

@akiva HANDBOOK 2018-2019

@akiva is a beneficiary agency of the Jewish Federation of Cleveland and a partner Agency of the Jewish Education Center of Cleveland.

MISSION

@akiva is a vibrant place for Cleveland teens to explore and grow in their devotion to Judaism and Israel while fostering everlasting friendships. From Hebrew and Judaic classes, to advocating for Israel through special activities, trips and community service, @akiva offers unique programming throughout the year

OUR EDUCATIONAL VISION

- Out-of-the-box, innovative thinking
- Strong content knowledge-based programs
- Outreach to teens beyond the schools and synagogues
- New methods of delivery
- Israel education as a strong foundation for Jewish identity

@akiva PROGRAMS

hebrew.for.all(teens): Options include one or two evenings a week ([HS@akiva](#) or [tutoring with a teacher](#)) or a weekly tutoring (Cleveland.shin.shinim) instruction for local high school students to enrich knowledge in Israel studies, and Hebrew language. *hebrew.for.all (teens)* continues to provide the only supplementary high school Hebrew language program in the community, attracting graduates of Mandel JDS and Gross Schechter Day School, as well as other supplementary programs.

@akiva as Facilitator of Community Programs:

[HaZamir Cleveland](#) - A chapter of the International Jewish High School network of choirs provides Jewish teens with a high level choral experience in a Jewish environment. Choir chapters are located across the U.S., Canada and Israel. Chapters meet weekly to rehearse Jewish choral music and learn the same body of music, then join together at the annual HaZamir Festival. This unique experience builds a lifelong commitment to Jewish culture and music. HaZamir Cleveland is open to all Jewish students in grades 8 to 12. Weekly meetings are held at @akiva.

[israel.cleveland.next \(icnext\) an Israel program](#) – This unique two-year program educates a dedicated group of high school juniors from all denominations in the core issues of Israeli society and the

geopolitical situation in Israel today. In addition, students learn, engage, and work with a group of Israeli peers from Beit Shean/Emek HaMayanot, Cleveland's partnership region.

testimony.theater.cleveland - An educational and dramatic encounter between teens and first, second and third generation Holocaust survivors. The program meets weekly for rehearsals and culminates in a performance for the community.

@akiva on the Road (Community Teens' Connector): This serves as the "research and development" (R&D) division for teen education, initiating, funding, facilitating, and supporting programs for teens. The following initiatives are offered annually: *scholars.in.residence program* – Through this program @akiva brings high level educators to intellectually engage the teen community and their educators. *College Prep Initiatives* - In 2016-17, @akiva opened a new Israel/Jewish advocacy initiative specifically geared towards high school juniors and seniors. The initiative includes programs that provide students with an opportunity to explore Jewish life on a college campus and learn how to cope with and respond to anti-Semitic challenges. Currently the initiative includes:

- *College Campus mission* – Each year the community will take students to a college or university to explore Jewish challenges and opportunities on campus.
- *Junior/Senior Seminars*
- *Cleveland Seniors AIPAC PC mission* – Each year the community sends some 30 high school seniors to the AIPAC Policy Conference.

Jfilms.for.teens – This initiative offers community teens' programs a new Jewish or Israeli film. The program includes screening of the film and developing a curriculum to work with the students. @akiva will also provide a trained educator or shin.shin to run the program. *Other programs projected for the year include* - Cleveland Szarvas Fellows Program; J-Serve; Laurel School May Term Mission to Israel; Cleveland Israel Theater program; and High school students teach Israelis English.

JECC/OCC Community Shin Shinim (Israeli students in gap year):

The Shin Shinim are teen emissaries from Israel who work in the community providing Israel educational enrichment programs, and serving as Israeli representatives to our youth across settings and ages. @akiva administers and coordinates the program for the community.

@akiva POLICIES

Attendance: Prompt and regular attendance is a key component to ensuring success for your student. Please help by having your children arrive **on time** in order to be seated when class begins. If your child needs to leave early, we will need notification from you.

Dress Code: We believe that the way we dress expresses our community standards and our self-esteem. We advise students to dress appropriately. Message tee shirts, sweatshirts, clothes

exposing the midriff and torn clothing are not acceptable. Students' dress for weekday classes is to be in accordance with his/her secular school's dress code.

Tuition Payment: A non-refundable deposit of \$200 should be included with your registration. Payment in full may also be made at that time. An option is available to extend your payments. Additional payments of \$350 should be made according to the following schedule:

- October 15, 2018
- December 17, 2018

Tuition may be paid by check or online. Make checks payable to @akiva and mail to: Jewish Education Center of Cleveland, 2030 S.Taylor Rd., Cleveland Hts., OH 44118 to pay online, visit the @akiva website: www.akivacleveland.org. Financial aid is also available by contacting the @akiva office. Financial aid requests must be made by November 15, 2018.

