



TORAH ACADEMY

St. Louis Park, MN 55416

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Parent Handbook

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Rabbi S. Binyomin Ginsberg, Dean

Mrs. Ginger Vance, Principal of General Studies

B'H

**Torah Academy
2800 Joppa Avenue South
St. Louis Park, MN 55416**

Dear Parents,

Thank you for choosing Torah Academy for the education of your most precious gift, your children. We appreciate the trust you are placing in us by enrolling in Torah Academy, and hope that your expectations will not just be fulfilled but exceeded as well.

The mission of Torah Academy is to provide Jewish children with an academic program of excellence in Judaic and General studies, an environment that promotes character development, and the tools they need to grow into young men and women imbued with Jewish commitment and pride. To make this mission a reality there are many ways in which you as parents can help to improve your child's education and experience at Torah Academy. Here are a few:

- a. Work in partnership with the school to establish desirable attitudes toward school, your child's teacher, the staff and administrators. **Refrain from discussing concerns and questions regarding faculty, staff and administration with your child.**
- b. Respond promptly to requests for parent-teacher conferences, meetings, and information on forms and reports.
- c. Show an interest in your child's work
- d. Your child needs adequate rest and sleep. A definite schedule for going to bed and getting up is important. A good breakfast is essential to a productive morning.
- e. Encourage good study and reading habits. Encourage your child to complete any homework early in the evening.

Since handbooks and other written agreements may be legally construed as part of a contract between the school, its students and their parents, it is of the utmost importance that you read and familiarize yourself with the policies and standards in this book.

May we continue to work together to help our children grow in knowledge, love, and respect.

Sincerely,

Rabbi S. Binyomin Ginsberg
Dean

Our Mission

Torah Academy, committed to Torah principles and values, provides Jewish children with an academic program of excellence in Judaic and General studies, an environment that promotes character development, and the tools they need to grow into young men and women imbued with Jewish commitment and pride.

Our Core Values

- Torah Academy is committed to creating an environment that will foster Jewish living skills and promote a Jewish way of life according to Torah tradition.
- Torah Academy is committed to and provides for academic excellence in Jewish Studies education and General Studies education.
- Torah Academy is committed to providing an education to any Jewish child regardless of financial ability.
- Torah Academy is committed to providing for and attending to the individual needs of each child.
- Torah Academy is committed to employing exemplary role models for our staff and faculty.
- Torah Academy is committed to providing a safe and nurturing environment.
- Torah Academy is committed to creating students who will be recognized for their excellence in character development, as well as for their educational achievements.
- Torah Academy is committed to creating Jewish “learners for life” students who will desire to continue their Judaic Studies education.
- Torah Academy is committed to giving our students a sense of communal responsibility and involvement.

Our Goals

- Provide an interesting and challenging educational program that will instill and create a desire for learning.
- Provide for individual learning through a variety of teaching methods and techniques.
- Guide students to become self-directing, responsible, motivated, independent, and adaptable.
- Create an environment, which encourages a student to have a positive self-image.
- Provide an evaluation program that is continuous and sequential, using teacher observation, discussion, testing and parent conferences.

CONCERN RESPONSE PROCEDURE/DUE PROCESS FOR PARENTS

Parents are advised that should a question or problem arise concerning your child, your first responsibility would be to contact the classroom teacher to openly discuss any concerns that you may have. Torah Academy faculty members are professionals who are open to parental input and who will not treat your child any differently in response to your contact of them. **A large majority of all parental concerns can and will be settled quickly and easily by open, supportive communication between parent and teacher. However, in the event that open communication between parent/teacher is unsatisfactory, communications should then be directed to the principal.** As a third party in any situation, the principal will work to mediate any potential situation in the best interest of all parties.

EXPLANATION/LISTING OF STATE AND FEDERAL SCHOOL LAWS

Policies listed below are state and federal mandates by which Torah Academy will comply in order to insure a safe and secure school facility as well as continue to receive state and federal nonpublic school funding. Modifications of some guidelines and legislative acts are applicable for Special Education Students as defined in Minnesota statutes. Torah Academy will give equal credence to all students and will review incidents on a case-by-case basis prior to consequences being assigned. Explanations below are paraphrasing of the actual laws.

GUN FREE/WEAPON FREE SCHOOLS ACT

The Minnesota State Legislature has adopted a "zero tolerance" policy related to weapons in schools. This Act requires all schools to have a policy in effect, which requires students to be expelled from school for a period of not less than one year in the event that they bring a weapon (real or look-alike, loaded or unloaded) on school property. The Act gives school officials discretion on a case-by-case basis to apply a lesser punishment, particularly in cases of special education students. (note: it is important to understand that knives, replica firearms, starter guns, splatter guns, any frame of weapon that expels any type of projectile, or administrative judgment on any type of personal or household gadget used inappropriately to cause danger or harm may be determined as a weapon by Torah Academy.)

DANGEROUS WEAPONS REPORTING (Minnesota Statutes 2001, Section 121A.06)

Minnesota Statutes 152.01, subdivision 14a, defines school zone. The definition includes any property owned, leased, or controlled by a school district or an organization operating a nonpublic school where educational services in grade one through grade 12 is located, or used for educational purposes, or where extracurricular or co-curricular activities are regularly provided. Also included in the definition is school property to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property and the area within a school bus. All schools must report incidents involving the use or possession of dangerous weapons in school zones. "School zones" includes any property owned, leased, or controlled by the school or an organization operating a nonpublic school or where extracurricular or co-curricular activities are held.

Minnesota Statute 121A.05 requires school officials to contact criminal justice officials any pupil who unlawfully brings a firearm to school.

DRUG FREE SCHOOL ZONE MN LAW

Prohibits possession or distribution of drugs (look-alikes are included in this law as well) in school areas. A "school area" or "school zone" encompasses the school building, grounds, and the area surrounding school property to a distance of 300 feet or one city block, whichever is greater.

1995 CRIME BILL (MN)

School lockers (and Torah Academy desks) are the property of the school, and the school will never relinquish control of lockers (and desks). This law allows lockers (desks) to be searched at any time, without notice, without student consent and without a search warrant. School officials may conduct reasonable searches if there is an individualized reasonable suspicion that a student is in possession of items that violate the law or rules of the school. A search of students and their property (purses, lunch boxes, backpacks) will be within the rights of the school if there are reasonable grounds to believe that the search will provide evidence that the student has violated school rules.

The **1995 MN Crime Bill** also included a statute regarding student Free Speech Rights in the area of dress codes/uniforms. Since it appears that the interpretation/ enforcement of this statute is at the discretion of individual schools, standards of appropriate dress for Torah Academy are listed in the entry entitled "DRESS CODE" found in this handbook.

MN GOVERNMENT DATA PRIVACY

Individual subjects (includes parent or guardian) have the right to know what kind of data an agency maintains on them, the right to access the data and the right to contest the accuracy of the data. Education Data, including student health data, is private and may not be disclosed to the public except as follows:

- a) pursuant to informed consent
- b) a valid court order
- c) a statute authorizing access
- d) to protect the health and safety of the student;
- e) pursuant to the Family Education Rights and privacy Act
- f) upon enrollment in another school

In addition, an educational agency shall give parents notice of the right to refuse to let the agency designate any or all data about the student to be released as directory information. See "DIRECTORY INFORMATION POLICY" in this handbook for details.

