

PARENT - STUDENT HANDBOOK
K-8, August 2010

A K I B A
a c a d e m y o f d a l l a s




From Akiba Administrators

We are very happy to welcome you and your child to Akiba Academy and a new academic year. We are pleased that you have chosen to share with hundreds of families the commitment to quality integrated education for which Akiba is noted.

Your active participation in our continuous efforts to maintain excellence in Judaic and General Studies is strongly encouraged. We eagerly look forward to working with you to assure an enjoyable and exciting educational experience for your child. Through partnership between home and school, your child's growth and development will be enhanced.

When children come to school, they bring their home with them. Events at home affect their attitudes, behavior, concentration and performance. We encourage you to share with us those family events which may have direct bearing on your child at school. Please feel free and welcome throughout the year to confer with your child's teachers, our administrative support staff and with the Head of School: our doors are always open.


This Parent Handbook provides information on the school's philosophy as well as expectations, routines and procedures. **Look for this symbol : it will indicate sections where amendments have taken place.** Please share the content of this handbook with your children: it will help ease their integration into the school program and increase their level of comfort and success at school. It is important that you become familiar with its content as well so you can be engaged, responsible contributors to our Akiba Academy community. Working together, we form a bond from which everyone benefits.





Best wishes for a successful school year and for a *Shanah Tova*.

Rabbi Zev Silver and Dr. Beverly Millican

PARENT - STUDENT HANDBOOK

K-8, August 2010

The symbol  indicates sections where ammendments have been made.

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------|----|
| FROM AKIBA ADMINISTRATORS | 1 |
| HOME-SCHOOL PARTNERSHIP | 3 |
| ADMINISTRATIVE TEAM | 4 |
| SCHOOL COMMUNICATION | 5 |
| SCHOOL HOURS | 6 |
| ARRIVAL AT SCHOOL | 6 |
| EXTENDED DAY HOURS | 7 |
| DISMISSALS AND AFTER CARE PROGRAMS | 8 |
| ABSENCES AND TARDIES | 9 |
| HEALTH | 11 |
|  BEHAVIORAL EXPECTATIONS | 13 |
| ACADEMIC REQUIREMENTS | 15 |
| MIDDLE SCHOOL LEADERSHIP COMMITTEES | 22 |
|  EXTRA-CURRICULAR ACTIVITIES/AFTERSCHOOL PROGRAMMING | 23 |
| BAR/BAT MITZVAH | 24 |
|  UNIFORM POLICY/Dress Code | 26 |
|  GENERAL RULES | 30 |
| WE KEEP KOSHER | 32 |
| SCHOOL CLOSING | 34 |

PARENT - STUDENT HANDBOOK
K-8, August 2010

A K I B A
a c a d e m y o f d a l l a s



HOME-SCHOOL PARTNERSHIP

Akiba Academy believes in a close and harmonious relationship between home and school. Such cooperation helps each child derive the utmost from his/her Day School experience.

“Meet the Teacher” Events will be held early in the year to help acquaint parents with staff, educational objectives and classroom routines.

Mid-term Progress Reports for Grades 1-8 will be issued the between each trimester to update parents on their child’s progress prior to each round of report cards. Observation of pupils’ habits and impressions of their learning activities are conveyed by teachers’ comments. A formal Parent-Teacher conference will take place after the end of the first marking period, followed by a student-led conference after the second one. Mailing reporting forms, sending e-mails or making telephone calls are other methods of communication used.

Children’s positive attitudes towards learning are enhanced by interested parents who express a positive opinion about school, staff and studies. Parents are encouraged to contact the appropriate school personnel directly to discuss any aspect of their child’s education and growth. As the need arises, please feel free to call the Office to make arrangements to meet or confer with teachers or administration. **The first school contact for parents should be the classroom teacher. Most concerns can be resolved at that time.** If this does not occur, then the appropriate administrator should be contacted. PE or lunchtime has been partially designated for meetings between parents and staff. If you would like to have a “staffing” meeting, please contact the administrator. Teachers, however, cannot receive phone calls or meet with parents during class time or during non-scheduled visits. Please be considerate and do not call teachers at home, unless invited to do so.

CLASSROOM VISITS

Classroom visits by parents are welcome when prior arrangements are made with the classroom teacher or with an administrator. We encourage parent participation in our learning activities and invite active involvement and support.

- Parents who wish to visit a classroom are asked to call and make an appointment. By doing so, the teacher is able to determine a time that would be most appropriate. We ask that parents not disrupt a class by dropping in to visit a teacher.

PARENT - STUDENT HANDBOOK

K-8, August 2010

- We also ask parents to avoid impromptu hallway “conferences” with teachers, as these can be stressful to teachers when they have only a few minutes to talk or the conversation is not private.
- We also request that our parents not deliver messages or other items (see the previous section above) to their child’s classroom, as these visits can be very disruptive. The item(s) should be left at the front office and our office staff will gladly deliver the items or notify the students.
- Student visitors are asked to obtain prior approval from Rabbi Silver before coming to the school. Visitors are asked to abide by our dress code requirements.

Bringing home the Judaic experience

Children are strongly encouraged to share their Akiba Judaic experience with their families. Children are taught how to lead (or help lead) Shabbat activities at home. They share insights on the Parsha – weekly Torah portion; they sing songs and enhance the Shabbat spirit at home. For the holidays, children exhibit their knowledge of the laws and themes and help their families celebrate in enjoyable and meaningful ways. Children are also strongly encouraged to share their learning experiences with their grandparents as well. Akiba children come from different backgrounds with varying levels of observance. We pride our school in being one that is non-judgmental. Our motto is “teach, don’t preach.” While we do encourage children to bring home what they learned, they are taught to do so in respectful and dignified ways.

We believe that students’ perceptions of their school, and the seriousness with which they approach academics, are influenced by the attitudes that adults, and particularly parents, exhibit toward their school. Therefore, parents are requested to dress appropriately when in the school. Clothes should be neat and respectful of the academic and Judaic environment. Gentlemen should wear a kippah (yarmulke) available at the school office.

We rely on our parents' support to create the overall atmosphere at Akiba. Please ensure that your child is dressed in accordance with the school dress code (page 30) before he/she comes to school.

ADMINISTRATIVE TEAM

The Akiba Administrative and support team is available to respond to educational questions and concerns.

If you have a question about:

Early Childhood – Preschool, Nevatim – Chaverim

You should contact:

Mrs. Jordana Bernstein

PARENT - STUDENT HANDBOOK

K-8, August 2010

| | |
|-------------------------------------------------------|----------------------------------------------------------|
| Early & Aftercare and Enrichment | Director of Early Childhood Education |
| Judaic Studies (Grades K-8) Kashrut | Rabbi Zev Silver, Head of School |
| General Studies (Grades K-8) | Dr. Beverly Millican, Assistant to the Head of School |
| Admissions | Mrs. Karen Hazan-Cohen Director |
| Fundraising & Development | Mrs. Marilyn Rutner, Director Mrs. Vanessa Pollard |
| Financial or Administrative (non-educational) matters | Mrs. Nancy Skinner Administrative Director |
| Recruitment/Retention | Mrs. Karen Hazan-Cohen Director |
| Communications/Marketing | Amir Arad Assistant Director |
| Policy and Personnel Matters | Rabbi Zev Silver, Head of School |

Mrs. Hanna Lambert gives loving attention to our incoming Kindergarteners and incoming first graders, as well as provides guidance to our teachers and parents of these students.

You are welcome at any time to schedule a meeting with Rabbi Zev Silver, Dr. Beverly Millican, or Mrs. Jordana Bernstein to discuss any concerns that you have. Feel free to email them or leave a phone message.

