



# **Student Handbook**

## **2024-2025**

## TABLE OF CONTENTS

<b>ACADEMIC PROGRAM AND POLICIES</b> .....	5
GRADUATION REQUIREMENTS.....	5
ACADEMIC LEVELS.....	5
LEARNING SUPPORT.....	5
GRADING POLICIES.....	5
LATE OR MISSING WORK.....	6
MAKE-UP EXAMS.....	6
NATIONAL HONOR SOCIETY AND KTA HONOR ROLLS.....	6
ACADEMIC INTEGRITY.....	7
<b>STUDENT LIFE</b> .....	7
TEFILLAH.....	7
MIDOS AND DERECH ERETZ.....	8
PERSONAL GUIDANCE.....	8
KASHRUS.....	8
UNIFORM AND DRESS CODE.....	8
LEAVING CAMPUS.....	9
SENIOR OFF-CAMPUS PRIVILEGES.....	9
LOCKERS.....	10
SCHOOL CLOSING.....	10
RESPECT FOR SCHOOL PROPERTY.....	10
PHOTOCOPIES.....	10
LOST AND FOUND.....	10
STUDENT DRIVERS.....	10
<b>STUDENT ATTENDANCE</b> .....	11
ATTENDANCE POLICY.....	11
ACADEMIC RESIDENCY REQUIREMENT.....	11
ABSENCES.....	11
LATE ARRIVAL TO SCHOOL OR CLASS.....	11
LEAVING CLASS AND SKIPPING CLASS.....	11
STUDY PERIODS.....	11
EARLY DISMISSAL.....	12
<b>TECHNOLOGY</b> .....	12
CHROMEBOOKS.....	12
PERSONAL ELECTRONIC DEVICES.....	12
COMMUNICATING WITH TEACHERS AND THE ADMINISTRATION.....	13
CELL PHONES.....	13
<b>HEALTH AND SAFETY</b> .....	14
CAMPUS SECURITY.....	14

BUILDING ACCESS.....	14
UNAUTHORIZED AREAS.....	14
IMMUNIZATIONS.....	14
SUBSTANCE ABUSE.....	14
<b>KTA FACULTY AND STAFF.....</b>	<b>15</b>

Dear תלמידה,

Welcome to a new year at KTA. This handbook is written for you, to give you clarity about what to expect in school and about the expectations that we have for you. The policies outlined below have been developed with a single intention: to create a school environment conducive to your spiritual growth, academic achievement, and personal development. We want you to thrive.

We invite you to view your high school experience as an opportunity 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 רוחניות that will prepare you for a life of תורה ומצוות.

The policies in this handbook reflect the values that shape KTA's school culture. Please read it carefully and refer back to it when questions arise. Our school is a special place devoted to growth in Torah, learning about the intricacies of the world around us, developing our minds and our hearts, performing acts of chesed, and building a caring and inclusive community. We all benefit from this environment, and each of you contributes to it when you:

- Conduct yourself in a way that makes a קידוש ה', on our campus and outside
- Treat all people with respect and sensitivity
- Stand for your teachers when they enter the room
- Act with awareness of the needs and feelings of others
- Speak and act in a refined manner
- Show respect for school property and places of learning

At student orientation you will sign contracts that signify your commitment to abide by school policies and do your part to make our community a safe and welcoming place that reflects high standards of דרך והיה מחנך קדוש in accordance with the directive מידות טובות and ארץ.

We look forward to working with you, and we wish you a happy and productive year. May ה' bless all of our efforts and may we be זוכה to a year of exciting learning, friendship, שמחה, and growth!

Mrs. Rachel Baum, Principal

Mrs. Cheryl Epstein, Dean

Mrs. Brendy Siev, Assistant Principal, General Studies

# ACADEMIC PROGRAM AND POLICIES

## GRADUATION REQUIREMENTS

### Limudei Kodesh:

4 years Chumash

4 years Neviim Rishonim

4 years Neviim Achronim/Kesuvim

4 years Halacha

3 years Historia/Jewish History

4 years Parsha/Bekius

4 years Yedios Klolios

4 years Hashkafa/Machshava

### General Studies:

4 years English

4 years Math

4 years Science

3 years World/US History

2 years Ivrit

2 years Art

4 years Fitness/Health

2 additional full-year credits

In addition, there is a requirement of 12 hours of תורה per semester, each year.

