



*Inspire. Learn. Achieve.*

# **PARENT/STUDENT HANDBOOK GRADES 7-12**

## **2021-2022**

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# COLUMBUS TORAH ACADEMY

Columbus, Ohio

INSPIRE. LEARN. ACHIEVE.

## MISSION STATEMENT

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

To accomplish this mission, CTA is dedicated to:

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

### CTA Non-Discrimination Admissions Policy

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

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

## **PARENTS WORKING WITH SCHOOLS AND SCHOOLS WORKING WITH PARENTS**

### **Parents Working with Schools**

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

### **Schools Working with Parents**

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

The National Association of Independent School Principles of Good Practice for member schools define high standards and ethical behavior in key areas of school operations to guide schools in becoming the best education communities they can be.

## **I. ORGANIZATION OF THE SCHOOL**

Columbus Torah Academy is governed by an Executive Board of Trustees elected on an annual basis by the members of the CTA Corporation. Members of the Corporation include eligible parents and donors as defined in the bylaws of the school.

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

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

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

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

### **A. DIRECTORY**

#### **1. Officers of the School**

- President  
Raanan Lefkovitz
- Vice President  
Naomi Myers, MD
- Board Development Chair  
Robin Garvin, Ph.D.
- Finance Chair  
Victoria Ilin
- Fundraising Chair  
Jonathan Schottenstein
- Marketing Chair  
Joel Greff
- Secretary  
Rabbi Benjamin Weinschneider

- Treasurer  
Rabbi David Ginsburg

## B. COMMITTEES AND THEIR FUNCTIONS

### 1. BOARD DEVELOPMENT COMMITTEE

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

### 2. FINANCE COMMITTEE

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

### 3. FUNDRAISING COMMITTEE

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

### 4. MARKETING COMMITTEE

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

## C. PARENT TEACHER ORGANIZATION (PTO)

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

1. **FUNDRAISING:** Our fundraising efforts enable us to offer enrichment items which are not included in the school's annual operating budget. There are several campaigns annually which involve the sale of such items as gift-wrap, school pictures, Passover dried fruits and nuts, our cookbook and Tribute cards designed by CTA students. Other fundraising methods may include movie nights and special dinners.
2. **MEMBERSHIP:** The membership committee is responsible for collecting dues of \$25 per year per family. Membership in PTO entitles parents to the invaluable CTA Parent Directory. The directory lists all students in your child's grade and class plus addresses and phone numbers for all CTA families. Membership dues provide funding for programs to enrich the education of your students.
3. **PROGRAMMING:** A variety of events fall under the supervision of the PTO. These include Hot Lunch Program, Meet the Teachers Nights, holiday seudahs, Kindergarten Open House, the Bexley Fourth of July Parade float, the Rosh Chodesh Teacher Luncheons, and the Teacher Appreciation Luncheon at the end of the year.
4. **SERVICES:** PTO provides opportunities for volunteer service to the school in many ways. We welcome parental involvement as room parents, as well as with hot lunch preparation, holiday treat preparation, distribution of birthday treats to students, cooking for the Lag B'Omer picnic and collection of holiday gift funds for faculty and staff.

### **PTO OFFICERS**

President	TBA	
Fundraising V.P.'s	Shana Hazan	377-0974
Services V.P.	Karan Tanenbaum	231-5394
Secretary	TBA	
Treasurer	Victoria Ilin	947-0926
Teacher Liaison	Deena Tanenbaum	231-5394
Advisor	Rachel Metz	231-7040

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



## II. PARENT-STAFF COMMUNICATIONS

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

### A. WHOM TO CALL FOR INFORMATION ABOUT:

		<b>EXTENSION</b>
School Policies	Rabbi Avrohom Drandoff	228
General Studies	Liba Eisenberg	220
Hebrew Curriculum Chair	Shirly Benatar	
Judaic Studies	Liba Eisenberg	220
Admissions and Recruitment	Shari Herszage	218
Fundraising, Development, Marketing	Shari Herszage	218
Student Discipline Grades 7-12	Liba Eisenberg	220
Student Academic Problems	Contact Teachers	
Post High-School Israel Programs	Rabbi Claman (boys)	232
	Shira Claman (girls)	339
Guidance/College Counseling	Eliza Delman	220
Business Activities, Financial, Physical Plant	Norm Leist	200
Billing and Tuition Assistance	Norm Leist	200
Class Schedules/Alma	Eliza Delman	214
Health Procedures	Chris Morford, RN	211
Student Absences	Lesa Caputo	212
Sports Programs & Activities	Matt Bailey	233
Transportation	Kaley Mizrachi	227
Hot Lunch	Karan Tanenbaum	222

### B. WHEN TO CALL TEACHERS

At CTA, we are concerned with each student's growth, development and adjustment. We encourage parents to share with us any concerns regarding a child's experience at school. A parent-teacher conference will be scheduled in the fall. At the conference, the teacher will provide an update on a student's progress. However, if questions arise at other times during the year, it is important to raise them promptly. It is most important that the adults most directly involved with the child, the teacher and the parents, work together to have the information and the opportunity to respond. Feel free to use the school email system. Please do not come to meet with the teacher in person unless

you've scheduled an appointment. Teachers will generally respond within 24 hours. We particularly recommend that parents contact teachers in the following situations:

1. If you have questions about your child's academic progress or behavior.
2. If your child relates an incident that sounds inappropriate or disturbs you. Seek an explanation from the teacher to clarify this situation promptly.
  - a If you are going on a trip and leaving your children at home. Inform your child's teachers since the absence of parents can be unsettling to a child. It is helpful if the teacher is aware of unusual situations in the child's life.
  - b If there is a crisis or change in the family structure. Such crisis and changes include:
    - Birth of a child
    - Separation or divorce
    - Remarriage
    - When a grandparent or someone else comes to live in the house
    - When a relative or close friend dies, or there is a prolonged illness in the family

If you have a question or concern, contact the teacher first.

If after working with the teacher you are still concerned, or if the nature of the problem goes beyond the sphere of the classroom, contact the Lou Staffilino, Principal.

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

### C. REPORTING CHILDREN'S PROGRESS

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

1. Each Upper School teacher has an Alma account, providing both student and parent access to academic progress. The website is available 24/7. Login credentials will be given out in the first days of school and reviewed at Curriculum Night. If you lose or forget your Alma login credentials, contact Mrs. Mizrachi or Mrs. Delman who can both get you access.
2. In addition to Alma, many teachers utilize an online space for posting assignments, like their own personal blog or Google Classrooms. Teachers will give the students this information on the first day of school, and it will be shared with parents during curriculum night as well if possible.
3. Report cards are issued quarterly to all students in the school through Alma. They summarize the academic accomplishments of a student for a nine-week interval.

4. Annual conferences with teachers are scheduled in the fall to provide parents the opportunity to discuss their child's academic progress. Parents will sign up for time slots through an online program. They will be given a link by email.

D. EMERGENCY SCHOOL CLOSINGS

1. Beginning at 6:30 a.m., announcements will be made over the following television channels: WCMH-4TV, WBNS-10TV, WSYX-6TV.
2. Also, by 6:30 a.m. the message on the school's answering machine will be changed to reflect closings or delayed starts and we will use Remind 101, an instant communication system, to get in contact with you.
3. Early dismissal in case of sudden inclement weather:
  - Television stations will be notified.
  - If you hear emergency weather conditions declared, please try to anticipate early dismissal and be home to greet your child(ren).
  - It is best to have a prearranged alternative, such as a friend or relative waiting for the child(ren), if you know you cannot be home.
  - We will use Remind 101 to get in contact with you.
  - Children will remain at school if their parents were not contacted.