SCHOOL COMMUNICATION

An electronic newsletter is periodically sent to parents, via email. Please advise the school office when your email address changes. **If you wish to receive a “printed” copy, please contact the office.**

A calendar of programs, events and important dates is available online at www.akibaacademy.org. Further information or clarification concerning any program may be obtained by calling the office.

PARENT - STUDENT HANDBOOK

K-8, August 2010

| | |
|-------------------------|-----------------------------|
| SCHOOL TELEPHONE | (214) 295-3400 |
| FAX | (214) 295-3405 |
| WEBSITE | www.akibaacademy.org |

For reminders of upcoming events or time-sensitive matters, the office will periodically send out an “Email Blast” to all those parents who have email access. **Please be sure to update the office should there be a change in your email address.**

In addition, Akiba subscribes to a website, [www.homeworknow](http://www.homeworknow.com) that will send out a text message or e-mail alert concerning inclement weather, school emergencies or closings. In order to receive these alerts, parents must go to the [www.homeworknow](http://www.homeworknow.com) website, click on Texas, then Akiba, and follow the directions to “sign up”. On this website there are three Akiba sites (homework for students in grades 1-8, athletic changes and emergency alerts).

SCHOOL HOURS

| | |
|------------|------------------------|
| Grades K-4 | 8:00 a.m. - 3:30 p.m.* |
| Grades 5-8 | 7:50 a.m. - 4:15 p.m.* |

(*Friday dismissal is at 3:00 pm throughout the year)

Students at all grade levels should arrive at 7:45 a.m. Classes for grades K-8 begin promptly at 8:00 a.m. Early Childhood classrooms will open at 8:00 a.m.

ARRIVAL AT SCHOOL

GENERAL RULES:

The safety of your children is of utmost importance. **ALL DRIVERS, WITHOUT EXCEPTION, must follow the procedures outlined below.**

1. Parents walking children into the school building must park in one of the (2) parking lots. **PLEASE DO NOT LEAVE YOUR CAR UNATTENDED AT ANY CURB, OR PARK IN HANDICAP/AUCTION/PROSPECTIVE PARENT PARKING SPACES WITHOUT AUTHORIZATION.**
2. **Parents are requested to drive slowly on school grounds, and refrain from using cell phones/texting during the drop-off/pick-up of our children, for the safety of everyone concerned.**

PARENT - STUDENT HANDBOOK
K-8, August 2010

- 3. Akiba cannot assume responsibility for students who are dropped off at Akiba before school hours. A teacher or an administrator will be on duty at the Lower School porch by 7:35 a.m. each morning to greet students and allow the early-arriving students to enter the foyer and wait until 7:45 when the first bell rings.**

ON TIME ARRIVAL: Please use the **Coit Road entrance only**. This entrance will be One Way with no entering of the drop-off drive-through for Middle School or Lower School students from the Merit Road entrance. When dropped off, children must exit cars at the curb; do not discharge children in the drive-through lane or leave your car unattended at the curb. Follow the directions of the person on traffic duty. Please do not block the crosswalk. Do not enter through the Four Forest entrance at any time. This is a dangerous maneuver and is one that puts our good neighbors' policy at risk.

EXTENDED DAY HOURS

Available for Nevatim through Chaverim by prior registration only

Morning - Early Care

Monday - Friday

7:30 a.m. – 8:00 a.m. (Nevatim)

7:30 a.m. to 8:00 a.m. (Teenoki - Chaverim)

Monday - Friday

7:35 – 7:45 (K-8 students may wait in Lower School Foyer)

Discovery Program

Monday – Thursday, various activities are scheduled for K-8 students in the areas of Fine Arts, Languages, and Athletics. There is a fee for attending these programs. Please contact Shari Handler, Discovery Director, for registration information. shandler@akibaacademy.org.

Homework Clinic – for Students in Grades 1-8

Monday-Thursday

3:30 p.m. – 5:00 p.m. (Grades 1-4)

Monday-Thursday

4:15 p.m. – 5:00 p.m. (Grades 5-8)

This supervised, *free* service is available to all students for the purpose of doing homework or quiet reading only.

After Care

Monday - Thursday

3:30 p.m. to 6 p.m.

Note: After School Care is required for Pre-school and K students who travel in 4:15 p.m. or later carpools. Students in grades 1-4 may attend homework clinic, After School Care, or Discovery Program. There is a fee for After Care and for Discovery.

PARENT - STUDENT HANDBOOK

K-8, August 2010

**Fridays and
Jewish Holiday Eves**

3:00 p.m. until approximately
1 ½ hours before candle lighting time.

Half-Day Session Care: Early dismissal care is available from 12:00 p.m. - 6:00 p.m.* on half-day sessions of school for children who are not participating in After School Discovery or Middle School Athletic Programs, and whose parents are unable to collect students at 3:00. Fees are on a per-year basis, payable in advance.

** (except on Fridays/Shabbat when candle lighting times apply)*

Children whose carpools arrive late will be taken to After Care; fee is \$7.00 per hour, with a minimum one hour charge.

Fall and Winter Conference Day Care: Care is available from 8 am – Noon or 8am – 6pm for children whose parents require this care. *Fees are on a per-year basis, payable in advance.*

Children whose carpools arrive late will be taken to After Care; a late fee will be charged. For further information about After Care and/or special Day Care needs, please contact Mrs. Jordana Bernstein, Director of Early Childhood Education.

DISMISSALS, AFTER CARE AND DISCOVERY PROGRAMS

Regular dismissal for Grades K-4, and Preschool Afternoon Enrichment takes place at 3:30 p.m., Monday – Thursday.

Grades 5-8 are dismissed at 4:15 p.m., Monday – Thursday.

All parents/caregivers should enter the carpool line from the Coit Road entrance only to collect Lower School or Middle School students. (Speed Limit - 5/MPH) – please pull up as directed by the teacher on duty. *No cell phone use/texting please.*

Fridays only: Dismissal takes place at 3 p.m. *Parents picking up older students only (grades 5-8) are invited to use the Express (Service Entry) Lane*

Change in Dismissal Arrangements

Parents should make all necessary dismissal arrangements directly with their children before sending them to school. If a situation arises during the day and you must inform your child(ren) of a change in plans, please call the Office before 3:00 p.m.

When there is a school-sponsored after-school event, parents will be notified in advance of an alternate pickup time/location.

PARENT - STUDENT HANDBOOK
K-8, August 2010

DISCOVERY DISMISSAL

Students are dismissed from Discovery pre-school activities at 1:45 or 3:00, depending upon the class. For K-4 students, Discovery dismissal is at 4:30. Grades 5-8 dismiss at 5:30. Please enter from Coit Road to pick-up K-8 Discovery students at 4:30 or 5:30.

Students who are not picked up at scheduled Dismissal Time will be sent to After Care at the regular rate of \$7.00 per hour, payable upon pick-up. We request that you call ahead whenever possible to let us know that you will be late.

Students may not wait in the Lobby of the Administration Building or outside of any of the buildings for parents to pick them up. They will be sent to After Care.

After Care students who are scheduled to be picked up at 6:00 p.m. (or the stated Friday and holiday pick up time) will be charged \$1.00 per minute if picked up late.

