



caskey  
torah  
academy

A blueprint for inspired learning



# FAMILY HANDBOOK

5778

2018-2019

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<http://taphila.org>

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**SPECIAL NOTE:**

Though some of this information has remained the same from past years, a great deal is new and has been updated especially in regards to Middle School. We respectfully request that you (and older children) read this new Family Handbook in its entirety. Please note that this handbook is not a contract. The administration and/or Board of Directors of Caskey Torah Academy reserve the right to change policies and procedures. The most updated copy will be posted at <http://taphila.org/>.  
Thank you for partnering with us in the education of your children.

### **Introduction**

At Caskey Torah Academy, we strive for excellence in both our Judaic and General Studies programs. In order to achieve this goal, our school emphasizes two major elements: academic excellence and personal concern for each child. It is our goal to help our students develop a strong, positive Jewish identity, a love for Torah Learning, and a deep sense of commitment to and involvement with Israel, the Greater Philadelphia Jewish community and our brethren worldwide.

We are proud of our school's achievements and eagerly anticipate the opportunity to build on our reputation and provide an exciting year of quality Torah and secular education to our students, our school and the community.

There have been changes in this year's Family Handbook. Please read the Handbook carefully and keep it throughout the year for reference to any questions you may have pertaining to activities, policies, and procedures.

No pamphlet, however, can take place of direct and personal contact among parents, faculty and administration. We look forward to hearing from you and working closely with each and every parent and in fostering a strong school-home bond.

### **School Mission Statement**

Caskey Torah Academy of Greater Philadelphia educates boys and girls from nursery through grade eight. With a curriculum rooted in Torah and general studies, characterized by academic excellence and providing skill proficiency in all areas, CTA provides a dynamic Jewish education that fosters intellectual as well as spiritual understanding and love of Torah through a commitment to its mitzvos and values. An emphasis on middos tovus infuses all aspects of school life.

CTA will make every reasonable effort to provide tuition assistance to those families who demonstrate financial hardship.

By creating a climate of active intellectual inquiry in both Judaic and general studies, Caskey Torah Academy:

- Encourages exploration and understanding of the world.
- Emphasizes the responsibility of each Jew toward G-d and all people.
- Instills in its students Ahavas Yisrael--love of Israel and the Jewish people--as embracing the Land and State of Israel, and fellow Jews.
- Inculcates in its students the ideals of the American democratic heritage of freedom, justice and human dignity.
- Views each child as an individual and provides a stimulating education for students with different levels of academic ability and learning styles.
- Partners with parents to nurture each student to develop as an entire person.

- Enables and encourages students, through critical thinking, skill proficiency and substantive knowledge, to discover and excel in fields in which they can lead meaningful lives.
- Prepares its students with the skills to pursue their Judaic and general studies at the next level of learning and throughout life.

In sum, Caskey Torah Academy provides the foundation for its students to mature as Torah-observant Jews and role models who are contributing members in Jewish and general society.

### **Caskey Torah Academy Administration**

*Our administrative team is efficiently organized to make sure that as a school, we meet the needs of every child. In most cases, concerns should first be addressed with your child's teacher(s). If you need further assistance, the list below can guide you in knowing who to contact. There may be instances when you may not know where to turn. Please feel free to contact any member of CTA.*

**Rabbi Isaac Entin**, *Head of School- Menahel*

ientin@taphila.org or 610-642-7870 x229

**Mrs. Rebecca Sasson**, *Assistant Principal of General Studies*

rsasson@taphila.org or 610-642-7870 x270

**Mrs. Rivka Dear**, *Director of Early Childhood Program*

rdear@taphila.org or 610-642-7870 x210

**Mrs. Michal Weinstein**, *Executive Assistant, School Records/Transcripts*

mweinstein@taphila.org or 610-642-7870 x260

**Mrs. Rachel Mazuek**, *Director of Communications*

rmazurek@taphila.org or 610-642-7870 x265

**Tanya Libesman**, *Director of Admissions*

tlibesman@taphila.org or 610-642-7870 x255

**Mrs. Nicole Afriat**, *Director of Student Needs*

nafriat@taphila.org or 610-642-7870 x272

**Ms. Debbie Grad**, *CPA Business Manager, Billing, Tuition and Financial Aid Issues*

dgrad@taphila.org or 610-642-7870 x224

**Mrs. Dassi Zhivalyuk & Ms. Nechama Eisenberg** *Admin Assistants of Educational Office*

dzhivalyuk@taphila.org & neisenberg@taphila.org or 610-642-7870 x222 & x221

**Coach Kenny Myers**, *Athletic Director and Sports Programs*

kmyers@taphila.org or 610-642-7870 x334

**Grade Level team leaders are here to help you with your concerns.**

**Please use them when needed:**

Mrs. Rivka Dear -- *3Y - 1st grade issues*

Rabbi Entin -- *2nd grade issues*

Nicole Afriat -- *3rd grade issues*

Mrs. Rebecca Sasson -- *4th, 5th grade and middle school issues*

## IMPORTANT PROCEDURES

### SCHOOL HOURS

#### CLASSES:

3Y Pre-Nursery: 8:25 am to 1:00 pm or 3:50 pm

4Y Nursery: 8:25 am to 1:00 pm or 3:50 pm

K – 5: 8:25 am to 3:50 pm

6-8: 8:25 am to 4:45 pm

Friday dismissal is at 3:50PM and 1:00PM during the winter months. Please see the school calendar for early/late dismissals.

