

# MAHANAIM STUDENT HANDBOOK

2022-23



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This Student Handbook is designed to orient you to Mahanaim and inform you of the academic support and student services available to help you along the way. The Handbook contains rules and procedures of the school, which students are expected to be familiar with and follow. Mahanaim reserves the right to make changes to its rules and regulations at its sole discretion at any time without prior notice. If you have questions and cannot find the answer in this Handbook, please do not hesitate to contact the Office of Student Experience at [student@mahanaim.com](mailto:student@mahanaim.com).

## MISSION

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Mahanaim educates and cultivates excellent musicians by providing music programs grounded in education of the mind within a faith-based environment, based on talent and not financial ability, making a conservatory-style education accessible to more underserved populations around the world.

## CORE VALUES

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Our students, faculty, partners, staff, and alumni are a faith community who are mindful of the wider context of the music, with core values of

### **SELFLESSNESS**

To study not only for our personal benefit or gain but with the ultimate goal of benefiting others through our music. Also, music is not done within oneself, but it is shared with others as an interaction between musicians and the audience.

### **INTELLECTUAL DEPTH**

To not just possess a wealth of knowledge, but also the ability to think deeply. It is also knowing how much we don't know and thus approaching our studies with a heart of humility.

### **PERSISTENCE**

To have a mindset to never give up and to overcome all obstacles on the pathway to becoming top musicians. As an institution, to provide opportunities and encouragement for students always to push forward.

### **FAITHFULNESS**

To have hope and assurance in what we are doing and learning, where we are going, faith in God for our futures, and to be faithful to each other as a community.

## STUDENT GOVERNMENT

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### **STUDENT ASSEMBLY**

The Student Assembly consists of all students registered at Mahanaim for the term within which the Assembly meets. The Student Assembly makes recommendations to the Academic and Administrative Councils for improvements to the school, and delivers information to the students who are not in attendance at meetings. Mahanaim believes that student participation is essential for good governance, so all students are strongly encouraged to participate.

## MISSION

The Student Assembly is the student voice within the Mahanaim governance structure. The Assembly actively participates by contributing ideas on policies and practices, establishes a collegial and supportive academic ecosystem, and contributes to ongoing quality improvements in the school.

## FOUNDING MEETING

Each academic year, the Student Assembly will hold an initial meeting. In that meeting, they will elect a chair and a vice-chair. A founding meeting will occur during the first week of the fall term each academic year.

## LEADERSHIP ROLES

The chair serves as organizer and leader of all Assembly meetings, and in consultation with the vice-chair, coordinates the schedule of meetings. Additionally, the chair serves as the student representative on the Executive Council.

The vice-chair leads meetings in the chair's absence. Additionally, the vice-chair is responsible for ensuring that a meeting agenda is published in advance and the meeting minutes are published. Additionally, the vice-chair serves as the student representative to the Academic Council.

# STUDENT SUPPORT SERVICES

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## ACADEMIC EXCELLENCE CENTER

The Academic Excellence Center (AEC) supports and serves the students of Mahanaim by providing a “one stop shop” for all student success needs. It represents a place to go when not in class, a single place to find all co-curricular functions, and a safe space for collaboration and learning. The AEC is operated by the Director of the Academic Excellence Center, the Associate Director of the Academic Excellence Center, the Librarian, and the Information User Experience Officer. The AEC is used by all members of the community – faculty, staff, and students. These frequent visits afford opportunities for positive interactions with students and faculty and provide occasions to promote the academic support services of the AEC. Besides the Mahanaim Library, the AEC contains the Writing Center, Peer Tutoring, Peer Mentoring, Career Services, and Care Teams. If you need support, visit the AEC or contact [aec@mahanaim.com](mailto:aec@mahanaim.com).

## WRITING CENTER

The Writing Center guides students to identify their personal strengths and challenges as writers and steers them to increase their self-efficacy. No matter where they are in their process, and regardless of their level, the center is dedicated to the growth and success of each student. The AEC staff helps students with their writing assignments by catching grammatical errors, poor sentence structure, and pinpointing problematic areas in the students' writing process.

- **For Help with Writing:**
  - Students may drop by the AEC to receive help Monday through Friday, from 9 AM to 6 PM, and Saturday from 10 AM to 5 PM. If a tutor is not available, students may book appointments on the [AEC's Google Calendar](#) accessible through the website, or by emailing [aec@mahanaim.com](mailto:aec@mahanaim.com).
- **Writing Seminars**
  - Students enrolled in courses will also be required to participate in six Writing Seminars each term. Writing Seminars are group sessions organized by the Writing Center where students practice free writing and journaling, discover common writing issues, and find solutions together. The collaborative space that is created through the Writing Seminar allows students to freely express themselves through writing without the burden of being wrong. As a group, the Director of the AEC guides students to learn from each

other's mistakes and make improvements together. Students may also be required to participate in Writing Seminars as a part of their CARE Team plan or by a teacher's recommendation if they are struggling with writing assignments in their courses.

## PEER TUTORING

Peer Tutoring helps students succeed in their courses by connecting students who are struggling in a course with peers who have demonstrated a mastery of the subject matter and who are willing to tutor. Peer Tutoring supports students dealing with academic challenges by providing peer-to-peer assistance in a comfortable learning environment, allowing them to learn from their peers to get practical tips to study and prepare for their quizzes and exams successfully. Tutoring can be done either by one-on-one or study group sessions that meet regularly during the term.

### • How to Request a Peer Tutor

- Students who want to join Peer Tutoring sessions must fill out a [Peer Tutor Request Form](#) and can participate in a study group led by the Peer Tutor. It is mandatory for students who have previously failed a course to participate in Peer Tutoring. Professors can also request a Peer Tutor for those students who are failing the first few assignments and quizzes. Tutors and tutees will schedule tutoring sessions and locations as needed. Generally, tutoring sessions are held once or twice a week in the Academic Excellence Center.
- Students who would like to request one-time academic support can also request a tutor by emailing [aec@mahanaim.com](mailto:aec@mahanaim.com) for an appointment. The Associate Director of the AEC will either have you join an ongoing peer tutoring session or direct you to an AEC staff member who can support you.
- If a tutee cannot attend their session they must notify their tutor at least 24 hours in advance. If a tutee does not attend the session without notification, they will be considered absent after 15 minutes. All absences will be reported to the Academic Excellence Center. The students that are continually absent will be warned and consulted in accordance with the [Peer Tutoring Behavioral Policy](#).

### • Student Evaluation

- Tutees are required to complete the [Student Evaluation of Peer Tutor Form](#) at the end of the term.

### • To Become a Peer Tutor

- Peer tutors are students who work collaboratively with the Director and the Associate Director of the AEC to provide individual or group tutoring sessions to those facing difficulties and hoping to receive academic support for their coursework. Peer tutor selection is made by application and teacher/staff recommendation.
- Peer Tutor applicants should complete and submit the [Mahanaim Peer Tutor Application Form](#) and send the [Professor/Staff's Recommendation Letter Form](#) to [aec@mahanaim.com](mailto:aec@mahanaim.com) or submit it to the Academic Excellence Center.
- Students interested in becoming a Peer Tutor must be recommended by an AEC staff or a professor of the course they intend to tutor. Candidates should have successfully completed the course or are currently in good standing within the course with an A- or above and maintain a 3.5 cumulative G.P.A. or above. If considered for a peer tutoring position, candidates must complete peer tutoring training prior to being a tutor.

## PEER MENTORING

Peer Mentoring supports first-term students at Mahanaim to better assist their transition into the Mahanaim community. Peer Mentors are upperclassmen student volunteers that provide group mentoring under the supervision of the Director of the AEC. From their first day at Mahanaim, first-term students can make new friends with upperclassmen who have firsthand knowledge and experience with many of the struggles, questions, or issues new students typically encounter.

Mentors are grouped with five to six first-term students for one term, meeting at least once a month to answer their questions and check that the new students are adapting well to the new environment. Peer Mentors become advocates and role models, as well as help freshman build familiarity with utilizing Mahanaim's facilities, website, Moodle, and OpenSIS - while also encouraging them to be acquainted with faculty and staff. Peer Men-

tors are an invaluable resource for new students who may not know what to do or where to go for help while navigating their first term.

- **To Become a Peer Mentor**

- ▶ Junior and senior students wishing to become peer mentors may submit a [Peer Mentor Application](#). Additionally, Program Chairs, faculty, staff, and Peer Mentors may submit a [Peer Mentor Recommendation Form](#) for students they believe would be great peer mentors. Additionally, the Director of the AEC works with the Program Chairs and the Associate VPAA to identify students that have the potential to become Peer Mentors. Recommendation forms and applications should be submitted one term ahead of time, before the term in which the nominee may begin. Those who are nominated will receive an email notification from the AEC encouraging them to submit a Peer Mentor application. Students that have submitted their applications will be scheduled for an interview/information session, after which they are notified whether or not they have been selected for the position.
- ▶ In the event that there are no incoming first-term students, candidates will be notified that the AEC will hold on to their application and may reach out to them at the end of the following term to inquire if they are still interested in becoming a Peer Mentor.

- **Mentor Assignments**

- ▶ Each Peer Mentor is assigned a handful of students - about five to six. Mentors are responsible for being of service to them for one term. These small groups will communicate regularly through group chats and will meet once a month, over the course of the mentees' first term.

- **Peer Mentors Responsibilities**

- ▶ Build a relationship with mentees through real heart-to-heart connections and encouragement.
- ▶ Create an open line of communication with mentees by organizing a group chat.
- ▶ Meet with the mentee group at least once a month.
- ▶ Answer questions that mentees may have about the Mahanaim community.
- ▶ Provide tips and advice to mentees based on personal experiences.
- ▶ Point mentees in the right direction to best utilize Mahanaim's campus, resources, and services.
- ▶ Encourage mentees to connect with administrators, faculty, and staff for any support they may need or questions that they may need to be answered.
- ▶ Encourage mentees to make tutoring and advising appointments, if needed.
- ▶ Remind mentees of important academic calendar dates.

- **Evaluation**

- ▶ Peer Mentors and mentees will evaluate the peer mentoring service at the end of the term by filling out a [Student Evaluation of Peer Tutor Form](#). Based on the feedback received the AEC will aim to make improvements.

