



האקדמיה ללימוד תורה בסן אנטוניו

**TORAH ACADEMY**  
OF SAN ANTONIO

## **Parent-Student Handbook**

**2014-2015**



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## Welcome Letter

Dear Parents and Students,

It is with great excitement that we welcome you to TASA's second year. We thank you for becoming pioneers with us as we make history for our Jewish community and for our children's futures. Our administration, staff, and board members are committed to giving our children the finest education and to make sure that their Jewish identity and knowledge are cultivated and inspired. We want our school to feel like a home for you and your children and we welcome you to the TASA family!

### Administration and Staff – General Studies

**Mr. Michael Tamaren M.Ed. – Interim Principal - 5<sup>th</sup>-6<sup>th</sup> Grade General Studies Teacher**

**Ms. Carrie Fletcher – 3<sup>rd</sup> and 4<sup>th</sup> Grade General Studies Teacher**

**Ms. Sarah Endzweig- 1<sup>st</sup> and 2<sup>nd</sup> Grade General Studies Teacher**

**Mrs. Jessica Diric- Kindergarten General Studies Teacher**

**Elizabeth Nelson-Salzman- Office Manager**

### Administration and Staff – Hebrew/Judaic Studies

**Rabbi Yossi Marrus – Director of Judaic Studies – 5<sup>th</sup> & 6<sup>th</sup> Grade Judaic Studies Teacher**

**Mrs. Aviva Bass - 1<sup>st</sup> and 2<sup>nd</sup> Grade Judaic Studies; 1<sup>st</sup> – 6<sup>th</sup> Grade Hebrew Teacher**

**Rabbi Ari Weingarten – 3<sup>rd</sup> & 4<sup>th</sup> Grade Judaic Studies Teacher**

**Mrs. Sarah Endzweig- Kindergarten Judaic Studies Teacher**

### Board of Directors

#### Officers – 2012 - 2016

**President-** Aaron Sarfati

**Treasurer-** Dan Ashlag

**Secretary-** Malkie Marrus

#### General Board Members – 2012-2015

Keren Ashkenazi

Ronen Bass

Rivkie Block

Andy Fagen

Jason Kboudi

Adam Schwartz

## **Mission Statement**

The mission of the Torah Academy of San Antonio is to provide an affordable and cutting-edge Torah and Secular education for our students by instilling in them strong Torah values, ethics and middot. The environment of our school is one that is infused with a love for Jewish learning that permeates the halls and classrooms throughout the day. We encourage creative thinking as our students experience learning through the use of multiple intelligences, up-to-date technology and hands on activities and projects. Our goal is to inspire our students with a solid and meaningful foundation for learning that will empower them to be productive, educated and engaged members of the global Jewish community, wherever they choose to affiliate. TASA students are prepared for careers in any field while proudly maintaining a strong appreciation of their Jewish faith and identity.

## ***Derech Eretz and Hashkafah (Conduct & Religious Direction)***

TASA is an Orthodox Jewish Day School that caters to the needs of Jewish children from diverse backgrounds and all denominations of Judaism. The curriculum reflects a traditional orthodox approach to Torah study and *mitzvot*. The Torah is G-d's word given at Sinai and we are to strive to observe the *mitzvot* to the best of our abilities. These commandments are taught with a "non-judgmental" approach, in which students are not judged based on what they and their families may observe in their homes. Rather, they are taught with love and respect and inspired to grow in their observance and love of Torah. The teachers are to be respectful of all opinions and views and teach with passion and love and a non-judgmental attitude. The students at TASA are taught and expected to respect and show proper *Derech Eretz* to all teachers and faculty as well as their peers. Regardless of personal practice and belief, students are to show respect and tolerance of other views.

## Location

Our school is located in the educational wing of Congregation Rodfei Sholom, located at **3003 Sholom Dr., Suite 200, San Antonio, TX 78230**. TASA would like to acknowledge our thanks to Rodfei Sholom for supporting our school and allowing us to use their facility and take advantage of their beautiful grounds and play equipment. Staff and Students will do their utmost to take care of the property, building, and furniture provided to ensure that these items are maintained at a top standard.

