

Parent Handbook

great vision

great academics

great values

great faculty

בית הספר היסודי

Elementary



great students

great community

great results



A Great School

The Elementary Grades	2
First Things First	3
Opening Day	
Hours of Instruction	
Admission/Emergency Information Cards	
Arrival and Dismissal	
Security/Access to Buildings	
Visitor Policy	
Curriculum Night	
Class Placement	
Policy Regarding Class Placement and Changes	
Class Lists	
Parking	
Lost and Found	
School Telephone	
Trips and Special Events	
Snacks	
Lunches	
Physical Education	
Suggested Snack Guide	
SCHOOL CALENDAR:	
Friday Early Closing	
Noon and Holiday Early Closing Schedule	
Elementary School Staff Meetings	
School Closing - Winter Weather	
Our Jewish Way of Life	9
Kashrut and Shabbat	
Student Dress Code	
Adult Dress Code	
Birthdays and Parties	
Reporting & Support Services	12
Report Cards and Teacher Conferences	
Centre for Diverse Learning	
Support Services	
Parent-School Co-operation	14
Absence and Excusal	
Classroom Visits	
Parental Concerns	
The Associated Ombudsman	
Homework	
Recess	
Library/Resource Centre	
Behaviour	
Vandalism	
Overview of the Code of Conduct	17
Policy Against Bullying	
Technology	
Health & Safety	19
Peanut/Nut Policy	
Minor Injuries or Illness	
Reporting of Communicable Diseases	
Head Lice	
Medication	
Personal Safety	
Public Health	
Evacuation	
Parent Teacher Council	21
How Parents Can Help	23
Administration	24

ברוכים הבאים

Welcome

Добро пожаловать

Bienvenue

Beinvenido

Dear Parents,

We'd like to take this opportunity to welcome new and returning students to the Associated Hebrew Schools family.

We all have a shared agenda: providing our children with the best possible Judaic and General Studies education. We provide an enriched academic, social and Jewish environment. We are dedicated to nurturing the minds and spirits of our students, enabling each individual child to achieve her/his potential.

Jewish education is the key to Jewish continuity. You have entrusted us with the education of your children; this trust is a privilege and a responsibility. In this venture, parents, teachers, principals and administrators are all partners. We encourage you to share your thoughts and ideas with us and we look forward to an open dialogue with you.

This Parent Handbook outlines the policies and procedures that we follow in our School. It includes technical details (i.e. arrival and dismissal times) as well as our philosophical outlook (our mission statement). We trust this Handbook will be a valuable resource.

We extend our warmest wishes for a successful school year, a sweet New Year, and health and happiness to you and yours.

B'Hatzlacha בהצלחה

Dr. Mark Smiley

Dr. Mark Smiley
Director of Education



בית הספר היסודי

The Elementary Grades

In the General Studies Department, we meet or exceed the Ministry of Education guidelines. In the Judaic Studies Department, we provide a strong foundation for further Jewish learning based on classical Jewish sources, current literacy and musical selections and we impart a deep and thorough knowledge of Jewish ideals and traditions, Hebrew language skills, and a love of Israel.

We provide students with multiple learning opportunities to:

Develop appropriate personal, ethical and moral values (*Derech Eretz*)

Gain a deep and thorough knowledge of *Torah*, Jewish life and the Hebrew language

Acquire the basic skills fundamental to continuing education

Nurture and maintain confidence and a sense of self-worth

Develop a sense of identification with the Canadian Jewish community, the State of Israel, and the world Jewish community (*Am Yisrael*).

Solve problems and make responsible decisions

Cultivate a desire to lead a full Jewish life

Communicate effectively

Apply the skills required to work and co-exist with others

Use technology effectively



בראש ובראשונה

First Things First

Opening Day

The **Elementary Division** opening day is a full day of school. Grades 4 & 5 will assemble in the playground near their classroom numbers by 8:40 a.m. while Grades 2 & 3 will assemble in the playground near their classroom numbers by 8:55 a.m. At Kamin, Grade 1 students will assemble in the lunchroom at 8:55. At Posluns, they will find their classroom numbers in the yard at 8:55

Hours of Instruction

Grades 1-3 8:55 a.m. - 4:00 p.m.

Grades 4-5 8:40 a.m. - 4:00 p.m.

Admission/Emergency Information Cards

Admission/Emergency Information Cards must be given to your child's teacher on the first day of school. Please verify and complete the pre-printed Emergency Information form and make any corrections or changes as necessary.

Arrival and Dismissal

Supervision in the school yard begins a half hour before school starts at 8:25 at Kamin and at 8:30 at Posluns. Please leave as soon as you have dropped off your child. This will help us alleviate parking congestion, particularly during winter months, when snow creates narrower passages. Due to the high volume of students and limited parking at both school campuses, additional consideration and promptness would be appreciated during carpool drop-offs.