Please be punctual for all arrivals and dismissals. Your child's positive school experience depends on timeliness.

Any lower school students arriving after the carpool gate closes should proceed directly to the security desk with their parent, who must sign them in. Students will not be allowed into class without being signed in by their parent. The student may then proceed to class.

There is Sunday school between Purim and Sukkot for boys and girls respectively for grades 5-8. Boys in fourth grade have the option of attending as well. This is an exciting learning experience that begins at 8:30am with Minyan and is followed by breakfast and creative Torah learning, ending at 11:30am.

There is Motzei Shabbos learning for girls in Grades 5-8. Girls in fourth grade have the option of attending as well. This is an exciting

experience with a Torah focus. Information about dates and times will be determined.

#### EDUCATIONAL OFFICE:

The educational office is open from 8:00AM to 5:00PM Monday thru Thursday, and on Fridays from 8:00AM until 20 minutes after dismissal.

**Office: 610-642-7870**

**Office Fax: 610-642-2265**

### TRANSPORTATION, ARRIVAL, AND DISMISSAL

#### BUS TRANSPORTATION:

Many public school districts in which CTA students live provide round-trip transportation free of charge. This type of district transportation is currently available for the following:

- Students in grades K – 8 who are residents of Philadelphia.
- Students in grades K – 8 who live in portions of Montgomery and Delaware Counties.
- Students in grades K - 8 who live in Cheltenham Township.

Requests for district transportation are included in the registration packet.

Prior to the first day of school, families eligible for district bus service will be notified in writing by the district with bus stop information. Questions and change requests must be directed to the local public school district transportation office. Caskey Torah Academy has no control over the designation of school bus stops, routes, or policies, but we will gladly assist as much as

possible. Please email with any questions at [carpool@taphila.org](mailto:carpool@taphila.org).

### **SCHOOL BUS CONDUCT:**

The rules in this section apply whether children ride on school district or CTA- rented buses.

Children are expected to practice safe and courteous bus behavior.

### **Boarding and riding your bus:**

- Board your bus in an orderly manner.
- Remain seated at all times.
- Avoid loud conversations.
- Keep the aisle and emergency exits clear of personal belongings.
- Head and hands are to be inside at all times.
- Nothing may be thrown from the bus.
- Avoid defacing, damaging, or tampering with any of the bus equipment.

### **At your bus stop:**

- When you leave home, go directly to your assigned bus stop.
- Arrive at the bus stop five minutes before your bus is scheduled to be there. Drivers do not wait.
- Wait in a safe area away from traffic.
- When crossing the street to board the bus, wait until the bus has stopped and the red lights are flashing. When you are sure that traffic is clear in both directions, cross at least ten feet in front of the bus.
- At the end of the school day, get off the bus at your designated stop. We cannot allow students to get off at stops other than their home.
- Go directly home – Do not talk to or approach strangers.
- If your child needs to take a different bus, please contact the office in advance for bus policies. Please be advised that bus passes are approved by the bus companies and are not under CTA control.

Please note that Caskey Torah Academy neither owns the bus nor employs the bus drivers (or other transportation employees). However, on both school district and CTA-hired busses we are expected to provide support for issues of behavior. Students who receive a written conduct report for engaging in unsafe or inappropriate behavior will receive a consequence which will range from a warning to loss of bus riding privileges.

### **DAILY DISMISSAL PROCEDURES:**

- ★ Early Childhood students who are enrolled half day are dismissed at 1pm through the bus door- the door located at the end of the bus (circular driveway facing Wynnewood Road). If you arrive after 1:10, please park your car and come into the building.
- ★ When the entire school dismisses at 1:00 pm such as on early Fridays during the winter, the *Early Childhood* dismissal area will be in the new cafeteria (formerly the 1st grade classroom with the exit door facing the fields.) Students in grades ECP – 8 will be called to this dismissal area as their cars arrive to pick them up.
- ★ Dismissal area for carpool at 3:50 pm will be in the cafeteria (formerly the 1st grade classroom with the exit door facing the fields.) Bus riders will wait in gym until buses are called.
- ★ We are not able to provide supervision on Argyle Road. Therefore, children may not wait in the office nor outside the office on Argyle Road.
- ★ Our goal is for every child to make it home safely. To assist us in this regard, please do not make unnecessary changes to the dismissal routine. For a safe dismissal, we ask that changes be made according to the following procedures:
  - Changes made be made by email ([carpool@taphila.org](mailto:carpool@taphila.org)) or a voicemail to

our dismissal line up to one hour before dismissal time.

