



**Student/Parent Handbook**  
**2018-2019**

Dear Student,

On behalf of the staff of Torah Girls Academy of Texas, welcome to the 5778-5779/2018-2019 school year!

We would like TGA Texas to be a place where you, our student, can develop yourself and your unique qualities and channel your energies in the most wonderful of ways. With that in mind, we have put together this handbook. This handbook describes and delineates the school's philosophy, principles, rules, and regulations.

There is much that we can gain from each other, within our TGA family. These guidelines enable parents, teachers, and students to join together in partnership and work together for your benefit. Let's join with the shared purpose of making TGA Texas the best high school for each one of you.

We look forward to an exciting and eventful year!

Rabbi Wender  
Dean

Mrs. Wolbe  
Mechaneches

## Welcome to Torah Girls Academy of Texas

By following the rules and guidelines in this handbook, you enter with us into a joint effort to improve yourselves and develop your capabilities to become the best *bas yisroel* possible. To that end, please feel welcome to approach your teachers and administration for guidance and help. We are here for you, and look forward to assisting you in your schooling.

### Communication Between the School and Parents

**Home/School Connections:** Open communication between parents, students and the school is important. **We encourage parents to initiate and maintain contact with their daughter's teachers.** In addition to progress reports and report cards, you can also contact faculty members by e-mail or by leaving a message for them on the school voice mail.

We ask that you keep us informed about events in your family that may affect your daughter's ability to function in school. Please feel free to contact Rabbi Wender, Mrs. Wolbe or Mrs. Bergida at any time to inquire or discuss any issue regarding your daughter's education. Your suggestions and comments are always welcome. **The school phone number is 713-936-0644.**

Faculty Name	Position	Email
Bergida, Mrs. Rachel	Director of Curriculum & Student Services	mrsbergida@tgatexas.org
Buchwald, Rabbi Naphtali	Chumash	rabbibuchwald@tgatexas.org
Dunn, Mrs. Brittany	Science	bdunn@tgatexas.org
Fuerst, Ms. Abrielle	Physical Education	afuerst@tgatexas.org
Ganz, Mrs. Shaindy	Navi/Hashkafah	mrsganz@tgatexas.org
Glazer, Mrs. Temi	Student Activities	mrsglazer@tgatexas.org
Kessler, Mrs. Shoshana	Yahadus	mrskessler@tgatexas.org
Kusin, Mrs. Janice	English Language Arts	jkusin@tgatexas.org
Labeau, Mrs. Roxanne	Math	rlabeau@tgatexas.org
Singer, Mrs. Chaya Sarah	Hashkafah	cssigner@tgatexas.org
Vargas, Mrs. Lauren	Social Studies	lvargas@tgatexas.org
Wender, Rabbi Yehoshua	Dean; Halacha	rabbiwender@tgatexas.org
Wolbe, Rabbi Aryeh	Parsha	rabbiwolbe@tgatexas.org
Wolbe, Mrs. Chaya	Mechaneches; Parsha	mrswolbe@tgatexas.org
General		office@tgatexas.org

## Academics

As you enter high school you will discover that the amount of time you need to dedicate to your schoolwork will increase, yet you will also feel a greater sense of accomplishment as a result of your increased academic independence. You are encouraged to seek the help and guidance of your teachers and other school staff for any concerns and problems you may be experiencing.

### Assessments

**Written assignments and research papers:** Your academic success depends largely on your ability to do independent study and research and to articulate your ideas cogently and persuasively. To that end, you will be given regular writing and research assignments. The quality of your writing will be evaluated together with the content of these assignments. You will be given continued guidance and assistance in honing these skills.

**Examinations:** Tests provide you with the opportunity to review and assess what you have learned and to organize the content of a course in a meaningful way. Additionally, they are one of several measures used to help teachers evaluate your progress and achievement.

1. In order to ensure maximum student performance on major tests, TGA's policy is to try to limit tests to a maximum of two per day (not including makeup tests). A word on tests vs. quizzes- a test is an assessment for which students must prepare. A quiz is designed to assess whether or not students have completed their homework or reading assignments or have listened well and have taken effective notes. Quizzes do not have to be scheduled.

