



# STUDENT-PARENT HANDBOOK

2025-2026

שְׁתֵּה-מַיִם מִבּוֹרְךָ; וְנָזְלִים, מִתּוֹךְ בְּאֶרְךָ. יִפּוּצוּ מַעֲיִנְתֶּיךָ  
חוּצָה; בְּרַחֲבוֹת, פְּלָגֵי-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.”***

Mishlei 5:15-16

# Part I: OUR MISSION, OUR VALUES, & OUR PROGRAM

## MISSION STATEMENT

Ma'ayanot Yeshiva High School for Girls sets the standard for excellence in Jewish education and leadership where personal growth, a love of Torah, and holistic learning inspires our students everyday. Our mission is 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 יראת שמים and אהבת ה' .

### **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.

## Our Academic Program

**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.

### Judaic Studies

*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*.

Of course, Judaic Studies education goes far beyond the classroom. Students enjoy access to a wide array of extracurricular and co-curricular programs to enhance their Jewish life and learning. Please click [here](#) to view the Midreshet Ma'ayanot learning opportunities.

Ma'ayanot provides a well-rounded, comprehensive Judaic studies program. *Tanakh*, *Gemara*, *Halakha*, Jewish Philosophy, and Hebrew Language courses are tracked throughout a student's years at Ma'ayanot. Core courses include:

- **Tanakh** - 4 years

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*. Our narrative choices and teaching methodology reflect our goal of improving skills and deriving meaning from the words, people, challenges and ethics reflected in our *Torah*.

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

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

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

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

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

- **Gemara** - 4 years

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 *chavrutot* 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*.

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

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

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

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

12<sup>th</sup> grade: *Masekhet Kiddushin*

- **Halakha** - 4 years

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** - 3 years

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.

- **Jewish Philosophy** - 1 year

In 11<sup>th</sup> grade, students study Jewish Philosophy, where they explore fundamental questions that have fascinated major Jewish thinkers over the centuries. This course, which encourages students to bring

themselves into that tradition, helps them embody a Jewish life that is both *halakhic* and personally meaningful. Units include Faith and Reason, The Chosen People, Modern Orthodoxy, and Free Will.

- **Contemporary Israel - 1 year**

In 12<sup>th</sup> grade, students study Contemporary Israel in a course that begins with an overview of the history of Zionism and the establishment of *Medinat Yisrael*, and continues all the way through the present day. The 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.

### **Lev HaShavua**

Once a week at Ma'ayanot, each students' Gemara or Tanakh teacher will transform their classroom and the style of their teaching in order to create and deepen genuine connections between classroom teachers and students. Building a shared language and investing in the human fabric of the school from a whole person approach based on the Jewish tradition, this weekly class is a cross-section between social emotional learning and Torah education. Developing skills of attentive listening, bonding as a classroom community, and providing students with opportunities to share about their inner world and their connection to Torah text, Lev HaShavua provides our students with a unique weekly experience of spirituality and community.

### **Sichot Ishiyot**

At Ma'ayanot, we deeply value opportunities to speak with, listen to and learn from our students. As an extension of and in conjunction with our Lev HaShavua program, a cohort of our Limmudei Kodesh teachers, and our Ma'ayanot Madrichot (alumnae) under the supervision of our Dean of Students, have one-on-one and small group conversations with students to learn about their inner worlds, facilitate conversations about their spiritual goals/struggles and meet them where they are at. These conversations between mentors and students offer opportunities to both deepen our community relationships outside of the formal classroom setting and for our students to learn about themselves, feel heard and prioritized and develop skills to share their stories with a trusted adult.

### **Tefillah**

Tefillah is the special time we set aside each day to communicate with *Hashem*, to reflect on, and strengthen, our relationship with Him.

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*. *Mincha* takes place at the end of seventh period and is supervised by seventh-period teachers. The faculty and student body are committed to creating and maintaining an environment of devotion and respect for *Hashem* and for each other at all times 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*.

### Davening Locations:

9th & 10th Grade: Student Center

11th & 12th Grade: Beit Midrash

## **General Studies**

Ma'ayanot takes pride in its rigorous, creative general studies program. English, History, Math, and Science are tracked throughout the school. Honors and Accelerated designations are noted on the report card and transcript. **In all subjects, specific course offerings are subject to change based on student interest and enrollment, scheduling limitations, and faculty availability.**

- **English Language and Literature** - 4 years

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 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.

Courses offered may include:

9<sup>th</sup> grade: English I and Introduction to Writing

10<sup>th</sup> grade: English II

11<sup>th</sup> grade: American Literature

12<sup>th</sup> grade: English Seminar - course offerings may include:

AP Literature and Composition

Once Upon a Time: Flights of Fancy in Children's Literature

From Page to Stage: Analyzing and Performing Plays

A Literary Feast: Reading and Writing about Food

Tell Me A Memory

The Language of Film

All the World's a Stage: Analysis of the Broadway Musical

- **History** - 4 years

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. Courses offered may include:

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

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

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

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

- **Math - 3 years**

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.

Courses offered may include:

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

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

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

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

- **Science - 3 years**

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 the order, complexity and majesty of Hashem's creation more fully. Those students who want to delve deeply into the sciences are encouraged to participate in advanced research and competitions.

Courses offered may include:

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

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

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

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

- **STEAM- 2 years**

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:

9<sup>th</sup> grade: Engineering I: Coding and Fabrication

10<sup>th</sup> grade: Engineering II: Robotics and Design

11<sup>th</sup> grade: Engineering III: Advanced Computer Aided Design

12<sup>th</sup> grade: AP Computer Science Principles

- **Physical Education- 4 years**

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.