EARLY DISMISSAL

1. Students being picked up at times other than the scheduled dismissal **must be signed out through the school office**. The office should be notified of such dismissals in advance, in writing. The office staff will call the classroom and have your child sent to the office to meet you. **AKIBA TEACHERS ASK THAT YOU NOT GO TO THE CLASSROOM YOURSELF TO COLLECT YOUR CHILD.** In addition, please do not ask your child to leave his/her classroom at a certain time and wait for you in the lobby.
2. The office must be notified in writing if someone other than the regular carpool driver will be picking up your child. Please do not wait for the office to try to reach you for authorization.
3. All those picking up children must present valid identification upon request.
4. It is the parents' responsibility to notify carpool drivers of any changes (illness, early pickup, going with a friend, etc.)
5. Akiba Academy cannot assume responsibility for the safety of children who are brought before school hours, who remain at school after hours or who walk or ride a bicycle home, unless they are registered in extended day programs or have a signed note from a parent giving the student permission to walk or ride home.

ABSENCES AND TARDIES

ABSENCES

- If a student is ill and absent from school, parents should advise the school by 9:00 a.m.

PARENT - STUDENT HANDBOOK

K-8, August 2010

- A student who is not in school for at least half of the day is considered absent unless a signed note from a doctor or dentist is provided.
- A student who is absent is not eligible to participate in any after school activities for that day.
- An eighth grade student who is visiting a high school as part of a day visit, may participate in after-school athletics that day.
- **After nine (9) non-health related absences**, the student may be placed on attendance notice and a conference may be held with the parents.
- A student who is absent more than five days (non-health related) per tri-semester may receive an incomplete grade.
- If a student has more than fifteen (15) non-health related absences, continued enrollment at Akiba Academy may be in jeopardy.

TARDINESS

Students are expected to attend school on a daily basis and to be on time. It is the parent's responsibility to ensure that their child arrives at school on time. An important aspect of the learning environment is the on-time start of class. Students are expected to be punctual to class in the morning, as well as to individual classes during the day.

- Students are expected to be at school by 7:45 a.m. (5th – 8th grade Prayers (tefila) begin at 7:50 a.m. daily).
- K-4 students begin their classes at 8:00 a.m.
- Students who arrive between 8:00 – 8:30 a.m. are marked tardy by their teachers. After 8:30 a.m. a tardy slip needs to be picked up from the office.
- This policy applies to students K-8.
- All middle school students are required to attend the morning minyan and are required to be on time.
- Students who attend a *Brit Milah* (circumcision) or a Bar/Bat Mitzvah in the morning and arrive late to school will not be counted tardy.

PARENT - STUDENT HANDBOOK

K-8, August 2010

- Students who have early morning dentist, orthodontic or medical appointments will not be counted tardy as long as they arrive with a signed note from their dentist or doctor.

Tardiness During School Day (Grades 5-8):

- Students will have three minutes passing time between all classes, except for after 2nd period. Second period will be extended for ten minutes in order to give students extra organization time under the supervision of the second period teacher. At the end of the 10 minutes, all students are required to be in their 3rd period class ready and prepared to learn.
- If a tardiness problem persists, the teacher will document the problem and contact parents and/or administrators.

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.
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 keep your child at home if signs of a coming cold or other illness are evident. When in doubt, keep your child home. Do not risk infecting others.
5. 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 has been recorded within the past 24 hours.
6. Children who become ill in school will be kept in the school office area ONLY until a parent/guardian can be contacted.

PARENT - STUDENT HANDBOOK

K-8, August 2010

CHILDREN AT SCHOOL ARE MUCH MORE SUSCEPTIBLE TO CONTAGION. TO PREVENT AN ILL CHILD FROM INFECTING CLASSMATES AND TEACHERS, THE FOLLOWING WILL APPLY IN ADDITION TO GENERAL SCHOOL POLICY:

- A child who has a fever of 99.0 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.
- When a child has croup, (a cold of the vocal chords which produces a barking cough), the child must be kept at home.
- 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.

FIRST AID AND HEALTH CARE

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 with the school office to enable us to contact you at once if necessary. Should we be unable to reach a parent in an emergency, 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.

The school insurance policy prohibits the faculty or office staff from administering any oral medication to a student, including acetaminophen (Tylenol), unless the Tylenol 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 or aspirin any longer. **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.**

HEAD LICE

Lice infestation may occur in any age category but is more frequent among elementary school children. Though not a disease, students identified as having head lice are excluded from school until they are "re-screened" and determined to be "nit-free". It is recommended that parents discuss this with their children.

PARENT - STUDENT HANDBOOK

K-8, August 2010

Students should not exchange clothing such as *kipot*, hats, scarves and earmuffs. Students should also avoid using combs or brushes used by other students. Girls with hair beyond shoulder length are encouraged to wear their hair tied back or braided.

BEHAVIORAL EXPECTATIONS

“*Yafa Torah Im Derech Eretz*” - Study and learning are enhanced by sensitivity and respect toward others.

Akiba encourages its students to develop self-discipline based upon the guidelines of Jewish ethics and a positive self-image. Emphasis is upon “being a Mensch” - displaying refined, respectable character. The model used for responsible self development is [Lawrence Kohlberg's 6 Levels of Moral Development](#). We strive for all our students to attain Level 5 at a minimum.

Akiba students are expected to:

- be responsible and courteous
- be truthful in their dealings with others
- show respect to others and be sensitive to their needs and feelings
- contribute to a positive learning environment by being on time to every class, having all necessary materials and supplies, staying on task, and cooperating with teachers and classmates
- be prepared for every class and be ready to learn when the tardy bell rings
- care for their own property, school property, and the property of others
- comply immediately and respectfully with all directions given by Faculty, Staff or Administration
- stay in assigned areas, unless given permission to leave
- obey the same rules for behavior on field trips or extracurricular activities as during regular class
- keep the campus and building free of litter
- act responsibly during lunch/club time and other unstructured times during the day
- utilize inside voices in the hallways in order not to disturb other classes

Akiba students are expected to refrain from:

- using offensive or profane language or gestures
- entering areas which are off-limits to students, except with authorized permission
- arguing with a staff member
- disrupting the classroom learning environment
- leaving class before being dismissed by a teacher
- remaining in any area that is unsupervised
- any “horseplay” that involves physical contact

PARENT - STUDENT HANDBOOK

K-8, August 2010

- any behavior that is demeaning, hurtful or disrespectful to another student or group of students

Should a student fail to refrain from the above behaviors, the following disciplinary measures may ensue, according to severity and repetition:

1. Warning
2. Conference with teacher
3. Time out in another classroom or with a “partner” teacher
4. Phone call to parent
5. Use of lunch/recess time or assignment of after-school time to be used as a time to work through and reflect on the issue or problem
6. Conference with an administrator
7. Loss of a privilege
8. In-school suspension
9. Home for the remainder of the day, if determined necessary by an administrator

Should an Akiba student engage in any of the following actions:

- theft or vandalism of school or other’s property
- academic dishonesty in any form
- violent, abusive or aggressive behavior
- extreme disrespect, harassment or bullying of fellow students
- disrespect of faculty, staff, administration, or other adult supervisors
- use or possession of alcohol, tobacco or drugs
- possession of dangerous objects or other objectionable items
- persistent disruptions of the learning environment

The following disciplinary measures may ensue, according to severity and repetition:

1. Conference with an administrator, teacher, parent, and student to design reflective consequences, appropriate to the misbehavior
2. In-school suspension with athletic probation (see section on “Athletic Eligibility”)
3. One-to-three day out-of-school suspension.
4. Expulsion

Head of School’s Disciplinary Actions:

Any of the above disciplinary measures may be amended at the discretion of the Head of School depending upon the situation. However, once the discipline comes to the attention of the Head of School, only two *out of school* suspensions will be made before expulsion. Some actions are automatically subject to expulsion. Expulsions are reviewable upon application to the Executive Committee of the Board of Directors.

