



**KOSLOFF
TORAH
ACADEMY**

LEARNING. GROWING. CONNECTING.

Student Handbook

2019-2020

5779-5780

Kosloff Torah Academy

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ADMINISTRATION AND FACULTY

Administration

Rabbi Baruch Lichtenstein, *Menahel*
Mrs. Brendy Siev, *Assistant Principal, General Studies*
Rabbi Yaakov Deutscher, *Executive Director*
Mrs. Ann Bromberg, *Office Manager*
Mrs. Cheryl Epstein, *Dean of Students, Director of Seminary and College Guidance*
Mrs. Sarah Leah Greenspan, *Director of Educational Services*
Mrs. Rivky Isaacson, *Theater Director*
Mrs. Faige Gross, *Director of Student Activities*
Miss Rachel Meth, *Executive Assistant*
Mrs. Ettie Wachs, *Director of Guidance*
Miss Devora Eisenberg, *Receptionist*
Miss Shana Greenspan, *Madricha*
Miss Chaya Steinberg, *Madricha*

Art:

Mrs. Abby Greene

Chumash:

Mrs. Rachael Biberfeld
Mrs. Sarah Leah Greenspan
Mrs. Miriam Goldstein
Mrs. Faige Gross
Mrs. Miriam Kamenetsky
Mrs. Liba Rosenbaum
Miss Eli Tanner

English:

Miss Elissa Ben-Eli
Ms. Stephanie Harris
Mrs. Rivky Milgraum
Mrs. Brendy Siev
Miss Eli Tanner

Fitness:

Mrs. Yael Davidowitz

Halacha:

Rabbi Avraham Baum
Rabbi Yehoshua Duskis
Rabbi Yakir Schechter

Hebrew:

Mrs. Shoshana Golan

History:

Mrs. Tessa Belluscio
Mrs. Cheryl Epstein
Ms. Stephanie Harris
Miss Eli Tanner

Jewish History:

Mrs. Rachael Biberfeld

Mathematics:

Mrs. Carol Davidoff, *Department Chair*
Mrs. Jennifer Kuwahara
Mr. Leib Meadvin
Mrs. Anne Saks

Navi:

Mrs. Rachael Biberfeld
Mrs. Chaya Raizy Burr
Mrs. Miriam Goldstein
Mrs. Liba Rosenbaum
Rabbi Yakir Schechter
Miss Eli Tanner

Psychology:

Mrs. Rivkah Fox
Mrs. Ettie Wachs

Science:

Mr. Lawrence McAfoos
Mrs. Sara Spiewak
Miss Eli Tanner
Dr. Patricia Towler

Yedios K'lolios:

Mrs. Sarah Leah Greenspan

CONTACT INFORMATION

SCHOOL OFFICE

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Website: www.KTAHS.org

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Mr. J. Harris.....	jharris@ktahs.org		

KTA MISSION STATEMENT

At KTA, our mission is to prepare students for a life of Torah observance, educational accomplishment, and community leadership. We invite you to see your high school experience as an opportunity to take intellectual risks and to embark on a journey of personal growth and self-discovery. We hope you will find that the environment at KTA is both rigorous and supportive. Our goal is to help you develop your talents and your character, expand your horizons, and prepare to meet the challenges and embrace the opportunities you will encounter in the future. Above all, we hope your high school years will be a time of inspiration and growth in *ruchniyus* as you achieve a deeper understanding of and commitment to Torah and mitzvos.

HOLIDAY SCHEDULE 2019-2020

Please note the dates of the following national and Jewish holidays. The school office will be closed and no classes will be in session on these dates.

Labor Day	Monday, September 2
Rosh Hashanah	Monday, September 30 -Tuesday, October 1
Yom Kippur/Sukkos Break.....	Tuesday, October 8 - Wednesday, October 22
Thanksgiving Break.....	Thursday, November 28 - Friday, November 29
Chanukah.....	Friday, December 27
Secular New Year.....	Wednesday, January 1
Intersession	Friday, January 17 - Friday, January 24
Presidents Day.....	Monday, February 17
Purim and Shushan Purim	Tuesday, March 10 - Wednesday, March 11
Pesach Break	Wednesday, April 1 - Sunday, April 19
Memorial Day.....	Monday, May 25
Shavuos	Thursday, May 28 - Friday, May 29

ACADEMIC POLICIES

GRADUATION REQUIREMENTS

The Commonwealth of Pennsylvania requires every student to meet the minimum requirements for high school graduation. At KTA, we encourage you to surpass these requirements by taking additional coursework in areas that are of interest to you.

You will be eligible to earn a General Studies diploma after upon the successful completion of at least 19 credits from the following:

- Four years of English
- Four years of Mathematics
- Three years of Science, must include biology and chemistry
- Four years of Social Sciences (History, Modern Jewish History (required), Psychology)
- Two years of Hebrew Language
- Four ¼ credit courses of Health/Physical Education
- One year of art/music
- One year of Microsoft Office
- One year of online courses currently unavailable in KTA

You will be eligible to earn a Judaic Studies diploma upon the successful completion of at least 18 credits from the following:

- Four years of Chumash and Bekius
- Three years of Neviim Rishonim
- Three years of Neviim Acharonim/Kesuvim
- Four years of Halacha

- Four ¼ credit courses of Yedios Klolios
- Two years of Jewish History
- One year of Beur Tefilla

In addition, students are required to complete at least 12 hours of chesed per semester.

