



1. Key Contacts

Question or Concern	Who to Contact
Absence, late arrival, early pickup, dismissal change, playdate, early care, or aftercare	School Office attendance@shalomtorah.org
Illness, medication, allergies, or health forms	School Nurse nurse@shalomtorah.org
School lunch orders, menus, or lunch-account questions	Capri Catering caprikosher@gmail.com
Busing questions or concerns; Tuition question	Rabbi Mayer Freedman Executive Director
Preschool routines, classroom questions, programming, or day-to-day preschool concerns	Mrs. Rivky Berkowitz Preschool Coordinator
Classroom learning, homework, assignments, or a concern related to one class	Your child's teacher
Special education services, evaluations, speech, occupational therapy, outside support services, or the Shalom Chaveirim program	Mrs. Suri Leiter Director of Special Services
Rabbinic guidance, family Jewish-life questions, or sensitive religious matters	Rabbi Shalom Jacoby Director of Jewish Life
Ongoing academic difficulty, behavior, social-emotional concerns, interventions, or an individual student support plan	Mrs. Shoshana Lebovits Assistant Principal and Director of Student Success
Broader concerns about your child's overall school experience, curriculum, placement, school policy, or an issue that remains unresolved	Mrs. Aviva Hoberman Principal



General guideline: Start with the person closest to the issue. Contact the teacher first for classroom matters, Mrs. Lebovits for ongoing individual student concerns, and Mrs. Hoberman for broader, serious, or unresolved concerns.



2. Arrival and Dismissal

- 8:35 a.m. Students may enter.
- 8:45 a.m. School begins.
- 3:50 p.m. Buses leave.
- 3:55 p.m. Carpool begins to be called.
- 4:00 p.m. All students must be picked up.
- Stay in the carpool line for drop-off and pickup and pull forward as far as possible.
- Park before walking your child into school.
- Parents entering the building must use the front entrance.
- The Baby Room, Torah Tots, and Pre-K have direct entrances from the outside sidewalk.



3. Attendance and Lateness

- Email attendance@shalomtorah.org by 9:45 a.m. when your child is absent.
- Schedule appointments and family trips outside school hours whenever possible.
- Extended non-illness absences require administrative approval.
- Work will not be provided for unapproved absences.
- Frequent lateness results in missed learning and will be documented in the student's record.
- A doctor's note or administrative approval may be required when standardized tests or middle school exams are missed.



4. Changes to Pickup or Dismissal

- Email attendance@shalomtorah.org by 2:30 p.m. with any dismissal changes.
- Include early pickups, alternate pickup arrangements, playdates, or any other change from the usual routine.
- Verbal permission cannot be accepted.
- An alternate pickup person must present photo identification.
- Playdates must be arranged in advance. Students may not call during the school day to make last-minute plans.
- Children leaving early must be signed out through the front office.



5. Early Care and Aftercare

- Early Care is available Monday through Friday beginning at 8:00 a.m. The fee is \$10 per child per day.
- Aftercare is available Monday through Thursday from 4:00 to 5:00 p.m. The fee is \$10 per child per day.
- Preregistration is required through attendance@shalomtorah.org.
- Students who are not picked up by 4:10 p.m. will be sent to aftercare, and aftercare fees will be charged.
- Pickup after 5:00 p.m. results in an additional \$15 late fee.



6. Food Policy

- Lunches may be brought from home or ordered directly from Capri Catering through their ordering platform.
- Questions about lunch orders should be sent to caprikosher@gmail.com.
- Food brought from home must be kosher and display one of these accepted kosher symbols: OU, Star-K, OK, or Chof-K.
- Meat may not be brought from home. Tuna and salmon are permitted.
- Students may not share lunches or snacks. Each family has its own standards regarding kashrus, nutrition, allergies, and food choices.
- Snacks should be healthy and nutritious.
- Gum, candy, soda, and drinks in glass containers are not permitted.



7. Illness and Returning to School

- Please keep your child home if they have a fever, vomiting, diarrhea, unusual lethargy, difficulty breathing, severe coughing, eye discharge, a concerning rash, or other symptoms of a contagious illness.
- Children must be fever-free for 24 hours without fever-reducing medication before returning to school.
- Children should return only once they are well enough to participate comfortably in the school day.
- When the school calls about an illness, your child must be picked up promptly.
- Please have a backup plan and an authorized adult available if you are unable to pick up your child.
- A healthcare provider's note may be required before a child returns to school.
- Please notify the school if your child is diagnosed with a communicable illness.



8. Medication, Allergies, and Health Forms

- Medication may not be kept in a backpack.
- Medication must be delivered to the nurse or school office in its original container.
- Written parent permission is required. Most medications also require physician authorization.
- Physician directions must be signed and written on medical letterhead.
- Provide complete allergy information and emergency instructions.
- Children who require an EpiPen or inhaler must provide two, one for the classroom and one for the office.



