

Yeshiva University High School for Boys: Idea and Vision

Yeshiva University High School for Boys emphasizes the core belief that Torah is at very the center of our existence and represents the lens through which we look at all of life, as it guides our response to each and every opportunity and challenge. We therefore define our lives not only by the ongoing study of Torah, but by our complete dedication to the values and ideals of Torah. At the same time, we recognize that proper understanding of the sciences and humanities, examined through the prism of Torah, can further our appreciation of G-d's great wisdom. It is by the light of both of G-d's expressions of His will—through revelation and creation, *Torah U'Madda*—that we interact with and impact the world around us.

In light of the above, the High School provides a challenging academic program in an atmosphere that expects and expresses adherence to the traditional ideals and practices of Orthodox Judaism. It is designed to motivate Torah living—striving to become ever more devoted to G-d, Torah learning, personal integrity and the kind of ethical behavior basic to Jewish life as well as to participation in contemporary society. Genuine concern for the welfare of others, observance of *mitzvos*, love of the Jewish people, and pride in our Jewish heritage and values should characterize the intellectual goals and the daily behavior of our students. Moreover, we expect each student to identify wholeheartedly with the destiny of our fellow Jews throughout the world and to exhibit loyalty to *Eretz Yisrael*, recognizing it as the spiritual homeland of the Jewish people. We are dedicated to preparing our students for adulthood both as knowledgeable and committed Jews and as broadly educated, intellectually curious, caring members of society.

Rabbi Michael Taubes
Rosh Yeshiva

FACULTY INFORMATION

I. FACULTY ATTENDANCE

1. The workday for full-time Judaic Studies faculty begins with *davening* at 8:10 AM. The workday for full-time General Studies (GS) faculty begins at 11:30. For GS faculty, the first hour of the day is set aside for meetings and preparation. GS faculty members are required to be in their offices during the student lunch hour, unless they are leading a school activity or have been called to a meeting.

2. Every instructor is required to remain with his/her class until the dismissal bell. Do not allow students to leave the classroom before the bell, even after an exam. Prepare work for the students so that they may be occupied in their seats while others complete their exam.

3. If only a few students are in attendance in your class, do not dismiss class unless you have been advised to do so by a school administrator. Allowing even a handful of students to wander the hallways is an imposition on other classes in session.

4. Open House, Back to School Night, Parent Teacher Conferences, and graduation are **mandatory attendance days**. As per your contract, faculty who miss school without expressed permission from the administration on such days, will be docked in the amount of 1/130 of their total salary, per day, for each unauthorized absence.

5. Each faculty member is required to participate in assemblies, drills, special programs, hallway supervision, etc. with his/her class and supervise the students. Do not assume that you have a free period or a day off due to special programming. It is your obligation to check with the administration if your presence will not be needed. Unless told otherwise, each GS faculty member is required to be in school during all final exams. Unless told otherwise, each Judaic Studies (JS) faculty member is required to serve on a *shacharis* rotation during final exams.

6. Department meetings and faculty meetings will take place on a regular schedule and attendance at these meetings is a requirement. The meetings are designed to foster collegiality, develop written curricula, and plan for the future.

7. Each faculty member is allotted six sick and two personal days. If excessive absences and/or latenesses occur, Payroll and Personnel will be notified and deductions in salary will be made accordingly as per contract. **Pre-maternity leave is not considered personal illness.** Post-maternity leave with pay will be based on accrued time (see number 8).

a. Faculty members are urged to miss class as little as possible. **Visits to the doctor or similar appointments should be scheduled on Fridays when possible or at a time of the day that will ensure attendance (early in the morning for GS faculty, later in the afternoon for JS faculty).**

b. Faculty attendance is monitored by the school leadership. Faculty members who intend to be absent should let the appropriate supervising principal, as well as Shuey Jacoby, know as soon as possible. They should also contact their supervisor with assignments prepared so that someone may cover the missed classes.

c. Faculty members may not take personal days immediately prior to or after school recesses or vacations, per your contract.