## ACADEMIC LEVELS

Educational research confirms that there are benefits to both homogeneously and heterogeneously grouped learning experiences. At KTA we offer both untracked classes and classes tracked at Foundations (FO), Core Academic (CA), Academic (AC), Honors (HO), and Advanced Placement (AP) levels. We encourage you to take a balanced course load that will provide rigor without excessive pressure. Class placement decisions are based on your prior grades and input from your teachers and parents. Your voice is important, as well, and we will work with you to set academic goals for yourself and to help you succeed. At the end of each school year, every rising sophomore, junior and senior will meet with her class *mechaneches* or an administrator to reflect on her past year's growth and learning and to build a class schedule for the coming year that best meets her academic needs and goals.

## LEARNING SUPPORT

Your teachers at KTA are here to help you grow and develop your potential, both academically and personally. If you feel you need some help in a particular class, please make an appointment to meet with your teacher during an Advisory Period. If the concern persists, you may wish to speak with your class *mechaneches*, or with Mrs. Greenspan, KTA's Director of Educational Services. Mrs. Greenspan oversees the Learning Center and coordinates supplementation for students who require learning support.

## GRADING POLICIES

KTA courses run on a semester system, with report cards issued in January and June. Class work, projects, exams, quizzes and homework all contribute to your semester grade. End-of-semester cumulative exams account for 20-25 percent of your semester grade. Five percent of your grade reflects your attendance in class. An additional 5-10 percent reflects your decorum, attentiveness, and engagement.

A grade of 63 (D) or higher is considered a passing grade. If you fail a course, you may be required to make it up through an approved credit recovery program.

KTA reports both weighted and unweighted grades to colleges and seminaries. Unweighted letter grades for each course are recorded on your transcript, as is a weighted GPA (grade point average) on a 4.0 scale. Courses with a grade of Pass/Fail are not included in GPA calculations. Transfer credits accepted from other high schools are not listed on the KTA transcript, nor are these grades included in your GPA.

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, Core Academic, and Foundations level courses are unweighted. Jewish Studies courses are not included in the GPA. A separate cumulative unweighted average is calculated for Jewish Studies and is recorded on your transcript. Colleges and seminaries see both your Judaic and General Studies records.

## **LATE OR MISSING WORK**

If you are absent from school, it's your responsibility to find out what work you have missed and to make up that work as quickly as possible. This includes homework, quizzes, tests, and other assignments. If you are absent from school on the day that a paper or assignment is due, you should submit your work to your teacher through Google Classroom, fax or email your work to the school office, or send a hard copy to school with a friend or neighbor. If you have no access to email, call the school office in the morning to make alternate arrangements. **If you have an assignment or paper due and you realize that you will be unable to submit it on time, it's your responsibility to request an extension from your teacher.** Granting of extensions and assessment of penalties for late assignments are at the discretion of your teacher.

## **MAKE-UP EXAMS**

1. A parent must contact the school office in advance, or before 9:30 a.m. on the day of the test, to inform the school that you're missing a test, specify which test you're missing, and explain the reason for your absence. If a parent does not contact the office, a 10-point penalty will be assessed when you take the makeup test.
2. Following an absence you will have one week in which to take makeup tests without penalty. After a week has passed, there will be a late penalty of 3 points per day. In the event of an unavoidable and prolonged absence, Mrs. Baum or Mrs. Siev will work with you to arrange a realistic schedule for making up work that you missed. When appropriate, you may have more than one week in which to complete tests that you've missed, without penalty.
3. Makeup tests are proctored on Monday, Tuesday, and Thursday in Room J6. You may take makeup exams only at scheduled times in the presence of a proctor. No makeup tests will be given during davening, including on Fridays. You may not miss a class to take a makeup test. If you skip a class to take a makeup test, you will forfeit the test and receive a zero.

If you miss a test you are honor bound not to discuss the test with classmates, ask them for test questions or answer sheets, or in any way compromise the integrity of the test. This is dishonest and constitutes cheating.

## **NATIONAL HONOR SOCIETY AND KTA HONOR ROLLS**

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 average of 90 or higher in *limudei kodesh*, a general studies GPA of 3.7 or higher, and no grade lower than B 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 disciplinary infractions.