WORKLOAD

KTA counsels its students to register for courses that will be conducted on a level of rigor that will allow for successful, enjoyable learning. Hence, many courses are given on the academic, honors, advanced placement and foundation levels. Honors and Advanced Placement courses may necessitate the allotment of additional time in order to complete course requirements. Students are therefore advised to discuss their academic programs with their *mechanchos* to make sure enough time has been allotted for the successful, timely completion of their programs. Students who are considering two or more Advanced Placement courses in one academic school year must secure the permission of the Dean of Students.

ACADEMIC AND PERSONAL SUPPORT

The KTA faculty is here to help you succeed and develop your potential, both academically and personally. Every class is assigned a class Mechaneches, as listed under “Administration and Faculty”. If you feel you need additional academic support in one or more subjects, please speak first with your teacher. If the concern persists, you may wish to speak with your mechaneches, with Mrs. Greenspan, the Director of Educational Services, or with Mrs. Epstein, Dean of Students.

Many high school students struggle at times with stress and with personal issues, and often it is helpful to talk with an adult who can provide support and guidance. Your Mechaneches is a good resource, as are other teachers with whom you feel a personal connection. Mrs. Wachs, the KTA Director of Guidance, is in school three days a week, and is a highly experienced social worker. Her office is on the third floor of Jacob House. Mrs. Siev and Rabbi Lichtenstein also welcome the opportunity to speak with you about any academic, personal or social issues you may wish to discuss.

ACADEMIC ASSESSMENTS

We are sensitive to the fact that a college and seminary preparatory program entails a significant workload and that many students travel substantial distances to and from school and have family responsibilities at home. In order to set you up for success, we have implemented the following guidelines:

- No tests, quizzes or major assignments may be scheduled for the day after a Yom Tov.
- A maximum of one test or test equivalent (e.g., a research project or major essay or presentation) per day may be scheduled.
- Quizzes may be given at the teacher’s discretion. A quiz is defined as an assessment of the material presented in one or two days of instruction and homework, and should take no more than fifteen minutes of class time.
- Students will be notified of a test at least five days in advance.
- Students experiencing difficulty balancing their various responsibilities and budgeting their time are encouraged to schedule a conference with their class Mechaneches, Mrs. Wachs or Mrs. Greenspan to create a personalized work plan.
- A series of Study Skills workshops will be offered in ninth grade to help students develop effective time management and study skills.

CUMULATIVE EXAMS

A week of final exams is scheduled in January and June. These exams count for 25% of your semester grade. The dates for the exam weeks are listed on the high school calendar which is included in this handbook. If you are absent for a final exam, you will have the opportunity to take a make-up exam only if your absence was pre-approved or due to a last-minute illness or emergency. In the latter case, your parent must notify the school office of the reason for your absence by 9 a.m. on the morning of the exam.

GRADING POLICIES

KTA courses run on a semester system, with report cards issued in January and June. Class work, projects, exams, homework, and attendance all contribute to your semester grade. A grade of 65 or higher is considered a passing grade. A student who fails a course will not receive credit toward graduation for that course and may be required to make it up in summer school or by re-taking the course the following year.

KTA reports both weighted and unweighted grades to colleges and seminaries. Unweighted numeric grades for each course are recorded on your transcript, as is a weighted GPA (grade point average) on a 4.0 scale. In calculating your GPA, KTA follows the conventional practice of weighting Honors grades higher by a factor of 0.25 and Advanced Placement grades by a factor of 0.5. Grades in Academic and Foundations level courses are unweighted.

Jewish Studies courses are not included in the GPA; a separate averaged numeric grade for Jewish Studies is recorded on the student's transcript.

Courses with a grade of Pass/Fail are not included in GPA calculations. Transfer credits accepted from other institutions are not listed on the KTA transcript, nor are these grades included in the student's GPA.

INCOMPLETE GRADES

A student who has not fulfilled all course requirements by the end of the semester will receive the designation "Incomplete" on her report card. The student, her parents, the teacher and Rabbi Lichtenstein or Mrs. Siev will consult about a deadline for submission of the missing work. After this date, a grade of zero will be assigned to any missing or incomplete test(s) and/or assignment(s), and the semester grade will be calculated on that basis.

MAKE-UP WORK

If you are absent from school, it is your responsibility to find out what work you have missed and to make up that work as quickly as possible. This includes homework, tests, quizzes, and class notes. If you know in advance that you will have to miss a class, please ask your teacher for the assignments that you will miss.

If you are absent from school on the day that a paper or assignment is due, you should email your work to your teacher or fax it to the school office. If you cannot complete the work on time because of illness or an emergency, you should contact your teacher to request an extension. You will also have to bring in a note from a parent explaining why you need an extension. Otherwise, the assignment will be considered late and points may be deducted.

MAKE-UP EXAMS

Make-up tests are proctored twice a week during the lunch period. If you are absent for an exam, your parent must call the school by 9:00 AM to explain the reason for your absence in order for you to have the opportunity to take a make-up exam. Explanations transmitted via email or text messaging cannot be accepted. If your parent has not called in, you are still required to take the make-up exam. However, your test grade may be subject to an academic penalty.