- **Students will keep classrooms tidy.**
- **Students are expected to show respect and care for materials and property provided.**
- **ABSOLUTELY No Litter or Garbage will be left on school property.**
- **Any negligent destruction of school property will result in disciplinary measures and parents of the student will incur direct costs for repairs.**

## Parent Volunteer Hours

TASA welcomes parent participation and we encourage you to volunteer your time with our school. Our children gain not only from the resources that we gather as volunteers but from our example as motivated and giving community members. Parent volunteers help students to recognize that chessed (giving) is a vital part of Klal Yisrael and helps them develop a sense of pride and achievement towards our schools success.

## 2014-2015 Special Dates

### ***Progress Reports / Grading***

Oct. 1	Progress Reports Issued
Oct. 31	Last Day of First Grading Period
Dec. 10	Progress Reports Issued
Jan. 21	Last Day of Second Grading Period
Feb. 25	Progress Reports Issued
Mar. 27	Last Day of Third Grading Period
May 13	Progress Reports Issued

### ***Special Events***

Sept. 3	Back to School Night (Special Event; Date Subject to Change)
Sept. 11	Patriot Day – 9/11 Commemoration
Oct. 14	Sukkot Program (Special Event; Date Subject to Change)
Nov. 11	Veteran’s Day (Special Event)
Jan. 20	MLK Day Special Event
Dec. 17-19	Chanukah (Regular School Hours)
Feb. 4	Tu B’Shvat Holiday (Regular School Hours)
Mar. 19	First Grade Siddur Dedication (Special Event; Date Subject to Change)
Apr. 2	Model Seder (Special Event; Date Subject to Change)
Apr. 16	Yom Ha’Shoah Assembly
Apr. 22	Yom Ha’Zikaron Program
Apr. 23	Yom Ha’Atmout Program
May 7	Lag B’Omer Field Day
May 21	Second Grade Siddur Dedication (Special Event; Date Subject to Change)
June 12	Bad Weather Make-Up Day (If Needed)

### ***Holidays***

Sept. 1	Labor Day (No School)
Sept. 24	Erev Rosh Hashana (Early Dismissal)
Sept. 25-26	Rosh Hashanah Holidays (No School)
Oct. 3	Erev Yom Kippur (Early Dismissal)
Oct. 8	Erev Sukkot (Early Dismissal)
Oct. 9-10	Sukkot (No School)
Oct. 15	Hoshana Rabba (Early Dismissal)
Oct. 16	Shemini Atzeret (No School)
Oct. 17	Simchat Torah (No School)
Nov. 26-28	Thanksgiving Break (No School)
Dec. 22 - Jan. 2.	Winter Break (No School)
Jan. 19	Martin Luther King Jr. Holiday (No School)
Feb. 16	President’s Day (No School)
Mar. 4	Fast of Esther (Early Dismissal)
Mar. 5	Purim (No School)
Apr. 3-10	Passover (No School)
May 26	Shavuot (No School)

## Truancy Policy

Students are expected to attend school on a daily basis. It is the parent's responsibility to ensure that their child arrives at school on time. An important aspect of the learning environment is the on-time start of class. Showing our teachers a readiness to begin the day is a valuable lesson for our children in the importance of preparedness and *kavod* (honor) to our dedicated teachers. Students are expected to be punctual to school in the morning, as well as to individual classes during the day.

- Students are expected to be at school by 7:55 a.m. to begin Tefillah (prayers) at 8:00 a.m.
- Students who arrive between 8:00 – 8:30 a.m. will be marked tardy by their teachers.
- If a student is ill and absent from school, parents should advise the school by 9:00 a.m.
- A student who is not in school by 10:00 a.m. is considered absent unless a signed note from a health care professional is provided.
- A student who is absent is not eligible to participate in any after school activities for that day.
- After nine (9) non-health related absences, the student may be placed on attendance notice and a conference may be held with the parents.
- A student who is absent more than five days (non-health related) per semester may receive an incomplete grade.
- If a student has more than fifteen (15) non-health related absences, continued enrollment at TASA may be in jeopardy.

## Health

A child who is in good health has a distinct advantage when starting school. Steady progress is dependent on physical well-being. Good health enhances the ability to concentrate and learn more easily, to adjust to classroom activities, and to get along well with others.