PARENT - STUDENT HANDBOOK

K-8, August 2010

ACADEMIC REQUIREMENTS

PROMOTION

It is our desire that our students experience success, accept responsibility for their own work, and make the transition from year to year as easily as possible. Therefore, in order to be promoted from one grade to the next in the absence of mitigating circumstances, a student must have a passing grade in **all** of his/her core subjects (depending on grade level) on the cumulative year-end grade.

- Students and parents will be notified through progress reports as to whether they may be at risk of failing
- The school will meet with the parents to discuss steps that need to be taken to pass the course
- The student may require tutoring, remedial assistance, or counseling
- It will be the responsibility of the parents to provide tutoring and assistance
- Failure of a course will require that the work be made up during the summer
- Tutoring and summer school will be at the parent's expense
- Upon submission of the required work, students will be notified of promotion
- In the event that the student does not satisfactorily complete the required work, the student may have to repeat the coursework

ATHLETIC ELIGIBILITY

- A student may not participate if he/she is failing any class or is more than two (2) letter grade levels below the student's achievement level. (An "A" student scoring "C's".)
- If a student is ineligible to perform, the teacher will notify an administrator. The student will be placed on athletic academic probation by the administrator and will not be permitted to attend practice or games for a two-week period. After the two-week period, if a student's grades have improved to meet above criteria, the administrator will inform the student and coach that he/she may return to athletics.

Probation Form

- This form must be completed by a teacher to indicate that the student is failing or is performing two grade levels below his/her average. If a student is also resourced for special needs, the special needs teacher must also sign off on the form before it is turned into administration. The form is to be submitted to the administrator who will make the final determination and inform the student and coach.
- After the two-week probationary period, it is the student's responsibility to have probation form signed by the Administrator indicating that he/she has improved and meets the criteria listed above.

PARENT - STUDENT HANDBOOK

K-8, August 2010

Disciplinary Eligibility

If a student does not meet behavioral expectations, as outlined in the Akiba Academy Parent-Student Handbook, the student may become ineligible immediately. An administrator may suspend a child's athletic eligibility at any time for disciplinary reasons. In addition, teachers may complete a Probation form and submit it to an administrator.

If a student becomes ineligible because of disciplinary reasons, he/she may not rejoin the team until approval from an administrator. The procedure to regain the privilege to play is as follows:

- meet with an administrator and teacher(s) depending upon the offense
- develop a contract that indicates areas that must be addressed and goals
- determine the period of ineligibility in the contract
- complete successfully all of the goals stated in the contract

Only an administrator may deem a student ineligible to participate in athletics and inform the Coach. Teachers **must** go through the **Probation Form** process and not directly to the Coach.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society was founded in 1929 to recognize and encourage academic achievement while also developing other characteristics essential to citizens in a democracy.

Seventh and eighth grade students who have achieved a cumulative middle-school grade point average of 3.5 (90) in both Judaic and General Studies are **CONSIDERED** for membership. Scholarship, however, is **only one** of five categories under review. The other criteria are: outstanding leadership, service, character, and citizenship. Student records of community service, activity participation, leadership performance, awards and recognitions, and discipline and attendance are reviewed by a Faculty Selection Committee. Those students who meet the criteria and are the most highly rated are invited to join the Akiba Middle School Chapter of NJHS. Candidates and their parents are notified by letter requesting their attendance at the Induction Ceremony.

GRADUATION

It is our desire that students experience success, accept responsibility for their own work, and make the transition to high school as easily as possible.

In order to graduate with the class on graduation day, eighth grade students must meet the following requirements:

- Pass all of the core subjects (Math, Social Studies, Science, Language Arts, Chumash, Navi/Dinim, Gemarah, and Ivrit) on the cumulative year-end grade
- Be in compliance with the attendance policy

PARENT - STUDENT HANDBOOK

K-8, August 2010

Students and parents will be notified through the trimester mid-term Progress Reports as to which subject areas they are at risk of failing. The teachers will do what they can to assist students in completing assignments; however, students are responsible for completing all work and tests as required.

In the event that a student fails any particular area, the student will be advised of the work requirements to be completed in order to receive a passing grade and to be promoted. A diploma will be issued upon successful completion of the required work.

REPORT CARDS

Grade reports will be issued at the end of each trimester grading period (November 5th, February 2nd and Jun 3rd). This report will reflect the student's academic performance, effort, and behavior. A teacher may also provide additional comments. If you have any concerns regarding your child's report card, you are welcome at any time to schedule a meeting with Rabbi Silver or Dr. Millican to discuss any concerns that you have. Feel free to e-mail them or leave a phone message.

(Please ensure that all your fees are paid in order to receive your child's report card.)

MIDDLE SCHOOL GRADING POLICY

Assignments and tests are weighted. Each teacher will notify students of grading procedures and how the trimester grade is determined.

Students are required to achieve a passing cumulative grade at the end of the year in all eight academic subjects in order to graduate or be promoted to the next grade. Students who fail to achieve a passing cumulative grade may be required to complete the requirements during the summer or repeat the subject in an accredited summer school in order to graduate or be promoted to the next grade, at the discretion of the administrators.

CONFERENCES

Formal Parent-Teacher Conferences are held twice a year (November – parent/teacher, and March – student-led). At this time the parent and teachers have the opportunity to review the student's progress and explore any areas of concern. The school strongly encourages both parents to attend conferences as these meetings are very important to the student's success at the school.

Children's positive attitudes towards learning are enhanced by interested parents who express a positive opinion about school, staff, and studies. Parents are encouraged to contact the appropriate school personnel directly to discuss any aspect of their child's education and growth.

PARENT - STUDENT HANDBOOK

K-8, August 2010

If parents have concerns at any time, they should contact the child's teacher. If necessary, they may request a meeting with the teacher. Most concerns can be resolved in this way. If this does not occur, an administrator should be contacted. Teachers cannot receive phone calls or meet with parents during class time or during non-scheduled visits.

HOMEWORK

Homework Philosophy

There is a lot of educational research about the purpose, function and benefit of homework. The philosophies range from not giving homework at all to giving a significant amount of homework, with research backing each side. We have crafted a philosophy based on what we feel is in the best interest of the child based on our years of experience with children, as well as our study of the research.

We are a school that focuses on **academic excellence**. Our homework policy must reflect this. At the same time, we are fully cognizant of the fact that after a day of quality learning which requires children to really focus, there is a need for down time. We want children to relax and unwind at home. As with everything in life, there needs to be a balance and we feel that this philosophy reflects that approach:

What is the purpose of homework?

- To apply what was learned in school to a real life situation outside of school. Example #1: A child who learns about the mitzvah of honoring parents in school will go home and help clean up after dinner and get mom and dad their slippers when they come home from work. Example #2: A child who is learning multiplication will go to Tom Thumb to buy donuts or bagels and figure out the total cost based on multiplying the amount purchased by the price per item.
- To reinforce some of the basic skills learned in class.
- As children get older, to teach them levels of responsibility. This includes guiding them through meeting deadlines, which they will face when they enter the "real world."

What is a parent's role in the homework process?

- To provide a quiet area in the home for homework to be done.
- To help your child organize his/her work after completion of homework.
- To be supportive of your child when frustration is exhibited.
- To inform your child's teacher when your child is exhibiting frustration with homework or when your child does not understand the material.
- To gauge if your child is spending too much time on homework and doesn't have enough down time and play time.

Does the school expect parents to actively help their children with homework assignments? The answer is no, for a number of reasons:

PARENT - STUDENT HANDBOOK

K-8, August 2010

- If your child is having difficulty with a homework assignment, we want the teacher to be aware of it. Either many students in the class will be having difficulty or your child may be one of a few children experiencing difficulty. Either way, the teacher needs to know that he/she will need to review the material and/or come up with a different strategy that would ensure understanding and comprehension.
- Your child should take ownership over the homework. The idea is for your child to be proud of his/her work. This prepares your children for real life when you will always be there to support them, but not to do the work for them.
- Because parents come from different backgrounds with different areas of expertise, we do not expect parents to be fully knowledgeable of the content or the philosophy and methodology. Therefore, we convey to our teachers the message that parents are not expected to actively assist with homework.