For drop off at the Posluns campus, stay to the left upon entering school property. Once past the island, merge to the right and pull up along the curb. Once curb side, children should begin disembarking. Remind them to close the car door. If there is a back up of traffic on Neptune Drive, please stay to the left to allow for traffic flow.

For drop off at the Kamin campus, cars must pull up along the curb in front of the stairs of the school and students are assisted from their cars by parent volunteers. Children are then ushered to the designated supervised playground area.

The School is responsible for your children during school hours. To sign a child in or out, when arriving late or leaving early, parents must go to the main office.

There may be times when chartered bus transportation or carpool arrangements fail. If for any reason your child cannot be picked up on time, the School office should be notified AS SOON AS POSSIBLE.

Please instruct your child that in the event her/his carpool or bus transportation does not pick up, or is delayed, s/he should report to the School office (open until 5 p.m. Monday to Thursday, and for half an hour after school closing on Friday).

For dismissal at Kamin, cars must enter from the south entrance and line up in one of the seven lanes designated in the yard. Students are dismissed directly to the yard.

At Posluns, students are dismissed between 3:55 and 4:00. There is also an option to sign up for 4:15 dismissal at no additional charge..

Extended Care

At the Kamin Education Centre, there is before-school programming from 7:00-9:00 a.m. and after-school programming from 4:00-6:00 p.m. For information about fees and registration, please contact Bernice Friedman at (905) 889-3998 ext. 301.

At the Posluns Education Centre, there is before-school care from 8-8:30 a.m. and after-school programming available. For information about fees and registration, please contact Jacqui Snow at (416) 787-1872 ext. 0.

Security/Access to Buildings

As a security measure, access to all school buildings is strictly monitored and restricted. During the day, only the main doors of each building are open. All other doors will be locked.

Visitor Policy

The safety and proper conduct of all members of the school community can best be protected through everyone's diligence. The Visitor Policy (which is part of the Code of Conduct) also applies to parents, alumni and other members of the school Community.

- All visitors must sign in at reception.
- Parents will be asked to wear a visitor badge if they go to school classrooms during school hours.
- Instructions and direction to all parents or visitors will be conveyed in a manner that respects privacy, confidentiality and consent issues.
- Visitors and parents must respect the school's practices and protocols for lockdowns and evacuations
- Visitors and parents must respect the protocols of bus safety, parking lot safety, fire drills, fire emergencies, alarms and security practices.
- The presence of unknown and/or unauthorized visitors on school property must be reported immediately to the school office or a staff member.
- Police will be called if the presence of unauthorized visitors gives any cause for suspicion.

Curriculum Night

Parents will be invited to a Curriculum Night in your child's classroom during the first few weeks of school. At that time, you will have an opportunity to meet your child's teacher, the Vice Principals and/or the Principals. The teacher will present a detailed overview of the educational program and the curriculum. The curriculum overview is also available at the School office and on the School website.

Class Placement

AHS does not accept written and/or verbal requests from parents concerning a specific teacher. This policy is not intended to impede the partnership between parents and school. Parents are always welcome to discuss any concerns that they may have involving their children. In configuring educationally sound and balanced classes, the Principals carefully consider the academic, social and emotional needs of each student. The teachers and Principals work together to ensure the child's optimum placement.

To achieve a successful placement, student progress is monitored in the following ways:

- Teachers evaluate a student's academic, behavioural and social progress on an on-going basis;
- Teachers discuss individual student progress with the Principal and/or Vice Principal;
- In June, the Principals meet with their respective staff to review each student's needs and future placement.

The following factors are considered in placing students in classes:

- academic performance;
- recommendations by the past year's teacher(s);
- peer compatibility/friendships;
- behavioural considerations;
- distribution of boys and girls.

The objective of this policy is to guarantee the best academic and social environment for every AHS student.

Full text of the Policy Regarding Class Placement and Changes is available in each School office.

Class Lists

A class list with names, addresses and phone numbers will be available after the school year begins. We will not distribute your child's information without your explicit written permission. This permission slip is part of the Emergency Information form.

Parking

Our first priority is always the safety of the children. We urge all carpool parents to observe city parking regulations on streets surrounding our school buildings. Please respect the "No Parking" restrictions on our property. These signs designate fire routes.

Each campus follows specific parking procedures. You will receive the information for your campus once school begins.

Lost and Found

Every year, numerous items are turned in to the School's Lost and Found. Many of these cannot be returned because they lack proper identification. We recommend that parents attach name tags to all outer clothing as well as inside lunch boxes. If your child is missing a personal item, please check the Lost and Found. At the end of the year, whatever is left in the Lost and Found is donated to charity. We suggest that valuables not be brought to school.

Telephone

The office telephone is reserved for official business. Students are not permitted to use it except in an emergency.

Telephone messages will not be accepted except in an emergency.

Please bear in mind the difficulty of delivering messages to individual students, especially at the end of the school day. We request that you make all necessary arrangements before children leave for school so that class interruption can be minimized.

