achievement tests for our ninth and tenth graders to further determine our student's performance levels and their degree of progress.

In the tenth grade and above, students receive advisement and are readied for the **Preliminary Scholastic Aptitude Test (PSAT)**, which we consider as necessary preparation for the **Scholastic Aptitude Test (SAT)** that is required for college admission. For many colleges, **SAT II** (subject area) tests are an entry requirement. At individual advisement sessions, students are told which SAT II's if any, are required by their schools of choice so that they may gear themselves for these exams.

Juniors are encouraged to enroll in an SAT preparatory course. Information about programs (after school or Sunday's) conducted by independent agencies will be made available upon request.

SAT TEST DATES AND REGISTRATION DEADLINES

Booklets containing information about the registration process, as well as the test dates, when and where they are offered locally, and registration deadlines, are distributed to students at the beginning of the school year. They are also available in the high school office throughout the year. Exam dates and registration deadlines will be noted on the school calendar.

Academic Standards

Class Placement

In order to effectively address academic strengths as well as challenges, students are homogeneously grouped whenever possible. Students may be placed in either a regular or Honors class in some General Studies subjects, and in either a regular or Honors *shiur* in some *Limudei Kodesh* classes. Often, students within the same class are designated Honors and are required to perform additional work to warrant this selection. Honors will be clearly noted on the high school transcript as well as receive additional points in the GPA (Grade Point Average) per subject. Honors classes cover core curriculum content areas at an accelerated pace and/or in greater depth than the regular track. Regardless of placement, we expect each student to maintain a level of academic performance commensurate with his abilities. Class placements are determined by those who know the students best – their *rebbeim* and teachers, in concert with the administration. Consideration is given to past performance and achievement tests, as well.

It is important that students view their placement positively! They also need some time to adjust. Review of progress is on-going during the year, and changes are made by the administration when warranted.

Homework

Homework is designed to reinforce what was taught, to provide practice in skills learned, and/or to prepare for upcoming classes.

We expect students to have completed all assignments on the day they are due. There should be no excuse for undone homework except under extenuating circumstances, when a note from home (hand-written and signed by a parent) must be presented. Even then, a missed assignment must be made up and handed in the next school day.

If a student is absent, it is his responsibility to get the homework assignments from a classmate. He may arrange to have books brought home by a classmate by calling the school office. However, the office cannot be responsible for gathering books or homework assignments.

Studying requires concentration. A quiet, well-lit area where there are no distractions is the ideal place to study and do homework. Time management and long-and short-term planning are study skills, which help students achieve success without having to feel overly burdened.

Assignments being done during class time, will be confiscated. No credit will be given for the work and may result in a loss of additional points for repeat offenders.

Tests and Quizzes

Understanding the demands that a dual curriculum imposes, teachers will limit testing to generally two but no more than three tests per day. ***Unannounced pop quizzes (that take less than ten minutes) and regularly scheduled quizzes (e.g. spelling, math) that take less than ten minutes to complete, may be given in addition to scheduled tests.***

Test dates and due dates for reports and long-term assignments will be posted by *rebbeim* and teachers on a centrally located test calendar. If more than three tests are listed on the calendar, priority will be given to the first three postings. When a test is postponed by consent of both the teacher and the students to another day, it may be given in addition to any other tests already scheduled that day. A small number of students may find that because of their individual program, they are scheduled for more than three tests. ***When the majority of the class does not have a conflict, the individual must go along with what has been determined for the group.***

If a class finds itself scheduled for more than the allotted number of exams permitted, students should first speak to the teachers involved, to try and rectify the situation. If not a class delegate must present the issue to the administration for resolution ***at least two days before the test date.***

Make up tests: A student absent on the day of an exam should be prepared to make up the missed exam ***on his first day back in school.*** In some cases, the teacher may set an alternate date for a make-up, or he may excuse the student from the test with no penalty (i.e. the missing test will not be counted in determining his average). Only one make-up test per trimester will be permitted without penalty. Additional made-up tests may be subject to a ten-point grade reduction, unless a

doctor's note has been submitted. In all cases, *make-up exams are not an entitlement but are at the discretion of the teacher. Throughout the school year, as well as at mid-year and final exams, a test that is not made up may be averaged in as a zero in determining end-year grades. It is the sole responsibility of the student to arrange for work that he must make up.*

Studying for a test in a different subject during class time or during minyan will result in a ten-point grade reduction on the test.

Honors Courses

Honors classes cover core curriculum content areas at an accelerated pace and/or in greater depth than regular classes. Initial placement in a general studies Honors class, is dependant on an 85% average, or the discretion of the administration.