## **CAREER SERVICES**

Career Services provides resources and services meant to help each Mahanaim student find what their next step will be as a professional musician and to succeed in getting there. Career Services provides practical career tips for students and many teaching, performance, and networking opportunities to aid in their professional advancement beyond Mahanaim. Career Services is open for all current students and alumni, and supports them with skills training, knowledge and resources necessary to transition from school into the professional world. By providing career resources and various programs such as career counseling and internship opportunities as a performer or an educator in different entities, Career Services supports students in finding their next step on their journey as a musician.

## **CARE TEAMS**

Students facing academic, personal, financial, or other challenges that hinder their academic success may request or be referred to a Mahanaim CARE team by faculty or staff. CARE teams are made up of support staff from each department who collaborate with each other and the student to draw up an action plan and support

the student throughout the term in working through their challenges and/or resolving an issue. This includes connecting students to school support services and personnel who can most effectively aid the student. The goal is to address problems before they reach crisis level and jeopardize a student's ability to study to succeed at Mahanaim. If you need support from CARE Teams or want to refer someone to CARE Teams please feel free to submit a [CARE Teams Request](#).

Possible indicators that may lead to a CARE team referral include:

- A drop in performance or grades after midterm exams
- A failing grade in one or more courses
- Being on Academic Probation
- Peer recommendation
- Staff or instructor recommendation
- Self request by the student

At an initial meeting with the student, the VP of Academic Excellence will ask the student questions to find out what issues are they facing. The VPAAE will notify the student that the CARE Team will formulate an action plan to best assist them through the issue(s). After the meeting, the VPAAE completes the CARE Team Meeting Form and emails a copy to the CARE Teams staff. Facilitated by the VPAAE, the CARE Team will formulate an action plan. Once the plan has been finalized, the student will be notified by the VPAAE on what steps will be taken next to assist them. The student will have another meeting with the VPAAE and/or CARE Team staff and discuss the action plan, and if the student accepts the assistance of the CARE Team, the student and CARE Team staff will sign an agreement that they will adhere to.

Meetings and steps taken as a part of the student's plan will be updated on a CARE Team Plan - Report document that will be kept on the student's file together with the action plan.

## **LIBRARY**

The Mahanaim library serves to support the teaching and performance activities of the school's programs. The library selects and maintains a collection of library materials that assist students and faculty with their academic pursuits. The library also has a network of computers that provide access to the internet and use of Mahanaim's website, student accounts, email, library catalog, and subscription databases, and streaming services. The computers allow for playback of audio CDs and DVDs as well. To accommodate the needs of its patrons the library is open during the school building hours of operation. The library is closed on Sundays and holidays. For more information on the policies and procedures of the library, find them on the [Library page](#) of the Mahanaim website.

## **STUDENT WELLNESS CENTER**

Mahanaim believes that the entirety of a campus experience is based on the way in which the school takes care of a student, by providing the services they need, to the student as a whole person. We believe that all aspects of being a student, spiritual, physical, academic, and emotional are interconnected. Our policy is to support students with a range of services, advice, and counseling to help them succeed. The Student Wellness Center provides the following services: Student Health and Pastoral Counseling.

### **STUDENT HEALTH**

The Student Health Advisor offers health advice and recommendations in terms of where students can obtain the care they are seeking or need. The Advisor is also available to consult and answer any questions in regard to students' physical health or symptoms. While the Student Health Advisor is a professional, licensed nurse, direct care will not be provided.

Immunization records and medical notes for missing class should be submitted to the Student Health Advisor. The Student Health Advisor can be reached by email for appointment at [health@mahanaim.com](mailto:health@mahanaim.com).

## PASTORAL COUNSELING

Students who face personal difficulties with any issues can request an individual pastoral counseling session. Pastoral Counseling focuses on individuals' personal struggles and addresses issues from a spiritual perspective. The Pastoral Counselor listens to the student and offers advice, comfort, and guidance, all in a confidential and safe environment. All students face different circumstances during their studies both inside and outside the classroom. However, as countless students have experienced how pastoral counseling can change their perspective of what they see and think, while also equipping them with new strength, they challenge themselves to persist and finally achieve their personal and academic goals. In this sense, pastoral counseling is an invaluable service for Mahanaim students. Students seeking pastoral counseling and advice should set up an appointment at [student@mahanaim.com](mailto:student@mahanaim.com).

## STUDENT CLUBS AND ACTIVITIES

Student clubs and activities are available for student participation. These activities will be advertised around campus as necessary. Students wishing to create a new club or community of practice should contact the Office of Student Experience at [student@mahanaim.com](mailto:student@mahanaim.com).

## DISABILITY SERVICES

Mahanaim is committed to providing access to all students under the terms of the Americans with Disabilities Act (ADA) of 1990 as amended, Section 504 of the Rehabilitation Act of 1973 (Section 504), which prohibits discrimination on the basis of disability. The Disability Services Coordinator serves as a liaison between faculty and students to arrange accommodations, ensures availability of the appropriate assistive technology to meet student needs, and maintains records of accommodation requests and faculty acceptance. Contact the Disability Services Coordinator by emailing [sollip.kim@mahanaim.com](mailto:sollip.kim@mahanaim.com) to make an appointment.

# CAMPUS RESOURCES

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## STUDENT RESOURCES

### ID CARDS

A Mahanaim student identification card is required for the use of school services, such as the library, computer lab, and for designated purchases on campus. The card will be issued on orientation day. Replacement cards will be issued by the AEC with a charge of \$15. Visit or contact the AEC at [aec@mahanaim.com](mailto:aec@mahanaim.com) to request a replacement card.

### LOCKERS

Lockers at the Mahanaim School are available to enrolled Mahanaim students for academic purposes. Lockers are available on a first-come, first-serve basis. Students will not be assigned more than one locker. You can expect a locker assignment during the orientation. Visit or contact the AEC at [aec@mahanaim.com](mailto:aec@mahanaim.com) with any questions.

## TECHNOLOGY RESOURCES

### STUDENT EMAIL

Upon enrollment at Mahanaim, all students will receive an @mahanaim.com email address through the Registrar. Official school communications and other school or instruction-related messages from administrative

offices and/or instructors will be sent to students' Mahanaim email addresses. Mahanaim expects all students to read such messages in a timely fashion and assumes that emails will be checked at least once every 24 hours.

### GOOGLE CHAT

Mahanaim uses Google Chat as the primary electronic chat function for students, faculty, and staff. As Mahanaim's IT system is based on the Google Suite, students' @mahanaim.com address will be their username and identity for Google Chat.

### MOODLE

Moodle is Mahanaim's Learning Management System (LMS) that provides online teaching tools useful for course management. All courses have a page created in Moodle and many instructors use the page to post and retrieve materials and important information for the course. Logging into Moodle will bring you to the dashboard, where you will see all courses you are currently enrolled in. On each course Moodle page, you will be able to access the following: grades for assignments and exams, links to download class materials, the course syllabus, a place to upload assignments, and the instructor's contact information. You can access Moodle from Mahanaim's main website on the upper righthand corner.

### OPENSIS

OpenSIS is a Student Information System (SIS) that serves as an online gateway to a variety of self-service tools. After logging in with your student email address, you will have access to: course schedule, program audit, an unofficial transcript, student account balance, and personal information. You can access OpenSIS from Mahanaim's main website on the upper righthand corner.

If you require technical support with any of Mahanaim's technology resources, you can contact [ITHelpDesk@mahanaim.com](mailto:ITHelpDesk@mahanaim.com).

## FOOD SERVICE AND MEALS

Mahanaim provides all students, staff and faculty with three meals a day, free of charge. Mahanaim's kitchen uses high quality ingredients to prepare nutritious and delicious meals from many different cuisines around the world.

## HOUSING POLICY

Mahanaim does not have dormitories or campus residences. Good News New York Church provides housing for its members, and makes all decisions regarding. To learn more about the policies and processes in place to apply for housing with the Good News New York Church, please contact [student@mahanaim.com](mailto:student@mahanaim.com). Housing decisions or status have no effect on academic decisions or academic records.

# ACADEMIC POLICIES & PROCEDURES

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## ACCOMPANIMENT

Mahanaim offers piano-program students the opportunity to collaborate with various instrumentalists and vocalists through accompaniment and provides reasonable accompaniment services to all music-major students for all music activities within their curriculum including:

- 10-minute Concerts
- Recitals
- Midterm Juries
- Final Juries

In general, all students in the piano program will be accompanying other students throughout their four years.

Accompanists at Mahanaim include:

- Students who are enrolled in the Accompaniment Class
- Volunteer (External Performer)
- Volunteer (Graduates)

## PAIRING

The Piano Program Chair assigns the pairing of soloists and accompanists considering the students' grades, skills, repertoire, etc. Soloists are evenly distributed according to the number of accompanists.

The factors to be considered when pairing are:

- Grade and skill level of a piano student
- Repertoire
- The difficulty of the repertoire
- Experience
- The Soloists' instrument

To provide accompaniment experience with various musical instruments and voice types, Mahanaim pairs each piano program student with soloists of various areas including vocals, strings, woodwinds, brass, etc.

To avoid scheduling conflicts, only up to two students in the same vocal class will be assigned to one accompanist.

The accompanist for Vocal and Opera Ensembles will be determined by the recommendation of the Program Chair.

## REHEARSAL SCHEDULING

Soloists and accompanists will discuss and schedule rehearsals as needed. Accompanists are required to attend soloists' lessons 1-2 weeks before the recital, concert, or juries. The rehearsal schedule may be changed depending on the request of the private lesson instructor.

## EXTRACURRICULAR ACCOMPANIMENT

Mahanaim does not sponsor extracurricular music activities such as competitions. However, students can request an accompanist through the [Request for Accompaniment](#) form for extracurricular activities. The cost for extracurricular accompaniment is \$50 a session, regardless of whether it is a rehearsal or the actual event.

## CHAMBER GROUP PAIRING POLICY

Students who expect to enroll in Chamber the coming term must fill out the [Chamber Group Request Form](#) and submit it online before the end of their current term.

