

HANDBOOK



**UPPER SCHOOL
2025/26**

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CAMPUS SECURITY

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 as 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 at the kiosk in the main High School office. **Each student will receive a time-stamped sticker that must be presented to the gate attendant upon exiting the campus.**

7th, 8th, 9th and 10th grades 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 for appointments only, 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. Freshmen and sophomores, no matter if they drive or not, do not have off campus privileges.**

Carpool, parking and sticker

[Upper School Carpool Policy](#)

Parking in the Lower School lot is not permitted. All vehicles which enter 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 Upper School 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**. Only previously approved guests will be granted access to campus. Once the guests enter the campus, they must sign in at the main atrium security desk and get a visitor's badge. Guests must return the visitor's badge to security when they leave the campus.

Students may not have personal guests attend school with them on any given day.

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 the 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. Saferooms in the high school include the first floor hallway near the restrooms, art room, 2nd floor administration and copy room, and rooms across the hall. 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 an all-clear signal is given.

Health Care

The Schultz-Rosenberg Health services office has a trained staff member available, Monday-Thursday 7:45am - 3:30pm and Friday 7:45am -2:25pm. The school health office is located in the administrative office suite off of the main lobby. The health office 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
- 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 health office and let the office know immediately upon leaving (or not attending) class. Any claim of illness after the fact when a class is skipped will not be accepted for attendance purposes unless this procedure is followed. In the case of an emergency or violent illness, it is critical to inform the office. If a student is

unable to make it to the health office, 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 update 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 health office and student to keep the student safe before the start of the school year.

- **All** medications must be accompanied by our medication authorization form.
- If your child must take medication during school hours, the medication must be brought to the school health office in its original container with a signed note stating the medication dosage and administration time. **No medication** may be carried on campus by students without prior school health office 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.
- 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 the school day needs to register the medication with the school health office with the proper documentation from the prescribing doctor. A copy of the form which needs to be turned in to the school health office 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.

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.

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	☑ 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:

AM	School health office may administer a missed morning dose indicated after verbal or written notification from the parent. Please advise parent to send in additional medication
Bus	Medication must be available on bus
FT	Medication is needed on field trips
SSA	Medication is needed school sponsored extracurricular activities
Self-Directed	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.
Self-Administer/ Self-Carry	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 school health office. 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 Health Representative: _____

Phone: _____ Fax: _____ Email _____

ACADEMICS

AYA has a block schedule of “A” and “B” days (*including Shacharit, lunch and Mincha*), starting at 8:00 AM, and includes a rigorous dual curriculum, academic electives, student clubs and athletics.

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

Academic Tutorials

Teachers are available on most days, M-Th, from 10:15-10:45. Upper School students must remain on the AYA school grounds during the academic day. Students are not allowed to “visit” the Lower School campus, including the gymnasium or fields, at any time without express permission from administration.

Grading Scale

- Grades in each class are reported by a percentage point on a 100-point scale.
- An extra five-points are added for designated AP classes and 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+	3.3	87-89
B	3.0	84-86
B-	2.7	80-83
C+	2.3	77-79
C	2.0	74-76
C-	1.7	70-73

D+	1.3	67-69
D	1.0	64-66
D-	0.7	60-63
F	0.0	0-59

Semesters & Grading

AYA Upper School follows a semester system divided into two semesters (Fall and Spring) each consisting of one grading period with a culminating exam. Transcripts will show Fall and Spring semester grades which are calculated as follows:

Fall Semester		Spring Semester*	
1st Grading Period	80%	2nd Grading Period	80%
Semester 1 exam	20%	Semester 2 exam	20%

Testing Policy

Students who are absent on predetermined test days must have excused absences and/or parent verification. Because so many students have chosen to be absent on test days, a doctor's note may be required for a student to retake a test without penalty.

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.

US Students: Students who are out of town for mid-term tests will need to make up the tests AFTER exams have been administered. 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 for 9th-12th students: AYA 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 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 grade of **85** or higher 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 shows 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 course or courses not taken at AYA which students take for credit are not added into the GPA. Students will be considered for honors if they have at least a 94.00 average or above at the time senior grades are calculated, which is usually done the week after seniors leave for Pesach.

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 they have an **unsatisfactory attendance or behavior record in Davening and/or Mincha.****

2024-2025 Shacharit & Mincha GRADE Requirements.