In the computation of Grade Point Averages, which appear on the student's report card at the end of the school year, each **Honors** course is weighted by (5) points, to compensate for the higher level of difficulty. Intermediate level is weighted by (2) points.

Honors points are not added to individual grades. Weighting of grades impacts positively on a student's overall Grade Point Average and his Class Rank, the main indicators used by colleges (along with SAT scores) when evaluating student transcripts.

Final Exams

The school calendar has postings of final exams. Regular rules for minyan apply. ***Students who are not present for minyan will not be permitted to take an exam that day.***

Absence from a final exam will only be excused with a doctor's note. In the absence of a doctor's note, the student will receive an automatic ten-point reduction on his make-up exam grade.

- * Make-up exams will be given in a timely manner at the discretion of the teacher and the administration.
- * ***Students will not be permitted, except under extreme extenuating circumstances, to take exams early to facilitate a family vacation.***

Senior Exemptions

Seniors *may* be exempt from taking a final exam upon recommendation of the teacher (based on in class performance and behavior) and the approval of the administration. Exemption is also contingent upon maintaining an 88% average in the subject and having no more than 7 absences or maintaining a 95% and no more than 10 absences.

Two college visitation days will not be counted in the total number of absences if the visit has been approved in advance by the administration and a letter from the registrar confirms the visit. The student must have at no time during the year accumulated more than 4 disciplinary points or faced suspension. *Only students who receive written authorization from the administration will be exempt from taking a final exam.*

Parent-Teacher Conferences

Parents will have the opportunity to meet with their sons' *rebbeim* and teachers at our Parent-Teacher Conferences, which will take place on a pre-scheduled evening. Please check the calendar for the conference date and times, as well as for the alternate date that has been designated in the event of school closing due to inclement weather.

Report Cards

Report card grades, which are issued twice each semester, reflect class participation, classroom work, homework, quizzes and tests, and final examinations. A teacher may deduct up to 10% of the trimester grade in the case of a student whose unacceptable behavior has affected the overall learning environment of the class.

Academic grades are reported in numerical form on a scale of 0-100. Conduct is reported on a scale of 1-5 (1 being the best). Final end of semester grades are computed by averaging two report card grades, and final exam grades. The final exam counts as 10% of the final grade. The minimum passing grade is 65.

Honor Roll

A student will be included on the Principal's List and designated as having made the Honor Roll in each term that his overall average is 88%, he has no failing grades, no **Unsatisfactory** comments or not more than one 3 in conduct on his report cards for that semester, and no more than three disciplinary points accumulated. Honor roll students with averages of 95% or above will be designated as earning High Honors.

End of semester Honor Roll status is based on a student's performance throughout the half-year and *is notated on the official transcript.*

Participation in Varsity and Extra-curricular Programs

Extra-curricular activities like Varsity sports, academic competitions, school newspaper, yearbook, and holding an SGO or Student Council office, contribute to making high school enjoyable and memorable. Students may participate in a variety of activities under the auspices of the Yeshiva, and they are encouraged to do so unless it interferes with their academic performance, which is of primary importance.

The following criteria for participation have been established:

1. ***Parental consent is required.***
2. ***A student may only be on one varsity and one academic team, and hold only one position (e.g. SGO, yearbook, etc.) simultaneously.***
3. ***A student must maintain the minimum of a 75% GPA for academic competitions and student office. He may not have even a single failing grade on his trimester report. If he does, he will have to discontinue his active participation, pending review of his academic performance or evidence of significant improvement in that subject. (Under special circumstances, at the discretion of the principals and parental consent, this rule may be conditionally waived.)***
4. ***Our school officers and team members are, at all times, a reflection of this school, and must represent high standards of behavior and citizenship. It is, therefore, understood that if a student acts in any way that is contrary to our standards, he will be suspended from his position and not permitted to play for our school.***
 - ❖ If a student accumulates 4 disciplinary points (or comparable level), he will be suspended from the next game.
 - ❖ At 5 points, he will be suspended from the next two games.
 - ❖ At 6 points – or having faced disciplinary suspension he will be suspended from team participation for one month.

Failing Grades

It is our express desire to encourage and help every student do the best that he is able. If a student fails a subject in the first half of a semester, he may be given the opportunity to undertake an independent course of study or complete additional work to prepare for retesting and/or re-evaluation.

Students with overall D averages, or more than one failing grade, should meet with the administration for an academic conference to determine how best to improve their performance. Every effort will be made to work with a student who is having academic difficulty.