- Dismissal data is collected until 1 hour prior to lower school dismissal. Changes that come in after that time cannot be honored.

★ Please note that the security desk is closed 30 minutes prior to school dismissal to manage the carpool line. No security desk dismissals can be done once the security desk is closed.

### **DISMISSALS (3Y-5th grade carpool):**

For their own safety, children will not be allowed to leave with anyone other than their regular carpool driver unless the teacher and the educational office are notified of the change by the parent in writing.

## **ATTENDANCE AND ACADEMICS**

### **ATTENDANCE:**

Punctual attendance in school is essential for learning. Children who arrive late disrupt learning that is already in progress and miss key information. However, we do encourage you to keep your child at home if he/she is sick. Our office should be advised if your child will be absent, so that teachers and classmates can call and also forward missed assignments. Trips, vacations etc. should be arranged so as not to conflict with school attendance. Please email [dzhivalyuk@taphila.org](mailto:dzhivalyuk@taphila.org) to report an absence and request missed work by 10 AM. We cannot guarantee homework after this time.

**Daily Arrival:** Students are due in at 8:25am for their first period class. Teachers will be outside for carpool from 8:15AM. All ECP children will be taken from their car and walked to their classroom. Please see our information sheet "Procedures for Arrival, Dismissal, and safety at CTA" for further information.

**Tardiness:** If your child(ren) will be late to school please email [dzhivalyuk@taphila.org](mailto:dzhivalyuk@taphila.org).

*ALL STUDENTS in 3Y-K* who arrive after 8:45am should be signed in at the security desk by a parent.

ALL STUDENTS in grades K-8 who arrive after 8:45am must stop at the security desk to sign in and get a late pass. Parents are asked not to walk their children to the classroom as this disrupts the learning process.

**Family vacations:** Please coordinate family trips with the school calendar. Students who leave for extended trips risk falling behind and not passing their courses. It is not the teacher's responsibility to prepare days or weeks of makeup work for vacationing students.

### **HEALTH & WELLNESS:**

Although regular attendance is imperative, it is just as important to keep children home when they display symptoms of communicable disease. A child who becomes ill during the day will be referred to our office. Parents will be telephoned and asked to pick up the child as soon as possible.

**Please arrange pickup in a timely manner. Sick children who stay in school communicate illness to others and require individual supervision from our office staff.**

### **Guidelines for Keeping Students Home:**

Please be considerate of the entire school community by keeping your child home when they are ill. The following guidelines have been developed to assist the school staff when making decisions regarding sending students home from school for health concerns.

Students are to stay home from school if they have:

- Vomiting/diarrhea
- Temperature of 100.0 (per Lower Merion School District policy) or higher within the past 24hrs.

- Positive throat culture for strep throat. Student may return to school after 24 hours of antibiotic treatment and the student is fever free.
- Presence of lice or nits in hair. Students must be rechecked prior to returning to classes and bring in a note from a nurse or doctor confirming they are cleared to return to class.
- Pink-eye symptoms
- Severe headache, severe earache, severe or persistent abdominal pain
- Rash suspected to be contagious
- Wheezing/coughing episode which is not relieved by prescribed medication
- Injuries which require medical attention
- Severe emotional concerns
- Please notify the office immediately if your child contracts a communicable disease, such as chicken pox, or head lice, so that necessary medical advice can be made available to the parent body.
- Please be sure your emergency records are up to date so that we may contact you if there is a problem. In case of emergency and parents cannot be reached, it is our procedure to call 911 and take the child to the nearest hospital. We will contact your personal physician whenever possible, and attempt to reach you as soon as possible.
- If a child is to be excused from physical education activities or recess, or must remain indoors, a note signed by the parent must be presented to the office.
- Each child is required to have on file in the school office a current Emergency and Medical Authorization Form which lists people to contact in case of emergency and allows us to deal with an urgent situation. Please send this form to the office as soon as possible. In the event your child becomes ill at school, and it is deemed necessary that s/he be sent home, the school will contact you or those listed by you on the Emergency Form

and request that your child be taken home. **It is the responsibility of the parent/guardian to make arrangements for child care in the event a child develops signs of communicable disease or other illness/injury that prevent the child from functioning in class.**

- Required lice checks will be performed prior to the opening of school. Please sign up ASAP as appointments are limited.