Homework Assignments

It is the responsibility of the students to note all homework assignments in school planners. Teachers help instill that responsibility with each student. In addition, parents and students may access the HomeworkNow.com, an online application where teachers may also post homework assignments. Parents are encouraged to register of the HomeworkNow website in order to receive automatic updates. A link to this site resides on the Akiba website homepage at www.akibaacademy.org.

If you have concerns about your child's homework, we ask that you first contact your child's teacher. If there are further concerns, you are welcome to contact an administrator.

TEXTBOOKS

Textbooks are issued at the beginning of the school year. Additional books may be issued during the year.

- Students are to write their name in the appropriate space or label.
- All textbooks must be covered by the end of the first week of school. Books should be kept neatly covered throughout the year.
- Students are responsible for the proper care of their texts.
- In the event a textbook is lost or damaged, the teacher needs to be notified. A new book will be issued as soon as possible following receipt of payment for a new textbook.

SUPPLIES

Akiba Academy provides basic school supplies to all students at the start of the school year. You will be notified of any specific supplies to be provided from home.

PARENT - STUDENT HANDBOOK
K-8, August 2010

LOCKERS

Each middle school student is assigned a locker (Grades 6-8).

- Students are responsible for keeping their lockers neat, content-appropriate and well organized.
- Students may “decorate” the insides of their lockers (not the outside) but limit their photos to those of family and close friends.
- Lockers may be inspected at any time and a student may be asked to clean out a locker.
- Students cannot bring a lock to secure their locker.
- **At no time should a student be going into another student’s locker.**

COMPUTERS

The computer lab has been updated with new equipment. In addition, Akiba has a computer curriculum whereby students learn how to use computers as a tool in their academic pursuits and to apply this to today’s needs. Akiba’s new computer teacher has a specialization in instructional technology and has specific goals for each grade level.

The computers, hardware, and software are tools and equipment that are made available to the students. As such:

- The students are required to use the computers in a responsible manner. **Any vandalism of hardware or software will be subject to disciplinary action.**
- Computer usage will be monitored and proper behavior is expected of students using these resources. **Students are never allowed in the computer lab without the presence of an adult.**
- Akiba uses an internet filter that locks out potentially inappropriate websites. Even so, students are expected to refrain from accessing non-educational or frivolous sites.
- Teachers are encouraged to utilize the computer lab to enhance the educational process. Internet use will be for educational needs. Students will be guided by teachers about internet protocol. Any inappropriate internet usage will be subject to disciplinary action.

LIBRARY

Akiba has a library that houses a General Studies as well as a Judaic Studies collection. These resources are available to students for research, reference, and pleasure reading during regular

PARENT - STUDENT HANDBOOK

K-8, August 2010

library classes and individual class or student visits. We are making changes in the library in that we are cataloguing all of the books electronically. When completed, students will be able to use the catalogue from school or home in order to select books to check out.

In addition, Akiba, along with Yavneh, has purchased several subscription library databases, such as Proquest, EBSCOHost, World Book, and Gayle in order to research specific topics, historical documents, scientific papers, art history, etc. These sophisticated databases are similar to those that large public libraries, colleges, and universities use. All family members are invited to use these databases, as well as our students.

Akiba offers home access to the library catalog and the subscription databases. See the list below for the database ID's and passwords. To access these, go to www.AkibaAcademy.org and click on <Library> and then click to search.

| Resources | User ID | Password |
|------------------------------------|----------------------|----------|
| Britannica Encyclopedia | yavneh (lower "Y") | bulldogs |
| EBSCOHost | Yavneh (cap "Y") | bulldogs |
| GALE INFOTRAC | User name not needed | bulldogs |
| American National Biography | Yavneh (cap "Y") | bulldogs |
| Oxford English Dictionary | Yavneh (cap "Y") | bulldogs |
| Oxford/Groves Dictionary of Art | Yavneh (cap "Y") | bulldogs |
| Oxford/Groves Dictionary of Music | Yavneh (cap "Y") | bulldogs |
| Oxford Scholarship: History Module | Yavneh (cap "Y") | bulldogs |
| ProQuest | Yavneh (cap "Y") | bulldogs |
| World Book Encyclopedia | Yavneh (cap "Y") | bulldogs |

Akiba students in the Lower School will still have a designated library time once per week. Middle school students will also have some designated time to visit the library. All students will learn how to use the new databases, as well as learn the basics of research skills.

Students will check out books and return them as they have in the past, until the electronic cataloguing is completed. As always, we request that references and periodicals not be removed from the library. Food and drinks are not allowed in the library.

Students may visit the library during lunch or recess, in addition to their designated times.

The Library is funded largely through donations. These donations have added several hundred books to the collection. Donations are made in various categories: in honor of a person, in memorial, or for a special occasion. A personalized card of appreciation and notification acknowledges these donations. Permanent donor plates are affixed to books, for donations of \$20.00 or more. Library book donations make excellent centerpieces at Bar/Bat Mitzvah celebrations. The PTA coordinates a Birthday Fund where parents can make a donation for the Librarian to purchase a book in honor of their child's birthday.

PARENT - STUDENT HANDBOOK
K-8, August 2010

MIDDLE SCHOOL LEADERSHIP COMMITTEES

Policies and Procedures

Middle School committees are designed to address and meet the needs of our students and the campus community. Each committee has established goals and ongoing projects throughout the academic school year, specific to the mission of that committee. Committees are established as needed, based upon faculty recommendations and the ability to administer those recommendations as well as campus need.

Middle School students are selected to serve on committees by Middle School advisors, based upon a student's individual interests and strengths: 7th and 8th grade students have primary leadership roles while 6th graders are given opportunities to grow into positions while serving on committees. Committee activities will often overlap, depending upon the project, allowing students to stretch their skill sets and ideas, as well as presenting opportunities to work with different individuals and groups, (e.g., Color War, Purim Carnival, *Shabbatonim*).

Responsibility, focus, initiative, determination, dependability, and *derech erez* are necessary characteristics for any committee member, these attributes being consistently demonstrated both in and out of the classroom. A committee member must have a keen appreciation of the importance and value of each person's contribution to the success of any undertaking. Students interested in committee work must demonstrate the initiative to complete and submit a self-evaluation as well as a personal statement addressing their interest in serving. In Kohlberg's Levels of Moral Development, "Level 5" states that one "Does it because it is the right thing to do." This level serves as a goal for all of the Akiba Middle School students, and therefore, it is an expectation of students for committee involvement.

In the event that a student, committee, or advisor is dissatisfied with a particular placement, the following process will follow:

- Concerns will be taken to faculty advisors and administrators for review, whether initiated by student, committee, or faculty.
- Discussion will include input of other middle school faculty and/or students, as needed.
- Issues will be addressed with concerned parties by advisors, individually or collectively.
- Opportunities for "review and repair" will be given in an effort to pinpoint and resolve challenges at hand.
- A period of 2-3 weeks will be given for resolution.
- Ongoing concerns will be addressed with input and support of our administrators, Rabbi Silver and Dr. Millican, with changes made as needed.

Committees are fluid, and "works in progress," and allow students to experience and explore "real world" circumstances. Working together for the greater good of the school community in this way affords our students opportunities to develop leadership skills and ownership over their school in the confines of a safe and nurturing Jewish environment.