We request that student cell phones and all other personal communication, games and video/listening devices be turned off and stored out of view during school hours.

Trips and Special Events

The Emergency Information form signed at the beginning of the year allows us to take students on class trips, which are carefully chosen to enhance the educational program. Your child's teacher and class parent will arrange for parent volunteers to accompany class trips.

The cost of trips, visitors and special programs is in addition to tuition. Once a year, we will request an activity fee per student. This amount covers all class trips, as well as visitors, special events and presentations. Before each activity, you will receive a note informing you of the date, nature, destination and time of the event. You will be advised of the amount at the beginning of the school year.

Snacks

We ask that parents be selective with the foods they send with their children for snacks during the morning and afternoon sessions. These snacks are eaten in the classroom and the time for snack is limited. Convenient and tidy

snacks, like fruits or vegetables, are preferred. Candy, chips or chocolate are unacceptable. Please be aware of our Nut Free Policy, as covered later in this book.

Lunches

Students must bring lunch from home daily. Milk and juice are available for purchase daily. There are also daily scheduled specialty lunches such as the PTC Pizza day. Details are sent home from each campus at the beginning of the school year.

For lunch and snacks, only peanut/nut free kosher dairy or Parev foods is acceptable. Meat is not permitted. Please ask your children not to exchange **any** food with their friends during the school day. Food may not be taken into the schoolyard.

Physical Education

Students must bring/wear appropriate gym clothing. Boys and girls must wear a short-sleeved t-shirt (no writing, slogans or pictures) or an Associated gym shirt sold by the Parent Teacher Council and solid gym shorts or sweatpants. Only non-marking running shoes, with Velcro or laces (no slip-ons) may be worn. These should be used only for gym.

Suggested *Snack* Guide

MILK PRODUCTS & MEAT ALTERNATIVES

cheese cubes
hummus
yogurt
eggs
veggie slices



VEGETABLES & FRUITS

sectioned oranges
vegetable sticks
dried fruit
berries, grapes, melon
cut fruits (dipped in apple juice to delay discolouration)
raw vegetables
juice
apple sauce, canned fruit



GRAIN PRODUCTS

dry cereal
crackers
rice cakes
muffins
banana, zucchini loaf
cereal bars

School Calendar

A list of the important school dates has been included in this mailing. It will also be distributed in mail bags and is available in all school offices and on the website.

Friday Early Closing

Shabbat begins early during the winter months. From November to February the school will close at 2:00 p.m. From February to early March the school will close at 3:00 p.m.

Please note that school buildings close every Friday throughout the school year half an hour after school is dismissed. Staff leaves promptly on **Erev Shabbat** and cannot provide supervision after dismissal time. Please pick up your children on time.

Noon and Holiday Early Closing Schedule

On the following days, where applicable, Associated will close at **noon**:

EREV ROSH HASHANAH
EREV YOM KIPPUR

On the following days Associated will close at **2:00 p.m.**:

EREV SUKKOT
HOSHANA RABAH

Elementary School Staff Meetings

Three times in the school year, classes will end at 3:00 p.m. to allow for Elementary School staff meetings. For a list of these dates, please refer to the list of **Important School Dates** on our website calendar at

www.associatedhebrewschools.com

School Closing – Winter Weather

In the case of severe weather, school closings will be announced by **7 a.m.** on radio stations CFRB 1010 AM, CHUM 104.5 FM and CBC 99.1 FM.

The announcement will likely state that *“All Jewish Day Schools will be closed”*. Associated will **not** be identified by name. In addition, in the event of a school closing, a communication will be sent to all those registered on the e-communication service.

DURING SCHOOL HOURS

If there is ever a need to close school early, an announcement will be made on the same radio stations.

No elementary children, other than those using bus transportation or those picked up by carpools, will ever be sent home early. Those who walk home will be asked to call a parent for instructions.

Children who use bus transportation may arrive home early on these days. Please make appropriate arrangements for these emergency situations, and make sure that your children are aware of them.

E-Communication and E-Updates

Associated’s E-Communication service allows parents to receive weekly branch e-newsletters, e-mails, flyers and up-to-the-minute news such as snow day information, reminders about in-school activities, and much more. For that reason it is important that parents register for the e-communication service and continue to manage their profile.

Website

The Website is a valuable resource for parents with important information, useful documents and links and interesting updates on school life.

Go to www.associatedhebrewschools.com.



אורח חיים יהודי

Our Jewish Way of Life

We consider the diversity of the Jewish community a strength and seek to provide a Jewish environment, which is comfortable and stimulating for all students. We have a number of expectations concerning religious observances. These expectations help maintain an open, supportive and respectful environment in which all students can feel comfortable.