#### **Treatment of School Related Injuries:**

The office staff takes care of minor injuries (scrapes, insect bites, bruises, bumps etc.) with cold compresses, ice, antibiotic ointment, or band-aids as the need arises. Parents will be notified about minor injuries at the discretion of the administration. Parents may be called to ask permission for administration of acetaminophen or the like. When confronted with an injury that needs further attention, our staff will make every effort to address the child's needs and make contact with parents. In an emergency, the child will be taken to the nearest hospital. It is the responsibility of parents to update school medical information (allergic reaction to medication, inoculation etc.). A form with this information should be returned to the office for each student.

#### **REPORT CARDS:**

Parents of students in grades 1-8 will receive report cards on a trimester basis. Ends of trimesters are noted on the school calendar. Please note that report cards/transcripts/diplomas are not released unless all financial obligations to Caskey Torah Academy are met.

#### **The Marking Guidelines for Grades 1-5 are:**

E: Exceeds Expectations

M: Meets Expectations

I: Inconsistently Meets Expectations

N: Needs Improvement

The Marking Guidelines for Grades 6-8 are:

97-100: A+    93-96: A    90-92: A-  
 87-89: B+    83-86: B    80-82: B-  
 77-79: C+    73-76: C    70-72: C-  
 60-69: D    0-59: F

Grade averages below 60 will be given an incomplete and students are expected to exert effort by a clear deadline to complete the work, retake a test, etc. to achieve a passing grade. Incompletes change to an "F" following the deadline.

Students who do not pass a particular class may- at the discretion of the administration- be permitted to advance to the next year on academic probation and/or be required to take a summer course or independent study class in order to achieve a passing grade. Promotion to the next grade is based on performance. If a student does not meet TA's academic and behavioral standards, every effort will be made to guide parents to internal and external resources that will help foster improvement.

Graduation Requirements for 8<sup>th</sup> grade students:

1. Students have passed all 7<sup>th</sup> and 8<sup>th</sup> grade courses
2. Students have completed a service learning project successfully
3. Students have attendance rate of 90% or better
4. Students demonstrate derech erez.
5. Students have earned the required score or better on a test of *Yediot Klaliyot*.

**PARENT/TEACHER CONFERENCES:**

There will be two Parent/teacher conferences per a year. Reminder notices will be sent home for you to schedule your appointments. Please make sure to be timely as other parents holding later appointments will be kept waiting. Should you desire a longer conference, please let your child's

teacher know and a mutual date/time will be selected.

**TEFILLAH:**

All students at CTA will participate in daily Tefillah (prayer). Their participation will be reflected on report cards. We are committed to developing our students' Tefillah skills along with a deep and personal connection to the art and acts of Jewish prayer, and this is reflected in our curriculum as well as during Tefillah time. Minyan for boys Grades 6-8 takes place daily in the Beit Midrash. Girls in Grades 6-8 join the minyan on Mondays and Fridays.

**STANDARD TESTS:**

Standard tests are administered annually. In General Studies, we administer MAP achievement test for grades 3-8. In Judaic Studies, we administer Kriyah (Grade 1-3), Chumash (Grade 2-8), and Ivrit (grade 6-8) tests several times per a year in order to monitor progress in the curriculum. In primary grades, we use the DIBELS to monitor reading.

**MIDOT TOVOT/Character Development:**

Our goal is to create a caring, respectful learning community in cooperation with parents, students and teachers. Our curriculum is infused with the values of character development and Derech Eretz— proper conduct and acquiring midot tovot. These values are emphasized in both the Judaic and General Studies academic programs.

**CLASSROOM VISITATION:**

Parents are welcome to visit classrooms by making prior arrangements with the classroom teacher. Please do not bring young children with you as they will disrupt the classroom.

**PARENT-SCHOOL PARTNERSHIP: TEAM MEETINGS AND MEETING STUDENTS' NEEDS**

Caskey Torah Academy values and encourages involvement from our parents as we work to meet

the needs of every student. As part of the planning process, parents, teachers and administrators will constantly be involved in assessing student achievement.

Caskey Torah Academy has formed a Grade Level Team (GLT) to be proactive to examine and propose interventions for a student who is experiencing academic, behavioral or emotional difficulties. This team consists of the student's teacher, an administrator, the school counselor and support personnel from the school. The student and parent(s) also comprise part of the GLT team. Please contact:

Mrs. Rivka Dear for 3Y, 4Y, K and 1st grade  
 Rabbi Entin for 2nd grade  
 Nicole Afriat for 3rd grade  
 Mrs. Rebecca Sasson for 4th, 5th grade and middle school

#### **ACADEMIC ENRICHMENT:**

Caskey Torah Academy's core academic program is intensive and enriched. However, we recognize that there are some students who require even more to be properly challenged. To meet the needs of these students, Caskey Torah Academy will – whenever possible – provide a range of services, including accelerated programming and/or accelerated class sections in selected academic areas. This will be above and beyond the normal challenge work provided within the classroom. It will include both teacher directed and independent learning activities (including homework). It will focus on high level critical thinking, reading and/or math comprehension, and research/communication skills in both Judaic and General Studies. This is intended for students working significantly above their grade level in a particular area.

