



STUDENT-PARENT HANDBOOK

2021-2022

שְׁתֵּה-מַיִם מִבּוֹרְךָ ; וְנָזְלִים , מִתּוֹךְ בְּאֶרֶךְ . יִפּוּצוּ מַעֲיִנְתֶּיךָ חוּצָה ;
בְּרַחֲבוֹת , פְּלִגֵּי-מַיִם .

משלי פרק ה : טו-טז

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

Proverbs 5:15-16

MISSION STATEMENT

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

To foster the development of a Torah personality

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

To provide an academically stimulating and challenging program that

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

To provide curricular and co-curricular programs that

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

To foster in the student the development of

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

To foster in the student an awareness of

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

To attract teachers who

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

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

Educational Philosophy

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

Ma'ayanot prepares graduates who:

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

Part I: Academics

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

Judaic Studies

- Four years of *Tanakh*
- Four years of *Gemara*
- Four years of *Halakha* (Ninth-grade *Halakha* is integrated into the Talmud curriculum; in subsequent years *Halakha* meets as a separate course)
- Three years of Hebrew Language and Literature are required, with advanced elective options for Seniors
- One year of Jewish Philosophy
- One year of Contemporary Israel

General Studies

- Four years of English Language and Literature, AP English elective for Seniors
- Four years of History/Social Studies, AP courses for Juniors and Seniors
- Three years of Mathematics, Advanced and AP elective options Seniors
- Three years of Science are required with advanced and AP options for Juniors & Seniors
- Two years of STEAM, integrating Science, Technology, Engineering, Arts, and Mathematics in an interdisciplinary setting; advanced elective and AP options for Juniors and Seniors
- Health and Physical Education
- Elective courses are offered in foreign language, art, Judaic studies, engineering, communications, fine arts and performing arts, health sciences and a range of other courses in all disciplines

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

Academic Concentrations

Starting with the Class of 2025, Ma'ayanot is proud to extend our student-centered learning by offering six concentrations of study. These Academic Concentrations offer our students the opportunity to customize, focus, and enhance their learning in a specific area of interest. Each concentration meets for at least three periods per week, giving students the opportunity to pursue their passions and develop their skills in their chosen disciplines under the guidance and training of master teachers.

A student who pursues courses within a concentration for at least three years of high school will earn a notation of that Academic Concentration on her transcript. A student may also opt to take elective courses in different concentrations throughout high school rather than focus on one. Students graduating before 2025 continue to have Elective course options, as described under "Electives" below.

Our Academic Concentrations are:

- **Communications** with courses in oral and written communication, including Creative Writing, Public Speaking, Podcasting, and Multimedia Communications
- **Fine Arts** with courses in the visual and manual arts, including Studio Art, Graphic Design, and Photography
- **Health Sciences** with courses in health-related fields, including Brain and Behavior, Anatomy and Physiology, and Psychology
- **Matmidot** with courses in Tanakh, Gemara, and other areas of Judaic Studies beyond core classes
- **Performing Arts** with courses including Drama, Music Appreciation, and Dance
- **Spanish** with courses in Spanish language and culture, leading toward linguistic proficiency

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

לימודי קודש

Talmud Torah is a gateway towards living a meaningful Torah life. We approach Torah learning as a source of inspiration from the truths embedded in the lessons of Torah and the rich dialogue of our Mesorah throughout the generations. Our courses invite students to delve into important and personally relevant concepts that impact and inspire their *avodat Hashem*.

Tanakh

In *Tanakh* classes, students strengthen their ability to read, understand, analyze and personalize their connection with *peshat* and *parshanut*. They often work in *havruta* to develop their textual and analytical skills and their familiarity with classical and contemporary *mefarshim*. By graduation, a Ma'ayanot student will have developed

a deep appreciation of the beauty, moral values, and ideals embodied in *Tanakh*. Our narrative choices and the pedagogic methodology reflect our goal of deriving meaning from the words, people, challenges and ethics reflected therein.

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

9th grade: *Bereishit* and *Melakhim*

10th grade: *Shemot* and *Yeshayahu*

11th grade: *Bamidbar* and *Yirmiyahu*

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

Gemara

In *Gemara* classes, students strengthen the skills necessary for understanding and analyzing the text and structure of the *Gemara*. Understanding the intricacies and internal logic of the *Gemara* builds an appreciation of the development of the *halakhic system* as *devar Hashem*. Students often work in *havruta* to develop reading and analytical skills. Each unit delves deeply into important areas of Jewish law, introduces fundamental Jewish concepts that emerge from the *masekhet* they are learning, and allows students to master key *Talmudic* terminology while joining a dialogue with our Mesorah. By graduation, a Ma'ayanot student will lovingly view the Rabbinic tradition as her own and as an expression of *devar Hashem*.

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

9th grade: *Masekhet Berakhot*

10th grade: *Masekhet Bava Kamma*

11th grade: *Masekhet Sanhedrin*

12th grade: *Masekhet Kiddushin*

Halakha

Students at Ma'ayanot study *Halakha* during all four years of high school. In ninth grade, the study of *Halakha* is integrated into the *Gemara* curriculum, while *Halakha* is a separate class in tenth, eleventh, and twelfth grades. In *Halakha* classes, students learn important areas of practical *Halakha* including *Kashrut*, *Tefillah*, *Shabbat*, and *halakhot* related to women and relationships. The goals of the *Halakha* curriculum are to help Ma'ayanot students understand basic concepts of practical *Halakha* in important areas of life in order to enhance their observance of *Halakha*, and to appreciate the development of *Halakha* from the words of the Torah through the *Gemara*, *Rishonim*, and *Acharonim*.

Hebrew Language and Literature

We proudly teach Hebrew as the national language of *Medinat Yisrael*. In Ivrit classes, students study Hebrew language, grammar and literature from across the centuries, with a focus on modern *Ivrit*. The goal of the Hebrew language and literature curriculum is to help Ma'ayanot students gain proficiency in the Hebrew language, understand the culture of modern Israel, and appreciate our rich literary heritage.

Students are required to take Hebrew in the 9th, 10th and 11th grades. In senior year, we offer an advanced *Ulpan* elective for those who want to continue to develop their proficiency in spoken Hebrew.

Jewish Philosophy

In 11th grade, students study Jewish Philosophy, where they explore fundamental questions that have fascinated major Jewish thinkers over the centuries. This course, which encourages students to bring themselves into that tradition, helps them embody a Jewish life that is both halakhic and personally meaningful. Units include Faith and Reason, The Chosen People, Modern Orthodoxy, and Free Will. By graduation, students' study of these topics will enrich their *Yahadut* and inspire further study of *hashkafa*.

