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Parent & Student Handbook

*Yeshivas Limudei Torah
Torah Academy*

תשפ"ו

2025–2026

Dear Parents,

Welcome to the Torah Academy family. We thank you for placing your most prized possessions in our trust. We certainly hope that together we will be able to maximize your children's education— helping them realize their full potential.

Please take time to read through this handbook to understand our mission, philosophy and expectations.

Sincerely,

Rabbi Shmuel Ochs
Menahel

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INTRODUCTION: TO THE STUDENT

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TO THE PARENTS:

Bruchim Haboim! “Welcome!” Torah Academy expects high standards of behavior, effort and achievement in both *Limudei Kodesh* and *Limudei Chol*. This requires close supervision of homework and behavior by parents. We hope to work closely with you throughout your child’s years with us. **Please read this guide carefully and completely.** Your familiarity with this guide will help your child succeed in school.

TO THE STUDENT:

The staff of Torah Academy welcomes you to an exciting and challenging school year. Everything that is offered to you is meant to assist you in developing into an exemplary Torah Jew. This handbook explains the ins and outs of our school. Take time to go over each page and to discuss it with your parents. The opportunity to work with you as a team as you prepare for your future is important to all of us. Being familiar with what this handbook says will help you succeed here.

1. OUR PHILOSOPHY

- to educate observant Jewish children from preschool through eighth grade by providing a strong academic program of Torah and General Studies
- to instill a love for Jewish learning and tradition through Jewish textual study
- to teach young people to live by Jewish law and by the moral and ethical values of Torah
- to inspire academic achievement, self-confidence, and strength of character
- to prepare observant Jews for success in the secular world

2. THE CURRICULUM

AM - *Limudei Kodesh*: Chumash and Navi with commentary, Halacha, Jewish history, ethics, and modern Hebrew language and grammar. Boys, in addition, study Mishnah and Gemara.

PM - *Limudei Chol*: English literature and communication skills, geography, world and U. S. history, current world events, math, and science.

3. THE ATMOSPHERE

- high academic standards
- friendly, encouraging staff
- single-gender classes
- focus on learning

- personal development
- co-management of each child’s learning by parents and teachers
- close supervision of classwork by teachers
- close supervision of homework by parents

4. BOARD OF DIRECTORS

Torah Academy is governed by a Board of Directors, consisting of parents of current students and members of the community.

5. ENROLLMENT

- Elementary classes range from 5 to 20 students and have a Limudei Kodesh teacher and a Limudei Chol teacher. Teaching Assistants serve in the larger classes.
- Middle school classes range from 7 to 18 students and may have as many as 2 Limudei Kodesh and 4 Limudei Chol teachers in the different subjects.
- Our enrollment keeps increasing. We have over 280 students for the 2024- 2025 academic year representing all segments of the Orthodox community.
- Enrollment for each grade level may be closed upon the discretion of the administrators.

6. SITES

- Our main site is at 11 Williston Road: It houses grades 1-8 boys and the Business Office.
- Pre-K, Kindergarten, and grades 1-8 girls are located at 198 Strathmore Road, Brighton, in the Alexander Hamilton School building.

7. SCHOOL HOURS

PRESCHOOL

Pre-K and Kindergarten:

8:30 am - 3:50 pm Monday - Thursday

8:30 am - 1:20 pm “short Fridays” / 2:20 pm “long Fridays”

ELEMENTARY SCHOOL

Grade 1-5 girls:

8:30 am - 3:50 pm Monday - Thursday

8:30 am - 1:20 pm “short Fridays” / 2:20 pm “long Fridays”

Grade 1-5 boys:

8:30 am - 4:00 pm Monday - Thursday

8:30 am - 1:30 pm “short Fridays” / 2:30 pm “long Fridays”

MIDDLE SCHOOL

Grade 6-8 girls:

8:30 am - 3:50 pm Monday - Thursday

8:30 am - 1:20 pm “short Fridays” / 2:20 pm “long Fridays”

Grade 6-8 boys:

8:30 am - 5:00 pm Monday - Thursday

8:30 am - 1:30 pm “short Fridays” / 2:30 pm “long Fridays”

“Short Friday” dismissal time starts on November 8, 2024.