In our Middle School (Grades 6-8) we offer multiple sections in Talmud, math, and Hebrew language classes based on the needs of the

students. Thus, many students identified as “gifted and talented” are able to have their needs met by being assigned to the class that best meets their ability.

Most importantly, Caskey Torah Academy believes that every child can benefit from enrichment and gifted education. Thus, we have our School-Wide Enrichment program which exposes every student, once per week, to a variety of unique learning experiences that are student-driven and reflect a variety of learning styles. For more information please contact Mrs. Elena Obstfeld, our school-wide Enrichment Coordinator.

#### **SCHOOL TRIPS:**

Field trips compliment the school curriculum and will occur periodically throughout the year. Parents will be notified well in advance that the field trip will be taking place. All school policies, including dress code, are in effect when on a school trip. The attire of parents who are invited to come on school outings should reflect our school dress code.

#### **ELIGIBILITY FOR TEAMS/ACTIVITIES:**

In order to remain eligible for representing Caskey Torah Academy on athletic teams students must maintain at least a C- average, good behavioral record, and good attendance in each and every class. Our Athletic Director will check eligibility before each game. Students who fall below this standard will not be permitted to participate. Students who are absent may not play in a game or practice on that day. This includes Sunday school.

#### **ACADEMIC HONESTY AND PLAGIARISM:**

Students are expected to always be honest, including in academic issues. Copying from other children or turning in someone else's work as

their own, talking or sharing materials during quizzes/tests, etc. are all examples of cheating.

Students may never copy directly from printed material or from the Internet and then submit it to a teacher as their own work. Depending on the severity of the situation and the age of the child, consequences for academic dishonesty may include (but are not limited to): a “zero” on the assignment, need to re-do an assignment, mandatory parent-teacher-administrator conference, or loss of privileges.

### **SCHOOL CLOSING**

When school must be canceled due to inclement weather, an announcement will be broadcast on email and text services.

When an unanticipated snowstorm or emergency necessitates the mid-day closing of school, parents will be contacted at the daytime phone number listed on the family emergency card.

As a general rule, when Lower Merion schools announce a one or two hour delay in opening or closure, buses for students will be followed accordingly.

### **FOOD AND HEALTH AT CTA**

#### **KASHRUT:**

In order to maintain a uniform standard of Kashrut, we ask that families adhere to the following guidelines.

- Food sent to school should bear one of the following certifications:



- Please inquire from the Principal about other certifications and he will work with the rabbinic advisory committee to clarify the matter.

- So that all students may participate, Cholov Yisroel dairy products are to be served at events that include the class.
- Homemade food may not be distributed at school.
- Utensils may not be brought from home for public use at school.
- Pre-cut fruit, if not under rabbinic supervision, should not be served to the class.
- Please do not bring in for whole class use strawberries, blackberries, raspberries, figs, dates, cauliflower, broccoli or lettuce as they are too difficult to check for bugs in the limited amount of time we have available.

#### **Please see our allergies section for important information**

In addition to time for lunch, students have opportunities to eat snacks sent from home. In preparing lunch, please keep in mind that there are no facilities for refrigeration or heating. *Drinks in glass containers should not be brought to school.*

Cholov Yisroel milk is provided to children with dairy or pareve lunches. Early Childhood classes also receive a snack in the morning and in the afternoon.

#### **Please notify your child’s teachers & the educational office of any food allergies or restrictions in writing.**

Parents will be notified when lunch will be sold by the PTO or other groups.

*For younger children (age 7 and under):*

We recommend that you do not send the following items in your child’s lunch. Although your child may handle these foods well at home,

they are considered a choking hazard in the larger, classroom setting.

- Grapes
- Caramels
- Raisins
- Gushers
- Popcorn
- Fruit roll ups
- Hard candy
- Nuts or seeds
- Laffy Taffy
- Olives
- Raw carrots

### **ALLERGIES IN THE CLASSROOM:**

Caskey Torah Academy will make every effort to accommodate children with food allergies. After consultation with medical professionals and the Lower Merion School District, the following policy is in effect:

1) Parents of children with allergies need to provide the school with written documentation from their doctor that details the allergy, the extent of the allergy (whether it's only by ingestion or even by contact, and if the student's life may be in danger) as well as an action plan in case of an allergic reaction.

2) Caskey Torah Academy is a completely nut-free environment. Please do not send your child with peanuts, tree nuts or any food that contain nuts. Items marked "manufactured in a facility that processes nuts" are acceptable. As this is a matter of sakanas nefashos - life and death, please exercise extreme caution in this area. Food products with nuts will be taken away and stored in a safe place for a parent to pick them up.

Other allergies will be handled on a case by case basis, at the discretion of the administration.

