



**AKIBA YAVNEH  
ACADEMY**

בית ספר עקיבא יבנה

# High School Handbook



2023-2024

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## CAMPUS SECURITY

### Access to campus/Key cards

The gates to the campus, as well as all external doors, are locked for security purposes. Students are issued a keycard when they first begin to attend classes at AYA so they are able to move about the campus. These key cards should be kept on a student's person at all times. Parents may request a card with the office in order to facilitate pick up and drop off. Please be aware that the key cards are set to time parameters and do not work 24/7.

Cards must be used responsibly and should never be given to others. They are meant for the AYA student and are given to only the student and/or parent. Please help keep our campus secure by using the cards responsibly and reporting lost or stolen cards immediately. If a student or parent loses their card they need to let the office know immediately so that the card can be deactivated so that the campus remains secure. **There will be a \$25.00 charge for replacement cards.**

### Closed campus/Leaving school

In general, AYA is a closed campus and students may not leave the campus once they arrive for school until the end of the day when they go home. No student may leave campus during school hours without completing the proper sign-out procedures *\*outlined below*. *Juniors and seniors with parental consent are given the privilege of going off campus subject to the parameters and rules explained in the section on off campus privileges*

\*Any time a junior or senior with off campus privileges leaves campus during the school day they must sign out when they leave and sign back in when they return. A kiosk is set up by the doors leading to the student parking lot for this purpose. Students who consistently fail to sign in and out risk having their parking privileges revoked.

Freshmen and sophomores may **not** leave campus during the school day without explicit parent permission. This requires parents to come to the Welcome Center on the first floor and sign them out or to contact the office by phone or email at least an hour prior to the student needing to leave school. **If a freshman or sophomore drives and parents want them to drive themselves off campus this requires explicit parental permission at least 24 hours in advance. The student must report to the office and check out in such a case.**

### **Carpool, parking and sticker**

Students should be dropped off for school and picked up at the curb in the HS parking lot. Please be courteous of other drivers and pedestrians when driving in the parking lot. There is limited parking at AYA. All students should park only in the HS lot and gain access to the lot using their keycards. Parking in the Lower School lot is not permitted. All vehicles which enter the SR campus, whether they are parked or if they are used for pick up/drop off, must have a current car sticker affixed to the front windshield per the instructions given when picking up the sticker. The keycards will only be activated to open the gates to the parking lot once a sticker has been obtained for the vehicle transporting the student to and from the campus.

### **Searches to ensure student safety**

School officials may search a student's outer clothing, pockets, or property either on the basis of reasonable cause or by securing the student's voluntary consent. The standard of "probable cause" is **NOT** required. **Refusal to consent to such a search is grounds for discipline up to and including immediate expulsion.** The school contracts with a company which brings drug sniffing dogs to conduct searches both in and out of the classroom, as well as any common areas, including the parking lot. This will occur a number of times over the year.

Vehicles on school property are subject to search on the basis of reasonable cause or by securing the student's voluntary consent. Again, the standard of "probable cause" is NOT required. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the parents shall be contacted and asked to unlock the vehicle. **Refusal to consent to such a search is grounds for discipline up to and including immediate expulsion.**

All areas of Akiba Yavneh, including student lockers, may be searched at any time by school officials, without any notice, and without any necessity of reasonable cause, or indeed any cause at all. Student lockers, which are owned by Akiba Yavneh, may be searched at any time by school officials, without any notice, and without any necessity of reasonable cause, or indeed any cause at all. A student's parents shall be notified if a search under these policies results in a finding of any prohibited or illegal item, or in evidence of any crime, or violation of Akiba Yavneh policy.

In the event a search under these policies reveals evidence of a crime, or results in a finding of an illegal item, Akiba Yavneh may notify the appropriate authorities without any notice to the student or parents. In the event a search is conducted by any law enforcement agency, these rules do not apply, and Akiba Yavneh expressly disclaims any responsibility for such a law enforcement search.

## **Parents & guests on campus**

The Schultz Rosenberg Campus is a secure area and it is important that we are aware of all visitors to the campus. All high school parents entering the building for any reason must first enter through the Welcome Center, sign in with security, and get a visitor sticker. Any person on campus without a visitor sticker will be approached and asked to sign in at the Welcome Center.

Any time a student or parent wants to bring a guest on to the campus they must coordinate with the office and receive permission from the administration **in advance**. The guards will only allow guests who have been previously given permission to enter the campus. Once the guests enter the campus they will need to sign in at the main atrium security desk and get a visitor's badge which they must return to security when they leave the campus.

## **Drills & emergency procedures**

### **Fire Drill**

**Notification** of a fire drill will be by the PA system or individual administrator.

**Evacuate** room to the assigned destination which is the field next to the gym for a primary fire drill and the far north side of the high school parking lot for a secondary drill. Walk quietly and quickly to the destination with your class. Please familiarize yourself with your location, exits, escape routes etc.

**Line up** by grade in the designated area and quietly wait for roll to be taken.

**Remain** in the designated area until the all-clear signal is given.

### **Lockdown**

**The following are guidelines for actions to be taken for a lockdown or lockdown drill**

1. During a lockdown, security will call 911 and will place ALL doors and exterior gates in the locked position. Security will then notify facilities management of the emergency.
2. Notification of a lockdown will be by PA system or by an individual administrator.
3. Close and lock the classroom door.
4. Turn off classroom lights.
5. Lower blinds for all windows.
6. Mute cell phones.
7. Keep away from doors and windows, hide in a room if possible. Keep quiet, calm and orderly.

8. Students who are not in class should enter the closest classroom or safe space with a lockable door.
9. Students who are outside should run together off campus, if possible, or hide in the High School parking lot but DO NOT run into the building (for a real lockdown **only**).
10. Stay off the classroom phone. Call security only if you have pertinent information about the situation e.g. you have extra students or missing students. Security will be calling you for classroom status.
11. All classrooms are to remain locked until all clear signal is given, or individual rooms are directed to evacuate.

## **Tornado**

**Notification** of tornado will be by the PA system or individual administrator.

**Evacuate** room to assigned destination which in the high school is the hallway on the first floor near the restrooms and art room, including the restrooms, on the 2nd floor in the Administration office the copy room and rooms across the hall are safe rooms. Please familiarize yourself with your location, exits, escape routes etc.

**Tornado Safety Areas** are normally areas free of windows and/or areas with minimal glass exposures.

If any students and staff are outside at the time of a tornado and/or tornado drill, go immediately to the restroom of the closest building and/or to the gym locker room area. Students who are in the student lounge should go into the administrative building via the indoor hallway and follow the directions of the staff in the offices there.

When time will permit, everyone on campus will go to the gym locker room area. This direction will be given by the PA system.

Remain in the designated area until all-clear signal is given.

## **Health Care**

The Schultz-Rosenberg Health services staff has a full-time professional registered nurse (RN), Monday-Thursday 7:45a.m.-3:30p.m. and Friday 7:45 a.m.-3:20 p.m. The clinic is located in the office off of the main lobby. The school nurse provides the following services:

## **Health Maintenance and Monitoring**

- Basic First Aid - Over-the-counter products (antibiotic/ cortisone creams, cough drops, pain relievers) are not stocked in the clinic for



treatment. Basic soap, water, ice packs, salt water gargles, sterile saline eyewash are available.