2. The electronic test calendar is the calendar used by teachers to schedule exams and major papers. The electronic test calendar is available to each student via her school email account.

### Final Exams

Final exams will be given for high school courses in January and June. Cumulative finals may be worth up to 15% of the final grade. Students must be at school at 8:10 AM on the days of finals.

If due to extenuating circumstances, a student misses a final test, she will have to make it up on a designated date set by the teacher. A fee will be billed to the parents to pay the teacher for the time it takes to write a new final and to administer the test. Arrangements must be made in a timely manner.

Final exam dates are listed on the school calendar. Trips out-of-town should not be scheduled during these weeks.

## Computation of Grade Point Average

Both the Judaic and General Studies grades are included in the calculation of GPA's. TGA's grades are calculated on a 4.0 scale, honors classes and AP classes earn an extra .3 grade point. Students are admitted to an honors class based on the teacher's discretion. The grading scales are as follows:

### Regular Courses

A+ = 4.3 (99-100)
A = 4.0 (94-98)
A- = 3.7 (90-93)
B+ = 3.3 (87-89)
B = 3.0 (83-86)
B- = 2.7 (80-82)
C+ = 2.3 (77-79)
C = 2.0 (73-76)
C- = 1.7 (70-72)
D = 1.0 (65-69)
F = 0.0 No Credit

### Honors/AP Courses

A+ = 4.6 (99-100)
A = 4.3 (94-98)
A- = 4.0 (90-93)
B+ = 3.6 (87-89)
B = 3.3 (83-86)
B- = 3.0 (80-82)
C+ = 2.6 (77-79)
C = 2.3 (73-76)
C- = 2.0 (70-72)
D = 1.3 (65-69)
F = 0.0 No Credit

## Grading

Scholastic grades are never based solely on test scores. Grades will reflect a student's performance in class, tests, quizzes, homework, and other assignments. Each teacher will inform students at the beginning of each semester, how they will be calculating their semester grades.

## Academic Progress Reports

Progress reports are sent out twice per semester for all students. At the end of each semester a report card will be sent out. Progress reports and report cards are sent via email. Students will receive a copy of their grades emailed to their email account. Please note that if there is an open balance due to the school, report cards will not be sent out.

### Dates for Progress Reports

October 25, 2018

December 6, 2018

Semester report card January 31, 2019

March 14, 2019

May 9, 2019

Semester report card June 20, 2019

## Parent-Teacher Conferences

Formal Parent-Teacher conferences are scheduled once during the school year, as indicated in the school calendar. All parents should have the opportunity to confer with their daughter's teachers and are encouraged to take advantage of this opportunity. Phone conferences are scheduled in March as needed.

We strongly encourage teachers and parents to communicate with each other in between the progress report dates. This is especially true if student has shown significant improvement or decline in class. A personal conference between parents and teachers or a student and teacher can be arranged by contacting the teacher at any time.

## Homework Policy

The TGA faculty strives to be sensitive to the students' time constraints recognizing that TGA students carry two full course loads. The homework load and test schedule does require a time commitment on a nightly basis.

## Graduation Requirements

Graduation Requirements			
Subject Area	Credits	Subject Area	Credits
<b>Judaic Courses</b>	14	<b>Science</b> (Biology, Physics, Chemistry, + 1 additional course)	4
<b>Foreign Language</b> - Hebrew	2	<b>Social Studies</b> (World History I, World History II, US History, US Government, and Economics)	4
<b>English</b> (English I, II, III, and AP English Language and Composition)	4	<b>Physical Education</b>	1
<b>Math</b> (Alg. I, Geometry, Alg. II, + 1 additional course)	4	<b>Arts</b>	1

If a senior has completed all graduation requirements, TGA may still require the student to take additional courses. Accordingly, students may not graduate from TGA, unless they spend four years in high school.

## **TGA Honor Circle**

Acceptance into the TGA Honor Circle celebrates the student's achievements and complete embodiment of our school vision and principles.

Sophomores, juniors and seniors will be eligible each semester to earn entrance to TGA Honor Circle by meeting the eligibility requirements enumerated below.