There are many opportunities for you to earn distinction at KTA, and every award you earn becomes part of your permanent school record. Students with a cumulative Jewish studies average of A- or above will be listed on the **Kodesh Honor Roll**. Students who achieve a GPA of 3.5 or above will be listed on the **General Studies Honor Roll**. 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 **Chesed Honor Roll**.

Any one of the following disqualifies a student for all Honor Roll distinctions:

- A record of frequent absences or late arrival to school or to class
- A record of disciplinary infractions
- Unfulfilled chesed requirement

## ACADEMIC INTEGRITY

חותמו של הקדוש ברוך הוא אמת

Honesty and integrity are paramount values. In order to support you in making ethical decisions and in developing the *middah* of אמת, we 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 even a small quantity of material from any source (including an Internet site) without attribution
- Using someone else's words without quotation marks
- Using someone else's ideas in a paper without giving that source credit
- Utilizing Artificial Intelligence (AI), such as ChatGPT, to write all or part of an assignment

A student who cheats on an assessment will receive a zero. If a student submits plagiarized work, she will be required to re-do the assignment and will be assessed a penalty. A second offense will result in a zero for the assignment. A third offense may result in suspension, or loss of course credit. Repeated incidents may result in dismissal from KTA.

In the event of cheating or plagiarism, an incident report will 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 year.

## STUDENT LIFE

### TEFILLAH

Davening sets the tone for the day by focusing our thoughts on *avodas Hashem*. Attendance is mandatory at Shacharis, which begins at 8:20 a.m., and at Mincha, which is at 1:45 p.m. In order to maintain an atmosphere of *kedusha*, please leave your belongings elsewhere, and bring only your siddur to your seat. Please be quiet and considerate of the davening of others.

Attendance is taken daily at Shacharis and Mincha. You will be marked as present once you are in your assigned seat. Punctual attendance at davening is reflected in the Tefilla Attendance grade on your report card. Students who travel on a school bus will not be marked late if the bus is delayed.

Please keep in mind that 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'll be ready to report on time to your first period class.

## **MIDOS AND DERECH ERETZ**

In keeping with the principle *דרך ארץ קדמה לתורה*, we strive to create a learning community characterized by warmth, trust, and respect. As a KTA student and a *בת ישראל*, you create a *קידוש ה'* when you act with refinement, integrity, and *chesed*. These Torah values are at the core of the standards of conduct that we seek to maintain at KTA.

Interactions between students and teachers should reflect a high level of respect and courtesy. We ask that you stand when your teacher enters the room and address your teachers respectfully at all times. At no time should a student sit at a teacher's desk or open the desk drawers.

We take pride in the way our students treat and support each other with sensitivity, inclusiveness, and kindness. You and all your peers have the right to feel emotionally and physically safe at school. Bullying and harassment – including any behavior, whether physical or verbal, that humiliates, intimidates, belittles, threatens, or insults another student – has no place at KTA and will not be tolerated. Similarly, profanity and offensive or aggressive language, whether spoken or written, are never acceptable in our school community.

## **PERSONAL GUIDANCE**

Many high school students struggle at times with stress and with personal challenges, and often it is helpful to talk with an adult who can provide support and guidance. At such times, Mrs. Wachs, KTA's Director of Guidance, is available to listen and provide you with help and support. Mrs. Wachs's office is on the third floor of Jacob House. Please speak with her to schedule an appointment. Your class *mechaneches* is also a good resource, as are Mrs. Baum, Mrs. Siev, and Mrs. Epstein who welcome the opportunity to speak with you about academic, personal, or social issues of concern.

## **KASHRUS**

In order to maintain a uniform standard of kashrus, please adhere to the following guidelines:

- Food brought to school for personal use must have an acceptable *kashrus* certification. Questions about certifications should be directed to Mrs. Baum.
- So that all students may participate, only *cholov Yisrael* dairy products may be served in school and at school-sponsored events and activities.
- Homemade food may not be distributed at school or at school sponsored events.
- **Out of concern for students with potentially serious nut allergies, no food containing peanuts or tree nuts may be brought to school.**

## **UNIFORM AND DRESS CODE**

When you are at school, on the bus to and from school, and at any school function, you are required to wear the KTA school uniform. Uniform skirts, shirts, and sweaters should be purchased from S. Brodt Uniforms. Fittings are held at KTA in the spring. Please contact the school office for an order form if you need to order additional uniform pieces during the year. The school maintains a uniform *gemach*; please contact the office if you'd like to donate or borrow lightly used uniform pieces.