CHILD ABUSE REPORTING ACT

Minnesota Statute 626.556 mandates the reporting of neglect or abuse of a child, which is known or suspected. Education professionals must make a report if that person "knows or has reason to believe a child is being neglected or abused... or has been neglected or abused within the preceding three years." Teachers and staff will not keep confidences when life, safety, or health is involved.

IMMUNIZATIONS

Minnesota Statute 123.70 requires all students enrolled in public or private schools to be fully immunized against eight preventable, communicable diseases. An immunization certificate verifying that your child has received the required immunizations must be completed and signed by a parent or physician. State law requires this certificate to be on file in the Torah Academy office prior to the first day of the new school year.

Minnesota Statute 121A.15 mandates all persons over two months must have immunizations to enroll in any elementary school, secondary school, or child care facility. A "NO SHOTS, NO SCHOOL" law has been enacted to deny the attendance of students (particularly Kindergarten who have not received necessary immunizations. Your child cannot attend even one day of school without an immunization record on file in the school office. Immunization requirements are as follows:

5 DTP (diphtheria, pertussis, tetanus)	4 Polio
1 MMR (measles, mumps, rubella)	3 Hepatitis B
1 HIB	1 Varcella

Students entering seventh grade must show documentation of the dates they received tetanus diphtheria booster after age 7, a SECOND MMR vaccination and THREE hepatitis B vaccinations.

MN STATE COMPULSORY ATTENDANCE LAW

The State of Minnesota requires that every child entering Kindergarten this school year must graduate from high school or remain in high school or in an alternative program until age 18. Only those who have been accepted in the military or an institution of higher learning can leave school before they are 18 years old. M.S. 120.101, SUBD. 1 and 5.

ASBESTOS INFORMATION

In response to the Asbestos Hazard Emergency Response Act (AHERA) FEDERAL REGULATION, 40 CFR, Part 763, subpart E, we certify that Torah Academy has been inspected by a certified Asbestos Building Inspector, and has implemented current federal and state regulations in regard to asbestos containing materials. Specific records pertaining to the AHERA are on file both in the school office and in the State Department of Education, and are available for individual inspection. An Asbestos management Plan is required for each school in the state of Minnesota, and each building must be available to be inspected at any time. Torah Academy has complied with designated rules, and has completed all stages of our management plan.

CHILD CUSTODY

Under provision of the Buckley Amendment: the parent of any child whose custody has been determined by the courts, must file a court certified copy of the custody section of the court decree with the school office. It is the responsibility of the parent to notify the school office of any changes in the custody agreement. Custodial and non-custodial parents will be given access to school records if requested, unless there is a court order to the contrary.

"PARENTS RIGHT TO KNOW ACT" - PEST CONTROL (Minnesota Statute 121A.30) Requires nonpublic schools to provide notification to parents when pesticide applications will be done. Our school utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school buildings. All pest control materials are chosen and applied according to label directions per Federal law. We make every attempt to have the applications completed when students are not in the building.

DISCIPLINE RECORDS

Minnesota Statute 120A.22 subd. 7c requires that schools include any disciplinary actions of student suspension or expulsion in the student's permanent academic records. This information must be included with records that are transferred to other schools.

HAZING

Minnesota Statute 121A.69 requires that the school establish a policy governing student or staff hazing. Students who are involved in activities on or off school property during or after school hours related to hazing of other students, potential students, school faculty or personnel will be disciplined in accordance with school policy and Minnesota law. Discipline actions may include, but are not limited to suspension or expulsion from Torah Academy. If a crime is committed in accordance with state or federal laws, the incident will be reported to the criminal justice system. Criminal or civil prosecution may be a result of the incident.

TREATS AT SCHOOL

If your child wishes to treat his/her classmates on special occasions, the school strongly recommends nutritious snacks. Torah Academy and Health Department regulations forbid home-baked goods from being brought to school and served to students. Gum and soda are not allowed as treat items. PLEASE SEE INFORMATION UNDER TREATS FOR ADDITIONAL POLICY INFORMATION.

HEALTH AND WELLNESS (Child Nutrition and WIC Reauthorization act of 2004)

This act requires schools to have a wellness policy that includes nutrition guidelines, goals for nutrition education and physical activity. Nutrition guidelines can be checked with the school lunch coordinator. Nutrition education and physical activity is covered in the school curriculum and through the weekly physical education classes and recess time.

MEDICATIONS

District 283 Medication policy states only prescription medications can be dispensed at school and those only if there is NO viable alternative. Medications dispensed three times a day or less, such as antibiotics are generally not approved by the school nurse for dispensing during school hours. Before school, after school/supper time and bedtime are recommended for those medications. Non-prescription drugs CANNOT be dispensed. Parents whose children require medications at school will need to complete an authorization form, available from the school office. Prior to dispensing medication approval from the school nurse will be obtained. All medication must be kept in the school office. NO medications, including cough drops, ointments or over the counter medications are allowed in the students possession. PRESCRIPTION MEDICATION MUST BE IN A PRESCRIPTION BOTTLE INDICATING THE NAME OF THE MEDICATION, DOSAGE, DATE, CHILD'S NAME AND DOCTORS NAME. All druggists know this law and will make duplicate containers available if necessary.

Minnesota State Law permits elementary school students to possess and use asthma medications based on annual written authorization from parents. Contact the school for further information on this matter. It is the parent's responsibility to check expiration dates on any medications, asthma, or epi pens.

BUS RIDING PRIVILEGE (Minnesota Statute 123B.90 subd.2)

Legislation adopted in 1994 addresses issues of misbehavior by students on school buses by declaring that "transportation by school bus is a privilege and not a right. Eligibility to ride a school bus may be revoked for violation of a school/district bus safety or conduct policies. Minnesota Statute 123B.91 requires each school to develop a written policy covering student transportation safety.

Free busing to school is provided to students who live within the attendance boundaries set by District 283. This is a right guaranteed to students by MN state law. Students who live less than a mile or outside the established boundaries are not bused to our school, or may be bused for a fee. Busing boundaries are subject to change by state or district mandates.

BUSES AND BUS CONDUCT

District 283 has initiated a policy of bus safety rules, see district policy on web site for specific consequences for inappropriate bus conduct and suspension information. Students who receive three misconduct reports from the bus company may lose their riding privileges.

If a regular bus pupil is not to ride the bus home from school, the parent is to notify the child's teacher by note. Only students eligible for bus transportation may ride and only on their regularly assigned bus.

BUS RIDERSHIP TRAINING AND EVACUATION DRILLS

Continuing programs will be implemented to make the students aware of rules and regulations of school bus ridership. Evacuation drills and training classes will be held yearly at school. It is mandatory that students participate in the training classes.

SEARCHES

Minnesota Statute 121A.72 mandates that school lockers are the property of the school. Officials may search a locker for any reason, at any time, without notice, without student consent and without a search warrant. Personal possessions within the locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of school rules or law.

As permitted by Minnesota Statute, searches are also permitted of student desks and personal possessions and searches of a student's person warranting reasonable suspicion that the search will uncover evidence of a violation of school rules or law.

