

Akiva Academy



**STUDENT/PARENT HANDBOOK
2022-23**

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NON-DISCRIMINATORY POLICIES

Resolved, the Commission for Jewish Education (Altshuler Akiva Academy) restates and readopts its racial non-discriminatory policies as set forth herein:
 Resolved further, the Altshuler Akiva Academy recruits and admits students of any race, ethnicity, national origin, religion, gender, disability, age or ancestry to all rights, privileges, programs and activities. In addition, the Altshuler Akiva Academy will not discriminate on the basis of race, ethnicity, national origin, religion, gender, disability, age or ancestry in administration of its educational policies, scholarships, loans/fee waiver, educational programs and athletic/extracurricular activities.

Resolved further, the Altshuler Akiva Academy will not discriminate on the basis of race, ethnicity, national origin, religion, gender, disability, age or ancestry in the hiring of its personnel.

ARRIVAL: Security gates open at 7 a.m. and close at 9 a.m.

Grades 4-8: Instruction begins at **8:00** a.m. Therefore, students should arrive **no later than 7:45 a.m.** in order to have time to sharpen pencils, organize homework, and be ready to start to the day. Dental or doctor appointments are recorded as excused tardiness if the child returns with a note from the doctor. Students who arrive after 8 a.m. need to report to the main office to get a tardy slip.

Grades K-3: Instruction begins at **8:15** a.m. Students should arrive **no later than 8:00 a.m.** All children need time to get organized for the day, and arriving 15 minutes prior to instruction gives the students time to warm-up and prepare for the day. Students who arrive after 8:15 a.m. are to report to the main office for a tardy slip. Dental or doctor appointments are recorded as excused tardiness if the child returns with a note from the doctor.

Early Care: Akiva Academy is happy to offer a **free** early care for all students beginning at 7:15 a.m. Students who arrive during this time are to report directly to the multi-purpose room or an assigned classroom. Students may purchase breakfast for \$1.00. Students arriving prior to 8 a.m. eat breakfast in the multi-purpose room. Students who arrive after 8 a.m. and desire to eat breakfast obtain a breakfast slip from the main office and eat in their homeroom.

Tardies: Students who arrive after the official start of their instruction report to the main office. **Parents must accompany students who are tardy to the main office, and sign them in.**

DISMISSAL: Security gates open at 2 pm and close at 4 pm.

Kindergarten: Dismissal is 2:45 for Kindergarten

Grades 1-8: Dismissal is 2:55 p.m.

Parents picking up children must place the colored name cards on the right corner of the front dashboard. Please stay in your lane (no double lanes, please), and your student will be dismissed to you as quickly as possible. If you need to speak to the principal or faculty member, please park on either side lot and walk into the school office. The pick-up lane can be confusing (and even dangerous!) for children so please be patient as students are dismissed.

Early Dismissal: If a student requires early dismissal, please notify the school office as soon as possible. Written notification is preferred, but if you need to call, please do so as early in the day as possible. Parents must sign students out in the main office for early dismissal. Please be **prompt** in picking up your child(ren). If emergency circumstances require you to be late, please call the school office to let us know.

CHANGES IN TRANSPORTATION

Please call the school office as early as possible if the transportation arrangements change for your child. If you plan to send a relative or friend to pick up your child, it is **IMPERATIVE** to send a note explaining this. **Children will not be released to anyone other than their regular car pool or bus transportation unless we are notified. Students may only ride buses of their school district or residence.**

If your child is staying after school for an activity at the Jewish Community Center, a note must accompany your child informing the school office. **The JCC is not responsible for notifying the Akiva Academy of enrollment in an after school activity.**

EMERGENCY SCHOOL CLOSING

Please register for the school's communication systems, as well as the emergency notification text or email program with the major television networks. This is the fastest way for you to receive notification that our school has closed due to inclement weather or any other emergency situation. Notification of school closings will be placed on the three major area television channels, Channels 21, 27, and 33.