E. GUIDELINES FOR VOLUNTEERS: *the practices below apply to all people coming to CTA to volunteer, including parents, grandparents, etc.*

1. All volunteers must sign in to the front office and receive a Volunteer badge.
2. Volunteers must report immediately to the assigned area in which they will be working.
3. Volunteers are to report to their supervisor, ie. kitchen supervisor, classroom teacher, Director of Marketing, CFO, etc. At this time, they will be assigned tasks for the day.
4. Volunteers are never to be left alone with children without a credentialed staff member.
5. Volunteers are to work only in their assigned area and not visit in the Teachers' Lounges. The only volunteers who are expected to be in the Teachers' Lounges are delivering and setting up the Rosh Chodesh lunches.
6. Volunteers should not pick up their children from class without permission from the teacher or principal.
7. Volunteers can help students but can never discipline students.

8. Volunteers are expected to uphold the mission and vision of CTA. They serve as ambassadors to our school and community.
9. If at any time these guidelines are not met, the Head of School or building principals will have a discussion with the volunteer. Volunteer privileges may be revoked.
10. Faculty and Staff who are requesting volunteers, must speak to their supervisor for approval and notify the front desk in advance.

F. FRONT OFFICE PROTOCOL FOR VISITORS (INCLUDING PARENTS)

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

1. Due to Covid 19 restriction, all visitors must report to the front desk for admission to the school.
2. At 8:35 a.m., all visitors, even parents, must sign in and receive the appropriate badge (Visitor or Volunteer).
3. Visitors will wait in the lobby until the staff member with whom there is appointment is ready.
4. Upon leaving, please sign out at the front desk.

### **III. AUXILIARY SERVICES**

Columbus Torah Academy provides the following services:

School Nurse  
School Counselor  
School Psychologist

- The school nurse staff is available five days per week. If, for any reason, the nurse is out of the building, other office personnel and faculty assist with minor health issues. In cases of emergencies, professional outside services are sought.
- The School Counselor works with students on college guidance, community service, Yakar, Alma, as well as peer relationships, school and/or family issues, and other concerns which may affect school performance.
- The School Psychologist will be at CTA one day/week and serves the school for grades K-12. Her primary function is to assist teachers in their education of students. To this end, she can observe, evaluate, recommend and report. She may run regular student groups on a relevant topic. If learning disabilities or attention deficits are suspected, the School Principal will speak to parents about initiating diagnostic testing. Parents will be included and must give their consent for this process. If on-going interaction is required, parents will be referred to appropriate professionals or agencies.

## IV. THE STUDENT AT SCHOOL

### A. PHONE CALLS/TEXT MESSAGES/DAYTIME CONTACT

1. Parents are asked not to call their children during the school day. Students are prohibited from answering their phones or texting during class, so the communications put the students in an awkward position.
2. Parents should also keep in mind that students are not permitted to text during class or davening. If you need to text your child, do not expect a reply until lunch time or at the end of the day.
3. Parents are asked to refrain from calling the office with messages for their children, except in case of an urgent necessity. Children will not be called to the phone during school hours unless it is an emergency.

### B. ILLNESS

1. If your child is ill and will not be attending school, please call the office by 9:00 a.m. specifying the reason for the absence.
2. If your child feels ill and wants to leave school early, s/he will be released only through the nurse's office.
2. If your child seems to be developing symptoms of an illness, for your child's well being and that of others, keep your child home. Do not send ill children to school.
3. The following communicable diseases should be reported to the office:

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

4. Students or school employees found to be suffering from communicable disease shall be excluded from school based on the recommendations of a healthcare provider (i.e., the child's physician, dentist, physician's assistant or advanced practice registered nurse; Ohio Revised Code section 3313.67, 3313.68, 3313.71 and 3707.26). You must provide a written statement from your healthcare provider stating that your child may return to school. Check with your doctor as to when your child may return to school.
5. Covid 19 Policy. See CTA Covid 19 Policies (updated regularly)

6. In the case of longer absences for junior high students, parents may call the office in the morning and pick up homework at the close of the day. Parents are responsible for acquiring the books necessary to complete the assignments. High school students are responsible for acquiring their own homework assignments.
7. If your child must be excused from gym or another school activity, please send a note to the teacher explaining the reason for the request.
8. When a child comes to the office complaining that he/she is not feeling well, the nurse will take his/her temperature. If the temperature is over 100 degrees, the parent will be requested to take the child home.
9. If your child has been ill with vomiting or diarrhea, he/she may not return to school until the vomiting or diarrhea have been gone for 24 hours.
10. **Non-prescription Medications:** The following over the counter (OTC) medications are stocked by the school as a courtesy: ibuprofen, acetaminophen, Caladryl, Tums, and aquaphor. School personnel may not give over the counter medication to any student unless an Over the Counter Medication form is completed. **The OTC form must be signed by an authorized prescriber** (i.e., the child's physician, dentist, physician's assistant or advanced practice registered nurse). Over the counter medications that are not on the OTC medication form must have a signed medication authorization form (see below). Parents may come to school to administer medications to their child if needed.

The possession and use of nonprescription, over the counter medications during school hours is discouraged, but if health conditions require, students in the Upper School may possess a small amount of nonprescription medication for their own use. This medication may not be shared with other students. The medication must be in the original container. (i.e. no plastic baggy filled with pills.) School personnel are not permitted to administer OTC medication without the authorization of an authorized prescriber.

11. **Prescription Medications:** Prescription medications may be administered on a daily or temporary basis at school. Medications ordered three times a day or less, unless a time is specified, may not need to be taken at school. The medication should be given before school, after school, and at bedtime. All medications not included on the CTA OTC Medication Form, including inhalers and epinephrine auto-injectors, must be accompanied by a signed authorization from the health care provider and signed authorization from a parent or guardian. Medications must be in the original container with a clearly marked pharmacy label. A written authorization from an authorized prescriber must be provided before the initial dose of a prescription medication may be administered. Please complete the Prescription Medication Form with the prescribing physician's signature for each medication **yearly or with any medication change during the school year**. These forms must be returned to the School Nurse. Prescription medications must be provided in a pharmacy prepared container, which is properly labeled. Parents may come to school to administer medications to their child if needed.

- a. No student may possess any prescription medication at school.
- b. Please contact the school at the beginning of the school year if your child requires the administration of prescription medication. School personnel will send parents a medical form and medication authorization form for each child together with a notice that prescribed medications will be permitted in school only when a physician verifies the necessity for taking the medications during school hours. The medication authorization form must include all of the following information:
  - The name and address of the student;
  - The class in which the student is enrolled;
  - The name of the drug and the dosage to be administered;
  - The times or intervals at which each dosage of the drug is to be administered;
  - The date the administration of the drug is to begin;
  - The date the administration of the drug is to cease;
  - Any severe adverse reactions that should be reported to the physician with one or more phone numbers where the physician can be reached in case of emergency;
  - Special conditions for administration or storage of the drug.

The physician's signature will be required on the medication authorization form if medications are to be administered during the school day.

