



Inspire. Learn. Achieve.

PARENT/STUDENT HANDBOOK GRADES K-6

2020-2021

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COLUMBUS TORAH ACADEMY

Columbus, Ohio

INSPIRE. LEARN. ACHIEVE.

MISSION STATEMENT

The mission of the Columbus Torah Academy is to develop our students into educated, contributing, active, aware members of contemporary American and Jewish societies.

To accomplish this mission, CTA is dedicated to:

- Provide a broad based, high quality, secular education, designed to impart the critical educational and learning skills that are necessary to meet the students' future educational and/or vocational challenges. A college-preparatory curriculum is offered with learning center support.
- Provide a strong, comprehensive Jewish education, within a Modern-Orthodox Zionist framework, to inspire learning, living and growing in Judaism as a life-long commitment. Our goals are for our students to make Torah values the center of their lives and to instill in them an attachment to and a sense of responsibility for the State of Israel and the Jewish People.
- Provide an atmosphere within the school that is respectful of and sensitive to the diversity that exists within the community and our parent body through the modeling and teaching of *derech erez* (proper respect) and *middot* (moral behavior).
- Provide every Jewish child in the Central Ohio area with the opportunity of a CTA education, within the limits of our educational and financial resources.

CTA Non-Discrimination Admissions Policy

Columbus Torah Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities made available to students. It does not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship or loan programs, or other school administrative programs.

As a private Jewish institution, The Columbus Torah Academy retains the right to admit only Jewish students based on its sole discretion.

PRINCIPLES OF GOOD PRACTICE – WORKING WITH PARENTS

Revised and approved by the National Association of Independent School Board in 2004.

Parents and independent schools work together to create and sustain effective partnerships. The following principles of good practice describe the respective roles and responsibilities of both partners.

Parents Working with Schools

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

Schools Working with Parents

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

I. ORGANIZATION OF THE SCHOOL

Columbus Torah Academy is governed by an Executive Board of Trustees elected on an annual

basis by the members of the CTA Corporation. Members of the Corporation include eligible parents and donors as defined in the bylaws of the school.

The Board of Trustees is composed of the elected officers and trustees of the school plus several ex-officio members of the board. The ex-officio members are the two past presidents of the school, any lifetime honorary members, the president of the PTO, and the congregational rabbis of the community. The officers of the school are listed below.

The Board of Trustees meets monthly throughout the school year in the school library. Dates and times of the board meetings are announced in CTA Dateline. Board meetings are open; any member of the Corporation may attend any board meeting excluding executive sessions.

The role of the board is to set the policies that ensure the fulfillment of the mission of the school and to maintain the school's financial viability. Implementation of the board's policies and all day-to-day school administration are the responsibilities of the Headmaster and other school faculty and staff as assigned.

The Vice Presidents of the school serve as chairs of committees. The committee responsibilities are listed below. If you'd like to serve on one of the committees, please contact the Vice President responsible or the President.

A. DIRECTORY

1. Officers of the School

- President
Dr. Robert Wolf
- Vice President
Raanan Lefkowitz
- Board Development Chair
Robin Garvin, Ph.D.
- Finance Chair
Victoria Ilin
- Fundraising Chair
Jonathan Schottenstein
- Marketing Chair
Joel Greff
- Secretary
Rabbi Weinschneider
- Treasurer
Rabbi David Ginsburg

- PTO President
Beth Binsky

B. COMMITTEES AND THEIR FUNCTIONS

1. BOARD DEVELOPMENT COMMITTEE

- Formulates general responsibilities for board members
- Provides training material for board members
- Makes recommendations to the President about new members

2. FINANCE COMMITTEE

- Reviews the budget
- Develops appropriate budget procedures
- Ensures that the budget aligns with Columbus Torah Academy's mission and activities
- Ensures accurate monitoring of funds
- Ensures appropriate financial controls
- Recommends financial guidelines to the Board
- Oversees short and long-term investments
- Recommends the selection of the auditor
- Ensures financial accountability to the community

3. FUNDRAISING COMMITTEE

- Establishes and implements short-term fundraising plans
- Identifies financial sources of support
- Solicits funds
- Ensures that an ethical framework is used in all fundraising efforts
- Ensures that donors are acknowledged appropriately and that fundraising efforts are cost-effective

4. MARKETING COMMITTEE

- Formulates plans for publicity and public relations
- Plans special programs and events to increase awareness about CTA
- Supports efforts to increase enrollment and retention

C. PARENT TEACHER ORGANIZATION (PTO)

The CTA PTO is an organization consisting of dedicated parent volunteers who, working together with the teachers and administrators of the school, help provide many of the distinctive touches that make CTA unique, such as bringing in special programming and speakers as well as the well-received monthly faculty appreciation lunches. PTO's four major functions include fundraising, membership, programming and services.

1. FUNDRAISING: Our fundraising efforts enable us to offer enrichment items which

are not included in the school's annual operating budget. There are several campaigns annually which involve the sale of such items as gift-wrap, school pictures, Passover chocolate, our cookbook, and Tribute cards designed by CTA students. Other fundraising methods may include movie nights and special dinners.