- Chronic disease management
- Communicable disease guidelines
- Skilled nursing care and procedures
- State immunization compliance
- Disease prevention
- Healthy lifestyles

- Hygiene
- Safety awareness

#### **Emergency Preparedness Training**

- Cardiopulmonary resuscitation (CPR)
- Automated External Defibrillator (AED)

If a student is feeling ill they must go to the nurse and let the office know immediately upon leaving (or not attending) class. A claim of illness after the fact when a class is skipped will not be accepted unless this procedure is followed. In the case of an emergency or violent illness it is critical for the office to know. If a student is unable to make it to the nurse then they are expected to have a friend inform the office if they are unable to do so.

#### **Health**

A child who is in good health has a distinct advantage when starting school. Steady progress is dependent on physical well-being. Good health enhances the ability to learn more easily, to adjust to classroom activities, and to get along well with others.

1. All students should have a complete check-up before school starts. Special consideration such as near or farsightedness, speech or hearing difficulties, medication, etc. should be called to our attention in writing. **\*Athletes must complete a physical within each calendar year.**
2. The emergency card in the school office with vaccination dates and emergency numbers must be updated annually before school begins. All immunizations must be current for a student to be admitted to school.
3. Please see that your child receives sufficient sleep each night and a nourishing breakfast each day.
4. Please inform the school office if your child has a contagious disease or will not be reporting to school for a number of days. Do not send a child to school if a fever (100.4 or higher) has been recorded within the past 24 hours.
5. Students who become ill in school will be kept in the school office area ONLY until a parent/guardian can be contacted.

**Children at school are much more susceptible to contagion. In order to prevent ill children from infecting classmates and staff, the following policy will apply:**

- A child who has a fever of 100.4 or higher must stay home. Children are to stay home for 24 hours after they are free of fever.
- A child with a green or yellow discharge from the nose, or an infectious rash on the skin (such as impetigo or chicken pox) is not allowed in school without a doctor's written authorization.
- A child with an eye discharge, which indicates viral conjunctivitis (pink eye), will not be allowed in school.
- Any child known or suspected to have a contagious ailment must be kept at home, and will be readmitted to class only with a written authorization from their pediatrician.
- Children with head lice should not return to school until they are "nit-free."

### **First aid and healthcare**

In case of emergency, parents will be notified immediately. It is the responsibility of each parent to leave their current business and personal phone numbers in AYA Connect to enable us to contact you at once if necessary. Should we be unable to reach a parent, it is our policy to take the child to the nearest hospital when indicated, and/or contact the child's personal physician whenever possible. School personnel may treat only superficial wounds.

### **Student medication procedure**

For health and safety reasons it is very important for us to be aware of any medication being taken by our students, including both prescription and non-prescription medication.

Students with chronic health issues, such as asthma or diabetes, etc., must design a safety plan that will be made in tandem with parents, school nurse and student to keep the student safe and included before the start of the school year.

- **All** medications must be accompanied by our medication authorization form.
- If your child has any allergies, you must provide a letter from their physician listing their allergy (ies) and any needed accommodations needed as well as have the Allergy Action Plan (AAP), filled out.
- Students are encouraged to self carry ephine-auto injectors as they frequently move around the campus. However, the onus is on the student and family to have two devices on the students person at all times. If the student is not able to comply other arrangements will be made.

Any student who will be taking medication during their day at school needs to register the medication with the nurse with the proper documentation from the prescribing doctor. A copy of the form which needs to be turned in to the nurse is included at the end of this section.

**The school insurance policy prohibits the faculty or office staff from administering any oral medication to a student, including acetaminophen (Tylenol) or Ibuprofen, unless the Tylenol/Ibuprofen is supplied by the parent with a note instructing when to administer.** The school is not permitted by the State of Texas to administer Tylenol, Ibuprofen or aspirin. **If your child must take medication during school hours, the medication must be brought to the school office in its original container with a signed note stating at what time(s) and in what dosage the medication is to be given.**

No medication may be carried on campus by students without prior nurse permission. Any abuse of this rule will result in the medication being taken up and held until a parent can pick it up from the clinic.

### **Alcohol and Drug Abuse**

Unless authorized by the direction of a licensed physician, no student shall knowingly or willingly possess, have under his or her control, prepare, use, purchase, offer to purchase, sell, offer to sell, administer, dispense, give, furnish or deliver to another, nor shall any student be under the influence of:

- Any controlled substance or dangerous drug as defined by state or federal law (without regard to amount), including but not limited to marijuana, cocaine, heroin, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- Alcohol or any alcoholic beverage;
- Any simulated controlled substance or dangerous drug as defined by state or federal law (without regard to amount);
- Nicotine or any nicotine-based product including, but not limited to, cigarettes, cigars, chewing tobacco and liquid nicotine.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation; or
- Any other intoxicant or mood-changing, mind-altering, or behavior altering drugs, including pills and other over-the-counter stimulants and sedatives, as well as medications that are prescribed to someone other than the student him/herself.

### **Also prohibited are:**

- The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances;
- The possession of any pipe, instrument, or contrivance used in smoking any narcotic or hallucinatory drug, and which is possessed for any such purpose; or

- The possession of a hypodermic syringe or needle or any instrument adapted for the use of any narcotic or hallucinatory drug by subcutaneous, intramuscular, or intravenous injection and which is possessed for any such purpose.
- The possession of any vaping device or vaping paraphernalia including nicotine and non-nicotine solutions, vapes and coils.

**Any violation of these policies will be handled as the administration deems appropriate. Consequences may range from a parent conference to expulsion.**

No student shall voluntarily be a part, or otherwise join, in any gathering of students in which he or she knows that one or more students are engaged in or will engage in any of the conduct prohibited in this subsection.

AYA is a drug-free and tobacco-free place of learning and as such we reserve the right to require students to be tested for drugs or tobacco at a local lab or on campus and provide us with the results. We also reserve the right to search bags and other personal belongings for drugs, and vaping or drug paraphernalia.

AYA has a curriculum of educating students and parents in the danger of drug and alcohol abuse. We believe in educating our students and supporting them as young adults who make good choices in these areas and others which they will face as they mature and prepare to leave their parent's home.

AYA works closely with JFS in terms of any student issues in these areas. Akiba Yavneh HS takes a therapeutic approach to drug and alcohol abuse requiring students to submit to random drug testing and mandatory counseling. In this way we are partners with the parents and students in getting students to a healthy lifestyle. **Students who do not attend mandatory sessions or refuse to submit to drug testing will not be able to continue as a student at Akiba Yavneh Academy.**

## **Weapons**

Students are prohibited from possessing a weapon on school property or at any school function, regardless of time or place. Exceptions are permitted only when the student has written authorization from the Principal (i.e. for a classroom project).

Weapons include but are not limited to: a firearm, illegal knife, pocket knife, explosive weapon, machine gun, short-barrel firearm, switchblade knife, knuckles, ammunition, chemical dispensing device, zip gun, bb gun, club, potato gun, fireworks, razor, chain, hoax or toy gun, or any other object used in a way that threatens to inflict bodily injury on another person.

The possession or use of articles not generally considered weapons may be prohibited by school officials when in their judgment a reasonable apprehension of danger exists by virtue of such possession.