Kashrut and Shabbat

Associated maintains strict standards of observance as far as *Kashrut* and *Shabbat* are concerned. Therefore, please abide by the following:

*For lunches and snacks, only peanut/nut-free kosher dairy or pareve food is acceptable. Meat is not permitted. Please ask your children not to exchange **any** food with their friends during the school day. Food may not be taken into the schoolyard.*

Please consult your child's teacher before sending in any treats for the class. No homemade food of any kind may be distributed to the pupils. Approved "treats", i.e. cookies or cupcakes, must comply with both the *Kashrut* policy and the Peanut/Nut Policy. Some of the recognized Kosher symbols are COR, (U), MK. If you wish to celebrate your child's birthday at school, all snacks must be ordered from a nut-free and kosher bakery. If you have any questions, please consult the the administration at each campus.

Birthdays and Parties

In keeping with our School philosophy, we request that you refrain from holding parties on *Shabbat* or Jewish Holidays and that all food served is kosher. By adhering to this policy, we ensure that all children can participate comfortably and equally.

When planning a party, please make sure that the caterer is under COR supervision so that all students will feel comfortable. If you have any questions, please consult the Vice Principals.

When planning a Saturday night party, please start your party at least one half hour after *Shabbat* ends.

To ensure that no child feels excluded, invitations to birthday parties may not be handed out in class unless every child in the class is invited. Also, we ask parents to teach children sensitivity and *derech erez* by not excluding one or two individuals from a group (eg. all the boys except one).

Student Dress Code

The *Talmud* teaches, "A House of Learning enjoys the sanctity of a Synagogue." In keeping with the *Kedusha* (sanctity) of a Synagogue, we follow a student dress code.

The student dress code allows us to preserve our tradition of modesty and good taste. We wish to avoid situations where the appearance of students or their clothing is offensive, inappropriate, or provides a distraction to learning. The administration's decision will be final regarding the appropriateness of a student's clothing. At Kamin, students are asked to wear white tops on Fridays.

Adult Dress Code

We request that all adults entering our buildings respect our dress code. Men should wear *kippot* and women should wear appropriate clothing for a traditional school environment (*i.e. no halter tops or bike shorts*).

Acceptable Clothing

Grades 1–3

Girls

dress, skirt, shorts, capris or long pants; tops with short or long sleeves

Boys

Kippa at all times during the school day. Shorts or pants, short or long-sleeved tops

Grades 4–5

Girls

dress or skirt (to or below the knee), mid-calf capris or long pants, tops with long or short sleeves

Boys

Kippa at all times during the school day. Shirts with long or short sleeves, long pants, baggy shorts below the knee

Unacceptable:

- Tank tops, sleeveless tops, halter-tops, low-cut tops or cropped tops
- Clothing with inappropriate graphics, as determined by the administration
- Any wording on the back of pants, shorts, capris, dresses or skirts
- Mini-skirts
- Dirty or torn clothing
- Bandanas, visors, caps, headbands and any other headgear may not be worn in place of a kippah
- Pyjama pants
- Flip-flop sandals and high heeled shoes
- boys are not permitted to wear earrings or to bleach/dye/spike their hair
- slip-on shoes are not permitted as they present safety problems during outdoor play and when using the stairs



דווח ותמיכה

Reporting & Centre for Diverse Learning (CDL) / Student Support Services

Report Cards and Teacher Conferences

Report cards are sent to parents twice a year. Formal parent-teacher conferences are held in November and March.

We encourage ongoing parent-teacher communication throughout the year. Your child's teacher will call you when there is something s/he would like to discuss. Occasionally, a teacher may request a conference with parents.

If there is a matter you would like to discuss with your child's teacher, you may either email, leave a voicemail or call the School office. The teacher will return your call.

Centre for Diverse Learning (CDL) Support Services

Under the auspices of the CDL, we employ a multi-disciplinary support services team to help ensure that each child becomes confident, secure and ready to face life's challenges. For more information, please contact the CDL coordinator at your campus.

Our services include:

Resource and Remedial Programmes

The resource program assists students who have individual needs. Students are supported in flexible groupings in class or on a withdrawal basis.

Teachers are assisted in individualizing or modifying classroom programs for students in the areas of academic and social, emotional development.

English as a Second Language (ESL) and Hebrew as a Second Language (HSL) are provided as necessary.

A special Reading Boost Programme exists for students who are not reading at the expected level. Reading, language and Math support exist for students in need.

Special Talents

We are committed to differentiating for all children including those in need of enrichment. Students are able to benefit from a range of enrichment opportunities in both language arts and math.

Speech and Language/ Occupational Therapy

In the Elementary grades, the School utilizes the services of a **Speech and Language Therapist** to screen children who, in the opinion of the professional staff, may be experiencing difficulties.

Depending on the results of the screening, the therapist will speak to parents and may recommend a fuller assessment or speech therapy.

There is no fee for the initial screening. The cost of further evaluation, assessment or thera-

py is however, the responsibility of the parents. While we offer the screening service, parents may choose to seek these services privately.

Therapy for articulation difficulties and/or some occupational therapy, if approved, is available at School and is provided by CCAC (Community Care Access Centre). Speak to your campus Principal for more details.