2. **MEMBERSHIP:** The membership committee is responsible for collecting dues of \$25 per year per family. Membership in PTO entitles parents to the invaluable CTA Parent Directory. This directory lists all students in your child's grade and class plus addresses and phone numbers for all CTA families. Membership dues provide funding for programs to enrich the education of your students.
3. **PROGRAMMING:** A variety of events fall under the supervision of the PTO. These include our Hot Lunch Program, Meet the Teachers Nights, holiday seudahs, Kindergarten Open House, the Bexley Fourth of July Parade float, the Rosh Chodesh Teacher Luncheons, and the Teacher Appreciation Luncheon at the end of the year.
4. **SERVICES:** PTO provides opportunities for volunteer service to the school in many ways. We welcome parental involvement as room parents, as well as with hot lunch preparation, holiday treat preparation, distribution of birthday treats to students, cooking for the *Lag B'Omer* picnic and collection of holiday gift funds for faculty and staff.

PTO OFFICERS

President	Beth Binsky	432-0953
Fundraising V.P.'s	Shana Hazan	377-0974
Program Director	Joni Schottenstein	237-8419
Services V.P.	Karan Tanenbaum	231-5394
Secretary	Pearl Ben-Moshe	441-6009
Treasurer	Victoria Ilin	947-0926
Teacher Liaison	Deena Tanenbaum	231-5394
Advisor	Robin Garvin, Ph.D.	235-0350

Your name could be here! PTO is in need of several officers and project chairpersons. No matter what your talents are or what time constraints you have, we have a position that's right for you. If you would like to help, please contact Beth Binsky.

II. PARENT-STAFF COMMUNICATIONS

Columbus Torah Academy: 864-0299 Fax: 864-2119

A. WHOM TO CALL FOR INFORMATION ABOUT:

	EXTENSION
School Policies K-6	Rabbi Drandoff/Nicole Miller 228/215

Admissions and Recruitment	Shari Herszage	218
Fundraising, Development, Marketing	Shari Herszage	218
Student Problems	See Section B	
General Studies Curriculum K-6	Nicole Miller	215
Judaic Studies Curriculum K-6	Rabbi Drandoff	228
Hebrew Curriculum Coordinator	Shirly Benatar	
High School Guidance Counselor	Eliza Delman	214
Business, Financial and Tuition	Norm Leist	200
Physical Plant, Security		
Health Procedures	Chris Morford	211
Student Absences	Lesia Caputo Receptionist	212
Homework to Be Sent Home	Lesia Caputo	212
Sports Programs & Activities	Matt Bailey	233
Transportation	Kaley Rosenthal	227
PTO	Beth Binsky	
Hot Lunch	Karan Tanenbaum	222

B. WHEN TO CALL TEACHERS

At CTA, we are concerned with each student's growth, development and adjustment. We encourage parents to tell us any concerns regarding a child's experience at school. A parent-teacher conference will be scheduled during the year. At the conference, the teacher will provide an update on a student's progress. However, if questions arise at other times during the year, it is important to raise them promptly. It is most important that the adults most directly involved with the child, the teacher and the parents, work together to have the information and the opportunity to respond. Please contact teachers at school when you have a question. Feel free to use the school voice mail and/or email system to communicate with teachers and administrators. Teachers will generally respond within 24 hours. We particularly recommend that parents contact teachers in the following situations:

1. If you have questions about your child's academic progress or behavior.
2. If your child relates an incident that sounds inappropriate or disturbs you, seek an explanation from the teacher to clarify this situation.
3. If you are going on a trip and leaving your children at home, inform your child's

teachers because the absence of parents can be unsettling to a child. It is helpful if the teacher is aware of unusual situations in the child's life.

4. If there is a crisis or change in the family structure:

- Birth of a child
- Separation or divorce
- Remarriage
- When a grandparent or someone else comes to live in the house
- When a relative or close friend dies, or there is a prolonged illness within the family

If you have a question or concern, please contact the teacher directly as the first step. If after working with the teacher, you are still concerned, please contact the departmental administrator.

For concerns or problems beyond the scope of the classroom, please contact the Lower School Principal.

Please note that evaluation of our school programs and teachers is an ongoing process. Parent input is important and is welcome. Remember that we all have one goal: to create the best possible learning environment for your child.

C. HOMEWORK PHILOSOPHY

Homework is an integral part of the educational process. The assignment of homework serves several purposes. It provides opportunities for students to reinforce and practice newly acquired skills or apply recent learnings to real-life situations. Equally important and often overlooked is the important fact that homework is an exercise in developing responsibility and good study habits. These are skills that are essential to students being successful in school, as well as later in life. Accepting the responsibilities related to homework means the student can independently take direction, manage time, and complete the work to the best of his or her ability. Homework is about learning to make choices about when to do homework, how to do homework, where to do homework, and when to turn it in.