Akiva Academy **will not close** mid-way through the day due to weather conditions. However, please be advised that if Liberty School District transports your child to school, and they decide to close for the day – your student will be dismissed to follow this transportation schedule.

If the weather is unsafe to drive your student to school for the 8:00 a.m. time, or if weather conditions deteriorate throughout the day and you feel it is unsafe to wait until the official school closing time of 3 p.m. – please feel free to bring your student to school late or pick up your student early. Safety is our main concern!

TRANSPORTATION REIMBURSEMENT

Parents may be eligible to receive reimbursement for transporting students to and from Akiva Academy (excluding Liberty School residents). In order to know if you qualify for this reimbursement, **you must call the Board of Education in your home public school district.** Parents must register in the beginning of the school year. The public school districts send the list of students who have been registered for this reimbursement, and a check is sent to the parents after the Principal of Akiva officially confirms the attendance of each student. Parents must register right away. Some districts have registration deadlines as early as October 1st.

ELECTRONIC DEVICES/SOCIAL MEDIA

Students bring personal electronic devices at their own risk. Students will not be given the password to the school's WIFI. Akiva Academy is not responsible for the damage or loss of any device. Students are allowed to be on personal devices at the sole discretion of the faculty, and administration.

Students are **not allowed** to take pictures of staff/faculty, and other students while on school grounds (including field trips) and post them to any social media program. Strict enforcement of cyber-bullying guidelines is monitored closely, including any postings on social media that are negative, unkind, disrespectful, and contrary to the Student Code of Conduct (as perceived by the building principal).

Parents are encouraged to implement “device free” times with students so they develop the ability to complete homework, get a good night's rest, develop interests outside of video games and social media. Students should not be allowed to have free access to social media and the internet without being closely monitored.

USE OF CELL PHONES

Cell phone use is prohibited during school. No iPod's or headphones are to be used at any time. Akiva is not responsible for the loss or damage of any electronic equipment. The office telephones are always accessible if a student needs to call home for any reason. **Parents:** *Please do not text or call your student on their cell phone. Please use the school office to communicate with your student rather than text messages!*

ILLNESS

If a child becomes ill at school, parents will be notified and asked to pick up their child. If the parent or parent-designee cannot be reached, the school will take whatever action is necessary to insure the comfort and safety of the child. All students must have a current Emergency Contact Information form on file.

ADMINISTRATION OF MEDICATIONS DURING SCHOOL HOURS

If the physician, parent/guardian or other person having care or charge of the student feel it is essential for the child's health to receive medication during the school day and no other alternative is available, then the following strict guidelines based on Ohio Revised Code 3313.713 and school policy must be followed:

1. **No prescription medication** will be administered at school without the physician's written orders on the medication request form. These orders must include specific instructions and parent/guardian written authorization. Medication forms can be obtained from the office. A copy of the form is also included in the back of the handbook for your convenience. This form must be complete and given to the administrator, administrator's designee or school nurse before any medication can be initiated in school. **No medication will be administered at school if there are any unanswered questions on the form.** If a student needs to take an over the counter pain reliever (Tylenol, aspirin) or cough drop, a parent must bring in a note with the medicine or cough drop and leave it with the office personnel. The note must include the student's name, dosage and when the medicine is to be administered.
2. **Inhalers are considered prescription medication.** Students are allowed to carry or keep their inhalers with them, **but are required to report to the main office for observation during an inhaler treatment.** The main office can keep inhalers for younger children. Please discuss this with the school secretary, and submit the required action plan
3. Parents/guardians or other person having care or charge of a student shall agree to the following:
 - a. For the safety of all students, all medication must be delivered by the parent/guardian to the administrator or the administrator's designee.
 - b. The parent/guardian will notify the school if there is a change of physician/licensed prescriber.
 - c. The parent/ guardian will submit a revised Medication Request Form completed and signed by the physician/licensed prescriber who prescribed the medication and the parents written authorization, if any information on the original request changes.
4. New request forms will be submitted at the beginning of each school year and may be obtained in the school office.
5. Medication must be received in the container in which it was dispensed by the pharmacist and labeled with the student's name, name of medication, dosage, route of administration, physician's name, pharmacy name and phone number. **The pharmacist will divide medication into separate containers for home and school upon request.** Medication sent to school in any other container will not be administered.
6. OTC (over the counter medication) must be in the original container and be clearly marked with student's name.
7. Empty medication bottles will be sent home with the student and parents will be called to give notification of need for more medication.
7. At the end of the school year or when medication is discontinued, parent/guardian is to pick up remaining medication within 5 working days. Medication that is not picked up within allotted time will be discarded.