PARENT - STUDENT HANDBOOK
K-8, August 2010

Our hope, our goal, and our commitment are to encourage growth, experience, knowledge, and confidence in these future Jewish leaders.

 **EXTRA-CURRICULAR ACTIVITIES/AFTERSCHOOL PROGRAMMING**

Various activities are planned for our students to supplement the school curriculum.

After-School Discovery Program

The After-school Discovery Program provides opportunities for students to stay after school and participate in the following:

- Preschool Enrichment
- K-8 activities in Athletics, Languages and Fine Arts

Brochures are available in the office that give the specifics of the variety of programs available, the days of the week and the times of each, and the cost of each. You may call the administrative offices and ask to receive a brochure or go online to www.akibaacademy.org for information and enrollment forms. For any other information, please contact Shari Handler, at shandler@akibaacademy.org.

Middle School Athletics

Akiba offers both JV and A-team sports opportunities in the following:

- Girls' volleyball
- Boys' soccer
- Girls' and Boys' basketball
- Girls' and Boys' track

The A-teams will practice after school. The JV teams will have most of their practices during the day (at club time – no classes will be missed, including PE). Both sets of teams will play games with other schools after school. Every effort will be made by the coaches to schedule the games at times that will not interfere with students' classes and that will be convenient to families. The coaches will disseminate the schedules as soon as possible, knowing that sometimes games are cancelled, rescheduled, etc. The coaches will make every effort to alert students and parents if a last minute change is made.

Shabbaton Programs and Recreational Outings

Both of these may be scheduled during the year. Information and forms for participating will be shared with families as these opportunities arise.

PARENT - STUDENT HANDBOOK
K-8, August 2010

BAR/BAT MITZVAH

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

We prefer to celebrate the bar/bat mitzvah on the actual Hebrew birthday, or as close to it afterwards as possible.

BOYS: Monday, Thursday, or Rosh Chodesh 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. Parents are asked to bring baked goods in honor of the simcha. Please allow enough food for approximately 90 people.

GIRLS: Girls are invited to select any week day. We would like the bat mitzvah girl to prepare a D'var Torah to be said in front of the middle school students. Family members are invited and encouraged to attend. Parents are asked to bring baked goods in honor of the simcha. Please allow enough food for approximately 90 people. (See below.)

If you are bringing in dairy food, please also bring along Parve items for about eight people who eat only *cholov Yisroel*, or are lactose intolerant. Baked goods can be purchased at Tom Thumb (Preston/Forest or Campbell/Coit), Milk and Honey and Natalie's Mediterranean Kitchen. Please make sure that everything is sealed with the appropriate kosher symbol. Feel free to bring juice as well.

Bar/Bat Mitzvah Checklist

- Confirm your Bar/Bat Mitzvah date with the administrative office
- Inform Rabbi Silver of the date
- Have your child prepare Dvar Torah/Torah reading or brachot over the Torah. Our faculty can help with this step.
- Purchase food from one of the listed venues.
- On Bar/Bat Mitzvah day, arrive at 7:30 a.m. to setup.
- Bring camera/video equipment.

We look forward to celebrating your simcha together with you. Feel free to contact Rabbi Silver with any questions you may have.

COUNSELING SERVICES

Counseling services are available to aid students in developing the attitudes, knowledge, and insight necessary to make judicious decisions. These services include academic, personal guidance, and group counseling.

PARENT - STUDENT HANDBOOK

K-8, August 2010

Our counseling program is based on the principles of care, respect, responsibility, and confidentiality. Within this framework, the counseling staff works together with the teachers, administration and parents in an effort to enable each student to derive full advantage from the school's educational program. Our counselors focus on the whole child and give attention to children who are having challenges at home and in school.

All involvement with our professional staff is done with the highest degree of confidentiality. Akiba counselors will obtain parent permission prior to a student meeting individually or in a small group with the counselor more than once.

The following services are provided by our counselors:

- Assess the behavior of children who have been referred, by observing classrooms, recess and lunch, and then making recommendations.
- Assist teachers, parents and administrators with academic, behavioral, social/emotional or family issues.
- Provide crisis intervention and limited individual counseling to students, 1-2 sessions
- Provide group intervention when appropriate on topics such as peer relationships, problem solving, and conflict resolution.
- Offer consultation to parents.
- Provide Second Step or a similar program- which emphasizing feelings, problem solving and anger management.

Faculty or parents may refer students, or students may request to see the counselor themselves. All personal information about the students is kept in strictest confidence. Information regarding a student will only be released with written consent from the parent or caregiver.

When indicated, referrals will be made to community agencies, private mental health professionals, and or/ Rabbis for additional assistance.

As part of the special needs initiative our school counselors will work with teachers to determine the students' abilities and disabilities in relation to the curriculum.

PARENT - STUDENT HANDBOOK
K-8, August 2010

 UNIFORM POLICY/Dress Code

Kindergarten (boys and girls) – no uniform required

Girls 1st – 5th Grade

| | |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shirt | Sky blue, official Akiba logo polo with long or short sleeve. (Mills is the sole provider of these shirts.) A solid white short-sleeved t-shirt (no lettering/no logos) may be worn underneath the uniform shirt. No long-sleeve undershirts are allowed under short sleeve uniform shirts. |
| Skirt | Khaki box-pleat, knee-length or longer. (Mills only or other approved vendor, such as Academy, if length is adequate.) |
| Socks | White, beige, off-white, or black. |
| Tights/Leggings | White, beige, off-white, or black. Leggings must be fitted, at least ankle-length and worn with socks. |
| Shoes | Blue/white or black/white saddle shoes or black Mary Janes. Students who need to wear special shoes must present a written explanation to the administrative staff. |
| Outerwear | The <u>only</u> outerwear allowed inside the buildings are Mills Black Zipper Polar Fleece jacket with Akiba logo, Akiba Team Sports jacket, or PTA Akiba sweatshirts. |
| Coats | Only allowed outside. |
| Hair | Clean and well-groomed; accessories in muted, non-distracting colors. |
| Jewelry | Simple (dangling earrings not allowed); only one earring per ear. No multiple bracelets or bangles. |
| Cosmetics | Make-up not allowed. Nail polish in pastel colors only. |

PARENT - STUDENT HANDBOOK
K-8, August 2010

Boys 1st – 5th Grade

| | |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shirt | Sky blue, official Akiba logo polo with long or short sleeve. (Mills is the sole provider of these shirts.) If shirts are too long, they must be tucked in and a belt must be worn. A solid white short-sleeved t-shirt (no lettering/no logos) may be worn underneath the uniform shirt. No long-sleeve undershirts are allowed under short sleeve uniform shirts. Shirt tails must be tucked in. |
| Pants | Khaki twill pleated or flat front (any source for these is acceptable, as long as the color is dark khaki and the pants have belt loops.) |
| Shorts | Khaki (any source for these is acceptable, as long as the color is dark khaki and the pants have belt loops.) |
| Belt | Black leather |
| Socks | white, beige, off-white, or black |
| Shoes | Black shoes; any laces must be black. Students who need to wear special shoes must present a written explanation to the administrative staff. |
| Outerwear | The <u>only</u> outerwear allowed inside the buildings are Mills Black Zipper Polar Fleece jacket with Akiba logo, Akiba Team Sports jacket, or PTA Akiba sweatshirts. |
| Coats | Only allowed outside. |
| Hair | Clean and well groomed – should be no longer than collar length. |
| Jewelry | Simple, no earrings. |
| Kipah | Kipah required to be worn at all times, including recess, PE, and at off-campus activities; use of a clip or bobby-pin is recommended. Kipot are supplied by the school office for students who have lost or forgotten their own. A kipah is the only allowed head covering. |