In keeping with the positive role that homework should provide, the following parameters are established as general guidelines (rather than as limits or requirements) in terms of the time spent by students:

- In grades K-1, homework should not normally exceed an average of 10 minutes per day.
- In grades 2-3, homework should not normally exceed an average of 20-30 minutes per day.
- In grades 4-5, homework should not normally exceed an average of 40-50 minutes per day.
- In grade 6, homework should not normally exceed an average of 60 minutes per day.

We will continue to work on supporting families in homework policies. We know some families want steady homework and others would like it to be kept at a minimum. We work to balance those different philosophies.

Please know that reading is the most important skill a child should do outside of school. It helps a child grow in their reading, thinking, vocabulary, speaking, and writing skills to prepare students for a life of meaning and success.

D. HOMEWORK RESPONSIBILITIES OF THE PARENTS

1. Demonstrate that homework is a priority in your family by establishing a regular time to develop a daily "homework habit." If there are no homework assignments to complete then encourage your child to utilize this "quiet time" daily for pleasure reading. This reading could be done silently or orally as a shared experience.
2. Parents should provide the support and supervision necessary to see that their child organizes and completes homework for return on the due date.
3. **Avoid family arguments or power struggles over homework. If a conflict occurs, please send a note to the teacher with the uncompleted homework explaining the problem. If continuing problems occur regarding homework assignments (takes too long, too difficult, tremendous frustration), please contact your child's teacher.**
4. Arrange a quiet environment for homework that is in a private, personal area, rather than a "public" area like the family room or kitchen. Provide a table or desk, chair, proper lighting and an area free from distractions such as radio, television, phone or conversations.
5. Parents should be available to assist a child with homework, but their proper role is that of consultant. Parents should not complete the assignment for the child. Parents who participate in the "actual doing" of their child's homework dilute whatever academic learning was intended, but more importantly, cause the child to become dependent upon their continued presence and help where homework is concerned.
6. Teach independence by encouraging your child to persevere and complete the assignment without assistance. If your child has given his/her all and is stuck, then step in as a consultant. Help should be brief! Parents can give examples, clarify directions, and provide guidance and support, but should not actually do any of the homework for their child. Parents should be available to help only if the student asks of his or her own initiative, resisting the urge to interrupt or ask, "Need any help?" There will be specific homework assignments that require parent participation and then family involvement is appropriate.
7. Encourage your child to report progress to you on long-term assignments. Help

them divide the project into manageable segments and have them report their progress along the way.

8. Encourage reading for pleasure. Either read to your child or provide a time every day for pleasure reading.

E. HOMEWORK RESPONSIBILITIES OF THE STUDENT

Homework is given in both Judaic and General Studies to all students. It is the students' responsibility to record homework assignments in their assignment books. CTA has a required assignment book for grades 2, 3, 4, 5 & 6. Classroom teachers will encourage and remind students to record their assignments, however, it is the students' responsibility to record, complete and turn in all homework in a neat and timely manner.

F. REPORTING CHILDREN'S PROGRESS

Teachers are encouraged to communicate with parents on a regular basis. A variety of forms are used for this purpose.

1. Standard-Based report cards are issued three times a year to all students in the school. They summarize the academic progress of a student in that time frame. They will be emailed to families through the use of Alma.
2. A conference with teachers is scheduled in the fall to provide parents the opportunity to discuss their child's academic progress. Parents will be asked to schedule these appointments electronically at the appropriate times during the school year.

G. EMERGENCY SCHOOL CLOSINGS

1. Beginning at 6:30 a.m., announcements will be made over the following television channels: WCMH-4TV, WBNS-10TV, WSYX-6TV.
2. Also, by 6:30 a.m. the message on the school's answering machine will be changed to reflect closings or delayed starts and we will use Community Safe, an instant communication system, to get in contact with you.
3. Early dismissal in case of sudden inclement weather:
 - Television stations will be notified.
 - If you hear emergency weather conditions declared, please try to anticipate early dismissal and be home to greet your child(ren).
 - It is best to have a prearranged alternative, such as a friend or relative waiting for the child(ren), if you know you cannot be home.
 - We will use Community Safe to get in contact with you.

- Children will remain at school if their parents were not contacted.

H. Guidelines for Volunteers: *the practices below apply to all people coming to CTA to volunteer, including parents, grandparents, etc.*

1. All volunteers must sign in to the front office and receive a Volunteer badge.
2. Volunteers must report immediately to the assigned area in which they will be working.
3. Volunteers are to report to their supervisor, ie. kitchen supervisor, classroom teacher, Director of Marketing, CFO, etc. At this time, they will be given their duties for the day.
4. Volunteers are never to be left alone with children without a credentialed staff member.
5. Volunteers are to work only in their assigned area and not visit in the Teachers' Lounges. The only volunteers who are expected to be in the Teachers' Lounges are delivering and setting up the Rosh Chodesh lunches.
6. Volunteers should not pick up their children from class without permission from the teacher or principal.
7. Volunteers can help students but can never discipline students.
8. Volunteers are expected to uphold the mission and vision of CTA. They serve as an ambassador to our school and community.
9. If at any time these guidelines are not met, the Head of School or building principals will have a discussion with the volunteer. Volunteer privileges may be revoked.
10. Faculty and Staff who are requesting volunteers, must speak to their supervisor for approval and notify the front desk in advance.