8. In addition, no student is to carry any medication on his/her person, in book bags, lunch box, etc. An exception may be for a student who has to carry an emergency medication.
 - a. An example would be a student with asthma who must carry an inhaler for attacks as ordered by physician and parent/guardians written authorization. A separate Self-medication for asthma inhaler form is included in your packet for your convenience or can be obtained at the school office. The student must still notify the teacher or an adult if the inhaler is used and report to the administrator, administrator's designee or nurse to monitor results in the event the medication does not produce the expected relief from the asthma attack.
9. **All forms of all medication must be administered under adult supervision.**

IMMUNIZATION FORMS

As required by the State of Ohio, parents must provide Akiva with their child's proof of immunization, a copy of which must be kept on file. This proof must be on file within 15 days from the first day of school. If a child is not in compliance after 15 days, he/she may be excluded from school until all required immunizations are complete.

FIELD TRIPS

Parent/Guardian signature on the Field Trip Form gives permission for all field trips throughout the entire year.

PERSONAL PROPERTY

Please label children's outer clothing. Each year our "lost and found" box grows and grows due to coats, etc. that are not labeled. Personal property (toys, cards, etc.) should not be brought to school without permission of the teacher. Small items for "Show and Tell" are acceptable, but only on the day the class decides to have "Sharing". Large toys should have the child's name on them. **Money (other than for school purposes) should not be brought to school.**

SCHOOL DRESS CODE REQUIREMENTS

We take pride in the way we dress at Akiva. Good judgment, neatness, and appropriate school attire are expected. Modesty is the rule of every day.

1. Straps must be at least 1 inch in width for sundresses or tank tops for girls. **Off-the-shoulder tops are against the dress code.** Boys are not allowed to wear tank tops, muscle shirts, etc. **It is against the dress code for bra straps to show or show through the top due to a contrasting color (this includes sheer tops).**
2. Slogans on t-shirts must be closely reviewed to be school appropriate. Absolutely no references to violence, drug use, etc. are allowed. The building administrator has the final authority on what is and what is not "school appropriate".
3. Holey or frayed jeans that show skin are not allowed
4. Students are required to dress appropriately for gym class. Tennis shoes or sneakers are required in order to be on the gym floor.
5. Yoga pants, skinny jeans, and any other form of tight-fitting pants **must have a longer shirt that covers the hip/abdomen area.**
6. **Dresses, skirts, skorts, etc. must be longer than "finger-tip" length to the knee.**
7. **Necklines** should be modest and cover all cleavage.
8. **Hair Color:** Students may not highlight or dye their hair a hair color that is not natural (e.g., blue, purple, turquoise, etc.)
9. Middle school girls who wear make-up with permission from parents **must avoid** brightly colored eye shadow, heavy mascara, and any bright-colored lipstick.

10. A parent may be contacted for a change of clothing should a student violate the above dress requirements. Field Trip Dress Code: Parents will be notified if any specific clothing is required.
11. ***One piece swim suits (or tankinis) are required for all girls K-8.***
12. Because *Kabbalat Shabbat* is held every Friday, boys and girls are asked to dress up in honor of *Erev Shabbat*. **T-shirts, sweatpants, and jeans are not acceptable on Fridays** for either boys or girls. Girls may wear “dress pants”, a skirt and top, or a dress. Boys may wear “dress pants” and a shirt. During warmer weather, boys are allowed to wear cargo or dress shorts (no athletic or jean shorts).