**Akiba Yavneh Academy of Dallas**  
**Permission to Administer Multiple Medications**

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Teacher/HR: \_\_\_\_\_ School: \_\_\_\_\_

**To Be Completed By Health Care Provider**

Diagnoses \_\_\_\_\_

Medication Name	Dose	Route	Time	<input type="checkbox"/> applicable boxes below
				<input type="checkbox"/> AM _____ <input type="checkbox"/> Bus <input type="checkbox"/> FT <input type="checkbox"/> SSA <input type="checkbox"/> Self-Directed <input type="checkbox"/> Self Admin-Self Carry
				<input type="checkbox"/> AM _____ <input type="checkbox"/> Bus <input type="checkbox"/> FT <input type="checkbox"/> SSA <input type="checkbox"/> Self-Directed <input type="checkbox"/> Self Admin-Self Carry
				<input type="checkbox"/> AM _____ <input type="checkbox"/> Bus <input type="checkbox"/> FT <input type="checkbox"/> SSA <input type="checkbox"/> Self-Directed <input type="checkbox"/> Self Admin-Self Carry

**Prescriber please use codes below for each medication ordered:**

<b>AM</b>	Nurse may administer missed morning dose indicated after verbal or written notification from parent. Please advise parent to send in additional medication
<b>Bus</b>	Medication must be available on bus
<b>FT</b>	Medication is needed on field trips
<b>SSA</b>	Medication is needed school sponsored extracurricular activities
<b>Self-Directed</b>	I assess this student is self-directed regarding their medication. They understand the purpose, name, amount, dose, timing, and effect of taking or not taking the medication, can recognize the medication and refuse to take it inappropriately and can ingest, inhale, apply or calculate and administer the correct dose of the medication independently.
<b>Self-Administer/ Self-Carry</b>	I have determined this student is consistent and responsible in taking their own medications (Self-Directed) and in addition, give them permission to self- carry and self-administer this medication. They will be considered independent in medication delivery and need intervention only during emergencies.

**Name and Title of Licensed Prescriber (Please Print)** \_\_\_\_\_

**Prescriber's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

**To Be Completed By Parent**

I give permission for the above medication to be administered to my child as ordered by my health care provider. I will furnish the medication in the original pharmacy container, properly labeled with directions and dosage, or original over-the-counter medication container/packaging with my child's name on it.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Self-Administer/Self Carry**

Parent permission and provider consent is required for students to self-administer and self-carry medication. Students with this designation are considered independent in taking their medication at school and require no supervision by the nurse. Parents assume responsibility for ensuring that their child is carrying and taking their medication as ordered. Schools may revoke the self-carry/ self-administer privilege if the student proves to be irresponsible or incapable. To request this option please sign below:

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

School Nurse: \_\_\_\_\_ School \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

## ACADEMICS

AYA has an 11 period day (*including shacharit, lunch and mincha*), starting at 8:00 AM, and includes a rigorous dual curriculum, academic electives, student clubs and athletics. Core academic classes end with 11th period.

- Each teacher has their own classroom syllabus, which is posted on their classroom page in AYA Connect. The syllabus outlines academic expectations for that teacher's individual class.

### Academic Tutorial Labs

Tutorial labs are available M-Th from 1:00-1:35 for the following subjects: Math, Writing, Hebrew, Science and Study Skills. The labs are available for any student desiring additional help with these subjects. High School students must remain on the high school grounds during the academic day. Students are not allowed to "visit" the middle or lower school campuses, including the gymnasium or fields, at any time without express permission from administration.

**9th and 10th grade students will be assigned to mandatory "homeroom labs" everyday.**

Students who fail to complete class or homework should be assigned mandatory lab times by their teacher. Failure to comply will result in disciplinary action.

In addition, the "AYA Student Judaic Center is open M-Th from 12:30-1:35 for any students wishing to consult with Judaic teachers/rabbis regarding classwork, outreach, programming or general discussions about Judaism and spirituality in the Modern Orthodox tradition.

### Grading Scale

***\*Grades in each class are reported by a percentage point only. The grades are given on a 100-point scale. \*An extra five-points are added for designated AP classes or advanced upper level Judaic courses.***

Letter Grade	Grade Points	Numerical Grade
A+	4.3	97-100+
A	4.0	94-96
A-	3.7	90-93



<b>B+</b>	<b>3.3</b>	<b>87-89</b>
<b>B</b>	<b>3.0</b>	<b>84-86</b>
<b>B-</b>	<b>2.7</b>	<b>80-83</b>
<b>C+</b>	<b>2.3</b>	<b>77-79</b>
<b>C</b>	<b>2.0</b>	<b>74-76</b>
<b>C-</b>	<b>1.7</b>	<b>70-73</b>
<b>D+</b>	<b>1.3</b>	<b>67-69</b>
<b>D</b>	<b>1.0</b>	<b>64-66</b>
<b>D-</b>	<b>0.7</b>	<b>60-63</b>
<b>F</b>	<b>0.0</b>	<b>0-59</b>

### Semesters & Grading

AYA HS follows a quarter system divided into two semesters (Fall and Spring) each consisting of two quarters with exams given in the fall and spring. Transcripts will show Fall and Spring semester grades which are calculated as follows:

<b>Fall Semester</b>		<b>Spring Semester*</b>	
1 <sup>st</sup> quarter	40%	3 <sup>rd</sup> quarter	40%
2 <sup>nd</sup> quarter	40%	4 <sup>th</sup> quarter	40%
Fall Exam	20%	Spring Exam	20%

If no exams are given then the semester grade will be calculated as 50% of each quarter grade. Report cards are created and available online for each quarter along with progress reports for each of the 4 quarters. Students and parents are able to check grades at any point in

between these more formal communications and are encouraged to communicate directly with teachers.

***\*The Spring Semester for seniors may be weighted differently depending on the number of days in each quarter.***

## **Testing Policy**

Students who are absent on predetermined test days must have excused absences and/o parent verification.

In addition, NO tests will be given early to accommodate vacations, family events, etc. Giving a test early violates the security of that test. Students are expected to sit for exams/project presentations when they are scheduled.

Students who are out of town for mid-term tests will need to make up the tests after Winter Break. Students who leave town early before final exams in June will need to take any missed test(s) in August of the following school year.

**Test Exemptions:** This year AYA HS will allow students who meet certain criteria to exempt up to two midterms/finals (one Judaic and one General Studies) ***if certain criteria is met.***

A student may exempt a mid-term and/or final IF

- The student has an average of 90+ (**A** average) in the class they are exempting
- The student has **ZERO** unexcused absences in *any* classes (*see updated blue note policy about leaving in the middle of the day*) including prayer.
- The student has a clean conduct record (TBD admin discretion)
- The student has had no more than one tardy detention (*for any class/classes*) each quarter preceding the exam
- The student has a **passing** grade in both Shacharit and Mincha

*Requesting to exempt an exam means that each quarter grade will be weighted at 50% instead of 40%.*

## **Transcripts**

The student transcript includes one GPA that includes both core general studies and Judaic Studies courses. The grade point average is based on the semester grades of core courses taken at Akiba Yavneh Academy of Dallas. These courses are within the following disciplines: English, mathematics, sciences, language and social studies for general studies. Judaic classes included in the GPA include Chumash, Oral Law, Jewish Thought & Law and Judaic choice courses.

While all courses are listed on the transcript, only the core courses taken in-person at Akiba Yavneh are computed into the grade point average. Grades from any on-line courses students take for credit are not added into the GPA. Students will be considered for honors if they have at least a 4.5 GPA on the AYA 4.0 weighted grading scale (94 or above) at the time senior grades are calculated, which is usually done the week after seniors leave for Pesach and March of the Living.

**In addition, no student will be allowed to graduate with honors if they have not completed, with documentation, the required 120 hours of community service, or if the have an **\*\*unsatisfactory attendance or behavior record in Davening and/or Mincha.****

2023-2024 Davening & Mincha GRADE Requirements.