I. Front Office Protocol for Visitors (including Parents)

As part of our effort to maintain the safety of the students and the integrity of our daily program, we ask all parents to cooperate with our procedures when entering the building during the school day. This applies to parents coming into the building for volunteering or meeting with staff. This does not apply to parents coming into the building for a school show or program that's open to everyone.

1. Due to Covid 19, restrictions, all visitors must report to the front desk for admission to the school. All visitors, even parents, must sign in and receive the appropriate badge (Visitor or Volunteer).
2. Visitors will wait in the lobby until the staff member with whom there is an appointment is ready.
3. Upon leaving, please sign out at the front desk.

III. AUXILIARY SERVICES

Columbus Torah Academy provides the following services:

- School Counselor
- School Nurse
- School Psychologist
- Speech Therapy
- General Studies Resource Teachers
- Judaic Studies and Hebrew Resource Teachers
- English-as-a-Second Language Instructors (ESL)

The School Counselor, who currently serves the dual role as Upper School Principal, is available at the request of a student, parent or teacher. The School Counselor discusses peer relationships, school and/or family issues, and other concerns which may affect school performance.

The School Nurse is available five days per week. Other office personnel and faculty assist with minor health issues when the nurse is not in the building. In cases of emergencies, professional outside services are sought.

The School Psychologist is available at the request of a principal and a parent or teacher. After completing diagnostic testing, the school psychologist formulates recommendations to the parents and teachers involved. Neither testing nor conferences take place without parental consent. If on-going interaction is required, parents will be referred to appropriate professionals or agencies.

The General studies and Judaic studies resource room staff consults with teachers regarding students in need of specialized attention. Resource work is done on an individual basis or in small groups. In the General Studies learning center, we provide Orton Gillingham, Leveled Literacy Intervention and Foundations reading intervention to meet students' needs.

ESL instruction is given to non-native English speakers during their first two years at CTA or as needed.

IV. KINDERGARTEN

The regular Kindergarten program lasts from 8:30 a.m.-4:00 p.m. daily. It is very important that your kindergartener has a snack for all three recesses during the day. Some examples of snacks we encourage you to send are: peeled fruit, dried fruit, vegetables, pretzels, crackers or string cheese. Please refer to page 26 for details regarding the school's kashrut policy.

V. THE STUDENT AT SCHOOL

A. MESSAGES

1. If possible, please do not call the office with messages for children. Children will not be called to the phone during school hours unless it is an absolute emergency.
2. Children will not be allowed to initiate phone calls except when deemed necessary by a teacher or the principal.

B. TARDINESS

It is crucial that your child arrive at school on time. Coming late to school disrupts the class and affects your child's academic progress. Excessive tardies will be referred to our Multi-Tiered System of Support Team.

When a child arrives at school late, he/she should stop at the front office to sign in and get a late pass.

C. *TEFILAH* (Prayer)

Each day at 8:30 a.m. begins *Tefilat Shacharit* (morning prayers) for all students. Students are expected to arrive on time for *Tefilah* and to contribute as individuals to making the group experience of communal prayer an inspiring one.

D. ATTENDANCE

As a state licensed school, we are enjoined by state law from excusing children from school for any reason except illness. We urge you to have your child attend school daily. Vacations should be planned to coincide with school vacations. In the event that family circumstances require absences during school time, please notify the classroom teachers in advance. Please try to avoid scheduling doctors' appointments during school hours.

E. TUBERCULOSIS (TB) REQUIREMENT FOR ENROLLMENT

If a student has lived in or visited any country outside of the U.S. for more than 90 days, written documentation of a negative PPD skin test and/or a negative chest x-ray, done in the United States must be shown. If the parent/guardian is unable to provide the required written documentation, the student shall be required to have another PPD and or chest x-ray completed and reviewed. This documentation is required before enrollment can proceed.

F. ILLNESS

1. If your child is ill and will not be attending school, please call the office by 9:00 a.m.
2. If your child seems to be developing symptoms of an illness, for your child's well being and that of others, keep your child home. Do not send ill children or a child with a fever to school.

3. The following communicable diseases should be reported to the office:

AIDS/HIV	Chicken Pox	Conjunctivitis (Pink Eye)	Covid 19
Fifth Disease	Flu (Influenza)	Head Lice	Hepatitis
Herpes	Impetigo	Measles	Meningitis
Mononucleosis	MRSA (Methicillin-Resistant Staphylococcus aureus)		
Mumps	Rubella	Ringworm	Scabies
Scarlet Fever/Strep Throat		Thrush	Whooping
Cough (Pertussis)			