Make-up exams must be taken within one week of your return to school. Students who have missed two or more scheduled tests, should schedule a meeting with Mrs. Epstein as soon as you return to school to work out a reasonable schedule for making up the work you have missed.

Make-up exams that have not be taken by the due date will be returned to your teacher with academic consequence. No other opportunities to take the make-up test will be offered to you.

LATE PAPERS

It is your responsibility to discuss with your teacher the need for an extension when you realize that you will be unable

to submit an assignment on time. Granting of extensions and assessment of penalties for late assignments are at the discretion of your teacher.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is a privilege conferred on students who demonstrate distinction in scholarship, character, service and leadership.

To qualify for membership in the National Honor Society, a student must have an overall weighted average of 90 or higher in Limudei Kodesh, a General Studies GPA of 3.7 or higher, and no grade lower than 85 in any academic course. She must also have fulfilled her chesed requirement. A record of frequent absences or late arrival to school or to class is disqualifying, as is a record of serious disciplinary infractions.

HONOR ROLLS

There are many opportunities for you to earn distinction at KTA, and every award you earn becomes part of your permanent school record.

The KTA Academic Honor Rolls honor the academic achievement of students who have excelled but do not meet the requirements of the National Honor Society. Students whose average grade in Limudei Kodesh classes is 90 or above will be listed on the Torah Studies Academic Honor Roll. Students who achieve an average grade of 90 or above in General Studies will be listed on the General Studies Academic Honor Roll. These awards are based on straightforward, un-weighted grades.

Students who document 18 or more hours of chesed per semester – in excess of the school requirement of 12 hours per semester – will be recognized on the Community Service Honor Roll.

Students who volunteer their time for three or more school service events during the year (volunteering at Friends of KTA events, the KTA Open House, Federation Super Sunday, etc.) will be recognized with a School Leadership Award.

INTEGRITY AND HONESTY

Honesty and truth will always be more important than grades, and, as you develop your academic potential, we want to help you develop your character as well. In order to support you in making ethical decisions and in developing the *middah* of integrity, we will treat very seriously any instances of cheating or plagiarism.

Cheating includes sharing answers with another student, copying another student's work, bringing notes or other unauthorized materials to an exam, gaining unauthorized prior access to an exam, and any other behavior that violates the rules and/or compromises the fairness of an exam or assignment.

Plagiarism entails presenting someone else's work as your own. This includes:

- Copying someone else's homework, essay, test or paper
- Copying material from any source (including a book or Internet site) without citation
- Using someone else's words without quotation marks
- Using someone else's ideas in a paper without giving that source credit

A student who cheats on an assignment or an exam or who turns in plagiarized work will need to redo that assignment, and will be assessed an academic penalty. An incident report will also be filed in the student's permanent record, and the student will not be eligible for the National Honor Society or the KTA Honor Rolls that semester. A second offense will result in a more severe consequence, such as suspension or loss of course credit. Repeated incidents may result in dismissal from KTA.

ADVANCED PLACEMENT (AP) COURSES

KTA students are offered the opportunity to register for college level Advanced Placement courses. Since these courses carry a significant workload that must be completed by early May, you should discuss with your Mechaneches the advisability to register for an AP course. Students are limited to a maximum of two AP course per school year and must show that they have managed the full high school curriculum before registration can be approved.

WITHDRAWING FROM A COURSE

At the beginning of the school year, you will receive a schedule based on teacher recommendations, student requests, and placement assessments. At times, a student may find her schedule challenging or would like to transfer into another course. This may be done without penalty only in consultation with an administrator within 30 calendar days of the first day of class. Following that deadline, however, any course transfer or dropped course will be noted with a "W" (Withdrawal) on your official transcript.

STUDENT LIFE

”הגיד לך אדם, מה טוב? ומה ה' דורש ממך? כי אם עשות משפט ואהבת חסד, והצנע לכת עם אלקיך.” (מיכה ד: ח)

As a KTA student and as a bas Yisrael, you represent Klal Yisrael wherever you go, and you create a *kiddush Hashem* when you act with refinement, integrity, *chesed*, and modesty. These Torah values are at the core of the standards of conduct we strive to maintain at KTA, and they enable us, as a community, to create an environment that helps all of us to grow in our *avodas Hashem*.

TEFILAH

Davening is the most important part of the school day! Attendance is required at Shacharis, which begins at 8:25 each morning. We invite you to sign up to lead the davening.

Shacharis takes place in the school auditorium. Seating is assigned and attendance is taken daily. Davening is not an acceptable excuse for being late to class. If your bus or carpool is delayed, you should begin davening on your way to school so that you will be ready to report on time to your 9:00 am, second period class. In order to maintain an atmosphere of *kedusha*, please leave your books and notebooks in your locker, and bring only your siddur to the Shul. Please be quiet and considerate of the davening of other students.

Time is designated for Mincha during the afternoon break. Please bring your siddur with you to your eighth period class. When the bell rings, please go to the shul to daven Mincha.

MIDDOS AND DERECH ERETZ

In keeping with the principle that “דרך ארץ קדמה לתורה,” our goal is to create a learning community characterized by warmth, trust and respect. Every student has a right to feel valued and respected, and a responsibility to treat other students with sensitivity, inclusiveness and kindness, inside and outside of class.