9. Uniform and Personal Items

- Children in Kindergarten through Grade 8 wear a school uniform. Uniform specifics will be shared separately.
- Preschool children do not wear a school uniform.
- Students should wear secure, closed shoes appropriate for school activities. Sneakers should be worn on gym days.
- Please label all clothing, outerwear, lunchboxes, water bottles, and other personal belongings.
- Do not send money or toys to school.
- Valuables and distracting personal items should remain at home.

10. Communication

- Check school email, ParentLocker text and email messages, and the weekly newsletters regularly.
- We aim to address every concern within 24 hours on school days. This does not include weekends or school vacations.
- For classroom matters, begin with your child's teacher.
- Escalate concerns in this order: teacher, division administrator, principal.



11. Visitors and School Security

- All visitors must enter through the front entrance unless using a designated preschool entrance at arrival or dismissal.
- Visitors must sign in, receive a badge, and remain in approved areas.
- Parents may not go directly to classrooms without permission, including at pickup time.
- Provide the school with current emergency contacts and any legal documents affecting pickup or access.
- The school holds regular security drills.
- The entire school premises and buses are monitored by security cameras.



12. Cell Phones and Electronic Devices

- Students may not carry or use cell phones or other personal electronic devices during the school day or on school trips.
- Any device brought to school must be registered and left in the designated school office.
- Devices used in violation of this policy may be confiscated.



13. Behavior, Safety, and Bullying

- Students are expected to show respect for themselves, others, learning, and school property.
- Teachers address initial classroom concerns through instruction, correction, and positive reinforcement.
- Repeated or serious concerns are referred to administration.
- Fighting, serious disrespect, vandalism, cheating, inappropriate language or content, and unsafe behavior may result in significant consequences.
- Bullying and behavior that threatens physical or emotional safety receive immediate administrative attention.
- Consequences consider the student's age, needs, history, intent, severity of the incident, and response to intervention.



14. Academics and Student Progress

- Shalom Torah provides a dual curriculum of Judaic and General Studies.
- Report cards are distributed three times per year.
- ParentLocker is our student information system. Parents can access their child's live digital gradebook through ParentLocker.
- Daily Update Emails are sent each school day at 4:30 p.m. These emails include homework assignments and information about upcoming tests, quizzes, and projects.
- Standardized and benchmark assessments are used to monitor student progress, identify areas of strength and need, and guide instruction and support.
- Parent-teacher conferences provide opportunities to discuss each child's academic progress and overall development.
- Curriculum information is shared at Back-to-School Night and is available upon request.



15. Student Support

- Parents may contact the teacher, Mrs. Shoshana Lebovits, or Mrs. Suri Leiter when they have a concern about their child's learning, behavior, social development, or emotional well-being.
- The school may provide classroom interventions, resource support, counseling, speech, occupational therapy, evaluations, or other services when appropriate.
- Parents should receive clear information about the concern, the proposed support, and how progress will be monitored.



16. Birthdays, Celebrations, and School Events

- Birthday celebrations are allowed in school through Grade 2 and require teacher approval at least five days in advance. Preschool parents may join the class celebration with teacher approval.
- Food brought to school to be shared with classmates must be sealed and kosher-certified.
- Any dairy food shared at class parties or celebrations must be Chalav Yisroel.
- For questions about what may be sent to school or served at your child's celebration, contact Rabbi Shalom Jacoby, Director of Jewish Life.
- Siblings should remain in their own classes during school celebrations.
- Private party invitations should not be distributed at school.
- Bar and Bas Mitzvah celebrations are important milestones, and we plan for in-school celebrations. Contact Mrs. Aviva Hoberman, principal, in advance to make arrangements.
- Field trip permission forms must be returned by the stated deadline.
- Students are expected to follow school dress and behavior expectations during trips and special events.



17. Bus Transportation

- Information about bus eligibility, routes, schedules, and transportation procedures will be shared separately by Rabbi Mayer Freedman.
- Riding the bus is a privilege. Students are expected to follow all bus safety rules, remain seated, speak respectfully, and follow the driver's directions.
- Parents, please speak with your children about using appropriate language and discussing only school-appropriate topics on the bus.
- Any media used on the bus must be appropriate and may not be shared with other students.
- School buses are monitored by cameras to help maintain a safe and orderly environment.
- Students who do not follow bus rules may receive a bus suspension of one to three days.
- Repeated or serious unsafe behavior may result in the loss of bus privileges for an extended period or for the remainder of the school year.



18. Weather-Related Closings and Delays

- Weather-related school closings, delayed openings, and early dismissals will be communicated through text message, phone call, and email.
- Please make sure the school has your current contact information.



This quick guide is a practical summary. More detailed policies and annual information will be shared separately as needed.