“Long Friday” dismissal time resumes on March 21, 2025.

SUNDAY HOURS:

Boys in grades 2-8 have *Limudei Kodesh* classes from 9:30 am 12:00 pm.

8. SCHOOL CANCELLATIONS

You will receive email and text message notifications about early closings, cancellations, pick up times for field trips, upcoming events, etc.

Please inform the school office if your email or cell phone number has been changed.

9. SCHOOL ARRIVAL:

No preschool or elementary child will be admitted into the building before 8:15am.

DO NOT arrive any earlier than 8:15 am.

8:15 – 8:30 am arrival:

Williston:

Arriving boys in grades 2-8 report to the all-purpose room.

Grade 1B report to the first floor.

Hamilton:

Students proceed directly to their classrooms.

10. LATE ARRIVAL AND PUNCTUALITY

Punctuality to school is of vital importance. Besides missing davening and/or other subjects, late arrivals disturb the class already in session. Students coming after 8:30am must bring a note from home explaining the reason for the tardiness. Late students will not be admitted to class without also picking up a late pass in the office. Should children be chronically late, we will request a meeting with parents.

11. DROP-OFF AND PICK-UP AT WILLISTON ROAD

The Brookline Police Department requires that all drivers:

- **Enter WILLISTON Road from BEACON street.**
- Do not double park or block the driveways.
- Pick up only on the Torah Academy's side of Williston – facing Salisbury Road.
- Do not park and leave your car unattended to conduct business in school. Park your car on a side street (Salisbury Road).
- Leave immediately to avoid street and sidewalk congestion.

12. DROP-OFF AND PICK UP AT THE HAMILTON BUILDING

- Enter the building only through the door on the corner of Chestnut Hill Ave.
- **All carpools must enter Strathmore Rd. for drop off and pickup of students.** Carpool drivers must drop off and pick up students only in the school zone on Strathmore Rd.
- All students who walk to school must cross at the traffic light on Chestnut Hill Avenue with the crossing guard.
- **DO NOT BACK UP OUT OF STRATHMORE ROAD.** It is a danger to oncoming traffic and pedestrians.
- Do not park in the crosswalk.
- Start driving only after checking that there is no one in front or back of your car.

13. PRESCHOOL DISMISSAL

Kindergarten children are dismissed from the schoolyard.

Parents wh

PreK children are dismissed from the schoolyard door. Parents should wait for their children at the schoolyard door.

Please pick up your children promptly.

14. DISMISSAL AND CARPOOLS AT WILLISTON SITE

Students in grades 1-5 are dismissed as their carpools arrive. Students must wait until dismissed, leave the building quietly and promptly, and respectfully heed dismissal personnel.

Supervise the children in your carpool. They may not climb on the steps, play, or congregate on either side of our block. Keep them near you even if you must run an errand.

Give the office your carpool schedule, indicating the driver/s for each day as well as the names of the families and individual children regularly riding in each carpool. Please phone in changes at least one half hour before dismissal.

15. DISMISSAL AND CARPOOLS AT HAMILTON SITE

Pick up your carpool in the school zone.

Do not double park or block the crossway.

Students are dismissed as their carpools arrive and as their walking groups are called. Students must wait until dismissed, leave the building quietly, promptly, and respectfully heed dismissal personnel.

Once dismissed, the school crossing guard will escort the group of walkers across Strathmore Road and Chestnut Hill Ave.

Give the office your walking group information. **It is the parents' responsibility to find a substitute group leader when the leader is absent.** Make sure to inform the school and your child of any changes.