Effort: Because education can only be successful with an adequate amount of effort, participation in class activities and completion of all assignments are expected of each student. The teachers or administrators will meet with parents and students who fail to conform to the standards of effort and achievement in order to assist each child in meeting this requirement.

Phones/Electronics: Cell phones and other electronics MUST be in the SILENT MODE or turned off during class time, except when their use is directed by the teacher. Phones/electronics may only be used during break or before and after school hours. Any student that doesn't adhere to this policy will be asked to leave his/her phone in an open bin/basket on the teacher's desk. Some teachers will collect all phones/devices to leave in these containers during class. If this occurs a second time, the student will need to retrieve their phone/electronic device from the Associate Director. If there is a third infraction of this rule, the parent must retrieve the phone/electronic device from the Associate Director.

Discipline Procedure: In the rare event that a student is unable to adhere to our expectations, the following steps will be taken:

The teacher will create an opportunity to speak quietly and privately to the student and record the inappropriate behavior.

If the problem recurs the student will be referred to the Associate Director, who will speak to the student, focusing on what is appropriate behavior.

We would hope that Steps 1 and 2 will prevent any further incidents from occurring, however, should issues persist, the Associate Director or the teacher will contact the child's parents to discuss the inappropriate behavior and any further action.

If the offense involves physical or emotional harm or injury to persons or property, parents will be called immediately to pick up their child and schedule a conference.

Emergency Closing Procedure: The decision to close @akiva will be done on the day of the affected program. This announcement will be posted on radio and television through the iAlert

System. This will include WKYC-TV3, WVIZ/PBS ideastream, WMJI, WCPN 90.3, WCLV 104.9, WTAM and WMMS. In addition families will be contacted by email.

Peanut/Tree Nut Food Policy: Due to the increasing number of food products now carrying allergen warning labels, and because we are committed to the health and safety of our students, @akiva has a “nut sensitive” policy which means that the school:

1. Will not serve any food items that contain “peanuts” or “tree nuts” as a listed ingredient.
2. Will not serve any food product whose ingredient label states “may contain traces of peanuts and/or tree nuts”.
3. May, under special circumstances, permit the use of foods whose ingredient label states “processed in a facility that also processes peanuts and/or tree nuts” or “manufactured in a facility that also processes peanuts and/or tree nuts”. This will primarily be the case for special treats at holiday celebrations or other school events, and these foods will be labeled as such.

Injuries:

As a part of the registration paperwork, parents are asked to sign consent forms allowing the school to seek emergency medical treatment if parents cannot be reached. These forms are kept at school and accompany students on field trips. If your child requires special care for injuries, please notify the office. In the event of serious injury, parents will be notified immediately. Our office staff will treat regular bruises, cuts and scrapes and give out ice packs.

Transportation:

@akiva does not condone students to be picked up after classes, tutoring, or any other @akiva event by third-party car services. This includes but is not limited to services such as Uber and Lyft.

Security: In order to ensure the safety of our students and staff, outside doors will be locked at all times. **Fire, Tornado, and Lockdown Drills:** We are required by law to conduct fire drills. Evacuation directions are posted in each classroom. During a fire drill, no talking is permitted. During tornado drills, students are instructed to gather in the area assigned to their class. Lockdown drills will be occasionally conducted.

Anti-Bullying, Harassment and Intimidation Policy: The State of Ohio Board of Education has required all schools to adopt an “Anti – intimidation and Anti Bullying Policy” to fulfill the requirements of House Bill Number 276.

@akiva has always acknowledged the importance of policies and strategies which promote positive behavior and a safe and secure school environment. The parent handbook delineates a framework of expectations for behavior based on respect for one another and Jewish values. Our school affirms the worth and dignity of each individual. No one may harass anyone because of that person’s race, color, age, religion, ancestry, sex, sexual orientation, gender identity,

genetic information, national origin or such characteristic. Students are entitled to receive their education free from humiliation and abuse. The policy aims to:

1. 1. Provide a safe, welcoming and secure environment for all students.
2. 2. Create a supportive climate for all students.
3. 3. Provide suitable services/interventions for bullies and targets of bullying.

Prohibition of Harassment, Intimidation or Bullying: At @akiva harassment, intimidation or bullying of any student on school property or at school-sponsored events, by another student or faculty member, is prohibited. **Definition:** Our school defines bullying as any intentional written, verbal, non-verbal or physical act that a student or staff member has exhibited toward another particular student or staff member, more than once AND the behavior both:

1. 1. Causes mental or physical harm to that individual AND
2. 2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for the other individual.