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

7th and 8th: Accountability for this time will be reflected through the code of conduct and behavior will be addressed accordingly.

9th-12th: 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.**

Shacharit/Mincha Expectations:

- Students are on time to Tefillah
- Students place phones on table before entry to the Beit Midrash
- Students hold a siddur in hand
- **Male students must wear Tefillin**
- Students sit in their designated seats
- Students sit and stand when the community sits and stands
- Students are respectful to the Tefillah decorum and do not disturb
- Students are present at davening (if they leave to restroom, they return in a timely manner)

Grading Parameters:

- One point will be deducted if a student is tardy to Tefillah.
- Two points will be deducted if a student doesn't wear Tefillin.
- One to five points will be deducted for disruptions during Tefillah.
- Five points will be deducted for skipping or being dismissed from Tefillah

7th and 8th grades: Bar and Bat Mitzvahs are celebrated at school. Below is an overview of how we define the event, along with a checklist to help families plan for the celebration at school.

Ideally, a Bar/Bar Mitzvah should be celebrated as close as possible to the actual Hebrew birthday, but never before.

BOYS: Monday and Thursday are ideal days to choose since the student is called up to the Torah for an Aliyah—the honor of reciting the blessing on the Torah. The bar mitzvah boy may choose to read from the Torah portion. Family members are invited and encouraged to attend. If parents would like, they will be able to purchase food from the school to celebrate the event at the cost of \$95. Parents are requested not to bring in their own food.

GIRLS: Girls are invited to select any Tuesday, Wednesday or Friday. The bat mitzvah girl is invited to prepare a *D'var Torah* to deliver in front of the 7th and 8th grade students. Family members are invited and encouraged to attend. If parents would like, they will be able to purchase food from the school to celebrate the event at the cost of \$95. Parents are requested not to bring in their own food.

Bar/Bat Mitzvah Checklist

- Confirm your Bar/Bat Mitzvah date with Karen Zucker at kzucker@akibayavneh.org for 5th/6th grade and Piper Lusky at Pluskey@akibayavneh.org for Upper School
- Have your child prepare a *D'var Torah*/Torah reading or *berachot* over the Torah. Our faculty can help with this step.
- Confirm food order with Karen Zucker (5th/6th) or Piper Luskey (7th/8th). Inform Karen/Piper of any noted food allergy/dietary restrictions.
- On Bar/Bat Mitzvah day, arrive at 7:45 a.m.
- Bring camera/video equipment.
- There is a fee of \$95 payable via Ultracamp found on our [website](#)

We look forward to celebrating your simcha together with you!

Graduation Requirements, 9th-12th

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 Schacarit and/or Mincha.*

*In order to graduate Valedictorian or Salutatorian at AYA, a student must be enrolled in AYA Upper School by the end of the first week of their sophomore year.

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

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, all students will adhere to the attendance requirement, and dropping a course in lieu of failing is not an option.

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 to grades 9-12, 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

Fine Arts

A **full year** of fine arts is required for graduation. This can be fulfilled between grades 9-12 with:

- a) Two full semesters of participation in visual art class
- b) Two full semesters of participation in music
- 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*
 - *All FA classes are dependent upon teacher availability*

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 or mid-day school electives:

- Robotics - (7th-12th grades) A non-credit bearing club with fun projects
- Yearbook (8th-12th grades)
- Newspaper - (9th-12th grades) a full year; publishes a newspaper 3-4 times per year (After school)
- Mock Trial (9th-12th grades) After school and on some weekends)

Additional Electives

7th and 8th grade students have the opportunity to participate in additional elective courses during school hours, meeting twice weekly. Elective offerings vary each academic year based on instructor availability and student interest. Specific elective courses and enrollment information will be at the start of each school year.

Examples of electives that may be available include:

- Yearbook
- Music
- Art

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 Upper School does not give Incompletes. Students will receive zeros, which can be corrected upon completion of any required work according to each teacher's individual classroom policy.

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

Our campus uses online learning platforms to give students access to notes and other resources. We use Schoology in conjunction with AYA Connect for the 2025-26 school year. Students and parents are able to check assignments by logging on to these platforms.

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 9th-12th grades. They are under the auspices of the College Board, which 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 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.