If you have a carpool, give the office your carpool schedule, indicating the driver/s for each day as well as the names of the families and individual children regularly riding in each carpool. Please phone in changes at least one half hour before dismissal. If you have both a Williston and a Hamilton carpool in one day, please pick up the Hamilton carpool first.

16. DISMISSAL FOR APPOINTMENTS DURING SCHOOL HOURS Avoid making appointments during school hours. If you must do so, notify the school office in advance. Please send a note with your child stating the time of the appointment to hand to the teacher. **The child must check out and in with the office upon departure and return. Please notify the school that you are waiting outside, and we will send your child out.**

17. EARLY DISMISSAL DAYS/VACATIONS

Early dismissals and vacations are on the enclosed school calendar. Tell your child what carpool arrangements you have made on each early dismissal day.

18. ILLNESS AND ABSENCE

Please call to notify the school if your child is absent.

Please keep your child at home if any of the following occurs:

- Fever (greater than 100F) within the last 24 hours without anti fever medication
- Vomiting/Diarrhea within the last 24 hours
- If Strep is suspected but the results have not been confirmed.
- Confirmed positive throat culture for strep, students may return 24 hours after starting antibiotic treatment.
- Conjunctivitis
- Any symptoms of acute illness, runny nose, persistent cough, and body aches.

If your child has been in school and is then diagnosed with a contagious disease such as covid-19, fifth disease, chicken pox, strep throat, mono etc. please notify the school nurse as soon as possible

18A. LICE

Notify the school nurse immediately if your child has nits or lice. Also notify the child's carpool. The school nurse will arrange head checks at the start of the school year and after prolonged vacation breaks.

19. POST ILLNESS RETURN TO SCHOOL

Premature return is detrimental.

On the day of return, send to the child's teacher a **note explaining the absence.**

20. EMERGENCY CONTACT

Fill out a new Emergency Contact Sheet each year. We **MUST HAVE** one or more alternate phone numbers at which to contact a parent or designee if an emergency arises. Send a note to the office or call to inform us about any changes.

21. MEDICATION AND MEDICAL CONDITIONS

Parents or guardians need to fill out the medication consent form and a medication order form that is filled out by their healthcare provider/physician in order for the School Nurse or delegated school staff to administer any medication during school hours. All medicines are kept in the school office or the nurses office and administered only by the school nurse or trained school staff. Medication must be sent in its original bottle stating the dosage and time to be taken.

Notify the school office about the symptoms and handling of any medical conditions, temporary or permanent, so that we know what steps to take when necessary. If your child is taking any medication at home that may affect performance in school please notify the School Nurse via email or phone.

21A. SCREENING

The Massachusetts Department of Public Health requires all schools to perform mandated health screening each year. Please note you can opt your child out, but a written note needs to be submitted to the school nurse.

Vision- K,1,2,3,4,5 and 6/7/8

Hearing – K,1,2,3 and 6/7/8

Postural- 5,6,7 and 8

Height, Weight and BMI – 1,4 and 7

SBIRT (Screening, brief intervention and referral to treatment) grade 7 or 8.

Immunization review PreK/K or entry to school and grade 4, 7

Physical exams are required at PreK/K and grades 4,7.

21B. IMMUNIZATIONS AND MEDICAL REPORTS

The State Health Department requires new physical exam reports, including immunization records for new students and all students entering grades Pre-K, Kindergarten, 1, 4 and 7. Children entering Pre-K and K must also have vision screening.

Provide us with a copy at the beginning of the school year. Children whose medical records are not updated **will not be admitted** into school.

22. TECHNOLOGY POLICY

Torah values and the safety and well-being of all our students is the primary focus of Torah Academy. As we raise the next generation of B'nai Torah, it is necessary to address the computer practices of our talmidim, both in and out of school.