Interactions between students and teachers should reflect a high level of respect and courtesy. We ask that our students speak respectfully to teachers in substance and in tone. Please do not handle a teacher's belongings, sit at a teacher's desk, or enter the Teachers' Room without permission. In order to preserve confidentiality, teachers' mailboxes are off limits to students. If you need to put something in or remove something from a teacher's mailbox, please ask the office staff for assistance.

We also ask that students respect their classmates' right to learn without interruption. Distracting behavior such as engaging in side conversations during class, disruptive and/or disrespectful classroom behavior, frequent tardiness to class, or frequently leaving the room during class are examples of disruptive behavior. Students cited by a teacher for a disruptive behavior may be subject to an academic penalty of one report card point per citation or may become ineligible from KTA Honor Rolls and

National Honor Society recognition that semester.

Profanity is never acceptable in any venue, inside school or off campus.

HARASSMENT AND BULLYING

School should be a safe and comfortable place for every member of the KTA community. You and all your peers have the right to be safe from physical or verbal abuse and harassment. This includes any behavior, physical or verbal, that humiliates, intimidates, belittles, threatens, or insults another student. Bullying or harassing any member of the school community will not be tolerated and will result in serious disciplinary consequences, including a mandatory meeting with parents, filing an incident report, and possible suspension or dismissal from school. If you feel that you are being bullied, harassed, or mistreated by any member of the school community, please speak with Mrs. Wachs so that the situation can be addressed immediately.

RESPECT FOR SCHOOL PROPERTY

Every student is responsible for maintaining a clean and neat environment throughout the campus. Please take care to clean up after you eat in the Dining Hall, and to keep the classrooms, hallways, Reading Room, and all public areas and outside spaces free of trash.

You are responsible for treating your textbooks with proper care and for returning them at the end of the year. Your parents will be charged for the replacement cost of any textbook that is damaged or lost.

A student who damages, defaces, or destroys school property will be subject to disciplinary action and will be responsible for the full cost of repair or replacement.

“ROAMING CHARGES”

During breaks and lunchtime, students are welcome to walk the hallways and the school grounds, but when classes are in session, you are expected to be in class. If you must leave class for a few minutes, be sure to take a Hall Pass with you and return quickly in case another student needs the Hall Pass.

Out of respect for teachers and students whose classes are in progress, please be quiet and maintain decorum in the hallways if you are not in class. If you have a study period, or if you are dismissed early from a class, you may gather in the Dining Hall and the Reading Room, but please do not congregate in the hallways. The “Quiet Study Hall” in the Jacob House is specially set up for quiet study time.

ART STUDIO

The Art Studio is off limits when there is no teacher present in the room.

LOCKERS

You will be assigned a locker at the beginning of the school year. You may not swap lockers with anyone else. You are welcome to personalize your locker by hanging pictures and notes on the inside, but only with magnets - no tape or other sticky substances. Please remember that it is unpleasant for everyone around you if your locker is a mess, if it smells from over-ripe food, and if your belongings are strewn on the floor, so be considerate and keep your locker area neat and clean.

It is important for you to be aware that, by law, lockers are school property, and the school administration has discretionary authority to open a student’s locker and examine the contents. If you wish, you may use a combination lock - not a key lock - on your locker, but you must give the combination to the school office.

LOST AND FOUND

Books or personal belongings left in the hallways or classrooms are collected by the custodians and placed in a “lost and found” bin behind the security guard’s desk. From time to time, this bin is emptied, so please be sure to check the “lost and found” regularly so that you may retrieve your lost belongings before they are discarded. After 30 days, items in the lost and found are considered *hefker*.

SCHOOL UNIFORM AND DRESS CODE

The KTA uniform consists of a pleated black skirt, a choice of button-down shirts with the school logo on the collar, and a selection of sweatshirts and sweaters. All pieces must be purchased through the school’s vendor, and you may not substitute your own clothing for any part of the uniform. Uniform fittings are scheduled in the spring. If you need to order extra pieces during the year, please contact the school office for ordering information.

You are expected to wear your school uniform whenever you are in school, on the bus, or at any school function.

Your attire should conform to the following standards:

- Your skirt must cover your knees whether you are sitting or standing.
- Your legs need to be covered. Ankle socks (overlapped by the skirt), knee socks (overlapped by the skirt), tights, and hose are all permissible leg coverings.
- Your neckline must cover your collarbone. This means that only the top button of your shirt may be left open. If you are more comfortable leaving two buttons open, you may do so with a solid color shell underneath that covers your collarbone.
- Your sleeves must cover your elbows.
- Neither pants nor leggings may be worn in school.
- You may wear shoes or sneakers that are closed.
- You may wear one earring only in each ear lobe.
- Only KTA sweaters, or velour hoodies, or the 2020 KTA Play sweatshirts may be worn in school. Seniors may wear their personal class sweatshirt in school. A uniform shirt must be worn under the sweater, hoodie, or sweatshirt that does not cover the collarbone.
- G.O., Discovery, Torah Bowl and Basketball shirts and sweatshirts may be worn by the students involved in these activities on days when these activities are scheduled. A uniform shirt must be worn underneath.