Promotion

There is no automatic promotion from one grade to the next when severe academic problems persist. If a student fails one or two subjects, he will be required to retake and satisfactorily complete the course in an accredited summer school or complete an independent study program and be retested on it before re-admittance to school. If this is not fulfilled, the student will only be readmitted if he repeats the entire grade.

If a **student fails more than two subjects**, whether *Limudei Kodesh*, General Studies or one of each, an evaluation will have to be made as to whether he can return to the Yeshiva. A student may possibly be permitted to return on the condition that he satisfactorily completes a full regimen of compensatory summer work or repeats the entire grade. As always, such decisions will be made on an individual basis.

Students displaying consistent behavior problems or a negative attitude will not be allowed to return to our Yeshiva the following year.

Cheating

Because of the *halachic* injunctions and moral implications involved, we do not anticipate having to deal with the issue of cheating. Nevertheless, should it be necessary, cheating will be dealt with severely.

Cheating is hereby defined as receiving or giving information on a test, plagiarizing, or forging someone else's signature on a note. A student is presumed guilty of cheating if:

- * ***He is conversing or writing notes to another student during a test.***
- * ***He is found with a crib sheet in his possession during a test, even if he was not seen using it.***
- * ***He is found with information written on his desk, his body or his clothing.***
- * ***An answer is altered after a test paper has been returned.***

The first time that a student is presumed guilty of cheating, he will be given a zero on the exam in question and a 10 point reduction in that subject for the marking period and a meeting will be held with his parents. He will be disqualified for the year from Honor Roll and team membership.

A second incidence will result, in addition to the above, in an external suspension. Should there be a third occurrence at any time throughout his school career, he may be subject to expulsion!

Attendance

A student is allowed **12 absences** for the entire year. Regular attendance is essential for effective education. Personal business, appointments, and routine medical and dental visits should not be made during school hours. Absences should occur infrequently, and only due to illness or extenuating circumstances. It is the responsibility of the student to ensure that his absence has been cleared.

- * Permission for planned absences should be arranged in advance.
- * Students who are absent (or late to school) should have a parent notify the school office by phone.
- * A note from a physician or parent is required following an absence.
- * Notes from parents should be hand-written, signed, and include a daytime phone number in case we require clarification.
- * Patterns of absence (i.e. Fridays, test days, etc.) will be noted and addressed appropriately.

Absences

During an Absence: A student is expected to make up all assignments, class notes, projects, and tests. It is the student's responsibility – not his teachers' or his parents' – to see that he does!

Number of Absences: Regardless of academic performance, **a student who exceeds 12 absences will lose 1 point from his GPA** toward that year for each additional day of absence (regardless of the reason) or he may request the opportunity to recoup his lost points by completing hours of community service commensurate with the days missed.

Vacations

Regular attendance is important for academic success. It is often difficult, if not impossible, for a student to make up missed class work. Special circumstances must be discussed with the administration in advance. Teachers *will not be expected* to provide make up assignments or tests, and any test missed may be averaged in as a zero if the vacation has not been pre-arranged with the administration.

All vacation plans should be made in concert with the school calendar.

Late to School/Leaving School Early

- * Before 11:00 am, late arrival, even with a valid note, is a quarter-day absence.
- * Arrival after 11:00am (or after 10:30am on Friday) will be considered a half-day absence.

A student may leave early only with the consent of his parents and the administration.

It is strongly requested that you do not schedule appointments during school hours, as this sends the wrong message to students. The student will also be recorded for a quarter or half day absence depending on how long he is out for.

To be excused, a student should present a hand-written note, signed by his parent, requesting early dismissal. Notes should be presented before the end of morning break (11:00am), in case there is need for clarification. If a parent cannot be reached, the student may not be permitted to leave.

* Parents coming to pick up a student during the school day must come to the office to sign him out.

* A student who leaves school before the beginning of period 5 will be recorded as absent for a half-day, after that it will be recorded as a quarter-day absence.

* **Any combination totaling 4 tardy's and/or early dismissals will be considered on full absence when computing attendance.**

Late to class

Bells ring to signal the start of each period. Whether or not they have heard the bell, students are expected to be in class on time. If a student arrives late to class, he will receive one point or more on his record or will receive a lunch/after school detention. Students who arrive more than 15 minutes late to class without permission will be considered to have cut that class and will receive an in-school suspension.

Absence From Class

Students are expected to attend all scheduled classes and activities each day, and attendance is taken each period. Unapproved absence from class will be considered a cut. Even with consent of his teacher, the student must receive the approval of the principals to absent himself from any class.

A student who leaves his classroom during class time without a pass may receive a point on his disciplinary record or receive a lunch/after school detention.