The Chamber Group Request Form includes the following information:

- The ensemble type
- Title of the repertoire
- List of the students in the chamber
- Desired instructor

The chamber members list does not have to be complete at the time of submission. Students can list the names of up to three instructors who they would like to have as their coaches.

The types of ensembles may include the following:

- Strings  
String duet, trio, quartet, quintet, or sextet, etc.
- Strings with Piano  
Sonata, piano trio, piano quartet, piano quintet, etc.
- Woodwinds  
Woodwinds duet, trio, quartet, quintet, or other ensembles with or without strings and/or piano
- Piano Duet  
Two pianos or four hands
- Brass  
Duo, trio, quartet, or other ensembles with or without strings, winds, and/or piano
- Others

The Office of Academic Affairs places students in groups based on their Chamber Group Request. The office will also assist students who have not yet formed groups.

If there are still students who are without chamber members, the students can form a group with the following performers:

- Volunteer (External Performer)
- Volunteer (Graduates)
- Students who have enrolled in double chambers for the term\*

\*A student who has already applied for a chamber group may enroll in a second chamber group if they have chamber credit requirements remaining, so long as they stay within the course load limit and have received permission from the Office of Academic Affairs.

Students who wish to take two-chamber classes simultaneously must submit an [Additional Chamber Group Request Form](#).

## INSTRUMENT USAGE & MAINTENANCE POLICY

Students are expected to adhere to the following rules when practicing and taking lessons using the piano and percussion instruments owned and assigned by Mahanaim.

- Food and Drink are not allowed in practice rooms, except for water in a resealable container.
- Students should not handle or play instruments with dirty hands.
- It is prohibited to put or rest anything on instruments that can damage those instruments.

- Users are responsible for any damage or loss to the instruments.
- Mahanaim is not responsible for any items left or lost.
- Grand pianos must be covered after use.

### INSTRUMENT USAGE REQUESTS

- Students wishing to use the grand pianos in the auditorium or Mahanaim Hall should submit an [Instrument Usage Form](#). Requests for the use of a grand piano must be made at least 24 hours prior to the desired usage time.
- Likewise, students majoring in percussion can use percussion instruments owned by Mahanaim, including the marimba, timpani, snare drum, etc., through the same request process. As above, the one-time instrument usage requests must be made at least 24 hours before the desired usage time via the [Instrument Usage Form](#).
- Percussion students can apply for long-term use of percussion instruments for multiple lessons and up to 18 hours of practice every week for repetitive lessons and practice. Requests for long-term use of percussion instruments can be made through the same form, but the student must indicate “long-term usage” at the beginning of the term.
- Instruments are assigned on a first-come first-served basis. However, in cases where one request conflicts with a lesson schedule, the lesson takes precedence. Major students have priority when using grand pianos or percussion instruments.
- The Instrument Manager may adjust or reject permission to use the instrument according to the purpose of use and the major of the applicant.
- Users are responsible for any loss or damage to the instrument and will be responsible for repair or replacement costs.

### INSTRUMENT MAINTENANCE

The Instrument Manager is in charge of the overall management and maintenance of the pianos. The Instrument Manager makes sure all pianos in Mahanaim are tuned more than twice a year because the strings may stretch and the pitch may be disturbed over time.

The temperature and humidity of the spaces where the instrument is located are ideal to be maintained as follows:

- Temperature: 15-25 °C / 60-77 °F
- Humidity: 40-70% in summer / 35-65% in the winter

## PRACTICE ROOMS

Mahanaim has two sections of private practice rooms that are assigned to students every term. They are basement-level practice rooms A-T and the bridge practice rooms #1-23.

### ASSIGNING PRACTICE ROOMS

- Practice rooms for students are reassigned every term, and can either be used alone or shared between one or two people at a time, depending on enrollment.
- Priorities in assigning an individual practice room are as follows:
  - Senior students have priority when assigning rooms.
  - In the case of the same grade, full-time students have priority over part-time students.
  - Larger practice rooms are assigned to students with larger musical instruments (trombone, double bass, etc.).
  - The student’s instrument is taken into consideration when assigning practice rooms.
    - Students majoring in large instruments are assigned to share practice rooms with students majoring in voice or small instruments.
  - Practice rooms with pianos are assigned to Piano students first. Any remaining practice rooms equipped with pianos will be assigned to senior voice students next.
- Students wishing to change their practice room must send an email to [music@mahanaim.com](mailto:music@mahanaim.com) with specific

reasons for the change within the first week of the term.

- Practice room changes will not be made after the first week of the term except in special circumstances.

### PRACTICE ROOM USAGE POLICY

- Students can use practice rooms during school hours of operation.
- Heaters, lights, or fans should be turned off when unoccupied.
- No food or beverages can be brought in except water in a resealable container.
- Users are responsible for keeping the practice room clean at all times.
- Practice room windows should not be covered or obstructed.
- Students can leave their personal items or musical instruments in the practice room, but Mahanaim is not responsible for any left or lost items.
- Users are responsible for any damages or losses to school-owned instruments, equipment, or facilities and the expenses incurred as a result.

### PRACTICE ROOM ETIQUETTE

- Repeated violations of practice room policies may lead to warnings and expulsion from the practice room.
- Practice rooms are for productive and academic activities such as practicing and studying. Disturbing the practice room atmosphere can be a condition for expulsion from the practice room.
- Cigarettes, alcohol, and drugs in the practice room are all prohibited. The use of any of these items will cause expulsion from the practice room and can lead to other disciplinary measures according to the [Student Code of Conduct](#).
- A student expelled from a practice room may not use the practice room for the remainder of the term and must wait until the next term to be assigned a new practice room.
- Cases of verbal or physical violence or harassment in the practice rooms will be addressed according to the [Mahanaim Disciplinary Measures Policy](#) and [Student Code of Conduct](#).

## REPERTOIRE SUBMISSION

Students must submit their repertoire for the 10-minute Concert, Recital, Midterm, and Final Jury in advance. Repertoire is decided based on the [Repertoire Requirements manual](#) and discussion between the student and their lesson instructor. Students must submit their repertoire through the appropriate repertoire forms.

The deadlines for the concerts and juries repertoire submission are listed below. Exact dates are indicated on the [Academic Calendar](#) for the current term. Once the student submits their repertoire form, the Office of Academic Affairs will check whether they satisfy the repertoire requirements for their current year and major.

- [10-Minute Concert](#)  
Two weeks after the term begins
- [Recital](#)
  - Instrument & Piano: Four weeks after the term begins
  - Voice: Six weeks after the term begins
  - [Change requests](#) up to one month prior to the start of recitals
- [Midterm](#)  
Two weeks before Midterms week
- [Final](#)  
Two weeks before Finals week

### RECITAL REPERTOIRE CHANGES

Repertoire can only be modified after submission if the request is made more than one month prior to the start of the recital period, or in special circumstances, including family emergencies, documented injury or illness, etc.



Until a month before the recital period, students can change their repertoire in consultation with the Office of Academic Affairs. However, after that, recital repertoire can only be changed in special circumstances, under the approval of the Program Chair and Associate VP for Academic Affairs.

In this case, students who want to change their repertoire must submit the [Change of Repertoire Form](#) and get the signature of their Program Chair and the Associate VP of Academic Affairs.

Repertoire change requests made after the published deadlines for the following reasons will not be accepted:

- Lack of memorization or preparation
- Submitted repertoire does not match the requirements for that student

### CHECKING REPERTOIRE

When students perform, the Program Chair, who is in charge of scoring the performance, will check whether their pieces comply with the repertoire they have submitted. The items to be checked are as follows:

- The title of the pieces
- Language (voice major)
- The total length of the performance

There may be deductions to the student's score if they play music different from the original repertoire list, play fewer pieces, or perform significantly less than the required performance length.

If you have any questions regarding the academic policies in this section, you can contact [academic@mahanaim.com](mailto:academic@mahanaim.com).

## INSTITUTIONAL POLICIES

### ACADEMIC APPEALS & GRIEVANCES

#### DEFINITION OF AN ACADEMIC APPEAL

A petition by a student to the school to change a decision rendered through evaluation about an academic matter that has a significant level of academic consequence. This applies to final course grades and grades by jury, but not individual assignments unless the student can establish that such assignment(s) would have resulted in a different final course grade.

#### BASIS FOR AN APPEAL

A final course grade or jury grade is deemed to have been assigned in an arbitrary or capricious manner if, through sufficient evidence, the student establishes one or more of the following:

- The student believes the school's academic policies were not followed or were applied incorrectly.
- The student believes the decision rendered was based on a miscalculation or a misrecording of grades.
- The student believes the decision rendered does not comply with the standards and procedures in the course syllabus or other stated requirements of the course.

For appeals made on the grounds of discrimination or harassment on the basis of race, color, national origin, disability, age, or any other protected status, the Appeals Officer will immediately notify the Title IX Student Coordinator by emailing [sollip.kim@mahanaim.com](mailto:sollip.kim@mahanaim.com).