Contemporary Israel

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

Humanities

English

The English department aims to inspire in all our students a deep love of reading and facility in writing. English classes focus on literary analysis and on effective and creative communication skills. Students work in groups, participate in class discussions, and produce essays and projects in which they practice using these skills independently. Readings include works of literature, prose, poetry and drama. In addition, students study the rules of English grammar, increase their vocabulary, and write often so that they can learn how to express their thoughts, opinions, and feelings through the written word.

By graduation, a Ma'ayanot student can expect to be comfortable reading, understanding and competently analyzing a wide array of literature. She will also be able to express her own thoughts cogently, both orally and in writing.

Courses offered are:

9th grade: English I and Introduction to Writing

10th grade: English II

11th grade: American Literature

12th grade, as electives, including:

AP Literature and Composition

Nineteenth Century Gothic Literature

A Literary Feast: Reading and Writing about Food
Crime, Punishment, and Innocence in Literature
Tell Me A Memory

History

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

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

Courses offered are:

- 9th grade: World History I
- 10th grade: World History II
- 11th grade: American History; AP American History
- 12th grade: U.S. Government; AP U.S. Government

Math & Science

Math

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

Courses offered are:

- 9th grade: Algebra I; Algebra II and Trigonometry
- 10th grade: Geometry
- 11th grade: Algebra II and Trigonometry; Precalculus
- 12th grade: Precalculus; AP Calculus AB; AP Calculus BC; Introduction to Statistics; AP Statistics

Science

Science classes focus on developing knowledge of the basic structure and nature of life, matter, motion, forces and energy. Students often complete experiments in the laboratory, learning how scientists think and work,

developing analytical skills as well as stimulating imagination and discovery. Science studies at Ma'ayanot help students appreciate more fully the order, complexity and majesty of Hashem's creation.

By graduation, a Ma'ayanot student can expect to feel comfortable applying the abstract concepts she has studied in science to practical experiences in daily life. Those students who want to delve deeply into the sciences are encouraged to participate in advanced research and competitions.

Courses offered are:

9th grade: Biology

10th grade: Chemistry

11th grade: Physics; AP Biology; AP Chemistry

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

STEAM

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

Courses offered are:

9th grade - Engineering I: Coding and Fabrication

10th grade- Engineering II: Robotics and Design

11th grade- Engineering III: Advanced Computer Aided Design

12th grade - AP Computer Science

Physical Education

The goal of the Physical Education curriculum is to encourage fitness and health in a fun and engaging environment. In Physical Education courses, students participate in all forms of active movement designed to encourage cardiovascular fitness, general health and team building skills. Physical education classes are required in the 9th, 10th, 11th and 12th grades.

Health

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

Art

In art classes, students learn about the history and theories of art and explore their own talents for artistic expression. The goal of the Art curriculum is to help students appreciate the beauty of artistic works, hone their skills and find new media with which to express themselves. Ma'ayanot offers a four-year art curriculum for those who choose it. Electives are offered in each grade, including Studio Art, Photography, Multi-Media Art, Advanced Studio Art, and AP Art.

Electives

In the 2021-22 school year, students in grades 10-12 will continue to have Elective courses as part of their schedules. Sophomores and Juniors take one Elective course, and Seniors take up to four. These courses enable students to explore areas of study they have not yet been exposed to or to deepen their understanding of subjects they already love. The elective menu at Ma'ayanot is exciting and varied and has included such course titles as Film and Law, Topics in Psychology, AP Psychology, Creative Writing, AP Computer Coding, Challenging Torah Texts, and more.

Freshmen in 2021-22 will inaugurate our Concentrations of study, as described above.

Part II: Student Life

Student Leadership & Student Activities

Student activities at Ma'ayanot are designed to offer every student a chance to develop and strengthen skills, talents and interests beyond their academic experience. Committees, Clubs, Academic teams, Athletic teams, Publications, Performing Arts, and Crews are an integral part of the Ma'ayanot experience. A robust student life program allows students to make new friends and take an active role in envisioning, initiating, and planning school programming or representing Ma'ayanot in academic competition against local schools. In this way, our students develop core values, such as leadership, teamwork, perseverance and commitment.

Committees, Clubs & Academic Teams

Committees are composed of Executive Leaders/Committee Heads and an executive board. These students work hand in hand with faculty advisors to determine the committee's specific agenda for the year and plan school and gradewide programs.

Students going into grades 10-12 applied for Executive Leadership/Head positions this past Spring. All other positions will open up to applicants in Fall at our Committee Fair. The Committee Fair is also an opportunity for 9th-graders and transfer students to learn about and apply for open positions. Information about the Committee Fair as well as our *Student Life Guidebook*, which describes all of our co-curricular offerings at Ma'ayanot will be sent out as part of a separate communication.

Academic Team Captains were also selected in the Spring. Details about tryouts, participation, and the meeting schedule will be forthcoming throughout the Fall. Each team follows a different schedule.

Students applying for all Executive Leadership positions must be willing to uphold the following pledge, which highlights the values that Ma'ayanot seeks in its student leaders:

Leadership Pledge: Lead with your Best

Student leaders at Ma'ayanot are excited to bring their passions and leadership skills to our student body. As leaders, they are also role models who lead by example and consistently exhibit positivity, school spirit, middot tovot, and a clear commitment to school rules and Torah values. Being given a leadership role depends on adherence to school rules, consistency with dress code and tefillah, and respectful interactions with faculty and peers that promote a culture of personal growth and kindness at Ma'ayanot.

Student Government

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

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

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

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

Committees and Performing Arts Societies:

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

Students going into grades 10-12 applied for Executive Leadership positions on Committees and Performing Arts Societies towards the end of the previous school year. All other positions will open up to applicants in Fall, after our Committee Fair. The Committee Fair is also an opportunity for 9th-graders and transfer students to learn about and apply for open positions. Ma'ayanot Student Life Committees include:

The Chesed Committee

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

The Commemoration Committee (formerly *Remembrance* and *Yamim*)

Are you committed to commemorating the Holocaust and making Yom HaShoah one of the most meaningful days at Ma'ayanot? Are you passionate about Israel and Tzahal? Then please join the executive board of the Commemoration Committee! The Commemoration Committee executive board is in charge of creating a meaningful avirah (atmosphere) and days of programming for 9/11, Kristallnacht, Yom HaShoah, Yom HaZikaron, Yom Ha'atzmaut, and more. This involves making movies, candle lighting ceremonies, organizing speakers, kumzitz/decorating hallways, setting up the school in a way that everyone feels the power of these important days, putting together a Yom HaZikaron tekes (ceremony), organizing speakers, coming up with fun programming for Yom Ha'atzmaut, and decorating the school in appropriate ways for both days.