Academic integrity is a fundamental part of our school's values, emphasizing honesty, fairness, and respect in the learning process. To ensure a shared understanding, we have established a clear definition of **cheating**, which includes:

- Copying homework or using unapproved assistance on tests, quizzes, or assignments
- Arguing for grade changes dishonestly
- Allowing others (including tutors) to complete work
- Seeking or sharing information about a test due to absence
- **Dishonestly missing a class during an exam day to have extra time to study**

Consequences & Intervention Process

Any student found engaging in academic dishonesty will receive an **automatic zero** on the assignment, test, or project involved. This consequence is non-negotiable and serves as an immediate acknowledgment of the breach of trust.

Following the incident, the student will meet with an **Academic Integrity Team** consisting of various staff members. This meeting will allow the student to reflect on their actions, the motivations behind their choices, and the potential long-term consequences of dishonesty. The student may also be required to complete a written reflection or apology to emphasize personal accountability.

Depending on the details of the incident, **additional measures** may be taken, including detention, suspension, or loss of privileges on campus.

Restorative Measures & Prevention

To help students rebuild trust and reinforce ethical behavior, the following restorative steps may be required:

- **Educational Workshop** – Participation in a session on academic integrity, incorporating ethical and Torah-based values.
- **Mentorship Program** – Pairing the student with a peer mentor or staff member to improve study habits and time management.
- **Behavioral Contract** – Signing an agreement outlining expectations for future behavior, with clear consequences for additional violations.

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
- Fabricating sources.

AI POLICY

The policy for using Artificial Intelligence platforms, such as Chat GPT, was developed by the AYA class of 2027, in conjunction with AYA Upper School administration, as part of a Project Based Learning unit. It is as follows:

Chatbots are a potent tool that were released to the public in late 2022. Acknowledging that Chatbots can ruin academic integrity due to misinformation and cheating possibilities, AYA believes that Chatbots should be allowed on campus due to the fact that it can provide great academic assistance and cognitive thinking. Chatbots including ChatGPT, Snapchat AI, Google Bard, Jasper, Copy AI, Frase, GrowthBar, CarynAI, etc.

Teachers and Administrators are in charge of assessing compliance

This policy applies to all students attending Upper School at AYA and to all subjects, both general studies and Judaic. This will apply to school work inside and outside of the campus. The following are the specific guidelines students must follow to use chatbots for school assignments:

Students SHOULD use AI...	Students SHOULD NOT use AI...
<ul style="list-style-type: none">● to help them study (“Help me Study” feature found in primary research)● to revise their work (grammatical errors, organization of ideas, etc.), but NOT make it for them.● as a “tutor” for extra assistance.● to further understand an article in order to synthesize information.● to give a step-by-step answer to a math problem if the student is having trouble on a problem, and doesn’t understand how to complete the equation, as other math apps do not give free step-by-step solutions.● in order to organize and arrange their ideas.	<ul style="list-style-type: none">● to create unoriginal ideas for assignments when the students are tasked to create the text.● Example: If the assignment is to write a summary of an article, students may NOT use ChatGPT to write the summarization and use it as their own work.

The extent of Chatbot use may be listed in grading rubrics or assignment prompts, by the teacher. When in doubt, students should ask their teacher.

Consequences

Inappropriate use <i>*in any class</i>	Consequence
First Instance	Assignment receives a 0
Second Instance	Teacher/Admin talks to parents and assignment receives a 0
Third Instance	Student serves detention + above
Fourth or more	TBD by administration

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 Judaic, Hebrew, and general studies programs. Classroom teachers are available during a 30-minute flex period several times throughout the week to provide reteaching and other tutorial instruction on a small group or one-to-one basis. For more details on policies and procedures for students with learning differences and other health impairments, please see the Ma'alot Department handbook.

STUDENT CONDUCT

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. 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

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. 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.

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 7th-10th grades 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.

7th-10th grades 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.

Junior 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 signing in upon their return).
- c. They are not in violation of the attendance policy nor the conduct policy

****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 7th, 8th, 9th or 10th grader off-campus during the school day.** Violation of these rules will result in a loss of off campus privileges.

The school day ends at 4:20. This is considered the end of the core academic day and students can be picked up without signing out at this time 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..

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 Upper School 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 Upper School 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 Upper School 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 are NOT to 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.