#### THE APPEALS PROCESS

- **Informal Resolution**
  - Before invoking appeal procedures, students are encouraged to speak either face to face or in writing with their instructor or member of the evaluating jury concerning any decision or grade about which they have questions. This should be done no more than five teaching days after the grade or decision was made known to the student. Faculty members are responsible for making themselves available or responding within five teaching days.
  - If the conversation with the faculty member fails to resolve the student's concerns, the student should contact their appropriate Program Chair no later than five teaching days after the meeting or correspondence with the faculty member. A meeting will be arranged between the instructor, student and Chair to discuss and attempt to resolve the issue in a mutually acceptable manner. In the event that the appeal is in regard to a decision made by the Program Chair, an alternate Chair will mediate the process. This should also be done no more than five teaching days after the request from the student to the Chair was made. In the event that the appeal deals with a final course grade, the Program Chair may schedule the meeting to take place within the first 14 teaching days of the following term.
- **Appeal Statement to the Appeals Officer and Other Parties**
  - If the issue is not informally resolved, the student is to prepare a written appeal and send it to the Appeals Officer, instructor, and Program Chair within 14 teaching days of the last attempt at informal resolution. The Appeals Officer is the Director of the Academic Excellence Center. For final grades, it must be within one month from the start of the following term. This statement should include:
    - The context and impact of the issue being appealed
    - Evidence the student is using as the basis of the claim
    - A copy of the course syllabus
    - Grounds for the appeal
    - The resolution sought by the student
    - Any relevant supporting materials

- ▶ Both the instructor and Program Chair are expected to respond to the student's written appeal in writing within two teaching days of its receipt and include all involved parties, including the Appeals Officer in the correspondence.
- **Formal Resolution**
  - ▶ The Appeals Officer will disseminate the written appeal, along with all correspondence from the instructor and Program Chair to the Academic Council no later than 2 teaching days after the written appeal is received.
  - ▶ The Academic Council will form a subcommittee to investigate the appeal through a hearing process and make a final decision.
  - ▶ This committee will be composed of a Chair, who will be the Vice President of Academic Affairs, a faculty member, and a student.
  - ▶ The panel will review the written appeal and any supporting evidence prior to holding a hearing during the next regularly scheduled Academic Council meeting.
  - ▶ During the hearing, both the student and the instructor will each be given a maximum of 10 minutes to present their case. This will then be followed by a maximum of 20 minutes of questioning by the panel. The Appeals Officer will also be present to provide any necessary information pertaining to the appeal as requested, but will not have voting privileges.
  - ▶ After the hearing, the panel will make a decision by majority vote and notify all involved parties in writing within one week of the hearing.
  - ▶ The decision of the panel is final and may not be appealed.
  - ▶ Should the panel conclude that the instructor's grading was arbitrary and/or capricious, they will recommend steps to redress the issue with the instructor.
- **Timeline**
  - ▶ Since the burden of proof rests with the student, failure to adhere to the procedures above according to the timeline described will result in the dismissal of the appeal.
  - ▶ The Appeals Officer has the authority to extend timelines or delay the formal hearing if circumstances require.
- **Appeals Form**
  - ▶ You may begin the appeal process by visiting the [Academic Appeals](#) page on the Mahanaim website.

## ACADEMIC INTEGRITY

The Mahanaim faculty, staff, and students affirm that the principles of truth, fairness and honesty are absolutely necessary in an academic environment. Upholding the standard of academic integrity that relies on honesty is the responsibility of faculty, staff, and students. Charges of violating academic integrity shall be handled according to established student discipline procedures.

### VIOLATIONS OF ACADEMIC INTEGRITY

- **Reporting Alleged Offenses**
  - ▶ Alleged violations of the Academic Integrity policy may be reported by a faculty or staff member, a student, a program chair, the Associate Vice President of Academic Affairs, or the Vice President of Academic Affairs to the Office of Academic Excellence where all steps short of a Level III hearing will be overseen by either the Vice President of Academic Excellence or Director of the Academic Excellence Center. Conduct that constitutes an offense includes:
- **Cheating**

The unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Examples of cheating include, but are not limited to:

- ▶ Copying from another student during an exam or allowing another to copy your work.
- ▶ Unauthorized collaboration on a take home assignment, project or exam.
- ▶ Using notes, books, electronic devices or other unauthorized materials during a closed book exam.
- ▶ Taking an exam for another student, or asking or allowing another student to take an exam for you.
- ▶ Unauthorized sharing of examination questions and/or answers before or after an examination.
- ▶ Retaining exam materials for use or circulation that clearly should have been returned after the exam.
- ▶ Changing an already graded exam or assignment and resubmitting it for a grade without permission.
- ▶ Submitting substantial portions of the same paper or assignment to more than one course without the permission of each instructor.
- ▶ Allowing others to research and write an assigned paper or do an assigned project for you (and vice versa), including using commercial term paper services.
- ▶ Submitting someone else's work as your own.
- **Plagiarism**

The act of stealing or using ideas, research, or writings of another as one's own and submitting such work in a course. Examples of plagiarism include, but are not limited to:

  - ▶ Directly quoting another person's actual words or images without the use of quotation marks and/or a citation attributing the words to their source.
  - ▶ Presenting another person's ideas or theories in your own words without acknowledging the source.
  - ▶ Using facts, statistics, or other material taken from a source without acknowledging the source.
  - ▶ Fabricating and/or falsifying text, data, sources, or citations.
- **Falsification of Records and Official Documents**
  - ▶ Forging signatures of authorization.
  - ▶ Falsifying information on an academic record such as a transcript, certificate, honor, or diploma.
  - ▶ Falsifying/ altering information on an official document such as a test or assignment.
- **Other Examples of Academic Integrity Violations**
  - ▶ Accessing another student's electronic accounts without authorization.
  - ▶ Misrepresentation to avoid academic work by fabricating an otherwise justifiable excuse such as illness, emergency accident, etc. in order to avoid a timely submission of academic work or sitting for an exam.
  - ▶ Coercing any other person to engage in academic dishonesty.
  - ▶ Aiding any other person engaged in academic dishonesty.
  - ▶ Deliberately impeding the progress of another student by giving false or misleading information, impeding access to library or class resources, altering the student's records or coursework, etc.
  - ▶ Any other behaviors or actions identified by faculty as violating Academic Integrity.

Level of Offense	Actions or Sanctions
<p><b>Level I*</b></p> <ul style="list-style-type: none"> <li>• Unintentional violations of Academic Integrity.</li> <li>• Based on misunderstanding of the Academic Integrity policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Sanctions to be discussed between the faculty and the student, with the VPAAE to advise and consult.</li> <li>• May include: resubmission of coursework with penalty, failure of the assignment, or failure of the course.</li> <li>• Implementation of a learning plan to receive guidance on academic honesty from the Office of Academic Excellence. May include instruction on proper citations and references. Must include a review of the Academic Integrity Policy.</li> </ul>
<p><b>Level II</b></p> <ul style="list-style-type: none"> <li>• One or more Level I offenses already on record.</li> <li>• Alleged offense appears intentional.</li> <li>• Severity of offense merits more severe sanction.</li> </ul>	<ul style="list-style-type: none"> <li>• In addition to the sanctions listed above, the faculty member, in consultation with the VPAAE could recommend other appropriate remedial action.</li> <li>• For Level II and up, communications between the student and the person reporting the offense will be done through the VPAAE.</li> <li>• Program-level sanctions may also be recommended if the violation occurs outside of an individual course.</li> </ul>
<p><b>Level III</b></p> <ul style="list-style-type: none"> <li>• Utter disregard for the Academic Integrity policy.</li> <li>• Two or more previous offenses of the Academic Integrity policy.</li> <li>• Offense so egregious that it could warrant institution-level sanctions.</li> <li>• When the faculty member and student are unable to come to an arrangement at a lower level and a hearing by the Academic Council is necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Sanctions for level III offenses are to be determined through a hearing according to the Mahanaim judicial system.</li> <li>• Hearings may be requested by the student, faculty member, or the AVPAA based on the conditions listed for level III offenses.</li> <li>• In addition to the sanctions listed above, sanctions for level III offenses may include institution-level sanctions such as course failure, grade change, program suspension, expulsion from the school, or the retraction or withholding of certificates awarded by the school.</li> </ul>

\*It is possible for a student to have more than one level I offense before being moved up to a higher tier if the offenses occurred in significantly different areas.

### POSSIBLE SANCTIONS

- A formal warning. Will go on the student's record.
- A reduction in the assignment grade.
- A failing grade for the assignment.
- A reduction in the course grade.
- A failing grade for the course.
- A grade change for a past course in which the offense occurred.
- A learning plan requirement with instruction from the Office of Academic Excellence.
- Academic probation
- Loss of the privilege of representing the school in any official capacity (requires a hearing). Duration of the sanction and conditions to regain privileges will be determined at the hearing.
- A failing grade on the transcript with a notation of Academic Dishonesty (requires a hearing).
- Suspension from the school (requires a hearing).
- Suspension with transcript notation (requires a hearing).
- Rescinding admission into the school.
- Rescinding or withholding an academic certificate (requires a hearing).
- Expulsion from the school (requires a hearing).

### JUDICIAL PROCESS & PROCEDURES

The Judiciary Committee is responsible for ensuring the Mahanaim community upholds the values of honesty, integrity, civility, and respect for each other, the school, and for the academic process. When serious cases of alleged or accepted violations of school policy and regulations by students, student organizations or faculty are brought to the judiciary, they will conduct investigations and fair hearings, upholding due process and ensuring the school culture is maintained with a safe and inclusive learning environment. These policies include Academic Integrity, Academic Appeals & Grievances, and the Code of Conduct. After determining whether a case qualifies for review by recommendation of the investigating officer, the committee will hear all evidence, ask questions, determine whether or not the individual or organization in question violated policy and if so, impose appropriate sanctions. Standards and procedures of the Judiciary Committee do not attempt to duplicate civil and criminal legal processes, nor do they attempt to substitute for them. Mahanaim reserves the right to deal with misconduct whether or not law enforcement agencies are involved and/or criminal charges may be pending. The full policy can be found on the Mahanaim website under [Academic Policies and Procedures](#).

### FERPA

Mahanaim restricts access to education records that contain Personally Identifiable Information (PII) about its students under FERPA, which stands for the Family Educational Rights and Privacy Act. It is a Federal law that protects the privacy of student education records.