Good Shabbos Ma'ayanot (GSM)

Good Shabbos Ma'ayanot is our school's Erev Shabbat Ruach planning committee. As we all know, preparing for Shabbat and actively seeking ways to get in the Shabbat spirit can have a profound impact on how we experience Shabbat itself. The students in this committee will be at the forefront of this effort by organizing pre-Shabbat ruach events on Friday and by assisting at our Oneg Shabbat events and Shabbat Tischin throughout the year.

The Holiday Enhancement Committee (HEC)

If you love celebrating the holidays and bringing holiday spirit to Ma'ayanot then HEC is the committee for you! The executive board of the HEC is in charge of running programs for specific holidays and decorating the school for Rosh Chodesh, Chanukah, Thanksgiving, Yom Ha'atzmaut, and many more occasions! It's a great way to bond with students in other committees and learn top-notch organizational and decorating skills! Responsibilities include, buying decorations, setting up, cleaning up, taking stock of materials needed for programs, and helping make the holidays as fun and meaningful as possible!

Humanities @ Ma'ayanot (H@M) Committee

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

The Inclusion Committee (formerly the *Yachad Committee*)

Are you passionate about Yachad, Friendship Circle, and inclusion? Do you want to see more Ma'ayanot events with friends from some of our local organizations that promote inclusion? Are you interested in organizing speakers, lunch activities, and coming up with new ideas where Ma'ayanot can partner with these local organizations? The Inclusion Committee meets regularly to come up with creative ways to spread awareness and inclusion, through social media campaigns, flyers, videos, and more! If making Ma'ayanot a more inclusive place, and helping organize joint programs interests you, then join The Inclusion Committee to get involved!

Interdisciplinary Day Committee (IDC)

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

Jewish Unity Mentoring Program (JUMP)

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

The Ma'ayanot Environmental Committee (MEC)

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

Ma'ayanot Israel Political Action Committee (MIPAC)

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

The Ma'ayanot Positivity Crew (MPC)

Founded during the COVID Pandemic, The Ma'ayanot Positivity Crew was created with the express purpose of adding a little positivity into our daily lives by highlighting good deeds and positive people the world over and from within the Ma'ayanot community. We are all stuck in our homes, and it's very hard to find the right motivation to do even the smallest things. The MPC hosts its good news channel (inspired by John Krasinski's *Some Good News*), creates and shares positive posters, positive articles, optimistic quotes, etc.

Made@Maayanot

Do you want to design, fabricate, and create cool creations for our STEAM store? Do you want marketing and manufacturing experience? If you answered yes to these questions, then join the Made@maayanot club! Our Made@maayanotstore opened in March of 2021 and is located in the Makerspace. We sell products designed by our STEAM students and manufactured in our Makerspace. Currently, we are selling cookie cutters, keychains and phone stands. The proceeds of our sales are donated to Tzedaka.

We are looking for students of all grades to help run and grow our store. Responsibilities will include designing products, manufacturing existing products, filling orders and being on top of the finances. The club will meet twice a week.

Mental Health

The Ma'ayanot Mental Health Alliance is a committee dedicated to promoting awareness and reducing the stigma around mental health. They run the annual mental health week, the Ma'ayanot Motivations Wellness Instagram, and are always at the forefront of innovating new ideas to promote health in Ma'ayanot.

Midreshet Ma'ayanot

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

PR Committee

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

Senior Planning Committee

Are you excited for your Senior Year!? Do you want to help ensure your class has amazing activities to remember as you celebrate your last year at Ma'ayanot? This committee consists of Senior Trip Coordinators and Senior Dinner coordinators.

STEAM Students Leadership Committee (SSLC)

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

Student Ambassadors Committee

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

Tefillah Committee

Are you passionate about making tefillah meaningful at Ma'ayanot? Do you want to make tefillah the highlight of everyone's day and bring new, creative ideas to how tefillah works at Ma'ayanot? Then the executive board of the Tefillah Committee is for you! The executive board of the Tefillah Committee makes sure that tefillah runs smoothly at Ma'ayanot by finding different people to serve as chazanit each day and creating special ruach on chagim, such as Rosh Chodesh, Yom Ha'atzmaut and tefillah on Shabbaton. The Tefillah Committee comes up with creative programming to make tefillah meaningful, including showing inspirational videos and organizing special tefillah options such as the Friday minyan, tefillah by grade and explanatory tefillah, etc.

Torah Activities Programming (TAP) Committee

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

Performing Arts Societies

Ma'ayanot students produce two full-length productions that are open to the community: a drama or a musical, and Heartbeats: A Night of Song & Dance. Participation in theatrical performances allows students to showcase their creative talents, both as actors and as non-actors who are involved in the technical elements of production, such as sound, costume design, lighting, scenery, and stage management.

Dance Team

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

Drama Society

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

Envision Shakespeare

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

Heartbeats

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

The Ma'ayaNOTES

Do you value being on a committee with a sense of inclusive warmth, and have a love for both music and chesed? Ma'ayaNOTES is an in-school choir that performs at holiday programs, school-wide functions, nursing homes, hospitals, schools and in other venues. If you are looking to lead this choir and merge your love of performing with helping and bringing joy to those around you, then this is the committee for you! Auditions for the remaining choir members are held in the Fall.

Shakespeare Society

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

Shabbatonim

The annual school Shabbaton is a highlight of the year, enabling us to spend a spirited Shabbat together as a whole school. The Shabbaton is one of the most memorable events of the school year. The Shabbaton for this year is scheduled for the weekend of November 5-6, 2021, Parshat Toldot. Each grade has its own Shabbaton or sleepover. These offer time for grade-bonding and developing school spirit.

Torah Programming

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

Sports Teams*

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

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

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

** Please note, due to the health concerns of COVID-19 only vaccinated athletes are allowed to join the Athletic teams for the Fall season. As the year progresses, we will revisit this policy and issue updates if/when applicable.*

Academics Teams/Clubs and Competitions

Aside from competitive sports, there are varied opportunities for our students to exercise their competitive spirit. These include the Better Together, Debate Team, *Hidon HaTanakh*, Mock Trial, Math League, Boot Beit Din, Model Congress, Model United Nations, Chess Club, Torah Bowl, History Bowl, Poetry Slam, Science Olympiad, The Jerusalem Science Contest and College Bowl. All of these competitions are great opportunities for learning, having fun and meeting other students from other schools throughout the greater New York area and beyond. As we are starting the year during the COVID-19 pandemic teams will meet and compete online; all practices will take place on zoom.

Publications

A student who loves to write should consider becoming a writer or staff member for one of Ma'ayanot's student publications. *The Source*, our student newspaper, reports on school events as well as issues of interest to the student body. *Ma'ayanei Torah* is our holiday *devar Torah* journal. *Talelei Orot* is our weekly, student-run *devar Torah* publication. *Sambatyon* is the Ma'ayanot literary journal, which showcases student prose, poetry, photography and artwork. *The Stream* is our weekly on-line newsletter that updates readers about school events through word, picture and streaming content. The Senior Class produces a yearbook annually.