Please adhere to the following dress code standards:

- *Skirts*: The pleated black uniform skirt must be long enough to cover your knees when you are seated or standing.



- *Shirts:* You have a choice of a solid blue or gray pinstripe shirt with the KTA logo on the collar. Elbows and collarbone must be covered. If you prefer to leave the top button of your shirt open, please wear a shell underneath.
- *Sweaters and Sweatshirts:* You may wear the black v-neck uniform sweater with logo or the black velour uniform zip-up with logo purchased from S. Brodt Uniforms, or you may wear the black crewneck sweatshirt with logo purchased from the KTA office. Seniors may wear the senior class sweatshirt. No other sweaters or sweatshirts are acceptable. You must wear a uniform collar with the KTA logo under a zip-up or v-neck and under a crew neck that doesn't cover your collarbone.
- *Outerwear:* On cold weather days you may wear the black-hooded sweatshirt jacket with the KTA logo. This may be purchased from the school office. This is intended to be worn as a jacket over the regular uniform. Coats may not be worn to class and should be left in the locker hallway during the school day.
- *Legwear and Shoes:* You are expected to wear tights or knee socks to school and to be sure that your legs and ankles are fully covered. Pants and leggings may not be worn in school. Shoes or sneakers must be closed at the toe and heel.
- *Personal Appearance:* Please come to school prepared to learn, looking neat and well groomed, with natural hair color, and no more than one earring in each earlobe.

If your clothing does not conform to these guidelines, you will be asked to leave class to correct the infraction. If necessary, you will have to borrow clothing from the uniform *gemach*, which you'll have to launder and return the next day. You may also have to purchase socks or tights from the office, and your parents will be charged for the cost.

We will communicate with you about dress code infractions in a sensitive manner, and we ask you to please demonstrate respect for school rules. We trust that you will cooperate in contributing to an atmosphere of refinement at school in keeping with the principle of *הצנעו לכם*.

## LEAVING CAMPUS

Freshmen, sophomores, and juniors are welcome to enjoy our beautiful campus, but may not leave the school premises during school hours except when accompanied by a teacher or staff member, with permission from Mrs. Baum or Mrs. Siev.

The 4:55 p.m. bell signals the end of the school day. In the event that a school bus or carpool is delayed, students commuting on that bus/carpool must stay on school grounds until their ride arrives.

## SENIOR OFF-CAMPUS PRIVILEGES

As a senior, you may have off-campus privileges during your lunch and advisory period as long as your parent signs the "Senior Privileges Permission Form" and sends it to the school office.

- You may not leave campus on days when there is a school event or program scheduled during lunch and/or advisory period.
- You may leave school grounds only in pairs or groups.
- Before leaving, you must sign out in the school office and pick up a school cell phone to take with you.
- You must return before the start of *mincha* and stop at the school office to sign in and return the phone.
- You may not drive or be driven by anyone else during school hours. Any exception to this rule requires specific parental consent.

Senior students who do not comply with the above policies will lose their off-campus privileges.

## **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 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 overripe food, and if your belongings are strewn on the floor. Please be considerate and keep your locker neat and clean.

It is important for you to be aware that, by law, lockers are school property, not your personal property, and the school administration has discretionary authority to open a student's locker and examine the contents.

## **SCHOOL CLOSING**

When school must be canceled for inclement weather or any other reason, parents will be notified by a RenWeb Parent Alert text message and/or email.

## **RESPECT FOR SCHOOL PROPERTY**

We are all responsible for keeping our campus clean. Please take care to clean up after you eat and to keep the classrooms, hallways, rest rooms, Reading Room, and all public areas and outside spaces free of trash. If you write on desks or in any other way damage or deface school property, you will be responsible for the full cost of replacement or repair.

You are also responsible for treating your textbooks and *seforim* 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 or sefer that is damaged or lost.

## **PHOTOCOPIES**

A student printer is located in the Silent Study Room on the first floor of Jacob House. Instructions are posted by the printer, and there is a charge of 10 cents per page, which goes to tzedakah.

## **LOST AND FOUND**

Personal belongings left in the hallways or classrooms are collected in a Lost and Found bin behind the security desk in the Main Building. After 30 days and on the last day of finals, all items are considered *hefker*. Please check the Lost and Found regularly so that you may retrieve your lost belongings before they are discarded.