- Exemplification of the standards of a *Bas Yisrael* inside and outside of school
- Minimum GPA of 85 in core classes
- Minimum individual class grade of 75
- Decorum grade of "A"
- Maximum of five tardies per class per year, with the exception of first period, which carries a maximum of ten tardies
- Maximum of six absences per semester
- Satisfactory grade in *Chesed*
- All *Chesed* forms must be turned in on time
- No repeated dress code infractions
- No repeated rule violations in any given semester (cutting class, cell phone etc.)
- Positive participation in *Tefilla* on a daily basis
- Approval of all administrative staff
- Seventy-five percent approval from all staff who interact with the student

To become a permanent member of TGA Honor Circle, a student must maintain the above requirements for 4 consecutive semesters.

## **Expectations and Responsibilities**

**School Hours:** The school day begins at 8:10 a.m. every day. Dismissal is different each day of the week. Dismissal on Friday is 1:15 p.m. We understand that the girls have a long week; at times when a teacher will be absent we may dismiss school a bit earlier. In those instances, we will try to assist with carpool. TGA is not responsible for students on school premises before or after the scheduled school day. Parents are required to sign the dismissal form.

**PE Class:** All students are required to bring sneakers to class each week and to participate in the PE activity. A student who is not feeling well needs a signed parent’s note in order to be exempt from PE. Any student requiring inhalers or special medication after physical activities should bring those to school. A student, who cannot participate in PE due to illness or other reasons, will not be able to receive credit for that particular day’s class. Credit for the course will require 75% participation throughout the semester.

**Chesed:** Being involved in *chesed* opportunities is a fundamental tenet of Judaism. In this light, students are required to fulfill a specified number of hours of *chesed* during each school year.

Minimum number of <i>chesed</i> hours required per month	10 hours
Number of <i>chesed</i> hours performed within the student’s home	Minimum of 4
Number of <i>chesed</i> hours performed outside the student’s home, within larger community	Minimum of 4

You will be advised on *chesed* opportunities available in the community, and you may suggest other opportunities. **To guarantee credit for *chesed* hours, all acts of *chesed* intended to meet the requirement need to be pre-approved by Mrs. Glazer.** Co-educational activities will not be eligible for *chesed* hours. You are required to turn in a signed monthly *chesed* log, in order to earn credit for these hours. *Chesed* achievements will be included on report cards and on your high school transcript. We sincerely hope that your dedication to the performance of *chesed* will be among the most valuable lessons you learned in high school.

**Email:** All students are assigned school e-mail accounts. This email account enables the students to access the TGA Assessment Calendar.

**Tefilla:** As an expression of the importance of *tefilla*, we have incorporated *tefilla* as one of the requirements of our school day. Twenty-five minutes are allotted for *shacharis* and five minutes are allotted for *mincha*. The time periods allotted for *tefilla* will be treated as a class and all relevant guidelines will apply.

**Programs and Excursions:** School trips are a time to build school community. All students are expected to attend. This includes in-town *shabbatonim* and some out of town trips. In addition, there will be several required events outside of the school day during the course of the year. A fee may be charged for special programs.



# ATTENDANCE

## Goals

The TGA attendance policy is guided by two goals: Learning and Safety. Every moment of learning - especially classroom learning - is precious. Even the strongest students lose out when they miss or are late to class. As such, parents are strongly encouraged to schedule trips and appointments for students during school vacations and off-school hours.

## Policies

If a student will be absent or tardy, parents must call or email the office before the school day starts and leave a message. Students must have a written note or an email must be sent by a parent before a student leaves school for any reason prior to end of day dismissal. The student is required to sign out when leaving and sign in when arriving back at school.

Tardiness disrupts learning, not only for the student who is late, but for the entire class. Students are expected to be in class with their required materials when a class begins, regardless of whether or not the teacher is already present. Students have one minute after the bell rings to get to their seat. A student who is late to a particular class three times will be considered absent one time from the class.