Crews

A Ma'ayanot "Crew" is the name given to student-run and student-led initiatives. Students are encouraged to think of new programs and committees they would like to see formed at Ma'ayanot which will benefit the

Ma'ayanot community. Students will be responsible for running their own Crews and executing their programs and events. A Crew may be formed to run a one-time event or fundraiser, or as an ongoing mini-committee which meets and plans regular events. This is a chance to start a new initiative that will function similarly to the already established committees that exist at Ma'ayanot.

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

Guidance

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

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

A. Deans

The 9th Grade Dean and Dean of Students are the initial points of contact for each grade as a whole as well as each individual student. Setting a positive tone, establishing school culture, and acting as an available presence and role model to the student body, the Deans focus their attention on the whole child- embracing each student in her totality.

The 9th Grade Dean welcomes and nurtures each freshman as they enter the exciting (and at times overwhelming) high school experience. Meeting freshmen in small groups, and one-on-one, the 9th Grade Dean facilitates warm and lasting bonds with students and enables them to confidently immerse themselves in the Ma'ayanot environment. Once they become sophomores, the Dean of Students continues this process, assisting the students with academic needs, co-curricular interests, religious inquiries and navigating social dynamics while instilling within the students the confidence to self-advocate, explore their creative interests and uncover meaning in their life as a Jewish teenager.

B. Guidance Counselors

At Ma'ayanot, a warm, experienced guidance staff is available to our students. Our guidance counselors provide a nurturing, safe environment for students to discuss any personal experiences and challenges that they encounter. Guidance counselors make sure to meet with all their students at least once a semester, so that all students feel comfortable approaching them at any time.

C. Grade Mashpi'im

The role of the Mashpia at Ma'ayanot is to be a thoughtful, and active religious presence in the lives of our students. Each Mashpia focuses his/her attention on the entire educational program and Ma'ayanot experience as it speaks to the developmental religious needs of the grade. This includes coordinating an overview of the grade with Limudei Kodesh faculty and programming staff, as well as ensuring that any individual student who wants religious guidance can get it.

D. The Ma'ayanot Advisory Program

The Ma'ayanot Advisory Program fosters and promotes meaningful relationships between faculty and students while providing academic, emotional and social support to students outside of a formal classroom setting. Through regular meetings with their Faculty Advisor and advisory group, students experience a personalized learning environment with clear and consistent sets of practices and structures. Encouraging personal expression through guided conversation, creative activities and group bonding, the Advisory program acts as an additional opportunity for students to create relationship with their peers and a trusted, and caring adult in the building. Through the Advisory program each student, along with her advisor, develops individualized goals, to improve upon and maximize her high school experience.

E. College Guidance

The Ma'ayanot College Guidance Department has created a highly personal and effective approach toward college admissions. The counselors view the college process as part of a student's total Ma'ayanot education, involving personal reflection, independent reasoning and informed decision-making.

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

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

Every October, tenth and eleventh graders take the PSAT and a practice ACT in school. College guidance counselors are available to advise ninth, tenth, and eleventh graders about their elective choices each year, and about the standardized tests they may choose to take. They also run informational programs for parents in the evening several times throughout the year.

F. Israel Guidance

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

Part III: School Rules

School Hours

The school day begins at 8:00 AM daily, and students should be in school at least five minutes before that time and head directly to the davening locations listed below. Dismissal is at 5:00 PM Monday through Thursday. On Friday, dismissal is at 1:00 PM throughout the year. The building opens at 7:45 AM for arrival and closes 30 minutes after dismissal. Students not picked up when the building is closed will need to wait outside the building without security. Mishmar will take place in-person on Thursday evenings at 5:15pm-6:00pm and buses will leave school on Thursday at 6:00pm.

Tefillah

Tefillah is the special time we set aside each day to communicate with *Hashem* and to reflect on our relationship with Him. The school day begins with grade wide communal *Tefillat Shacharit*. *Mincha* takes place at the end of seventh period and is supervised by seventh-period teachers. The faculty and student body are committed to always creating and maintaining an environment of devotion and respect for Hashem and for each other that we *daven* together. *Tefillah* is a central value of our school community, and all students are expected to be on time for *Tefillah* each day and to contribute to an atmosphere of *berov am hadrat melekh*.

Our goal is to create a community where *davening* is an active and heartfelt part of our day. Starting with Shacharit students will begin their day in thoughtful uplifting spaces of tefillah and will also be encouraged to take an active role in serving as *chazzanit*, reciting *tehillim*, sharing words of Torah and special *tefillot*.

Davening Locations:

9th Grade - Library

10th Grade - Gym

11th & 12th Grade - Beit Midrash

Lunch

Ma'ayanot has arranged for lunch services provided by Poppy's Bagels. Students may place orders on their website poppysbagels.com. Orders must be placed by midnight the night before as a pickup order with "Ma'ayanot" in the order notes. Free delivery will be provided to school for those that order.

Other local establishments provide delivery services through uber eats and door dash. All food deliveries must be picked up by students in the front of the building.

Students in grades 10, 11 and 12 may leave campus after signing out using the Lunch Sign Out form, which will be used in case of emergency. Freshmen are allowed to leave campus for lunch during the second semester.

All eating during lunch will be restricted to the Student Center and outdoor patio, upon completion in 2022. Until then, indoor lunch areas are restricted to the Gym, Beit Midrash and Library. Students are responsible to clean up after themselves at the end of the lunch period.

There is no eating permitted in the classrooms during free periods, lunch times, or class time.

Attendance Policies

Daily class attendance and attendance at school functions are critical to making the most of a Ma'ayanot experience. Students who are in class consistently benefit from the interaction among classmates, the questions raised and the opportunity to participate fully in the wonder and challenge of learning.

- A.** Daily Attendance will be recorded to assure accurate records in the case of a campus emergency. Classroom attendance will also be maintained by each classroom teacher. Both forms of records are essential for the safety of students on campus and for ensuring consistent attendance during instruction. Attendance in class will be included as a component of students' grades.
- B.** Class Attendance is vital to consistent learning and student success. A student who is on campus and misses one of her classes to meet with a faculty member must have the faculty member directly to her teacher explaining the reason she has missed class. An absence with an unacceptable reason for missing class will be recorded as a Cut. A student would receive a warning for the first time she cuts a class; subsequent cuts will result in lunch detention for the student

Because attendance (residency) in class is an essential component of both engagement and fulfilling course requirements, excessive absence in a class, regardless of the reasons, will result in point deductions from semester grades in the following manner:

- Classes that meet 5-7 times per week:
 - -1-9 absences - no impact on semester grade
 - -10-14 absences - 1 point off semester grade
 - -15-19 absences - 2 points off semester grade
 - -20-24 absences - 3 points off semester grade
 - -25-29 absences - 4 points off semester grade
 - -30+ absences - 5 points off semester grade
- Classes that meet 3-4 times per week:
 - -1-7 absences - no impact on semester grade
 - -8-11 absences - 1 point off semester grade
 - -12-15 absences - 2 points off semester grade
 - -16-19 absences - 3 points off semester grade
 - -20-23 absences - 4 points off semester grade

- -24+ absences - 5 points off semester grade
- Classes that meet 1-2x/week:
 - -1-5 absences - no impact on semester grade
 - -6-8 absences - 1 point off semester grade
 - -9-11 absences - 2 points off semester grade
 - -12-14 absences - 3 points off semester grade
 - -15-17 absences - 4 points off semester grade
 - -18+ absences - 5 points off semester grade

C. Absences.

Students and parents will receive a text message each morning to complete an Attendance/Health Screening. Parents can view the entry all day and edit attendance status within 2 hours after it is submitted.