**Any changes to long-term medications administered during the school day require the face to face contact by a responsible adult authorized to come into the building and have direct face-to-face contact with the nurse to give her the new orders.**

- c. Severe Allergies  
If a severe allergic reaction occurs, school personnel will call the emergency squad and the parent or guardian immediately. In cases of known allergies, the school will follow procedures pre-arranged with the parent or guardian if an allergic reaction occurs.
- d. Use of Nebulizer in School
  - Some students may need to receive medication at school by way of a compressor-driven nebulizer. As with other medications administered at school, medication regulations must be followed. When possible, use of the nebulizer should be scheduled at times outside of school hours.
  - The parent/guardian is responsible for providing and maintaining all necessary equipment. If the nebulizer is left at school, the school cannot be held responsible in case of damage to, or theft of, the equipment.

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



13. **Health Screenings:** Health screenings will be done according to Ohio Department of Health regulations.

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

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

**For more details on Health and Medical issues, go to:**  
**<https://sites.google.com/a/torahacademy.org/health-services/>**

## C. TRANSPORTATION

1. Bus Transportation ( See updated Covid 19 Transportation Policy)

The following Rules of Conduct are expected when riding the bus. Failure to adhere to these rules could result in temporary suspension from the bus, or permanent expulsion from riding the bus.

- enter the bus quickly and sit down
- cooperate with the bus driver and obey the directions of the bus driver
- observe proper conduct as in the classroom
- be courteous and talk in low voices
- stay seated
- keep hands, head and feet inside the bus
- keep the bus clean
- do not eat or drink on the bus
- do not throw things
- do not shout or fight on the bus
- do not use inappropriate language

Parents are encouraged to review these rules with their children from time to time.

2. Which Bus to Ride

- a. Students can ride only the bus to which they are assigned.
- b. With a written note, a Columbus student can change from one Columbus bus to another. A Columbus student **cannot** ride a Bexley bus and vice versa.

3. **Driving Privileges** - This section addresses driving privileges during school hours as well as after hours to and from school. In general, please keep the following guidelines in mind:

- a. Any student who will be driving needs to have a form filled out by a parent. A Google Form will be sent home in August so that parents can

give their consent for driving privileges. The information is kept at the front desk.

- b. Students may not take any passengers in their cars unless parents of those passengers have given permission (through the Google Form) for their children to ride with that specific driver, and parents of that driver have authorized him/her to transport those passengers.
- c. No student may leave school grounds at any time during the school day, for any reason, without written permission from a parent and without signing out at the front desk. Upon returning to school the student is required to sign-in.
- d. For safety reasons, students who leave school without signing out, students who transport other students without permission, and students who ride as passengers without permission will face disciplinary action, and their parents will be notified.

**Driving to and from School** - Parents decide how their children will get to and from school each day. Student parking is at the top of the hill along Noe Bixby Road.

**Field Trips:** Only with school AND parental permission may students drive and/or be transported by other students for school field trips.

**For Doctors' Appointments:** Students may not leave the building for doctors' appointments or any other reason unless they have prior permission with the date, time and destination indicated in the parental authorization.

**For Athletic Events:** It is under the discretion of the Athletic Director as to whether or not students may drive, or be driven by other students, to away games. The Athletic Director will have a separate permission form specific to athletic events. After school hours, CTA students who are not on the CTA team, who want to drive or be driven to away games are under their parents' discretion. The Athletic Director only oversees the athletes of the team playing.

## 5. Arrival and Departure Procedures

- a. The building is generally open from 7:00am - 5pm, Monday - Thursday and 7:00am - 3pm on days with early dismissal. However, students are only supervised during their scheduled day of classes and in their after-school activities.
- b. The Upper School library is available after school 2 days a week, for make-up exams and studying for Upper School students only. Make-up exams must be proctored by the after-school coordinator.
- c. Students may not leave the campus unless accompanied by a parent or someone designated by the parent in writing. Parents must come into the

building to the front desk, where the child will be called on the intercom to meet the parent. Parents are not allowed to pick a child up from the classroom.

- d. Parents are asked to pick up their children promptly at the conclusion of all after school activities.
- e. Students who feel ill during the day and want to go home must go the nurse's office. They may not simply call their parents on a cell phone and request to be picked up. All illness dismissals must go through the nurse's office.

## V. RULES AND REGULATIONS

### A. SCHOOL ATTENDANCE

CTA is committed to meaningful educational experiences on each day that school is in session. Every day is important; students and parents/guardians are asked to give school attendance the highest priority. When students are late for school or are absent, they miss critical information and essential discussion with teachers and classmates that cannot be made up by reading a textbook or assignments. In order to participate in extra-curricular activities INCLUDING all athletics, students must be in school by 11:30am, and must have attended all remaining classes for that school day.

1. Excused absences are those involving illness, medical or dental appointments, college visits, Jewish youth group organized program attendance, and G-d forbid, family tragedies.
2. Parents must call in or send a written note or email in order for an absence to be excused. However, the call from the parent is not what makes an absence "excused." (See #1.) All schoolwork, homework and tests must be made-up in a time frame determined by each teacher.
3. Any absence due to illness that exceeds three consecutive days must be excused with a doctor's note.
4. Failure to provide a phone call or written explanation for absence will automatically make the absence unexcused.
5. A total of 12 or more absences during a semester for any reason (excused or unexcused) may result in loss of credit for that course unless home instruction or other provisions approved in writing by the Principal have taken place.
6. Yearly attendance is recorded on official transcripts and sent with college applications.

### B. CLASS ATTENDANCE

1. Students are required to be in class on time.
2. Students should come to class with the appropriate textbook, notebook and other required materials.
3. Meetings between students and teachers, counselors, or extra-curricular advisors are to be kept to a minimum during classroom periods. In the event that such a meeting is necessary, the classroom teacher's permission must be received before the student misses the class. The classroom teacher has the right to deny the request.

4. Students who cut class will be required to make up work missed after school or in a Sunday detention and may face more severe disciplinary action including suspension from school.
5. Absences and tardies to class may cause lower academic grades.

#### C. SCHOOL LATENESS

*Tefilah* (prayer) is an integral part of the program at Torah Academy. All high school students must be in *Tefilat Shacharit* (morning prayer) by 7:30 a.m. All junior high school students must report for *Tefilah* at 8:30 a.m. Students may be late for the following reasons when parents either call the school or write a note:

1. Medical or Dental Appointment
2. Attending a Shiva (mourning) House Minyan
3. School Bus lateness

Otherwise, students will receive a late mark. Each time a student receives three late marks, s/he will be assigned an after-school detention.

#### D. CLASS LATENESS

Any student who is not inside the assigned classroom when the bell rings is considered late. Students who come late, because they were speaking with an administrator, the school counselor or another teacher should bring a note from that individual; this would constitute an excused tardy. Repeated unexcused tardies will affect a student's grade for that class.

#### E. DETENTION

##### Administration of the Code of Conduct:

The administration of the student code of conduct will be progressive and cumulative for each individual student. It will be guided by a multi-step process designed to address both the frequency and seriousness of conduct infractions. The number of violations and seriousness of violations will determine the severity of disciplinary action.

##### Detentions:

Students may be assigned detention for various offenses. Detentions are one (1) hour in length and served immediately after school. Parents and students will be given a written Detention Notice that provides details about the reason for the detention and the date it is to be served. Students are to report to the library for Thursday detention immediately following 9<sup>th</sup> period.