If a student leaves class in the middle for more than 10 minutes she will be marked tardy for that period. If a student is absent from class for more than half the class period she is marked absent. Repeated tardiness or absences may result in further disciplinary action.

There is nothing more engaging than to have a classroom full of students who are participating in a discussion. Participation fuels the enthusiasm of both the teacher and the students. We are fortunate to have a school full of students who love to learn and discuss. Unfortunately, repeated absences are becoming an ever-growing challenge to our school classroom spirit. More than half of our students missed more than 15 days of school this past year. Repeated absences are a burden on the student, the teacher, and on school morale. Accordingly, we feel compelled to adopt an attendance policy which will be more in line with the vast majority of Jewish girls' high schools around the country. **Each student will be allocated a maximum of six absences per semester per class. Exceeding that amount will result in a 1 point deduction from the student's final semester grade per absence. In extenuating circumstances, a comprehensive plan should be worked out in advance between parents and administration.**

Students are responsible for all assignments, class notes, and projects missed during an absence. When a student misses a test, a makeup test will be offered the next day during lunch or a study hall period. Students are responsible to make arrangements for making up a missed test. Students who miss school the day before a scheduled test are still expected to take the test the following day.

- **Lunch:** Students are allowed to leave the building during their lunch break, but they must stay on the campus of the two office buildings or walk straight to and from Saba's. They are not to take their cell phones with them. In addition, students should not be walking through the rest of our building except to go to the water fountain or vending machines. In order that we should know where everyone is in case of an emergency, students must sign out and sign back in. Students must be back in time for their class.
- **Illness:** In the event of sudden illness or accident during the day, you should inform your teacher and report to the office immediately. As the student can only be released to the authorized adult, the parent/guardian will be contacted to pick up the student, or if she is able to drive, to provide permission for her to leave school. In the case of serious illness or accident, appropriate medical personnel will be contacted, and, if necessary, the student will be transported to a medical facility, accompanied by a member of the school staff.

## DECORUM

TGA students are expected to conduct themselves at all times in and out of school according to the standards and spirit of Torah and *halacha* regarding religious matters, proper behavior for a *Bas Yisrael*, and interpersonal relationships. If any student invites students from our school, to an out-of-school activity it is expected that the activity should be one that all of our students and their parents will be comfortable with. It would be insensitive to subject a fellow student to the social pressure of attending something which does not fit her family's philosophy.

It is close to impossible for a teenage girl who is involved with boys to achieve the growth which is necessary to behave as a *Bas Yisrael*. With this in mind, TGA girls may not be dating or attending co-ed parties. In addition, the school discourages any activities where there is significant interfacing with teenage boys.

Academic achievement must go hand-in-hand with personal integrity. Mutual respect and honesty are necessary starting points for all learning. This includes respect for ideas, feelings, property of others, and honesty in your personal interactions.

- Whether in a classroom, lounge area, or in any other part of the school, display proper respect to your teachers and fellow students, and treat all individuals with courtesy and dignity. As part of this respect towards fellow students, one should not discuss topics in front of them with which they are not comfortable.
- The proper respect afforded to a Rabbi or teacher is for all students to stand when they enter a room.
- At the beginning of each class, you are expected to be prepared when class begins.
- You should act responsibly toward the property of others and the property of the school. A concern for the conditions and cleanliness of the building is everyone's responsibility. You are expected to properly discard all refuse from meals. You may sometimes be asked to help clean an area that has been littered.
- We expect that any work you submit including homework assignments, written reports, and tests will be your own. Ideas that you borrow from other people should be clearly identified as such. Plagiarism is unethical, as well as illegal. Plagiarism on any assignment will result in a grade of zero.

### **Personal Property**

- Lockers will be assigned on the first day of school. Belongings should be stored in lockers and locker doors should be kept closed. The school cannot assume responsibility for loss or damage to items stored in the lockers. **Books and schoolbags may not be left in hallways or classrooms.** In addition, no personal items may be left in the bathroom. We all share the TGA space together, and it is important that we respect our schoolmates and staff members by keeping our space neat. Students who persist in leaving their possessions in the wrong place, will have these items confiscated and they will need to pay a small fine to TGA/student council to retrieve them.
- The outside of lockers must remain completely clean and undecorated, except in the case of a student's birthday. Pictures and items hanging inside of lockers must conform to TGA appropriate standards. Stickers may never be placed on inside or outside of lockers, as they are sometimes impossible to remove.
- All music and reading materials, including pictures and magazines, that are brought into the school must be appropriate and must not conflict with the Torah ethics which are taught in our school. Any materials that do not belong in school will be confiscated.