8. Family Leave: The following paragraph is quoted from the YU Labor Counsel Memorandum of Dec. 5, 1996:

"In accordance with the Family and Medical Leave Act of 1993 (FMLA), effective Aug. 5, 1993, a faculty member employed by YU for at least 12 months may be eligible for up to a total of 12 weeks of unpaid leave during any 12-month period for the birth or adoption of a child or for a serious health condition affecting a family member (spouse, child or parent) or the individual faculty member. Where the necessity of leave is foreseeable, the faculty member is required to provide the College with at least 30 days' notice; otherwise, as much notice as is practicable is to be given. If the leave is for planned medical treatment, the faculty member is required to make reasonable efforts to schedule the treatment so as not to disrupt unduly the College's operations. The College may require medical certification to support the need for a leave for the serious health condition of a family member or of the individual faculty member. Pre-existing health benefits will be maintained during the leave, subject to the College's right, to recover the health care premiums it paid during the leave period if the faculty member fails to return from the leave. The foregoing shall be interpreted in keeping with the FMLA and the regulations issued pursuant thereto."

II. STUDENT ATTENDANCE

1. Attendance **must** be taken by every teacher **at the start** of each period. This should take no longer than two minutes. If a student is absent, please mark AU in the proper box on Renweb for your class. If a student walks in late change the AU to an TU followed by the number of minutes by which the student is late (this info should be placed within the Comment field). Teachers are required to keep his/her own records of attendance in Renweb.

2. Rebbeim must submit their attendance to Rabbi Gopin before 10:00 AM.

3. The administration will verify whether students are legitimately absent or cutting. Nevertheless, General Studies faculty members should check the names of students who are absent from your class against the absentee list, which should be emailed by 11:30. If a student is not on the absentee list, and not in class, email or send a note to Rabbi Gopin and the appropriate Grade Dean, in addition to noting that the student was AU.

4. Any student who is on the absentee class list may not take tests, hand in assignments or participate in extra curricular activities.

5. In most cases, a student who comes late to class should be allowed to take his seat while the proper notation is made on the attendance sheet. If a student arrives late more than 10 times during a particular marking period, it will be treated as a cut, and Rabbi Gopin should be advised. Chronic latecomers and those excessively late (greater than 10 minutes), who have no excuse, should be reported to the Dean of Student Life at the first opportunity.

III. STUDENT CONDUCT

1. It is the obligation of the faculty to help maintain the proper conduct of the student body both in the classroom and out. (Please peruse the Student Handbook.) However, although faculty members may at times have to reprimand a student, every effort should be made to avoid a direct confrontation. All faculty members should enforce the school's rules and dress code and not view this as an obligation of the administration. Your help is necessary and appreciated.

2. Teachers are reminded to give attention to the following:

- a. Students should not deface or damage school property, textbooks, etc.
- b. Students should be encouraged to maintain proper personal habits.
- c. Students should maintain the cleanliness of their classrooms.
- d. Students should maintain proper decorum in the hallways.

3. Students should be discouraged from leaving the room during instruction. Only one student should be permitted to leave at a time – and only for a short time. Students who leave the room for an excessive amount of time should be reported to the Dean of Student Life.

4. Students who consistently fail to maintain proper conduct or to do their assignments should be spoken to individually. If a student fails an exam or fails to hand in a major assignment the parents must be notified and the appropriate Grade Dean should be notified.

5. If a student is dismissed from class as a last resort because of a disciplinary problem, he must be sent to the Dean of Student Life with an explanatory note. The teacher should follow up with the Dean of Student Life to ensure that the student arrived in a timely manner and that the situation was resolved appropriately. If the Dean of Student Life is not available, the student should go to Rabbi Schenker

6. Cheating during exams is a temptation which faculty should prevent through careful proctoring. Please be alert during all exams. If a student is caught cheating, his test should be confiscated, and the student should be sent directly to the Dean of Students. Faculty should familiarize themselves with the school policy on cheating and plagiarism, located in the Student Handbook.