Discipline always supersedes extracurricular activities. In other words, if there is a scheduling conflict with detention and an athletic game or play practice (or other extra-curricular activity), the student must fulfill the disciplinary obligation first.

### Suspensions:

In the event that a student earns a suspension, the student will be expected to complete any work that was missed for half the available credit. If there is a game, practice or other school function that day, the student will not be permitted to participate. Full day suspensions include documentation of the incident being included in the student's permanent file. An in-school suspension may be given at the discretion of the administration. An in-school suspension requires students to attend all classes virtually for the entirety of the school day, and they will not be able to participate in school functions.

### In-Class Misbehavior:

A student who misbehaves in class and/or is disrespectful to the teacher or his/her classmates will be removed by the principal. If a student is sent out of a classroom in excess of 2 times, an in-school suspension or detention will be assigned at the discretion of the principal.

### **Serious Violations**

In cases of serious violations, such as verbal and/or physical bullying, damaging school property, fighting, etc., appropriate consequences will be determined by the Upper School Principal and the Head of School.

### **Cigarettes, Alcohol and Drugs**

CTA has a zero tolerance policy for alcohol and illicit drugs. Any student who brings such items to school or on a school activity or trip, or is found in possession of them, will be immediately suspended and considered for expulsion. Tobacco use at school or on a school trip will result in immediate suspension. Regarding any related illegal activity, the police will be informed of the illegal activity.

## F. ITEMS NOT TO BE BROUGHT TO SCHOOL

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

Students may bring personal electronic devices to school. However, electronic devices are not permitted to interfere with the academic process or environment. If at any time, the possession of electronic devices creates a distraction, disruption or safety hazard on school property, such devices will be confiscated. Electronic devices may not be used in bathrooms, locker rooms or other areas involving personal privacy.

Cell phones may be used before and after school and during lunch for personal reasons. They should not be used in the school or classroom without specific permission from the teacher AND for educational purposes. In the event that a student's cell phone is confiscated by a teacher, it will be brought to the front desk and the student may retrieve it at the end of the day. In addition to cell phones, other articles or substances deemed detrimental to the school atmosphere, or for student safety, may be confiscated.

#### G. MONIES BROUGHT TO SCHOOL

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

#### H. LOCKERS

1. Each CTA 7-11 grader is assigned one locker, 12<sup>th</sup> graders are assigned two lockers.
2. Lockers are the property of CTA, and students must treat the locker properly without kicking it, slamming it, or standing on the inside, as these actions all lead to locker malfunction. Broken lockers should be reported to the front desk. Parents may be charged for broken lockers if it appears that the student caused the problem through misuse.
3. Any items placed or posted INSIDE the locker must be removable (i.e.-no stickers)
4. School administration can search locker at any time to assure safety for the school, to investigate a disciplinary issue, or to retrieve school property.
5. At the conclusion of each school year, it is the responsibility of the student to completely remove all items from the locker completely. Following the last day of school, maintenance staff will clean out all lockers.

#### I. BRINGING FOOD INTO THE SCHOOL/KASHRUT

Observing *kashrut* (the Jewish dietary laws) is a primary value at CTA. The school goes to great lengths to ensure that all food prepared at the school is strictly kosher. In order to maintain this high standard, school policy requires that all food items brought in by students, teachers or parents and intended for distribution, must be store-bought and bear the symbol of an Orthodox kashrut agency. Home-prepared foods may not be brought to school for distribution. Of course, families may send in home-prepared foods for their child's lunch and snacks.

School lunches packed at home should be only dairy or *pareve*. Lunches containing meat or poultry are unacceptable. Under no circumstances should a child bring blatantly non-kosher food to school, even for his or her own consumption. (Please remember that, for a fee, hot lunch is available.)

Several of the most common acceptable national kashrut symbols are shown below. Naturally, the school also accepts the Columbus Vaad HaKashrut (Buckeye Kosher). Upon request, the school can provide more detailed information about which foods are acceptable and where they can be purchased.



Selling food or other items - students may not sell food or other items for their own personal gain. Any sort of business conducted in school should be a fundraising effort for approved CTA programs and/or trips. All fundraising campaigns must be approved by the Principal who will work with the Director of Development. Any sale of food must take place in the cafeteria or the balcony of the gym during athletic events.

J. SCHOOL PARTIES

Birthday parties in school are generally not permitted except in the Kindergarten. Other parties are permitted on school premises if they are a part of school activities or with a teacher's permission. These parties must be held in the lunchroom and supervised by a staff member who will be responsible for clean-up and a healthy choice menu.

K. SCHOOL TEXTBOOKS/PROPERTY

The school issues textbooks to all students through grade 12. Students are responsible for covering all books and keeping them in good condition. Parents will be charged for lost or damaged textbooks as well as any school property or equipment that their children may damage including lockers. All books must be turned in before report cards will be issued. New books will not be issued until payment for the lost books has been made.

L. STUDENT PHOTOCOPYING

Students may request material to be photocopied at the convenience of the office staff.

M. USE OF LAPTOPS/TABLET COMPUTERS

Students may bring personal laptops or tablet computers to school for academic use. Teacher approval is required to use the device during class. This privilege will be revoked in cases when the student is using the laptop for non-academic and/or inappropriate purposes. During lunch, before school, and after school, these devices can be used more freely, but at any time, if school administration or faculty find their use inappropriate, the device may be confiscated and placed at the front desk for the student to pick up after school. In some cases, disciplinary action may be taken and parents notified. CTA machines may not be borrowed outside of school or brought home for any reason.

N. HOMEWORK PHILOSOPHY

Homework is typically part of the educational process. In addition to reinforcing skills and ideas through practice, homework provides students with the opportunity to solve problems independently. Accepting the responsibilities related to homework means the student needs to independently take direction, manage time, and complete the work to the best of his or her ability. Homework is about learning to make choices about when to do homework, how to do homework, where to do homework, and when to turn it in.



Some students might require their parents' direction and structure, but parents are not expected to be integrally involved in the work itself.

Homework is given in both Judaic and General Studies to all students. Teachers have been given the following guidelines for the assignment of homework.

For the average Upper School student, evening homework should be approximately 1-3 hours per day. (Advanced Placement courses require independent work done outside of class and would increase this amount.) This time is both for Judaic and General Studies assignments. Students are responsible for keeping an assignment notebook and recording all homework. **One of the most critical skills for Upper School students to gain is the ability to take note of due dates, write them down, and follow through with them.**

More work may be assigned over the weekend. Reading assignments are allowed, but NO WRITING ASSIGNMENTS are given over the Jewish holidays of Sukkot and Passover. Advanced Placement courses have considerably more homework than regular high school classes.

#### HOMEWORK RESPONSIBILITIES OF THE PARENT

Parent support of homework is an extremely important factor towards building positive attitudes and successful study habits. Parent interest in schoolwork reflects their belief that what their child is doing is important and that school is a family priority.