4. Students or school employees with a communicable disease shall be excluded from school based on the recommendations of a healthcare provider (i.e., the child's physician, dentist, physician's assistant; Ohio Revised Code section 3313.67, 3313.68, 3313.71 and 3707.26). You must provide a written statement from your healthcare provider stating that your child may return to school. Check with your doctor as to when your child may return to school.
5. **COVID 19-See CTA Covid 19 policies (updated regularly).**
6. MRSA - If a student or staff member is suspected to have MRSA they must see a healthcare provider. A statement from your healthcare provider stating that your child may return to school is required. The infected area must be covered and dry with no drainage. Exclusion from school and activities should be reserved for those with wound drainage ("pus") that cannot be covered or contained.
7. The infected area must be covered and dry-with no drainage. Exclusion from school and activities should be reserved for those with wound drainage ("pus") that cannot be covered or contained.
8. Homework assignments may be given for one day's absence or may be made up on return to school. Parents may call the office in the morning by 9:30 a.m. and pick up homework at the close of the day.
8. If your child must be excused from gym or another school activity, please send a note to the teacher explaining the reason for the request.
9. When a child comes to the office complaining that he/she is not feeling well, the nurse will take his/her temperature. If the temperature is over 100 degrees, the parent will be requested to take the child home. If a parent cannot pick up the ill child, the adult(s) listed on the emergency card will be called to ensure the child is taken home for proper care. If your child is sent home with a fever or is home with a fever, he/she may not return to school until the fever is gone for 24 hours.
10. If your child has been ill with vomiting or diarrhea, he/she may not return to school until the vomiting or diarrhea have been gone for 24 hours.
11. **Non-prescription Medications:** The following over the counter (OTC) medications are stocked by the school as a courtesy: ibuprofen, acetaminophen,

Caladryl, Tums, and aquaphor. School personnel may not give over the counter medication to any student unless an Over the Counter Medication form is completed. **The OTC form must be signed by an authorized prescriber** (i.e., the child's physician, dentist, physician's assistant or advanced practice registered nurse). Over the counter medications that are not on the OTC medication form must have a signed medication authorization form (see below). Parents may come to school to administer medications to their child if needed.

12. **Prescription Medications:** Prescription medications may be administered on a daily or temporary basis at school. Medications ordered three times a day or less, unless a time is specified, may not need to be taken at school. The medication should be given before school, after school, and at bedtime. All medications not included on the CTA OTC Medication Form, including inhalers and epinephrine auto-injectors, must be accompanied by a signed authorization from the health care provider and signed authorization from a parent or guardian. Medications must be in the original container with a clearly marked pharmacy label. A written authorization from an authorized prescriber must be provided before the initial dose of a prescription medication may be administered. Please complete the Prescription Medication Form with the prescribing physician's signature for each medication **yearly or with any medication change during the school year**. These forms must be returned to the School Nurse. Prescription medications must be provided in a pharmacy prepared container, which is properly labeled. Parents may come to school to administer medications to their child if needed.
- a. No student may possess any prescription or non-prescription medication at school.
 - b. Please contact the school at the beginning of the school year if your child requires the administration of medication. School personnel will send parents a medical form and medical authorization form for each child together with a notice that prescribed medications will be permitted in school only when a physician verifies the necessity of taking the medications during school hours. The medication authorization form must include all of the following information:
 - The name and address of the student;
 - The class in which the student is enrolled;
 - The name of the drug and the dosage to be administered;
 - The times or intervals at which each dosage of the drug is to be administered;
 - The date the administration of the drug is to begin;
 - The date the administration of the drug is to cease;
 - Any severe adverse reactions that should be reported to the physician with one or more phone numbers where the physician can be reached in case of emergency;
 - Special conditions for administration or storage of the drug.

The physician's signature will be

required on the medication authorization form if medications are to be administered during the school day.

c. Severe Allergies

If a severe allergic reaction occurs, school personnel will call the emergency squad and the parent or guardian immediately. In cases of known allergies, the school will follow procedures pre-arranged with the parent or guardian if an allergic reaction occurs.

d. Use of Nebulizer in School

- Some students may need to receive medication at school by way of a compressor-driven nebulizer. As with other medications administered at school, medication regulations must be followed. When possible, use of the nebulizer should be scheduled at times outside of school hours.
- The parent/guardian is responsible for providing and maintaining all necessary equipment. If the nebulizer is left at school, the school cannot be held responsible in case of damage to, or theft of, the equipment.

13. It is mandatory for each family to complete the Accident/Illness Emergency Form.

14. **Health Screenings**

Health screenings will be done according to Ohio Department of Health regulations.

Vision and hearing screenings are done on all new pupils and routinely in select grades. Students who wear corrective lenses should have them at school.

Scoliosis screening is done once in grade 5-8 to check for curvature of the spine.

G. **TRANSPORTATION (See Updated Covid 19 transportation policies)**

1. Bus Transportation

- a. The following Rules of Conduct are expected when riding the bus. Failure to adhere to these rules could result in temporary suspension from the bus, or permanent expulsion from riding the bus.
- enter the bus quickly and sit down
 - cooperate with the bus driver and obey the directions of the bus driver
 - observe proper conduct as in the classroom
 - be courteous and talk in low voices
 - stay seated
 - keep your hands, head and feet inside the bus
 - keep the bus clean
 - don't eat or drink on the bus
 - do not throw things

- do not shout or fight on the bus
- do not use inappropriate language

Parents are encouraged to review these rules with their children before and during the school year.