3) Caskey Torah Academy faculty and staff are not responsible for any medical problems (including allergic reactions) that result from their child being in a mainstream school. Although we will make every effort to accommodate the needs

of the children, there is no way that CTA can guarantee that the school, a classroom or any other area is truly free of any allergen of any kind.

### **HEALTHY FOOD AND SNACKS:**

CTA strives to educate our students about healthy eating habits at every grade level. Snack time is provided in the morning and afternoon for all grades. Please make sure to send healthy snacks that do not contain excessive sugar or any caffeine. Sugar filled sweet foods hamper classroom performance. Please choose a variety of fruits, vegetables, or other healthy snacks and drinks.

Our school believes in eating in moderation for all types of foods. We are also very conscious of the effects that poor eating habits have on our students. To this end:

**Please do NOT send children to school with caffeinated or heavily sugared beverages such as soda, coffee, or Gatorade. Students will not be allowed to drink any form of soda at school.**

**Chewing gum is never allowed in school.**

### **HEALTH RELATED PROCEDURES:**

The goal of Health Services is to detect specific health problems at an early stage and to facilitate their resolution. Programs include growth, vision, hearing, scoliosis, dental screenings, and physical examinations of all pupils upon admission and again in sixth grade. State law mandates that medical forms for each student be updated annually and filed at school (See note on Immunizations.). Annual screening tests for vision and hearing are conducted at school, as well as screening for scoliosis at the appropriate age.

**As a representative of the State Health Department, the nurse may require that**

**a child not attend school if their records and/or immunizations are not up to date as required by law.**

Chronic medical conditions such as asthma, diabetes, and behavior disorders must be reported to the administration and the nurse. Please notify us and send in doctor's instructions if your child is injured, hospitalized or seen at an Emergency Room.

Parents and doctors must fill out the necessary forms if a medication needs to be taken at any time during the year even if this is only in sporadic situations.

Please do not give students medicine to carry around with them. The medicine could be lost, stolen or misused by their peers. If your child takes medicine, parents are required to provide the signed LMSD form (a copy is available in our office) to the educational office, which authorizes medicine to be dispensed at school.

All medication taken by the student will be monitored by a staff member. The staff will ensure that the medication is stored and secured; therefore, all medication must be brought to the office.

**No medication is to be stored in the classroom.**

Please note that Caskey Torah Academy offers this service as a convenience to parents. CTA and its staff cannot be held liable for loss of medication, forgetting to administer medication, side effects to medication or accidental/improper administering of medication.

#### **SMOKING:**

Smoking is forbidden on the campus (indoors and outdoors) of Caskey Torah Academy.

## **SAFETY AND SECURITY**

### **SECURITY AT CTA:**

The Caskey Torah Academy School staff takes every possible precaution to ensure the safety of every student. Exterior doors are locked during the school day. No one is permitted access to any part of the building without permission from the office and the issuance of a visitor's pass. Any parent or visitor who does not have a pass will be referred to the office. School staff is assigned to supervise students in the yard.

All students are required to be supervised by an adult at all times.

At no time may a student leave campus without a supervising adult. At no time may students be in "restricted" areas of the building (e.g. roof, boiler room, etc.) where their safety- or the safety of others- would be in jeopardy.

**Violation of these rules may result in a suspension or even expulsion from school.**

### **VISITORS:**

Caskey Torah Academy welcomes parents to visit the school. For safety reasons, parents and visitors must enter the building from the parking lot on Wynnewood Road and will be greeted at the security desk where they must sign in. A visitor pass will be issued.

Lunches, projects, homework, written messages for children and the like that are delivered to the school should be left at the security desk.

Children may visit CTA during the school day only with prior permission from a member of the administrative team. Parents of visitors will need to provide a signed release and emergency contact information.

### **MESSAGES FOR STUDENTS:**

Please refrain from calling the school to leave messages for individual students, except in the case of an emergency. Delivering messages is

disruptive to the classroom.

**CUSTODY AND OTHER LEGAL PAPERS:**

A copy of relevant, current legal papers should be brought to the office where they will be safely filed. It is assumed that both parents listed on the record card and school application in the office have custody of the student unless otherwise notified. Legal papers, not verbal information, are required by the school in special situations.

**FIRE/ LOCK DOWN:**

Drills are held regularly at CTA. Each drill is an important practice so that everyone is prepared in the event of an actual emergency. Students are to conduct themselves in a silent and orderly way during a drill and treat each drill as if it were an actual evacuation.

**Because of the serious nature of these drills, students who are disruptive during drills will be suspended for one day.**

**VIDEOS/PICTURES OF STUDENTS:**

CTA takes pictures and video to share our wonderful school with the public. These pictures may be used in school publicity and/or on our web site (without names). If a parent/caregiver objects to their child being in such pictures, they must notify the Educational Office.