Gedolim and Torah leaders in the *chinuch* world have been unanimous in their message: *The computer and internet pose huge dangers to the ruchniyos of Klal Yisroel and is perhaps the nisayon of our generation. The challenge is not just from inappropriate images and content but also from the time spent doing “appropriate” things on a device instead of spending that time interacting with our family and friends. The best approach is to limit our use of computers, phones and the internet as much as possible. Where it is necessary, it should be used wisely and minimally. Unfiltered internet is particularly problematic for children and adults and must be avoided.*

At Torah Academy we have seen, first-hand, the challenges technology has placed on our families. It is imperative that as a community we fortify the walls between the Torah world and the outside world that, more than ever before, presents as a bastion of inappropriate language and behavior. With these principles in mind, we have developed the following policy:

In School

- As has always been the case, in-school devices with internet capability are only able to access whitelisted sites. This means that if the school has not actively cleared a site, then students cannot access that site. Furthermore, there are no search capabilities on student devices.
- Chromebooks are used for typing documents and creating presentations. Beyond that, they are only used for benchmark assessments three times

each year, for regular academic, individualized programs in Math and English, and for occasional entertainment activities in the academic realm (Kahoot!, etc.).

At Home

- **There may be times when students are assigned homework that requires the internet. When this occurs, students should be working on a properly filtered device with appropriate supervision. If the home does not have a properly filtered device available for the student, then the school is willing to provide (with parent deposit) a device that is set up with the same restrictions as the devices in the school. Students should never be left on computers unsupervised – even filtered computers.**
- **Students may not own their own an unfiltered internet-enabled device (Smart phones, internet watches, iPods, etc.).** In some cases, it may be necessary for students to have a phone for safety reasons (eg. they travel by public transportation to and from school). In such cases, students may own a basic phone that is TAGed through one of the TAG centers. **If your child has a need to bring his or her approved phone to school, please contact the principal to discuss it. If a student is permitted to bring it, it must be brought to the office at the beginning of the day and may be picked up at dismissal.**
- Students should never be on a computer without parental supervision (unless it's a school device), at home or anywhere else (library, Target, Apple Store, etc.)
- Families should consult with [TAG](tel:617-344-9650) (617-344-9650) annually to make sure they are up-to-date on the best ways to meet their specific needs while protecting the *ruchniyus* of the home.

- Parents should limit their own time on devices, as much as possible (*especially during family time*) in order to model healthy habits. We know that children learn from parents through observation, and we want to reinforce proper behavior through this method.

Video Games/ Youtube

- **Torah Academy students may not play video games that are part of social networks, such as Minecraft and Fortnite. The damage caused by this pastime is well-documented. If it comes to the school's attention that a student is playing these games, spending time on Youtube, or otherwise using the internet in a way that is not befitting a ben/bas Torah, the school will work with the student and family to remove the negative influence from the school environment.**

As it says in the Navi Yishaya, **אִישׁ אֶת-רֵעֵהוּ יַעֲזֹרוּ וְלֹא־חֵיוּ יֹאמֵר חֶזֶק**, [Each one helps the other, saying to each other, "Take Courage!"]. Challenges that seem difficult are easier to overcome when we work on it together as a group.

23. FOOD POLICY

- **All students should eat breakfast.**
- **NO NUTS, PEANUT BUTTER or PEANUT PRODUCTS are allowed in school.**
- Morning snacks and lunches are served at school within the School Lunch program. Students could also bring their own lunches, snacks, and beverages. **Lunches are to be dairy or pareve only.**
- **All students should bring afternoon snacks - school does not serve afternoon snacks.**
- Nutritious snacks and lunches of grains, fruits, and vegetables are suggested.
- Please send in enough snacks to last through the afternoon.
- Sharing of food with non-siblings is not allowed.
- Ask Kashrus questions of the office.
- Dairy foods for school parties must be Cholov Yisroel, and baked goods must be Pas Yisroel .
- All packaged foods must bear one of the following hechsherim: Star-K, Chof-K, O-U, O-K. (check with office for other acceptable hechsherim)
- Every child must clean up after him/herself.
- Home baked/cooked products are not allowed for sharing with the class.