## **STUDENT DRIVERS**

The Lower Merion Zoning Commission requires us to maintain the policy that students may not drive to school and may not park in the school parking lot. Additionally, as a matter of student safety and legal liability, school policy maintains that students may not drive themselves or be driven by anyone else during school hours. Any exception to this rule requires specific parental consent.

# STUDENT ATTENDANCE

## ATTENDANCE POLICY

Your presence in school matters! Research demonstrates that consistent attendance is the most important determinant of academic achievement. Your presence in class contributes to your own academic success and enhances the learning experience of your classmates. Every time you are absent or late to school, you are making a choice. Please think carefully about the consequences of your decision. Excessive absence compromises your learning and impedes your academic progress.

Your attendance is recorded daily and is shared with seminaries and colleges to which you apply. Attendance accounts for 5% of your semester grade in every class.

The school day begins at 8:20 a.m. and ends at 4:55 p.m. on Mondays through Thursdays, and at 12:40 p.m. on Fridays. It is important for you to come to school on time and remain in school until dismissal; please schedule non-emergency medical and dental appointments after school hours, and avoid planning family vacations when school is in session.

## ACADEMIC RESIDENCY REQUIREMENT

Students who miss 10% of any class are required to make up instructional time to earn academic credit. This can be done through a school-arranged online course and/or school-arranged tutoring, at a cost to the student's family.

## ABSENCES

If you are absent or will be late to school, a parent must notify the school office by 9:00 a.m. by phone or email. Please also notify the school office in advance of a pre-planned absence, such as a family simcha or a seminary or college interview.

## LATE ARRIVAL TO SCHOOL OR CLASS

If you are unavoidably late to school, you must sign in at the school office before going to class so that we are aware that you've arrived. A parent must call or send a note to the office to inform us that you will be late.

If you are late to a class because you were detained by another teacher, please bring a note from that teacher to your next teacher.

## LEAVING CLASS AND SKIPPING CLASS

You are expected to be in class when your classes are in session. If you must leave class for an urgent reason, you are required to leave quietly, attend to your needs, and return to class quickly. No more than one student at a time may leave a class.

We consider skipping class a serious infraction. **A student who misses a class or part of a class without a legitimate excuse will receive a reduction of two points in her semester grade for that class.** A student who is sent out of class by her teacher for disruptive conduct is considered to have skipped that class.

## STUDY PERIODS

During Study Periods, you may work in one of the quiet study rooms designated for that purpose. Please maintain a quiet environment in the study hall so that other students may work without distraction. If you

have a proctored Study Period due to a teacher's absence, you are required to stay in the designated classroom for the entire period.

Out of respect for teachers and students whose classes are in progress, please be quiet and do not congregate in the hallways if you are not in class. The Silent Study Hall in Jacob House is intended for quiet study. If other students are working in that room, please gather elsewhere.

## **EARLY DISMISSAL**

We are responsible for your safety during the school day and cannot dismiss you from school early unless your parent contacts the school office in advance to explain the circumstances. Before leaving school grounds, you must sign out in the school office.

If you have to leave for a medical, dental, or therapy appointment during school hours, you must sign out in the office and sign in again when you return. If possible, it's preferable to schedule a telemedicine or tele-therapy appointment so that you will not have to miss class time for travel. Please notify the school office a day in advance, and we will arrange for you to have a private room for your appointment.

# **TECHNOLOGY**

## **CHROMEBOOKS**

On the first day of school, all freshmen will receive a Chromebook that will be yours until you graduate. Sophomores, juniors, and seniors will have their Chromebook from the previous year returned to them. You may use your Chromebook for school-related purposes during the day, but you may not take it home.

The Chromebooks are filtered to ensure access only to sites that are relevant to your academic work. Any attempt to tamper with the filter or to load additional content without school approval by means of a flash drive or VPN, or through Google Drive, will result in loss of computer privileges as well as disciplinary action.

Before receiving a school Chromebook, you and your parents must sign a contract acknowledging that you are responsible for compensating the school for repair or replacement costs in the event that your Chromebook is lost or damaged. The replacement cost of a Chromebook is \$400.

It's your responsibility to plug your Chromebook into the computer cart at the end of the day so that it will be charged in the morning. Chromebooks that are found outside of the carts after school will be brought to the school office. There is a \$5 fee that you must pay in order to retrieve your Chromebook.