If your clothing does not conform to these standards, a teacher or administrator will speak with you and ask you to correct the problem immediately. You may be asked to purchase socks, a shirt, a shell, or a skirt as available in the school office. We will communicate with you about uniform non-compliance in a sensitive and private manner, and we ask you to please demonstrate respect for school rules. We will follow a 3-step process of enforcement:

1. We will ask you to put yourself in compliance.
2. If there is a need to speak with you a second time about uniform infractions, your parents will be notified.
3. Continued non-compliance will force us to exclude you from school activities and privileges.

We trust that you will cooperate in contributing to an atmosphere of modesty and refinement, in keeping with the principle of *הצנע לכת*.

KASHRUS

In order to maintain a uniform standard of Kashrus, it is important for all of us to adhere to the following guidelines:

- Food brought to school for personal use or for school events and activities should bear an acceptable Kashrus certification. Any questions about certifications should be directed to Rabbi Lichtenstein.
- So that all students may participate, only Cholv Yisrael dairy products may be served in school and at all school-

sponsored events or activities.

- Homemade food may not be distributed at school or at school-sponsored events.
- Utensils may not be brought from home for public use in school or for school-sponsored events.
- Rabbi Lichtenstein is the authority for all questions involving kashrus at school events. Please consult with him regarding all questions.

FOOD AND KITCHEN POLICIES

Eating is permitted in the Dining Hall, at the outdoor picnic tables, and in the locker area of the downstairs hallway. In order to maintain cleanliness and sanitary conditions, you may not bring food into classrooms, the Library or Reading Room, or any public areas of the school unless you have permission from a teacher who is present to supervise. You may bring a water bottle with you to class, but not into the library, the Art Studio, or the Science Lab.

You may keep your lunch in the refrigerator in the school kitchen, and you may heat it in the school's DAIRY microwave oven. If any שאלה should arise, please direct it to Rabbi Lichtenstein. Please be sure to clean up any spills or crumbs and to discard uneaten food. You may not use the kitchen facilities for any other purpose unless a teacher is supervising.

CBS Catering provides each student with a daily breakfast and lunch. One bottle of milk is also provided for the dairy meals. You are advised to bring additional snacks and/or drinks if so desired.

STUDENT DRIVERS

The Lower Merion Zoning Commission requires us to maintain the policy that students should not drive to school and may not park in the school parking lot. **If you have access to a car during part of the school day, you may not, under any circumstances, drive other students during school hours.**

PHOTOCOPY MACHINE

As a general rule, any photocopying and printing that you need to do should be done outside of school. In a pinch, you may ask the school office staff to make copies for you, and they will do their best to help you in their spare time. There is a charge of ten cents per page which you must pay when the copies are made. If you do not have access to a printer at home, please explain this to your teacher and ask permission to email your assignments directly to the teacher instead of submitting a hard copy.

SCHOOL CLOSING

When school must be canceled due to inclement weather, your parents will be notified by a RenWeb Parent Alert text message and/or email. In addition, an announcement is broadcast on KYW 1060 AM and is posted on the KYW School Closing website (www.kyw.com). KTA's emergency closing number is 1380.

IMMUNIZATION REQUIREMENT

All students will be required to provide written proof of immunization for MMR and compliance with current Pennsylvania immunization requirements prior to enrollment at KTA.

REQUEST FOR MEDICAL EXEMPTION FORMS

Any student not meeting these requirements must have her licensed primary healthcare provider or regularly treating pediatric specialist complete and sign a Physician's Medical Exemption Certificate form explaining the medical rationale for not immunizing the student in accordance with the American Academy of Pediatrics, American Academy of Family Physicians, and Centers for Disease Control Guidelines. Parents of the student must file a Parental Application for Medical Exemption together with the Physician's Medical Exemption Certificate. Requests not containing a rationale for the medical exemption, or in which the physician clearly states that there is no medical rationale other than family preference, will be automatically denied.

KTA reserves the right to submit all requests for medical exemption to a panel of physicians of its choosing who will recommend acceptance or denial of the exemption request.

SAFETY AND SECURITY

CAMPUS SECURITY

Your safety is our highest priority, and we spare no effort in safeguarding campus security. Fire-coded doors with security locks are installed on all entrances to the school buildings. Each door has a portal locking key card system for access control. The doors are kept locked at all times. A security guard is on the premises at all times during school hours. A 24-hour video surveillance system consisting of over a dozen video cameras has been strategically positioned around the campus.

As well, there are emergency buttons in all classrooms and on campus that when pressed, immediately call the police. Please use these in an emergency, G-d forbid.

The best assurance of security in school is for everyone to be vigilant. If you observe anything or anyone suspicious or that makes you uncomfortable, trust your instincts. Report it immediately to the security guard or to the school office.

BUILDING ACCESS

At the beginning of the year, you will receive a magnetic key card that gives you access to the front doors of both school buildings between 8 a.m. and 6 p.m., Monday through Thursday, and until 2 p.m. on Friday. Each time you swipe your magnetic key card, the system records your identity electronically. Therefore, you should not swap cards with another student, and you should never give or lend your key card to anyone else.

For security purposes, carry your key card at all times. Security personnel is instructed to open the door **only** for guests and vendors.