24. DRESS CODE

At Torah Academy, we strive to ingrain in our students a sense of pride of who they are as bnei and bnos Torah. What they wear affects how they act. The dress code is a reflection of the school's values and is a critical component of chinuch.

All boys - until Bar Mitzvah

Dark colored pants (black, navy blue, dark gray only)

No shorts, tiro pants, sweat pants, etc.

No baseball caps

No crocs, slippers, flip flops, wheelies

Collared shirts - polo or oxford shirts (no t-shirts with round or v-necks) - No words, letters, logos, or pictures.

For boys in grades 5 and up - Only dark-blue and black yarmulkes with no writing or pictures.

Sweaters and sweatshirts - only dark solid colors (black, dark blue, dark gray). No words, logos, or pictures (unless inconspicuous)

All other cold weather apparel such as boots, coats, hats, and gloves, may not be worn to davening or in class.

Bar Mitzvah Bachurim

Dark colored pants (black, navy blue, dark gray only)

Jacket

Solid Dress shirt (white or blue)

Hat strongly recommended

Girls Dress Code

Uniforms could be ordered from Engelic, Fraylich, and B.Y. Styles websites.
(engelicuniforms.com, fraylichschooluniforms.com, bystyles.com)

Uniforms skirts or jumpers (to cover the knee) as listed on the uniform websites.

Shirts:

- blue oxfords as listed on the uniform websites;
- bright navy blue polo shirt or dark navy polo shirt from Fraylich;
- dark navy pique knit polo shirt from B.Y. Styles

Socks- to the knee or tights, any color.

Leggings- allowed only when socks overlap the leggings.

Sweatshirts- only solid blue and black colors (no logos, pictures, words).

No crocs, slippers, wheelies.

No nail polish (students will be asked to remove nail polish worn to school).

Beginning this school year, all students will be expected to wear their regular school uniform on Rosh Chodesh days.

Please be aware that Torah Academy will strictly enforce its dress code. We urge you to follow the guidelines carefully so as not to put your child in an uncomfortable position. The school reserves the right to enforce a dress standard that is in accordance with the characteristics of a ben/bas Torah, even if it is not specified above.

We request that parents arriving for any reason, including drop-off and pick-up, respect the standards of the school and arrive dressed appropriately for a Torah institution. Please ensure that if your nanny, babysitter, etc. comes to the school for any reason, she too is dressed in an appropriate manner, in accordance with the school standards.

25. MATERIALS AND SUPPLIES

- Label everything with names.
- Bring supplies to school on the first day of school.
- Enclose smaller items in a covered plastic box or case.
- Backpacks must bear the weight of binders, books, and lunch bags.
- Replenish supplies promptly.

26. PRIVATE PROPERTY AND LOST ITEMS

Label all personal belongings, including lunch boxes, thermos bottles, pencil cases, school supplies, outer clothing, etc.

Take home personal property after school. Keep it in the covered supply box, desk, or backpack during school. **No phones, cameras, ipod/mp3 players, electronic toys and devices, valuables or money may be brought to school.** Children who have a cell phone must have permission from the administration. The child must drop the cell phone off in the office in the morning and pick it up at the end of the school day. The Administration has the right to check all cell phones. Any of these devices that are brought to school without permission will be confiscated.

Check the Lost and Found closet for missing items. Items remaining in the Lost and Found closet for more than a few months are given away.

27. MESSAGES AND COMMUNICATIONS

Phone the office with messages for children no later than one-half hour before dismissal.

Please call or email the appropriate office to send a message to a teacher:

Williston: williston-office@torahacademy.us

Hamilton: hamilton-office@torahacademy.us

Teachers will not answer phone calls during school hours. They may return calls at the end of the school day or that night. **Please avoid calling the school during dismissal between 3:50 - 4:10 PM.**

DO NOT CALL TEACHERS AT HOME UNLESS THEY HAVE CONSENTED TO THIS BEFOREHAND.