- b. The Columbus School District does not supply bus transportation for early dismissals.

2. Which Bus to Ride

- a. Students can ride only the bus to which they are assigned.
- b. With a written note, a Columbus student can change from one Columbus bus to another. A Columbus student **cannot** ride a Bexley bus and vice versa.
- c. Parents must give the office written notice if they do not want their child to ride the bus. Without advance written notice, a child will be placed in his/her regular vehicle at the end of the school day.

3. Arrival and Departure Procedures

- a. Students may not leave the campus unless accompanied by a parent or someone designated by the parent in writing. Parents must come to the office, where the child will be called on the intercom to meet the parent. **Parents are not allowed to pick a child up from the classroom.**
- b. It is extremely important that parents make arrangements to pick up their children punctually at the end of the school day. The office staff does not have the ability to supervise children after school.
- c. Students staying after school for an extracurricular activity should proceed to their activity directly after dismissal. Parents are required to pick up their children promptly at the conclusion of all after school activities.

H. Positive Behavioral Interventions and Supports (PBIS)/Discipline Code

Our goal is to create a school environment that is safe, welcoming and academically rich. In order to accomplish this, we implement the framework of Positive Behavior Interventions and Supports (PBIS). This framework is designed to define, teach and support appropriate behavior in an intentional manner. Students learn best in a school that is consistent, predictable, and positive.

The discipline code at CTA is intended to assist students in understanding their own behaviors as they increase their roles of leadership for themselves and create and maintain their relationships with others. The goals of discipline are to help students take responsibility for their actions, make appropriate reparations, and participate in creating a plan for improving behavior school wide. Hence, CTA discipline in the Lower School is based on the Jewish middot of Respect, Friendship, and Hard Work. Discipline is handled in a manner that commensurates with our expectations of students as well as taking into account of the age, developmental level, and individual circumstances of the

student(s) involved and the nature of the seriousness of the infraction.

All students are expected to abide by the rules that are set based on Respect, Friendship, and Hard Work and allow for a vibrant and safe learning environment. Using a variety of strategies, we aim to teach children to form their actions on Respect, Friendship, and Hard Work as outlined and discussed daily at CTA's through the Positive Behavioral Interventions and Supports system. Educating, modeling, role playing, and conferencing about proper behavior and expectations encourages students to live up to high standards. Teachers and other staff members handle minor discipline incidents in an appropriate manner that is clearly outlined within the school environment and refer more significant infractions to the principal. Serious infractions will result in appropriately significant disciplinary measures.

Faculty and administration deal with disciplinary actions on an individual basis and provide intervention as soon as possible.

I. BULLYING

It is the policy of CTA that bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times, on and off school property.

Bullying is defined as any aggressive intentional written, verbal, electronic, or physical act that has been exhibited toward another student more than once and exhibits a real or perceived power imbalance. This action is likely to cause bodily danger, physical harm, emotional harm, extreme embarrassment or ridicule, personal degradation or loss of dignity.

It shall be the responsibility of administrators, faculty members and other employees of the school to intercede when they see any incident of bullying or harassment. The incident shall be immediately reported to a principal or designee upon discovery. Once reported the school administration will begin an investigation of all individuals involved to determine if the incident is bullying. If the student or students are in violation of school policy, it may result in the following disciplinary action including and not limited to:

- o a warning and education of what is bullying
- o morning, lunch, or after school detention
- o loss of privileges
- o social emotional classes
- o emergency removal
- o in-school suspension
- o an expulsion hearing
- o civil or criminal penalties in accordance with the law

If the administrator finds a bullying incident severe enough an in-school suspension or expulsion may be given immediately.

J. ITEMS NOT TO BE BROUGHT TO SCHOOL & ELECTRONIC DEVICES

1. Excessive money
2. Expensive toys or games
3. Weapons
4. Valuables of any kind
5. Sharp or dangerous objects
6. Electronic Devices

Students may bring personal electronic devices to school. However, electronic devices are not permitted in the classroom unless a child has a documented intervention to support their academic needs. If at any time, the possession of electronic devices creates a distraction, disruption or safety hazard on school property, such devices will be confiscated. Electronic devices may not be used in bathrooms, locker rooms or other areas involving personal privacy. Electronic devices should be turned off or silenced during school hours between 8:00 a.m.-4:00 p.m. unless used for the purpose of education.

Cell phones may NOT be used before and after school and during lunch for personal reasons. Students must follow our technology policy and sign off on that document to ensure that they are using technology in an acceptable manner. Please see the attached document.

<https://docs.google.com/document/d/1DOqtd6syMiBXuTzjAhqx687tVGmlkq1UIhrlWNvDrNM/edit>

In the event that a student's cell phone is confiscated by a teacher, it will be brought to the front desk and the student may retrieve it at the end of the day. In addition to cell phones, other articles or substances deemed detrimental to the school atmosphere, or for student safety, may be confiscated.