* As a general rule, students should not have to leave the room during the first half-hour of the morning, and from mid-morning break through lunch period. In the afternoon, students should not leave the room during the first 15 minutes or the last ten minutes of any class. If a student must go to the bathroom between classes and will be late to his next class, he should first request permission from the next period teacher to be late.

* Even with a pass, a student who is out of class for more than 15 minutes without specific authorization will be considered to have cut that class.

* **Cutting a class** is a severe breach of conduct and will be treated accordingly: The first incident of cutting will result in a zero for all class work, tests or quizzes missed, plus a ten point reduction from the report card grade for the class which was cut. He may not be permitted to return to school until a conference with his parents is held. Any recurrence of cutting class will result in an immediate external suspension. A third incident may result in dismissal from the school.

Disciplinary Removal from Class

Students are expected to conduct themselves appropriately. Disruptive behavior is unfair to others and will not be tolerated. A student who is told to leave class for a brief "time out" (not more than 5 minutes) must remain standing outside his classroom until he is permitted to re-enter.

It should not be necessary for a teacher to send a student to the administration. However, if it does occur, the student will receive 2 points on his record or receive 2 lunch/after school detentions. He will be responsible for all the work he missed while out of class, and he may be given additional homework, and parents will be notified.

Leaving School Premises

As a general rule, once the school day has begun, students may not leave school grounds without explicit permission, under penalty of suspension.

Code of Conduct

The Code of Conduct is a guideline for student behavior and disciplinary consequences. It was formulated after extensive consultation with parents, faculty and students and accordingly, it reflects general opinion as to what are reasonable and fair expectations.

What does discipline have to do with learning? Everything! In fact, the word discipline is derived from the Latin verb meaning to teach. Most young people need external controls and know that they need them, despite loud protestations of the opposite. Our purpose in establishing disciplinary guidelines is educational in and of itself. We are training our students to develop the self-control they will need throughout their lives.

Discipline implies living up to acceptable standards. Students are expected to be familiar with these standards and to take the Code of Conduct seriously. They can expect that the school administration will act in terms of this code. If a situation arises that is not covered by this Code, it will be resolved by the faculty and/or Principals. ***Needless to say, all disciplinary measures mentioned in this code will be subject to the discretion of the Principals.***

We expect not to have to deal with more serious breaches of conduct than those included in the Code. Should such occur, they will be dealt with by the Principals in light of the specific circumstances.

Most importantly, students need to follow good common sense with regard to their behavior. The overwhelming majority of our students will complete their schooling without any disciplinary consequences and contribute positively to the environment of mutual respect, caring, and Torah growth.

Breaches of Conduct

A Student who disregards school rules will receive points on his disciplinary record, be given detention, or be fined. Disruptive behavior during minyan, class, school programs and fire drills are included.

Serious breaches of conduct will be responded to strictly. Examples include, but are not limited to: acting disrespectfully to a faculty member, conduct which can be deemed dangerous, unauthorized leaving of school premises, unauthorized presence in areas that are out of bounds for students, physical altercations, gambling, cutting class, or use of improper language. Consequences of such actions will be as severe as suspension for a period of time determined by the administration. If a student's behavior results in the *destruction of school property or of another student's property*, he will be responsible for the cost of repair or replacement of the property damaged. If the damage was willful, not accidental, the student will also be subject to suspension and placed on disciplinary probation.

Extreme breaches of conduct are certainly not anticipated, but are mentioned because they are totally unacceptable by the school. These include, but are not limited to altercation (physical or verbal) with a teacher, foul language directed at a teacher, substance abuse, eating in a non-kosher establishment, stealing, bringing inappropriate material or dangerous items to school, or willful disregard of an administrative directive. Smoking during school hours, whether on or off school grounds, is strictly prohibited. *Even a single incident of such behaviors may result in immediate expulsion.*

<u>Penalty* Structure</u>	
<i>Fines:</i>	
Not wearing Tzitzit	\$12
<i>Points</i>	
Late to School	1pt.
Late to class	1pt.
Late to minyan	1pt. Talking
during minyan	1-2pts.
Disrespectful or Disruptive behavior	1-3pts.
Removal from class	2pts.
Improper Language	1-3pts.
Physical Altercations or Bullying	1-3pts.
*detention may be assigned in the place of points at the discretion of the administration	

<u>Consequences</u>	
1-2pts.	Warning
3pts.	Lunch detention
4pts.	Lunch detention
5pts.	Double Detention (2 days of lunch detention,) loss of privileges and notification of impending suspension
6pts.	In-school suspension
7pts.	External suspension
8pts.	Disciplinary probation
*A student without valid excuse who does not fulfill an assigned detention will face double consequences.	