Should you have any questions regarding your child's academic progress or social relationships, please feel free to contact his/her teachers. You can email teachers via ParentLocker (school database system). If you have any concerns, the first contact

should be with your child's teachers.

Discussing problems with other parents can lead to misunderstandings, Loshon Hora, and can be counterproductive to your child's education and progress.

28. CONCERNS AND ISSUES

First call the school office to get in touch with the teacher involved to get his/her perspective on the issue and try to work out the issue together.

If the issue is not resolved between the parent and teacher, call to ask a member of the administration to intervene.

If the matter is still unresolved, then request to speak to the President of the School to help with the situation. At which point it may be brought to a third party, i.e. Torah Umesorah, to resolve. The school, however, reserves the right to say that it has done what it can and there will be no further litigation on the matter at hand.

29. PERSONAL CALLS

Students will not be allowed to use the school phone. If necessary, the secretary will call the parents and relay any message.

30. BACK TO SCHOOL NIGHT (see dates on the Calendar)

Teachers explain the following at Back to School Night:

- curriculum
- methods
- procedures
- schedules
- homework
- behavior expectations
- your part

31. PARENT/TEACHER CONFERENCES (see dates on the calendar)

Ten minute conferences are scheduled twice a year, at the end of the first and second marking periods.

Take the opportunity to discuss academic progress; intellectual, social, and emotional development; *middos tovos*; and teacher's goals, expectations, policies, and procedures. Ask the teacher what you can do to help your child. Discuss the habits, commitments, challenges, preferences, and limitations that affect your child's performance; ask about his/her interest and difficulties in the teacher's class; discuss the kind of motivation and style of interaction to which your child responds well. This

information will help the teacher.

Appointments are scheduled online. If you do not have internet access, please call the school office.

32. REPORT CARD DISTRIBUTION

There are two marking periods for all grades. Report cards will be emailed to parents at the end of each period. Direct any questions about the report card to teachers, leaving a message in the school office. The teacher will return your call.

33. GRADING/ASSESSMENT

Term grades are based upon cumulative academic achievement, effort, behavior and attitude.

Grade 7 and 8 report cards are sent out with a student's letters of recommendation on high school applications.

34. HOMEWORK AND PARENTAL SUPERVISION

Parents are to monitor a child's home study every evening, checking for completion and quality. **Do not do any of the homework** for the child. Help the child understand **what** is required in the assignment and **how** to do it. **At minimum, ask your child what his/her assignments are, set a time by which he/she must show you the completed assignments, and sign if required.** Assignments must be neat, legible, accurate and turned in on time.

If your child cannot complete an assignment, send a note explaining why. **Extensions or work modifications require a written parental request.** Without this, your child might have to stay in for recess or a working lunch to complete the assignment and may lose credit on it. A zero for missing homework is recorded in the teacher's grade book. If failure to turn in work becomes a problem, the teacher will notify the parents. Chronic incomplete homework will necessitate an administrative conference.

Your child should have an assignment book to record assignments.

| Grade | Limudei Kodesh subjects | Limudei Chol subjects | Maximum Total |
|-------|-------------------------|-----------------------|---------------|
| 1-3 | 10-15 min | 10-15 min | 20-30 min |
| 4-5 | 10-20 min | 10-20 min | 20-40 min |
| 6-8 | 30-45 min | 30-45 min | 1 - 1.5 hrs |

35. MAKE-UP WORK

Make-up work is allowed for **excused** absences. There shall be two days allowed for make-up work for each day of absence. Extensions require a written parental request. The child must ask the teacher what he needs to make up and when it is due.