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

Dress Code

[7th and 8th graders will follow the LS Uniform policy](#)

The Upper 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
- **Black leggings or tights must be worn under all skirts at all times.**
- Pajama pants are not to be worn under skirts at any time

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. Joggers may NOT be made of sweatpant material
- 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

Because enforcing dress code takes up an inordinate amount of time, students out of dress code will spend the day in the office completing classwork on their computers until a parent brings appropriate clothing. Parents are not required to do this. Students will not be allowed to drive themselves home for a change of clothes.

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 *hamotzi* 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, 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

Cell phones are not allowed during the school day. All cell phones will be turned in to the main office each morning and can be retrieved at the end of the school day. Students leaving for lunch (only 11th and 12th graders) may check out their phones for lunch, then return them to the office until the end of the day.

Upper School Cell Phone Policy

Effective Date: 8/20/2025

Purpose

To create a focused academic environment free of distractions, **Akiba Yavneh Academy is implementing a full ban on student cell phone use during the school day in Fall 2025.**

Policy Overview

1. Cell Phone Use is Prohibited During the School Day.

Students may not use cell phones during instructional hours (from the first bell to the last bell), including in classrooms, hallways, restrooms, or other school facilities.

2. Cell Phones Must Be Turned In Each Morning at the Designated Point.

Students are required to turn in their phones each day at the beginning of the school day.

3. 11th and 12th graders allowed to leave campus at lunch may pick up their phones only if they are leaving campus during the lunch block.

Phones must be picked up during the first 10 minutes of the lunch block. Phones must be turned in to the office immediately when they return to campus and prior to the beginning of their next class.

To ensure consistency, the ban includes non-instructional time such as *lunch, study hall, and between classes

4. Emergency Contact Must Go Through the Main Office.

In the case of an emergency, parents/guardians must call the school office. Students needing emergency assistance must inform a staff member.

5. Instructional Use Exception

Administrators may occasionally permit phone use for approved academic activities. This must be clearly communicated and monitored.

Consequences for Violating the Policy:

Offense	Consequence
1st Offense	Teacher collects phone and turns it into the office. Verbal warning; phone held in office until end of day
2nd Offense	Phone confiscated and held in office until end of day; parent notified
3rd Offense	Phone held in office until picked up by a parent/guardian; detention assigned
4th Offense	Administrative intervention

Exceptions

- Students with documented medical needs requiring mobile device access must submit documentation to the school health office or administration.
- Teachers may use phones for planned educational activities with administrative approval.

Acknowledgment

All students and parents/guardians must sign and return the Cell Phone Ban Policy acknowledgment form during the first week of school.

Other Technology:

AYA provides a laptop for every student. The laptops are assigned to students with a number, and are distributed each morning before being stored again at the end of each day. The laptops are not to leave campus.

Students may still bring their own, personal computers from home, but these will not be allowed during instructional time.

Smart watches are not allowed.

AYA enhances 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.

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.

Beginning January, 2024, a student athlete who receives a grade of 69 or lower in any course (Judaic or General Studies) will be placed on *Academic Probation*. A letter to that effect will be sent to parents and added to the student’s file.

Academic Probation requires the following for a period of two weeks:

- Not playing in any athletic competitions
- Meeting weekly with principal and assistant principal to discuss progress

- Attending study labs 1-2 days a week

Students will have two weeks to bring the grades up to at least a 70. If a grade of **70** or higher is not earned in the course during the initial *Academic Probation* period, the student will remain on probation for another two weeks. If a grade report is run again after that second two-week period and the grade has not improved, the student will be removed from the team.

Community service requirement

One of the pillars of our values 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 9th-12th grade.

Lockers

All students who wish to have one may be assigned a locker in the student lounge to help them in organizing their books. Students will need to provide their own locks.

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 trip 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 Upper School 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 **five (5) classes** in that subject per semester, regardless of the reason for their absence and **even if these absences are excused with a parent note**. This is in line with the Texas state guidelines for schools and is also detailed in our accreditation report. **If a student is at a school event (e.g. math competition, basketball trip etc.), or it is a mandated absence due to discipline, this absence will not count towards the 5 classes.**

If a student misses six or more classes in a given subject area, their semester grade for the specific class may be 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 each semester updating parents about excessive absences. 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.

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 school health office 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.