Girls 6th – 8th Grade

| | |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shirt | Black, official Akiba logo polo with long or short sleeve. (Mills is the sole provider of these shirts.) A solid black or white short-sleeved t-shirt (no lettering/no logos) may be worn underneath the uniform shirt. 8 th graders |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

PARENT - STUDENT HANDBOOK

K-8, August 2010

may wear **short-sleeved undershirts** of any solid color (no lettering/no logos). No long-sleeved undershirts are allowed under short sleeve uniform shirts.

| | |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Skirt | Khaki box-pleat, knee-length or longer. (Mills only or other approved vendor, such as Academy, if length is adequate.) |
| Socks | White, beige, off-white, or black. |
| Tights/Leggings | White, beige, off-white, or black. Leggings must be fitted, at least ankle-length and worn with socks. |
| Shoes | White or black shoes with minimal additional, muted colors; shoelaces must match shoe color; no characters beyond company logo; closed toe and closed back; no boots can be worn during the school day , including UGGS. Boots may be worn only before or after school. Students who need to wear special shoes must present a written explanation to the administrative staff. |
| Outerwear | The <u>only</u> outerwear allowed inside the buildings are Mills Black Zipper Polar Fleece jacket with Akiba logo, Akiba Team Sports jacket, or PTA Akiba sweatshirts. |
| Coats | Only allowed outside. |
| Hair | Clean and well-groomed; accessories in muted, non-distracting colors. |
| Jewelry | Simple, only one earring per ear. |
| Cosmetics | Excessive make-up not allowed. Nail polish in pastel colors only. |

Boys 6th – 8th Grade

| | |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shirt | Black, official Akiba logo polo with long or short sleeve. (Mills is the sole provider of these shirts.) If shirts are too long, they must be tucked in and a belt must be worn. A solid black or white short-sleeved t-shirt (no lettering/no logos) may be worn underneath the uniform shirt. 8 th graders may wear short-sleeved undershirts of any solid color (no lettering/no logos). No long-sleeved undershirts are allowed under short sleeve uniform shirts. Shirt tails must be tucked in. |
| Pants | Khaki twill pleated or flat front (any source for these is acceptable, as long as the color is dark khaki and the pants have belt loops.) |

PARENT - STUDENT HANDBOOK

K-8, August 2010

| | |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shorts | Khaki (any source for these is acceptable, as long as the color is dark khaki and the pants have belt loops.) |
| Belt | Black leather. |
| Socks | White, beige, off-white, or black. |
| Shoes | Black shoes with minimal additional, muted colors; shoelaces must match shoe color; no characters beyond company logo; closed toe and closed back; no boots during the school day. Students who need to wear special shoes must present a written explanation to the administrative staff. |
| Outerwear | The <u>only</u> outerwear allowed inside the buildings are Mills Black Zipper Polar Fleece jacket with Akiba logo, Akiba Team Sports jacket, or PTA Akiba sweatshirts. |
| Coats | Only allowed outside. |
| Hair | Clean and well-groomed – should be no longer than collar length. |
| Jewelry | Simple, no earrings. |
| Kipah | Kipah required to be worn at all times, including recess, PE, and at off-campus activities; use of a clip or bobby-pin is recommended. Kipot are supplied by the school office for students who have lost or forgotten their own. A kipah is the only allowed head covering. |

Game Days – when students have athletic games in which they are participating, they are to dress in school uniform or certain designated game day shirts. On designated occasions, they may dress in synagogue/shul clothes, keeping within the guidelines of modesty of the school. All shoes should be closed-toe, closed-heel shoes.

“Free” Dress Day

Boys: Dress slacks of any color or clean jeans (no sweatpants or athletic shorts); neat shirts/no logos; closed-toe, closed-heel shoes; kipah.

Girls: Dresses or skirts of any type, provided that hemlines cover the knee; modest tops, which completely cover the midriff and which have necklines at the collarbone and sleeves that cover at least half of the upper arm; closed-toe, closed-heel shoes.

Spirit Day – several times per year, Akiba will have Spirit Days to promote Akiba spirit, such as a pep rally or Israel Independence Day. On these days, students can wear either blue and white clothing (still following dress guidelines) or Akiba logo'd spirit wear (sold by PTA).

PARENT - STUDENT HANDBOOK
K-8, August 2010

PE Class – The following policy will apply to PE classes:

- Kindergarten – must wear athletic shoes, non-marking soles.
- Grades 1-8 – Students will dress out for PE. Athletics shoes (any color, non-marking soles) must be worn. Shorts must be knee-length; alternatively, knee-length skorts may be worn by girls. It is optional to change shirts, but if done, shirts must be crew-neck and short-sleeved.

No jewelry is allowed and long hair must be tied back. Kipot should be securely fastened.

Students are required to change back into regular uniform clothing before dismissal from PE class.

 **GENERAL RULES**

GUM CHEWING

With such a beautiful and pristine facility, all students are to refrain from gum chewing. No exceptions.

PERSONAL POSSESSIONS

Personal items from home such as sharp or dangerous objects, (including pen knives, Swiss Army knives, etc.), cameras, sports trading cards or electronic devices are not allowed in school. If brought, they will be confiscated and released only to a parent. Additionally, students who bring knives to school may be suspended.

TELEPHONE USE

If a parent needs to get a message to a student, the school office will cooperate fully and transmit **urgent** messages to and from the child without disrupting the class.

As for student use of telephones, students are not allowed to use their personal phones at all during the school day to either phone or text parents (see below.) Akiba students are asked to refrain from using the school telephones for non-emergencies. They will be allowed by their teachers to use the classroom phone in cases of emergency. Emergencies are considered to be

PARENT - STUDENT HANDBOOK

K-8, August 2010

situations that involve safety, such as the cancellation of an after-school event that impacts student pick-up, and the like.

CELL PHONES AND OTHER DEVICES

- Children in grades K-5 are not allowed to bring cell phones to school. In case of extenuating circumstances, please contact your child's teacher and adjustments to this guideline will be made accordingly. Students in grade 5 who have after-school activities (athletics, Discovery) may bring a cell phone to school as long as it remains in their back packs for the entire school day, 7:45 a.m. to 4:10 p.m. No exceptions (see note below).
- Middle School students are permitted to bring cell phones to school BUT those cell phones must be placed in the student's locker from the beginning of the day until dismissal. **CELL PHONES CANNOT BE USED DURING LUNCH OR ANY BREAK TIMES DURING THE SCHOOL DAY.**

The following steps will be taken when students do not adhere to the cell phone guidelines:

- 1st offense: the phone will be brought to Dr. Millican's office, to be picked up the following morning by a parent. The student will not be allowed to bring a cell phone to school for the period of one week.
- 2nd offense: same as 1st offense, with the additional caveat: the student will not be allowed to bring in a phone for one month.
- 3rd offense: same as 1st offense, with the additional caveat: the child will not be allowed to bring the phone to school for the remainder of the year.

ELECTRONIC DEVICES

Interacting with others is very much valued and sets the tone for a healthy setting. It is in this vein that our policy also states that the following items **should not be brought to school:**

- iPods, CD players, MP3s and similar devices
- DVD players
- Electronic Gaming devices of all kinds

If these devices are brought to school, they will be confiscated, requiring parents to pick them up from an administrator.

LOST AND FOUND

PARENT - STUDENT HANDBOOK

K-8, August 2010

All clothing and personal belongings should be clearly labeled with your child's first and last name. Apparel carelessly left in classrooms or washrooms will be retained in the 'lost and found' for a limited time before being donated to charity. Large quantities of fine clothing and belongings are disposed of each year as a result of the inability to identify them. To avoid lost or missing lunches, lunch bags and lunch boxes should be labeled.