Jewish Family and Child

In order to meet the social and emotional needs of our students, a JF & C professional is on site at each campus working hand in hand with our staff and parent body under the auspices of the school's Center for Diverse Learning. If a child / a family is in need of further support, referrals can be made to Jewish Family and Child.

Jewish Vocational Services

Psychological assessments are available at each campus. A JVS psychologist works in conjunction with the CDL coordinators. Referrals for assessments can be made in consultation with parents. A joint decision is made regarding the appropriate course of action which may either include an assessment or other types of interventions.

Student Services

The coordinators of the CDL and their special education staff, program for and support the learning and social/emotional needs of the students. This includes providing individual education plans, assisting teachers in individualizing instruction and monitoring or tracking students who have been identified with special needs.

Academic Support

Associated will do everything in its power to meet the needs of every student. Occasionally, desired results are not achieved and it is determined that it will be in the student's best interest to attend an alternate educational setting. In these cases, we will assist parents in choosing the most appropriate alternative for their child.



ההורים כשותפים בחינוך

Parent-School Co-operation

Absence

AHS seeks parent co-operation in ensuring that children arrive on time.

Please avoid scheduling medical and other appointments during school hours. If a situation arises and a parent must take a child out during school hours, a note must be sent to the School office. No child will be excused without a written request from the parent. If the need to leave school early was not known in advance, the parent must personally sign the child out.

No child will be dismissed after 3:45 p.m. If you need to pick up your child early please do so before this time.

If a child is absent for three days or longer, the School must be notified.

Associated Hebrew Schools does not condone parents taking their children on vacation during the school year, and teachers are under no obligation to provide work for these vacations.

Classroom Visits

Parents may wish to visit their child's class. If you wish to do so, please speak with a campus administrator to arrange your visit. Younger siblings may not accompany parent visits to class. As the teacher will be unable to engage in a meaningful conversation with you during your visit, a follow-up phone call may be arranged. All visitors should report to the Main Office first and must wear a visitor identification tag.

If you wish to speak to a teacher, however briefly, please call him/her via the School office or contact him/her via e-mail. Speaking directly to teachers while classes are beginning or are in session is disruptive to students and teachers.

Safe Arrival (Kamin)

Parents must call the school safe arrival line ext. 613 before 8 a.m. to report their child's absence.

Parental Concerns

If you have any concerns regarding your child's progress, we encourage you to speak directly to the staff member responsible.

1. If a concern involves a teacher, the first attempt should be made to discuss the matter with the teacher. To contact a teacher, you can call the campus office and leave a message or you may email the teacher directly or leave a voice mail message. The teacher will then contact you directly.
2. If the problem is still not resolved, or if you have further concerns you would like to discuss, please contact one of the Principals or Vice Principals at your campus. Phone numbers and e-mails are listed at the back of the book.
3. If, after speaking to the teacher, the Vice Principals and/or the Principal, the problem is still unresolved, please call the Director of Education, Dr. Mark Smiley, at (416) 494-7666, ext. 101.

Financial and non-educational concerns should be directed to the Executive Director/CFO, Elliot Brodtkin, at (416) 494-7666, ext. 200.

The Parent Teacher Council has Liaison Representatives at each campus who are eager to work with parents. Details regarding the Liaison Representatives appear in the Parent Teacher Council section of this Handbook.

Homework

Homework is an important part of the curriculum. It allows students to strengthen their skills and knowledge through practice and review. Students receive homework in all subjects. General Studies teachers assign homework on Mondays and Wednesdays. Judaic Studies teachers assign homework on Tuesdays and Thursdays. No homework is assigned on Friday or on the eve of a Jewish Holiday.

Homework is assigned at a grade-appropriate level. Students are expected to complete their work independently. We encourage you to provide a quiet place for study. Please establish a homework routine, which will ensure that students arrive to school well-rested.

If your child misses school and you would like to receive their homework assignment the same day, please contact the School office by 10 a.m. to allow both Judaic and General Studies teachers sufficient time to prepare appropriate assignments. Homework may be picked up from the office after 3:30 p.m.

The complete AHS homework policy is included in each homework book and is available in the Kavod booklet.

Recess

We believe that a child healthy enough to attend school is healthy enough to enjoy outdoor recess. We find that students benefit greatly from their short time outdoors. Parents who request that their child remain indoors during recess must send a dated note. We recommend this step be taken only in serious instances.

Library/Resource Centre

Each campus has a comprehensive library and resource centre with reference materials for both Judaic and General Studies, as well as an extensive fiction collection. Thanks to the Parent Teacher Council, these collections are current.

Classroom teachers and librarians help children select books according to their interest and reading ability. Library research skills are integrated into the curriculum. Children are encouraged to share their reading experiences through oral and written book reports, plays and creative arts. Students are instructed in the proper care and handling of books. We ask parents to encourage children to care for books taken home. If a book is damaged or lost, you must pay for its replacement.