- **Health-** 1 semester

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

### **Electives and Academic Concentrations**

Ma'ayanot students may select elective courses to explore areas of interest. All students may also choose an organized elective course of study to concentrate in a specific area of interest. Each elective meets for at least three periods per week, giving students the opportunity to pursue their passions and develop their skills in their chosen disciplines.

A student who pursues courses within a concentration for at least three years of high school will earn a certificate noting her accomplishment in that academic concentration.

#### **Our Academic Concentrations are:**

- **Communications** with courses in oral and written communication, which may include Creative Writing, Public Speaking, Podcasting, and Multimedia Communications

- **Fine Arts** which may include courses in the visual and manual arts, including Studio Art, Graphic Design, and Photography

- **Health Sciences** which may include courses in health-related fields, including Pathways in Health Sciences, Anatomy and Physiology, Advanced Medical Sciences, and Psychology

- **Matmidot** with courses in Tanakh, Gemara, and other areas of Judaic Studies beyond core classes

- **Performing Arts** which may include courses including Drama, Improv, and Music

- **Spanish** with courses in Spanish language and culture, leading toward linguistic proficiency

**Individual elective courses may be chosen from among the above disciplines.** Students may also extend their learning through guided independent study in Torah Enrichment and Humanities Enrichment.

### **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.



## Part II: A Holistic Education Includes a Robust 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, and Performing Arts 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.

Below is a summary review of our co-curricular offerings.

### Committees & Clubs

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.

Clubs are communities built around shared interests, providing students with the chance to connect with others who have similar passions, engage in activities, and collaborate on projects.

At the start of the school year, students discover the various committees and clubs at our Committee Fair, where they can apply or sign up to participate.

### Performing Arts Societies

**Drama Society:** Ma'ayanot produces a musical, which takes place during the Fall semester, and a dramatic production, which takes place during the Spring semester. Students have the opportunity to audition for either one or both.

**Heartbeats:** Our students also produce Heartbeats, an annual show of song and dance that is open to the community, raises funds for *tzedaka*, and takes place in late Spring.

These performances are always highlights of the school year. Participation in theatrical and musical 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.

### Sports Teams

Ma'ayanot is a member of the Metropolitan Yeshiva High School League (MYHSL). 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.

The goals of our athletic program are to offer a rewarding athletic experience and to develop the athletic potential of our students. Ma'ayanot athletes are encouraged to develop a sense of positive sportsmanship, integrity, values, ethics, and *derech eretz*, and to display these qualities on and off the field. Development of leadership, personal responsibility, self-esteem, sensitivity, and compassion towards others are equally important goals of the athletic program. The students learn to excel as individual players as well as members of a team.

We offer numerous opportunities for students to get involved in competitive sports as part of the following teams:

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

### **Academics Teams 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, *Chidon HaTanakh*, Mock Trial, Math League, Model Congress, Model United Nations, Torah Bowl, Model Chinuch League, 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.

Academic Team Captains are selected by faculty advisors. Details about tryouts, participation, and the meeting schedules are sent out throughout the Fall. Each team follows a different schedule.

### **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 to create and implement school programs, activities, 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.

Positon	Who can serve in this position	Responsibilities
President	11 <sup>th</sup> grade	<ul style="list-style-type: none"> <li>■ Determines when programs are needed and plans them</li> <li>■ Oversees all G.O. sponsored activities and gets them done</li> <li>■ Ensures that all members are fulfilling their responsibilities</li> <li>■ Plans and runs weekly G.O. meetings</li> <li>■ Acts as the liaison between G.O. and the faculty supervisor and the school administration and updates them about all G.O. programs.</li> <li>■ Makes Ma'ayanot a great place for her fellow students!</li> </ul>
Vice President of Programming	10 <sup>th</sup> grade	<ul style="list-style-type: none"> <li>■ President's right hand woman (i.e. runs meetings when President is not there)</li> <li>■ Oversees all programming details</li> <li>■ Can be relied upon to get the job done</li> <li>■ Helps ensure that all members are pulling their weight</li> <li>■ Mentors the freshmen on G.O.</li> </ul>
Vice President of Publicity	9 <sup>th</sup> / 10 <sup>th</sup> grade	<ul style="list-style-type: none"> <li>■ Publicizes all school/G.O. events through flyers, banners, videos, etc.</li> <li>■ Anticipate school programs and takes pictures</li> <li>■ Provides pictures for the Stream and official Ma'ayanot social media accounts</li> <li>■ Creates slideshows for events such as the Student Appreciation Breakfast and other events</li> <li>■ Helps out V.P. Programming during major G.O. programming</li> </ul>
Treasurer	All grades	<ul style="list-style-type: none"> <li>■ Suggests and oversees fundraising activities for G.O.</li> <li>■ Collects \$ for all G.O. programs</li> <li>■ Must be able to keep track of all \$ collected and spent</li> <li>■ Expected to collect all money owed in a timely fashion</li> <li>■ Organizes the \$ for the bank in standard fashion</li> </ul>
Secretary	9 <sup>th</sup> grade	<ul style="list-style-type: none"> <li>■ Must be computer proficient and creative</li> <li>■ Takes notes during G.O. meetings and emails summary to members</li> <li>■ Assists VP of Publicity in creating flyers for G.O. events</li> <li>■ Prepares all forms of written communication for G.O. (grade emails, Facebook group/page)</li> </ul>
Class Representative	2 per grade	<ul style="list-style-type: none"> <li>■ Proactively plan and prepare grade treats and special activities</li> <li>■ Compile and manage a grade email list and Whatsapp group</li> <li>■ When asked, forward important G.O. and Student Activity emails to this list in a prompt manner.</li> <li>■ Willing to volunteer to help out with school wide programs</li> <li>■ Able to collect the \$ for school programs and keep track of who paid</li> <li>■ Plans and coordinates her grade's Shabbaton (collecting money, programming, trip. ).</li> </ul>

### Shabbatonim & Trips

There are many opportunities throughout the year both in and out of school for students and teachers to bond and develop school spirit.