CLASS TRIPS

During the course of the year we plan and arrange a number of field trips that are an integral part of our educational program. Parents may be called upon to come along to help provide adequate supervision for the trip. Enrollment forms contain a signature space for field trip permission. Participation in all class trips is dependent on students consistently exhibiting Kohlberg's Level 5 behavior. (See p. 13 for a link to Kohlberg's Levels of Moral Development.)

RECESS

Students participate in outdoor recess except on rainy days or days that are extremely hot or cold. Proper clothing for outdoor activity, such as boots, mittens, scarves and hats, will protect your child's health. It is expected that all students follow the requests of all supervising staff. For safety reasons, students are not allowed to bring hardballs or bats to school.

WE KEEP KOSHER

LUNCHES AND SNACKS

- All snacks and lunches brought to Akiba must be kosher. No meat lunches should be sent with your child. The only meat that is allowed on campus is served by the caterer, or served at special school related events.
- Please do not send along a lunch that will need to be heated in a microwave.
- Parents of Lower School students are welcome to bring in birthday cakes and other snacks to the **classroom** rather than the lunchroom. Please call your child's teacher to ask when during the day you would be able to come in to give out the birthday treats. Parents of Middle School students may bring the birthday treats to the lunchroom. We ask that only "parve" cakes, cupcakes and snacks be brought in. Parve cakes and cupcakes can be purchased at Tom Thumb, Preston/Forest or Tom Thumb, Coit/Campbell. It is advisable to call them in advance to order. Please make sure when you purchase the food that the kosher/parve sticker is on the package.
- All foods given out to a class must be packaged and unopened. If you are giving out drinks, orange juice and apple juice that are 100% pure or from concentrate without additives, are acceptable in the school without a kosher symbol. All other juices must have a kosher

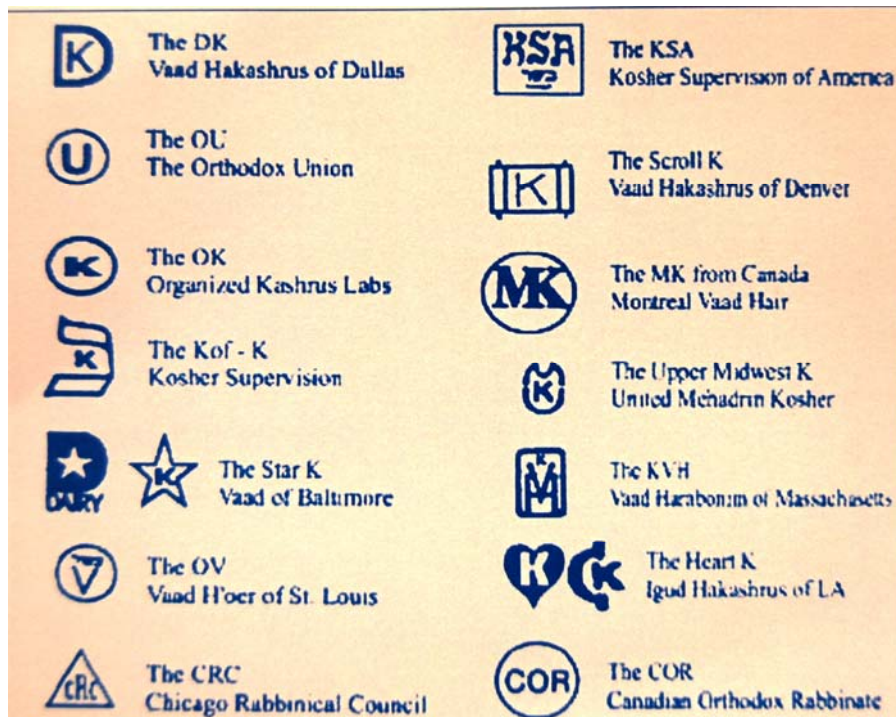
PARENT - STUDENT HANDBOOK

K-8, August 2010

symbol that is on the DK list of acceptable symbols. Most name brand sodas are acceptable without a kosher symbol.

- Because children come from so many different Judaic backgrounds with varying levels of observance, the school policy has always been not to allow sharing of food between students.
- When going on a school trip, children can only purchase items that meet the school's kashrut standards.
- Please refer to Akiba's brochure regarding birthday parties, titled "Birthday Parties: A guide to planning all-inclusive events for Akiba Students."

Please refer to the following list of recommended symbols:



Forgotten Lunches: Parents are encouraged to check that their child takes his/her lunch bag daily. If a child forgets his/her lunch, we can provide an "emergency" lunch for your child.

Lunchtime Rules: We strive to make each child's lunchtime a comfortable, relaxing time. Assigned grade level tables, limited movement around the lunchroom and an appropriate conversational level are the expected behaviors. Students are also responsible for cleaning up after themselves and reciting *birkat hamazon*. In the lunchroom students should:

- wash their hands for *hamotzei* and recite the appropriate *brachot*
- use appropriate table manners and polite behavior

PARENT - STUDENT HANDBOOK

K-8, August 2010

- remain seated except when throwing out rubbish or leaving the lunchroom
- keep their own table and floor area clean
- **not bring glass containers to school**
- show respect for and get along with peers and supervising staff
- demonstrate a cooperative attitude towards peers and the supervising staff
- avoid drinking from the same container as another student, using the same utensils, or other unhealthy practices.
- not share food.

In accordance with Akiba's peanut/nut free policy; there will be a clearly designated peanut/nut free table in the lunchroom. This area will be monitored for compliance and cleaned after each lunch period. Treats for the classroom should be parve and peanut/nut free.

TZEDAKAH

Tzedakah is collected at *tefillah* (prayer) daily. Students are encouraged to develop the habit of fulfilling this *mitzvah* as often as possible. On a monthly or bi-monthly basis the eighth graders determine to which charity the money should be sent.

SCHOOL CLOSING

INCLEMENT WEATHER POLICY

On evenings where inclement weather is forecasted, the communications department of Akiba will proceed as follows:

At approximately 7 pm

Akiba will post on the homepage of its website, www.akibaacademy.org , and at www.cancellations.com a message that will state the following:

Akiba is aware of the potential for unsafe driving conditions tomorrow morning. We will update you this evening, following the 10:30 pm local weather broadcast, on the status of our hours of operation for tomorrow.

At approximately 10:30 pm (following local TV weather report)

Akiba will report, if known, whether school will be A) closed, B) delayed opening or C) presently on schedule, so check your email again at 6:30 am.

If school is closed or opening is delayed, we will also advise NBC5 and WFAA 8.

PARENT - STUDENT HANDBOOK

K-8, August 2010

In these instances, parents can verify Akiba's status of operations by

- Going to www.akibaacademy.org
- Going to www.cancellations.com . Parents can sign-up for email updates at www.cancellations.com
- Watching NBC5 or WFAA Channel 8

At approximately 6:30 am

A message will be posted on our website, www.akibaacademy.org , and at www.cancellations.com which will advise parents that school is either A) closed, B) delayed opening or C) presently on schedule, but use your discretion regarding safety if driving in potentially hazardous conditions.

If school is closed or opening is delayed, we will also advise NBC5 and WFAA 8.

In these instances, parents can verify Akiba's status of operations by

- Going to www.akibaacademy.org
- Going to www.cancellations.com. Parents can sign-up for email updates at www.cancellations.com .
- Watching NBC5 or WFAA Channel 8

Note: If weather impacts a school day already in progress, a message will be sent using the school's email system, and the information will also be posted on our website, www.akibaacademy.org, and at www.cancellations.com.