DISCIPLINARY ACTION

Minnesota Statute 121A.45, subd. 2 governs the Minnesota Pupil Fair Dismissal Act under which a school district can suspend, expel or exclude students. The statute provides three independent grounds for dismissing students from school as follows:

1. Willful violation of reasonable school board policies and regulations related to conduct requirements.
2. Willful conduct which materially and substantially disrupts the rights of others to an education.

3. Willful conduct which endangers the student, other pupils or the property of the school.

SUSPENSION AND EXPULSION FROM SCHOOL

Minnesota Statute 121A.41, subd. 1 – 10 pertain to a schools right to suspend and expel students from school.

1. Suspension is an action taken by school administration prohibiting the student from attending school for a period of no more than 10 consecutive days. While there is a cap of ten days per incident, there is no cumulative cap on the number of ten-day suspensions per year. 34 C.F.R & 300.519.
2. Expulsion is an action take to prohibit an enrolled student from further attendance for up to 12 months from the date the student was expelled.
3. Exclusion is an action taken by the school to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.
4. Schools are required to transmit formal suspension, expulsion and exclusion records as part of the students' educational records to other schools. Minnesota Statute 120A,22, subd. 7C.

Section 1 TORAH ACADEMY BEHAVIOR/DISCIPLINE POLICY

Torah Academy is a school community that thrives on the respect of all people. A firm commitment toward individual responsibility for these core values is necessary for all students in our school community. Yet, maintaining an effective learning environment requires the combined effort and partnership of students, parents, teachers and administrators. This behavior code/discipline policy is intended to ensure a stable learning environment in an atmosphere, which encourages spiritual growth and academic excellence. It is expected that students will obey stated school rules and regulations as well as model courtesy and appropriate, respectful behavior. It is very important that school faculty and staff, students and parents work together to support and enforce the code regulations.

- 1.01** Students may not display any behavior that is disruptive to the orderly educational process of the classroom, the school, or the school grounds.
- 1.02** Fighting, physical violence, or assault of any student or school personnel is strictly forbidden and will not be tolerated.
- 1.03** Profane, obscene, harassing, indecent, immoral or offensive language or gestures is not acceptable and will not be tolerated. "Hate Speech" or offensive verbal intimidation based on race, bigotry or intolerance, is not acceptable speech and will not be tolerated.
- 1.04** Verbal, emotional, physical, or other types of bullying or intimidation behavior will not be tolerated.
- 1.05** Insubordination to school personnel, including failure to follow directions, or refusal to comply with school rules will not be tolerated.

- 1.06** Students may not destruct, or attempt to damage or destroy school property, or property of students or school personnel.
- 1.07** Any other acts determined by the principal and staff which directly or indirectly jeopardize the education, safety, welfare or morals of other students or staff will be considered misconduct.
- 1.08** Failure to abide by school rules and regulations will result in disciplinary action that is corrective, instructional, and in some cases restitutive.
- 1.09** The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule based on the nature of the infraction at his or her discretion. In the case of possible suspension, there will be a more extensive investigation prior to a decision being made. Suspensions may be in-school or out of school at the discretion of the principal.
- 1.10** Students may NOT chew gum at school or on the school grounds or at school activities.
- 1.11** Students are not allowed to be outside the school building during school hours without permission or supervision. Students are not allowed to leave the school grounds during school hours without permission or supervision.

Section 2 HARASSMENT POLICY

Definition of harassment: A persistent effort by someone to irritate, disturb, or trouble another person. It may involve unwanted threats, demands, nagging, teasing, taunting, insults, exclusion or heckling. If a student believes he/she is being harassed the offensive behavior should be reported immediately to the classroom teacher or principal. Harassment may include but not be limited to religious, racial, verbal, and physical forms of harassment. Documentation of this report will be made and kept on file in the school office. A conference will be held with all students involved in the incident with the intent to remediate the situation. A written harassment statement/report may be asked for from the student and/or parents.

- 2.01** All complaints will be thoroughly investigated. Prompt and appropriate action may be taken immediately to end harassing behaviors.
- 2.02** Discipline will be based on the nature, severity and pervasiveness of the conduct, and may result in suspension or dismissal from school, referral to the proper legal authorities for action. Referral to outside agency for evaluation and follow up care may be initiated by the school.
- 2.03** The school is not responsible for harassment issues that take place outside of the school day/activities.

Section 3 ADMISSION POLICY

3.01 Torah Academy extends an invitation of admission to students regardless of their race, gender or national origin. A disability, either temporary or permanent, is not a disqualification of admission, providing that with reasonable accommodation the disabled person can function in the school environment. Determination as to the suitability of Torah Academy to meet the extraordinary needs of the student will be made prior to formal admission of students with extraordinary needs.

3.02 Requirements for Admission:

- Completed registration form, tuition commitment and registration fees.
- To enter the Kindergarten program, the child must be five years of age before September 1st.
- Students must have a record of their immunizations on file before entrance to school. A notarized, original birth certificate must be presented to the school for a copy to be made. The original will be returned to you.

3.03 Kindergarten entrance requires students to be five years old by September 1 of the year in which they enroll. **NO EXCEPTIONS WILL BE MADE REGARDING BIRTH DATE.**

3.04 Transfer students will be accepted at any time of the school year if there has been a change of residence or other extenuating circumstances. Age and academic achievement will be considered for grade level placement. Admission to the school is contingent upon having met all financial obligations at a previous private school. If enrolling during the school year, the school and the parent will agree on a prorated tuition amount and other financial obligations, and additional expectations concerning completion of the school year. Formal acceptance will not be granted until all previous school records have been released and reviewed. Full disclosure of academic, behavioral, emotional or learning difficulties must be shared at time of registration or admission may be denied or revoked without refund of any paid fees or tuition.

Section 4 TUITION

4.01 No child will be refused enrollment because of economic or financial reasons. However, a financial commitment is your expectation and responsibility to our school family. Tuition assistance is available to all qualified applicants. Tuition is expected to be paid on time according to the current year, signed tuition contracts.

4.02 Tuition, instructional fees and other fees will be determined on a yearly basis.

4.03 Families who are delinquent in their school tuition will not be allowed to

register for the subsequent school year until tuition due has been **paid in full** or an acceptable payment arrangement has been made in writing with the school. Failure to meet the obligation of the arrangements and/or to make payment in full may result in further collection efforts within the legal rights of the school.

Section 5 ABSENCE/ATTENDANCE/DROP OFF/TARDINESS/DISMISSAL

- 5.01** School doors are open at 7:40 a.m. for students to enter the building. Supervision is not provided outside until that time. Parents are required to bring students after 7:40 a.m. and before 8:00 a.m. when school begins. Parents are responsible for supervision of their children if they are dropped off prior to 7:40 a.m. Parents are asked not to leave their children unattended prior to the 7:40 a.m. time. The school personnel are not responsible for students dropped off before the scheduled open time.
- 5.02** For the safety of our children, parents are expected to contact the school before 8:30 a.m. if your child will be absent from school. **Any child arriving after 8:00 a.m. will be marked tardy/absent.** Students arriving late must be escorted to the office and signed in by a parent or other adult.
- 5.03** Student's absent/tardy from school must present a written excuse from parent or guardian to the teacher upon return.
- 5.04** A written notification from parents is required for early dismissal. Notes should be given to the classroom teacher. Children who are leaving school early must be picked up in the office. Parents must send a note to the classroom teacher to notify them that the child will be leaving early and what time they should meet their child in the office.
- 5.05** If a child will be picked up early by anyone other than a parent, a written note must be sent to the school office in the morning indicating who will be picking up the child and at what time.
- 5.07** **It is of the utmost importance that your child is on time for school.** Frequent tardiness or absence must be reported to the Department of Social Services. **Ten (10) tardy days will be considered as an unexcused absence.**
- 5.08** Students who remain on school property, unsupervised, following either the 1:00, 2:15, 2:30, 4:10 or 4:50 dismissal times will be taken to the Extended Care program and parents will be billed accordingly. Students may not wait in the entry or outside the building for a ride without supervision. Teachers are not allowed to provide supervision for students after school hours when Extended Care is available.
- 5.09** All students should exit their car in the morning at the front drive. If parents are coming into the building, students should be dropped off at the door; parent should park the car and then come in.