Communal prayer, davening with a minyan, is an integral part of Jewish life and foundational component to Jewish cultural literacy. Respect for and adherence to behavioral norms and traditional practices is a baseline expectation for all AYA students.

Accountability for these times is reflected through the grades in each Jewish Thought and Law (JTL) class, where 20% of the grade is a reflection of attendance and behavior in Shacharit as well as in Mincha.

Each grading period, students will receive one of the following grades to be averaged in as 20% of their overall grade in JTL:

100

80

45

0

Davening/Mincha POLICIES:

\*Phones are not allowed during prayer and must be put away wherever designated

\*Behavior during prayers:

\*No eating or drinking

\*No working on classwork

\*Boys are expected to wear Tefillin during Shacharit

\*All students are expected to actively participate and disruptions that prevent others from doing so will not be tolerated. Being asked to leave davening because of behavior will result in an unexcused absence, which will result in loss of points towards the 20%.

## Graduation Requirements

Akiba-Yavneh provides a rigorous dual curriculum with general studies, Hebrew language and Judaic studies. Students are expected to attend prayer services (Shacharit and Mincha) throughout their years at AYA \*\*and also amass 120 hours of community service. **\*\*Students may NOT graduate with Honors without meeting the minimum community service hours requirement or if they have an \*\*unsatisfactory attendance or behavior record in Davening and/or Mincha.**

**\*Below are the course requirements students are expected to complete for graduation:**

*\*Academic standards meet or exceed the Foundation High School Program requirements established by the Texas Legislature.*

*\*Students in Student Services may have different requirements.*

### **General Studies**

<u>Area of Study</u>	<u>Credits</u>
English	4
Mathematics	4
Science	4
World Geography	1
World History	1
U.S. History	1
Government/Economics	1
Hebrew	4
Fine Arts	1

Health/Physical Education	1
Speech	0.5

### **Judaic Studies**

<u>Area of Study</u>	<u>Credits</u>
Oral Law	at least 2
Bible/Chumash	at least 2
Jewish Thought & Law	4
Electives	varies
<i>Shacharit/Mincha</i>	4 years

**Community Service**    **120 hours with documentation required through the AYA website at:**

**<https://www.akibayavneh.org/student-life/community-service>**

**No student may graduate with honors without completing this requirement**

*Non-core academic requirements: Once enrolled in a class held on the AYA campus, students will adhere to the attendance requirement, and dropping a course in lieu of failing is not an option.*

### **Speech**

A **half credit** of speech is required for graduation. This can be fulfilled with:

- a) A semester class in speech
- b) Speech classes outside of Akiba Yavneh as determined by the head of school (with proper documentation submitted)

### **PE/Health**

A **full year** of PE credit is required for graduation. This can be fulfilled with:

- a) Participation in two seasons of an Akiba Yavneh team sport as an athlete or a manager
- b) Because, outside of student participation in athletics, AYA does not offer PE courses, students may participate in external training or sports activity (e.g. dance, tennis etc.) as determined by the athletic director and the head of school
  - a. Such an activity must equal three or more hours a week over an entire year

- b. The proper documentation must be completed with the athletic director including proof of the activity

## **Arts**

A **full year** of fine arts is required for graduation. This can be fulfilled with:

- a) Two full semesters of participation in visual art class (2 days a week)
  - b) Two full semesters of participation in music (2 days a week)
  - c) Other arts classes and activities outside of AYA (e.g. dance, theater, art etc.) as determined by the head of school (with proper documentation submitted)
- *Note that dance may be counted for either arts or for PE but the same year cannot be counted towards both requirements*

## **Electives**

Akiba Yavneh offers certain academic electives which may be taken in addition to the normal load of classes for students in good standing. Current electives include:

### After school electives:

- Engineering - a two year project based program covering engineering disciplines including but not limited to civil, mechanical, aerospace engineering. Students are expected to compete in regional and state competitions with their projects. Individual and team based work is equally emphasized. This program requires an application.
- Journalism - a full year, which publishes a newspaper 2-3 times per year, and maintains an on-line newspaper updated weekly
- Speech (a required elective)
- Yearbook

### Electives offered during school hours, twice a week:

- Yearbook
- Art
- Music
- Robotics/Engineering

## **Grading policy**

AYA's main focus for students is never the grades, but rather the learning and skills which we impart. Grades are one important way to gauge a student's progress and learning in a

specific class and overall in each area of study. Each teacher has their own grading policy which will be explained to students at the beginning of the year. Students and parents should always communicate directly first with teachers in terms of questions about grading.

### **Incomplete(s)**

AYA HS does not give Incompletes. Students will receive zeros, which can be corrected upon completion of any required work.

### **Add/Drop courses**

AYA will work on a case by case basis with students if they feel they are misplaced. It is important to note that, because of attendance requirements, no course can be dropped/no change in schedule will be made after the end of the 4th week of the class.

### **Test coordination**

As a Modern Orthodox school, Akiba Yavneh coordinates homework and test loads around the Jewish holidays. While this does not mean that there will be no work assigned over holidays at all, the actual hours where one would be allowed to work and study will be used as the guiding principle. There will be a number of days which will be designated as “no test days” where students will not have tests or papers due in order to facilitate celebration of the holidays.

### **Online Learning Platforms**

Many of our teachers use online learning platforms to give students access to notes and other resources. Google Classroom and AYA Connect are two of the platforms being used in the 23-24 school year. Students and parents are able to check on assignments by logging on to these platforms. Parents can request access to their student’s google classrooms.

### **Summer classes**

No summer classes may be taken for credit at another institution, or online, without administrator approval.

### **Advanced Placement classes**

Advanced Placement (AP) classes are college level classes which students can take while still in high school. They are under the auspices of the College Board, who has approved the curricula for these classes. AP classes require a pace and level of analysis which is on par with a college course and as such there are requirements to make sure that students who take the

courses will be successful. The requirements are a combination of showing prior ability and work ethic and completing outside work.

### **Advanced Judaic Program**

Akiba Yavneh is proud to offer an advanced Judaic program for our students. The intensive program spans all four years and offers a Beit Midrash style of study with the goal of preparing students for acceptance to the most respected yeshivot and seminaries in Israel upon graduation.

### **Class Placement**

Specific classes for each student each year are mainly a product of teacher, parent and student collaboration. The teachers who have had students for a full year are well equipped to judge the class which will be the most appropriate challenge and level of rigor for the students. Test scores and student requests will also be taken into account and the final decision will rest with the administration. Students can receive earned honors credit in various subjects when they complete the highest tiered work throughout the entire semester.

## **ACADEMIC INTEGRITY**

AYA holds its students to a high moral standard stemming from both our Jewish values as well as our general guidelines of student behavior. Students are expected to be truthful, forthcoming, and honest in word and deed. Incidences of academic dishonesty will be handled on a case by case basis, and can range from anything to a warning to expulsion.

### **Honor Code**

“There are three crowns, the crown of Torah, the crown of priesthood, and the crown of kingship. The crown of a good name is above all of them.” (Pirkei Avot 4:14)

The purpose of the Akiba Yavneh Honor Code is to reinforce our tradition by communicating that the nature of each individual’s behavior contributes to the building of a good name for themselves, their peers, and our school itself.

#### **The Honor Code states that:**

All members of the Akiba Yavneh community will act respectfully and fairly to other members of the community.

All members of the Akiba Yavneh community will act with academic honesty and integrity by only submitting their own work on assignments or assessments without unauthorized assistance. Nor will students provide unauthorized assistance to others.