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. There are also Oneg Shabbat programs, formal and informal get-togethers on various *shabbatot* or *chagim* as well as chesed and educational trips and bonding events throughout the year.

Our entire school also enjoys a Rapids Retreat in the early Fall and/or a Welcome to Winter trip or event towards the beginning of the second semester. Additionally, in partnership with the Orthodox Union, Ma'ayanot sends groups of students to participate in humanitarian missions to communities devastated by natural disasters. Such missions allow our students to apply the values of chesed and community service in a context that allows them to meet people whose lives are very different from their own.

Some of our athletic teams participate in one of several yeshiva league invitational tournaments on a yearly or bi-yearly basis.

### **Torah Programming**

Providing extra opportunities to learn *Torah* is a core value at Ma'ayanot as it sends the message to our students that *Torah* learning, aside from what is covered in class, must be learned and lived outside of the classroom as well. 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.

### **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 *dvar Torah* journal. *Talelei Orot* is our weekly, student-run *dvar Torah* publication. *Sambatyon* is the Ma'ayanot literary journal, which showcases student prose, poetry, photography and artwork. The Senior Class works collaboratively to produce a memorable yearbook including reminiscences, humorous features, literary tributes, to serve as an everlasting memento of their time spent at Ma'ayanot.

### **Leadership Pledge: Lead with your Best**

At Ma'ayanot, we strive to uphold our values of responsibility, leadership, and accountability, while also maintaining a healthy balance between academic workload, co-curricular involvement, and life outside of school. To that end, students are encouraged to choose from many leadership opportunities. In order to provide as many students as possible with meaningful leadership and co-curricular opportunities and to help ensure students maintain a healthy workload, the school has the right to limit the number of participation opportunities and leadership positions held by an individual student.

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:

*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. All student leaders must be present and participating in events and programs that take place during the school day. Being given a leadership role depends on adherence to school rules, consistency with dress code and tefillah, class attendance and respectful interactions with faculty and peers that promote a culture of personal growth and kindness at Ma'ayanot. Students with leadership responsibilities understand that being a leader is a year-long commitment.*

## Part III: A Healthy and Wholesome School Community

### 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 Guidance Team throughout their careers in Ma'ayanot. Additionally, our Freshmen and Seniors have the benefit of a weekly Freshmen/Senior Seminar where students have the opportunity to learn about topics ranging from student skills, social/emotional development and community building.

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. 9th Grade Dean

The 9th Grade Dean is the initial point of contact for the 9th grade as a whole as well as each individual student. She 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.

#### 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 of their students at least once a semester, so that all students feel comfortable approaching them at any time.

#### C. Freshmen and Senior Seminars

Freshman Seminar is a weekly advisory program aimed at promoting social and emotional growth in our students. Through weekly sessions, students will explore topics aimed at helping them transition into high school, develop new and healthy friendships, and balance workload and stress. Led by our deans, guidance team, and select faculty members, teachers will support students and serve as role models in this important stage of their high school journey.

Throughout the school year, a period each Wednesday is dedicated to Senior Seminar where the seniors have an opportunity to explore a variety of topics and engage in a range of programs and speakers all centered

around preparing and empowering them for Jewish communal life post graduation. This program culminates in a two week Senior Experience in the spring, after formal classes end. Each day of Senior experience explores a different theme- such as personal safety, health, Jewish families- and includes daily Torah learning, experiential programming, speakers, and trips off campus to engage both within and outside of the larger Jewish community.

#### **D. College Guidance**

The Ma'ayanot College Guidance Department takes a highly personalized approach to college admissions, helping each student identify and achieve her post-high school goals. The counselors view the college admissions process as an integral part of a student's Ma'ayanot education, fostering personal reflection, independent thinking, and informed decision-making.

Starting in ninth grade, college guidance counselors are available to students and their families, offering advice on elective choices, co-curricular involvement, and standardized testing to help students build a strong academic and extracurricular portfolio.

The formal college guidance process intensifies in eleventh grade with a series of group and individual meetings for students and parents. During this time, families receive guidance in creating a balanced list of college options based on the student's academic performance and aspirations. Once target colleges are identified, counselors support students through every step of the admissions process, including gathering necessary documentation, assisting with essays, and keeping track of deadlines.

#### **E. 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.

#### **F. Madrichot**

Ma'ayanot *Madrichot* are a group of Ma'ayanot alumni who learn with Ma'ayanot students on Fridays. Facilitating Chaburot, having heartfelt conversations with students about spirituality and acting as another tier of mentorship for our students, the madrichot attend davening, mishmar, the schoolwide Shabbaton and Mishmover. The madrichot receive supervision time from the Dean of Students and members of the Guidance team as well as participate in their own Lev HaShavua program to deepen relationships with each other, their former faculty and the larger Ma'ayanot community.