1. Demonstrate that homework is a priority in your family by establishing a regular time to develop a daily "homework habit." If there are not homework assignments to complete, then encourage your child to utilize this "quiet time" daily for pleasure reading. Encourage your child to unplug from social media and electronic games.
2. Parents should provide the support and supervision necessary to see that their child organizes and completes homework for return on the due date.
3. Avoid family arguments or power struggles over homework. If continuing problems occur regarding homework assignments (takes too long, too difficult, tremendous frustration), please contact your child's teacher.
4. Arrange a quiet environment for homework. Provide a table or desk, chair, proper lighting and an area free from distractions such as television, phone conversations or social media pages.
5. Parents should be available to assist a child with homework, but their proper role is that of consultant. Parents should not complete the assignment for the child. Parents who participate in the "actual doing" of their child's homework dilute whatever academic learning was intended, but more importantly, cause the child to become dependent upon their continued presence and help where homework is concerned.

6. Teach independence by encouraging your child to persevere and complete the assignment without assistance. If your child has given his/her all and is stuck, then step in as a consultant. Help should be brief! Parents can give examples, clarify directions, and provide guidance and support, but should not actually do any of the homework for their child. Parents should be available to help only if the student asks of his or her own initiative, resisting the urge to interrupt or ask, "Need any help?" There will be specific homework assignments that require parent participation and then family involvement is appropriate.
7. Encourage your child to report progress to you on long-term assignments. Help them divide the project into manageable segments and have them report their progress along the way.

O. ASSESSMENTS

Several types of assessments are given by teachers, quizzes, tests, projects or papers. Quizzes are short assessments of limited scope and may be given without advance notice. These are administered to monitor attentiveness in class and thoroughness of class assignments. Tests are administered with less frequency, usually towards the term's end or on the completion of a subject or unit. These tests indicate the extent of comprehension and assimilation of the subject matter. Tests may take an entire class period. A test calendar is used by teachers to ensure that no more than two tests will be administered to a class on any given day. For Junior High students, teachers should announce upcoming tests with at least five school days' notice. For High School students, teachers should announce upcoming tests with at least three school days' notice.

Projects and papers (including lab reports) are also used as a means of assessing learning. Teachers do not coordinate due dates for these. They are always given with plenty of advance notice, and students should learn to start working well in advance of the deadline.

P. EXAMS

Cumulative semester exams will be administered at the end of each semester for high school classes.

Q. FINAL EXAMS FOR SENIORS

Second semester exams for seniors are given at the discretion of teachers in coordination with the Upper School Principal.

R. DROP/ADD SYSTEM

In cases of non-required courses or multiple sections of a required course, students will have two weeks at the beginning of the course to decide whether they wish to remain enrolled in that course. If, at the conclusion of two weeks, they decide they wish to drop

that course and enroll in another, they must fill out a Drop/Add form that they acquire from the Guidance Counselor and that must be signed by the teachers involved as well as a parent.

S. RECEIVING CREDIT FROM OTHER INSTITUTIONS

Students who transfer from other high schools will receive high school credit for courses taken elsewhere but grades from other institutions will not be averaged into CTA's GPA.

T. GRADING SYSTEM

The following is the marking system for the Upper School.

97.95 - 100 = A+	81.95 - 87.94 = B	69.95 - 71.94 = C-
91.95 - 97.94 = A	79.95 - 81.94 = B-	67.95 - 69.94 = D+
89.95 - 91.94 = A-	77.95 - 79.94 = C+	61.95 - 67.94 = D
87.95 - 89.94 = B+	71.95 - 77.94 = C	59.95 - 61.94 = D-
		0 - 59.94 = F

**Students who receive an incomplete in a course will receive instructions as to what is missing and what the deadline is. Students who fail to make up the work in that time will receive the grade they have earned with a zero averaged in for the missing work.**

Cumulative averages in the high school are weighted according to the following scale. An extra .5 is added to the value of any AP or Honors course. (Students must take the AP exam in May to qualify for the weighted grade.)

Grade	Regular Course Value	Grade	Regular Course Value	Grade	Regular Course Value
A+	4.30	A	4.00	A-	3.7
B+	3.30	B	3.00	B-	2.7
C+	2.30	C	2.00	C-	1.70
D+	1.30	D	1.00	D-	0.70
F	0.00				

U. CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN

To be considered for valedictorian and salutatorian at CTA, students must be registered full time at CTA for four years. Also eligible are students who transfer from another school by sophomore year or advance at CTA due to acceleration. Valedictorian and salutatorian status will be determined by GPA and course load at CTA only. Salutatorian will be awarded only if the student's GPA is second to the valedictorian's.

Students wishing to be eligible for valedictorian and salutatorian status must take a full load of courses including 3 Judaics courses each year, 4 years of English, 4 years of Science, 4 years of Math, 4 years of Hebrew, and at least 3 years of Social Studies. The only exception to this is for students whose level exceeds what CTA can offer in a given subject.

## V. COMMUNITY SERVICE HOURS

Encouraging Columbus Torah Academy students to give to others, all high school students are required to fulfill 15 hours/year of community service. It is the hope of CTA that our students will learn to look for opportunities to help others and then follow-through on offering their assistance.

It is the responsibility of each student to submit signed forms to the Community Service Hours mailbox at the front desk in order to receive credit for having completed community service hours. The submission of the form is not the responsibility of the supervising adult; it is the responsibility of the student. Emails and phone calls do not substitute for completed and signed forms.

- The Community Service Hours Form can be downloaded and printed from the CTA website.
- Forms should be submitted in the Community Service Hours mailbox on the Front Desk at CTA.
- Community Service hours will be recorded by Community Service Coordinator and available for viewing through Alma, so at any point in the year, students and parents can track progress.
- Students may use their time in the summer to complete Community Service Hours.
- If a student fails to complete 15 hours in a given year, the unfulfilled hours will be added to the following year's requirement. Therefore, hours accrue.
- Hours, above and beyond the required 15 in a year, do NOT satisfy future years' obligations. We want students to make *chesed* a regular part of their lives every year.
- In the senior year, a student who has not fulfilled all 60 of his/her community service hours will not receive his/her diploma and his/her final transcript will not be sent to their college.

**What Qualifies as Community Service?** - The overarching idea is that Community Service is focused on helping people in need and doing *chesed* for its own sake. The following list is aimed at achieving this. When in doubt, contact Community Service Coordinator for clarification on whether or not something will qualify.

- All service hours must be unpaid.
- CTA Peer Tutoring that follows the Peer Tutoring Guidelines qualifies but no more than 5 hours/year can be fulfilled this way.
- Unpaid babysitting only qualifies in cases of a family's special need. (Check with Community Service Coordinator before assuming that a particular case of unpaid babysitting will qualify.)
- Some examples of Community Service include: Homeless Families Foundation, Jewish Family Services, Nationwide Children's Hospital and the Mid-Ohio Food Bank, participating in Friendship Circle, building *sukkot* for families who need help,

- volunteering in local hospitals, helping with the *Eruv*, volunteering in synagogues with youth programming, volunteering in homeless shelters, volunteering at a food bank, tutoring, volunteering for Jewish communal agencies, and cooking meals for families with a special need.
- CTA teachers may incorporate a class-wide community service project to enhance their curriculum. The hours spent will qualify.
  - ***Participating in CTA clubs and fundraising for class trips do NOT qualify as Community Service.***
  - ***Planning youth group activities and shabbatonim does NOT qualify as Community Service.***

We hope that CTA students will find reward in helping others and develop a generous spirit toward those in need.