1. All students should have a complete check-up before school starts. Special consideration such as near or farsightedness, speech or hearing difficulties, medication, etc. should be called to our attention in writing.
2. An emergency card for school staff with vaccination dates and emergency numbers must be submitted before school begins. All immunizations must be current for a student to be admitted to school.
3. Please see that your child receives sufficient sleep each night and a nourishing breakfast each day.
4. Please keep your child at home if signs of a coming cold or other illness are evident. When in doubt, keep your child home. Do not risk infecting others.
5. Please inform the school office if your child has a contagious disease or will not be reporting to school for a number of days. Do not send a child to school if a fever has been recorded within the past 24 hours.
6. TASA reserves the right to follow up on any contagious illnesses with relation to siblings, if there is a concern of harm to other students.

**CHILDREN AT SCHOOL ARE MUCH MORE SUSCEPTIBLE TO CONTAGION. TO PREVENT AN ILL CHILD FROM INFECTING CLASSMATES AND TEACHERS, THE FOLLOWING WILL APPLY IN ADDITION TO GENERAL SCHOOL POLICY:**

- A child who has a fever of 100.4 or higher must stay home. Children are to stay home for 24 hours after they are free of fever.
- A child with a green or yellow discharge from the nose, or an infectious rash on the skin (such as impetigo or chicken pox) should be kept home from school.
- A child with an eye discharge, which indicates viral conjunctivitis (pink eye), will not be allowed in school.



- When a child has croup, (a cold of the vocal chords which produces a barking cough), the child must be kept at home.
- Any child known or suspected to have a contagious ailment must be kept at home.
- TASA reserves the right in any of the above cases to request a health authorization form from a pediatrician.

**In case of emergency**, parents will be notified immediately. It is the responsibility of each parent to leave their current business and personal phone numbers with the school office to enable us to contact you at once if necessary. Should we be unable to reach a parent in an emergency, it is our policy to take the child to the nearest hospital when indicated, and/or contact the child's personal physician, whenever possible. School personnel may treat only superficial wounds.

Faculty and office staff are prohibited from administering any oral medication to a student, including acetaminophen (Tylenol), unless the Tylenol is supplied by the parent with a note instructing when to administer. The school is not permitted by the State of Texas to administer Tylenol or aspirin any longer. If your child must take medication during school hours, the medication must be brought to the school office in its original container with a signed note stating at what time(s) and in what dosage the medication is to be given.

**Lice infestation** may occur in any age category but is more frequent among elementary school children. Though not a disease, students identified as having head lice are excluded from school until they are "re-screened" and determined to be "nit-free". If lice become a repeat issue for a student, we will ask parents to seek professional treatment; obtaining a school clearance certificate to ensure that our students can get healthy and get back to school as soon as possible. Students should not exchange clothing such as kipot, hats, scarves and earmuffs. Students should also avoid using combs or brushes used by other students. Girls with hair beyond shoulder length are encouraged to wear their hair tied back or braided.

## Behavioral Expectation and Discipline Policy

Our approach to maintaining proper school decorum and student behavior is based upon prevention rather than cure. Therefore, we use positive encouragement and motivation to promote *Derech Eretz* (mannerly behavior) and consideration for teachers, parents, all adults and peers. However, we also have clear and appropriate (preferably, natural) consequences for any breaches or infractions. In this way, we teach correct behavior, while at the same time we instruct our children in accountability, responsibility, and in how to improve when they have acted inappropriately. Consequences are delivered with the dignity of the student upheld, while at the same time delivering the important lessons of responsibility and accountability, along with other *Chinuch* (educational) lessons. CHAMPS – Classwide Positive Behavior Support (PBS) is used in conjunction with *My Child, My Disciple* by Rabbi Noach Orlowek (Feldheim) and *How to Listen so Kids will Speak, How to Speak So Kids will Listen* by Adele Faber and Elaine Mazlish (Avon Books).