CTA is not responsible for electronic devices that are brought to school that are lost or damaged.

K. MONIES BROUGHT TO SCHOOL

Any monies to be turned in to school for payments for class parties, trips, plays, etc., should be placed in an envelope and clearly marked with the student's name, amount, and its designated function. These should always be given to the student's teacher, or a member of the administration unless the instructions read otherwise.

L. USING SCHOOL COMPUTERS (Please refer to the Lower School Technology Contract)

When using any of the school computers, Lower School students should keep the

following guidelines in mind:

- The computers and printers are to be used for school work and research. They are not to be used for personal use.
- Students should not post personal content information about themselves or other people.
- Students should never load, download or run programs not issued or authorized by a teacher.
- Inappropriate language and personal insults have absolutely no place in school.
- Students should never use other people's writings or ideas as their own.
- Any acts of vandalism or intentional destruction of computers or other equipment by a student will result in the student's family being required to pay for repairs or replacement. The student may be banned from using the school's technology equipment.

Personal Safety: Students should not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, etc. Students should promptly disclose to the school administration any received message that is inappropriate or that makes the recipient uncomfortable.

Illegal Activities: Users may not attempt to gain unauthorized access to the network or to any other computer system through the network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if they are done merely for the purposes of "browsing." Users also may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

- Users may not copy, transfer or run any program not issued by the school. This includes all gaming software. If a user becomes aware of unauthorized software residing on the network, he/she is obligated to alert the administration. This will protect the user against claims that this policy was intentionally violated.
- Users may not download large files unless absolutely necessary. If necessary, downloading may be done at a time when the system is not being heavily used and the file must be immediately removed from the system computer.
- Users must not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- Printers are made available for reasonable use. Larger files must be saved to disk and, if necessary, printed privately.
- Users may subscribe only to high quality discussion group mail lists that are relevant for educational or professional development.

System Security: Please note that not only deliberate attempts, but also the inadvertent spread of computer viruses must be avoided. Users are responsible for their individual

accounts and must take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should passwords be shared. Users must immediately notify the administration if a possible security problem is identified. DO NOT, HOWEVER, GO LOOKING FOR SECURITY PROBLEMS BECAUSE THIS MAY BE CONSTRUED AS AN ILLEGAL ATTEMPT TO GAIN ACCESS.

Inappropriate Language: Restrictions against inappropriate language apply to public messages, private messages, and to all material posted on Web pages. Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language is not to be used. Information that could cause damage or a danger of disruption should not be posted. Personal attacks, including prejudicial or discriminatory attacks is completely off limits. False or defamatory information about a person or organization should not be knowingly or recklessly posted.

Respect for Privacy: Users may not repost a message that was sent privately without permission of the person who sent the message. Users may not post private information about another person.

Respecting Resource Limits: Users may use the system only for educational and professional development activities. There is no limit on use for these purposes. Please note, however, that all data and programs found on the network are the property of the school and may not be copied. This does not apply to material found in a user's home directory.

Plagiarism and Copyright Infringement: Works that are found on the Internet may not be plagiarized. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own. Please consult the guidelines found in Citing Sources as they relate to information found via the Internet. In a similar vein, the rights of copyright owners must be respected. Copyright infringement occurs when a work protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work, these requirements should be followed. If you are unsure whether you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, please seek guidance from the administration.

Inappropriate Access to Material: The network may not be used to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people. A special exception may be made for hate literature if the purpose of this access is to conduct research and both your teacher and parent have approved. If inappropriate information is mistakenly accessed, the administration should immediately be told. This will protect users against claims of intentional violation of this policy.

Vandalism and/or Harassment will result in the cancellation of the offending user's account. Vandalism is defined as any malicious attempt to harm or destroy hardware or data belonging to the school, another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses or tampering with school-owned hardware or software. Harassment is defined as the persistent annoyance of

another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

Privacy: Users can expect only limited privacy in the contents of their personal files or e-mail on the network. The situation is similar to the rights students have in the privacy of their locker.

Consequences: Routine maintenance and monitoring of the network may lead to discovery that school policy, or, in some cases, the law has been violated. Any user violating these provisions, applicable city, state and federal laws or posted classroom or library rules is subject to loss of network privileges and any other school disciplinary options, including criminal prosecution. The school administration will make the final determination as to what constitutes unacceptable use.