Cheating and plagiarism are forms of lying (by expression or omission) and clearly violate both the spirit and letter of the Honor Code. These terms are defined below.

## **Cheating**

As an academic institution, AYA HS believes in the importance of honesty and integrity. Cheating will not be condoned or tolerated. All forms of cheating are strictly prohibited. Examples of cheating include, but are not limited to, the following:

- using any unauthorized books, materials, or devices,
- communicating verbally or otherwise with other students during an examination,
- copying another student's homework,
- stealing another student's property in order to prepare for an exam,
- presenting or representing someone else's ideas or work as your own, or
- gaining access to an unreleased test or asking another student who has already taken a test about it.

## **Consequences**

Cheating can result in an automatic zero grade on the original assignment without opportunity for makeup. Consequences include any of the disciplinary consequences set forth in the Code of Student Conduct, up to and including expulsion. Teachers have full autonomy to handle instances of cheating as they see reasonably fit. Repeat or egregious offenses will be referred to the office and administration.

Students should understand the seriousness of cheating, and the office will take disciplinary action against repeat offenders. Consequences can range from a conversation to expulsion, depending on the severity and frequency of any offense

## **Plagiarism**

AYA is committed to teaching its students to become ethical users of information and ideas. Our responsibility is to educate students not only in the research process and mechanics of proper writing and documentation, but also to hold them accountable for honest work. To that end, Akiba Yavneh's students are required to accurately reference all sources of information consulted for school projects and work. Plagiarism is a serious offense, and Akiba Yavneh will not tolerate it. **AYA has implemented the Turnitin.com program to ensure papers are original in content and help identify areas of possible plagiarism.**

## **Definition of Plagiarism**

The simplest definition of plagiarism is passing off someone else's work – even in part – as one's own. A more technical definition is copying another person's ideas or work, in whole or in part, intentionally or otherwise, from any source, and using those ideas or work as one's own.

Common examples of plagiarism include:

- Copying directly from a book, magazine, newspaper, song, or internet source without using quotations marks or crediting the author;
- Paraphrasing without crediting the author;
- Summarizing or using keywords, phrases, or ideas from the text, and not crediting the author;
- Copying another student's work (if done with that student's permission, that student also is guilty of plagiarism);
- Deliberate or consistent lack of proper documentation and citation in the project or paper; and
- Fabricating sources.

## **Degrees of Plagiarism & Consequences**

**Third Degree Plagiarism** often occurs due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve the student's use of a paragraph or a few lines of text without proper citation, where most of the paper is the student's own work.

Third Degree Plagiarism may be addressed by the teacher, but will always be reported to the administration by use of a disciplinary referral form. Appropriate consequences for third degree plagiarism may include (1) a makeup assignment at a substantially more difficult level, and (2) up to a thirty percent grade reduction on the original assignment.

**Second Degree Plagiarism** constitutes more serious conduct, either because the plagiarism itself is more serious, or because the student is a repeat offender. Examples of second degree plagiarism include a second violation of what otherwise would be third degree plagiarism, or the use of one or more paragraphs of another's ideas or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work was taken from other sources and not referenced.

Second Degree Plagiarism will be addressed jointly by the teacher and administration, and will always be reported by use of a disciplinary referral form. Appropriate consequences for

second degree plagiarism may include (1) a zero on the original assignment without opportunity for makeup, (2) a letter in the student's academic file detailing the offense, and (3) any of the disciplinary consequences set forth in the Code of Student Conduct.

**First Degree Plagiarism** is the most severe instance and generally means that the majority of a student's work has been taken from another source and not referenced. An example is the use of a purchased term paper. This violation may also involve improperly acquiring information and intentionally altering it, sometimes meaning citing sources that are not actually sources. In addition, a first degree violation occurs anytime a student previously committed third degree and second degree plagiarism.

First Degree Plagiarism carries an automatic zero grade on the original assignment without opportunity for makeup, and will be handled by the administration. **Consequences include any of the disciplinary consequences set forth in the Code of Student Conduct, up to and including expulsion**

## **STUDENT SUPPORT AND ACCOMMODATIONS**

AYA is committed to teaching and supporting all students on our campus. Sometimes, students need more support than what is offered as standard policy in the classroom and on campus. Whether a student needs accommodations based on physical challenges and short-term illness, or learning differences, Akiba Yavneh's administration works with the parents, students, and teachers to provide additional support on the campus. All students are encouraged to advocate for themselves, to work with their teachers regarding any individual needs or special circumstances, and all teachers are expected to use best teaching practices when working with a student facing any challenge.

### **Intervention and classroom support services**

AYA provides academic support within our General Studies program. The writing, math, Hebrew and science labs support all students. Students may go to these labs during their study hall block for assistance. Akiba Yavneh works hard to support and accommodate each and every student according to their individual needs.

For more details on policies and procedures for students with learning differences and other health impairments, please see the Student Support Services' separate handbook.

## STUDENT CONDUCT

On time arrival. All students are expected to be here on time regardless of distance traveled to school or other factors. We recognize that things such as traffic, car trouble, late starts and other such issues are a fact of life and do come up at times.

### Attendance

When a student is absent, going to be late to school, or leaving early, the parents should notify the office as soon as possible by submitting a Blue Note via the website. **Please note, all Blue Notes are processed manually and may take up to 48 hours to reflect in the system.**

It is important for students and parents to understand that absence notifications are automated and are sent immediately any time a student is marked absent, for any reason. Parents will receive an auto-generated notification that their student was absent when the teachers take attendance, but these will be reconciled within 48 business hours.

***Teachers do not have the ability to excuse absences for any reason,*** all excuses and doctor notes must be processed by the office.

### Arriving Late

In the event that a student arrives late for school due to a doctor appointment or other factor they should immediately proceed to the office and sign in. A doctor's note should be given to the office so that their lateness can be documented as excused.

### Tardy policy for classes

A student is considered tardy if he/she arrives after the bell rings to begin class. When students miss the start of a class they miss important information and frequently have trouble putting the rest of class in the right context. This adversely affects them and the class as a whole. Specific consequences for tardies are left to the individual classroom teacher. Three or more tardies TOTAL for all classes will result in a 30 minute detention. Each additional three tardies will be an additional 30 minutes assigned. All detentions are served before the school day begins.

### Off campus privileges

Akiba Yavneh Academy of Dallas is a closed campus, meaning that without specific permission students are not allowed to leave during the day. This policy stems from the need for security on our campus and the responsibility we have to families to keep their students safe. Juniors and seniors have a privilege to leave campus under specific circumstances. Any student leaving campus without permission (this includes all freshmen or sophomores and any

upperclassmen without the privilege to leave campus) will be subject to disciplinary consequences including suspension and the loss of off-campus privileges in the future. Freshmen and sophomores must remain on campus during the school day unless they leave in the company of a parent or guardian, or on an approved school activity. If a freshman or sophomore drives themselves and must leave for an appointment or other reason they must come to the office to sign out.

Juniors and senior students may leave campus **during lunch only** if all of the following conditions are met:

- a. They have on file with AYA a completed and signed Student Off-Campus Parental Permission Form (found in AYA Connect)
- b. They comply with the sign-in and sign-out policy each time they leave the campus (it is a disciplinary violation for any student to leave campus for any reason without signing out, and then signing in upon their return).

***\*A student can lose off-campus privileges at any time for not following these or any other school rules.***

No student may transport another student from campus unless both students have the written consent of their parents on file with the school. **No student may ever transport a freshman or sophomore off-campus during the school day.** Violation of these rules will result in a loss of off campus privileges.