WARM WEATHER DRESS POLICY

Students are permitted to wear shorts from May 1st through September 30th (or as designated by the building principal). Students should dress appropriately for learning. The following clothing is **NOT** appropriate for Akiva students: short shorts, tank tops, spaghetti strap tops, and clothing that shows skin due to torn or ripped areas. **Skirts and shorts must extend beyond the fingertips when standing.** Midriffs must be completely covered. Students may wear sleeveless tops that have at least a 1-inch strap or a cover from shoulders to arm. Boys are not allowed to wear tank tops or “muscle shirts”. **Open toed sandal type shoes must have a back ankle strap.**

SWIMMING

Swimming is a required course for all students in grades K-4. Students are expected to participate unless excused by a physician. Parents may send a written excuse for sore throat, cold, etc. However, unexcused absence from two or more sessions in a given grading period will constitute an **Unsatisfactory** in swimming for that grading period. **This is a required class.** Girls are required to wear a one-piece suit, tankini, or a swim shirt over their two-piece suit.

VOLUNTEER POLICY

Parents are invited to volunteer for class or schoolwide activities. Volunteer forms are available in the office.

SCHOOL VISITATION DURING THE DAY

Parents visiting the school are directed to come to the office directly upon entering the building. **Please do not go to your child’s classroom! Interruptions can compromise teaching and learning.**

HOMEWORK/NIGHTLY SCHOOL FOLDERS

A reasonable amount of homework is given depending on a student’s age and grade. Please be sure to check your student’s nightly school folder and TeacherEase for homework assignment, graded assignments, and other important school notices. Parents need to monitor student planners and sign all needed paperwork!

PHYSICAL EDUCATION

Physical education will be held according to a prearranged schedule. Students should be prepared to dress appropriately for these classes with tennis shoes (no cleats or open toe shoes), loose fitting shirts, and shorts or sweatpants. This is for your child’s safety. If your child is unable to participate in physical education or swimming class, a written excuse from the DOCTOR is required. There will be written notice of any change in this program.

CARE OF LOCKERS

Lockers are provided for storage of coats and books for students grades 3-8. Students must be certain that their **lockers are closed at all times** and **no straps are hanging out** of the locker. Book bags are to be stored in the student lockers. **The Fire Marshall forbids book bags with wheels since they cannot fit inside a locker.**

Lockers are to be cleaned out at various times of the school year at the minimum of before winter break and the end of the year.

Students are to take lunch bags/boxes home nightly. **Students are not allowed to put locks on lockers or attach any kind of sticker to the inside or outside of the locker.**

DISCIPLINE POLICY

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his parents and other support personnel to help correct his behavior. A teacher conference with the student, administrator and/or parents may be required to help determine disciplinary actions.

When determining the responses for a specific breach of discipline (minor and major infractions), school personnel must consider the nature of the act, the student's previous history, his age and maturity and any mitigating circumstances. Disciplinary responses may include, but are not limited to, the following:

- A. Verbal reprimand
- B. Phone call home
- B. Parent conference
- C. Detention (office, recess, or after school)
- D. Exclusion from field trips, after school activities and/or assemblies
- E. Suspension (in-school or out-of-school)
- E. Expulsion
- F. Refusal to grant re-enrollment (even after fees are paid; all fees will be returned in this incidence)

The following constitute minor infractions:

- A. Out of assigned area
- B. Dress code violations
- C. Assembly distraction
- D. Minor classroom/lunchroom disturbances
- E. Littering

The following constitute major infractions:

- A. Disrespect toward authority
- B. Chronic disregard for School's expectations regarding academics, behavior, etc.
- C. Harassment, intimidation or bullying behavior which includes social media postings, etc.
- D. Use of profane or vulgar language
- E. Cheating
- F. Forging signatures
- G. Destruction of property
- H. Theft
- I. Setting false fire alarms
- J. Illegal substances
- E. Carrying of weapons

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING

As Per Ohio Legislative House Bill 276, the Ohio State Board of Education ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING Model Policy, and this School District's Policy.