Retaking tests also requires a written parental request. They are usually given within one week of the original test and only if a parent has signed the original test. This allows parents to become aware of the child's specific difficulties and to help the child prepare for the retake.

36. BEHAVIOR MANAGEMENT

Students must participate fully in the classroom; learn to follow rules; display good sportsmanship; and be respectful, courteous, responsible and cooperative. The teacher works with parents to help a child develop good *middos*. Teachers inform parents about problematic behavior and attitudes. Parents are expected to work with the school and follow recommendations to help with their child's success.

37. ADDRESSING MISBEHAVIOR

The "rule of thumb" governing behavioral issues is that every child has the inalienable right to learn to his/her maximum potential. This means that no child has the right to disrupt the learning process in any classroom. Secondly, every child has the inalienable right to be safe and secure in school from harm or abuse, physical or mental. No child has the right to cause either physical harm or mental anguish to any other child. Torah Academy stands for instilling every child with a sense of Middos Tovos and proper Derech Eretz towards adults and peers. To these ends, we will institute and enforce policies that will enhance the above objectives. Parents will be contacted should there be infractions in the above policies.

Please see "Torah Academy Code for Proper Behavior" attached at the end of this document.

38. FIRE DRILLS AND EMERGENCY EVACUATION

Fire drills will be conducted periodically throughout the school year. The Fire drill instructions are posted in each room. Upon hearing the fire alarm, teachers will direct students to move in an orderly, silent manner to a place outdoors where attendance will be taken. If the fire alarm rings when students are in the hallways or bathrooms, they should leave through the nearest exit.

Lock down drills are to be conducted periodically.

39. DISTRIBUTION OF FLYERS OR POSTERS

Send a copy of the materials to: [**bulletin@torahacademy.us**](mailto:bulletin@torahacademy.us)

Once approved by the Menahel, flyers or posters can be included in the weekly bulletin. The cost of placing an ad in the school bulletin can be found in the Advertiser's guide on our website www.torahacademy.us.

40. PUBLIC LIBRARY TRIPS

We screen the books we assign. Parents are to screen all independent reading selections and to provide books for use during the independent reading periods. Teachers will sometimes take a class to the public library to learn how to use a

library, to do research, or to take out books for a specific purpose. Before a library trip, the teacher will send home a library trip permission form that specifies the purpose, goals, academic relevance, date and time, and cost of the trip.

After the trip, before children read the books they borrowed, the books are sent home for your review. If you do not want your child to read a particular book, you are responsible for suggesting an acceptable alternative.

41. EXCURSIONS AND FIELD TRIPS

Teachers make clear to students the goals and expectations, and they assign related classwork and/or homework both before and after the excursion. Parents organize the volunteer drivers. A trip permission slip will be sent home for your signature a few days before the trip. This specifies the purpose, goals, academic relevance, date and times, food, beverage needs, and cost of the trip. All permission slips and fees are collected in class before the day of the trip.

42. INCENTIVE AWARDS

Prizes, parties, rewards and awards serve as additional incentives to students to do their best. These are purchased by individual teachers or parents in order to encourage good learning and good *middos*. Parents are encouraged to make donations for this purpose throughout the school year.

43. SCHOOL BULLETIN

The school bulletin will be distributed, one per family, to children every Friday or Thursday (if there is no school on Friday). Generally there will be no bulletin on a 3- day week.

Please be sure to ask your child for the bulletin. There is pertinent information in the weekly bulletin that may be important for you to know. The bulletin is also sent by email.

44. EDUCATIONAL TRIANGLE

Keep yourself well informed about school. Check backpacks for the day's notices and messages. Supervise home study every night. Attend Open School Night, parent/teacher conferences, and school activities. Get to know your child(ren)'s teachers; view them as partners who want your input, suggestions, and help. **Talk positively about school** with your child(ren). Ask about their day in terms of challenges, growth and accomplishments. Listen carefully. **Make no judgmental comments.** Your attitude toward teachers, subjects and learning provides the model that your child will follow. A consistently positive attitude towards school will motivate your child(ren)'s positive development.