#### W. **UPPER SCHOOL PEER TUTOR PROGRAM**

The peer tutoring program at CTA helps match students for the purpose of getting academic support from their fellow schoolmates. This program benefits both the student getting help and the tutor. Teaching is one the best ways of learning. The following guidelines outline the program.

1. If a student needs help, s/he can ask the teacher to assign a peer tutor. A teacher may also recommend it to a student who needs help.
2. Peer tutoring sessions can be ongoing, or as needed, depending on the student's need.
3. The teacher has to agree that this will help a struggling student- two students choosing to study together for a test does not count for peer tutoring - though it is still encouraged.
4. The peer tutor must be agreed upon by the teacher, tutor and student. The peer tutor must meet the following requirements:
  - a. Not be a sibling.
  - b. Be in a different class
  - c. Cannot be an assignment that is common to both students
5. The peer tutoring session **MUST** be at school, such as during lunch or after-school, for at least 30 minutes per session.
6. Before the Session: Fill out the Pre-Approval section on the back of the Community Service Hours Form. Be sure to get the signature of the teacher.
7. After the Session(s): Write on the sheet what was accomplished and give back to teacher to sign for FINAL approval.
8. Up to 5 hours of peer tutoring can count for Community Service Hours for the tutor. The tutor should fill out a Community Service sheet and have the tutored student's teacher sign it.

#### X. **COMMENDATION AWARDS CRITERIA**

Commendation Awards are given out on the last day of school. Some are grade-specific.

##### **Harry & Ivan Gilbert Creativity Award**

1. The student will have shown remarkable imagination and creativity through his or her work at CTA.
2. The student will have shown great ingenuity in problem solving, striking originality of thought, and persistence to fulfill the vision.
3. The student will have shown resourcefulness and desire to “think outside the box.”
4. The student will have strong leadership and foster a spirit of creativity and innovation at CTA.

**Max & Betty Ziskind Performing Arts Award**

1. The student will have given an outstanding performance in a CTA production.
2. The student will have demonstrated an overall spirit of positive contribution and collaboration.
3. The student will have shown a manifest interest in the performing arts at CTA.
4. The student will have brought honor and recognition to CTA through his or her work in the performing arts.

**David & Irene Cole Physical Education Award**

1. The student demonstrates competency in motor skills and movement patterns needed to perform a variety of physical activities.
2. The student demonstrates understanding of movement concepts, principles, strategies, and tactics as they apply to the learning and performance of physical activities.
3. The student participates regularly in physical activity.
4. The student achieves and maintains a health-enhancing level of physical fitness.
5. The student exhibits responsible personal and social behavior that respects him/herself and others in physical activity settings.
6. The student values physical activity for health, enjoyment, challenge, self-expression, and/or social interaction.

**Robert Leitson Visual Arts Award**

1. The student shows talent and/or interest in the arts.
2. The student excels in art class at school.
3. The student pursues art at home or outside of class.
4. The student looks for opportunities to use artistic skills and apply them to school or community projects.

**Sage Moreno Language Arts Award**

1. The student will display extraordinary aptitude in the various subjects of Language Arts.
2. The student will have mastery in either creative writing or literary analysis.
3. The student will manifest appreciation for literature and the literary arts, and have shown leadership in promoting awareness of writing and literature.

**Science Achievement Award and Dr. Charles Young Mathematics Awards**

1. Academic Performance – This would consist of the student's grade average place on a scale of 1-10, i.e., 90/100 would be 9 on the scale, 89/100 would be 8.9 on the scale, etc.
2. Motivation – This includes student behaviors including diligence, asking questions, asking for help, etc.
3. Attitude – The student must display a positive attitude in the classroom regarding the subject matter and the teacher.
4. Positive Influence/Leadership – The student is a leader in creating a positive atmosphere for learning.
5. Cooperation – The students will display positive habits of cooperation such as completing assignments and helping others. The student will refrain from negative behaviors such as taking over class discussions or forcing opinions on others.
6. Preparation – The student will be ready for class in areas such as reading/reviewing the topic, completing assignments on time, etc.
7. Improvement – The student's numerical average from the first to the third quarter will be a component expressed as a percentage. If a student improved from 60% (first quarter) to 90% third quarter, this would be 30% improvement or a 3 on the Likert Scale.

**Dr. Milton and Shirlie Levitin Social Studies Award**

1. The student will have exhibited a heightened interest in all aspects of the various social studies classes.
2. The student will have demonstrated leadership in promoting the awareness and importance of history.

**Deshe Family Hebrew Language Award**

1. The student exhibits excellence in speaking, reading and writing Hebrew language.
2. The student conveys a deep concern and interest in current affairs and the history of the State of Israel.
3. The student displays frequent, meaningful participation in classroom activities.
4. The student demonstrates steady, continual improvement in language skills and usage.
5. The student always conveys consistent respect for teachers and fellow students.

**Pearson & Thea Press Judaic Studies Award**

1. The student demonstrates a wide-ranging interest in Torah learning.
2. The student participates actively in Torah study both in and out of school.
3. The student has excellent grades in Torah classes.
4. The student has shown excellent skills in reading, translating and explaining Torah texts.
5. The student has shown respect for Torah learning.

**Rabbi David Stavsky Midot Award**

The student will have displayed:

1. Empathy
2. Sincerity
3. Kindness

4. Consideration
5. Responsibility
6. Respect both in and out of school

### **Matthew Erik Peltz Talmud Award**

Supported by J Russell and Linda Peltz

This award was newly established in 2021 and is presented to a student who has:

- Demonstrated a wide ranging interest in Torah learning.
- Participated actively in Talmud study both in and out of school.
- Shown to have excellent grades in Talmud classes.
- Developed excellent skills in reading, translating and comprehending talmudic texts
- Shown respect and appreciation for the significance Talmud study contributes to the halachic process.

### **Y. GUIDANCE DEPARTMENT**

The Upper School Guidance Counselor will be available to students to assist with college testing, the college admissions process and personal issues. Students in all grades are encouraged to make appointments with the Guidance Counselor to discuss individual issues and/or concerns.

### **Z. UPPER SCHOOL MINYANIM**

All students are expected to be present and on time for *Tefilah* and to contribute as individuals to making the group experience of communal prayer an inspiring one. Students are expected to participate in davening. Male students are expected to wear tefillin every weekday morning.

**MINCHAH:** All Upper School students are expected to attend *minchah* (afternoon prayers).

### **AA. TZEDAKAH - CHARITY**

*Tzedakah* is collected at our daily *minyan*. Students are encouraged to fulfill this *mitzvah* as often as possible. All monies go to the school's designated charity fund.

### **BB. CLASS TRIPS**

During the course of the year, for educational as well as for extra-curricular purposes, students of the Torah Academy may go on field trips. While on these trips, students should keep in mind that they are representatives of the Torah Academy and of the Jewish community. They should act and dress appropriately. On such occasions where *Tefilla* will be necessary during the trip, *Siddurim* will be brought along and students will daven together (with a *minyan*, if possible). If meals are eaten during the course of the trip or activity, students are responsible for washing, saying *Hamotzi* or other appropriate



*Brachot* and for reciting *Birkat Hamazon*. Students should leave any areas that they have used in a proper, clean and orderly state.