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying”, in accordance with Ohio law, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other student/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and,
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

This includes cyber-bullying. Anyone who witnesses or suspects that a student or adult is being harassed, intimidated or bullied in any way should report it immediately to the building principal.

PARENT – SCHOOL COMMUNICATION

NIGHTLY FOLDERS (Grades K-6)

Students will bring home a blue folder and/or student planner nightly. Regular newsletters are sent home with the students to notify parents of learning goals, special announcements, and other important information. School newsletters are also sent home with students. Please review the contents each night to stay current with your child's progress and school notices.

PLANNERS (Grades 3-8): Planners are a part of our program to teach and enhance strong organizational habits. Parents should initial the planner each night to signify reviewing it, and acknowledging if homework was assigned.

BLOOMZ is our text message system of communication. Your message goes directly to the teachers, and you quickly receive communication from the school office and/or faculty.

TEACHEREASE (ON-LINE GRADEBOOK)

Parents should utilize the online gradebook to communicate with teachers, and stay current with student progress. Teachers consistently post homework grades, test/quiz grades, and other reports of graded projects. Interims will also be periodically sent home for parents to sign to acknowledge receipt of unsatisfactory work notices.

TEACHER PARENT CONFERENCES

Parent/Teacher conferences are scheduled twice during the school year. Please refer to the school calendar for these important dates. Although these are the official conference times, you do not have to wait to meet the faculty about a concern. If you have a specific concern at any time during the school year, please contact the teacher or the principal and a meeting will be quickly scheduled.

Please note that the time before school begins each day is **not** the appropriate time to initiate unscheduled teacher conferences, as the teachers need the time to prepare their classrooms and supervise the students. Those times can, however, be used for scheduled meetings.

REPORT CARDS

Your child will receive three progress report cards in each subject during the school year. Interim Notices of Unsatisfactory Progress reports will be distributed as needed throughout the year.

Report Cards will be held if students have outstanding fees at the end of the school year.

STATE TESTS

The state assessments will be administered to students in grades 3 through 8 per state guidelines. We are required to adhere to the consequences of the Third Grade Guarantee for all students receiving state scholarship funding. Official testing dates will be announced during the school year.

AKIVA GRADING SCALE

GRADE K: (progress reporting only)

Grades 1-8: Secular and Hebrew/Judaica

90 - 100	(A)	(Outstanding)
80 - 89	(B)	(Satisfactory)
70 - 79	(C)	
60 - 69	(D)	(Unsatisfactory)
Below 60	(F)	

HONOR ROLL

Honor Roll: Grades 4-8 will be issued and posted each grade period. **Honor Roll:** A's, B's, O's and S's with a cumulative grade point average of 3.0; **Principal's List:** All A's

POLICY ON BIRTHDAYS AND GIFTS

We are frequently asked the question, "What can we send for our child's birthday party?"

We urge you to invite all students in your child's class to birthday parties to prevent hurt feelings. Please send invitations to birthday parties by mail. Treats should be store-bought and coordinated with classroom teacher prior to the celebration day.

RECESS AND LUNCH PROGRAMS:

The following conditions are required to take students outside for recess:

1. Temperature – must be 32 degrees or greater
2. No rain or snow

Students will eat in the multi-purpose room. Grades 2 – 4 students will eat from 11:35 – 12:55 pm with recess from 12:00 – 12:20 pm. Kindergarten and Grade 1 students have recess prior to lunch. Students in grades 5-8 will eat at noon-12:30 p.m. Each child is to bring his/her own lunch.

Akiva Academy observes the nutritional policy of not mixing meat with cheese. If you have any questions regarding a specific food item, please check with the office.

We also suggest that you pack a “ready to eat” lunch, especially for the younger children. This refers to the following:

- A. If your child prefers fruit peeled and quartered, please pack peeled and quartered fruit in his/her lunch.
- B. Please buy treats, drinks, or snacks which are “child friendly” so your child will be able to open them for him/herself.