All teachers want their students to be orderly, responsive, engaged, and motivated. According to the most current research on teacher effectiveness, putting a successful behavior management system in place is a sure way of achieving these goals. Parents can read more about the strength and value of this approach at: <http://www.safeandcivilschools.com/research/index.php>

Students are expected to always conduct themselves with respect for the needs, comfort, dignity, feelings, and safety of others. Physical fighting or bullying will not be tolerated in the school or on school grounds. Children are expected to be respectful to and cooperative with all adults in school. If a child disrupts classes and does not respond to positive motivation or to consequences, we will be in close contact with his or her parents to work together to improve the situation. If all our collaborative efforts are unsuccessful, the student may not be allowed to attend classes. Overt disrespect such as refusal to comply with teacher instructions or refusal to stop creating a disturbance in a classroom will result in the student's removal from the classroom and/or a more serious consequence. Continuation of such behavior will result in a suspension from school. If incidents continue, we will need to reevaluate our ability to maintain such a student in our program.

### **TASA students are expected to:**

- be responsible and courteous
- be truthful in their dealings with others

- show respect to others and be sensitive to their needs and feelings
- contribute to a positive learning environment by being on time to every class, having all necessary materials and supplies, staying on task, and cooperating with teachers and classmates
- be prepared for every class and be ready to learn when the tardy bell rings
- care for their own property, school property, and the property of others
- comply immediately and respectfully with all directions given by Faculty, Staff or Administration
- stay in assigned areas, unless given permission to leave
- obey the same rules for behavior on field trips or extracurricular activities as during regular class
- keep the campus and building free of litter
- act responsibly during lunch/club time and other unstructured times during the day
- utilize inside voices in the hallways in order not to disturb other classes

**TASA students are expected to refrain from:**

- using offensive or profane language or gestures
- entering areas which are off-limits to students, except with authorized permission
- arguing with a staff member
- disrupting the classroom learning environment
- leaving class before being dismissed by a teacher
- remaining in any area that is unsupervised
- any “horseplay” that involves physical contact
- any behavior that is demeaning, hurtful or disrespectful to another student or group of students

**Should a student fail to refrain from the above behaviors, the following disciplinary measures may ensure, according to severity and repetition:**

1. Warning
2. Conference with teacher
3. Time out in another classroom or with a “partner” teacher
4. Phone call to parent
5. Use of lunch/recess time or assignment of after-school time to be used as a time to work through and reflect on the issue or problem
6. Conference with an administrator

7. Loss of a privilege
8. In-school suspension
9. Home for the remainder of the day, if determined necessary by an administrator

**Any TASA student that engages in any of the following actions:**

- theft or vandalism of school or other's property
- academic dishonesty in any form
- violent, abusive or aggressive behavior
- extreme disrespect, harassment or bullying of fellow students
- disrespect of faculty, staff, administration, or other adult supervisors
- use or possession of alcohol, tobacco or drugs
- possession of dangerous objects or other objectionable items
- persistent disruptions of the learning environment

**The following disciplinary measures may ensue, according to severity and repetition:**

1. Conference with an administrator, teacher, parent, and student to design reflective consequences, appropriate to the misbehavior
2. In-school suspension.
3. One-to-three day out-of-school suspension.
4. Expulsion

**Head of School's Disciplinary Actions:**

Any of the above disciplinary measures may be amended at the discretion of the Head of School depending upon the situation. However, once the discipline comes to the attention of the Head of School, only two out of school suspensions will be made before expulsion. Some actions are automatically subject to expulsion. Expulsions are reviewable upon application to the Executive Committee of the Board of Directors.

# Bullying

## What is Bullying?

This translation and the types of bullying is taken from [stopbullying.gov](http://stopbullying.gov) and [adl.org/combatbullying/Bullying](http://adl.org/combatbullying/Bullying) is a widespread and serious problem that can happen anywhere. It is not a phase children have to go through, it is not “just messing around”, and it is not something to grow out of. Bullying can cause serious and lasting harm.

Although definitions of bullying vary, most agree that bullying involves:

- Imbalance of Power: people who bully use their power to control or harm and the people being bullied may have a hard time defending themselves.
- Intent to Cause Harm: actions done by accident are not bullying; the person bullying has a goal to cause harm, damage a student’s property, or place a student in fear of harm to the student’s person or property.
- Repetition: incidents of bullying happen to the same person over and over by the same person or group.