7. During students' free time, they should be directed to the library. Students' presence in the corridors is disruptive to classes that are in session. Teachers should do their utmost to help clear the halls and the areas outside their classrooms.

8. Students should be encouraged to keep the corridors neat. Cooperation in this regard will help to ensure a dignified atmosphere in the building.

IV. CLASSROOMS

1. Teachers are requested to enforce standards of cleanliness, decency and respect in their classrooms. Any defacement should be reported to the Dean of Students immediately. Respect for school property should be part of your teaching and learning process. Teachers must ensure that their classrooms are clean and orderly before they begin teaching and that the classrooms remain that way during class. In particular, teachers who teach directly following breakfast, *shuir* break and lunch, are expected to take a few moments to supervise a student cleanup before instruction begins and make sure that the classroom is returned to order before you leave.
2. Faculty members should give careful thought to seating arrangements in class (rows, circle, seminar style, etc). Initiatives by faculty members to decorate their classrooms, particularly with student work, are highly encouraged. Students appreciate seeing their work displayed!

V. CLASSROOM VISITATIONS

1. Each faculty member is encouraged to use a teaching method with which he or she is most comfortable. Enthusiasm for the subject and the desire to communicate it to young people are the foundations of good teaching.
2. The Head of School, the Principal and other members of the administration visit classrooms and observe the learning environment of the classroom. Formal class observations are held for all teachers new to the school, while returning teachers will be formally observed on a rotating basis. These written observations will be discussed with the teacher.
3. Guests are not permitted to visit any class without written approval from the administration in advance.
4. It is beneficial for teachers to invite each other into their classrooms for the purpose of peer observation and coaching.
5. As we continue to grow our iPad program, the use of technology and the sharing of best practices is strongly encouraged.

VI. FACULTY CONDUCT

1. Faculty members are expected to behave as professionals at all times. While we encourage developing healthy teacher/student relationships, it is with the understanding that the teacher is a responsible adult. Please refer to YU policy on sexual harassment.
2. If any faculty member suspects any form of abuse, he/she is legally obligated to report his/her concerns to the school psychologist or Head of School. As much as possible, confidentiality will be maintained.

VII. Faculty Duties

1. Faculty meetings provide the opportunity for discussion and resolution of important pedagogic and administrative matters relating to the school. Such meetings will be held on a regular basis, per the meeting schedule distributed at the beginning of the year. Additional meetings will be called whenever matters of concern arise. Attendance is mandatory.
2. Faculty mail will be left in your labeled mailbox in the main office. Please check and empty your mailboxes daily.
3. Faculty members are expected to attend Parent-Teacher conferences, and other special events such as Open House, Full-day trips, Graduation, etc. **If meetings or events are scheduled on a day that you do not have classes, you are still required to attend.**
4. A note from the office must be presented in order to call a student out of class. Only when such a note with an authorized signature is presented is a student permitted to leave the class. No student may be excused for extra-curricular activities or other functions without written permission from the administration or the Assistant Director of Student Activities.
5. Students are never to be sent on errands which take them outside of the school building during the school day. This is an issue of legal liability.
6. During the school day, a teacher is not permitted to drive a student or a student to drive a teacher without the express consent of a parent and the administration. After the school day or at the end of an extra curricular program, a teacher should seek parental consent before driving a student. This is an issue of legal liability.
7. Do not dismiss a student early unless he presents written permission from the administration or the Assistant Director of Student Activities.
8. The Main Office must be notified at once if a student has an accident or becomes suddenly ill. **The administration will then determine the course of action.**