**CARE OF SCHOOL PROPERTY:**

Students are responsible for the proper care of school property. Students are responsible for the care, maintenance and timely return of all textbooks, chromebooks, the CTA building, furnishings, etc. Students and/or their parents will be issued a fine for lost or damage to textbooks and/or property.

**REPORTING OF ABUSE:**

In accordance with the law of the Commonwealth of Pennsylvania, it is the policy of Caskey Torah Academy of Greater Philadelphia that- as mandated reports- staff members who have a

reasonable suspicion that a child is being abused or endangered are required to report without delay to the proper legal authorities.

**OUTSIDE RESOURCES**

**Intermediate Unit**

Private schools in Montgomery County have access to a range of health – related services under the auspices of the Montgomery County Intermediate Unit (I.U.). Referrals to the professionals of the Intermediate Unit for evaluation of a student are at the discretion of the administration, in consultation with parents and teachers. A parent who is interested in obtaining these services for their child, should contact the Director of Student Needs.

**SCHOOL CLIMATE**

**PARTIES:**

Birthdays are exciting events and offer children the opportunity to celebrate with their peers. Parents of *Early Childhood* students may celebrate the child’s birthday with the class. Parents bring in a special treat such as cake, cupcakes, ice cream, etc. A healthier option of making fruit kabobs or fruit smoothies is also available, and should be coordinated two weeks before the party. Please do not bring in candy, gum, juice or soda.

Inexpensive, age appropriate non-food “goodie bags” are permitted (though not required). A gift to the classroom in honor of the child’s birthday such as a book or toy makes the day very special. Please consult with the classroom teacher at least a week prior to the date of the party.

Beginning in first grade, children do not have class parties. However, they may make arrangements with their teacher to bring a special treat to school at lunch time.

If you are using the school as a party location after hours, please email [neisenberg@taphila.org](mailto:neisenberg@taphila.org) for pricing and availability.

**CLOSED CAMPUS:**

CTA is a closed campus school. Students are not allowed to leave the grounds during the school day.

**RECESS:**

Recess is a vital part of a child's social and emotional development, as well as a welcome break from long stretches of class study. Students in all grades will have appropriate break times during both Judaic Studies and General Studies classes.

**All recess times are monitored by multiple teachers and supervisors.**

**DRESS CODE:**

The Caskey Torah Academy dress code exists to foster a positive, distraction-free learning environment. In keeping with this, all students are expected to dress in a manner appropriate to the spirit of a Jewish Day School and *Makom Torah*. Caskey Torah Academy's technical standards of *tzniut* were determined in collaboration with our Rabbinic Advisory Board to be as considerate as possible to a diverse community.

Students (grade 1 through 8) should adhere to the following guidelines during school hours, school events, field trips and any after school activities, unless otherwise instructed by a teacher or administrator:

- Other than the top button, all other buttons are to be closed on any tops.
- Sweatshirts or sweaters over dress code approved shirts are permitted.
- Shirts should be long enough so that the entire stomach and back are covered, even when hands are raised.
- Footwear includes socks with shoes or sneakers. Sneakers are required for gym.

**Please note that sandals or "cros" are not permitted due to safety issues.**

- Baseball-style hats are permitted outside only for all children.

- For boys, jewelry and/or shoulder length or unkempt hair are not permitted.
- Boys must wear Kippot and Tzitzit
- For girls in 4th grade and above, sleeves are at least up to the elbows. Shirts may not be tight fitting.
- Skirts cover the knees when sitting and standing. Skirts may not be tight fitting.
- Make up is not permitted for girls but they may wear jewelry.

For students in 1<sup>st</sup> through 8<sup>th</sup> grades, please see the uniform flyer in our summer mailing.

***For students in the Early Childhood Program (3Y through Kindergarten):***

Suitable clothing is essential for your child to feel completely free and happy during the day. Teachers recommend light comfortable clothes, closed shoes so children can run and jump, and clothes that can get messy. Please remove drawstrings from jacket and sweatshirt hoods as they can be hazardous. Boys should wear tzitzit and a kippah. Mondays through Fridays your child should come in "play clothes" that are washable. On Fridays, however, if your child is the Shabbos Abba or Ema, they may wear special clothes.

As all children must be completely toilet trained, "pull ups" are not acceptable.

Parents will be notified of dress code violations and the student will not be admitted to class until appropriate clothing is brought to school. We will also keep a variety of school-appropriate clothing for students to change into for the remainder of the day to relieve parents from having to come to school, if possible. **Borrowed school clothes must be laundered at home and returned to the school the next day.**

**LOCKERS:**

- Lockers are provided for middle school students.
- Lockers are to be kept neat and orderly and may be checked periodically.
- Teachers and administrators may open lockers to inspect, deliver items, etc.
- Expensive and/or irreplaceable possessions should not be brought to school. The school does not accept responsibility for items which are brought to school.

**NON-SCHOOL ITEMS:**

We strive to create a distraction free environment in our school.