#### CC. FIRE AND EMERGENCY SAFETY

Fire safety is an important aspect of school. During a fire or other emergency drills, students must remain silent in order to be able to hear instructions, must vacate the building in an orderly manner, and follow the directions of the teachers. Any violation of fire safety rules will meet with immediate disciplinary action, including suspension. Teachers will be taking attendance of their classes outside the building and all students must be accounted for.

#### DD. BREAKFAST AND LUNCH

Following morning *minyan*, a full breakfast is available for high school students who elect to purchase it on a contract basis, like that of the Hot Lunch Program, at a cost of \$1.50 per breakfast. Students are responsible to get to class on time after breakfast.

Hot lunch is available to students on a contractual basis. Students are scheduled for a half-hour lunch period. They are to report to eat lunch only in the lunchroom or at a designated table in the Lower School gym. Students are responsible for saying the proper *brachot* before and after eating as well as cleaning up their space. Students may use the remainder of the period to talk, relax and/or study in the lunchroom, Lower School gym or Upper School areas when they are not in use by Lower School. Students should not be in classrooms without a teacher during lunch.

#### EE. YAKAR – HIGH SCHOOL HONOR SOCIETY

Yakar – The Columbus Torah Academy High School Honor Society has been established to recognize the achievements of high school students in the areas of Scholarship and Spirit. To create an inclusive honor society that acknowledges the various ways in which students deserve honor, Yakar celebrates student achievement in Scholarship and Spirit separately. In other words, students can apply for membership to Yakar through either Scholarship or Spirit or both. Membership is limited to eleventh graders, twelfth graders, and second semester sophomores. For details of eligibility and requirements, contact Mrs. Delman, Yakar Advisor, for a copy of the Yakar Guide.

#### FF. CUM LAUDE SOCIETY

The Columbus Torah Academy Chapter of the Cum Laude Society is a fraternity operating on the premises of CTA and utilizing the staff and/or faculty to run the chapter. However, the chapter is not under the jurisdiction of CTA. Rather, the chapter is mandated by the rules of the Cum Laude Society. However, the definition of what constitutes an honor record and the determination of how to select members is left to the individual chapter. The Charter Members of the Chapter are, Mrs. Eliza Delman, Mr. Steve Guinan (President), Mrs. Chaya Morris, and Ms. Amy Neiwirth.

As mandated by the Cum Laude Society, each chapter may elect as student members not more than 20% of the graduating class who have demonstrated academic excellence in the college preparatory curriculum. The 20% is to be determined by Grade Point Average as it is calculated by CTA. The Columbus Torah Academy Chapter will induct the whole 20% upon high school graduation.

An academic record that will be considered for membership in the Columbus Torah Academy Chapter of the Cum Laude Society must reflect the values of CTA as well as the highest level of academic performance. These include the fulfillment of Ohio's requirements for graduation as well as:

- An additional year of science
- Four years of Hebrew Language
- Three Judaic Studies courses each year

In cases where a student opts to take a course at a local college or summer school, the course should provide the student with an academic opportunity that CTA could not provide (i.e. if a student took AP Physics in 11<sup>th</sup> grade and Physiology at Columbus State in 12<sup>th</sup> grade).

Students must have completed at least three years at CTA, including grades 10, 11, and 12. (Students who leave CTA to spend 12th grade in Israel are not eligible for Cum Laude induction.) If a student completed 9<sup>th</sup> grade elsewhere, his/her GPA from the previous institution will be taken into consideration but will not be computed in the CTA Grade Point Average. The ninth-grade report card, in such a case, should show grades competitive with other prospective Cum Laude members who were at CTA for ninth grade. If the ninth- grade year was spent at a school without a Judaic curriculum, then the student must demonstrate some time spent outside of school to make up some of that lost time involved in Judaics courses. It will be up to the discretion of the Chapter what will qualify as making up the lost time in Judaics courses.

Conforming to the idea that students inducted into the Columbus Torah Academy Chapter of the Cum Laude Society must reflect the values of CTA, these students should exhibit fine *middot* (character traits). Students who are combative or disrespectful to faculty, staff, and/or other students do not reflect the values of CTA. Additionally, students who are involved in disciplinary measures with local police or other officials will not be inducted (i.e. a student who is caught shoplifting or trespassing outside of school).

Also, at high school graduation, up to 20% of the junior class will be "designated". This will allow them to use Cum Laude Society on their college applications. However, these may not include the same students who will actually be inducted at their graduation, the following year, as grades and rank may change. These juniors who are designated may not claim to be members of the Cum Laude Society until they have been inducted at their high school graduation.

## **VI. STUDENT CONDUCT POLICIES**

The CTA student is expected to conduct himself/herself appropriately at all times both in school and out of school. Behavior outside of school deemed inappropriate for a day school student, by the administration, may affect a student's standing in the school.

The CTA administration and staff request parental support in helping to maintain appropriate conduct in the school. Each student's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

### **A. COURTESY AND RESPECT**

In a school where Torah study plays a central role, it is expected that students will act with courtesy and respect towards the staff as well as their fellow students. Any incident of disrespect, depending on the severity, can result in immediate disciplinary action including detention, suspension and expulsion in the most severe cases.

Students are not permitted to engage in physical contact between boys and girls within the school grounds or at school events and trips.

Fighting or harassment of any kind, even in jest, will not be tolerated. When an incident of this kind occurs, a meeting will be held with both parties separately and an administrator to determine appropriate consequences, and parents will be notified.

Students are expected to treat respectfully all school property as well as the personal property of others. This includes:

1. No writing on desks, lockers, bulletin boards.
2. No tossing paper and other refuse on the floor.
3. Keeping public places (hallways, cafeteria, classrooms, locker areas, etc.) neat and respectable.
4. No food or drinks in the upper school building with the exception of the snack bar area.
5. Refraining from entering anyone else's locker for any reason, without permission.

### **B. BULLYING**

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

Bullying is defined as any action taken or situation created by a student or group of students that causes or is reasonably likely to cause bodily danger, physical harm, emotional harm, extreme embarrassment or ridicule, personal degradation or loss of dignity. Bullying involves a repeated and often escalating series of incidents. Topics of special sensitivity are students' religious observance, sexual orientation, gender identity, socio-economic status, or learning differences.

It shall be the responsibility of administrators, faculty members, other CTA employees and students to intercede when they see any incident of bullying or harassment. The incident shall be immediately reported to the Principal or other administrator upon discovery. In addition to apologizing to the student(s) hurt, and having a conference with their parents, students who fail to abide by this policy shall be subject to disciplinary action. Because bullying often involves low self-esteem and other related problems, CTA may require a student and/or parents to seek help and remediation.

#### C. HARASSMENT & SEXUAL HARASSMENT

Columbus Torah Academy is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and staff are expected to teach and demonstrate by example that all members of the community are entitled to respect as human beings.

Harassment of a member of the school community by another member of the community is a violation of school policy. This includes (but is not limited to) harassment based on race, religion, religious observance, national origin, sex, sexual orientation, gender identity, medical condition or disability. Harassment means conduct (including verbal conduct) which has the purpose or effect of substantially interfering with a student's educational performance or creating an intimidating or hostile environment.

Sexual harassment is also against school policy. Sexual harassment includes unwelcome sexual advances or sexual behavior (including verbal behavior) which is tied to a student's education, or which has the purpose or effect of creating an intimidating or hostile environment.