9. Faculty members are requested not to smoke in any part of the school or in its close proximity. Our school is a "smoke free environment."
10. Gum chewing and/or eating is inappropriate during class time and sets a poor example for students.
11. Use of cell phones is not permitted during class time.
12. In keeping with the religious atmosphere of our school community, faculty attire should be neat and modest. Men should not wear blue jeans and dress shirts are required. Women may not wear pants, and skirts and dresses may not be shorter than knee length. Blouses should have at least short sleeves and high neck lines.
13. Every full-time faculty member will be assigned specific administrative duties beyond his/her official teaching responsibilities as part of the teacher's full time schedule. These may include: supervision of lunchroom or hallways, proctoring of exams, and the preparation of special programs and assemblies, etc.
14. During the Final Exam period, all GS teachers are expected to be in attendance every day to proctor exams. JS faculty are expected to be in attendance to monitor daily *teffilah*. Special schedules may be arranged.

VIII. HOME ASSIGNMENTS

1. In view of our education mission, we have an obligation to create meaningful and productive homework assignments, whose function it is to stimulate thought and reinforce skills. Homework assignments should routinely be reviewed in class.
2. The faculty is urged to consider the scope of our school's dual academic program. Keep in mind, too, that our students are expected to develop socially, to participate in extra-curricular activities, and to use some of their evenings and weekends for independent Torah-study, reading, and development of musical, athletic and artistic skills. Aside from test preparation and special projects, teachers should limit homework assignments to no more than 20 minutes per night.
3. Sabbath and religious holidays do not offer our students unlimited extra time for assignments, since these days are designed as days for *Tefilah*, rest and family time. Religious studies (e.g. *Talmud*, *Chumash*, *Halacha*) may be assigned in measure for such days, as study in these areas is in harmony with the spirit of the days.
4. In order to keep parents informed about homework assignments, faculty members must post assignments on Renweb.
5. Reports and papers must be assigned with sufficient advance notice as to enable the students to allocate their time properly. The standards established by

the instructor will influence the quality of the student's work for many years. Maintain high standards and provide explicit directions. Students should receive explicit guidance for term projects regarding:

- a. the use of primary sources
- b. the use of secondary sources
- c. footnotes and bibliography
- d. format and style desired by instructor
- e. method of research
- f. rubric for assessment

Faculty should familiarize themselves with the school policy on cheating and plagiarism, located in the Student Handbook. The school has registered with turnitin.com to assist in this area. Please see the Principal for General Studies for further instructions.

6. Homework and test papers should be returned to students in a timely fashion with appropriate feedback and recommendations. Students who do not return homework assignments should be reported to the Grade Dean.

IX. GRADING/TESTING

1. Final exams will be administered the last week of every academic term, in all subjects. Exams last from 90 minutes to two hours. At least part of the exam should be cumulative.

2. Careful attention should be given in preparing tests. Test questions should include items in different cognitive areas such as: memorization, application, comprehension, and problem solving appropriate to the grade level, with greater emphasis placed on students' ability to use information than on mere recall of facts. Tests should reflect what has been taught in class.

3. Report cards are issued at the end of each semester and evaluations at the midpoint of each semester. Report card grades should reflect the entire semester's work and not just the quarter. Grades are to be based on the students' achievement in at least two/three examinations, quizzes, performance of homework, classroom participation, general attitude, projects, alternative assessment, with additional credit given for originality and initiative. Grades must be substantiated by this data. Report card grading should be given much thought and reflection. Grades for the Honors track should take into consideration the additional responsibilities students in these classes complete.

4. Full-period tests are to be given in accordance with the testing schedule. Three or four tests may be scheduled each semester. **No change in the testing schedule is to be made independently by a teacher. Any and all changes must be made in consultation with the Principal for General Studies and the Associate Principal.**

5. **Teachers must inform their students of each full-period examination at least one week in advance, and make very clear what the students are responsible to know.** Written review sheets are highly recommended, including

such items as: when the exam is, which material the exam will cover, the style of the exam, and recommended studying techniques,

6. A quiz may be given at the teacher's discretion and need not be posted on the school calendar. Quizzes are defined as short exams of approximately 10 minutes duration, covering the previous day's lesson and/or the previous night's homework.