- 5.10** Should the temperature or wind-chill fall below zero, students may wait in the lobby area.
- 5.11** Students are expected to be in attendance for the entire school day. Students who are absent more than 15 days per school year will be up for academic review. Students under academic review may be required to repeat a course, complete additional work, or hire a tutor (paid by parents). Students under review may be expected to repeat a course or grade if academic expectations are not met. In order for students to move to the next grade level, academic work or tutoring plans must be approved by the Dean/Principal.

Section 6 ACCEPTABLE USE/INTERNET ACCESS /COMPUTER USE

- 6.01** Student access to the Internet is a privilege, and one that will be reissued yearly to qualifying students. Students and their parents in grades K-8 will review and sign the "Computer Use Contract" yearly, indicating their agreement to observe and follow appropriate guidelines for network etiquette.
- 6.02** Students accessing our local network, the Internet and the computer do so as members of our school community and are expected to behave in a manner consistent with the values of Torah Academy. We also expect students to assist us in maintaining the integrity of these resources. It is important to recognize that information and computer programs are protected by law and electronic mail (email) is a form of speech for which we are responsible in form and content.
- 6.03** Unauthorized Access: Users may not use Torah Academy's network to gain or attempt to gain unauthorized access to remote computers. There must be no attempt to circumvent data protection or breach security measures.
- 6.04** Right to Use: Students must receive explicit permission of the teacher before using a computer.
- 6.05** Normal Operation: Users may not deliberately perform an act that will adversely impact the operation of computers, peripherals, or networks. This includes, but is not limited to, changing control panels or other settings, tampering with components of computers or networks, blocking communication, or interfering with the operational readiness of a computer.
- 6.06** Internet Access: Users may not use school computers or school accounts to access Internet sites that contain violent, criminal, pornographic, obscene materials or promote criminal activity. The school employs a web firewall system and will monitor any and all students' internet use. The administration and faculty have the technical capability to monitor students' use and will use this capability at all times.

- 6.07 Viruses: Users may not intentionally introduce a computer virus, other software, or engage in any activity that would result in damage to files, disks, or other storage media.
- 6.08 Students may not access personal e-mail accounts from Torah Academy Computers.
- 6.09 Computer Games: Playing computer games at school is prohibited, unless it is for instructional purposes as specifically assigned by a teacher. Downloading, installing and copying games are prohibited at all times.
- 6.10 Installations: Software is not to be installed on or copied from a school computer system. Students may not use flash drives that install software.
- 6.11 Copyright Law: Software licensing and copyright laws must be honored. Please use recognized bibliographical standards when making references to copyrighted material.
- 6.12 Food and drink: Users may not consume food or beverages while at or near a computer.
- 6.13 Repair: Students are not to attempt to repair a computer, printer, software or any other peripheral.
- 6.14 Commerce: The computers may not be used for commercial purposes. Students may not buy or sell products or services through the system.
- 6.15 Language: Students may not use vulgar, derogatory, or obscene language on the computers. Students may not engage in personal attacks, harass another person, or post private information about another person.
- 6.16 Reporting: I agree to immediately report any inappropriate or questionable computer / Internet use to the Dean.
- 6.17 Information: Students may never share their name, address, phone number, the school they attend, or any personal identifying characteristics.
- 6.18 Inappropriate behaviors will be reported and disciplinary action will be taken. Violations may result in a loss of access to the network and e-mail system and/or other disciplinary action. When applicable, law enforcement agencies may be involved.

Section 7 ALLERGIES & INHALERS

- 7.01 **Please do not come to school wearing perfume or cologne.** Many of our students and staff have allergies and the extra smells add to their misery.

7.02 Inhalers are to be kept in the office to decrease the chance of misplacing the inhaler or trying to find the inhaler when a student needs to use it. The students may carry inhalers if that is indicated on the written order from the physician. The student may carry the inhaler and keep one in the office for emergencies.

7.03 **Students may not share or trade lunch or snack items.**

7.04 It is the parent's responsibility to notify the office immediately if their child develops an allergy and provide an up to date EPI Pen.

Section 8 BICYCLES

8.01 Only children in grades 2-8 are allowed to ride their bikes to school.

8.02 All bicycles must be parked in the rack and locked. The school is not responsible for lost, stolen, or damaged bicycles.

8.03 Children riding bicycles must follow safety regulations. They are to walk their bikes across crosswalks, highways and on sidewalks. Bicycles may not be ridden on the playground during school hours. Bike riders are not to arrive at school before 7:50 a.m.

8.04 Students riding a bike to school should wear a helmet and LOCK bike to racks on 28th St.

Section 9 CARE OF BOOKS & SCHOOL MATERIALS

9.01 Children must carry his/her books in some type of plastic or school bag to and from school. Books should not leave the school without being in a bag.

9.02 The school furnishes textbooks to all students. Each student is assigned books and is responsible for the care of the books issued. Loss or destruction of these books will result in payment to the school.

9.03 Students marking or damaging school equipment or property in any way will be required to clean the article or to pay for the damage done.

9.04 **All hard cover text books must be protected by a book cover. It is the responsibility of the student to have books covered by the end of the first week of classes.**

Section 10 CHANGE OF ADDRESS

10.01 Parents must notify the school office and teachers of changes in address or phone numbers. The school will not be responsible for attempts to contact parents for emergency situations when current information is not provided to the office and teachers.

Section 11 CHEATING/PLAGRISIM

- 11.01** Students who have been determined to have plagiarized or cheated on either their daily work or test will be given a zero for the work involved.
- 11.02** Classroom teachers, responsible for students in such situations, will notify the parent of the student as soon as possible. Teachers will also report the action to the principal/dean, further disciplinary action may be taken.
- 11.03** Misconduct such as plagiarism or cheating can result in academic and disciplinary sanctions regardless of where the student is located when the plagiarism occurs (school, home, library, etc.). Plagiarism and cheating will have a direct impact on grading and penalties or consequences received.
- 11.04** Using technology such as camera phones, texting, web access, or posting answers or questions to tests or quizzes on a web site or e-mailing answers or questions to others students will be considered cheating and academic penalties will be applied.
- 11.05** Students who take tests or complete work for other students will face disciplinary action and possible academic penalties. In addition, the student for whom the test or work was completed for in any subject area will receive zero credit and face disciplinary action or other academic penalties.
- 11.06** Incidents of cheating or plagiarism may be recorded in the student's disciplinary record.