If you lose your key card, your parents will be charged \$5 for a replacement.

VISITORS

If you wish to bring a guest to school, you must have prior approval from Rabbi Lichtenstein or Mrs. Siev. Your parent and the guest's parent must call the school or send a note to confirm that they approve, as well.

FIRE AND LOCK-DOWN DRILLS

Fire drills and lock-down drills are necessary to ensure that everyone is prepared in the event of an actual emergency. When the drill bell sounds, follow your teacher's instructions, and proceed in a quiet and orderly way. You should treat each fire drill as if it were an actual evacuation in an emergency situation, and each lock-down drill as though there were a real intruder on campus. Disruptive conduct during a fire drill or lock-down drill is grounds for suspension.

When the fire bell rings, all students should line up immediately and follow the teacher to the closest evacuation site. If you are not in a classroom when the fire alarm sounds, you should immediately join the nearest class exiting the building, and when you are outside, you should join your class at its designated meeting area. Every student must remain silent throughout the entire drill. No one should enter the school until the "all clear" bell is sounded and the drill is terminated.

During a lock-down drill, all students should immediately follow teacher instructions. The door to each classroom should be locked and the window shade lowered. If you are not in a classroom when the alarm sounds, you should move quickly and quietly to an inconspicuous place away from an interior door or window until the "all-clear" is given. If you are in the Dining Hall or Reading Room, move to the Library and lock the door behind you.

STUDENT ATTENDANCE/ MINIMUM ATTENDANCE REQUIREMENT

Your presence in school matters! Your regular presence in class contributes to your own academic success and enhances the learning experience of your classmates. The following policies are intended to encourage attendance and punctuality so that learning and achievement may be maximized for you and your peers.

Course credit can only be awarded to a student if she is present for a minimum of 90% of the scheduled classes of any particular course. A student who is absent in excess of 10% may be denied credit for the course.

The school day begins with *Tefillas Shacharis* in the Shul at 8:25. The final dismissal bell rings at 4:55 PM on Mondays through Thursdays, and at 1:00 on Fridays. Please make every possible effort to schedule non-emergency medical and dental appointments after school hours, and to avoid planning family vacations when school is in session.

Please also avoid planning family vacations that add on to the scheduled winter recess or other vacation dates. Such unexcused absences will result in academic penalty.

Every time you are absent or late to school, you are making a choice. Please think carefully about the consequences of your decision. Keep in mind that missing class affects your grades, and that all absences, late arrivals, and early dismissals are recorded in your official record. Seminaries and colleges will form an impression about you based on what they see in your official record.

ABSENCES

Because we care about you, we want to be sure that you are safe and accounted for at all times. When you are unavoidably absent or late to school, we ask that your parents call the school office by 9:00 AM to leave a message explaining the reason for your absence. Please notify the school office in advance in the case of a planned absence, such as a family *simcha* or a seminary/college interview.

Academic penalties are assessed when a student is absent 4 or more times in a semester. The penalty (1 point each additional absence) will be removed upon the presentation of a doctor's note or if the unavoidable absence had prior administrative approval.

If you miss a test or quiz because of an absence, you will be permitted to make up the assessment only if your parent has called the school office to report your absence. Please read the make-up test policy on page 8 for further clarification.

If you miss four or fewer classes in one day, it will be recorded as a half day absence. If you miss five or more classes in one day, it will be recorded as a full-day absence. *Shacharis* counts as a class, too.

If you have perfect attendance (no absences at all) for an entire semester, you will receive a bonus point for the semester for each course on your transcript.

LATE ARRIVAL TO SCHOOL OR TO CLASS

Coming late to school and to class hurts you and those around you. You miss valuable instruction, and your late entry disrupts the lesson and disturbs the class. The total number of times that you arrive late to school or to class is recorded annually as part of your high school record. A pattern of excessive lateness may result in disciplinary action.

We look forward to greeting you every morning at 8:20 a.m., which allows you time to stow your belongings and be present for davening in the shul at 8:25 a.m. Attendance for the day is taken at davening, and students who arrive late will be marked tardy for the day.

If you arrive at school after the first period *Shacharis* has begun, you must first sign in at the office.

Your teachers will take attendance at the beginning of each class. If you are not present, your teacher will record you as absent (A) or missing (M). If there is a good reason for not being present at attendance, it is your responsibility to bring an explanatory note to class. Your teacher may then update your attendance record or require you to bring the note to the office.

Please keep in mind that 10% of your grade in every class reflects your class participation, and you can only participate if you are present. You can contribute to your academic success just by showing up on time.

EARLY DISMISSAL

We are responsible for your safety during the school day, and we cannot dismiss you from school early unless your parent calls or sends a written note explaining the circumstances. A text or an email is not sufficient to allow for an early dismissal. Before leaving school grounds, you must sign out in the school office.

If you are excused from school for a medical, dental, or therapy appointment, you must bring a note on letterhead from the doctor (or dentist or therapist) when you return to school.

DISMISSAL

The 4:55 bell signals the end of the school day. While students who live in the area may collect their belongings and walk home, students who commute by school bus or carpool must wait on school grounds until the school bus/carpool is ready to leave. Commuting students may not leave school grounds even if the school bus/carpool is significantly delayed.