7. Faculty are obligated to keep their gradebooks up to date on Renweb.

8. Faculty are encouraged to comment extensively on student progress on the quarterly report cards.

9. Faculty are obligated to maintain and update their course work and class schedule through their online Renweb class portal at least once a week.

X. **COMMUNICATION**

1. All emails – both external and internal – should be responded to within 24 hours of receipt, even if just to let the sender know that you received it and are looking into the matter

2. Emails signatures should be in the following format:

Name (Tahoma font, Size Large, Bold)

Title (Tahoma font, Size Normal, Bold)

Yeshiva University High School for Boys (Tahoma font, Size Normal, Bold)

2540 Amsterdam Ave. (Tahoma font, Size Normal)

New York, NY 10033

P: 212.960.xxxx

F: 212.960.0027



- To change signature, simply click on the gear icon on the top right of Gmail. Under the menu that comes up, select Settings.
- If you need help with this process, please see Shuey.

3. Branding

- Maintaining a consistent identity is critical as we communicate a professional image to both our internal and external community.
- Before publishing any external facing documents or merchandise, please obtain design approval from Shuey.

- Please make sure all logos that are used on documents are either the current version of the YU Shield and/or the current version of the MTA emblem.

GOOD:



NOT GOOD:



4. Photography

- If you are leading a trip or running a unique classroom program, please take pictures – or ask a student to take pictures – and submit the pictures to photos@yuhsb.org.
- If it is a more major event and you feel a professional photographer is appropriate, please submit the request to Mr. Avi Matanky at least 4 days in advance.
- Please be in touch with Mr. Matanky with any questions.

5. Lion's Life Weekly Newsletter

- In order to fully publicize the many incredible programs and events that take place at YUHSB, we rely on submissions to the weekly e-newsletter, "A Lion's Life."
- Faculty members who lead programs/events are asked to ensure that an article is submitted by the Thursday evening of the week that the event took place.
- Please find a student that will be responsible to write a brief (1-3 paragraph) article.
- Articles should be submitted to mtalionslife@gmail.com.
- Questions regarding the weekly newsletter should please be directed to Mr. Elie Hirt.

XI. Events/Trips

- All Judaic Studies events/trips must first be approved by Rabbi Schenker and General Studies events/trips must first be approved by Dr. Taylor. After approval has been granted, the date/time must be cleared with Rabbi Green.
- Faculty that are leading events should please be in contact with the Dean of Student Life and/or the Office Staff to make sure all logistics (e.g. booking rooms, ordering food, etc.) are coordinated.

- For all events that involve parents, University parking must be arranged in advance. Please be in touch with the Office Staff to coordinate.

XII. USEFUL TIPS

- Faculty Rooms: Judaic Studies faculty rooms are located in rooms 206 and 301. The General Studies faculty room is located in room 444a. See our Office Manager for a key.
- Faculty Bathroom: a men's room is located in room 313 and 213 as well as on the ground floor opposite the stairway. A women's room is located in the 2nd floor landing and on the 4th floor.
- Audio Visual: YUHSB has a television/DVD combo in the faculty room and science office as well as a digital projector which can be used with a laptop. See the Principal for General Studies for the digital projector.
- Books and other resources: For ordering textbooks, faculty should consult their department heads. For books to be used for research and lesson preparation, faculty have the use of our extensive library as well as YU collections. The Principal for General Studies also has a budget to support curricular needs. Please see Dr. Taylor if you need to have curricular material purchased".
- Parking: Parking facilities are available for faculty for a modest fee. Those interested should contact the University Dept. of Supporting Services at 212-960-5340.

The administration of YUHSB aspires to create a warm and welcoming environment for all of its faculty and students. Faculty members are welcome at all times to discuss with any member of the administration any suggestion or concerns that you may have.