In case of a pre-planned absences, such as a family vacation, parents should notify the administration in advance and then report the absence to attendance@maayanot.org

D. Late Arrival or Leaving Early.

1. Students arriving late for the day must complete an Attendance/Health Screening form at the main office when they arrive.
2. Students leaving school early must sign out at the main office.

Leaving Campus

If a student is leaving early or has a medical appointment during the day, she must sign out at the main office. If she is returning to school, she must sign back in with the main office before returning to class. We ask parents to try to make appointments at the beginning or end of the school day, whenever possible.

Students leaving campus for a break or lunch must fill out the Sign Out form by scanning the QR code in the security vestibule.

Teacher Absence

The following options exist in the event of a teacher's absence from school:

- The teacher may assign work to ensure continuity of learning, with an assignment that goes live on Google Classroom at the beginning of the class period and is due through Google Classroom at the end of the period. In this case, a student's submission of work will count as her attendance in class.
- The teacher may assign work along with having another teacher be present in the classroom to take attendance and oversee the class. In this case, a student's physical presence in the classroom will count as her attendance in class.
- The class may have a free period; this would happen for one period at a maximum, and on no more than one consecutive day of the class' meeting.

Students will find out from the teacher directly via email or Google Classroom or, if the teacher knows in advance of her/his absence then earlier in class. If the teacher is unable to communicate in advance, then students will be informed by the Front Office of the absence and any work assigned. Students should always go to their classroom unless they have heard otherwise, and they should never assume a free period unless they are told explicitly that they have one.

Academic Policies

Track and Elective Changes

Mr. Yaakov Samuels handles all student requests for track changes. Anyone who would like to request a track change in a particular class should reach out to Mr. Samuels, who will then consult with the relevant teacher and department chair in order to gather information and reach a conclusion with the student's best interests in mind. The last date for track changes is Nov. 19th for first semester and the first week of second semester.

Electives for all grades, including AP courses, may be changed with the relevant teachers' approval until November 19, 2021. No electives may be dropped (for seniors) or changed after that date, during first or second semester.

Assessments

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

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

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

All assessments include feedback that positions a student for growth.

A. Testing Guidelines

- Students will be informed by their teacher of any test or major project/paper, and the units of study to be covered on the assessment, a week in advance of the due date.
- Quizzes may assess up to three days' worth of material covered in class, and they must be designed to require no more than 15 minutes to complete.
- Students should usually have no more than one test and one quiz, or two quizzes (and no tests) on a given day. In rare instances, a student may have two tests on one day, but that should never happen more than once in a week.

- AP courses function at the college level by definition, and because they are designed to prepare students for the culminating AP exams, they involve more frequent and/or longer tests than other courses. As such, students in these courses may legitimately carry a larger assessment load than the one mentioned in the previous bullet point.
- With rare exceptions, no tests will be scheduled for fast days or on days following *yamim tovim*, long vacations and major school functions.
- Teachers should return all summative assessments (tests, papers, essays, projects, and quizzes) with feedback within two weeks of students' having handed them in and at least one week before the next assessment is due.
- If a student earns below a grade of 70 on any summative assessment, or displays a downward trend in her grades in a given class, the teacher will send a log through 360 to inform the student's parents and partner for growth.

B. Test Calendar

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

C. Make-up Tests

- Make-up tests and quizzes will be administered on Mondays and Thursdays during the Flex period, which is a period in between periods 3 and 4. If a student misses a test or quiz during its regular administration, she will make it up on the first Monday or Thursday (whichever is sooner, unless there is a school-scheduling factor that prevents that) when she is back in school.

D. Grading

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

who move to a higher-level track at the beginning of second semester will have both semesters weighted equally in the calculation of the annual grade.

- Students who move to a lower-level track during a given semester and do as well as or worse than they did in the higher track will have their assessments from each class weighted equally in the calculation of the semester grade. Similarly, students who move to a lower-level track at the beginning of second semester and do as well as or worse than they did in the higher track will have both semesters weighted equally in the calculation of the annual grade.
- Students who move to a lower-level track during a given semester and do better than they did in the higher track will have their assessments from the lower track weighted at 2/3 of the semester grade and their assessments from the higher track weighted at 1/3 of the semester grade. Similarly, students who move to a lower-level track at the beginning of second semester and do better than they did in the higher track will have their semester grade from the lower track weighted at 2/3 of the annual grade and their semester grade from the higher track weighted at 1/3 of the annual grade.

E. Engagement

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

- Students will receive a completed Engagement Rubric from each of their teachers monthly. This is intended to provide ongoing feedback and opportunities for improvement.
- The average grade of all Engagement Rubrics throughout the semester for a given class will comprise 15% of the semester grade in that class.
- If a student establishes a poor pattern in any area of the rubric or displays a downward trend from her norm in a given class, the teacher will reach out to the student and parent to discuss and support growth in that area.

G. Ethical Standards, Personal and Academic Integrity

Students are responsible for standing behind all of their work with honesty and integrity. In life and in school, cheating and plagiarism are serious offenses.

Steps that will be taken when cheating occurs:

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

Visible Values: Creating a School Space that is Sacred with Respect & Decorum

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

A. Public Property

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

B. Personal Property

Lockers are an important part of settling in at school. This year, we are excited about the new construction and looking forward to the delivery of these new lockers, which have been delayed. Therefore, students will be assigned lockers when they are installed. Students may personalize their lockers **only** on the inside and only with pictures and decorations appropriate to a Yeshiva environment. Please be sure that your locker is closed at all times. **Fire codes require that passageways must always remain clear.** Please do not leave books or school bags in the hallways or classrooms. Any bag not inside a locker will be confiscated.