- Electronic equipment such as iPods, video games, MP3 players, kindles, etc. are not permitted in the school building, because they are not conducive to a serious academic environment.

## **Cell Phones**

We have found that having access to cell phones has been a significant distraction to many of our students. Accordingly, students will not be allowed to keep their phones during the school day.

If a student feels that she wants her phone in school so she can access it after school, a cell phone “parking lot” has been set up by the front desk. Any student bringing a cell phone to school will be required to leave the phone in her specified slot for the entire school day. It is the student’s responsibility to put her phone in the cell phone “parking lot” each morning. This policy is in line with many schools around the country. In addition, cell phones may not be used on school trips unless approved by the administration.

Parents are encouraged, when they need to leave a message for their daughter, to contact the school office via phone or email. For those parents who feel that they must leave messages on their daughter’s phone, students will have a 5 minute time frame to check their phones for messages at the beginning of their lunch period.

Any student seen with her phone during the day will have the phone taken away. This will apply even if the student is not “using” the phone. In addition, the following consequences will ensue.

1<sup>st</sup> offense: A warning will be given and the phone will be left with an administrator until the end of the school day.

2<sup>nd</sup> offense: Lunch detention will be given. The phone will be held overnight and a parent will need to come in the next day and retrieve the phone from the office.

3<sup>rd</sup> offense: The phone will be held overnight and a parent will need to come in the next day and retrieve the phone from the office. The student will not be allowed to have her phone in school for the next week.

In an emergency situation, where a student needs her phone during the day, a note or email from a parent must be sent to the school outlining the situation. If a student is granted this privilege and she is found abusing her right, her consequence will be that of a second offense.

All parents are asked to discuss the following cell phone plans with their daughter(s) and complete and sign a form indicating the personal option that has been selected from the following alternatives:

- My daughter will not be bringing a cell phone to school
- My daughter will be bringing a cell phone to school and will leave it in the cell phone area until the end of the school day. The phone will be left on mute. She may have access to her phone during the designated lunch time frame.

## **DRESS CODE**

The school dress code reflects both *halachic* consideration as well as what is appropriate for a serious academic setting. Just as the workplace establishes certain norms for the dress of its employees in order to create the right work atmosphere, so, too, our school has established dress code for designed to set the tone for serious commitment to Torah learning and secular study. You are an ambassador and represent TGA, inside and outside of school, and therefore we trust and expect that your actions and your manner of dress will exemplify the religious philosophy of the school not only during the school day, but at all times.

No code can be all encompassing. The code includes guidelines that are also meant to convey a spirit. **We expect that you will abide by the letter as well as the spirit of these guidelines.** Please bear these in mind when you shop for clothing for the new school year, in this way we will all avoid embarrassment and unnecessary conflict.

### **Dress Code Guidelines**

**Please note:** TGA dress code is required at all times during the school day, and at other official TGA activities outside of school including any public chessed opportunities, unless noted. Students may not go to class until they are 100% compliant with dress code. If as a result class time is missed, the student will receive an F for her daily grade and all class work must be made up. If a student enters class after being told that she is in violation of dress code, without first changing, she will receive an in-school suspension.

- Skirts must reach to the **ankle**. No slits are allowed.
- Socks that cover the ankle must be worn daily
- No pants or leggings may be worn under skirts
- Sleeves must cover the entire elbow at all times, even when arms are bent
- Collarbones must be covered
- Tight fitting clothing may not be worn

- All parts of the outfit must be in good condition (ex. hems in, buttons attached, no tears or holes, free of graffiti)
- Shoes must have a back
- Shoes must be worn at all times
- Denim skirts are not permitted
- Shirts may not have pictures, messages, or logos
- Sweatshirts may contain logos with letters which are shorter than one inch in height
- Jewelry, make-up, hairstyles, and hair adornments must be understated and appropriate to the dress code and proper deportment to create an atmosphere where each student's character, not her appearance, is the focus. Earrings or ear clips, limited to one pair, on the lobe, should be simple and small. No hats or caps may be worn inside the building at any time.