When a student reaches the age of 18 or attends a school beyond the high school level, he or she is given certain rights with respect to his or her student records through FERPA. Such a student is called an "eligible student." These rights are:

- The right to inspect and review the student's education records that are maintained by the school. Mahanaim will make the records available to view within 45 days of the student's written request and notify the student of the time and place at which the records can be viewed. Mahanaim will only provide copies of the records when the student is unable to review the records in person due to such factors as distance. Mahanaim reserves the right to charge fees for copies of records.
- The right to request that the school correct records which he or she believes are inaccurate or misleading. If Mahanaim decides not to amend the record, the eligible student has the right to a formal hearing. Additional information regarding the hearing procedures will be provided to the student when notified of the right

to a hearing. If the school still decides not to amend the record even after the hearing, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information. The following requests will not be considered by the School:

- ▶ A grade that the student disagrees with because the student thinks his or her performance in the course merited a higher grade;
- ▶ Opinions;
- ▶ Substantive decisions, such as disciplinary decisions taken against the student.
- The right to consent (in writing) to the release of any information from the student’s record, including personally identifiable information (PII), to third parties. Please note that FERPA allows schools to disclose educational records, without the consent of the student, to certain parties or under certain conditions (See below). Also note that the School may disclose certain information about an eligible student to his or her parent without the student’s consent if:
  - ▶ The student is a dependent, being claimed as such for tax purposes;
  - ▶ It is pursuant to a health or safety emergency;
  - ▶ The student is under 21, and the information concerns his or her illegal use or possession of alcohol or drugs.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mahanaim to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
  - ▶ Student Privacy Policy Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202

**DIRECTORY INFORMATION**

Schools may disclose “directory” information without consent. Directory information is data from the student’s education records that is not considered harmful or an invasion of privacy if disclosed. However, the school will notify all eligible students about this directory information as well as their other rights under FERPA via email prior to the start of each academic year, and allow the student up to two weeks in their first term each academic year to request that the school not disclose this information about them. This includes:

Student’s name	Address	E-mail Address	Telephone Number	Date and place of birth
Honors and awards	Dates of attendance	Enrollment Status	Photograph	Field of Study
Certificates and awards received	Most recent previous school attended	Grade level		

**FERPA PROCEDURES AND FORMS**

For more information on how to view, request an amendment, or give consent to release your educational records, as well as on how to request a non-disclosure of your directory information, please visit the [FERPA page](#) on the Mahanaim website.

**PHOTOGRAPHY AND VIDEO RECORDING USAGE**

This Mahanaim Photography and Video Recording and Use Policy describes Mahanaim’s policy relating to its usage of recordings, photographs and video taken at Mahanaim of Mahanaim students, faculty, employees, and other members of the Mahanaim community (or those acting for Mahanaim).

**USE OF IMAGES AND RECORDINGS**

The Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of certain student records

that are maintained by Mahanaim. As a general matter, unless a student consents (or a FERPA exception applies), Mahanaim will not disclose information from a student’s education records to third parties. FERPA does, however, permit Mahanaim to define several types of student information as “directory information,” which Mahanaim may disclose to third parties without the student’s consent unless the student (or, for students under 18, a parent or guardian of a student) has requested, in writing, that Mahanaim not disclose such information. For the purposes of FERPA, the above-referenced photographs and video of students are considered by Mahanaim to be directory information and thus may be used, published, or disclosed by Mahanaim for Mahanaim’s purposes, subject to any limitations in this policy or imposed by FERPA or other applicable laws or regulations.

Thus, by registering for classes and/or music lessons at Mahanaim, students grant Mahanaim the authorization to record all students’ participation and appearance on video media, audio media, film, photograph, or any other method. Also, Mahanaim has the authority to record all students’ work, including musical compositions, on video media, audio media, film, photograph, or any other medium, and can use all students’ names, likenesses, voices, and biographical materials in connection with these recordings. Students who may have a conflict with the rights granted above are responsible for informing Mahanaim if and when they request a non-disclosure of their directory information.

**NETWORK USAGE ON PERSONAL DEVICES**

Mahanaim grants its students and its employees the rights and privilege of connecting their personal devices to our network. Mahanaim also reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the data regarding the institution, its students and its employees as well as protecting our technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms. Mahanaim students and employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to our network. All connectivity will occur through the Mahanaim Network which students can access after registration with their Mahanaim credentials (email and network password) or pre-defined network password. All software and apps required for successful completion of courses is available on the devices in the Mahanaim campus. Individuals may purchase software or apps privately to use on their personal devices; however, it is the individual’s responsibility to ensure that the software is compatible with their device. Students wishing to use comparable software or different versions than those in use at Mahanaim should check with their professors to ensure that the replacement software will allow the student to perform all necessary tasks.

**ACCEPTABLE USE**

- Mahanaim defines acceptable use as the use of information systems for the purpose of learning, teaching research, engagement and administration.
- Mahanaim defines acceptable personal use as reasonable and limited personal communication or recreation, such as reading or game playing.
- All software and access provided by Mahanaim must be used in accordance with the End User license agreements of those products. Violation of such licensing agreements will lead to termination of access.
- Devices may not be used at any time to:
  - ▶ Store or transmit illicit materials
  - ▶ Store or transmit proprietary information belonging to another institution
  - ▶ Harass others
  - ▶ Conduct other activities which interfere with the school’s ability to generate an academic and administrative environment that is productive, ethical, legal, secure, facilitative and effective
- In order to ensure that information systems function in a secure, efficient and effective manner, the school reserves the right to examine any information on its facilities and to monitor use.

## DEVICES AND SUPPORT

- Connectivity and network issues are supported by the IT Helpdesk; issues relating to personal hardware, laptops, tablets, or phones is the responsibility of the owner of that hardware.
- Software issues are the responsibility of the party owning the software license.

## SECURITY

- In order to prevent unauthorized access, all devices accessing the network and its resources must be password protected using the features of the device and a strong password is required to access the Mahanaim network.
- The device should be set to lock itself with a password or PIN if it's idle for five minutes.
- Access to Mahanaim data is limited based on user profiles defined by IT department and automatically enforced.
- Mahanaim may remotely remove devices or deny access to the network or services if
  - a device is lost
  - a student or employee terminates his or her enrollment or employment
  - a data or policy breach, a virus or similar threat to the security of the school's data and technology infrastructure is detected

## RISKS/LIABILITIES/DISCLAIMERS

- While Mahanaim takes every precaution to protect the security and integrity of their network, it is an individual's responsibility to take additional precautions, such as backing up email, contacts, documents, assignments, etc.
- Mahanaim reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to Mahanaim within 24 hours.
- The individual is expected to use his or her devices in an ethical manner at all times and adhere to the school's acceptable use policy as outlined above.
- The individual is personally liable for all costs associated with his or her device.
- The individual assumes full liability for risks including, but not limited to, the partial or complete loss of school and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

## IT SECURITY PRACTICE

Anyone connecting to the Mahanaim network is expected to follow best security practices, not only on the Mahanaim network, but also when connected to other networks. Not following best practice puts your device at risk, and when you connect to the network, it puts everyone's device at risk. Therefore, all users are required to maintain the following practices on any device they wish to connect to the Mahanaim network:

### INSTALL ANTI-VIRUS SOFTWARE AND KEEP ALL COMPUTER SOFTWARE PATCHED

Antivirus and anti-spyware software should be installed and kept up to date. Because the cyberthreat is a constantly changing environment, software companies regularly issue new patches and updates as threats evolve. Therefore, any software you run on your devices should be the most recent version. The IT department makes these updates in the Computer Lab, the AEC, and for Mahanaim owned devices.

### USE A STRONG PASSWORD

Reusing passwords or using the same password all over the place is like carrying one key that unlocks your house, your car, your office, your briefcase, and your safety deposit box. If you reuse passwords for more than one computer, account, website, or other secure system, keep in mind that all of those computers, accounts, websites and secure systems will be only as secure as the least secure system on which you have used that password. Don't enter your password on untrusted systems. Remember to change your passwords on a schedule to keep them fresh.

## LOG OFF MAHANAIM COMPUTERS WHEN FINISHED

Whenever using a device in the Computer Lab or AEC, be sure that you log off when you have completed your task. Do not walk away from a device you are logged into; if you need to step away for a moment, log out, and then log back in when you are ready to resume your work. Do not return a device to the library without logging out first.

## USE GOOGLE DRIVE TO SHARE DATA AND INFORMATION, NOT EMAIL

Mahanaim provides you with the full Google Suite, so you have access and the ability to create shared spaces. Particularly if you need to share sensitive data or information with a colleague, please avoid using email, which is very risky, and use the share feature on Google drive which is much more secure.

## BACK UP IMPORTANT INFORMATION AND VERIFY THAT YOU CAN RESTORE IT

Due to hardware failure, virus infection, or other causes you may find yourself in a situation where information stored on the device you use is not accessible. Be sure to regularly back up any data which is important to you personally or your role at Mahanaim. For school employees, confidential data backups or copies must be stored securely as stated in the Mahanaim Data Security and Handling Guidelines. If applicable, check with your technical support staff to determine if a server-hosted solution is available to meet your needs, as this will better ensure that your data is protected and available when you need it.

## KEEP PERSONAL INFORMATION SAFE

Be wary of suspicious e-mails. Never respond to emails asking you to disclose any personal information. Mahanaim will never email you asking for your personal information. A common fraud, called "phishing", sends messages that appear to be from a bank, shop or auction, giving a link to a fake website and asking you to follow that link and confirm your account details. The fraudsters then use your account details to buy stuff or transfer money out of the account (SANS.org). Embedded links may also include viruses and malware that are automatically installed on your computer. Mahanaim makes every effort to prevent viruses and other malicious content from reaching your campus email account, but even emails which appear to be from a trustworthy source may be forged. Exercise caution, and when in doubt do not follow links or open attachments from a suspicious message or someone you know unless you are expecting it. If you receive an email from someone you do not know, do not click any links or open any attachments. If you receive an email from a friend or colleague that looks suspicious, check with them to ensure its validity before clicking links or opening attachments.

## PAY ATTENTION TO BROWSER WARNINGS AND SHOP SMART ONLINE

When we visit a website, we all just want it to work. So, when a warning pops up to impede progress, instead of accepting it, it's worth slowing down to understand the risks. View the Security Certificates - Warning to protect yourself against identity theft. Credit card and online banking sites are convenient and easy ways to purchase and handle financial transactions. They are also the most frequently spoofed or "faked" sites for phishing scams. Information you provide to online banking and shopping sites should be encrypted and the site's URL should begin with https. Some browsers have an icon representing a lock at the lower right of the browser window (SANS.org). Think about using a virtual credit card or pay pal account to make the transaction instead of your credit card or debit card. More information and online shopping tips can be found at StayStafeOnline and Privacy Rights Clearinghouse.

## USE SECURE WI-FI CONNECTIONS AT HOME AND AWAY

Is your Wi-Fi network at home password-protected? It should be. Not having your router encrypted is an open invitation for a "bad guy" to gain access to data stored on your home PC and any other connected devices. A public network is a network that is generally open (unsecured) allowing anyone access to it. These networks are available in airports, hotels, restaurants, and coffee shops, usually in the form of a Wi-Fi (wireless) connection. When you connect to a public network, your online activities and data transmissions can be monitored by others, and your device may be at risk to a potential attack.