Section 12 DIRECTORY INFORMATION

- 12.01** Unless contacted by parents by the start of the school to refuse the release of student information, Torah Academy will allow the following information to be made public as described:
- 1) Pictures/photographs of children, identified by name, released to local and national newspapers. Individual photographs will also be included in the school yearbook. In addition, videotaping of programs and special requests would also be included in this area.
 - 2) A family directory will be distributed listing parents, students, address, phone and grade levels. Information will not be released to other parties and parents are **required** to use the list for school related purposes only.

12.02 If you disagree with any of the information in the Directory Information Policy, you are requested to file a written response to the principal stating your opposition and non-participation in this policy. If a note is not on file in the office, by the start of the current school year the above information will be released as described.

Section 13 DISMISSAL PROCEDURE

13.01 Students (grades 1-8) are dismissed from the gym each day.

13.02 Parents should park (single-file) on the west side of Joppa and around on the south side of 28th Street. Drivers should remain in their vehicles until their children are dismissed. Please display a sign with your name on it in the window for easy identification.

13.03 Students who walk or bike home will be dismissed at 4:15 PM.

13.04 Please be prompt in picking up your children at dismissal time. Students not picked up by 4:15 will be sent to Extended Care and parents will be charged the appropriate rate.

13.05 **Parking is not allowed in the circle** in front of school during the school day. School buses and delivery trucks come and go during the day and must be able to get through.

Be especially aware of early Friday dismissal times. They are listed on your calendar.

Section 14 DRESS CODE/SCHOOL ATTIRE/UNIFORMS

14.01 Students in grades 1 - 8 are to come to school neatly and appropriately dressed in school uniform each day (unless an out of uniform day is called).

14.02 The Administration reserves the right to determine what is acceptable. Students not adhering to the uniform/dress code policy will be required to go home and change or wait in the front hallway for a change of clothes to be brought to school.

14.03 Clothes should be neat, clean and not torn.

14.04 Boy's uniform shirts must be tucked in at all times except during physical education classes.

14.05 Uniforms consist of the following:

BOYS - long or short sleeved solid blue or blue stripe oxford shirts with TA embroidered on collar from Fraylich, Boys in grades 7 and 8 may also wear a white oxford uniform shirt. Navy chino or cotton twill slacks with NO MORE THAN 4 pockets. Pockets MAY NOT be on the legs of the slacks and NO

ZIPPER apart leg slacks. Light blue polo shirt with school logo. Gray zipper sweatshirts with school logo.

GIRLS Grades 4 – 8 – long sleeved solid blue or blue stripe oxford blouses with TA embroidered on collar from Fraylich. Navy pleated skirts from Fraylich, skirts must be 4 inches below the knee but at least 3 inches above the ground. Burgundy zipper sweatshirts with school logo. Light blue polo shirt with school logo (long or $\frac{3}{4}$ length sleeves). Knee high stockings or tights must be worn. NO BARE LEGS.

GIRLS Grades 1 – 4 – Navy jumper from Fraylich. White or light blue cotton shirt with Peter Pan collar with TA embroidered on the collar from Fraylich. Burgundy zipper sweatshirts with school logo. Light blue polo shirt with school logo (long or $\frac{3}{4}$ length sleeves).

Fourth grade girls are considered transition year and they may follow either uniform requirement listed for the younger or older girls.

14.06 Students who wish to wear a shirt under their uniform shirt for warmth, the shirt MUST BE SOLID WHITE with no visible pictures or words.

14.07 Students who are not in uniform or dressed according to the dress code will be asked to call home for an immediate change of clothing. Should a parent be unavailable, students will be given an acceptable piece of clothing to wear and will return it to school the following day washed/dry cleaned.

14.08 All students in grades 1 – 8 must order 1 polo shirt as a field trip shirt.

DRESS CODE INFORMATION - Kindergarten and Non-Uniform Days

14.09 Children may wear shorts from Pre-k through Kindergarten. Grades 1 – 8 may not wear shorts.

14.10 Girls may wear slacks from Pre-K through Kindergarten. Girls must wear skirts or dresses beginning in 1st grade. Skirts should be long enough to cover the knees of the students.

14.11 Dresses and blouses must have sleeves that reach to the elbow.

14.12 Shirts must be neat and presentable without messages of questionable taste or pictures. Students must wear a shirt with a collar.

14.13 Male students at Torah Academy are required to wear yarmulkas and tzitzis, both of which can be purchased in the Torah Academy gift store.

14.14 Students in grades 1 - 8 may not wear baseball caps in the building.

- 14.15 All students are required to wear athletic shoes for gym. They will not be able to participate without them. Students who sit out more than 5 times during a grading period due to lack of proper shoes may have their grade reduced.**
- 14.16** All students' hair should be neat and well groomed. Unusual or 'trendy' hairstyles, including extensions and hair dye, are not permitted. Boys' hair should not be longer than the bottom of the ear lobe.
- 14.17** Girls in grades 4 and up must wear knee-highs or tights, bare legs are NOT allowed.
- 14.18** Closed-toe shoes must be worn by all students.

Section 15 EDUCATIONAL RECORDS

- 15.01** Individual student health data and educational data maintained by Torah Academy are considered to be private data accessible to the parent of a minor. (Family Educational Rights and Privacy Act.)
- 15.02** Educational records will be transferred directly to another school and may not be transferred via parents.
- 15.03** Educational records and medical records will be transferred to a new school within ten (10) business days of receipt of release of records from the new school location.
- 15.04** Educational records will include information on suspensions, expulsions and exclusion records as pursuant to Minnesota law.

Section 16 EMERGENCY SCHOOL CLOSING/WEATHER RELATED DISMISSAL

- 16.01** Emergency school closing, late starts or early dismissals due to severe weather or for any other weather related reasons will be announced on local television and radio stations and will be recorded on our main line.
- 16.02** Emergency dismissal (closing while in school) procedures will send students to their usual after school destination.

Section 17 EMERGENCY SCHOOL CLOSING/EMERGENCY DISMISSAL

- 17.01** Should students need to evacuate Torah Academy during the school day, for reasons other than weather related emergencies, our emergency destination would be either Congregation Bais Yisroel or Keneseth Israel

Section 18 FAILING GRADES

- 18.01** Middle school students who receive a failing grade in any course two trimesters of a school year may be expected to repeat the course the following school year. A failing grade is considered any grade below a C-. The opportunity to take a summer school course in the subject area to make up for the failing work must be approved by the Dean/Principal prior to being considered.
- 18.02** Students are required to do assignments, projects and other forms of assessment for the various classes. If a student is missing any work in a class, they will be referred to seminar period where they can complete assignments and make up work. If the homework is not completed during seminar period, they will be required to attend an after school homework session on a designated day.

Section 19 FIELD TRIPS

- 19.01** Field trips and tours are a valuable part of the learning experience. However, field trips are a privilege and not a right. Students may be denied participation if they fail to meet academic or behavioral requirements.
- 19.02** A written permission slip signed by a parent or guardian must be returned before your child may leave the school grounds for any school sponsored field trip/activity. **A phone call or hand written note is not acceptable.**
- 19.03** Transportation for field trips is usually via bus, but occasionally may be accommodated by walking or a car.
- 19.04** If for some extraordinary reason a student will not participate in this educational experience, he/she is still required to attend school on that day.
- 19.05** Supervision of students will be determined by the requirements of the facility that is being visited.
- 19.06** In case of illness or injury during a field trip, the same policies as the school day will be followed.
- 19.07** Field trips are considered part of the school day, students who miss field trips will be expected to complete assignments.
- 19.08** All school rules and policies apply during field trips and over night trips.