## **Part IV: Our Values, Daily Expectations, & Rules**

### **School Hours**

Students must be in school at 7:55 and scan their ID cards to be marked present for the day. *Tefillah* begins at

8:00am. Students who enter after 8:05 will be marked late and will be marked absent at 8:10. Accumulated latenesses are reported on report cards.

Dismissal is at 5:00pm Monday through Wednesday and at 5:15 on Thursday. On Friday, dismissal is at 1:00pm throughout the year. The building opens at 7:45am for arrival and closes 30 minutes after dismissal, with the exception of athletics and after-school programs. Mishmar will take place on Thursday evenings from 4:30 - 5:15pm and buses will leave school on Thursday at 5:15pm.

## **Lunch**

### **Lunch Plan**

Most students bring lunch from home and may take advantage of the refrigerators and microwaves available in the Student Center. Students should bring their own utensils and make sure to clean up after themselves.

Beginning the second semester of Freshman year, students may also choose to go off campus to a local kosher eatery. *Students who choose to go off campus for lunch must be sure to return on time for class and may not bring their lunches into class.*

### **Food on Campus**

Students are only permitted to eat meals in the Student Center and outdoors. Students are always responsible to clean up after themselves. Meals may not be eaten in the classrooms, the Beit Midrash, or the Library during free periods, lunch times, or class time. Specific AP courses which meet during lunch will be permitted to eat during class. Any student who has a medical concern about eating during the day should discuss this possible accommodation with Mrs. Braun, our Dean of Students.

We expect that all food and beverages brought on campus will be kosher with reliable certification. It has come to our attention that the kashrut status of varied Starbucks drinks has changed. Please consult with your shul Rabbi before bringing Starbucks drinks on campus.

### **Food Deliveries**

***NO commercial food delivery services (Uber Eats, GrubHub etc.) are permitted at any time during the school day.***

## **Attendance Policies**

We believe that students learn best as a community. Students serve as both contributors to and beneficiaries of the knowledge, perspective, and culture generated in the classroom. Every student matters. Absences should be kept to the minimum necessary to maintain the health and wellness (physical and emotional) of the individual student and classroom community.

Students are solely responsible for work missed while absent whether for illness, school-approved activity, or parent-approved activity. Ma'ayanot is eager to support students' success by posting materials to Google Classroom and meeting with students during office hours. Teachers will not be expected to re-teach or prepare additional materials for absent students. Students are expected to review missed material with a classmate and/or attend teachers' office hours.

### A. Residency

Students are expected to attend school daily to maximize their own learning and the learning of the community. Inconsistent attendance affects the individual student academically and socially, and will impact her grades, her seminary/college prospects, and her enjoyment of and engagement with school.

Students who miss more than 20% of any class (**whether excused or unexcused**) in any subject risk losing credit for that course, regardless of grades earned on exams and assignments. These students will have to participate in a credit recovery plan at their own expense. Details of credit recovery will be determined by the academic administration and guidance.

When parents are proactive partners with the school, exceptions may be made for students experiencing an extended illness or other adverse circumstance. Families are required to contact guidance or the administration to discuss these situations so that an appropriate and supportive plan may be put in place.

### B. Daily Attendance

Students' ID card and barcode will be used to scan into the building and establish their attendance each day. This will help to assure accurate records in the case of a campus emergency and will serve as the student's official attendance record. Students who do not scan in will be marked absent for the day. Students who forget or misplace their ID card must go to the office and pay for a replacement.

When a student is out for the day, parents must report the absence to **attendance@maayanot.org**. Extended absences should be avoided when possible.

### C. Class Attendance

Students are expected to attend all of their classes when they are in school, and teachers will take attendance each class period.

- **If a student has an unexcused absence from class, she will receive a cut.** The student and her parents will receive a cut notification email that evening. In the event that a mistake was made, the student will have until dismissal the following school day to resolve the error. It is the student's responsibility to reconcile her attendance record promptly. **For every three cut classes in a single subject, she will have one point deducted from her semester grade.**
- If a student **misses class due to a school-related conflict** such as a school trip, tournament, or other school-approved activity, the responsible teacher will mark the student "Absent Excused," and she will not receive a cut.
- If a student will **miss class due to a family-related conflict** such as a medical appointment, simcha, or other family obligation, the parent should email **attendance@maayanot.org** in advance to excuse the absence and avoid receiving a cut.
- Students who miss more than 10 minutes of a class period (whether by entering late, leaving early, or taking an extended break in the middle of class) will be considered to have missed the whole class period and must follow the procedures outlined above.



### **C. Tefillah Attendance**

The act of *tefillah* is personal - between the individual and Hashem - but the experience of *tefillah* is communal. Here, as everywhere else at Ma'ayanot, every student counts. Students are expected to attend *tefillah* on time each day and remain in their assigned *tefillah* location throughout. The number of students' latenesses and absences from *tefillah* will be recorded on her report card and will be visible to seminaries and colleges.

### **E. Exam Attendance**

It is especially important for students to attend school when they have tests or quizzes ("exams") scheduled.

- If circumstances prevent students from taking an exam on time, they should always provide as much notice to a teacher as possible. The student must take a make-up exam within two weeks during assigned lunch periods only. After two weeks, students will receive a failing grade for the missed exam. In extenuating circumstances, students and parents may proactively inquire with guidance about an exception.
- The first time a student is absent for an exam in any subject, there is no penalty provided that the absence was excused. To discourage repeated absences on exam days, subsequent absences for an exam will receive a penalty of 5 points for the second missed exam, 10 points for the third missed exam, and increase in 5 point increments thereafter.
- Students missing an exam for a school-sponsored event will not receive a penalty. Students who provide a doctor's note documenting an illness or injury will not receive a penalty.