TRUANCY AND “CUTTING CLASS”

Although cutting class is not a common occurrence at KTA, please be advised that missing a class or a significant portion of a class (more than ten minutes) without a valid excuse is a serious infraction of school rules that will be recorded in your school record and will result in disciplinary action up to and including suspension from school.

LEAVING THE CAMPUS

In your freshman, sophomore and junior years, you are welcome to enjoy our beautiful campus, but in the interests of safety, you may not leave the school premises during school hours unless you are accompanied by a teacher or staff member and have permission from the school office. This is a serious safety concern and an infraction is grounds for suspension.

As a senior, you may have off-campus privileges during the lunch period as long as the “Senior Privileges Permission Form” is signed by your parent and is on file in the school office. Before leaving the school premises, seniors must sign out in the school office. You must be back by the end of the lunch period and must sign in when you return. As seniors, you may leave school grounds only in pairs or groups; no senior may leave campus alone, except with the express permission of the school administration. Whenever seniors leave campus, at least one of them must carry a cell phone and must notify the school office of their cell phone number so that they may be reached in case of emergency. The cell phone must be returned to the office when the seniors return to school.

CAR SERVICE POLICY

Over the years, KTA has developed a working, trusting relationship with Maxwell Taxi Cab Company. We feel comfortable in recommending Maxwell for any private transportation needs to and from our school.

It has come to our attention that students have been increasingly using the services of Uber. While they have a reputation of providing reliable and perhaps cheaper service, we do not know their many drivers. Therefore, we cannot recommend that our students use their services. For safety and security reasons, students requiring a car service from KTA may only use Maxwell Taxi Cab Company (610-896-5100).

TECHNOLOGY

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Our pocket devices offer us unprecedented convenience and access to people and information, but they also distract us from those things that have greatest value in our lives – like learning and friendships, and solitude. While you are in school, we want you to be able to focus on learning in the classroom, and on healthy social relationships and interpersonal communication outside the classroom. That is why we do not allow our students to use their cellphones and other devices (iPods, MP3 players, etc.) during school hours.

If you have a cell phone and intend to bring it with you to school, we require that you:

- Submit a cell phone form (to be completed online) to the school office on the first day of school, and
- Deposit your phone every morning in the designated bags in the school office. You may retrieve your phone at dismissal time.

If you need to make a phone call during the day, you may ask to use the phone in the school office. If your parents need to be in contact with you, they may call the office and we will relay the message to you as quickly as the situation warrants. You are welcome to listen to an iPod or MP3 player on the school bus, as long as you use ear buds in consideration of your fellow travelers. When you enter the school building, you must store your device in your locker for the duration of the school day. These personal devices may not be used on campus during school hours.

Your cell phone and electronic devices will be confiscated if you are seen carrying or using them at any time during the school day unless you have written permission from a member of the school administration. Confiscated devices will be kept in one of the administrative offices and will be returned only after a parent has contacted Rabbi Lichtenstein or Mrs. Siev. If your phone or device is confiscated more than once, you will not be allowed to return to school until your parents meet with the Menahel or Assistant Principal. Repeated violations may be grounds for suspension.

STUDENT LAPTOPS

KTA is equipped with state of the art technology so that we can provide you with the most sophisticated educational opportunities and prepare you for success in the 21st century workplace. Our school network is carefully filtered to prevent any access to sites that are unrelated to school functions.

At the beginning of the school year, you will receive a laptop for use in school once the school office has received the “Responsible Use of Technology Form” signed by you and one of your parents. This form can be accessed online at www.ktahs.org.

We expect you to adhere to the following policies:

- You will have unlimited access to your laptop throughout the school day, and you may use it in class and outside of class. You may save your own documents and bookmark websites for reference on your assigned laptop.
- You may not take your school laptop off school grounds.
- You may not bring your own personal laptop or tablet from home to school.
- You may bring a flash drive or use email or Google Docs to transfer work to and from your home computer and your school laptop.
- You will be assigned a designated slot in one of the computer carts at school for recharging your laptop. It is your responsibility to park your laptop in that slot at the end of the school day and plug it in so that it will recharge overnight. Laptops left lying around outside of the computer carts are likely to get lost or damaged.
- You will be fined \$5 if your laptop is found anywhere but in its designated slot in the computer cart after school.
- Your school laptop is to be used for school-related work exclusively. This includes coursework, research, and extracurricular tasks for which you have assumed responsibility under the guidance of school staff.
- You may not use your school laptop to access the Internet for social or recreational purposes, or to download personal

software.

- You should not use your laptop while eating or drinking, as food and drink may spill and cause damage to the device.
- Violation of these policies will result in disciplinary action.
- You are responsible for any damage to your laptop caused by misuse, carelessness or negligence. Your parents will be charged for the repair of your laptop and for the replacement cost if your laptop is lost or damaged beyond repair.
- You should use only your own assigned laptop and not borrow another student's or lend yours to them. This is because the laptops operate most efficiently and quickly when there is only one user logged on.

SCHOOL COMMUNICATION IN THE DIGITAL AGE

Every KTA student is given a school email address, which consists of her first initial and last name.student@ktahs.org. Your teachers and the school office will communicate with you through that email address, so please check it regularly.