Section 20 FIRE/TORNADO/LOCKDOWN DRILLS

- 20.01** Emergency drills will be held periodically during the year in accordance with state, federal and insurance regulations. Teachers review

procedures with students. It is the responsibility of each student to know the exiting procedures that are posted in the classrooms.

Section 21 FRIDAY DISMISSALS

21.01 Friday afternoon dismissals will be either 2:15 or 4:10 depending on the time of year to allow time for all students to arrive home in adequate time to prepare for Shabbos. See the calendar for early dismissal dates.

Section 22 HEAD LICE

22.01 Head lice are an annoying, but medically insignificant problem that may be found in even the cleanest homes & schools. Any child found to have lice in any form will be excluded from school until all lice and nits are removed. Upon return to school, children must be re-examined by a member of our staff before being admitted to class.

22.02 Parents must notify the school office so that we may examine other children in the same grade and car pool if you discover lice on your child.

Section 23 HOMEWORK (also see late work and failing grades sections)

23.01 It is the student's responsibility to contact all teachers upon his/her return from an absence to make up homework/tests missed. If a student misses more than two days of school, parents are encouraged to pick up missed assignments and needed textbooks to have the student work on items from home.

23.02 Students are given two days per day absent from illness to make up work. This time may be shortened if it is near the end of a grading period and grades need to be tabulated.

23.03 Students who miss school due to vacations may check with the teachers for anticipated work that may be missed. Teachers may put together some items, but are not required to provide all work prior to a student vacation. Students on vacation will have one day per day gone to make up missed work. Additional work that was not given prior to the vacation absence will be given upon return.

23.04 Students can expect approximately 10 minutes of homework (10 minutes for Judaic Studies and 10 minutes for General Studies) multiplied by the grade level per night. Students with special needs or learning difficulties may take longer to complete assignments and the amount of time may be different for each child.

23.05 If your child is absent, you may call the office before 10:00 am for a homework request. The secretary will convey the request to your child's

teacher(s). **Please do not call after 10:00 am for assignments.** Homework can be picked up in the school office after 4:00 pm.

Section 24 HOT LUNCH

- 24.01** Lunch and milk prices are subject to change at least yearly. Prices may be changed during the school year if costs to provide the meals increase or milk prices rise. Prices may be increased without prior notice to families.
- 24.02** State and federally funded programs are available for free and reduced lunch tickets for eligible families. Your child's eligibility status (free, reduced, paid lunches) is private data. Families must re-apply yearly to determine eligibility for the free and reduced lunch program.
- 24.03** Families who qualify for the free and reduced lunch program are subject to a qualification audit as directed by the State of Minnesota. Audit families are chosen randomly each year. Failure to participate in the mandatory state audit, could cause disqualification from the program for the year.
- 24.04** Milk is included in the price of a hot lunch ticket or is available for purchase for those who bring a lunch from home. Children may not purchase or bring soda pop to school as their lunch beverage unless designated for special events.
- 24.05** Students may not have parents deliver fast food or restaurant meals in place of school lunches or home bag lunches.
- 24.06** Students must order meals in advance according to the order information sent home. Food for lunches is cooked according to orders placed. If your child has ordered lunch and is ill on that day or the class schedules a field trip, we are sorry, but we cannot make refunds.
- 24.07** Lunches sent to the school with your children **MUST BE DAIRY LUNCHES** or pareve.
- 24.08** Students may choose to purchase 2% and skim milk are available on dairy hot lunch days and apple or orange juice is available on meat hot lunch days. Drinks are 65 cents each and may be purchased with cash. No charges will be allowed for juice or milk.
- 24.09** If your child has forgotten his/her lunch, please bring it to the office before 11:00 AM. Send any utensils that your child may need for his/her lunch or snack. Lunchroom utensils and plates are only for food prepared by the school.
- 24.10** Any food served to students in school is pareve or cholov yisroel regardless of whether served through the kitchen or anywhere else in the building.

Section 25 ILLNESSES, INJURIES AND ACCIDENTS

- 25.01** If your child becomes ill or is injured at school, we will make every effort to notify you immediately. A child must report to the principal's office before leaving the school during school hours.
- 25.02** Parents must fill out an EMERGENCY CARE CARD each year and return it to the school by the required date. If the student's address, telephone number or any other pertinent information should change during the course of the school year, the school office should be notified immediately. It is the parents responsibility to contact the office and teachers when information changes. In the event that your child becomes ill or injured during school and we have not been given updated information, the school will not be responsible for any actions or procedures taken on behalf of your child.
- 25.03** In case of a minor injury, school personnel will administer reasonable first aid as necessary, within the scope of training received. If the injury requires more care, the parent will be called. If the parent cannot be reached, an alternate person listed on the child's emergency card will be called.
- 25.04** If the situation warrants, emergency medical technicians (911) will be called to provide appropriate medical treatment on site or to provide ambulance transportation to enable treatment. Parents are responsible for costs related to emergency transportation.

Section 26 LATE WORK POLICY

- 26.01** Late work will automatically be knocked down one full grade and then be corrected by the teacher. Late work will have students participating in seminar. Work that is more than three days late will begin being graded from a C grade and then corrected. Work is considered late when it is not turned in on the due date assigned.

Section 27 LIBRARY/MEDIA CENTER

- 27.01** The policy for checking out books is as follows: Grades K-1 are allowed two books weekly, with a maximum of 2 books at any one time. Grades 2-3 are allowed three books weekly, with a maximum of 3 books at any one time. Grades 4-6 are allowed 3 books weekly, with a maximum of 3 books at any one time.
- 27.02** Books may be renewed a maximum of two times.
- 27.03** Students who lose or damage books will be asked to pay the replacement cost of the book. Replacement costs include the replacement book, electronic recording of books, labels and other library essentials. Students are asked to show minor tears or other needed repairs to the librarian who will mend minor tears without charge.

27.04 Printouts of overdue books will be sent home as necessary. If books are not returned within one month of notification of late/missing book, a fee statement will be sent home with the replacement costs for the book(s) listed. All outstanding fees to be paid before a student may continue to check out books from the library. Any unpaid fees for lost or severely damaged books will be added to the final tuition statement at the end of the school year.

Section 28 LOCKERS

28.01 Lockers must be locked, kept neat, and clean by students.

28.02 Students must use the lock that is on the locker and may not use a lock in the handle. Outside locks will be cut off of lockers and students will not be reimbursed for the damaged lock.

28.03 Students may not display pictures or other items on the outside door of lockers.

Section 29 LOST AND FOUND

29.01 Torah Academy is not responsible for items that are lost, misplaced or stolen. Students are **not allowed** to bring electronic toys, CD players, iPods, cell phones or other personal entertainment items or toys from home. Confiscated items may be returned to the student the last day of school. Items considered dangerous or harmful to students or staff will be disposed of immediately and will not be replaced or returned to the student or their parent.

29.02 Each year, numerous items of clothing and apparel are left unclaimed. We request that name tapes or labels be placed on clothing and school items to assist us in returning them, should they become lost. TA reserves the right to donate any item left after 3 months.