## Types of Bullying

Bullying can take many forms. Examples include:

- Verbal or written: name-calling, teasing
- Social Aggression: spreading rumors, leaving people out on purpose, breaking up friendships, creating an intimidating or threatening environment for one or more students
- Physical: hitting, punching, shoving
- Cyber-bullying: using electronic communication to harass, threaten, intimidate or otherwise mistreat others. New to this generation, cyber bullying has become an easy and convenient means for some to bully and harass others, sometimes anonymously. Many students do not recognize that this can be the most far-reaching, long-lasting, insidious and most damaging form of bullying. It is the most “cowardly” but most readily available way to bully. While most cyber

bullying does not take place in school, there is still a significant impact to the school following such an incident. Thus, there will be consequences at school because of it.

**What bullying is not:** Students may demonstrate inappropriate behaviors to others from time to time, but these behaviors may not necessarily be considered bullying. The two critical aspects of the inappropriate behavior that have to be present to be considered bullying involve the imbalance of power and the repetition of the behavior to the same person(s).

**No excuses:** When the behavior is determined to be a form of bullying, students may try to downplay their bullying behavior by characterizing the harm inflicted as, “it was just a joke” or “I was just kidding” or “we are friends; he knows I was just kidding”. Bullying is harmful and destructive and unacceptable in any form.

At TASA we are committed to ensuring the physical and emotional safety of each and every child. One child being bullied is one too many. Our process for dealing with bullying issues is as follows:

**Reporting Bullying:**

Any parent who is concerned that his/her child is being bullied should contact his/her child’s teacher, one of the counselors, or an administrator. The earlier the school finds out about the situation, the better chance that an early intervention will be able to resolve the situation. A child who feels bullied should speak to one of the teachers, to one of the school counselors or an administrator. Part of dealing with a bullying issue is teaching our students the skills to take the initiative to report and/or discuss these kinds of issues, rather than be reduced to a victim. Whenever a potential bullying incident is reported, Rabbi Marrus and Dr. Rothrock will be made aware of it.

**No Retaliation: Retaliation towards anyone who reports bullying will not be tolerated.**

**Interventions for Bullying:**

The first action at the school is taken by our school counselors who are involved in preventative steps and programming within the classroom and campus environment.

The teachers, counselors and administrators, in consultation with the parents of the victim and perpetrator(s), will collaborate to ensure the accuracy of the information regarding the alleged bullying

incident. Once it has been established that a bullying incident has taken place, the school will take the following actions:

The administrators and counselors will collaborate to determine appropriate guidance for all parties (both victims and perpetrators) in an effort to resolve the issue. Appropriate guidance may include:

- Counseling
- Individual behavior plans
- Removal from extra-curricular activities, including sports
- Temporary removal from the classroom
- Long-term removal from the classroom

Subsequent occurrences of the bullying behavior by the same perpetrator(s) will be dealt with on an individual basis and can include more severe consequences, including expulsion.

In the case of cyber bullying, consequences may also include

- Restriction or prohibition of individual cell phone use at school
- Loss of computer and/or network access at school.

With any kind of bullying, the administrators together with the staff will evaluate whether or not the child is ready to participate in certain extracurricular activities. This includes after school team sports.

With bullying, some situations are more complex than others. Some situations are not clear cut. The Head of School and Assistant Head of School will make decisions of what is in the best interest of the child and of the school at large.

## Academic Requirements

It is our desire that our students experience success, accept responsibility for their own work, and make the transition from year to year as easily as possible. Therefore, in order to be promoted from one grade to the next in the absence of mitigating circumstances, a student must have a passing grade in all of his/her core subjects (depending on grade level) on the cumulative year-end grade.

- Students and parents will be notified through progress reports as to whether they may be at risk of failing.
- The school will meet with the parents to discuss steps that need to be taken to pass the course.
- The student may require tutoring, remedial assistance, or counseling.
- It will be the responsibility of the parents to provide tutoring and assistance.
- Failure of a course will require that the work be made up during the summer.
- Tutoring and summer school will be at the parent's expense.
- Upon submission of the required work, students and parents will be notified of promotion.
- In the event that the student does not satisfactorily complete the required work, the student may have to repeat the coursework.