**YESHIVA UNIVERSITY HIGH SCHOOL
SOCIAL MEDIA AND ELECTRONIC COMMUNICATION USE POLICY
FOR STAFF**

Introduction and Scope

Yeshiva University High School for Girls and Yeshiva University High School for Boys (hereinafter collectively “YUHS” and “the School”) understands that technology has brought us myriad new ways to communicate with each other. Social media and other electronic communications can serve as powerful tools to enhance education, communication and information-sharing with those inside and outside the YUHS community. While these forms of communication allow for many advances in learning and in creating connections between people, they can also encroach on an individual’s privacy and create questions of propriety. YUHS requires at all times that all members of the school community use technology in a safe, responsible, appropriate and legal manner. The same rules and customs that guide behavior without computers and other tools apply when using them. The goal of the Social Media and Electronic Communication Use Policy For Staff is to maximize the opportunities for all members of the school community to carry out school-related technology work and communication responsibly in an environment free from inappropriate distraction. To ensure the safe usage of technology and to clearly mark the boundaries to protect and enhance the relationships between staff and students, between members of the student body and, between and among staff members, Yeshiva University High School has adopted the following policy (“the Policy”) for the use of social media and electronic communications.

This Policy applies to all YUHS staff including faculty, administration, athletic personnel and other staff, whether full-time or part-time, YUHS volunteers and employees of contracted service providers working at or for YUHS and, other Yeshiva University affiliated schools employees YU students, YU school volunteers, and contracted service providers working at or for YU (hereinafter, collectively referred to as “staff”).

YUHS would like staff members to keep this policy and its guidelines in mind when participating in any type of technology and social media usage or when communicating by use of any electronic means. This Policy is directed at social media and electronic communications use and interactions between (1) YUHS staff and YUHS students and (2) between and among YUHS staff members. This Policy applies to activity described herein that occurs no matter where the staff member or student is physically located, whether inside or outside of school, and whether the technology used is personally or school owned.

Definitions

Social media is any form of online publication or presence that allows interactive communication, such as “posting,” including but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, among others, Facebook, Twitter, Instagram, and YouTube. *Professional* social media is a work-related social media activity that is school or

employment-based (e.g. a faculty member establishing a Facebook page or Twitter account for his or her class). *Personal* social media is a non-work-related social media activity (e.g. a faculty member establishing a Facebook page or Twitter account for his or her personal use). For the purposes of this Policy, any single social media account used for both personal and professional reasons will be considered professional social media.

Electronic communications include, but are not limited to, all aspects of voice, video, and data communications, such as voicemail, email, fax, text messaging and internet access text messages, instant messages, games and other applications (“apps”), Chat services such as G-chat, Blackberry Messenger, Messenger I-chat and Face-Time and any other public or personal electronic communication or posting between two or more individuals.

Staff Use of Social Media for School-Related Purposes

At the beginning of each school year, YUHS will obtain from all parents a signed consent form acknowledging their awareness that YUHS uses e-learning tools, including social media platforms, and their consent for their children to so participate. This form will be part of the acknowledgement form students and their parents sign at the beginning of each school year when they receive their student handbook.

YUHS staff members who are interested in creating or using a forum, social networking site, blog or any other technology-based innovative learning tool with a social media component utilized for classroom instruction must refer to the Head of School or their designee for approval and guidance prior to doing so. Upon obtaining such approval, the staff member who made the request will be provided with a document that specifies the staff member’s responsibilities with regard to supervising the content and interaction on such a social media site; the staff member will then acknowledge receipt of this document in writing and provide to the Head of School or their designee all required site access information and passwords.

The individual staff member who made the request is responsible for regularly monitoring the social media site for which approval has been obtained, and addressing inappropriate behavior or activity that may occur on such site. In addition, appropriate adult-student relationships must be maintained on these sites at all times. Finally, the staff member should use privacy settings to control access to the site in an effort to ensure that communications on the site only reach the intended audience.