Remind your child that food sharing and trading is not permitted

ABSENCE DUE TO VACATION

Akiva Academy strongly encourages parents to schedule vacations when school is not in session. When vacations are scheduled during school time the following procedures must be followed:

1. Parents should notify the building principal in writing, one week prior to the scheduled vacation with the exact dates to be missed. Missing school seriously impacts your child’s academic progress.
2. The building principal will approve the dates to be excused and will notify the teachers of the excused student.
3. Teachers prefer to give the student all the work that they missed during the excused time off **upon their return**. For each day missed they will have that same number of days to complete their assignments. In some cases, teachers can send school work along for vacation, but parents need to understand that additional make-up work may be assigned.
4. The student is to make up all tests within 5 school days upon returning to school.

ABSENCE DUE TO ILLNESS

Students need to be in school to achieve their academic potential. Every effort should be made to make sure students maintain good attendance and punctuality in school. Excessive absenteeism negatively affects academic progress. In the event that your child is too ill to attend school, please observe the following protocols.

1. Please call the school before 8:00 a.m. to report a student’s absence. If a child becomes ill the night before school, you can call and leave a voice message on the main school office number.
2. Written excuses are required for all student absences. If your child is absent for more than one day, you MUST call them off each day. Acceptable excuses for absence are: (1) personal illness; (2) illness in the family; (3) death of close relative; (4) observance of religious holidays; (5) family emergency;

- (6) doctor's appointment. Whenever a student returns from a doctor's appointment, he/she must request office visit verification from the doctor and bring it in when they return to school.
3. A student will be considered TRUANT if they miss the bus, wake up late, have any well-visit doctor or dental appointment in the AM or PM and do not come to school for the entire day.
 4. Students wishing to leave school during the school day **MUST** be excused by the main office. Excused students are required to have a written note or parental phone call to the office that day. Only parents or guardians can excuse their child via a phone call or come into the main office. Students must be officially signed-out in the office before they are released for any purpose during the school day.
 5. Students who are ill for more than 3 days in a row need a doctor's excuse to return to school.
 6. Students who suffer from a compromised health condition or illness should have proper documentation in their health folder in the school office.

Class work missed due to illness will be prepared daily and sent to the office after **1:30 p.m. upon request**. Please be sure to **call the office before 10:00 a.m.** to make this request. Children will be given ample time to complete missed work deemed important by the teacher. The number of days required to complete the work will match the number of days missed. For example, if a child is absent for five days, five days will be allotted to complete the assignment.

Absences for Recipients of EdChoice Scholarships

Student Absence

To maintain EdChoice Scholarship eligibility for future school years, the Ohio Department of Education stipulates that a scholarship recipient student may not have more than 20 unexcused absences during a single school year. Any absence from school is unexcused unless it is for one of the following approved reasons. **All excused absences must be documented as stipulated below.**

An excused absence from school may be approved on the basis of one or more of the following conditions:

- Illness or injury of the child. The parent/guardian must provide documentation to the school. Any absence for illness or injury of the child which exceeds 3 days absent from school must be certified in writing by a physician or appropriate health professional.
- Illness in the family necessitating the presence of the child. The parent/guardian must provide documentation stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds 3 days absent from school must be certified in writing by a physician or appropriate health professional.
- Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
- Death of a relative. The absence arising from this condition is limited to a period of 3 days and must be documented in writing by the parent/guardian of the student. Any absence for this reason in excess of 3 days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.
- Medical or dental appointment. The parent/guardian must provide documentation.
- Observance of religious holidays. A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation detailing dates of all absences for religious holidays.
- College visitation. The parent/guardian must provide documentation for the college, university, or technical college verifying the date and time of the visitation.

- Emergency or other set of circumstances. The parent or guardian must provide documentation detailing the emergency circumstances. Any absence for this reason in excess of 3 days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.

Verification

Scholarship acceptance forms, payments and other required documentation are to be returned as soon as possible.

SAFETY CONTRACT

The school safety contract, containing the rules below, is for parents and students. Please discuss these rules with your child. We find it helps the student if he/she is aware of the rules he/she is expected to follow.