## LIMIT SOCIAL NETWORK INFORMATION

Facebook, Twitter, Google+, YouTube, Pinterest, LinkedIn, Kakaotalk and other social networks have become

an integral part of our online lives. Social networks are a great way to stay connected with others, but you should be wary about how much personal information you post. Learn how to use the privacy and security settings to protect yourself, keep personal information personal, know and manage your friends, know what to do if you encounter a problem.

### **DOWNLOAD FILES LEGALLY**

As a school, Mahanaim is responsible for any illegal downloads or file sharing that occurs on our network. Therefore, all users must ensure that any files downloaded or shared are done so legally. Avoid peer-to-peer (P2P) networks and remove any file-sharing clients already installed on your system. Since most P2P applications have worldwide sharing turned on by default during installation, you run the risk of downloading viruses or other malware to your computer, and having your personal and/or confidential information inadvertently shared across the Internet, which could lead to identity theft. This is in addition to having your access to the Mahanaim network suspended if your device is identified as illegally sharing movies, music, TV shows or other copyrighted materials.

### **PHYSICALLY SECURE YOUR LAPTOP, SMARTPHONE OR OTHER MOBILE DEVICES**

Every time a laptop computer or other portable devices are lost or stolen, the data on that device has also been stolen. If Mahanaim data is lost, accessed, or compromised as the result of a laptop, tablet, smart phone or other mobile device theft, the resulting damage can be much greater than the cost of replacing the equipment. Don't store your personal data or Personally Identifiable Information (PII) about others on laptops, smart phones, tablets or other mobile devices. Secure your mobile device with a password or PIN. Set an inactivity timeout and encrypt. This is a requirement as specified in the Network Usage on Personal Devices lacking authentication and encryption are not allowed to be connected to the network.

## **ENVIRONMENTAL POLICY**

Mahanaim School is a thriving and dynamic music conservatory with an 11 acre campus serving our faculty and staff. We recognise that our operations inevitably have an impact on the environment and are committed to minimizing any potentially harmful effects. This Environmental Policy will ensure that our operations are planned and executed in a manner that minimizes environmental risks.

Mahanaim undertakes all reasonably practicable measures to: comply with environmental legislation; consume fewer resources; adhere to environmental codes of practice and best practice; engage with our stakeholders on the environmental agenda; and, report our environmental performance in an open and transparent manner.

Primary accountability for Mahanaim's environmental performance rests with Rev. Terry Henderson, Chief Student Experience Officer. However, as safeguarding the environment is an integral part of how we operate, everyone in the college has a role to play in fulfilling these commitments.

Through our Environmental Policy we committed to:

- Complying, at all times, with all relevant environmental legislation and codes of practice.
- Continuously improving our environmental performance.
- Reduce our food waste by encouraging community members in our cafeteria.
- Reduce our water consumption through effective maintenance of campus plumbing systems.
- Reduce our greenhouse gas emissions by maintaining our building to ensure most effective heating and cooling.
- Reducing waste whilst increasing recycling.
- Maintaining and preserving the green spaces that represent a large part of our campus.
- Ensuring that sustainability is a factor in all procurement decisions.
- Reviewing this policy and reporting environmental performance annually.

## **STUDENT CODE OF CONDUCT**

Mahanaim is committed to the well-being of the student body and the fulfillment of the school's educational mission of promoting a safe and productive learning environment for all. Students are expected to conduct themselves in a manner consistent with Mahanaim's mission and core values and are encouraged to create an environment that promotes reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the school community. The following Student Code of Conduct is designed to achieve the goals of Mahanaim while maintaining order and stability on campus.

The Student Code of Conduct applies to the entirety of the Mahanaim student body and across the entire campus geography. Mahanaim also reserves the right to take appropriate action when off-campus behavior of an individual, group, or organization interferes with the mission of Mahanaim and presents a danger to the health, safety, and well-being of others. Students who violate these standards will be subject to educational interventions or disciplinary sanctions and Mahanaim will hold individuals or groups responsible for actions that disrupt the orderly operation of the school and/or endanger the safety, health, or life of any person.

### **DISORDERLY CONDUCT**

Students should not act in a manner that impedes the order and functioning of Mahanaim with activities that interfere with the well-being of the Mahanaim community. The intentional destruction, damage, or removal of school property by a student, alone or in concert with other persons, and also the act of preventing or disrupting the progress of any class, practice session, rehearsal, or performance will be grounds for disciplinary action which may include suspension. The same measures of discipline will be applied to students who harass, physically abuse, or threaten to inflict injury on another member of the Mahanaim community. See the [Disciplinary Measures Policy](#) for more information.

### **FIRE SAFETY**

Intentionally or recklessly causing a fire that damages school or personal property or causes injury is prohibited. Tampering with fire alarms, fire hoses, extinguishers, and other protective equipment is against state law. Students who cause a false report, warning, or threat of fire, explosion, or another emergency at the school may be subject to a local fine in addition to suspension or expulsion from the school.

### **FIREARMS AND WEAPONS**

Having possession of or storing ammunition, detonating, explosive devices, bows, crossbows, arrows, knives, and other edged weapons, firearms, devices that use aerosol or compressed air canisters to shoot projectiles of any kind, slingshots, BB guns, pellet guns, paintball guns, and martial arts weapons on the campus is prohibited. This policy also applies to any person who may have acquired a government-issued permit or license. Violation of this policy may result in expulsion.

### **UNAUTHORIZED ACCESS**

Unauthorized presence in or unauthorized use of school property, resources, or facilities and unauthorized access to or disclosure of any school document, record, or identification, including but not limited to, electronic software, data, and records will result in serious disciplinary action, which may include probation or suspension from the school.

### **HAZING**

Hazing is defined as subjecting a fellow student to abusive or humiliating pranks and/or ridicule that endangers the mental or physical health or safety of a student. Hazing is not permitted at Mahanaim. Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a formal or informal group or organization is prohibited.

Failing to intervene, to prevent, to discourage, and/or failing to report those acts may also constitute hazing. The Office of Student Experience will make the determination of whether an incident will be deemed as hazing. Participation or cooperation by the person(s) being hazed does not excuse the violation. Regardless of motive or intent, any student participating in prank-style activities can expect immediate and serious disciplinary action.

#### **DRUG AND ALCOHOL POLICY**

Mahanaim provides a drug and alcohol free environment for the health and safety of the campus community. The possession, use and sale of alcohol and illegal drugs at any school property or any school activity is prohibited. Mahanaim complies with all local, state and federal regulations regarding alcohol and drug use. Violations of this policy will be handled with strict disciplinary action, leading to immediate termination, expulsion, and/or arrest. Students in need of assistance with respect to a question or personal problem regarding alcohol or other drugs should contact the Chief Student Experience Officer.

#### **DRUG AND ALCOHOL USE AMNESTY POLICY**

The health and safety of every student at Mahanaim is of utmost importance. Mahanaim recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Mahanaim strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Mahanaim's officials or law enforcement will not be subject to Mahanaim's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Nothing in this section shall be construed to limit Mahanaim's ability to provide amnesty in additional circumstances.

#### **NO SMOKING POLICY**

Mahanaim is a smoke-free environment. The use, possession, distribution or sales of any tobacco or any other matter that can be smoked including smokeless tobacco and electronic cigarettes in school buildings, on school premises, or at school-related activities is prohibited. Students who are found in possession of tobacco or tobacco products including smokeless tobacco, and electronic cigarettes will result in disciplinary action.

#### **GAMBLING**

Gambling in any form is prohibited from all Mahanaim facilities.

#### **ANTI-HARASSMENT POLICY**

Mahanaim intends to promote an academic environment and workplace free from harassment, discrimination and intimidation. As such, any type of harassment based on an individual's gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic is prohibited. Mahanaim prohibits sexual assault, stalking, retaliation and violence of any measures.

#### **THEFT**

Theft is the intentional and unauthorized taking or removal of property that belongs to another person or entity, including goods, services, furniture, artwork, plants, electronics, books, window screens, signs, and/or other valuables. Theft of any item belonging to a Mahanaim student, staff or faculty member, or of any item belonging to the school itself, is prohibited. Theft is considered an extremely serious matter by the school and will result in disciplinary action or even legal/criminal proceedings for excessive cases.

#### **DAMAGE AND/OR VANDALISM**

Vandalism is the intentional, reckless, and/or unauthorized defacing of property owned by another person,

entity, or the school. Students are not permitted to write, draw, or otherwise deface college or another student's property (including doors, door decorations, or dry-erase boards) by using chalk, paint, or any other substance. Students will be held financially responsible and charged for damages to the building, furniture, and equipment of Mahanaim buildings and spaces caused by either themselves or with others. In cases where damage or vandalism is excessive, legal or criminal proceedings may be pursued alongside sanctions from Mahanaim's Disciplinary [Measures policy](#).

### **STUDENT HEALTH INSURANCE**

Mahanaim School requires all students enrolled in four or more credits to have comprehensive health insurance that will cover them for sickness or injury while attending the school. All students must provide evidence of their insurance within 10 days of their first enrollment; evidence should be presented to the Student Health Advisor. Students needing assistance in acquiring an appropriate insurance policy should consult the Student Health Advisor.

Students are liable and responsible for any deductibles, medical charges, or other medical costs incurred. Mahanaim School takes no responsibility for student medical costs; nor do we hold any health records. The Student Health Advisor does not provide medical care, but advises students on how to acquire appropriate care.

### **IMMUNIZATION**

#### **COVID-19 VACCINE**

All students who come to Mahanaim campus must be vaccinated against COVID-19 or have been granted an exemption. Please submit the proof of vaccination if you have already been vaccinated. For the most up-to-date information regarding Mahanaim's COVID-19 policy, please see the [COVID-19 Response page](#) on the Mahanaim website.

#### **IMMUNIZATION REQUIREMENTS**

New York State has two Public Health Laws that Mahanaim and its students are required to follow. The Student Health Services works to ensure that all students who are taking six or more hours, are in compliance with this law.

Mahanaim requires all students to demonstrate proof of immunity to measles, mumps, and rubella. Additionally all students must certify that they have already received immunization against meningococcal meningitis within the last five years or that they have received and reviewed the information provided by Mahanaim, understand the risks of meningococcal meningitis and the benefits of immunization, and have decided not to obtain the meningococcal vaccine.