## **PERSONAL ELECTRONIC DEVICES**

**Under no circumstances may you bring your own personal laptop, Chromebook, tablet, or any similar device to school.** If you need to transfer work between home and school, we recommend that you work in Google Docs, Sheets, or Slides so that your work is accessible at home and at school.

Apple watches, other watches with internet connectivity, and cameras may not be brought to school.

You are welcome to listen to an **MP3 player** on the school bus, **as long as it does not have integrated wifi** and you use ear buds out of consideration for your fellow travelers. When you enter the school building, your device must be stored in your backpack for the duration of the school day. These personal devices may not be used on campus during school hours and will be confiscated if seen.

## **COMMUNICATING WITH TEACHERS AND THE ADMINISTRATION**

When you enter KTA, you'll be assigned a school Google account with which you will sign into your Chromebook and access Google Classroom. Teachers and the school office may send you notices through Google Classroom, and you may communicate with them in this way, as well. All other forms of email, including Gmail, will be blocked on your Chromebook, except in the case of seniors. Seniors have access to the KTA email network on their Chromebooks.

Please get into the habit of checking the monitor screens that are placed in every building on the campus. The school office will post schedule changes and other announcements on these monitors, and will regularly update the messages throughout the day.

High school is a good time to begin practicing appropriate norms of professional communication that will stand you in good stead in the workplace. If you need to contact a teacher outside of class, please send a message through that teacher's Google Classroom. Alternatively, you may write a note and ask the staff in the school office to put it in the teacher's school mailbox. Please do not call a teacher's home phone or cell phone unless s/he gives you permission to do so. Texting between students and teachers is never permissible.

## **CELL PHONES**

Electronic devices offer unprecedented convenience, but they can also distract us from learning and from connecting in meaningful ways with the people around us. While you're in school, we want you to be able to focus on learning in the classroom and on healthy social relationships and interpersonal communication. That's why we don't allow students to use their cellphones and other devices during school hours.

Moreover, in keeping with our mission and in light of overwhelming evidence of the negative impact of social media on mental health, **students may not bring smartphones, smart watches, or any other mobile devices with internet connection to school or on the bus to and from school.** The only phones that may be brought to school or on the bus are KTA approved phones, which have no internet browser and only have pre-loaded apps approved by the school. For information about obtaining a KTA approved phone, please contact the school office.

Prior to the first day of school, you and your parents will be asked to sign a document confirming whether you will be bringing a KTA approved phone to school. Your parents must inform the school office if you decide to begin bringing a phone to school or to stop bringing a phone to school later in the year.

If you do bring a phone to school, you must place it in your designated slot in the phone storage box every morning when you arrive at school. Your phone will be stored safely and will be returned to you at dismissal time.

If you need to make a phone call during the day, you may 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 as quickly as possible.

Bringing a smartphone, smart watch, or any other unapproved device to school is not simply a violation of the rules; it's a breach of trust with serious disciplinary consequences.

# **HEALTH AND SAFETY**

## **CAMPUS SECURITY**

Your safety is our highest priority, and we spare no effort in preserving 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 more than a dozen video cameras has been strategically positioned around the campus. There are emergency buttons in all classrooms and elsewhere on campus that, when pressed, immediately call the police. Please use these in a genuine emergency, and do not touch them for any other reason.

The best assurance of security in school is for everyone to be vigilant. If you observe anything or anyone that seems suspicious or 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 an electronic key that allows you to enter all school buildings between 8:00 a.m. and 6:00 p.m., Monday through Thursday, and until 2:00 p.m. on Friday. Each time you swipe your key, the system records your identity electronically. Therefore, you should not lend your key to another student, and you should never give or lend your key to anyone else. For security purposes, carry your key at all times at school. If you lose your key, you will be charged for a replacement.

## **UNAUTHORIZED AREAS**

The following areas are off-limits to students unless accompanied by a teacher:

- Faculty Rooms
- Art Studio
- Teachers' mailboxes in the school office
- Teachers' restrooms

## **IMMUNIZATIONS**

State law requires that all students submit written documentation of MMR (measles, mumps, rubella) immunization as well as compliance with current Pennsylvania immunization requirements. Immunization records must be submitted to the office prior to enrollment at KTA. Any student not meeting these requirements must have her pediatrician complete and sign a Physician's Medical Exemption Certificate 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.