A. Areas of Special Consideration

1. A student is to remain in school upon arrival in the morning until dismissal. He/she must not leave the school or the school grounds without prior approval of both the school officials and parents.

B. Arrival

1. Upon arrival in the morning, each student is to go to the appropriate designated area (classroom or multi-purpose room)
2. The student is responsible for working quietly.
3. Students are not to leave the classroom without the permission of the teacher.
4. Students are not to enter classrooms other than their own.
5. Students are prohibited from opening the lockers of other students.

C. General School Rules

1. Students must work to achieve high levels of “respect” and “responsibility” concerning all areas of student life (i.e. work/study habits, relationship with teachers, relationship with peers, etc.)
2. Students may not run in the halls.
3. Students are to demonstrate self-control and good behavior in the restroom.
4. Students are to show respect for property of the JCC, Akiva Academy, and fellow students.
5. Foul or threatening language is never appropriate.
6. Students must observe a “hands-off” policy at all times.
7. Leaving trash on the floor is not acceptable.
8. Students may not use their cell phone during the day.
9. Students must demonstrate responsible use of technology. We reserve the right to withhold technology privileges and devices due to non-compliance.

D. Outside Recess

1. The following areas are **off limits to students**:
 - a. **parking lot**
 - b. **street**
 - c. **trees and bushes**

2. Students should not be on the ground. (example) There should be **no tackling games**.
3. All playground equipment should be used as intended. (Example: There should be **no climbing up the slide**.)
4. There should be **no throwing snow, playground mulch, ice balls, or any other type of projectile**.

E. Dismissal: If parents come during the school day to pick up students, please call the school so we can open the security gates or park in an area adjacent to the closed gate.

1. Students must have a written permission from parents to change their regular transportation arrangements. Students who are staying at the JCC for an after-school activity must bring a note from parents indicating the change in transportation arrangements.
2. **In order for a student to ride the bus home with another student or to get off at a stop other than his/her own, the Liberty Transportation Department must be contacted (330 759-7453) and a note must be sent to the Akiva office.**
3. Parents **must inform the office before 2:30 p.m.** of any change in transportation.

DISMISSAL PARKING: Security gates open at 2 pm.

All students who are on the pick-up list will be in their appropriate assigned area for dismissal. Parents are to stop in front of the Akiva building door (keep to the right, single-file) and remain in their cars. An adult will be there, who will then communicate to the main office to announce students for dismissal. Your child(ren) will then be sent out to your car. Grades 5-8 pick-up is along the white fence. Grades K-4 are to line up by the curb. **Remember: Please stay in your car.**

At around 3:10 p.m., students who are still waiting to be picked up will be escorted to the office. Students who are registered for the aftercare of the Jewish Community Center will be escorted to their respective areas.

Dismissal time is not the best time to have a conference with teachers. They are still responsible for any children left in their care, and cannot give you their undivided attention. If you wish to speak with a teacher, please call the school to make arrangements. All our teachers are more than happy to set up informal and formal conferences.

EARLY DISMISSAL DATES: Security gates open at noon.

Early dismissal time is 12:50 pm. There are early dismissals planned for the 2022-23 academic year as designated per the school calendar. Liberty bussing will transport their regular students on early dismissal days. Parents must make their own arrangements if child care supervision with the Jewish Community Center is needed.

WITHDRAWAL AND TRANSFER POLICY

Parents/Guardians of an enrolled student at Akiva Academy who decide to withdraw or transfer student to another school are required to complete the Notice of Withdrawal-Transfer Form. No withdrawal or transfer requests will be accepted over the phone or by email. Every attempt will be made to transfer records within 24-48 hours of the received, written request.

Akiva Academy Parent-Student Handbook

Parental and Student Review and Acknowledgement of Policies

I have read and understand Akiva's policies addressed in the Parent Handbook. I have reviewed these policies with my child and agree that we will abide by the school's standards.

Please return **before** the first official day of school.

Parent Name: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Student Name: _____

Grade: _____

Parent Signature: _____

Date: _____