Public Health Law 2165 requires all students to demonstrate proof of immunization to measles, mumps, and rubella in order to attend class. This PHL applies to all students born on or after January 1, 1957 who are taking 6 or more hours. Failure to comply with the immunization requirements will result in being dropped from all classes, and the possible loss of financial aid award.

Public Health Law 2167 states that all students must prove that they have received information about the risk of meningitis, and that they are aware there is a vaccine that could reduce this risk. Evidence of a meningitis vaccine within the last five years or a signed waiver declining the vaccination satisfies this statute. A thirty day grace period will be extended if the student indicates in writing that they will receive the vaccine.

Proof of immunity for the following diseases must be demonstrated by the means listed below.

• **Measles**

- ▶ A student must demonstrate receipt of two doses of live measles vaccine: the first dose given on or after the student’s first birthday and the second on or after 15 months of age and at least 30 days after the first dose. The recommended interval for college students in the process of receiving their first and second dose of measles is three months. The second dose may be given as early as 30 days after the first dose, but not sooner than 30 days; OR
- ▶ The student must submit serological evidence of immunity. This means the demonstration of measles antibodies through a blood test performed by an approved medical laboratory. OR
- ▶ A statement from the diagnosing physician or healthcare provider that the student has had measles disease.

• **Mumps**

- ▶ A student must demonstrate receipt of one dose of live mumps vaccine given on or after their first birthday; OR
- ▶ The student must submit serological evidence of immunity. This means the demonstration of mumps antibodies through a blood test performed by an approved medical laboratory. OR
- ▶ A statement from the diagnosing physician or healthcare provider that the student has had mumps disease.

• **Rubella**

- ▶ A student must demonstrate receipt of one dose of live rubella virus vaccine given on or after their first birthday; OR
- ▶ The student must submit serological evidence of immunity. This means the demonstration of rubella antibodies through a blood test performed by an approved medical laboratory.
- ▶ A physician or healthcare provider statement of disease history is NOT acceptable for rubella.

**EXEMPTIONS FROM IMMUNIZATIONS**

- A medical exemption must be written by a physician, physician assistant, or nurse practitioner and state that a valid contraindication to vaccination exists. The exemption must specify which immunizations are contraindicated and why.
- A religious exemption is a written and signed statement from the student (parent or guardian of students less than 18 years of age) that he/she objects to immunization due to his/her religious beliefs.

**PROCEDURES**

Students must submit immunization records and the MMR/Meningitis Form to the Student Health Advisor: [health@mahanaim.com](mailto:health@mahanaim.com)

# CAMPUS SAFETY & SECURITY POLICY

## SECURITY AND ACCESS

Only students, employees, and other parties having business with Mahanaim should be on campus buildings and grounds. Access is only allowed by the main entrance. The front entrance has a sign that indicates all visitors to report by calling the main number (631) 944-4400. Campus security authorities have the right to ask individuals for their identification cards to determine whether individuals have a lawful business on campus.

All rear access doors leading to the campus are closed and locked, allowing emergency egress only. The campus is locked and patrolled each night to confirm facilities are secured around campus. Mahanaim has no campus residences.

The following campus safety measures are in place:

- Security cameras monitoring interior and exterior areas recording 24/7
- Facility has an alarm system in place
- Locking doors to office & staff areas
- Fire extinguishers as per NYS fire code
- Means of egress and exit signs posted

## REPORTING ON CAMPUS

Mahanaim strongly encourages accurate and prompt reporting of all crimes, including to those instances when the victim of a crime elects to or is unable to make a report, occurring on campus or on public property adjacent to campus to the Campus Safety Officer. Reports aid in providing timely warning notices to the community and are included in the annual disclosure of crime statistics. Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence.

## CONTACT INFORMATION

To report an incident at the institution	Students: Sollip Kim Faculty and Staff: Jennifer Zhang
Local Law enforcement agency to report an incident act occurred off campus	New York Police Department, 911 Suffolk County Police Department, (631)854-8200
List agencies and contacts in your local area that can provide assistance to anyone who believes they are a victim and might need assistance.	Long Island Crisis Center, (516)826-0244 Huntington Fire Department, (631)427-3030 Huntington Hospital, (631)351-2000 ProHealth Urgent Care. (631) 470-9000 Community First Aid Squad. (631) 421-1263



## **VOLUNTARY, CONFIDENTIAL REPORTING**

If you would like to report a crime, but do not want to pursue action within the judiciary system, please file a voluntary, confidential report. Anyone may call the Title IX Coordinator to report a crime or concerning information. Callers may remain anonymous. You may also file the [Incident Report Form](#) located on the Mahanaim's Campus Safety webpage, while maintaining your confidentiality. Reports filed in this manner are counted and disclosed in the Annual Security Report. In limited circumstances, the Campus Safety Officer will not be able to assure confidentiality and will inform you in those cases.

In terms of reporting crimes, a log is maintained by the Campus Safety Officer in the school administrative office. All crime reporting is kept in a lock protected, secure file. Records include, but are not limited to, copies of crime reports; records for referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from local authorities; correspondence with the Department of Education regarding Clery Act compliance and the Violence Against Women Act (VAWA); and copies of notices to students and employees about the availability of the annual security report. All documentation is dated and easily accessible.

## **TIMELY WARNING**

Timely warning notices or alerts will be issued when a Clery Act crime occurs on Mahanaim campus or property that constitutes a serious threat or a pattern of potentially criminal behavior that might adversely affect the campus community. The Campus Safety Officer is responsible for issuing the warning as soon as pertinent information is available. The decision to issue a timely warning shall be decided by the President, CFO, or CXO on a case-by-case basis in compliance with the Clery Act. Timely warning notices will include information concerning the nature, location and time of the crime along with the description of any suspects if available. Victims' names will be withheld, as well as other information that may identify the victim. The timely warning will be reached to the entire campus community by email, text message, or posted around campus. Warnings or alerts are issued in compliance with the federal and state regulations requiring any ongoing threats to the health or safety of the campus community.

## **EMERGENCY RESPONSE AND EVACUATION**

Mahanaim will take into account the safety of the campus community as soon as it has confirmed that a significant emergency or dangerous situation exists. The Incident Commanders are the lead during emergency response and the main point of contact for outside resources. The campus community will be immediately notified upon confirmation, which is determined by the verification from the Incident Commanders that a legitimate emergency or threatening situation exists. Emergency response procedures are explained at the new student orientation, in the school handbooks, and posted online. The Campus Emergency Response and Evacuation Plan will be published annually in the [Campus Security Report](#). All notifications will be recorded in the "Incident Report Form."

## **SEXUAL VIOLENCE POLICY**

Victims of sexual violence should contact the Title IX Coordinator by phone, email, or in-person to file a report. The priority for a victim of sexual assault should be to get to a place of safety first, followed by medical treatment. The Title IX Coordinator will provide victims of dating violence, domestic violence, sexual assault, or stalking with written documentation of their rights and the information below.

- Victim Rights
- The Reporting Process
- Preserving Evidence
- Judiciary Process

- Counseling Services
- Accommodations and Protection Orders

Preserving evidence in a timely manner is important, even if the victim chooses not to bring charges against the assailant. It is important to gather as much physical evidence as possible should the victim change his/her mind at a later date. Additionally, preserving evidence may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining an order of protection.

- Avoid washing, douching, using the toilet, brushing the teeth, or changing clothes prior to a medical exam.
- If clothing is removed, place it in a paper bag and take it along to the examination.
- Do not straighten up the area where the assault took place.
- Retain all relevant electronic communication including text messages, social media posts, emails, and/or voicemails.

The particular process for the victim will depend on how they choose to proceed. Victims have the right to pursue judicial proceedings or not to pursue anything. The victim also has the right to notify proper law enforcement authorities, to be assisted by campus authorities in notifying law enforcement authorities, or to decline to notify such authorities. The Title IX Coordinator will be the primary guide through this process; however, a victim may choose to have another advocate with them throughout the entire process.

## **MAINTAINING CONFIDENTIALITY**

Mahanaim will protect the confidentiality of victims and other necessary parties. This will be accomplished by not releasing the victim's name or other identifying information, unless maintaining such confidentiality would impair the ability to provide supportive measures. Publicly available record keeping will disclose information without including personally identifying information about the victim. The institution may disclose only information that is necessary to provide the accommodations or protective measures in a timely manner. The following guidelines will be utilized for this endeavor:

- The Title IX Coordinator will contact the least number of individuals during the investigation process.
- The Director of the Academic Excellence Center will handle accommodations directly, not to deputize anyone within their department for assistance.
- The Conclusion of a report and investigative process will be finalized quietly, no public announcement will be made regarding the situation, unless it is necessary to notify the campus of an on-going threat.

## **RESOURCES FOR VICTIMS**

Mahanaim will provide written notification to victims about options for available assistance in changing class schedules, transportation, working situations or protective measures. The institution will take such supportive measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report or not. When applicable, Mahanaim will assist with ensuring the rights of the victim when it pertains to orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the school. The Title IX Coordinator will be the primary contact for students to access this information and will assist the victim with setting up accommodations and connecting with area resources.

Mahanaim will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims both within the institution and in the community. The Title IX Coordinator maintains a list of organizations available and applicable fees that may be part of the process.

## **MAHANAIM CAMPUS SERVICES**

- Pastoral Counseling Office 631-944-4400 ext. 2930

## **LOCAL SERVICES**

- Rape, Abuse, and Incest National Network (RAINN): A free, confidential, national sexual assault 24-hour hotline [rainn.org](http://rainn.org) (800) 656-HOPE (4673)

- New York Asian Women’s Center (212) 732-0054
- Suffolk County Sexual Assault Nurse Examiner (SANE) (516) 562-0100
- Victims Information Bureau of Suffolk [VIBS] (631) 360-3606
- Suffolk County Coalition Against Domestic Violence [SCCADV] (631) 666-8833
- Love is Respect: Provides information about how you can recognize an unhealthy or abusive relationship. (866) 331-9474 / loveisrespect.org to chat online
- Violence Intervention Program (800) 664-5880

## INSTITUTIONAL DISCIPLINARY POLICY

Institutional disciplinary procedures in cases of domestic violence, dating violence, sexual assault, and stalking will provide a fair, prompt, and impartial process from investigation to final result. It is designed to assure fairness, maintain confidentiality where possible, and enable the imposition of appropriate sanctions on those who violate this policy. The investigation and any hearing will be conducted by those who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking.