High school is a good time to begin practicing appropriate norms of professional communication that will stand you in good stead in the workplace. Email is the preferred means of communication between teachers and students outside of school. Please do not call a teacher's home phone or cell phone, and please do not send text messages to your teachers. When you need to be in touch with a teacher outside of school, please send an email from your KTA email address (not from your personal email address) to the teacher's KTA email address. Teachers' school email addresses are listed in the front of this handbook.

Student e-mail addresses can only send and receive e-mail within the ktahs.org domain. Any communication outside of the ktahs.org domain will not be sent or received.

KOSLOFF TORAH ACADEMY HIGH SCHOOL CALENDAR | 5779-5780/2019-2020

FALL SEMESTER

AUGUST

Tues - Wed, August 27 - 28Staff Orientation Meetings
 Wednesday, August 28Friends of KTA Back to School BBQ, 5:00 PM
 Thursday August 29First Day of School, Grades 9 - 12

SEPTEMBER

Monday, September 2Labor Day - No Classes
 Monday, September 9Freshman Parent Orientation, 8:00 PM
 Monday, September 23Seminary/College Financing & Financial Aid
 Monday, September 30Rosh Hashanah - No Classes

OCTOBER

Tuesday, October 1Rosh Hashanah - No Classes
 Wednesday, October 2Tzom Gedaliah - 12:40 PM Dismissal
 Tues - Wed, October 8 - 22Erev Yom Kippur - Simchas Torah - No Classes
 Wednesday, October 23Isru Chag, Classes Resume 10:15 AM
 Thursday, October 24PSAT and Standardized Testing, Grades 9 - 11

NOVEMBER

Sunday, November 3Daylight Savings Time ends
 Tuesday, November 5Election Day - Regular Classes
 Sunday, November 10KTA Open House, 10:00 AM
 Monday, November 11Veterans Day - Regular Classes
 Thurs - Fri, November 28 - 29Thanksgiving - No Classes

DECEMBER

Sunday, December 8SAT Administration
 Monday, December 9Parent-Teacher Conference Day, No Classes
 Mon - Thurs, December 23 - 26Chanukah - 4:15 PM Dismissal
 Friday, December 27Chanukah - No Classes

JANUARY

Wednesday, January 1No Classes
 Tuesday, January 7Asarah B'Teves - 12:40 PM Dismissal
 Friday, January 10Reading Day - No Classes
 Mon - Thurs, January 13 - 16Final Exams
 Friday - Friday, January 17 - 24Intercession

SPRING SEMESTER

JANUARY

Monday, January 27Spring Semester Begins
 Mon - Fri, January 27 - 31Play Rehearsals/Staff Meetings

FEBRUARY

Motzoei Shabbos - Sun, Feb 1 - 2Annual Play Production
 Monday, February 10Tu B'Shvat - Regular Classes
 Monday, February 17Presidents Day - No Classes

MARCH

Sunday, March 8Daylight Savings Time begins
 Monday, March 9Ta'anis Esther - 12:40 Dismissal
 Tues - Wed, March 10 - 11Purim, Shushan Purim - No Classes
 Fri - Shabbos, March 20 - 21Shabbaton

APRIL

Wed- Sun, April 1 - 19Pesach Break - No Classes
 Monday, April 20Regular Classes Resume

MAY

Tuesday, May 5AP Calculus Exam, 9:00 AM
 Wednesday, May 6AP English Language & Comp Exam, 9:00 AM
 Friday, May 8AP US History Exam, 9:00 AM
 Tuesday, May 12AP Psychology Exam, 12:00 Noon
 Tuesday, May 12Lag B'Omer (Outings)
 Sunday, May 17KTA Annual Banquet
 Monday, May 25Memorial Day - No Classes
 Tues - Wed, May 26 - 27Senior Final Exams
 Thurs - Fri, May 28 - 29Erev Shavuos, Shavuos - No Classes

JUNE

Mon - Wed, June 1 - 3Senior Graduation Trip
 Thursday, June 4Senior Banquet, Dress Rehearsal
 Sunday, June 7Commencement Exercises, 10:00 AM
 Wednesday, June 10Reading Day - No Classes
 Thurs - Wed, June 11 - 17Final Exams, Spring Semester, Grades 9 - 11
 Thursday, June 18Last Day of School, Make-up Exam Day
 Thurs - Fri, June 18 - 19Teacher Record Days; Staff Meetings

AUGUST

Mon - Tues, August 24 - 25Staff Orientation Meetings
 Wednesday, August 26First Day of School, Grades 9 - 12

**KOSLOFF TORAH ACADEMY HIGH SCHOOL
STUDENT/PARENT CONTRACT**

I have read the KTA Student Handbook and agree to abide by the policies described in it. I understand that noncompliance may result in my exclusion from class and/or extracurricular activities.

Student's Signature

Date

Print Student's Name

Parent's Signature

Date

Print Parent's Name

**KOSLOFF TORAH ACADEMY HIGH SCHOOL
RESPONSIBLE USE OF TECHNOLOGY**

I have reviewed KTA's "Responsible use of Technology" policies and I agree to abide by them. I understand that I will be responsible for repair or replacement costs of the laptop given to me for use in school.

Student's Signature

Date

Print Student's Name

Parent's Signature

Date

Print Parent's Name