Technology such as computers, SMARTboards and audio/visual equipment are used to enrich the Judaic and General Studies programs.

Behaviour

We aim to teach our students *Derech Eretz* – good manners, positive behaviour and respect for others. We do this both formally and informally throughout the school year, and we expect our students to live up to these standards at all times.

A student who is disruptive in class and/or in school, adversely affects the progress of other students and/or the Associated Hebrew Schools climate. The staff will work with that student as required. Parents will be involved in the process.

Immediate expulsion will take place if a student is involved, on school property, in the following behaviours:

- Possession of weapons including switch blades or knives, crowbars, etc.;
- Sexual assaults or threats toward a fellow student or staff member;
- Possession of drugs, alcohol or cigarettes.

A student's behaviour off school property may be a factor in asking a student to leave.

Vandalism

If a student intentionally vandalizes school property, the following measures will be taken depending on the severity of the incident:

- fine/penalty and letter home;
- stiffer fine, three-day suspension and warning letter;
- expulsion.



התנהגות נאותה

Overview of the Code of Conduct

"Associated promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

Associated is a *Makom Torah* where Torah is learned and practiced. Acting as caring, kind and considerate individuals is a core value in Judaism. As Jews, it is our obligation to behave in ways that reflect these values. "

Associated Hebrew Schools believes that all students deserve the opportunity to study and develop in safe and secure environments. We rely on the family as our partner; to ensure that student behaviour is understood, disciplined and consistent. The home and the classroom must model fairness and respect for others in order to nurture a framework for positive social development. We believe that this shared responsibility helps children understand the limits of acceptable behaviour as they explore "freedoms" in and around school.

Every student, parent and staff member has the right to fair and respectful treatment, free from harassment, pressure or insensitivity. It is important that communication with and among individuals be truthful, sincere and open. It is not enough to speak about *Derech Eretz* (positive, respectful behaviour); actions speak louder than words.

The Code of Conduct outlines the school's expectations of behaviour, including the roles and responsibilities of teachers, students and parents.

Standards of Behaviour are also clearly outlined in the Code of Conduct. By enrolling in Associated Hebrew Schools, every student automatically assumes the obligation to comply with the provisions of the Code of Conduct.

The Code of Conduct indicates in detail, the importance of Standards of Behaviour, Student Safety, Physical Safety and the consequences for breaching the Code of Conduct.

The School is responsible for enforcing this Code of Conduct and imposing consequences for unacceptable conduct. In doing so, the Administration may consult with teachers, staff, students or others, as is deemed appropriate.

The Code of Conduct will be distributed to all parents in September. Parents are expected to review the document along with their children and formally acknowledge that they have received, reviewed, and understand the Code of Conduct.

Policy Against Bullying

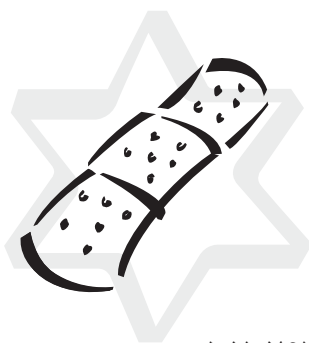
In our continuing effort to promote positive social development, **AHS DOES NOT TOLERATE BULLYING in any form.** Every student is entitled to a safe and supportive learning environment.

Technology

All students, parents and staff must respect and comply with Associated's Technology Policy. In addition, anyone using any of the School's computers and/or online systems that inadvertently does something to compromise its security or integrity (e.g. forward an email that contains password information) will report such action to an appropriate authority. Similarly, anyone who sees another person doing something that may compromise the security of our systems must also report that action to an appropriate authority.



As a result of Associated's "Kavod Initiative" many of the School's policies including the Code of Conduct have been revised. A booklet of policies was e-mailed to each returning parent in August 2010. New families will receive the booklet in the mail with their admit to class card. If you require an additional copy, please contact the school office.



בריאות ובטיחות

Health & Safety

Peanut/Nut Policy

One of our key responsibilities is to promote a safe environment for every student. A number of children who attend our School are so highly allergic to peanuts and nut products that even the smallest trace of a substance, such as peanut butter, can cause a potentially fatal reaction.

In order to create the safest possible environment, we maintain a strict no peanut/nut policy. Please do not send ANY foods containing peanuts or nuts, particularly peanut or nut butters.

Notwithstanding our best efforts, the School and families of allergic children acknowledge that it is impossible to guarantee an absolutely safe environment for those with life-threatening allergies.

We depend on you for your efforts and co-operation in ensuring the safety of all our children.

If you have any questions regarding nut allergies and peanut/nut free foods, please call The Anaphylaxis Network of Canada, (416) 785-5666, or refer to their website www.anaphylaxis.org.

Minor Injuries or Illness

The School is well-equipped to handle minor injuries such as superficial cuts or bruises. If we have any question as to the severity of an injury, we will contact parents at the emergency numbers we have on file.