Complaints are filed in-person, online, or by phone to the Title IX Coordinator. The Title IX Coordinator will review all relevant information, interview pertinent witnesses, and bring together the complainant and the accused party, if necessary. Mediation will not be used in cases of sexual violence.

### STANDARD OF EVIDENCE

Victims have the right to pursue adjudication of crimes that occur on the campus through criminal courts and/or through the Mahanaim’s disciplinary process. The burden of proof in all cases adjudicated by the institution is “preponderance of the evidence” – whether it is “more likely than not” that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred.

### TIMELY NOTICE OF MEETINGS

Mahanaim will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

### ACCESS TO INFORMATION

The accuser, the accused, and appropriate officials will be provided timely and equal access to any information that will be used during informal and formal disciplinary meetings and hearings. They will be given the opportunity to inspect and review the same information and evidence. This includes any information, evidence, or allegation learned as a result of the Title IX Coordinator’s investigation into the formal complaint.

### ADVISOR

Mahanaim will provide the parties equal access to advisors of choice and any restrictions on advisor participation will be applied equally. The parties have a right to be accompanied by an advisor who may assist and advise a reporting individual, accused, or respondent throughout the judiciary or conduct process including during all meetings and hearings related to.

### PROCEDURES

#### • Informal Procedure

If a complainant elects to have the matter dealt with in an informal manner, the matter will be discussed with the Title IX Coordinator. This individual will attempt to reasonably resolve the problem to the mutual satisfaction of the parties involved. If a resolution satisfactory to both the complainant and the accused party is reached, then the case will be closed and both complainant and accused party will be given a written statement of the outcome within 10 business days of when the agreement was reached. If the complaint is not resolved to the mutual satisfaction of the complainant and the accused party within 14 calendar days

from the filing of the complaint, the complainant will be notified of that fact. The Title IX Coordinator will discuss the matter with the complainant and advise on his/her right to proceed to other options. The time limits above may be extended by mutual agreement of the complainant and accused party with the approval of the Title IX Coordinator. The complainant may elect to proceed directly to the formal resolution process.

#### • Formal Procedure

If someone wishes to pursue the formal investigative process, the Title IX Coordinator will be appointed to investigate the matter. A student may submit a formal written complaint online to the Title IX Coordinator. All formal complaints will be treated confidentially consistent with applicable legal requirements. A written complaint should include the name, address, telephone number and class year of the reporting student; a detailed description of the conduct that the reporting party alleges to be discriminatory; name(s) and contact information of the person against whom the complaint is made; and the name(s) and contact information of witnesses (if any). The reporting party should make every effort to submit the written complaint within fifteen (15) business days of the alleged conduct.

The Title IX Coordinator will investigate the complaint. Depending on the nature of the allegations, the investigation could include interviews with the reporting party, the accused individual, and/or witnesses; review of written documentation and relevant policies; and any other steps necessary to thoroughly investigate the allegations. The Title IX Coordinator and other parties involved will make every effort to conclude the investigation and hold a judiciary hearing within twenty (20) business days. The Judiciary Committee will be the decision-makers after hearing both parties. At the conclusion of the decision, the Title IX Coordinator will provide simultaneous notification in writing to both the accuser and the accused of the outcome and rationale for the decision. They will also be informed of the procedure to appeal, of any changes to the results that occur prior to the time that such results become final, and when such results become final.

### APPEAL PROCESS

If the complainant or accused party is not satisfied with the outcome of the decision, an appeal may be processed within four (4) business days of receipt of the decision by submitting a formal appeal and any additional information to the President. An appeal is only permissible on the following grounds:

- A procedural defect in the process had a significant effect on the outcome, and/or
- The discovery of new information which was unknown or unavailable at the time of the hearing and would have a significant effect on the outcome.

The non-requesting party will receive notice of the appeal and may submit either their own appeal or a statement in support of the outcome of the hearing within four business days of notification. During that time, the appealing party may submit additional information or revise the appeal. The President will consider the appeals and/or statement of support together. The office of the President will issue a written decision within four (4) business days of receipt of the appeal(s) and/or statement of support. In reviewing the matter, the President shall have access to any information necessary to reach a decision regarding the appeal. The decision of the appeal is final.

### TIMELINES

The time limits above are subject to modification based upon the complexity, severity, and extent of the misconduct or for good cause. The timelines may also be affected by term break periods. Participants may also request an extension from the institution, which should be granted if it will not unduly prejudice the rights of the other party. Any extension of time frames for good cause will be notified to the accuser and the accused by a written notice of delay and the reasoning for it.

### TRAINING

The Title IX Coordinator, investigators, decision-makers, and any official who facilitates in the disciplinary proceeding will not have a conflict of interest or bias for or against the accuser or the accused. The officials involved will receive an annual training on:

- issues related to dating violence, domestic violence, sexual assault and stalking

- how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability
- relevant evidence and how it should be used during a proceeding
- proper techniques for questioning witnesses
- basic procedural rules for conducting a proceeding
- avoiding actual and perceived conflicts of interest

### DISCIPLINARY SANCTIONS

Following a final determination of an institutional disciplinary procedure for an allegation of dating violence, domestic violence, sexual assault, or stalking, listed below are possible discipline sanctions applied. Factors pertinent to the determination of sanctions include, but are not limited to, the nature of the conduct at issue

- Loss of privileges including participation in school events and student dining
- Learning Plan
- Referral to counseling
- Community service
- Probation
- Suspension
- Expulsion from Mahanaim

### SEXUAL HARASSMENT & MISCONDUCT

Mahanaim is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the campus community. In support of this commitment, sexual misconduct is prohibited, as well as retaliation against an individual for making a good faith report of conduct. For purposes of this policy, “sexual misconduct” means a wide range of unwelcome sexual behavior that is committed without consent or by intimidation, coercion, threat, or force, including, but not limited to, sex discrimination, sexual harassment, sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking. Mahanaim will investigate all reported incidents confidentially and take any necessary action. Disciplinary actions include probation or termination from the school, depending on the nature and substance of the grievance. For more information on Mahanaim’s Sexual Misconduct Policy, find it on the website under Campus Safety.

### TITLE IX STATEMENT

Mahanaim complies with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in the school’s educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

The following has been designated to handle inquiries and reports of incidents of sexual misconduct:

Sollip Kim, Title IX Student Coordinator

(631) 944-4400 ext. 2302

[sollip.kim@mahanaim.com](mailto:sollip.kim@mahanaim.com)

### BIAS-RELATED CRIMES

Mahanaim is committed to protecting all members of the campus community by preventing and prosecuting bias or hate crimes occurring on campus. A hate/bias-related crime is committed when a person intentionally selects another person against whom a specified offense is committed or intended to be committed because of a belief or perception regarding such other person’s race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation, regardless of whether the belief or perception is correct. A

hate/bias-related crime is also committed when a person intentionally engages in a specified offense such as murder, assault, kidnapping, stalking, harassment, arson, robbery, vandalism, or other crimes against another person because of a belief or perception regarding such other person’s race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation, regardless of whether the belief or perception is correct.

Penalties for hate/bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Hate/bias crime incidents that rise to a felony level are reported to the local law enforcement authorities. Sanctions imposed by the school may include, but are not limited to disciplinary probation, suspension, expulsion, criminal prosecution, and civil prosecution depending on the severity of the crime.

### PROCEDURE

A student who believes that s/he has been a target of a bias-related crime is encouraged to immediately report an incident to the Student Wellness Center. The incident will be reviewed, investigated, and a determination made as to how the allegation will be handled. Anyone who is a victim of a bias-related crime is encouraged to seek counseling from a trained mental health professional. Mahanaim will assist any student wishing to contact outside agencies, including local police, regarding charges and complaints of a bias-related crime. Students are informed about crime prevention measures through the New Student Orientation Program.

### OFF-CAMPUS RESOURCES

- Suffolk County Police Department 1071 Park Ave, Huntington, NY 11743 (631) 854-8200
- Suffolk County Police Department, Hate Crimes Unit (631) 852-6323
- Suffolk District Attorney (631) 853-4161
- Suffolk Country Violent Crime and Hate Crime Hotline (631) 626-3156
- National Hate Crimes Hotline (208) 246-2292

## HOURS OF OPERATION

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### MAHANAIM

Building access and hours of operation

Monday through Sunday 7:00 am to 11:00 pm

### MAHANAIM LIBRARY (STAFFING HOURS)

Monday through Friday 9:00 am to 6:00 pm  
 Saturday 10:00 am to 5:00 pm  
 Sunday and Holidays Closed

### FOOD SERVICE

Monday through Sunday 7:00 am to 8:00 am (Breakfast)  
 12:30 pm to 1:30 pm (Lunch)  
 5:30 pm to 6:30 pm (Dinner)

# SCHOOL DIRECTORY

## MAHANAIM

300 Nassau Road  
Huntington, NY 11743  
631.944.4400  
[www.mahanaim.com](http://www.mahanaim.com)

## OFFICE OF THE PRESIDENT

**Dr. Eunsook Park**  
President  
Chief Executive Officer (CEO)  
Conducting/Composition Program Chair  
[eunsookpark@mahanaim.com](mailto:eunsookpark@mahanaim.com)

For general inquiries to the Office of the President,  
please contact [president@mahanaim.com](mailto:president@mahanaim.com)

## OFFICE OF STUDENT EXPERIENCE

**Terry Henderson**  
Chief Student Experience Officer (CXO)  
Vice President for Mission Integration  
Liberal Arts Chair  
[terry@mahanaim.com](mailto:terry@mahanaim.com)

Visit the [Student Experience](#) page.  
For general inquiries for Student Clubs, Student  
Life, Student Wellness, please contact  
[student@mahanaim.com](mailto:student@mahanaim.com)

## STUDENT WELLNESS CENTER

**Yunmi Park**  
Student Health Advisor  
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