There is no expectation of privacy for such professional social media use. All participants must be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, and inflammatory or otherwise in violation of the YUHS Anti-Harassment Policy. Inappropriate behavior in the classroom or a professional workplace is also inappropriate on a social media site. YUHS further reserves the right to reject or remove comments or material for any reason, including, but not limited to, the belief that it violates any of YUHS’ or YU’s policies.

Staff Use of Social Media for Non-School-Related Purposes or Personal Use

While YUHS respects the right of employees to use social media and networking sites, as well as personal websites and blogs, it is important that staff personal use of these sites does not damage the School's reputation, its staff, or its students or their families. As representatives of YUHS and its values, all staff should remember that anything posted on a social media site may be viewable by others in the YUHS community, as well as others in the greater community. Therefore, staff should utilize appropriate privacy settings to prevent students from viewing their personal sites. YUHS also encourages staff to continually review the privacy setting on any social media or networking sites and to exercise good judgment when posting content on such sites. Since prevention is not always possible, YUHS reminds staff members that they should conduct themselves on or off-line in accordance with the School's core values.

In general, personal social media activity should be kept distinct from professional social media activity, and communications using purely personal social media sites should be conducted from personal e-mail accounts and personal computers/devices only.

Other than when a staff member is speaking on behalf of YUHS with appropriate advance written authorization, if a staff member identifies him or herself as a School employee or comments on a School-related issue while posting, that staff member should include a prominent disclaimer stating that the views being expressed are his or her own and not necessarily the School's views, and the staff member should ensure that the words posted do not suggest that they are representing the School's position. Nothing in this Policy is intended to interfere with employees' rights under the National Labor Relations Act or other applicable law.

Staff and Student Interaction using Social Media

In order to maintain professional and appropriate relationships with students, all YUHS staff should refrain from communicating with YUHS students 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. If a staff member and a student are currently engaged in such communication on any personal social media sites or platforms, they should cease such activity. For example, staff and students who are currently friends on Facebook should "unfriend" each other. Similarly, "posting" or "tagging" photos or videos of YUHS students is strictly prohibited. YUHS recognizes that in the social media world real names are often not used and therefore it is not always possible to prevent students from accessing an employee's personal social media site. Therefore, YUHS urges all staff to be aware that the information they place in a public forum may be viewed by students and thus, staff should edit themselves accordingly. Staff members are also reminded to be careful about giving recent alumni access to their social

networking sites since many young alumni have younger friends or relatives who still attend YUHS. Staff should assume that anything viewed on a social networking site by a young alumnus will be shared with a current YUHS student. In addition, staff members who are involved in non-YUHS sponsored activities or employment requiring social media interaction with YUHS students are strongly encouraged to create a professional social media page to foster such communication.

Staff and Student Interaction Using Electronic Communication

To further maintain the professional and appropriate relationships between YUHS students and staff, communication between YUHS students and staff via cell phone, texting, personal email accounts or other electronic means are subject to the guidelines set forth below.

All electronic communications between YUHS 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 YUHS' Anti-Harassment Policy.

YUHS has provided to all students and staff a YUHS email address. All electronic communications between YUHS staff and students should be transmitted using YUHS-issued email addresses between the hours of 6 a.m. and 11 p.m. Eastern Standard Time. At no time should a staff member email a current YUHS student using his or her personal email account and students should also refrain from emailing staff from a personal email account except in those limited circumstances where communication by YUHS-issued email accounts is not possible, such as when a YUHS student is in Israel studying and does not have access to his/her YUHS email.. YUHS acknowledges that there may be some limited situations where a personal email account must be used and/or an email communication may be made between the hours of 11 p.m. and 6 a.m. If such a situation arises, the staff member or student should send a copy of the communication to the sender and Head of School's YUHS email addressed and should also email the Head of School to explain the circumstances surrounding the communication, including the reason why such communication was necessary.