We will contact parents if a child becomes ill in school. A Principal or Vice Principal will send a child home if, in her/his opinion, that student is not well enough to remain at school.

A child returning after any absence must bring a note signed by a parent.

Accident insurance forms are available online at iapkidsplus.com. Parents are encouraged to review their own coverage and consider the advisability of obtaining this additional protection.

Reporting of Communicable Diseases

There are several communicable diseases that **must** be reported to the School office. These include: chicken pox, measles, meningitis, mumps, pertussis (whooping cough), and rubella. Instances of fifth disease should also be reported to the School office.

Head Lice

Pediculosis (head lice) is not a threat to health but can be a nuisance. Control of head lice is a shared responsibility of both parents and the School.

Parents can help limit the problem by checking their children's heads regularly, treating the lice if found and notifying the School.

The School will notify parents if lice is suspected in a classroom. A volunteer group of parents will check students periodically to help reduce incidents. They will also provide parent education and be available to assist parents with advice and treatment, etc.

The full text of the Lice Control Policy and Procedure is available in each School office.

Medication

if your child needs to take medication during the day, please contact the school office for further instructions.

If your child is Anaphylactic, two "Epi-pens" must be kept at school, one for the office and one for the classroom.

Please arrange emergency procedures with a Principal or Vice Principal.

Public Health

In the event of a public health concern or prevention program, the school is fully and legally accountable to Public Health Organizations. It must comply with all directives from such organizations regarding the prevention, reporting and management of public health situations.

Personal Safety

1. For the safety and security of all, students are expected to identify themselves when requested by any staff member.
2. When participating in any public online communication (chat rooms, Facebook walls, ,etc.) students, staff and parents should not divulge any information regarding the school that could compromise the safety of any member of the school community. (e.g. dates & times of planned trips, locations of entrances/exits, passwords, entry codes).
3. Students are expected to refrain from bringing anything to school that may compromise the safety of others and themselves.

Evacuation

The School will follow the emergency protocol in the event of a situation where the safety of the children is compromised. There are evacuation procedures at each campus. Parents are asked to respect all the emergency information and evacuation protocols and not to attempt to enter the school premises under unsafe conditions.



ועד הורים ומורים

Parent Teacher Council

The Parent Teacher Council is an organization comprised of parent and teacher volunteers whose goal is to enrich the educational environment for our students. Through a well-organized liaison system of parents, the PTC acts as a vital link between the parent body and the professional staff. With representation on the Executive Committee, *Va'ad Hachinuch* and the Board of Directors, the PTC represents parents at all levels of decision-making within the School.

Another aspect of the PTC is the provision of educational enhancements for our children through a number of different fundraising programs. With the monies raised, the PTC supports many essential and innovative School programs. The PTC supports new initiatives in art, gym, *Tefilla* and has funded the wonderful Pre-school Enhancement and continues to provide funding for:

- Computer and SMARTboard technology;
- Library books and author programs;
- *Siddurim* for Grade 1 students;
- Graduation gifts for Grade 8 students;
- Student lunches;
- Middle School Shabbatons.

The PTC is immersed in the School and plays an integral role in helping AHS fulfill its mission of providing the best educational experience for all the students.

The School calendar is a major project of the PTC. Pertinent School information, including early closings, *Yom Tov* and *Shabbat* candle-lighting times, and other special events, are noted throughout the calendar. The School calendar helps to ensure that every family is kept up-to-date on all major School activities. To order a calendar, please contact your school office.

For the benefit of the parents and students, the PTC also sells the following:

- Grade 7 & 8 textbooks, locker shelves, and agendas;
- Gym clothing;
- Purim Cards;
- Library donation cards *In Honour* or *In Memory* of a loved one are available for \$10.00 and up.

The PTC also sells bulk cards at a cost of 6 cards for \$25. A charitable tax receipt is available for bulk card purchases. These cards are suitable for recognizing life-cycle events or as thank-you cards for friends or teachers.

For individual or bulk card purchases please call Stephanie Brandman-Smith (416) 385-7376, Stephanie Goldschmied (905) 553-2311 or Anne Malc at the Hurwich Office (416) 494-7666, extension 201. Bulk cards may also be purchased at all School offices.

The PTC welcomes and encourages your participation and thanks all parents for your commitment and involvement. Please feel free to contact your school liaison regarding questions or concerns.

We look forward to
your support and
involvement.
Together we can
make a difference in
the education of
our children.

Liaison Representatives

Danilack Middle School

Sheri Kulik

Sheri@dvp.net

905 832-9990

Rene Rosenzweig

jrosenzweig@sympatico.ca

416 802-2254

Kamin Bet Hayered

Sanchia Rabin

sanchiarabin@hotmail.com

905-370-0480

Kamin Elementary

Hayley Braverman

hbraverman@rogers.com

905 889-7813

Ann Rastin

Ann@VictoryFireworks.com

905-707-5200

Posluns Bet Hayered

Karen Rosenstein

karenrosenstein@rogers.com

416-633-2242

Posluns Elementary

Jessica Miller

jess.miller@sympatico.ca

416 782-9577

Anjie TK

poslunsliaison@ahschools.com

A list of class parents will be distributed in the fall.