When 11th block ends at 4:14 PM it is considered the end of the core academic day and students can be picked up without signing out provided they do not have an after school elective.

**Any time a student leaves campus during the school day a parent must call the office and speak to a staff member. Blue notes will not suffice for absences once a student has been on campus.**

## **Harassment/Bullying**

Akiba Yavneh Academy of Dallas operates under the ideals of a Torah-based school where respectful treatment of all parties is a foundational tenant. Disrespect for the rights of anyone will not be tolerated and will be considered a violation of AYA's code of conduct. All members of the Akiba Yavneh community are protected from harassment, including but not

limited to harassment based upon race, ethnicity, age, gender, sexual orientation, religion, or disability. All such harassment is prohibited.

Students shall not engage in unwanted or unwelcome verbal or physical conduct of a sexual nature directed toward another AYA student or employee. Sexual harassment includes such behavior as unwelcome or forced sexual advances, and other verbal, psychological, or physical conduct of a sexual nature towards others (including such conduct by use of electronic communications), particularly when any of such conduct has the purpose or effect of interfering with an individual's work or school performance or which creates an intimidating, demeaning, hostile, or offensive school environment.

Bullying includes any activity that demeans or intimidates a student, threatens the student with ostracism, subjects the student to extreme mental stress, shame, or humiliation, or adversely affects the mental health or dignity of the student. It includes such activities regardless of where or how they occur. This prohibition includes, without limitation, such conduct conveyed through the internet, social media, electronic, telephone, or text communications.

Bullying will not be tolerated at AYA, and immediate action and consequences will accompany any bullying or harassing behavior.

### **Respecting personal and school property**

Just as we show respect to human beings we also show respect to the property of others. Students shall not damage or deface any property, including furniture and other equipment belonging to, or used by, AYA. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students shall be responsible for the care and return of school-owned textbooks and may be charged for replacement of lost or damaged textbooks.

### **Campus facility & space**

At AYA, we take pride in our beautiful campus. Students, teachers and all staff are stewards of the campus and responsible for its upkeep and keeping it clean and presentable. This includes shared spaces such as the atrium, Pollman Hall, and the gym and locker rooms as well as spaces which are mainly used by Akiba Yavneh.

The student lounge is an area set aside for students to eat, meet, and spend study periods. The lounge is maintained by our maintenance faculty and considerable expense goes into keeping it clean. Students may not put up anything on the walls or lockers in the lounge without prior written permission from the high school administration.

The area immediately behind the elevator on the second floor of AYA HS is designated as a study area, usually reserved for seniors. The expectation is for the area to be for quiet study with respect for classes. No furniture is allowed to be rearranged or moved into this area, including the couches downstairs. If the area is not properly maintained, privileges can be revoked.

Halls are a space for moving between classes and should be clear when classes are in session. Students should not congregate in the halls between classes when students are trying to move from class to class. Students should at all times be respectful of classes in session and appropriate noise levels should be maintained when students are in the hallway.

### **Classroom Behavior**

AYA HS students are expected to demonstrate courtesy, respect and maintain a sense of decorum at all times. The classroom is a positive and inclusive place where effective learning and collaboration are the expected norm. The primary purpose of the classroom environment is learning, and any form of disrespect to teachers or fellow students is not tolerated.

Students are expected to constructively and actively participate in the classroom environment with open and respectful dialogue. This includes classroom discussions, lectures, cooperative group work and following instructions and guidelines set by the teacher.

In cases when students feel their concerns or opinions are not being adequately addressed, the expectation is that the classroom teacher is the first line of communication before going through other channels.

AYA HS aims to create a supportive environment for all students, one of mutual respect, effective communication and a shared commitment to learning. By adhering to these basic classroom expectations, we can more readily ensure students contribute to an overall school environment that is conducive to learning and growth.

Although most discipline incidents are handled on a case by case basis, there are some infractions that will warrant an automatic out of school suspension for a minimum of 3 days:

- Fighting
- Cursing at a teacher
- Bullying
- \*The possession, use or sale of illegal drugs or drug paraphernalia
- \*The possession of a weapon

*\*pending investigation; could result in expulsion*

*Other behaviors that could lead to suspension:*

- Threats
- Theft
- Vandalism or the destruction of school property
- Obscenity in actions or words
- Repeatedly defying school policies and rules

## **Parking Lot**

Students who use their vehicles to assist others in breaking school rules will be assigned the same penalty as those who break the regulations.

The speed limit is 5 miles per hour.

Obey all stop signs and directions by security and traffic personnel. No cell phone usage while operating a vehicle.

Upon arrival at school, students are to immediately park cars in designated areas, lock and leave their vehicles and enter the building. Students should NOT sit in cars during school hours. This includes study halls and lunch periods.

Parking privileges may be revoked due to reckless or dangerous driving, unsafe or noisy vehicles, continued tardiness to school, or violations of not displaying your parking permit or daily temp tag.

All motorcycles, scooters, etc. must follow the Rules & Regulations for automobiles and park only in designated areas.

## **Dress Code**

The high school experience is crucial in the transition from adolescence to adulthood. Students should dress appropriately for this important period in their lives. A student should dress in a manner appropriate to convey and reflect self-respect, as well as respect for parents, Akiba Yavneh, and G-d. Tattoos and male earrings are not allowed to be worn on campus or at school events.

These rules apply to any AYA activities, regardless of time or place. The sole exception is for students wearing a school-issued athletics game or practice uniform, or engaged in physical



education class (for which teachers shall communicate dress code requirements). In such cases students should be in this dress code only in the gym and locker rooms.

AYA is a Modern Orthodox school, and students who choose to attend our school are agreeing to honor the tenets of the Modern Orthodox philosophy regarding dress code standards for both boys and girls:

## **Girls**

### **Tops-**

- Shirts can be crew neck, jewel neck, scoop neck, slightly v-neck or collared (oxford or polo style). ((**NOT ALLOWED**-sleeveless, open back, or deep v-necks))
- A shirt must be worn under a zip-up sweatshirt.
- The bottom of the shirt must be long enough to overlap the waist of the skirt
- All clothing should not have any inappropriate writing or pictures

### **Leggings/Shorts-**

- Black leggings may be worn under skirts
- Pajama pants are not to be worn under skirts
- Black (and only black) sweat pants may be worn under skirts

### **Skirts-**

- Skirts must cover the knee at all times
- **Pencil skirts are not permitted**
- Any slit in a skirt must end below the knee
- Maxi skirts are encouraged

### **Shoes/Accessories –**

- Flip-flops, “Slides”, pool, bath or house shoes/slippers may not be worn
- Sunglasses may not be worn in class

## **Boys**

### **Kippot-**

- Boys must wear a kippah at all times (hats and hoods should not be worn inside)
- **Tzitzit:** As a modern Orthodox Jewish school, all boys should wear tzitzit. However, AYA will not conduct physical checks. Nevertheless, compliance with Jewish law and custom are an expectation from all students.

### **Tops-**

- Shirts must be collared (button down or polo style only) if not wearing a sweatshirt or sweater over it.
- Button down shirt must be buttoned over a t-shirt and may not be worn open
- Shirts must be in good repair
- Sweaters or sweatshirts can be worn without a collared shirt, but if you remove the top layer a collared shirt must be worn
- Except on designated spirit days no T-shirts are allowed
- All clothing should not have any inappropriate writing or pictures

### **Pants-**

- All boys must wear long pants such as slacks or joggers
- Shorts, jeans, and sweatpants are not allowed
- Slacks must be in good repair
- Slacks must sit at the waist (no sagging)

### **Shoes/Accessories –**

- Flip-flops, “Slides”, pool or bath shoes and slippers may not be worn
- Sunglasses may not be worn in class

### **Extra-Curricular dress code**

While participating in after school activities on or away from campus students are expected to dress appropriately and modestly. A relaxed, extra-curricular dress code follows. This dress code applies to all team and club meetings, test prep, after school classes, sporting events and any time a student is representing Akiba Yavneh at a community event.