### **F. Lateness to School**

- Students arriving late to school must go to the front office to sign in for the day. A student who misses the morning scan-in procedures will be marked absent for the day until she signs in at the office. Scanning will close each day at 8:30am. If a student arrives to school after that time she should go to the office to be signed in for her daily attendance.

### **G. Leaving Campus for Appointments**

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 outside of school time whenever possible. If appointments must be during school time, we appreciate your effort to make appointments at the beginning or end of the school day to minimize traffic in and out of the building.

### **H. Teacher Absence**

If a teacher is absent, students must check Google Classroom and complete any work assigned. This will count as your attendance and engagement for the day. In the event of an extended teacher absence, alternative arrangements will be made.

# Academic Policies

## Track and Elective Changes

We aspire to offer an appropriate balance of academic challenge and support to the diverse learners of the Ma'ayanot community. To help us achieve that, we offer tracked classes in academic subjects that may differ in complexity and volume of the content, pacing, expectations of student independence, and more. We strive to find the placement that will help maximize the student's potential to thrive.

Students may request a track or course change until the end of October by submitting a completed Track Change Request Form to their Guidance Counselor. Track Change Request Forms will be available in the Main Office.

## Assessments Overview

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. Teachers assess student learning in a variety of ways. Formative assessments may include class discussion, written classwork, notes, homework, and other minor assignments. Typically, each of these are either not graded or represent small percentages of a student's semester grade. Less frequently, students will have a summative assessment that evaluates a student's mastery of a significant piece of learning. These may include tests, quizzes, projects, and papers; they are always graded.

## Assessment Scheduling and Notification

Ma'ayanot utilizes a school-wide assessment calendar to ensure that students rarely have more than one assessment on a given day and that assessments are spread as much as possible over the course of each week and month. The assessment calendar for each grade will be accessible on Google Calendar through each student's Ma'ayanot email account. **Students are responsible to remain aware of their upcoming assessments on the calendar.**

- Teachers will remind students of any test or major project/paper a week in advance of the due date. The teacher will clarify the unit(s) of study to be covered on the assessment.
- A quiz is not required to be posted on the assessment calendar. Quizzes may be announced or unannounced, should assess no more than three days' worth of material covered in class, and should be designed to require no more than 15 minutes to complete.
- With rare exceptions, no tests will be scheduled on fast days or on days following *yamim tovim*, long vacations, or major school functions.
- AP courses function at the college level by definition. They require a heavier workload, greater student independence, and may involve more frequent and/or longer assessments than other courses. AP courses do not have the same assessment limitations as other courses.

## **Make-up Exams**

Make-up exams will be administered on Mondays and Thursdays during lunch. If a student misses a test or quiz during its regular administration, she will make it up as soon as possible and within two weeks. Students who require additional flexibility must speak with her guidance counselor proactively.

## **Grades**

- Summative assessments (tests, papers, essays, and projects) should be graded and returned to students within two weeks of students' having handed them in and at least one week before the next assessment is due.
- Student grades are visible on the Ma'ayanot portal and/or on Google Classroom. Students and families should monitor their progress and reach out to teachers with questions or concerns. Teachers will also utilize email and logs through the Ma'ayanot portal to inform parents of academic concerns.
- Semester and year-end grades are based on various course assessments as well as engagement. 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 the spring, families receive interim grade reports and have the opportunity to schedule family conferences to discuss their 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 she will discuss the implications for her grades with her principal or dean.

## **Classroom Citizenship & Engagement**

Student citizenship and engagement are essential for both academic and personal growth and are fundamental to building a strong classroom community. Just as assessments and assignments matter, so do behaviors that promote a positive and productive learning culture.

While teachers will shape their own classroom and communication norms, the following expectations for citizenship and engagement are universal.

- Students are expected to arrive at class on time with all the materials she needs for learning, including texts, completed homework, charged devices, or other supplies as specified. It is important to remain in class until dismissed.
- During class, students are expected to limit distractions that may disrupt her learning or the learning of others.
- Students may use a computer or chromebook to support their classroom learning only with their teachers' permission. Instructions with regard to acceptable use must be followed at all times.

- The classroom is a space for thoughtful and constructive exploration and discussion of ideas to which all students are expected to contribute. At times, there may be disagreements over opinions, policies, or decisions. While differing viewpoints are welcome, disrespect toward any member of the school community is never permitted. Any expressions of racism or prejudice in any form, bullying, or harassment will be reported and treated as a disciplinary matter.

Teachers will provide students with ongoing feedback. If a student demonstrates a pattern of poor citizenship or engagement, or shows a noticeable decline from her usual behavior in a class, the teacher will reach out to the student and her parents to discuss concerns and offer support for improvement.

### **Personal and Academic Integrity**

Honesty and integrity are fundamental to the learning experience. Students are expected to comply with all school and teacher guidelines for exams and assignments including (but not limited to) use and citation of outside sources, support allowed from parents, tutors, or friends, and use of artificial intelligence such as ChatGPT. Plagiarism, cheating, and/or misrepresentation of one's work are serious offenses and will have serious consequences. We understand that students are learning how to appropriately cite sources, share information, and work collaboratively and our policy requires that they do so in ethical ways. Students are responsible to submit work that transparently reflects, and properly attributes, all of the sources used.