Examples of bullying include, but are not limited to: ● Name-calling ● Hitting, punching, kicking, bumping ● Threatening ● Teasing ● Excluding ● Spreading rumors ● Sending hurtful notes, phone calls or e-mails ● Interfering with another student's property ● Sexual innuendo and harassment ● Physical violence and/or attacks ● Threats, taunts and intimidation through words and/or gestures ● Extortion, damage or stealing of money and/or possessions ● Exclusion from the peer group or spreading rumors ● Harassment, intimidation or bullying also applies to electronic transmission via Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device ● Cyber bullying - repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites. including the following: ○ Posting slurs on websites where students congregate or on web logs (personal online journals or diaries) ○ Sending abusive or threatening instant messages ○ Using camera phones to take embarrassing photographs of students and posting them online ○ Using Web sites to circulate gossip and rumors to other students; ○ Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention will be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred. Evaluation will also take into account the victim's point of view, and whether the actions were something that a reasonable person would perceive as "bullying" behavior. In addition, there will be disciplinary consequences for any child who indirectly encourages bullying.

No Tolerance for Violence or Weapons:

@akiva has a zero tolerance policy for any violent or potentially violent act, including a complete prohibition on possessing any type of weapon or firearm on school property.

Policy Regarding School Personnel's Requirement to Report Incidents:

School personnel will closely supervise students in all areas of school and watch for signs of bullying, and will respond quickly and sensitively to reports of bullying.

Teachers and other school staff who witness acts of harassment, intimidation or bullying as defined above shall promptly notify the Director of @akiva of the event observed, and shall promptly file a written incident report concerning the events witnessed. The Director of @akiva shall promptly notify the Executive Director of the JECC of any acts of harassment, intimidation or bullying as defined above. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the Director of Akiva of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Director of Akiva. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the Director of Akiva.

Report to the Parent or Guardian of the Perpetrator:

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the Director of @akiva shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

Reports to the victim and his/her parent/guardian:

If after investigation, acts of bullying against a specific student are verified, the Director of @akiva shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.

Policy Regarding Access to Written Reports:

To the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974", parents or guardians of any student involved in a prohibited incident shall have access to any written reports pertaining to the prohibited incident. **Policy**

Regarding Notification of Board President: The Executive Director of the JECC will semi-annually provide the President of the Board of Trustees a written summary of all reported incidents. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is protected by state or federal law such as the nondiscrimination, suspension and expulsion/due process, violent and aggressive behavior, hazing, discipline/punishment, sexual harassment, peer sexual harassment and equal educational opportunity acts. **Policy**

Regarding Training Requirement:

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention

of harassment, intimidation or bullying, and their rights and responsibilities under this and other school policies, procedures and rules. Parents will be provided with information about this policy and procedure, as well as information about other school rules and disciplinary policies. Information regarding the policy on harassment/intimidation/bullying behavior shall be incorporated into training materials for employees and volunteers with direct contact with students. School personnel members are encouraged to address the issue of harassment/intimidation/bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student or staff conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment/intimidation/bullying".

Procedure for Reporting Prohibited Incidents:

Students will be told that they must report any incidence of bullying to an adult within the school, and that, when another student tells them that they are being bullied or if they see bullying taking place, it is their responsibility to report their knowledge to any member of the school staff.

Retaliation: anyone who retaliates against someone who reported cases of bullying will face disciplinary consequences.

Formal Complaints:

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Director of Akiva for review and action.

Informal Complaints:

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the Director of @akiva for review and action.

Anonymous Complaints:

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the

complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

Procedure for Documenting, Investigating and Responding to a Reported Incident

Investigation: The Director of @akiva and or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the division principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint.

Strategies for Protecting the Victim from Additional Harassment and Retaliation:

@akiva will supervise and discipline offending students fairly and consistently, provide adult supervision during breaks, maintain contact with parents and guardians of all involved parties.

Disciplinary Procedures:

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The school's commitment to addressing such prohibited behaviors, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation or bullying will not be tolerated by students, faculty or school personnel. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the Director of Akiva that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of "harassment, intimidation or bullying", as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the Director of @akiva. The following sets forth possible interventions for building principals to enforce the school's prohibition against "harassment, intimidation or bullying."

Non-disciplinary Interventions: When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a

disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying.

Disciplinary Interventions: When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed by the Director of Akiva, following consultation with the President of the Board of Trustees. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.