Girls are expected to wear skirts and crew neck or collared shirts with sleeves. Boys are expected to wear long pants and Kippot. T-shirts are permissible as long as they have no offensive writing. Boys may wear jeans.

### **Dress Code Enforcement**

- **Dress Code consequence** – If a student is out of dress code they must report to the office and change into approved clothing before returning to class. The article of clothing

given to the student by the office must be returned, laundered, the next day. If a student does not return the shirt/skirt within a week then they will be charged for the cost of the item and the shirt/skirt is theirs to keep.

- **Dress Code Probation** – A student who is out of dress code shows a lack of judgment and/or desire to comply with this rule. As such, for a period of one week they will report to the office each morning before 1<sup>st</sup> period in order to check their compliance with dress code. If a student is not in dress code they will need to rectify this before attending class. Those who are put on dress code probation will be tracked and if this becomes a chronic issue then a parent meeting will be arranged.
- A student may also receive a detention for being out of dress code.

### **Kashrut policy**

Akiba Yavneh Academy has a student body whose families do not all follow identical standards of religious practice; however, in order to allow every student to feel comfortable in his/her own level of observance, AYA maintains uniform standards of kashrut observance.

Homemade dairy or pareve food is allowed on campus. Nevertheless, to ensure uniform standards that are acceptable to all families, food prepared in the private kitchen of any family cannot be sold and/or distributed to other students.

Only dairy or pareve food is to be brought on campus by individuals. No meat is allowed. The school itself may provide a meat lunch either on a special occasion or through the in-house lunch program.

No commercially packaged food without an acceptable hechsher is allowed on campus. No food purchased at a restaurant that is not under the supervision of the Dallas Vaad Hakashruth is allowed on campus.

All of the above guidelines apply on campus at all times, and to any school sponsored activity in any location. Failure to comply with the kashrut policy will result in disciplinary action. If the infraction is repeated parents will be called to the school for a meeting to discuss the situation.

Students are responsible for washing their hands for *hamotzei* and for reciting appropriate *brachot* (blessings) before and after eating. **Students are also responsible for cleaning up after themselves.**

On fast days no food is to be consumed on campus by students. The schedule is a shortened day without a lunch period. If there is a medical reason why a student needs to eat or drink then this must be cleared in advance with the principal and arrangements will be made for the students to have a private area to eat or drink.

It is a violation of the *Code of Student Conduct* and the honor code for a AYA student to:

- Bring non-kosher food into the Akiba Yavneh Academy of Dallas facility.
- Bring non-kosher food on any school-sponsored event, activity, or trip.
- Violate any provision of this *Kashrut* Policy.
- Misrepresent non-kosher food as being kosher to any Akiba Yavneh staff member, student, or parent.

### **Food Delivery**

As part of our closed campus policy no student is allowed to order food for delivery to the campus (e.g. Uber Eats, DoorDash etc.) at any time, for any reason. Parents may not have food delivered to students via these means.

### **Off campus/After-school conduct**

As an Akiba Yavneh student you represent AYA even when you are not on campus. When you are at any event as a representative of AYA you must be in dress code even if the activity is not on campus. Examples of this would be: performing off campus at an arts event, participants on field trips, seniors who are accompanying athletic players at senior sports nights, and giving a dvar Torah at a board meeting.

If you are at an AYA event such as a sports game, play performance, mock trial etc., dress code rules still apply.

When students are on campus during non-school hours for test prep, extra-curricular work and the like, students may adopt a more relaxed dress code, which will vary based on the event and school approval.

Students are expected to model behavior reflective of AYA expectations at all times, even off campus. Students who violate acceptable behavior standards off campus may be subject to on campus discipline if administration deems the behavior interferes with campus learning and/or climate.

### **Cell phones, wifi, & acceptable use policy**

Although students are allowed to have cell phones on campus, they are not permitted to be used in class unless the teacher determines they are specifically part of the day's lesson.

All students will submit their cell phones to the designated cell phone holder at the beginning of every class, every day. Exceptions will be made for students needing their phones for medical reasons, eg: diabetes monitoring.

AYA has the ability to enhance educational development by providing access to various forms of technology to students and staff. One component of this program includes access to the Internet. Access to technology, including the Internet, is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. Akiba Yavneh Academy of Dallas may at any time, and for any reason it deems appropriate, terminate access to technology for any student.

Students are expected to observe appropriate etiquette when using the Internet in line with our Jewish values. These include, but are not limited to, the following:

- Be polite – do not write or send abusive messages to others.
- Use appropriate language – do not swear or use obscene language.
- Do not reveal personal addresses or phone numbers, or those of other students or staff members.
- Note that email and other internet communication is not guaranteed to be private or secure. The people who operate our system have access to all mail coming into and going out of the system.
- Do not use technology in a way that would disrupt its use by others.
- Do not abuse equipment.
- Be a representative of Akiba Yavneh and the Jewish people.

Unacceptable use activities include, but are not limited to, the following:

- Violation of copyright, license agreements, or other contract, including the piracy or unauthorized use or duplication of software.
- Disruption of access, including damage to equipment, distribution of unsolicited advertising, propagation of computer worms or viruses, distribution of quantities of information designed to overwhelm the system, and unauthorized entry into network areas not properly accessed by a student.
- Seeking to gain unauthorized access to information resources.
- Interference with the integrity of school records or technology systems.
- Invading the privacy of individuals or entities.
- Using Akiba Yavneh technology for commercial or political activity.

- Using Akiba Yavneh technology to gain access to inappropriate materials, or to “hack” into systems.
- Using Akiba Yavneh technology to gain access to, download, view, create, or discuss pornography of any type.
- Using Akiba Yavneh technology for any illegal, inappropriate, or obscene purpose.

### **CAMPUS PHONE POLICY**

- **Students will place cell phones in the designated cell phone holder at the beginning of every class, every day.**
- **If a student violates this policy and their phone is confiscated, teachers have the discretion to keep phones until the end of class, or turn them into the office.**

#### **IF PHONE IS TURNED IN TO OFFICE:**

- **The first time a phone is turned into the office, it will be held until the end of the day. Students may retrieve their phone after school is dismissed and after they have notified their parents. The infraction is logged into AYA and an email is automatically sent to parents.**
- **The second time a phone is turned in to the office, the parent must come retrieve it. The phone will NOT be given back to the student.**
- **The third time a phone is turned in to the office, the parent must again retrieve the phone, and a 30 minute MORNING detention will be assigned to the student**
- **The fourth time a phone is turned in to the office, the phone will be held until the day and returned to parent or student, along with a \$15 fine**

***\*This is a YEAR long policy, and does NOT begin again each semester. If you get your first violation in November, and your second in February, the February violation will count as your second violation and consequences will be assigned as such***

### **Laptops**

Students will need to bring their own laptop for use in classes. The expectation is for students to use their laptops in class for the class and to comply with all teacher instructions about laptop use including times when laptops are not permitted. Laptops should be labeled with a student's name.