Students and parents are responsible to read and comply with classroom AI-use policies. Teachers will be proactively sharing their fair-use guidelines and checking student work for compliance. Students must proactively seek guidance about any guidelines or boundaries that are unclear to them.

When it is suspected that a student has plagiarized, cheated, inappropriately used AI resources without attribution, or otherwise misrepresented her work, she will be called for a meeting with the teacher, a guidance counselor, and possibly a principal or the Dean of Students. If the evidence supports the conclusion that the student submitted work that lacked academic integrity:

- First offense: The student and any other participating student will get a failing grade for the assignment or test. The student's parents will be notified.
- Second offense: The student will receive a failure for that semester and a note will be placed in the student's record and additional disciplinary action may be taken.
- Third offense: This is grounds for dismissal from Ma'ayanot.

Our goal is to help students internalize the value of their personal integrity and the importance of being honest before Hashem and others. We recognize our responsibility to teach and enforce academic honesty. We also know that our ability to evaluate whether a violation has occurred is limited. At all times, we will be guided by our commitment to the development of personal and communal values.

Ma'ayanot Yeshiva High School for Girls is committed to maintaining academic integrity and legal responsibility in all educational materials and instructional practices. All faculty, staff, and students must comply with U.S.

copyright law, including fair use provisions, when using, reproducing, or distributing course content, digital media, and printed materials.

## Part V: Visible Values: A Culture of Growth, Respect, and Accountability

These rules are important to help ensure that our educational, physical, and social environments are comfortable for all of us and allow for an atmosphere conducive to learning and growth.

### Ma'ayanot's Phone-Free School Student Policy

**Our Values: Presence, Connection, and Growth:** At Ma'ayanot, we believe that the most profound learning and growth happen when students are fully present. Presence fosters connection, and connection lays the foundation for deep learning, creativity, emotional regulation, and self-awareness. In our beit midrash, our classrooms, during lunch and programs, and in our hallways, we want our students to experience the richness of personal interactions and build real-life skills and face-to-face relationships.

In recent years, smartphones have increasingly interfered with these goals. Even when used "responsibly," phones interrupt attention, interfere with conversations, and disrupt social interactions. Research confirms what our educators and students experience firsthand: our devices often prevent us from being our best selves.

Our phone-free policy is a values-based decision that reflects our mission to educate young women who are thoughtful, present, and resilient—prepared to build meaningful relationships and lead with integrity in a complex world.

### Daily Logistics: What Students Need to Know

- **Morning Arrival:** Students must turn off and deposit their phones in designated grade-level lockers immediately upon arrival at Tefillah.
  - 9th/10th Grade: Student Center
  - 11th/12th Grade: Beit Midrash

Deposited phones will establish attendance for Tefillah and will be periodically checked by the administration.

- **Late Arrivals:** Students arriving after Tefillah must turn in their phones at the front office upon scanning in.
- **Dismissal:** Students may retrieve their phones only at the end of the full school day.
- **Appointments:** Students signed out by their parents for mid-day appointments may retrieve their phone from the office. If they return, they must re-deposit it. Students may NOT be signed out just for lunch.
- **Smartwatches:** Students may not wear or use smartwatches during the school day.

- **Off-Campus Lunch:** Students in grades 10-12 may go off campus for lunch without their phones. Students must come to school prepared with debit/credit cards or cash. Grade 9 students may go off campus for lunch beginning second semester.
- **Early Dismissal (Seniors):** Students may retrieve their phones at the conclusion of their last class. Phone use remains forbidden on campus until the full school day ends.

### **Emergencies & Communication**

- School landlines are available for student use in the Main Office, Library, and Student Center.
- Students needing privacy or support should speak with Guidance or Administration.
- Staff will carry phones for emergency protocols. Emergency communications will be sent via school systems internally and through text and emails to parents in accordance with the recommendation of security and law enforcement.

**Consequences for Policy Violations** We implement this policy as a communal commitment to uphold our shared values. Accountability is an expression of respect—for our learning, for each other, and for ourselves. Just as we hold students to high standards of academic integrity and *middot tovot*, we expect everyone to honor this policy with consistency and maturity.

Our response to violations will be firm and focused on growth. These consequences reflect the seriousness of undermining a culture of presence and trust.

### **Failure to Hand in Phone:**

- 1st Offense: 1/2 Day In-School Suspension (ISS), Meeting with Administration
- 2nd Offense: Full Day ISS, Probation Meeting with Parents & Administration
- 3rd Offense: Full Day Out-of-School Suspension (OSS); Meeting with Parents & Administration, Restricted Privileges

### **Caught Using Phone / Depositing Dummy Phone:**

- 1st Offense: Full Day OSS; Probation Meeting with Parents & Administration
- 2nd Offense: Two Days OSS; Meeting with Parents & Administration, Restricted Privileges
- 3rd Offense: Three Days OSS, Meeting with Parents & Administration, Conditional Return to Campus

Additional consequences may include:

- Loss of eligibility for leadership positions, athletic teams, or co-curricular activities
- Notation on school record (visible to camps, colleges, or seminaries)
- Suspension or Expulsion

The Administration reserves the right to adjust consequences based on individual student circumstances and context of the infraction.

### **Timeliness: Make it Count**

The Ma'ayanot day and week offer students a full program. The daily schedule begins with davening at 8:00am and includes 9 academic periods, one lunch period, *mincha*, and additional breaks. Students must learn their schedule and arrive on campus by 7:55 so that they are **on time** for davening, class periods, and co-curricular programs. During the week there are also FLEX periods which offer students time to meet with faculty, friends, committees, clubs, and complete work or plan ahead. Lateness or absences will be noted and may impact students' classroom grades and/or leadership opportunities.