The first response of any staff member to an act of harassment should be to teach; to teach why harassment is wrong, and tolerance and respect are essential to a free society. Serious or repeated violations of school policy may require more intense counseling and/or appropriate discipline. In some cases, harassment might become bullying.

#### D. HONESTY

Honesty is an extremely important human quality. It is the basis of all human relationships. At Torah Academy, we cherish the concept of honesty and insist that it pervade school life, both in academic work and in interpersonal relationships.

Cheating, plagiarism and stealing are the antitheses of honesty, and therefore, have no place in any academic setting, particularly a religious one. Cheating corrodes the relationships between students and teachers and affects the overall learning atmosphere. Cheating on class-work, homework, tests, projects, and papers means passing off someone else's knowledge and effort as your own.

During quizzes, tests, or exams, students will maintain strict classroom discipline. Students will not talk, move around, cause disturbances, speak aloud, pass notes, use cell phones or other handheld devices, have answers written on clothing, one's body, or material other than the test paper, or in any way signal answers to another student.

Plagiarism can be defined by using others' ideas and words without clearly acknowledging the source of that information. It is a form of cheating. Teachers review plagiarism guidelines with the students every year. Parents and students are encouraged to learn and review what constitutes plagiarism.

Each teacher has the responsibility and the right to declare a student cheating.

The following actions will be deemed examples of cheating:

- Any attempt to get credit for work not done by the student
- Any attempt to compromise the validity of a test or assignment
- Any attempt to deceive the teacher regarding academic work, including plagiarism.

## CONSEQUENCES

A mark of zero will be given in all cases of cheating, plagiarism and academic dishonesty. There may also be further disciplinary action depending on the circumstances.

### E. ETHICAL BEHAVIOR OF COMPUTER USERS

The computing facilities at CTA are intended for academic and research oriented use. It is the responsibility of each individual to use the computer facilities legally, ethically and in accordance with the halachic principles espoused by the school.

The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. Internet access is a privilege, not a right. If a user violates any of the acceptable use provisions outlined in this document, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom, library, lab or school policies is subject to loss of access privileges and any other school disciplinary options.

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

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

- Users may not copy, transfer or run any program not issued by the school. This includes all gaming software. If a user becomes aware of unauthorized software

residing on the network, he/she is obligated to alert the administration. This will protect the user against claims that this policy was intentionally violated.

- Users may not download large files without teacher permission. If necessary, downloading may be done at a time when the system is not being heavily used and the file must be immediately removed from the system computer.
- Users must not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- Printers are made available for reasonable use. Larger files must be saved to disk and, if necessary, printed privately.
- Users may subscribe only to high quality discussion group mail lists that are relevant for educational or professional development.

**System Security:** Please note that not only deliberate attempts, but also the inadvertent spread of computer viruses must be avoided. Users are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should passwords be shared. Users must immediately notify the administration if a possible security problem is identified.

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

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

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

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

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

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

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

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

#### F. ILLEGAL ACTIVITIES

The possession and/or consumption of any illegal substance such as tobacco, drugs or alcohol either on school premises or at any school activity or trip is absolutely prohibited.

A student found possessing or consuming alcoholic beverages, cigarettes or any other controlled substance, either on school grounds or during school activities, will be suspended from school immediately and expulsion from school will be considered. According to the law, the police must be notified if students violate this policy. A student found selling any illegal substance on school grounds will automatically be expelled. Student participation in gambling, games of chance, etc., is prohibited on school grounds, with the exception of Student Council sponsored sports pools.

#### G. PROBATION/EXPULSION

Any student who consistently fails to meet either the academic and/or behavioral expectations of the faculty and administration will be placed on probation for the remainder of the school year. Every student is expected to maintain a minimum of a 2.0 cumulative average. At the conclusion of the term, his/her performance will be reassessed, and a decision regarding matriculation for the following year will be made. Students on academic or disciplinary probation may be suspended from participation in extracurricular activities such as sports teams, to be determined by the Principal.

In cases of severe misconduct, even outside of school, a student may be expelled immediately and not granted the right to return to CTA.

#### H. SOCIAL LIFE OUTSIDE OF SCHOOL

CTA is a coeducational school which encourages the positive socialization of its students both in and out of school. Weekend gatherings help students learn how to get along in a group, deal with individual and personal differences, and with the opposite gender. These get-togethers are extremely significant for adolescents, for whom inclusion in group activities is crucial for self-esteem and personality development, especially in a relatively small school such as ours. For most children they provide an appropriate outlet for normal adolescent interaction.

Our school enrolls children of many different levels of religious observance, and no child should ever be excluded from an activity due to his/her level of observance. Therefore, gatherings should be designed so as not to compromise any area of *Halacha* (Jewish Law). To that end, all activities hosted by students of the school for their classmates should be governed by the following guidelines:

1. The *Kashrut* of all food must be assured. Movies and other forms of entertainment should be carefully chosen with an awareness of the maturity of the children involved and with respect for our Torah's laws and values. No alcohol should be served or consumed even on *Shabbat* and other Jewish holidays. All forms of recreation and entertainment should be planned in a manner to allow all Torah Academy students to feel comfortable.
2. Parents must supervise and take responsibility for their child's party.
3. Invitations should be extended so that no child is excluded.
4. Party invitations are to be mailed outside of school. Delivering invitations in school often causes hurt feelings of students who do not receive invitations and also disrupts precious minutes of class time.
5. Invitations sent by group text often do not reach every person to whom they're sent. Please use Evite or some other system that tracks whether or not invitations were viewed.

#### I. UNIFORM POLICY can be found at:

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

#### UNIFORM POLICY ENFORCEMENT

1. Any Upper School student who comes to school without the proper uniform shirt will be sent down to the front desk and not permitted to be in class until s/he is wearing a uniform top. The school has a few shirts to lend out for this purpose. The borrowed shirt should be laundered and returned to school the following day. If there are no school shirts available to borrow, parents will be notified to come and bring the student a uniform shirt.
2. If a student is not wearing uniform bottoms, and the bottoms are inappropriate for school (i.e. leggings, a short skirt, jeans, sweat pants) his/her parents will be called to bring appropriate bottoms before s/he can go to class.



3. If a student is wearing a sweatshirt without the CTA Logo, the sweatshirt will be asked to remove the sweatshirt. For repeated violations, the sweatshirt may be confiscated.
4. The student will be responsible for making up missed classwork. The teacher will not be available to meet with the student in a private session to help learn missed material. If the student misses a test or quiz, it will be made up after school that same day
5. After 2 uniform violations per quarter, a detention will be served.

### **Upper School Gym Class Dress Code at CTA**

1. Students are expected to have a complete change of clothes
2. Sneakers and socks
3. T-shirts – no tank tops – writing on the shirt is okay as long as it's appropriate
4. Bottoms
  - a. Boys can wear athletic shorts or pants. Shorts should be no higher than mid-thigh
  - b. Girls can wear athletic shorts, pants or a skirt. Shorts should be no higher than mid-thigh. Skirts should be the style to allow for running, jumping and stretching.
5. Students may keep their gym clothes in a locker in the locker room. However, please take the clothes home at least once/week to be washed. You may bring your own lock for this locker. Remember that visiting teams also use our locker room during games.
6. High school students with gym last period can stay in their gym clothes if they're leaving school at 4 pm. However, if they will remain in the building to take a make-up test, meet with a teacher, or study, they must change back into their uniform clothing.