M. ADMINISTRATIVE DISCIPLINE PROCEDURES

Each discipline case which is referred to the administrator is carefully analyzed with input sought from students and adults involved. The parties involved strive to be fair and consistent, and insure that the specific discipline strategies selected are appropriate for the rule(s), which have been violated. We use logical consequences when assigning a consequence to ensure that students learn from the situation. Many discipline options are available:

1. Talking to student
2. Sending a Discipline Notice home to be signed and returned
3. Loss of a privilege that a student has to earn back
4. Having a child have time to calm down or reflect in a quiet space away from peers
5. Assigning a student to clean-up duty (e.g. playground, lunchroom)
6. Contacting parents via telephone call or letter
7. Recommending a student be taken home early and/or not attend school for a day
8. Withdrawing student's special privileges (e.g. viewing a video, attending an assembly, participating in a field trip, etc.)
9. Having a conference with parents and student
10. Restorative circle
11. Classroom meeting to resolve the situation

N. SCHOOL LIBRARY

1. Students are responsible for returning books by the date stamped inside the back cover. Books are to be returned in good condition. Families will be charged the replacements cost for books that are not returned, or are returned in a damaged condition.
2. Overdue Books
 - a verbal reminder will be given
 - subsequently, a written reminder will be given to the child/parent stating the name of the book and its cost
 - books declared lost must be paid for by the end of the school year

- repeated failures to return books in a timely fashion will result in the suspension of library privileges

O. UNIFORM

Please read over the CTA Uniform & Dress Code Policy found here:

<https://www.torahacademy.org/parent-portal/uniform-policy/>

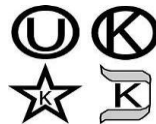
VI. KASHRUT, SHABBAT, HEALTHY FOODS AND CELEBRATIONS

Students at Columbus Torah Academy come from a wide variety of Jewish backgrounds. One value that clearly unites us is a concern for *K'lal Yisrael*, the community of Jews. This concern reveals itself in many ways. One very important way is sensitivity to the religious practices and sensibilities of all school families.

Furthermore, although our families do not follow identical practices in regard to *Shabbat*, *Yomim Tovim*, and *Kashrut*, these *mitzvot* are cornerstones of Jewish living. We ask that you familiarize yourself with the following rules, that you fully respect them, and that you contact the Headmaster with any questions you may have.

A. SCHOOL LUNCH AND TREATS

1. School lunches packed at home are to be only dairy or *pareve*. Lunches containing meat or poultry are unacceptable. Under no circumstances should a child bring blatantly non-kosher food to school, even for his or her own consumption. (Please remember that, for a fee, hot lunch is available.)
2. Several of the most common acceptable national kashrut symbols are shown below. Naturally, the school also accepts the Columbus Vaad HaKashrut (Buckeye Kosher). Upon request, the school can provide more detailed information about which foods are acceptable and where they can be purchased.



3. All food items brought to school for distribution must be store-bought and clearly bear the symbol of a national Orthodox kashrut agency or of the Columbus Vaad HaKashrut. Home-made items may not be distributed under any circumstances.
4. **Food Allergy Guideline:** Columbus Torah Academy's Lower School, in keeping with the Center for Disease Control guidelines and recommendations, and mindful of trends in the greater community, has improved our practices regarding food allergies by placing an emphasis on education, preparation and proper treatment. Our policy is to minimize where food is eaten, regularly clean surfaces where food is eaten, and train personnel to recognize and respond to an anaphylaxis reaction.
5. A healthy lifestyle is an important aspect to being a contributing member of society. At CTA, we have a policy incorporating the value of nutrition and physical activity within our school community. We also encourage families to be active participants in this program.

Healthy snacks and beverages – At all food venues within CTA, we will provide, either for purchase or as part of our regular school program, healthy snacks that meet the following guidelines:

Healthiest Snacks - must meet both criteria

- 3 grams of Total Fat or fewer per serving (nuts and seeds are exempt from restrictions)
- 30 grams of Carbohydrates or fewer per serving (fruit in any form is permitted, regardless of carbohydrate count. All candies are considered unhealthy. Fruit rollups, gushers, etc., are considered candy.)

Healthier Snacks – must meet both criteria

- 5 grams of Total Fat or fewer per serving (nuts and seed exempt from restrictions)
- 30 grams of Carbohydrates or fewer per serving (fruit in any form is permitted, regardless of carbohydrate count. All candies are considered unhealthy. Fruit rollups, gushers, etc., are considered candy.)

Healthiest Beverages

- Milk – Lowfat (1%) or Nonfat, any flavor
- Water – Pure
- Juice – at least 50% fruit or vegetable juice

Healthier Beverages

- Water – Flavored or vitamin enriched
- Low-Calorie Beverage – less than 50 calories per 12 oz serving

Parents are encouraged to adhere to these guidelines when sending food to school for lunch and/or snacks.

B. PARTIES

Birthday parties are not held in school. Other parties are permitted on school premises only if they are a part of school activities or with a teacher's permission.

1. When organizing parties outside of school, parents are encouraged to follow these guidelines:
 - Invitations should be mailed, rather than passed out at school.
 - Invitations should be issued with sensitivity. Parents are strongly urged to invite the entire class or, at least, all students of the same gender. If this cannot be done, there should be sensitivity to the issue of not excluding one or two children from the class.
 - Parties should not be held on *Shabbat* or *Yom Tov* as this would preclude many students from participating.
 - In order to allow all students to partake of the party refreshments, only foods that meet with the school's *Kashrut* standards should be served.
 - Paper and plastic utensils and dishes should be used.
 - Judaic studies administrators will be more than happy to provide assistance and guidance with kashrut-related questions.

C. SCHOOL EVENTS

1. These rules of *Kashrut* also apply to school sponsored events held in private homes.