### **Communication - It's a Partnership**

In the event of an absence or lateness due to sickness, appointments, or family *semachot* it is the students' responsibility to have a parent send the appropriate email to [attendance@maayanot.org](mailto:attendance@maayanot.org). Please see our attendance policies for more information.

### **Public Property - This is our Home**

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.

### **Lockers / Personal Property - Make it Personal & Keep it Neat**

Lockers are an important part of settling in at school. 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. The school does not assume responsibility for lost or broken property.

### **Respect & Respecting Differences - Learn with Humility**

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. Students, faculty and staff members must manage all 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.

In order to support these values which are the foundation of a community of respect, the following rules of student conduct apply both on campus and off campus, in- person and online, during school hours and after school as well.

- Respect includes being accountable for our actions and words towards, and about, other people. The use of inappropriate language and behavior, demonstrating a lack of respect for others, or their

property, and interfering with the learning environment for peers or adults, will be reported to the administration as a disciplinary infraction.

- Ma'ayanot has clear boundary guidelines for interactions between students and staff members on pages 28-33 below. Additionally, every member of our school community must understand that sexual harassment will not be tolerated as it is illegal and violates our halakhic and ethical standards. It is defined as conduct or communication of a sexual nature that has the effect of substantially interfering with someone's self-esteem or sense of personal safety. Any concerns of sexual harassment should be brought to a member of the administration and they will be investigated promptly.
- Every member of our school community can expect respect and safety in their school relationships. Therefore, any form of bullying, including cyberbullying, will not be tolerated. Any audio or video recordings, or photography of a student, staff or faculty member, taken without consent will be treated as a disciplinary matter.
- Students are expected to positively represent Ma'ayanot school values both in and out of school. This includes during school and on campus, outside school and on vacation, and in their social media posts and online presence. Therefore, incidents of student behavior, language, and social media posts that are a violation of our values and standards may initiate disciplinary consequences including suspension and/or dismissal.

Please see specific examples of harassment and boundary guidelines and the reporting protocol on pages 28-30 below.

### **Digital & Social Media Etiquette - Your Digital Footprint is Your Responsibility**

Technology and social media offer many benefits, helping us build relationships and stay connected in countless ways. As we work on developing healthy habits and understanding how to engage responsibly online, it is important to recognize the power and impact of social media. What we see, do, and post extends beyond the moment and can have lasting consequences. Ma'ayanot is committed to educating students about appropriate and inappropriate uses of social media. We ask parents to stay informed about the apps their daughters use and to take an active role in monitoring their online presence.

Students are expected to ensure that all online behavior—whether through posts, emails, chats, or any other form—reflects Ma'ayanot's policies and Torah values. Students are responsible for their digital footprint, including any content they post or contribute to. They may not misrepresent themselves or harm others online. Any written, visual, or audio content that violates Ma'ayanot's values or policies may result in disciplinary action.

### **Dress Code - Valuing Self Expression & Modesty**

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*.

### Dress Code

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. \*All students are expected to wear dress-code appropriate clothing at all times on campus. Dress code rules also apply during after school activities, athletic meets, and at any time when students are representing Ma'ayanot.

- ❖ Skirts and/or dresses must 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 collar bone. Shirts must cover the midriff at all times whether sitting, standing, or moving.
- ❖ Very short or capped shirt sleeves are not permitted. At a minimum, shirt sleeves must 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.
- ❖ Pants are not permitted to be worn under skirts (leggings are allowed to be worn under an appropriate length skirt).
- ❖ If hair is dyed, it must only be dyed a natural hair color.

### Dress Code Follow up

Students who are not following dress code will receive an email at the end of the day, with their parents cc-ed, indicating a Dress Code infraction. After the third incident, there will be a lunch detention assigned. After the fourth incident, a parent meeting will be required with an administrator. If a student exceeds four infractions, additional disciplinary action, which may include detention or suspension, may be taken.

## Part VI: Chesed/Community Service & School Service 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. It is a core value and part of the essential habits we want our students to develop. With this goal in mind, Ma'ayanot requires that students participate in **at least 4 chesed** projects each semester, for a total of 8 per year. At least one of them per semester must be school service, and one of them per semester must be community service. A community service project is any volunteering that the student does for an outside organization while a school service project is any volunteering that the student does on behalf of the Ma'ayanot community- typically these are in school.

Please keep in mind the following points when selecting **community service** opportunities:

- They must be unpaid.
- In general, the chesed requirement cannot involve assisting members of your family. Please talk with the Chesed Coordinator if you feel an exception should be made.
- 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 AND you receive prior approval from the Chesed Coordinator.
- In general, shul groups do not count even if you do not receive payment. Please talk with the Chesed Coordinator if you feel an exception should be made.
- 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.
- 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 at a chesed activity in order for it to count.

Please keep the following in mind when selecting **school service** opportunities:

- Class note takers qualify for 2 school service projects each semester and must be verified by the class teachers and a staff member of the learning center.
- 1 session of peer tutoring qualifies as one school service opportunity and **must be verified by the learning center staff.**
- Helping set up or clean up for an event counts as one school service opportunity
- Other tasks will be offered as they present themselves. Any school service activity must get prior approval.

The Chesed/School Service requirement is meant to **enhance the students' school year**. Therefore, only community/school 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. Prior approval is required. All Incomplete grades will turn into a "F" by September 1 of the following year.