In the event that the school wide point system is not put in place, alternative commensurate consequences will be applied at the discretion of the administration.

Clearing a Record

Every student begins with a clean slate, and is given the opportunity to start anew each year. For each month that a student passes without accruing additional points, one point is cleared from the record. When three consecutive months pass without any additional points, the record is cleared completely.

Suspension

Suspension is a serious consequence which few students reach. Because of its serious implications, it cannot be taken lightly.

In-School Suspension is equivalent to 5 lunch detentions or 3 after school detentions. In addition, it entails *the loss of one point from the final grades in each subject or alternatively, the suspension will be noted on the student's official transcript.*

External suspension means *the student must be in school but will not be permitted to attend any classes. He is fully responsible for all class work he misses while out and will be required to complete a substantial punishment assignment. In some extreme cases a student may not be permitted to come to school for the day. Final grades in each subject will be reduced three points. Alternatively, the suspension will be noted on the student's official transcript.* Suspension takes effect upon notification of parents. A suspended student will be reinstated only after a principals' conference with his parents.

Disciplinary Probation

A student who accumulates eight points or commits an egregious breach of conduct demonstrates lack of respect for himself and the school authority. A student on disciplinary probation will be carefully scrutinized to determine whether he can be permitted to remain at the school.

Substance Abuse

One of Ma'or Yeshiva's main goals is to ensure a safe, wholesome environment for all of its students. To that end we will maintain a zero tolerance policy to substance abuse. We are committed to a student body that is free of controlled substances. Therefore, a student who uses drugs, alcohol (except for religious purposes and within reason), or tobacco (or nicotine based products), whether alone or with others, at any point during the school year- even outside of school- has subjected himself to possible expulsion from school.

We reserve the right, and intend if the suspicion arises, to test any and all students on a random basis for drug use. Any student who refuses to submit such testing will be asked to leave the school.

If a student reveals his involvement to a guidance counselor, teacher, or member of the administration, we will consider it as if the student has asked for help and is making an honest attempt to take a step to prevent any recurrence of this type of behavior. We are committed to assisting the student as long as it does not compromise the safety and health of other students.

Dress and Personal Appearance Code

Controversy exists among contemporary educators as to whether a dress code affects overall attitude and enhances a school environment. The issue has stirred strong feelings on both sides of the debate. Does uniformity breed a better work ethic or stifle independent thought? Does freedom of dress foster a heightened sense of individuality or allow for extremism. Added to these issues are our concerns about setting a proper Torah environment. We are fortunate, as always, to have the wisdom of our sages to guide us.

"No person in Israel should wish to be contrary to the express prohibition of his G-d out of love for fashion or comfort. Rather should he bear in his mind, even when looking after his outward appearance, that his body is not his, but is the possession of G-d and by observing G-d's enactment, the Israelite declares that he is duty bound to keep it holy."

Rabbi Samson Raphael Hirsch

In this spirit, we have set a simple, yet appropriate dress code, which, we hope, will foster this sense of purpose and holiness in our Talmidim.

IF YOU HAVE ANY QUESTIONS IF SOMETHING FOLLOWS THE REQUIREMENTS, PLEASE ASK THE ADMINISTRATION IN ADVANCE

Kippot/Tzitzit:

All boys are required to wear Tzitzit in school at all times. We suggest that every boy keep an additional Kippah and Tzitzit in his locker or cubby to be readily available in case it was forgotten or lost. That isn't to say that having it in the locker has him covered. Tzitzit is to be worn in school constantly.

Pants:

The following colors are acceptable: **Black or Dark Navy Blue**. **Only plain dress style slacks must be worn**. No cargo pants, jeans, jeans lookalike, skinny pants or pants with multiple pockets or any other styled pants are permitted.

Shirts and Polo Shirts:

Only the following oxford style (collar with buttons all the way down) solid colored shirts are acceptable: **Light Blue or White** You may choose either the polo style (collar with three buttons) or the oxford style for **White shirts**. Blue shirts can only be oxford style. Un-tucked shirt tails create an unkempt appearance. If you choose to wear an oxford shirt, we expect that it remains tucked in throughout the school day.

Socks and Shoes:

Only leather shoes with backs (black or brown) or low-top **Dark colored** sneakers (bright colors will not be permitted) may be worn. (Other than gym period or outside during lunch) Socks must always be worn.

Hair:

Hair should be of normal length, neither too long nor too short. Extreme hairs styles, such as dyed hair, step hair cuts, buzz cuts, or extra long hair, whether in front or back, are not acceptable. Facial hair (long side-burns, mustaches or beards) is not permitted.