29.03 Students who consistently bring toys and other items from home may receive further disciplinary action and items WILL NOT be returned.

Section 30 NON-SUFFICIENT FUNDS (Bounced checks)

30.01 Checks or payments with NSF will have the following charges applied:
Torah Academy: *\$20 bookkeeping fee per attempt to deposit the check*
Checks go to an outside collection service that makes numerous attempts to cash the check. *The service may charge a fee for each attempt. Additionally, your bank may charge you a fee.*

30.02 Automatic withdrawals are processed by an outside auto payment service. In case of NSF, they continue attempting deposits until success is seen. *They may charge a fee for each attempt, in addition to the school's \$20 fee. Additionally, your bank may charge you a fee.*

If you know of an upcoming problem **before it happens** please call Rabbi Joel Waxman at [952] 285-8612

Section 31 PHONE CALLS/COMMUNICATION WITH TEACHERS

31.01 If you must speak to a teacher please do not call the teacher directly at home; rather, call and leave a voice mail message for that teacher. He/she will return your call. Parents should be aware that the following are **NOT** times for communication with your child's teachers... social events, shul, late hours in the evening, during class.

Section 32 PHONE CALLS/MESSAGES FOR STUDENTS

32.01 The office staff will deliver necessary messages to students at dismissal time in the gym. The office staff will not interrupt classes over the loudspeaker during the day. If your child must be informed of a matter of importance, please see to it that the office is notified by 3 P.M.

32.02 Children will NOT be permitted to use the office telephone during the day. A phone in the hall will be available to students ONLY AFTER SCHOOL.

Section 33 PLAYGROUND

33.01 Students are expected to follow all directions given by our playground supervisor(s) while on the playground. Playground rules are reviewed with students at the beginning of the school year and are posted in each classroom.

33.02 There is NO supervision on the playground after school, therefore all students must go home after dismissal or attend the Extended Care program.

Section 34 PROGRESS REPORTS/CONFERENCES (REPORT CARDS)

34.01 Two scheduled parent/teacher conferences are held per academic year. Parents are required to be in attendance at both, and any other conference requested by teacher or principal.

34.02 Progress reports (report cards) will be distributed on a trimester (3 times yearly) basis.

34.03 Conferences are scheduled as one appointment per child. If a family requests separate conferences due to divorce; they must contact the classroom teacher prior to conferences to set up appointments. It is not the responsibility of the school to automatically set up separate appointments.

34.04 Copies of report cards will be made available in accordance with the Buckley Amendment for non-custodial parents. It is the responsibility of the

non-custodial parent to contact the school to request information.

34.05 Parents have five (5) days to contest a grade. The parent must contact the teacher who gives the grade that is being contested and must contact the principal to receive a contested grade form.

34.06 Report cards will be withheld at the end of the year until all outstanding debts related to scheduled moneys, fees, and fines are satisfied.

Section 35 RECESS

35.01 All children will be required to go outside for recess daily unless a doctor release is received for medical reasons to not participate.

35.02 Indoor recess may be held on days of inclement weather, or when the temperature is or wind chill are 0° or colder.

All students are expected to go outside unless they have a doctor's note. If they are too sick to go out for recess, they may not be well enough to come to school.

35.03 Pre-K through grade 4 must have snow pants and boots to play in the snow. Older students should have appropriate apparel for play in snow.

35.04 Sledding **is not** allowed during recess.

35.05 No **tackle** football will be allowed during the school day.

35.06 Students must have a set of dry clothes (including socks) to keep in their classrooms/lockers in case of a fall or accident.

35.07 Skateboards, scooters and roller blades/shoes are not allowed and **cannot be used** on school grounds during school hours (including recess).

35.08 Trading cards (ie. Pokemon, Myst, Harry Potter, sports figures) and electronics (ie. Gameboys, i-pods) **are not allowed at school** and should be left at home.

35.09 Personal radio/walkie-talkies/CD/tape players/MP3 players, iPods, are not permitted in school. Personal cell phones are not allowed in school. If there is an emergency situation and a student must have a cell phone at school, they are to bring it to the principal's office upon arrival and retrieve it at the end of the school day. Electronic items confiscated by the teachers or staff will not be returned to the student. Parents must come in and pick up the item.

35.10 Weapons (guns, swords, knives, etc.) or weapon look-a-likes, matches, lighters, fireworks and explosives are not allowed in school at any time [including Shushan Purim].

35.11 Students are NOT permitted to throw snowballs.

Section 36 RETENTION

36.01 In the event that Torah Academy recommends retention of a student due to academic concerns, parents who will not agree to having their child retained must sign a statement that they understand the student is being moved to the next grade against the professional advise of the classroom teacher and school administrator.

Section 37 Sales

37.01 Students are not allowed to sell or trade items at school without prior approval from the Dean/Principal.

37.02 Students selling items at school without prior authorization will have the products confiscated and all money will be collected. The student will not receive the items or money back. The money will be placed into a charity can.

Section 38 Student Advancement and Retention

38.01 For students to be considered to be flexed up to the next grade level for a specific subject they must meet the following criteria:

- A. Score 95% or higher in the subject area standardized testing with 80% of the subtests considered mastery level and none of the subtests below 70%.
- B. Students must be recommended in writing by the classroom/subject area teacher for placement in the higher-level course.
- C. Teacher, parent and student must meet with the principal to discuss the possibility of a move.
- D. Student must academically perform in the class at the expected level of achievement to remain in the advanced placement course.
- E. Academic, social and emotional behaviors will all be taken into consideration prior to movement of a student.

38.02 For students to be considered for a move up an entire grade level, they must meet the following criteria:

- A. Score 95% or higher on standardized testing in all subject areas with 80% of the subtests considered mastery level and none of the subtests below 80%.
- B. Students must be recommended in writing by the classroom/subject area teacher(s) for placement in the next grade.
- C. Teacher, parent, student, principal, and Dean must meet with to discuss the possibility of a move.
- D. Student must consistently perform academically at the expected level of achievement.
- E. Academic, social, and emotional behaviors will all be taken into consideration prior to movement of a student to a higher grade. The school

reserves the right to have the student complete an evaluation to determine social and emotional fitness prior to a move being made.

- 38.03** Parents of students who are recommended for retention will be asked to sign a waiver if a student is not held back as recommended by the school.

Section 39 TARDIES (also see attendance/dismissal)

- 39.01** Five unexcused absences in a quarter may lower the student's grade in that subject.
- 39.02** Students who have a significant number of tardies/absences could be reported to truancy officials as determined by state mandates.
- 39.03** Tardy students time will be accumulated and turned into days absent.

Section 40 TELEPHONE/ELECTRONIC COMMUNICATION DEVICES

- 40.01** Children may use the school telephone with adult permission in cases of an emergency. Students will not be allowed telephone privileges to obtain permission to visit other classmates' homes or to call for forgotten items.
- 40.02** Students are not allowed to possess electronic communication devices such as pagers, beepers, cell phones, electronic games, headsets, etc. during the school day or at Extended Care.

Section 41 TZEDAKA

- 41.01** Money for good and just causes will be collected daily in the Judaic department. Students are expected to participate in the daily collection. It is the act of giving that counts, even if your child brings only a penny.