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 VII: Health and Safety

### Health Records

According to state law, all school-age students must have documented proof of adequate immunization. Any

student who does not meet these requirements will not be permitted into school. Ma'ayanot does 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. All students must also sign a concussion waiver form.

### **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, parents and students must display their Ma'ayanot security cling sticker on their car windshield in order to gain access to our campus.
- 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 VIII: Keeping our Campus & Community Safe**

Ma'ayanot Yeshiva High School is committed to assuring that our community is an open and safe place for all members of our community. The circumstances surrounding an allegation of harassment or abuse are clearly sensitive to everyone involved therefore, it is vital that parents, students, and faculty recognize that the following values and commitments guide our policies and procedures.

### **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.

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.

All students and staff members must report an incident of harassment, intimidation or bullying to the Head of School or in the event that the Head of School is the source of concern the report is made to the Executive Director. Male faculty members who are more comfortable reporting incidents to Rabbi Zev Prince may choose to do so. When a student report is made the Head of School, Assistant Principal, or 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.

### **Harassment, Intimidation, and Bullying**

Ma'ayanot Yeshiva High School for Girls prohibits acts of harassment, intimidation and bullying of any student, faculty, staff member of our community. We know that a safe and civil environment that reflects the values and ethics of a Torah lifestyle is absolutely necessary for our community and for our students to achieve and grow academically and personally. Harassment, intimidation and bullying are behaviors that disrupt our community and our 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, which includes 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.

### **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, and/or in private interactions with students outside of school.

These behavioral 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.

As noted above, any allegations of abuse, harassment or violation of behavioral standards should be reported promptly to Mrs. CB Neugroschl or Rebbetzin Bailey Braun.

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

## **Appropriate Boundary 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 student (or minor) 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 may not be alone with a high school student in a non-public space or inside a room with a closed door that does not have a window. 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. Coaches or coaching staff may not be present when students or athletes are changing.
- 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 meetings. Any such private meeting with a student should, whenever possible, occur during school hours, in a public area, and with the door open. If the circumstances require the door to be closed because additional privacy is needed, the meeting must be in a room with visibility, such as a window which must remain uncovered, and the door to the room must remain unlocked.
- Classroom and Office doors with windows, to permit visibility, 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. Faculty / staff must 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.
- Teachers/staff must refrain from any communication that ridicules, insults, belittles or denigrates students publicly or privately or from attempts to control or manipulate students through psychological means.
- Teachers/staff must assure that any communication with students doesn't inappropriately assert their power to reward or punish students even when enforcing the stated rules and policies of the school.
- 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 inappropriately sexually explicit 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 are expected to adhere to the following guidelines:

- Must not engage in any type of behavior that might have the appearance of impropriety if observed by others.
- Must not lavish inappropriate attention on a particular student, including giving inappropriate gifts to individual students.
- Must 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.
- Must not reveal other inappropriate details about their personal lives to students.
- Must 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.
- Must 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.
- Must not engage in physical horseplay, roughhousing, or other inappropriate games with a student.
- Must 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.
- Must 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 written permission from his or her supervisor to deviate.
- Ma'ayanot faculty must 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. When faculty hosts a group of students in their home, with school permission, Ma'ayanot should publicize the event to parents. 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 must 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 must 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' 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 must limit their own communications 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 and the Head of School or their direct supervisor via email.

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, this means a class or club or even an ad hoc group with a specific school / professional function, each "mass text" must have a defined appropriate purpose, 3 or more students, and at least 2 Ma'ayanot employees. All messages must relate to a school-related communication, and maintain appropriate standards in tone and language. If 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, they must include their direct supervisor on the message. Examples include: 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 Office staff who needs to locate a particular student during School hours. In addition, staff must 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 must request permission from the HOS or their direct supervisor, and 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. In a case of safety concern or emergency, staff / faculty must notify their supervisor of the situation and the mode of communication, as soon as it is safe to do so.**

### **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 and students must read the policies and ensure that postings and communications are consistent with them.

## **National Yeshiva Substance Abuse Policy**

Ma'ayanot is a school 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 legal or illegal drugs, alcohol, cigarettes, electronic cigarettes, vapes, or other similar devices and substances, and abuse of medications.

Please review this [National Yeshiva Substance Abuse Policy](#) which guides our policies and approaches to any instances of use or abuse in our school community.

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.

## 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. Any derogatory speech or harassment will not be tolerated and will be disciplined.

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.

## Responsible Use of 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 functionality 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: Parental Financial Responsibility 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 30 unless you have received direct permission from the business office for an extension of your payments.

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 typically due in early March however this may vary according to the needs of the school. Payments received by the deadline qualify for a reduced registration fee. After the registration deadline, payment must be issued for the full registration fee. Late registration payments may also be subject to a late fee. Registrations received after the deadline will 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 any other reason.

### **Refund/Withdrawal Fee**

On or before June 1st, enrollment may be canceled by submitting a written request to the business office. Upon cancellation, tuition and fees previously paid will be refunded with the exception of the non refundable registration fee. After June 1st, enrollment may be canceled with the understanding that 20% of the annual

tuition cost will be charged. Once the school year has begun you will be charged for the months that the student is in attendance in addition to 20% of the remaining tuition.

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 FACTS website. All awards are need-based only. There is no assistance available for additional fees including student activities fee, building fund, Ma'alot, 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](http://www.maayanot.org/financial-aid)

If a family has a change in financial circumstances at any point in the 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.