## Report Cards

Grade reports will be issued at the end of each quarterly grading period. This report will reflect the student's academic performance, effort, and behavior. **(Please ensure that all your fees are paid in order to receive your child's report card.)**

**Parent Teacher conferences will be held twice a year at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters.** If you have any concerns regarding your child grades or well-being while at school, please feel free to arrange a meeting or discuss those concerns with your child's teacher previous to the assigned dates for Parent-Teacher conferences if necessary.



## Uniform Policy/Dress Code

Our school colors will be Navy, White, and Powder Blue. All students should wear Navy bottoms and White or Powder Blue Shirts. Shirts should be tucked in. Students should look neat and well-groomed when arriving for school and throughout the day. Spirit Clothing may be worn on Thursdays with Navy or Jeans bottoms (shirts may be un-tucked).

### Girls

Girls in grades K-2 may wear skirts, pants or shorts. Beginning in grade 3, girls are encouraged to wear skirts.

**Jumpers - Navy** - Jumpers should cover the knee, so students can sit or play comfortably and modestly.

**Skirts – Navy** - Skirts should cover the knee, so students can sit or play comfortably and modestly.

**Privacy Shorts - Navy or Black** (to be worn under Jumper or Skirt) Shorts may not extend past skirt length.

**Shorts – Navy** - Should be knee length so student can sit or play comfortably and modestly.

**Blouses –White or Powder Blue Blouse** - Short and long sleeves permitted (must be tucked in).

**Knit Shirts - White or Powder Blue** - Short and long sleeves permitted (must be tucked in).

**Sweaters - Navy or White Cardigan**

**Socks/Tights - White** ankle, crew, or knee socks, or tights. No leggings please.

**Shoes - Students** should wear comfortable shoes in neutral colors (brown, white, black, or grey). Closed toe and covered heels only.

**Coats** - Only allowed outside.

**Hair/Accessories** - Hair must be clean and well-groomed. Accessories in accordance with school colors.

**Jewelry - Simple** (dangling earrings not allowed); only one earring per ear. No multiple bracelets or bangles.

**Cosmetics** - Make-up not allowed.

## Boys

**Slacks - Navy** Pleated or Flat Front Slacks with Belt Loops.

**Shorts - Navy** Pleated or Flat Front Short with Belt Loops.

**Oxford Shirts – White or Powder Blue** Short or Long Sleeve Oxford Cloth Shirt (must be tucked in).

**Knit Shirts - White or Powder Blue** Short or Long Sleeve Pique Knit Shirt (must be tucked in).

**Sweaters - Navy or White** V-neck Pullover (Fine gauge acceptable).

**Belt** – Belts are recommended.

**Shoes - Students** should wear comfortable shoes in neutral colors (brown, white, black, or grey). Closed toe and covered heels only.

**Socks** – Socks worn in neutral colors (navy, white or black) are required.

**Coats** - Only allowed outside.

**Hair - Clean** and well groomed – should be no longer than collar length.

**Jewelry - Simple**, no earrings.

**Kipah** - Boys are required to wear a kipah at all times, including recess, PE, and at off-campus activities; use of a clip or bobby-pin is recommended. Kippot are supplied by the school office for students who have lost or forgotten their own. A kipah is the only allowed head covering.

**Tzitzis** – Boys are required to wear tzitzit during Tefillot. We encourage the students to continue wearing them throughout the day.

## Parent Classroom Observations

TASA has an open door policy for all stakeholders when observing a classroom during instruction. It is the interaction of all stakeholders towards a student-centered outcome that drives our philosophy in this regard. We require that all such observations follow the following protocol to avoid any distractions from learning, and to avoid unnecessarily altering the positive teacher-student dynamic we strive to achieve.

- Parent/Stakeholder must contact the school office and schedule an appointment with the Office Manager, Principal, or any other member of the Administrative team prior to entering the classroom.
- Time, subject, and reason for observation will be requested by TASA staff member prior to approval.
- An administrator will be present for ALL observations.
- During an approved observation, parents/ stakeholders will be required to:
  1. Refrain from interacting with students and teacher once instruction has begun.
  2. Remain seated, taking notes on items you wish to discuss in designated area throughout the entirety of the approved observation period.
  3. Schedule a post-observation conference with member of Administrative team.