Payot/sideburns are a Halachic requirement. Halacha specifies that Payot should reach the top of the jaw bone.

It must be stressed that the current style of buzzing the sides and growing out the top are contrary to halacha and everything the school stands for. Students arriving to school with such a haircut will be sent home with a suspension on their record.

Hats:

Hats, caps and hoods are not permitted to be worn in the building and bandanas are never permitted to be worn.

Outerwear

Leather biker or rap-style jackets and **hoodies are not acceptable** at any time. During school hours sweaters, cardigans, and Ma'or sweatshirts **only** are permitted. (the Ma'or sweatshirts will be available for sale in the office for \$20 each.)

Jewelry

Visible jewelry (i.e. rings, neck chains, bracelets) may not be worn in school. Jewelry may be confiscated if a student is seen with it on, after he has been given prior warning to remove it.

Dress Code Consequences:

The Yeshiva dress code is enforced during the entire school day (except during gym) including trips and all school events. It is a student's responsibility to ensure that he is in compliance with the guidelines presented. Because of its simplicity there should be no confusion about what is and what is not appropriate attire. Therefore, any student who is not in compliance with the dress code will face consequences. The dress code policy is only one of the many central facets of our school, however, adherence to these guide lines is essential, and it is requested, and expected that parents cooperate and support this system.

First Occurrence- Warning

Second and Third Occurrences- Lunch Detention

Further Occurrences- Full Week of Lunch Detentions or may be sent home.
Blatant and willful disregard of the dress code indicates a conscious challenge of school authority. In such cases, the student will face suspension.

General Information

Cell Phones

As educators, we have found that the presence of a smart phone in the life of a teenager, especially when connected to various forms of social media, has drastically affected his scholastic and spiritual growth. This isn't only a sever religious issue. It encompasses every facet of developing into a successful capable adult. To that end, we at Ma'or have enacted the following policies:

At no point in time is a student to have a portable phone or electronic device of any kind on his person during school hours. Students are expected to bring their phone to school each day for collection. There will be a designated drop-off section in the office and the administration will ensure daily that each student has indeed deposited a phone. Students will not be permitted to leave phones in their bags or personal lockers. There will be a zero-tolerance approach to violations of these rules. Any attempt to break or circumvent these rules, such as placing a dummy phone in the designated area, or a lackadaisical attitude towards depositing the phone will result in suspensions.

Aside from in-school policy, Ma'or Yeshiva is no longer accepting students with unfiltered smart phones, *even on their free time*. Students are expected to carry no more than a basic phone with calling and text. Exceptions can be made to allow a smart phone that is heavily filtered *by the administration*. No browser or social media apps will be permitted. Ma'or Yeshiva reserves the right to terminate the enrollment of any student found to be in violation of the above.

Even if a student's phone is strictly filtered, he is not permitted to engage in any form of social media including but not limited to Facebook, twitter, snapchat, Instagram or WhatsApp. Students may not have active accounts in any of the above.

It goes without saying that any student engaged in the exchange of inappropriate pictures or videos of any kind, at any time at all, will subject to immediate dismissal as a student of our Yeshiva.

Change of Address

If there is a change of address, home phone number, parent's work number, or emergency contact number, please notify the school office immediately. It is essential that information on file be kept current. In order that we understand and serve the needs of the whole child, it is important for the administration to be aware of any change in family situation (e.g. illness, death, separation/divorce, or change of custody) that can adversely affect a student. Any information shared will be considered only in terms of the welfare of your son, and will remain confidential as per parents' instructions.

Driving

Cars may only be used to transport students to school and home at the end of the day. Under special circumstances, the administration may allow a student, ***with his parents' written consent***, to drive during the school day. Senior privileges will be discussed at the start of the year.

Electronic Equipment

No electronic equipment is to be brought to school. This includes laptops, tablets, ipods etc...

Emergency School Closing

In the event of inclement weather, you will receive a text and/or email about updates.

School Office

The school office is out-of-bounds to students without explicit permission. Students may not enter the office/faculty room for any reason, even if they are "just looking" for a rebbe or teacher without clear permission. If it is necessary to contact someone who is in the office/faculty room one should remain outside the room until permission to enter is given.

Fire Drills

Fire drills will be conducted periodically throughout the year, as required by law. Procedures and emergency routes are posted in every room in the building. Students should be familiar with the routines to follow in event of an emergency. Because of the serious nature of such drills, they must not be taken lightly; any levity or failure to follow the directions of the persons in charge will be dealt with accordingly.