## **SUBSTANCE ABUSE**

KTA has a zero tolerance policy for alcohol, tobacco, vaping, drugs, and other illicit or unsafe substances. Possession or use of any such substances on the school premises or at any school sponsored events and activities will result in serious disciplinary consequences, up to and including expulsion from KTA.

# **KTA FACULTY AND STAFF**

## **Educational Leadership Team**

Mrs. Rachel Baum, *Principal*

Rabbi Yaakov Deutscher, *Executive Director*

Mrs. Cheryl Epstein, *Dean*

Mrs. Brendy Siev, *Assistant Principal, General Studies & Director of College Guidance*

Mrs. Sarah Leah Greenspan, *Director of Educational Services*

Mrs. Ettie Wachs, *Director of Guidance*

Mrs. Faige Gross, *Director of Student Activities*

Mrs. Rachael Biberfeld, *Director of Seminary Guidance*

Mrs. Shira Reiner, *Director of Chesed*

Miss Chana Kotlar, *Student Activities Assistant*

## **Office Staff**

Mrs. Ann Bromberg, *Office Manager*

Mrs. Sarah Bena Weiss, *Administrative Assistant*

## **Mechanchos**

Mrs. Miriam Kamenetsky, *Grade 9*

Mrs. Nechama Ort, *Grade 10*

Mrs. Miriam Goldstein, *Grade 11*

Mrs. Rachael Biberfeld, *Grade 12*

## **Kodesh Faculty**

Rabbi Avraham Baum, *Halacha*

Mrs. Liba Bauminger, *Chumash, Bekius*

Mrs. Rachael Biberfeld, *Shoftim/Mishlei, Historia, Tehillim, Bekius*

Mrs. Elisheva Bier, *Shmuel Alef, Parsha*

Mrs. Chaya Raizy Burr, *Melochim Beis, Yeshayahu*

Rabbi Yehoshua Duskis, *Halacha*

Mrs. Cheryl Epstein, *Pirkei Avos, Bekius*

Mrs. Meira Federgrun, *Yesodos*

Rabbi Ephraim Goldfein, *Halacha*

Mrs. Miriam Goldstein, *Chumash, Shmuel Beis*

Mrs. Sarah Leah Greenspan, *Chumash, Yedios Klolios*

Mrs. Faige Gross, *Yahadus*

Mrs. Miriam Kamenetsky, *Chumash, Parsha*

Rabbi Baruch Lichtenstein, (Menahel Emeritus) *Yirmiyahu*

Mrs. Nechama Ort, *Shoftim, Historia*

Mrs. Shifra Pendrak, *Chumash*

Mrs. Liba Rosenbaum, *Chumash, Yona/Megillos*

### **General Studies Faculty**

Mrs. Nancy Bates, *English, History*

Mrs. Liba Bauminger, *Math*

Mrs. Tessa Belluscio, *History*

Mrs. Elisheva Chase, *Financial Literacy*

Mrs. Sharyn Chase, *Computer Science, Math*

Mrs. Cheryl Epstein, *Jewish History*

Mrs. Shoshana Golan, *Hebrew Language*

Mrs. Abby Greene, *Art*

Mrs. Sarah Leah Greenspan, *Math*



Mrs. Faige Gross, *AP Psychology*

Ms. Kellen Hanley, *Math, Chemistry, Physical Science*

Miss Chana Kotlar, *English*

Mrs. Sarah Levy, *Biology*

Mr. Leib Meadvin, *Math*

Mrs. Nechama Ort, *Biology, Anatomy & Physiology, Physical Science*

Mrs. Shifra Pendrak, *Art*

Mrs. Anne Saks, *Math*

Mrs. Brendy Siev, *English*

Mrs. Stephanie Smith, *English, History*

Mrs. Ettie Wachs, *Psychology*

Mrs. Stefanie Weiner, *Nutrition*

### **Specialties**

Rabbi Ephraim Goldfein, *Debate Director*

Mrs. Rivky Isaacson, *Theater Director*

Miss Chana Kotlar, *Assistant Director of Student Activities*

Mrs. Doris Lipsky, *Librarian*

Mrs. Nechama Svei, *Discovery Director*

### **Madrichot**

Miss Shevi Burr

Miss Rochelle Greenspan