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

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

C. Respect for Each Other

Recognizing that we each strive to support one another in the growth and development of a Torah personality, students are expected to act appropriately and honor the Tzelem Elokim in everyone. All members of the Ma'ayanot school community are expected to treat everyone with respect and dignity and refrain from any actions or communications that convey bias or constitute harassment. Please see specific examples and reporting protocol in the Safe Campus: Anti-Harassment, Anti-Bullying, & Anti-Abuse Policies section on page 29 below. Students, faculty and staff members must manage conflicts appropriately, act towards others with sensitivity, and use respectful language in all interactions in and out of the classroom. This expectation extends to our digital footprint online. Our expectation for Respect relates to all parts of our community, including, but not limited to, the classroom, the hallways, sports games, etc.

D. Digital & Social Media Etiquette

Technology and Social Media has offered all of us many benefits in building relationships and enjoying the opportunity to connect in so many different ways. As we work on developing ourselves and understanding the way we can and should engage with social media, it is critical that we consider how powerful this platform is. What we see, do and post on social media has a larger impact than simply the enjoyment of the moment. Therefore, Ma'ayanot is committed to educating our students about both proper and improper uses for social media. We ask parents to take interest in the apps that their daughters are using and to be active members of

their social media platforms. Ma'ayanot expects that all student behaviors and representation online, in writing and/or any other form, will abide by our policies and reflect our Torah values. We expect all students to recognize that their choices online in emails, chats, and social media platforms are a representation of themselves and we expect that all of our students will respect and reflect the Torah values that we are striving to strengthen together. Any inappropriate written, visual or audio social media content that students post and that reflect behaviors that go against Ma'ayanot policies will be grounds for disciplinary actions.

E. Dress Code Values

Our Ma'ayanot Dress Code is designed to support our students' growth as Ovdot Hashem and to foster an environment where we make our Torah values visible. We are proud of the broad reach of Ma'ayanot and we recognize that your family may understand *tzniut* differently. Therefore, over the course of their years at Ma'ayanot, in different venues, students will spend time reflecting upon the hashkafic values and the halakhic basis for the Ma'ayanot Dress Code. It is important to us to acknowledge that while halakha and the values of modesty are the foundations of our dress code, each student's personal journey in understanding and internalizing those values and practices will certainly be different. With this in mind we ask parents and students to be full partners in fostering a Torah environment where *tzniut* is a prominent value in the way we dress and also in the way that we speak, the way we engage with popular culture and media, and how we treat each other, and everyone, with exemplary *derekh eretz*.

Please discuss the specific dress code standards listed below and consider the following points which may support our efforts.

1. Discuss your family's expectations / understandings of *tzniut* and whether or not they align with Ma'ayanot Dress Code.
2. Discuss the importance of respecting school rules and being a good citizen
3. Discuss the impact of the choices we make
4. Purchase clothing with these expectations in mind

Dress Code Expectations and Follow up

The Ma'ayanot dress code reflects *halakhic* considerations and a commitment to an environment that appropriately supports religious and academic growth. Since no code can be all-encompassing, students are expected to abide by the letter as well as the spirit of these guidelines.

- ❖ Skirts and/or dresses should cover knees at all times whether sitting or standing. Slits must comply with this as well.
- ❖ Shirts must be modestly cut, not transparent, with necklines that approach the collarbone: therefore, no v-neck, low-cut, or cropped shirts.
- ❖ Shirt sleeves may be short, not capped, and should be closer to the wearer's elbow than to her shoulder.
- ❖ Printed tee-shirts and sweatshirts should be designed with only appropriate messages and images in line with our yeshiva's values
- ❖ Open-toe shoes, except for flip-flops, are permitted.

- ❖ Students who enjoy the comfort and warmth of wearing sweatpants under their skirts must wear a skirt whose length is in compliance with our dress code

Who? Where? & When?

- All students are expected to wear dress-code appropriate clothing at all times on campus. Dress code rules also apply when students are off campus and are representing Ma'ayanot on any trip or at any event.
- Students are expected to wear dress-code appropriate clothing when leaving the school, even if gym is the last period before dismissal, going to or from a game, and when participating as a fan at any home or away game.
- Everyone entering the building is expected to follow the school dress code to demonstrate respect for our yeshiva's values.

Dress Code Follow up

If a student is not dressed according to our dress code rules, they should expect to be approached by a female faculty member and asked to change. After repeated such reports the administration will reach out to parents for support at home. After three dress code violations, students who continue to break the Ma'ayanot Dress Code will be assigned to lunch detention and not allowed to leave campus during lunch for two days.

Community Service / Chesed Requirement

Developing compassionate and contributing members of society who seek ways to integrate chesed into their daily lives is one of our top priorities at Ma'ayanot. With this goal in mind, Ma'ayanot requires that each student participate in at least four community service projects each semester, for a total of eight per year.

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

- They must be unpaid.
- In general, the chesed requirement cannot involve assisting members of your family. Under certain circumstances allowances are sometimes made. However, prior administrative-approval is required.
- Babysitting does not qualify for Community Service *unless* you are specifically referred to a family in need of assistance through one's shul or the school. The circumstances must be described in the submitted form why you feel this should qualify as a chesed project. Prior, administrative-approval is required.
- Activities organized by the Chesed Committee that take place during a full lunch period or outside of school hours may be submitted as one project.
- Grade chesed trips, chesed missions, activities during class time or working on a program at school as a member of a particular committee do not count toward the chesed requirement.
- Students must spend at least 45 minutes or 1 full period (assuming it is not during class time) at a chesed activity in order for it to count.
- Students who are chosen and accept the responsibility of being a class note taker qualify for 2 chesed projects each semester and must be verified by the class teachers and the learning center.

- 4 sessions of peer tutoring qualify as one chesed project and must be verified by the learning center.
- No more than 5 chesed opportunities can be fulfilled in the Ma'ayanot School Community.

The community service/Chesed requirement is meant to **enhance the students' school year**. Therefore, only community service completed between September and June will count toward the chesed requirement. However, if one receives an *Incomplete* in the course, she may perform community service during the summer to complete the requirement.

Documentation of fulfillment of the chesed requirement will be due two weeks before the first day of midterm or final exams for each semester. Students receive a P/F grade for Community Service, which is dependent on fulfilling the requirement. This grade will appear on report cards and is required to matriculate/ graduate.

Information regarding how students should submit and track chesed hours will be shared separately.

Part IV: General Information

Textbooks and *Sefarim*

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

Sefarim that are required for Judaic Studies courses are available for purchase through the school prior to the beginning of the school year. Students who do not order them in advance will be required to purchase them on their own.

Health Records

According to state law, all school-age students must have documented proof of adequate immunization. We are not permitted to allow any student who does not meet these requirements into school. We do not accept religious exemptions. All required forms, including a Health form signed by a physician for entering students, must be submitted on the Magnus Health web portal prior to the first day of school. Student athletes who participate in after-school sports programs are also required to complete a Sports Health Examination form annually.