Gym and Physical Education

Physical Education is a state requirement and every student must participate. Lateness to gym, cutting, and lateness to the class that follows gym will be treated in the same way as all other lateness and cuts.

A student who is unable to participate in strenuous physical activity must submit a doctor's note as verification. He may not excuse himself from participation until he has received authorization from the administration.

When we go to the Gym the Rules are:

1. *Food and drinks are not permitted in the gym at any time.*
2. *Only sneakers may be worn in the gym – no shoes are allowed.*

Non-compliance with gym rules will result in loss of gym privileges as well as disciplinary consequences.

Health and Safety Regulations

The school is required to maintain complete immunization records for each student. Prior to the start of school, parents will receive a Medical Release form, authorizing treatment in the event of an emergency, and an Emergency Contact Form. New Jersey Department of Education mandates that no medication (over-the counter or prescribed) be permitted in school unless state guidelines are adhered to.

A yearly physical exam form must be submitted for each student, to be kept on file in the nurse's office at the start of the school year. Any other pertinent medical information should be submitted by your doctor to the school nurse in writing. *While it is our hope that the need to use them never arises, it is essential that all emergency forms and consent forms be submitted immediately so that we are prepared for any contingencies.*

Lockers

Student will be assigned a locker on Orientation Day. **The school assumes no responsibility for the security of a locker's contents.** A student may use a lock only if a key or the combination is left with the school office.

Students may go to their lockers upon arrival, during lunch, before afternoon classes begin, and before leaving school. During class, and between periods, students should not go to their lockers. By thinking ahead, there should be no need to do so.

Decals may not be placed on the outside of lockers. Lockers should be cleaned out regularly. In preparation for mid-year exams, Pesach break, and final exams, all rooms are emptied and cleaned thoroughly. Students are reminded in advance to remove personal possessions and books. Anything left after the announced dates will be considered Hefker (ownerless), and becomes the property of the school.

The administration reserves the right to inspect any locker at its discretion.

Lunch

Students may bring lunch from home. In addition, lunch may be purchased from the local kosher food establishments through the student council. Drinks, snacks, are available for purchase during morning break and lunch period, and may be eaten in the lunch room. We request that talmidim throw away all of their garbage after eating.

Meals are only to be eaten in the lunchroom or outside. Food is not permitted in the classrooms or other room in the building at any time.

Parties

Class Parties: When arranging for a class party, all food must be store-bought and under reliable *Hashgacha*. Food that has been prepared or baked at home may not be served.

Outside Parties: It is our expectation that students live in accordance with *Halachic* standards in all circumstances. We presume (and will not tolerate) that no student will host or attend a party that includes mixed dancing, drinking or other *Halachically or morally* objectionable activity. While we realize that we cannot control out-of-school activities, we are impelled to ensure that when socializing with friends from school, an individual not allow himself to be placed in an uncomfortable or compromising situation.

Records and Transcripts

Requests for student records and transcripts must be made, in writing, through the business office. ***The school cannot provide an official transcript without the authorization of the business office.***

Student Activity/Book Fee

A Student Activity/Book Fee is included in the registration fee. It helps defray the cost of a host of activities and programs run in the Yeshiva. This fee covers textbook rentals, consumable workbooks, lockers, and all regularly scheduled activities.

Other than consumable workbooks, **all textbooks are on loan to a student and must be returned at the end of the year in satisfactory condition.** Students are responsible for any loss, damage, defacement or theft. No student will be permitted to take final exams or receive final report cards until all books have been returned or reimbursed. A \$15 fee will be charged for any book requiring binding.

Textbooks are distributed on Orientation Day and must be returned at year's end in good condition or the student will be responsible to cover the cost of repairs.

Students are responsible for providing their own school supplies (such as notebooks, pens, pencils, calculators, tape, stapler, clips, ruler etc.) A student who comes to class without his supplies is unprepared, and should not expect the school to provide him with these items. Consequences for coming unprepared will be subject to the discretion of the Rebbe or teacher.

Student Government Organization

An active student council enables students to make a meaningful contribution to the school climate and to hone interpersonal skills and leadership activities. The SGO arranges meals, coordinates activities, and raises funds to benefit the student body. They play a significant role in making the Yeshiva a spirited and student-centered school. Criteria for running and holding office are listed above.

Senior Student Council

Student involvement and input is important to us. The senior class elects representatives to the council, which meets periodically and provides a forum for addressing areas of interest and concern to the student body. Delegates serve as liaisons and act as an advisory board to the administration and faculty. They also help with fund raising for the graduation trip and work toward a class Yearbook.