Students must arrive at school in the proper clothing. **Students who are in violation of dress code will not receive a warning.** Students are expected to change into dress-code acceptable attire immediately upon being told to do so. In addition, the following consequences, per semester, will apply:

2<sup>nd</sup> and 3<sup>rd</sup> offense: Lunch detention

4th offense: In-school suspension

### **Decorum Grade**

Students will be receiving a decorum grade that will be listed on their report cards and transcripts. This grade will be based on general behavior and all of the topics discussed on the previous pages.

## **GENERAL INFORMATION**

**Textbooks:** Most textbooks will be distributed to you without charge. You may be asked to purchase some *seforim* and books that should become part of your personal library. The school will hold you responsible for any loss, theft, damage or defacement of books that are lent to you. Students are required to pay for or turn in textbooks in the condition they received them prior to taking the final exam for a class.

**Lunch:** Students are expected to bring their own lunch each day. Due to kashrus concerns, lunches may not be shared. Students are expected to clean up after lunch and snack times.

**Birthday Parties:** No products that are cooked or baked at home may be shared with other students. Only store-bought, pareve items, with a reliable kosher certification may be used.

**Outside Privileges:** During lunch, students may walk on the campus of the two office buildings. No students may visit the library unless a teacher has requested access for a school assignment. Students must sign out at the front desk when leaving and sign back in upon returning. Students are not to be picked up by car without a parent's written permission. Students who drive to school may never use their cars during school time, unless they have specific permission from the school and their parents. Leaving of the property without prior permission or any other violation of this policy is a serious safety concern and will result in an immediate in-school suspension and may also result in the loss of further outside privileges.

**Visitors:** No one will be allowed to visit classes without prior permission from the office. If you wish to invite a relative or a friend to attend your classes, you must have permission from an administrator in advance of that day.

**Photocopies:** Students who use the copy machine need to pay 10 cents per copy. If Mrs. Bergida is in the office, students are to go to her to make the copy and make payment. If Mrs. Bergida is not available, students may use the machine and leave change on her desk.

**Health Records:** According to state law, all school-age students must have documented proof of adequate immunization. We are not permitted to allow any student who does not meet these requirements into school. Please submit your immunization records to the office before school begins.

**Emergency Contact Forms:** To ensure each student's safety we must have updated emergency contact forms on file. Please submit them to the office. In the event of a change of address or an extended travel period, parents must notify the school to update emergency numbers and/or change of address.

## **Medications**

- In order for you to receive any medication, including over-the-counter products, a parental consent form must be on file in the office.
- Only the medication that is necessary for a student to remain in school will be given during school hours. No student is permitted to carry any over-the-counter and/or prescribed medication with her at school. Only medication prescribed by a physician, dentist, and/or registered pharmacist will be administered during school. Each student's medication must be in a labeled container from the pharmacy with the following information:

-student's name

-dosage

-physician/dentist name/ phone #

-directions for administration

-date

-duration medication is to be given

-name of medication

- Only properly labeled medications will be administered when a signed permission form accompanies the medication from the parent/legal guardian. All medication is kept in a cabinet in the office. It is the student's responsibility to come to the office and request her medication from an administrator.

**Students' Reporting Requirements – Legal Drugs:** A student who has been informed by his or her physician that the student's use of a legal drug may present a safety risk or adversely affect school performance is required to report such drug use to the Administration. If TGA determines that a student's use of a legal drug adversely affects the student's performance or poses risks to the safety of others, TGA may require the student to leave school with other appropriate action determined by the Administration.