Section 42 TREATS, PARTIES AND FOOD DISTRIBUTION

- 42.01** Students who choose to bring a treat to school for birthdays or holiday celebrations must bring a store bought, individually wrapped food item, or non-food item. Food treats must be individually wrapped and cannot contain peanut products.
- 42.02** All wrapped treats will be sent home with the students at the end of the day to be given at the discretion of the parents. Students are encouraged to bring non-food items when possible (stickers, pencils, fun shape erasers, etc.)
- 42.03** Invitations to birthday parties may not be distributed in school or on the bus.
- 42.04** Under no circumstances may a parent bring food or birthday snacks into a classroom without school authorization. All treats must be pareve or cholov yisroel.

- 42.05** Parents can donate to the school and in return, Torah Academy will provide a treat to all of the children in your child's class. Please inform the office at least one week before you intend to have any celebrations at school.
- 42.06** All food brought into Torah Academy must be kosher and display an appropriate Rabbinical seal attesting to its standard of Kashrus. Check with the dean for questions.
- 42.07** Glass bottles are not allowed.
- 42.08** Food or drinks may be used as part of a visual display for a project, but cannot be used as an item for distribution during an event, fair, educational gathering or other student projects/displays.

Section 43 VACATIONS DURING SCHOOL

- 43.01** Families are STRONGLY discouraged from taking children out of school on regularly scheduled school days. Families who are going to be gone more than two days for vacation, must complete a vacation form in the school office.
- 43.02** Students will have two (2) days per day gone to complete homework assignments (within reason). Any assignments not completed within the set time frame will be given a grade reduction.

Section 44 VISITING SCHOOL

- 44.01** For the safety of the children and employees, all visitors are asked to report to the office before going to any classroom. **To avoid classroom interruptions during the day, we ask that parents stop in the office rather than going to the room if they have messages, lunches, etc. to deliver.**
- 44.02** All entrances to the school will be locked to prohibit unnecessary entry during the school day.
- 44.03** Always check in at the school office when entering the school. Parents/Visitors should ring the bell to enter the building. **Students and staff members have been instructed NOT to open the door for anyone, even if they know them.**
- 44.04** Torah Academy welcomes parents and guests to visit our classes. A phone call to set an appointment IS necessary. Please check with the office upon your arrival at school.
- 44.05** **Parking is not allowed in the circle** in front of school during the school day. School buses and delivery trucks come and go during the day and must be able to get through.

Section 45 Wellness Policy (government mandated program)

GOALS:

Torah Academy will engage teachers, food service professionals, administrators and the Executive Committee in developing, implementing, monitoring, and reviewing nutrition and physical activity plans.

All students will have opportunities, support, and encouragement to be physically active on a regular basis.

Foods and beverages served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.

Our lunch program will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

Our school will participate in the available federal school meal program.

The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. Families will be notified of various activities and nutritional information that are offered at Torah Academy.

TO ACHIEVE THESE PLAN GOALS:

The school will provide a yearly review to revise and monitor the wellness plan. This review will be completed by those engaged in the program development and supervision.

School Meals

Meals served through the School Lunch Program will:

- * be appealing and attractive to children;
- * be served in clean and pleasant settings;
- * meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- * offer a variety of fruits and vegetables;
- * serve only Kosher milk products and nutritionally equivalent non-dairy alternatives (to be defined by USDA) as they meet with Kosher food & dairy standards;
- * work toward a goal of half of the served grains are whole grain products.

Free and Reduced-priced Meals. The school will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

All families will be encouraged to apply for free and reduced lunches and of those families that do qualify, audits will be completed in accordance with state and federal program guidelines.

Meal Times and Scheduling.

The school:

- * will provide students 20 minutes to eat lunch;
- * will schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- * will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- * will provide student's access to hand washing or hand sanitizing before they eat meals or snacks;
- * should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff. Qualified nutrition professionals will administer the school meal programs. As part of the school's responsibility to operate a food service program, the school or lunch program provider will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

Sharing of Foods and Beverages. The school will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about Kosher requirements, allergies and other restrictions on some children's diets.

Beverages for students

Allowed: water or seltzer water, without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and Nutritionally equivalent nondairy beverages (to be defined by USDA);

Not allowed: soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

Snacks. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health. The school will send home treats that are brought in for birthdays at the end of the day with the students, to allow parents to monitor the intake of snack items.

Rewards. The school will discourage the use of foods or beverages, especially those that do not meet the nutrition standards for foods and beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food

served through school meals) as a punishment. Reward certificates for food items that are redeemed outside of the school day with the discretion of the parent will be allowed.

Celebrations. The schools will limit celebrations that involve food during the school day to no more than one party per class per month.

Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion. Torah Academy aims to teach, encourage, and support healthy eating by students, staff and visitors to the school. Schools should provide nutrition education and engage in nutrition promotion that:

- * is offered at each grade level as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- * is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- * promotes fruits, vegetables, whole grain products, low-fat and fat-free Kosher dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- * emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise).

Integrating Physical Activity into the Classroom Setting. Students will receive daily physical activity to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

- * classroom education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.
- * classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communications with Parents. The school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

The school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day in parent newsletters; and support parents' efforts to provide their children with opportunities to be physically active outside of school.

Food Marketing in Schools. School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on bulletin boards, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free samples or coupons.

Physical Activity Opportunities and Physical Education

Physical Education (P.E.) K-8. All students, including students with disabilities and special health-care needs will receive physical education at least twice a week for the entire school year. Student involvement in other activities involving physical activity (e.g., recess, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess. All students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Torah Academy will discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, teachers should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Outside the School Day.

After-school childcare and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants. Extra-curricular physical activity based programs should be encouraged.

Physical Activity and Punishment. Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment. Removal from recess or other physical activity may be used if necessary for safety or inability to follow rules occurs. Students are not allowed to use over 20% of their recess time in any given week to complete schoolwork unless authorized by the Principal.

Nutrition Education

Nutrition education will be provided through modeling, curricula areas, and lunchroom posters. Nutrition education in classrooms may be integrated into health, science, religion or other subject areas as defined by the curriculum objectives for each subject.

Monitoring and Plan Review

Wellness Committee.

The Wellness Committee will be comprised of school teachers and staff, administration, parents who serve on the school board and an 8th grade student representative. This group will evaluate and modify this policy as directed by the Executive Committee.

Monitoring. The Dean or designee will ensure compliance with these guidelines and will report on the school's compliance to the Executive Committee.

School food service staff, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the principal. In addition, the school will report on the most recent USDA School Meals Initiative.

The Dean will report to the school board, parent/teacher organizations, and school health services personnel on school-wide compliance with the established nutrition and physical activity wellness plan as needed.

Plan Review.

The wellness plan will be reviewed at least every three years. As part of that review, the school will review our nutrition and physical activity plans; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education plans and program elements. The school will, as necessary, revise the wellness plan and develop work plans to facilitate their implementation.

Section 46 WITHDRAWALS/TRANSFERS

- 46.01** Whenever a student/family is transferring to another school the following steps must be followed:
 - a. Appointment with principal
 - b. Return all textbooks, library books, equipment, etc.
 - c. Pay all outstanding debts (tuition, library fines, etc.)

- 46.02** Records will be forwarded directly to the next school after Torah Academy receives a written request. A written request for transfer of records must be sent to Torah Academy from the school your child will be attending. Records will be sent within ten days of receipt of request of transfer.