Trips– School Bus

The same rules of decency and proper decorum apply on any school trip as in school. Simply put, trip/bus time is school time- all requirements apply and students are subject to the same consequences.

- Keeping arms and heads inside the bus, even when it is not moving, is a matter of safety and common sense!
- *Shmirat Halashon* and the avoidance of *nivul peh* (profanity) are attributes that are expected of *bonei torah* at all times, including on the bus and during the entire trip.
- Students are easily identified as such. Behavior such as calling out to passing cars or pedestrians is inappropriate and causes a *chilul HaShem*.
- Participation on a Yeshiva trip is a privilege that may be withdrawn for inappropriate behavior.

Use of School Office

Students are not permitted to be in the school unless the office staff or a member of the administration is present. At all other times, the office is out of bounds. Office phones are needed for official business and must be kept clear. Barring extenuating circumstances, the school phones are not for student use. The office is not able to accept personal calls for students, nor will any class be disrupted to summon a student to the phone unless it is a dire emergency. If it is absolutely necessary to communicate with a student, you may request that a message be delivered to him.

The office copy machine is available for student use, for **25 cents a copy**. Please do not impose on the office personnel unless it is essential. Surely you would not wish to interfere with their responsibilities to the school. Pens are available for **25 cents each**.

Valuables

Valuables such as expensive watches, electronic equipment or large sums of money should not be brought to school. The building is open to many people each day, and the school cannot be responsible for loss, damage, or theft of personal property. All items left in school at the end of the year will be considered *hefker*/abandoned unless a specific request for a missing item is made.

Visitors

Students may not bring visitors to school without prior consent from the administration. All visitors, including parents, must first report to the office. No visitor may go directly to a classroom.

Visitors are expected to dress in accordance with the appropriate nature of a Yeshiva. Women are expected to dress in accordance with Jewish requirements of proper modesty.

Volunteers

Research has proven that learning improves as connections between family and school are strengthened. Increased family participation results in gains in the social, emotional and academic growth of students of all ages. Our parent body represents a vast assortment of talents and skills. If you are able to volunteer to serve the school in any way, please let us know. There is no better way to demonstrate your commitment to your son's education than by becoming an active and involved participant!

Co & Extra Curricular Activities

For most students, the stimulation of co and extra-curricular activities and trips enriches the school experience. The Yeshiva provides a full complement of intellectual and physical activities and programs for students to enjoy:

<i>Intramurals</i>	<i>Mock Trial</i>
<i>Shabatonim</i>	<i>Senior Trip</i>
<i>Chanukah Chagiga</i>	<i>Lag/d B'omer Outing</i>
<i>Father & Son Yom Iyun</i>	<i>Senior Farewell Dinner</i>
<i>Israel Trip-12th Grade</i>	<i>Junior or Varsity Basketball</i>
<i>Snow Tubing/Skiing Trip</i>	<i>Softball</i>
<i>Co-curricular Field Trips</i>	<i>Soccer</i>
<i>Holocaust Program</i>	<i>Rosh Chodesh Breakfasts</i>
<i>Debate Team</i>	<i>Spring Trip</i>
<i>...and more</i>	

Specific information about each program will be provided as the time approaches. To expedite planning and organization, a comprehensive consent form, granting parental permission for students to participate in trips and activities is mailed at the end of the summer. Completed forms should be submitted before the start of the school.

As much as the variety of programs reflects a broad spectrum of interests, all programs are designed to instill a sense of school spirit and to engender warm interpersonal relationships among the students, and between talmidim and their Rabbeim. Therefore, *attendance at all such events is required unless specific consent has been granted in advance by the administration.*



Ma'or Yeshiva High School for Boys

Student Behavior Contract

In consideration of my being permitted to attend Ma'or Yeshiva, I will, to the best of my ability, live up to the following agreement:

1. Have a positive attitude and focus on learning.
2. Be at school every day to the best of my ability, be on time to my classes, and remain on school grounds.
3. Do all class work and homework assigned each day to achieve satisfactory grades.
4. Cooperate with teachers and other students.
5. Show respect and courtesy.
6. Conduct myself in such a manner that I will be a credit to myself, my home and to the Torah ideals for which Ma'or stands.

I have read the Ma'or Handbook and agree to abide by all of the responsibilities, terms and conditions of a student at the Yeshiva. I understand that I have the rights and privileges of all students enrolled at the Ma'or Yeshiva High School as long as I maintain this agreement.

Student's Name _____ Grade _____

Student's Signature _____

Parent's Signature _____

Date _____

Ma'or Yeshiva High School admits qualified young men 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 Ma'or Yeshiva does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, financial assistance and loan programs, athletic and other administered programs.