Student Led Conferences

Because AYA believes that parent conferences should be ongoing, and not reserved for once a semester, all teachers have a block of time each week specifically devoted to parent conferences. These times will vary by teacher, and will be made available to parents within the first few weeks of school. However, parents may always request to find another time to meet during the week.

As part of our commitment to personalized learning and student autonomy, AYA Upper School holds student-led conferences once a semester. All parents are strongly urged to participate in this process. All students are required to prepare for a conference with their advisor, even if the parent is not participating. All students are expected to attend the conference, even if their parents do not.

School Calendar

Akiba Yavneh's school calendar is available on the Akiba Yavneh website.

AYA Weekly Newsletter

Akiba Yavneh Academy currently sends out a weekly newsletter via email which usually goes out on Fridays.

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. If you cannot update your AYAConnect account please email info@akibayavneh.org for assistance.

Online grading portal

[Schoology](#) is what we use in every classroom for grading and for housing student work. Every course uses the Schoology learning management system, in which teachers provide assignments, videos, presentations, group and individual messages, grades and feedback. Students use this portal for assignment submissions, peer discussions, and to review materials. Parents may access Schoology through their child's account when viewing together.

Student email and login

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. Students who are having trouble with their login or email account should let the office know so that they can alert the IT department. .

Parent Teacher Organization

PTO

As soon as you enroll your child, you are automatically a member of the Parent Teacher Organization (PTO). The PTO plays a vital role in supporting our school in various ways, including:

- Encouraging parent connections through social activities.
- Supporting staff through appreciation events and in times of need.
- Organizing community-wide celebrations for parents and students.
- Maintaining parent engagement on campus, by filling volunteer and leadership opportunities. 1 hour of service each semester is requested per family.

Each grade level has class parents to help you navigate the many activities, social events, and volunteer opportunities throughout the year, and to answer any questions about the Akiba Yavneh experience.

Please complete this [PTO Volunteer Interest Form](#).

President: Shlomit Friedman

Vice President: Amber Waks

Immediate Past President: Alyssa Gruen

Treasurer: Jessie Stein

Secretary: Abby Frankel

Communications: Shoshana Ellis

Event planner: Danielle Mendelsberg

Division Leads

ECP Leads:

Marissa Gedalia

Jen Weiss

Lower School K-6 Leads:

Sarah Paillet

Elana Shulkin

Upper School Leads (7th - 8th grade)

Lauren Siskind

Dena Englander

Yaelle Tucker

Upper School (9th - 12th grade)

Julie Drinkwater

For any questions about PTO, please email PTO President Shlomit Friedman at ayapto@akibayavneh.org

UPPER SCHOOL HOURS

Monday-Thursday starts at 8am and dismisses at 4:20pm.

Friday starts at 8am and dismisses at 2:25pm.

UPPER SCHOOL ADMINISTRATION CONTACTS

Chief Academic Officer Mrs. Raymie Venable	214-295-3400 ext 1606 rvenable@akibayavneh.org
Upper School General Studies Principal Ms. Donna Hutcheson	214-295-3500 <u>dhutcheson@akibayavneh.org</u>
Upper School Judaics Principal Mrs. Sara Block	214-295-3500 ext 1923 sblock@akibayavneh.org
Director of Ma'Alot (student support services) Mrs. Bonnie Atkins	214-295-3500 batkins@akibayavneh.org
Athletic Coordinators M.C. Ellis, Alix Johnson, Zach Pollack	214-295-3500
Office Administrators Piper Luskey	214-295-3500 pluskey@akibayavneh.org
Director of Admissions Andi Bonner	214-295-3500 abonner@akibayavneh.org
Business Office/Financial Erica Morenoff	214-295-3500 emorenoff@akibayavneh.org
Upper School College Guidance Counselor Cindy Marshall	214-295-3500 cmarshall@akibayavneh.org
Donations Laura Feinberg	214-295-3500 lfeinberg@akibayavneh.org
Math/Science Department Lisa Bailey	214-295-3500 lberry@akibayavneh.org
English/Humanities Department Keely McCuiston	214-295-3500 kmccuiston@akibayavneh.org
Judaics Department Michal Shapiro	214-295-3500 mshapiro@akibayavneh.org
Hebrew Department Smadar Perelman	214-295-3500 sperelman@akibayavneh.org