Best wishes for a very successful school year!

Torah Academy Code for Proper Behavior

Torah Academy is more than a school — it is a place for you to learn the proper way for a Jewish child to act. Torah Academy expects you to speak and act appropriately even outside of school so that everyone in our community can see how truly special a Torah Academy student is.

Discipline

Respecting yourself, respecting others and respecting learning are part of making school a pleasant place to be. Principals, teachers, staff and students are expected to treat each other with respect at all times. We are very proud of all who behave this way.

At the beginning of the year, the principals will review the rules of the school with you at a special ORIENTATION. Your teachers will also review their classroom rules with you. The rules are designed to keep you safe and to help you learn. Deciding to follow the rules is a decision that will help you to have a happy and successful year.

We always prefer to reward proper behavior rather than to deal with improper behavior. Unfortunately, sometimes students do not follow the rules and the discipline code below must be used. There is absolutely no one in school who enjoys giving punishments. We hope that punishments will never be necessary.

There are three ways problem behavior will be handled:

- IN-CLASS (by the teacher)
- BY THE PRINCIPAL, DEAN, OR HEAD OF SCHOOL
- ZERO TOLERANCE (For offenses so serious that they go directly to

the Head of School)

Type 1: In-Class Discipline:

Misbehavior or disruption in the classroom is disrespectful and makes the class unpleasant for everyone. The teacher (or the adult supervising) will deal with these behaviors in the class. Some examples are:

Breaking the rules of the class

Poor decorum in the class, halls, lunchroom, or at recess

Not following the teacher's directions

Here are some ways that the teachers may handle such behavior:

1. Discussion with the students or a warning
2. A phone call to the parents
3. Losing a classroom privilege
4. Writing an individualized student contract
5. Writing assignment for the child to explore his/her behavior

Type 2: When the administration gets involved:

Some misbehaviors are so inappropriate that they will be brought to the attention of a principal or dean. These behaviors may be recorded and placed in the student's file. Some examples are

1. Overt disrespect to a teacher or any staff member
2. Physical fighting
3. * Vandalism/ Causing damage to school property / Graffiti
4. Repeated problems in classroom or school
5. Cheating/Foul language
6. Discussing or displaying any inappropriate material

Here is how the administration will handle it:

FIRST TIME: Discussion with the student, communication home from the teacher, possibly a consequence

SECOND TIME: Discussion with the student, a call to the parents in front of the student, AND a consequence

THIRD TIME: A written assignment to be signed by parents AND a call to the parents in front of the student

FOURTH TIME: Suspension *until* the parents come to meet in person with a principal.

Some examples of consequences given by administration:

1. Recorded Warning

2. Student contract/ behavior program
3. Assignment of educational value
4. Loss of school privileges (i.e. trips, assemblies, special programs)
5. School service requirement
6. Parents asked to pick up the student from school
7. ***The student will be responsible to repair or replace any damaged property**

Type 3: Zero-Tolerance:

In order to make our school safe for everyone; certain behaviors will be met with zero-tolerance *even the very first time*. We hope that such behaviors will NEVER happen. They include

DANGEROUS BEHAVIOR, such as having dangerous items in school (like matches or knives)

acting/playing in a dangerous way (like climbing fences or throwing rocks)

BULLYING, which is purposely victimizing another person in any physical or emotional way. This will be discussed at Orientation.

HIDING from your teacher or the adult in charge during any activity during school hours.

Here is how the administration will handle it:

FIRST TIME: A call to the parents and a strong consequence

SECOND TIME: Suspension from school *until* the parents meet in person with a principal and an agreement is made for better behavior

THIRD TIME: Exclusion from extra-curricular activities, extended suspension or expulsion from the school.

In the case of extreme behavior, the principal may request that the parent pick up a child from the school immediately.