Students must not bring:

- 1 Cell Phones or other electronic devices – Please note that all devices must remain off and in a child’s bag during school hours. If the device is seen during school hours, it will be confiscated until picked up. At that point, the device will no longer be allowed on campus at all.
- 2 Dangerous objects of any kind, including toy weapons.
- 3 Inappropriate books or magazines.
- 4 Cards or games of any kind.
- 5 Smart watches are not allowed.

If any of these items are brought on campus, the items will be held and returned only to the students’ parents, who must pick them up.

**LOST AND FOUND:**

Possessions found on the premises are generally turned into the security desk where they are placed in a box labeled “Lost and Found”. Every trimester, unclaimed items are turned over to charity. Please check the security desk regularly for missing items.

**COMMUNICATION IS KEY:**

An effective system of communication is the sign of a healthy school system. An effective process

allows for questions and concerns to be addressed in the quickest and most efficient manner. When a concern arises, please contact your child’s teacher first by calling the school. All teachers will do their utmost to return your call within 24 hours. If, after talking to the teacher, a concern still exists please contact the appropriate administrator. The official school newsletter will be distributed to all families weekly via email. A hard copy will also be given to each family (via their youngest child’s backpack). In the newsletter you will find up-to-date information on all school happenings.

The office is open from 8:00 AM. to 5:00 PM, Monday through Thursday and from 8:00 AM to 3:45 PM on Friday (1 PM on short Fridays).

Our school website is **taphila.org** and carries our newsletter and other important information. Please make sure to visit it regularly!

**BEHAVIORAL EXPECTATIONS:*****Rights and Responsibilities In Our School:***

- 1) Everyone has the right to be safe (their bodies, their property and their feelings).
- 2) Everyone has the right to be respected.
- 3) Everyone has the right to be treated fairly.
- 4) Everyone has the right to learn.
- 5) Everyone has the right to a clean and neat school.

*The rights that we all enjoy result in all of us having specific responsibilities:*

- 1) Everyone has the responsibility to be in the right place at the right time, and to be with an adult.
- 2) Everyone has the responsibility to do their best to resolve conflicts by talking through appropriate dialogue.
- 3) Everyone has the responsibility to be kind and considerate towards others.
- 4) Everyone has the responsibility to participate respectfully in class, and to follow the instructions of the adults in school.

- 5) Everyone has the responsibility to be honest and to talk respectfully to others (both adults and children).
- 6) Everyone has the responsibility to act in a safe manner at all times.
- 7) Everyone has the responsibility to clean up after themselves and not damage the property of others or our building property – either individual or communal.
- 8) Everyone has the responsibility to learn from their mistakes and plan for a new start.

**Please note: Fighting is never tolerated and may result in suspension or expulsion.**

**Swearing is not accepted in Caskey Torah Academy. Students who swear are immediately sent home for the remainder of the day.**

As with all school rules, the faculty and administration will enforce these rules in an age appropriate, loving, caring, fair and consistent manner. While CTAs discipline procedures progress in a logical sequence, some behavioral issues may require skipping some stages, or a modification of standard procedures.

### **BULLYING:**

Caskey Torah Academy takes bullying and/or harassment allegations seriously. Bullying or harassment is defined as follows: when a student is exposed, repeatedly and over time, to negative actions on the part of one or more students. This behavior may be in the forms of physical, verbal or nonverbal actions.

If and when an allegation of bullying occurs, we are careful and thoughtful as to how we proceed. We do a thorough investigation (including private meetings with those involved and potential witnesses) since accusations of bullying have gravity and can be harmful to victims, bystanders and alleged bullies. After such an investigation, students who repeatedly initiate behavior that

makes others physically or emotionally unsafe, will be subject to disciplinary interventions. Sometimes there are one-time incidents which seem like bullying, but may instead be fights or peer conflicts. Sometimes younger children's behavior may appear to be bullying when it is, in fact, not since bullying is always purposeful, but interpreting these behaviors is part of the investigative process.

***Students who display such behavior may be subject to disciplinary action, including (as noted above) immediate suspension, indefinite suspension or permanent expulsion from school.***

**For more information on bullying, and to gain insight on preventative measures and problem solving, visit**

<https://www.stopbullying.gov/at-risk/warning-signs/index.html>

<https://www.stopbullying.gov/respond/on-the-spot/index.html>

### **CONFIDENTIALITY:**

Caskey Torah Academy views confidentiality as critically important. Our faculty and staff will not discuss children in public venues with parents, nor will they discuss children with anyone else other than their parents or teachers. It is very important for parents and students to assist us in maintaining everyone's confidentiality. Please do not discuss confidential matters in a public venue. In addition, it is very important that the school, its personnel, board and students are never discussed on internet sites such as Facebook, Instagram, etc. Violating this expectation undermines one's part of the Caskey Torah Academy community. Thank you for assisting us in protecting your children's privacy.