Emergency Contact Form and Permission Slips

To ensure each student's safety, emergency contacts must be updated on the Magnus Health web portal annually as part of the student Vital Health Record.

Medication

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

Security

If you should notice any suspicious activity in or around Ma'ayanot, please report it immediately to the security guard on duty.

Examples of suspicious activity include:

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

Please Remember:

- Faculty and students should display their Ma'ayanot Parking Permit on their dashboard when parked on the facility. Additional or replacement permits can be obtained from the main office.
- Only the main front doors should be used for both entering and exiting the building except in case of an emergency evacuation (e.g. fire drill).
- Backpacks and personal belongings should be kept with you at all times or inside your locker.

Part V: Safe Campus & Safe Community Policies

Ma'ayanot is currently undergoing a thorough review of our policies and working on a comprehensive Safe Campus: Anti-Harassment, Anti-Bullying, and Anti-Abuse Policy.

The narrative below is our current policy which describes the fundamental values, the expected behaviors and the follow up components of our expectations.

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

Bullying includes any gesture, written or physical act, or communication via telephone or computer ("cyberbullying"). Bullying can occur in a single incident or a series of incidents. It may be motivated by an actual or perceived characteristic such as family situation, ethnicity, physical appearance, religious attitude, intelligence or class placement, socioeconomic status, sexual orientation, social group, or mental, physical or sensory disability. Students are expected to behave in a way that creates a supportive learning environment as

described in the student handbook. We believe that it is the responsibility of the Ma'ayanot faculty to educate students toward self-discipline and to use instances of behavioral violations as opportunities to help students to assume responsibility for their behavior and its consequences.

Reporting & Consequences

Ma'ayanot's administration will respond to harassment, intimidation or bullying if it takes place on school property, at a school-related function, on a school bus, or off school grounds if the incident(s) interfere with or disrupt the orderly operation of the school or the rights of other students. Faculty and staff are required to report any incidents of harassment, bullying, or incidents that violate our appropriate boundaries guidelines. Students and parents are strongly encouraged to report concerns with a commitment to reasonable anonymity and without concern for any form of retaliation.

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

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

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

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

Anti-Harassment Policy

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

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

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

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

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

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

Ma'ayanot Appropriate Boundaries Guidelines

Guidelines for Maintaining Appropriate Boundaries between Ma'ayanot Students and Employees, Volunteers, and Employees of Contracted Service Providers

The interactions between administration, staff and students will typically fall well within the range of normal healthy relationships. Still, to protect everyone and to assure we avoid even the appearance of impropriety the following behaviors are regarded as incompatible with the goals and standards of Ma'ayanot and, therefore, are always prohibited:

- Teachers/staff may not be alone with a child/children in an area which cannot be seen or observed by other faculty members or adults. Employees of contracted service providers and volunteers who work at the high schools should not be alone with a high school student in a non-public space or inside a room with a closed door. Coaches and other athletic staff should likewise not be alone with a student, especially when engaging in otherwise permitted physical contact such as when teaching a skill. It is expected that Ma'ayanot teachers will meet with their students for educational purposes outside of classroom time and that some of those meetings will involve one-on-one meeting. Any such private meeting with a student should, whenever possible, occur with the door open. If the circumstances require the door to be closed because additional privacy is needed, the meeting should be in a room

with a window in the door which should remain uncovered and the door to the room should remain unlocked.

- Doors equipped with windows to permit external viewing of the classroom must remain unobstructed at all times. Following an emergency drill, all window shades must be raised back up.
- Physical force may never be used other than to safeguard against immediate physical danger.
- There must never be unwelcome physical contact, such as patting, pinching, punching, pushing and physical assault or inappropriate touching.
- Teachers/staff must refrain from denigrating students publicly or privately or from attempts to control or manipulate students through psychological means.
- Teachers/staff may never forbid students to share any conversations or information with parents or administration, nor instruct students to “keep secrets” from their parents.
- Teachers/staff shall not distribute or display demeaning, suggestive or pornographic material.
- There can be no indirect or explicit invitations to engage in inappropriate or suggestive activities which may or may not include a promise of reward for complying or a threat of reprisal for not complying.

In addition to the prohibited behavior described above Ma'ayanot employees, volunteers, and employees of contracted service providers:

- Should not engage in any type of behavior that might have the appearance of impropriety if observed by others.
- Should not lavish inappropriate attention on a particular student, including giving inappropriate gifts.
- Should not converse with students about their sexual lives except for an educational, health, or safety-related purpose, nor should they reveal details of their own sexual lives or romantic relationships to students.
- Should not reveal other inappropriate details about their personal lives to students.
- Should not inappropriately “hang out” with students outside of school or spend an inordinate amount of time “hanging out” with students even inside the school. Adults at Ma'ayanot should always remember they are not the students’ “friends” and should therefore not be engaging in peer-like behavior with the students.
- Should not provide alcohol or drugs to a student, nor permit one to drink or use drugs in their presence, except when medications have been prescribed.
- Should not have extended affectionate physical contact with a student. Any such contact should be limited to a supportive, congratulatory, or quick hug, arm squeeze, or pat on the back. Patting of the buttocks with a hand even in an athletic context is prohibited.
- Should not engage in physical horseplay, roughhousing, or other inappropriate games with a student.
- Should not tutor a student in his or her home without the student’s parent or guardian present. In addition, Ma'ayanot employees should not tutor students in the employees’ homes unless another adult is present, and the student’s parent/guardian has given permission.
- Should not allow students to ride in the employees’ personal cars without written (email will suffice) permission from a parent/guardian. In addition, Ma'ayanot employees, volunteers, and employees of contracted service providers should not ride in students’ cars. If a situation arises that requires deviation from this rule, the adult involved should get permission from his or her supervisor to so deviate.

- Should not be present at a student's home when a parent/guardian is not present, whether for a social gathering or otherwise. In addition, Ma'ayanot employees should not invite students to their homes for Shabbat, other holidays, or any other occasion without approval from the Head of School/Principal, and Ma'ayanot should require written (email can suffice) parental consent if a student will be going to a Ma'ayanot employee's home. Finally, a Ma'ayanot employee should never have only one student alone at his or her home, nor should they have students at their home at all unless there is another adult present.

SAFE STAFF AND STUDENT DIGITAL COMMUNICATIONS

Staff and Student Interactions using Social Media

Students and staff should not communicate on personal social media sites or platforms. Examples of such communication include, but are not limited to, "friending," "following," "commenting," "liking" and posting messages on personal social media sites. Similarly, "posting" or "tagging" photos or videos of students on any personal social media site or platform by staff members is prohibited. If a staff member is currently engaged in such communication with a student, he/she should immediately cease such activity. Staff members who are involved in non-Ma'ayanot sponsored activities or employment requiring social media interaction with students are strongly encouraged to create a professional social media page to foster such communication. For example, if a staff member works at a summer camp attended by students and is encouraged to have social media interaction with these students/campers, the staff member should set up a professional (camp, in this example) social media page to engage in such communication.