## **SPORTS/EXTRA-CURRICULAR/STUDENT SPACES**

### **Requirements for eligibility**

AYA is a place of learning first and foremost. We encourage our students to be involved in extracurricular pursuits and athletics in and out of school, but this is always a secondary pursuit. All students participating as a member of any extracurricular organization need to be in good standing with their academics and attendance, they must be passing all classes and maintain the residency requirement policy.

### **Community service requirement**

One of the pillars of what we stand for at Akiba Yavneh is *chesed* and connection to the broader community, Jewish and otherwise. One of the ways in which we express this value is through our requirement that all Akiba Yavneh students amass at least 120 hours of community service over the course of their four years at Akiba Yavneh.

Records of the service are logged by students into the online portal, found at <https://www.akibayavneh.org/academics/high-school/csr-forms>

### **Lockers**

All students will be assigned a locker in the student lounge to help them in organizing their books.

### **Non-AYA extra-curricular activities**

AYA recognizes, and takes pride in the fact, that our students tend to be leaders in non-AYA organizations as well as organizations within Akiba Yavneh. We support and encourage this leadership with the caveat that it is secondary to their responsibilities to their studies and commitments as an AYA student. Students are encouraged to take advantage of opportunities outside of the school as long as they do not interfere with their ability to remain a student in good standing and comply with attendance and residency requirements. Students are encouraged to plan their year in advance with the proper priorities in mind

While the ultimate decision about activities lies with the parents, AYA's recommendation is for a student to go on no more than one out of state trips per semester. Missing school adds to the stress of juggling the dual curriculum and extra-curricular activities and it is unwise to push this stress level too far. Prioritizing is an important life skill which we want to impart to the

students as well as recognizing the consequences of our decisions and dealing with them appropriately. Students who have questions or are seeking guidance about responsible planning are encouraged to approach the administration proactively and with plenty of time before the decision needs to be made.

## **ILLNESSES AND ABSENCES**

Parents are responsible for informing the HS office of all student absences. In the case of doctor or other health and wellness appointments a note from the health care provider or doctor must be submitted to the office for our records. Parents can submit absences, late arrivals, and any need to leave campus early through the form on the AYA website.

### **Residency Requirement**

The learning which goes on in our classrooms each and every day is critical and the bedrock of your education. When students miss class, although they can make up some of the work, it does not equal the experience of being in the classroom. For a student to obtain full credit for a class they can miss no more than nine (9) classes in that subject per semester regardless of the reason for their absence and **even if these absences are excused**. This is in line with the Texas state guidelines for schools and is also spelled out in our accreditation report. If a student is at a school event (e.g. math competition, mock trial, basketball trip etc.) or it is a mandated absence due to discipline this absence will not count towards the 9 classes.

If a student misses ten or more classes in a given subject area then their grade in such a class may be materially affected by having their grade for the semester dropped by a full grade (e.g. from an 86 to a 76). Although it is a student's responsibility to track their absences, the office will send out emails at two points each semester updating parents if more than 5 classes have been missed. There will be a medical exception for serious illness or any other catastrophic event which will need to be documented and determined by the discretion of the head of school. In these types of situations the head of school and/or principal will work with the family and student.

*In recognition of the fact that seniors have a need to visit colleges, their threshold of absences will be slightly different. Seniors will be allowed up to 10 excused absences in the fall semester and despite their spring semester ending early (before Pesach) they will still be allowed up to 9 absences.*

### **Excessive Absence**

Excessive absence is defined by a student missing more than 10% of classes in any given subject. If such a situation arises, a parent meeting will be set up with the administration. In the case of a medical cause, documentation from a licensed physician must be submitted to the



school clearly stating the cause of the absence, the expected duration of the absence as well as an explanation of the diagnosis/condition and how it may affect attendance. Depending on the number of absences and the reason for the absences, transcript grades for these courses may be marked to indicate the situation. In some cases additional work or an online supplement may be required to gain credit for courses.

In such situations where there is a medical reason for the absences, students will be able to appeal for an exception to this policy which will be evaluated on a case by case basis.

### **Not attending a class while on campus**

When a student is on campus they are expected to be in their proper class at all times. If a student does not attend a class it will be considered a skipped class.

The first offense of skipping a class will result in a morning detention and the parents will be notified.

The second offense in a school year will result in 2 points being taken off of the quarter grade in that class as well as a half day suspension.

The third offense will result in five points being taken off of the quarter grade and a parent meeting to determine further consequences up to and including expulsion.

If a student is feeling ill they must go to the nurse and let the office know immediately upon leaving (or not attending) class. A claim of illness after the fact when a class is skipped will not be accepted unless this procedure is followed. In the case of an emergency or violent illness it is critical for the office to know.

### **Makeup work**

When a student does miss school due to illness or for other reasons they are expected to make up the work in a responsible way. A student should be allowed the same number of days as they missed to make up the work. Each teacher has the discretion to allow for an extension of this period if they see fit. Any work which is not handed in by this deadline will be considered late and the grade may be affected as each teacher sees fit.

In the case of a planned absence the student is expected to be proactive in communicating with teachers about the absence. It is a student's responsibility to coordinate their schedule for making up the work and getting teacher approval for their plan. Such a plan must be presented to all teachers for approval before a student leaves for their trip. If a quiz or test is missed then the student must coordinate with their teacher to schedule a makeup which

should take place the next day when one day is missed and within a week of a student's return to school in the case of longer absences.

## **COMMUNICATION**

The partnership between school and home is strengthened by good communication. When there are important life events which impact school performance and mood it is important to let the office and/or principal know about these events. Communication with teachers and staff should be professional and teachers should be contacted through their Akiba Yavneh school email only.

### **School Calendar**

Akiba Yavneh's school calendar is available on [akibayavneh.org](http://akibayavneh.org). The calendar functions as a layout of when school is in session.

### **AYA Weekly Newsletter**

Akiba Yavneh currently sends out a Shabbat Greeting email which goes out weekly, usually on Fridays, which gives a snapshot of the school. It includes a message from the head of school and recent and upcoming events. It is sent to a broad audience of parents, alumni, and other members of the extended Akiba Yavneh family.

### **Administrative communication**

Parents and students will also receive emails from administration and the office regarding programming, scheduling, and other updates. For this reason, it is very important to keep the school updated with parent and student email addresses. Please update this information in your AYA Connect account.

### **Online grading portal/AYA Connect**

At AYA we use an online system for grading, enrollment, and other needs. One of the functions of this system is to allow students and parents to monitor grades. Grades are just one measure of a student's academic success and there is a need to be responsible and reasonable about checking grades. In high school, the expectation is for the student to take the main responsibility for their academic achievement and their grades but we offer parent login as well in order to increase communication and access to information. Report cards and progress reports will be posted online and you will be notified by email when they are available.

## **Student email and login/AYA Connect**

Students are issued AYA email addresses when they start school in the fall of their first year at AYA. This email address is required for school communication and is their username for AYA Connect. Students who are having trouble with their login or email account should let the office know so that they can alert the IT department.

## **Remind Texting Program**

Students and parents must be signed up for the Remind texting program. The school will use this program for important reminders and alerts regarding special programming and schedule changes. You will be signed up by AYA at the beginning of the school year via email. Please follow the prompts on the email or text from Remind.

## **HIGH SCHOOL ADMINISTRATION CONTACTS**

### **Akiba Yavneh Head of School**

Mr. Jason Feld

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### **HS Principal**

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### **HS Assistant Principal**

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### **Athletic Director**

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### **Director of Jewish Life**

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### **Office Administrators**

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### **Business Office/Financial**

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