Additionally, staff members seeking to communicate with a single student outside the classroom using Skype must seek approval from the Head of School or their designee.

Communication between YUHS staff and students over personal cell phones has the potential to be interpreted as inappropriate and unprofessional. Therefore, staff members may not call or text a student over the student's personal cell phone and vice versa unless (1) the communication is for a school-related emergency and there is no reasonable alternative available, (2) the text qualifies as a "mass text" which is defined as a text message sent to more than one student, and the message relates to a school-related communication, or (3) a specific situation arises where the staff member needs to communicate with the

student for a school-related purpose and there is no reasonable alternative available. For example, a coach who has a last minute change in game time or location, a teacher leading a school trip who needs to communicate with a student during the trip or the school secretary who needs to locate a student during school hours. In addition, staff should not give their personal cell phone numbers to students except in cases in which 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. Students given a personal cell phone number of a staff member should ONLY contact that staff member for the school-related purpose for which it was given. Any communication for any other purpose is a violation of the Social Media and Electronic Communication Use Policy for Students and may result in disciplinary action.

Additional Guidelines for Staff Participating in Social Media and Electronic Communications

Always use appropriate “netiquette.” Netiquette is the social code of network communication including manners and etiquette in the internet, online and digital worlds. Adhering to appropriate “netiquette” ensures that all students and staff at YUHS are treated with the respect and sensitivity necessary to foster a safe working and learning environment. The following are some important general rules in this regard:

- **Treat others as you would like to be treated.** Staff members 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.** Obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language is not to be used. Information that could cause damage or danger of disruption should not be posted.
- **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, correct it immediately. In addition, do not post information or news that you have been asked to keep private or confidential.
- **Protect Confidential Information and Personal Information.** Do not post **Confidential Information**, including, without limitation, Confidential Information about other individuals or entities that may have been obtained through your work at the School. For purposes of these Guidelines, “Confidential Information” means any information relating to the School’s operations or activities that is not public knowledge or, if

disclosed to an unauthorized individual or entity, could result in harm to the School, a YUHS employee or YUHS student, or other individual or entity at YUHS. Do not post **Personal Information**. For purposes of these Guidelines, “Personal Information” means information that can be used to identify any individual. Personal Information includes, but is not limited to, 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 information, medical or health information, an individual’s 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. Personal Information may relate to any individual, including the School’s students, faculty, staff, officers, directors, trustees, consultants, vendors, and individuals associated with any of the foregoing.

- **Speak for yourself.** Express only your personal opinions. Never represent yourself as a spokesperson for YUHS unless you have been given specific prior written approval to do so. If YUHS is a subject of content that you are creating, be clear and open about the fact that your views do not represent those of YUHS. Staff should not use School logos or marks unless authorized in writing in advance to do so by the School.
- **Speak up and report inappropriate conduct.** YUHS staff must speak up if something is happening that is not consistent with this Policy or any other YUHS 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 situation to the Head of School.
- **Know and follow the rules.** Carefully read this Policy and its Guidelines to ensure that your postings and communications are consistent with them. Staff should also be sure that postings and communications do not violate any other applicable policies of the School, including but not limited to, the YUHS Anti-Harassment Policy. Keep current with these Guidelines and other such policies since they may evolve as new technologies and social media tools emerge. YUHS reserves the right to modify this Policy and its Guidelines at any time. Staff must check these Guidelines periodically to ensure that they are familiar with their content.

Discipline

Staff who violate this Policy may be subject to disciplinary action. The School reserves the right in its sole and absolute discretion to implement any disciplinary action up to and including termination of an employee's engagement with the School in the event of any violation of any of this Policy. Violations of this Policy should be reported immediately to the School at mtaubes@yuhsb.org, or staylor@yuhsb.org, sjacoby@yuhsb.org, sschenker@yuhsb.org, or adobrick@yuhsb.org.