Staff and Student Interaction Using Electronic Communication

Strong teacher-student communication and warm relationships are an important part of the Ma'ayanot experience. All electronic communications between staff and students must be professional, acceptable in content to any reasonable person, and limited to information that is School-related and in compliance with Ma'ayanot's Anti-Harassment Policy and other applicable Ma'ayanot policies.

Email

Ma'ayanot has provided to all students and staff a Ma'ayanot email address. All electronic communications between staff and students should only be sent using Ma'ayanot-issued email addresses, and staff are strongly encouraged to limit communication to between the hours of 6 a.m. and 10 p.m. (Eastern Standard Time). If a personal email account must be used, a copy of the communication must also be sent to the Ma'ayanot email addresses of the student and staff member. The staff member should also inform the Head of School of the communication and explain the circumstances surrounding the communication. Staff members are expected to check their Ma'ayanot email every day, and to respond to emails within 24 hours.

Cell Phones & other forms of Digital Communications between Staff and Students

Students and Staff members may not communicate privately over text, Whatsapp, or exchange cell phone numbers for use in private communications. Staff members seeking to communicate one-on-one with a student outside the classroom using FaceTime, Zoom, or similar technology must notify a parent, the Head of School, or their direct supervisor.

Communication between staff and students over personal cell phones has the potential to be interpreted as inappropriate and unprofessional. Accordingly, staff members should not call or text a student on the student's personal cell phone and vice versa. Exceptions may be made if (1) the text qualifies as a "mass text", such as WhatsApp, which is defined as a text message sent to a school group, and the message relates to a School-related communication, or (2) a specific situation arises where the staff member needs to communicate with the student for a School-related purpose and there is no reasonable alternative available. For example, a coach who has a last-minute change in game time or location, a teacher leading a School trip who needs to communicate with a student during the trip, or the School secretary who needs to locate a particular student during School hours. In addition, staff should not give their personal cell phone numbers to students except when a specific student will need to communicate with the staff member outside of School for a School matter and there is no other reasonable alternative available as in the examples above. In such an instance, the staff member should instruct the student to only contact him/her for the School-related purpose for which the phone number was given.

The only exception to this rule is in a case of safety concern or emergency.

During COVID, any faculty who feel they need this method of communication must receive prior authorization from the Head of School. Teachers and students may communicate via Whatsapp only when the group includes a whole class, club, or similar large group. Teachers and students may not follow or friend each other on social media.

Additional General Guidelines for Participating in Social Media and Electronic Communications

The following are additional guidelines to abide by in social media and electronic communications. Always use appropriate "netiquette." Netiquette is the social code of network communication including manners and etiquette on the internet, online and digital worlds. Adhering to appropriate "netiquette" ensures that all students and staff are treated with the respect and sensitivity necessary to foster a safe working and learning environment.

Some important general rules are:

- Treat others as you would like to be treated. Staff and students should be respectful of others in their communications, both private and public, and refrain from posting statements directed at others that are false, misleading, obscene, malicious, degrading, threatening, harassing, hateful, insulting, inflammatory, offensive, unlawful, fraudulent, discriminatory or invasive of the privacy of others.
- Always use appropriate language. Staff and students should not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- Be honest. Make sure that you are honest and accurate. Never post any information or news that you do not believe to be true. If you make a mistake, you should correct it immediately.
- Protect Personal Information. Do not post Personal Information. "Personal Information" means information that can be used to identify an individual, such as an individual's name, work or home address, e-mail address, telephone or facsimile number, Social Security number (SSN) or other government identification number, employment information, background information, financial tracking information, medical or health information, health insurance identification number or condition, account numbers, certificate or license numbers, vehicle identifiers or serial numbers

(including license plate numbers), device identifiers or serial numbers, biometric identifiers (including finger and voice prints) and photographs.

- Speak up and report inappropriate conduct. Staff must promptly report to the Head of School any incident that is not consistent with this Policy, including the Guidelines, or any other Ma'ayanot policy. For example, a staff member who becomes aware that a student has received an abusive, offensive, threatening, or harassing email message or other such communication must immediately report that communication to the Head of School.
- Know and follow the rules. Staff must carefully read this Policy, including the Guidelines, to ensure that postings and communications are consistent with them.

Ma'ayanot reserves the right to modify this Policy, including the Guidelines, at any time, and staff must check periodically to ensure that they are familiar with any modifications or other changes to this Policy. Staff should also be sure that postings and communications do not violate any other applicable policies of the School, including but not limited to, Ma'ayanot' Anti-Harassment Policy. The same rules and customs that guide behavior without computers and other tools apply when using them.

Part VI: National Yeshiva Substance Abuse Policy

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

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

Education and Prevention

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

Drug Usage or Possession

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

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

2. Our school community has entrusted us to provide a safe, wholesome environment for our students, particularly when the students are on school grounds and at school activities. Therefore, the following situations may result in expulsion or other disciplinary consequences:
 - a) Possession or use of drugs or other substances in school, on school property, or while participating in a school event
 - b) Distributing and/or providing drugs or other substances to fellow students, whether in or out of school
 - c) Hosting an open house/party that includes any form of substance use

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

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

Part VII: Inclusivity Policy

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

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

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

Part VIII: Technology Policy

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

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

To assist our students in accomplishing these goals in the classroom, Ma'ayanot has a Bring Your Own Device policy and may bring their own device for class. All students are required to sign an Acceptable Use Policy to use any device (school or personal).

In addition, a student accessing the Internet is responsible for all online activities that take place through the use of her account. All files and e-mails created by a student on the "Ma'ayanot Yeshiva Computer Network" shall be considered the property of Ma'ayanot, and the school administration shall have access to such files at any time in order to ascertain that any and all rules and regulations set forth in this policy have been adhered to by the student.

The following actions (which are not exclusive) constitute unacceptable use of the MYCN and the Internet, whether that use is initiated from school or any other site.

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

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

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

Part IX: Financial Policies

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

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

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

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

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

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

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

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

Students in their senior year have an obligation to raise funds through the purchase of yearbook ads. Seniors who fail to sell ads must pay the obligatory amount or will not receive a yearbook or be allowed to attend Senior trip.

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

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

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

Financial aid for tuition is available by applying on the yeshivahaid.org website. All awards are need-based only. There is no assistance available for additional fees including student activities, building fund, graduation fee, security, registration fees and transportation costs. The scholarship committee reviews all applications with the understanding that yeshiva tuition takes priority over discretionary spending. Additional financial aid policies are available on the school's website at www.maayanot.org/financial-aid

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