## TECHNOLOGY

### USE POLICIES FOR COMPUTER AND INTERNET BY STUDENTS

#### **Mission**

Electronic media contains pages or "sites" which carry material inappropriate for TGA's student body, faculty and administration. To address these concerns TGA has set forth these guidelines to be adhered to by all who use TGA's network, e-mail programs and internet. It is the responsibility of the individual to abide by the guidelines of acceptable and unacceptable use policies set forth in this document.

#### **Network Use Policy**

Central to appropriate and responsible use is the stipulation that electronic communication and access shall be used in a manner consistent with the goals of TGA. All users have the responsibility to use the services in an effective, efficient, ethical and legal manner.

Electronic communications and computer resources are no different from any other form of communication or resource available. Users of this medium are bound by all governing policies of TGA including federal, state, and local laws. Use for illegal, commercial, or immoral purposes is prohibited.



Use of the internet, email programs, and network and computer workstations are a privilege, which may be revoked for abusive conduct. Any misuse or illegal activities will result in temporary or permanent cancellation of privileges and depending on the offense may be subject to further disciplinary actions up to and including termination. Every internet user has the responsibility to respect and protect the rights of every other user and to act in a responsible, ethical and legal manner.

### **Computer Privileges**

**TGA computers or personal computers** may be used by students for academic use, during free time, when a scheduled class is not meeting in the room. Student access to the internet will only be allowed with an administrator's or teacher's permission.

All computers may only be used with screens facing towards doors or openings to the hallway.

### **Acceptable Uses**

- Use related to instructional, administrative and other support activities considered consistent with the mission of TGA
- Use to fulfill academic or contractual obligations
- Using the resources, including the internet, to research projects via access to on-line libraries, public databases and other appropriate sites

### **Unacceptable Uses**

- **USE OF FACEBOOK, YOUTUBE, or ANY FORM OF SOCIAL MEDIA IS NEVER ACCEPTABLE.** A student found using these sites on school property may lose all computer related privileges.
- Students using the resources to send or receive e-mail, instant messaging, or other communications not related to school material
- Attempting to alter system software or hardware configuration
- Accessing another individual's e-mail or private files without permission of the owner
- Misrepresenting one's identity in electronic communication
- Violation of copyright and/or software agreements
- Using the system for commercial or profit-making purposes
- Transmission or installing of software or files for purposes of copyright violation, hacking or unauthorized Internet communications

- Distributing unsolicited mass mailings of information not directly dealing with school business, events or announcements or without authorization from the administration
- Using the system to threaten or harass others
- Introducing viruses or malicious tampering with any computer system
- Using sniffers, logs or access rights in an unethical manner or invading the privacy of others by using electronic communications
- Fundraising activities not approved by the administration
- Intentionally wasting resources
- Damaging computer hardware or software components
- Using obscene language
- Sending, receiving, or displaying obscene messages or pictures
- Students interacting on-line with off-campus persons at anytime
- Eating or drinking in the vicinity of any computer system in the building
- Intentionally downloading any kind of electronic message, sound or image which would be deemed inappropriate by the school. (Content must meet the same halachic standards which govern other printed matter in the school environment.)
- Engaging in inappropriate e-mail communications, jokes, games, videos, or graphics, regardless of authorship or origination, or visiting improper web sites.

## **School Assignments**

Access to assignments done on computer is each student's responsibility.

**Printing:** It is a student's responsibility to print out any assignments at home. If a student does not have access to a printer at home, we suggest asking a friend to print the assignment for her. In case of emergency, Mrs. Bergida will be able to print out documents **only** during breakfast or lunch on days she is in the building. If Mrs. Bergida is not available, printing will have to wait until she returns.

**The fact that a student did not have access to her work or was unable to print out an assignment will not be an acceptable excuse for late papers.** Students who print out assignments in school will need to pay 10 cents per page.

## **Consequences**

Those choosing to disregard these guidelines and rules will be denied use of computer facilities. Any student found to be using a computer during class will have the computer confiscated for a period of time. **Any student found to be spending computer time on non-school related activities, without prior permission, will lose future computer privileges.**

Please make sure to sign and return the **AGREEMENT FOR USE OF TGA'S COMPUTER RESOURCES** form. Students will not be allowed to have use of the computers without the completed form being returned to the office.