PTC Contacts 2011-12

President

Sari Bercovitch

ptcpresident@ahschools.com

Vice-President

Diana Naiberg

ptcvicepresident@ahschools.com

For a complete list of the PTC Executive for 2010-11, please visit our website at
www.associatedhebrewschools.com

Our Elementary School ensures that students receive relevant programs, high-quality instruction and excellent preparation for the Elementary School and beyond. The key to our success lies in the quality of staff and in parental support.

Parents can support the School's efforts by:

Giving learning a high priority in daily life

Nurturing a student's strengths and unique qualities

Showing pride and enthusiasm in a student's achievements

Encouraging students to view school as a valuable place for learning

Demonstrating support for teachers and the administration

Providing support for classroom activities, such as visiting art galleries and museums, providing a quiet place to do homework, etc.

Assisting students to make decisions that reflect a balance between school and personal needs

Helping students recognize a balance between their needs and those of other children

Appreciating the need for both co-operative and individual efforts at school

Participating in and attending school events

Communicating with Associated Hebrew Schools when questions or problems arise

Supporting School policies outlined in this manual, such as the dress code, *Kashrut* and *Shabbat*

Kamin Education Centre

300 Atkinson Ave
Thornhill, ON L4J 8A2
Tel: (905) 889-3998
Fax: (905) 889-5183

Kathy Friedman, Principal
(905) 889-3998 x 506
kfriedman@ahschools.com

Linda Kichler, Vice Principal
(905) 889-3998 x 504
lkichler@ahschools.com

Elana Shapiro-Davidson,
Vice Principal, Bet Hayered
(905) 889-3998 x 519
eshapiro davidson@ahschools.com

Posluns Education Centre

18 Neptune Dr
Toronto, ON M6A 1X1
Tel: (416) 787-1872
Fax: (416) 787-6155

Eric Golombek, Principal
(416) 787-1872 x 105
egolombek@ahschools.com

Belinda Keshen, Vice Principal
(416) 787-1872 x 104
bkeshen@ahschools.com

Ora Shulman, Vice Principal
(416) 787-1872 x 101
oshulman@ahschools.com

Centre for Diverse Learning

Dafna Ross, Vice Principal
Director of Learning and Teaching
(416) 494-7666 x 542
dross@ahschools.com

Joyce Lambert, Kamin Coordinator
(905) 889-3998 x 505
jlambert@ahschools.com

Belinda Keshen, Posluns Coordinator
(416) 787-1872 x 104
bkeshen@ahschools.com

Administrative Offices

Hurwich Education Centre
252 Finch Ave W
Toronto, ON M2R 1M9
Tel: (416)-494-7666
Fax: (416) 494-2925

Director of Education

Dr. Mark Smiley
(416) 494-7666 x 101
msmiley@ahschools.com

Executive Director/CFO

Elliott Brodtkin
(416) 494-7666, ext. 200
ebrodtkin@ahschools.com

Admissions & Tuition

Ossy Goldenberg
Manager, Admissions and Tuition
(416) 494-7666 x 300
ogoldenberg@ahschools.com

Development

Rella Margolis
Manger, Development and Special Projects
(416) 494-7666 x 261
rmargolisi@ahschools.com

The Mission Statement

Who We Are

The Mission of the Associated Hebrew Schools of Toronto is to continue our long history of providing our students with an excellent Jewish and General Studies education, based on Torah values, in a safe and supportive learning environment.

What We Stand For

Excellence in Education

Utilizing the best available means to educate our students

Assisting each of our students to reach his or her potential

Nurturing a love of learning

Teaching the social and educational skills necessary for future success

Providing a Judaic Studies programme taught Ivrit B'Ivrit (classes conducted in Hebrew to promote fluency in the Hebrew language) and based on classical Jewish sources

Continuously evaluating and improving all facets of the programme including educators, curriculum and student performance

Ensuring regular dialogue between educators and parents regarding curriculum, academic and behavioural expectations and individual student achievement

Education based on Torah Values

Fostering a commitment to

- a Jewish way of life based on Jewish law, values and practice
- The State of Israel
- Klal Yisrael (The Jewish People)

Instilling a love and respect for Torah

Preparing our students to be responsible members of society

Providing a solid foundation for continued learning

Promoting high moral and ethical standards

A Safe and Supportive Environment

Welcoming students from the entire Jewish community, regardless of religious affiliation or economic means

Promoting mutual respect amongst students, staff and parents

Fostering open communication among students, parents, educators, administrators and the Board of Directors

Encouraging parents to take an active role in the School and in their children's education