## General Rules

### Gum Chewing

To show respect and care for our school facilities and grounds, all students are to refrain from gum chewing. **No exceptions.**

### Personal Possessions

Personal items from home such as sharp or dangerous objects, (including pen knives, Swiss Army knives, etc.), cameras, sports trading cards or electronic devices are not allowed in school. If brought, they will be confiscated and released only to a parent. Additionally, students who bring knives to school may be suspended.

## **Telephone Use**

If a parent needs to get a message to a student, the school office will cooperate fully and transmit urgent messages to and from the child without disrupting the class. Parents will not be allowed to phone directly into a teacher's classroom. Instead, they may leave a voice mail for the teacher. The teachers will answer their voice mails within 24 hours. Parents who need to get an urgent message to a teacher may phone the school office who will contact the teacher as soon as possible.

As for student use of telephones, students are not allowed to use their personal phones at all during the school day to either phone or text parents (see below.) TASA students are asked to refrain from using the school telephones for non-emergencies. Emergencies are considered to be situations that involve safety, such as the cancellation of an after-school event that impacts student pick-up, and the like.

## **Cell Phones and Other Devices**

Children are not allowed to bring cell phones to school. In case of extenuating circumstances, please contact your child's teacher and adjustments to this guideline will be made accordingly.

## **Electronic Devices**

Interacting with others is very much valued as a way of developing healthy communication skills. It is in this vein that our policy also states that the following items should not be brought to school:

- iPods, iPads, CD players, MP3s and similar devices, unless specifically sanctioned by the teacher
- DVD players
- Electronic Gaming devices of all kinds
- Personal laptops, unless permission is given by the teacher

If these devices are brought to school, they will be confiscated, requiring parents to pick them up from an administrator.

## Food & Kashrut Policy

To meet the needs of all our students, all foods and products served to the students by our staff will meet the highest standards of kashrut. Any baked goods served by TASA staff or at TASA events will be Pas Yisrael, dairy items will be Cholov Yisrael. To help us to facilitate the importance of this idea, parents are requested to observe the following rules:

- Please make sure that all snacks and lunches brought to TASA are kosher and come from packaging marked with a recommended kosher symbol. **Please refer to the following list of recommended kosher symbols: OU, OK, Kof-K, Star K, CRC (Chicago Rabbinical Council), and the Vaad of San Antonio.** For more information on reputable kosher symbols please refer to the Chicago Rabbinical Councils *Directory of Certifying Kosher Agencies* at: [http://www.crcweb.org/agency\\_list.php](http://www.crcweb.org/agency_list.php)
- **Monday, Wednesday and Fridays will be days when dairy foods are permitted. Tuesdays & Thursdays will be days when meat is permitted.**
- Please do not send along a lunch that will need to be heated in a microwave or refrigerated.
- Because children come from different Judaic backgrounds with varying levels of observance, the **school policy is not to allow sharing of food between students.**
- When going on a school trip, children can only purchase items that meet the school's kashrut standards.

Lunchtime Rules: We strive to make each child's lunchtime a comfortable, relaxing time. Assigned grade level tables, limited movement around the lunchroom and an appropriate conversational level are the expected behaviors. Students are also responsible for cleaning up after themselves and reciting *birkat hamazon* ( *blessing after meals*). In the lunchroom students should:

- wash their hands for hamotzei and recite the appropriate brachot
- use appropriate table manners and polite behavior
- remain seated except when throwing out rubbish or leaving the lunchroom
- keep their own table and floor area clean
- not bring glass containers to school
- show respect for and get along with peers and supervising staff
- demonstrate a cooperative attitude towards peers and the supervising staff

- avoid drinking from the same container as another student, using the same utensils, or other unhealthy practices.
- not share food.

**Birthdays:** Parents are welcome to bring in birthday cakes and other snacks to the classroom. Please call your child's teacher to ask about convenient times to come and celebrate with your child and his/her class. **We ask that only pareve cakes, cupcakes and snacks be brought in. Pareve cakes and cupcakes can be purchased at HEB at Alon Market with a designated blue sticker of the Vaad of San Antonio.**

**All foods given out to a class as a whole by a parent must be packaged and unopened. Any baked good must be Pas Yisrael and snack items must be Pareve or Cholov Yisrael and marked with an appropriate *hechsher* (kosher symbol). *See above listing.***