

Respect. Responsibility. Reaching for Excellence.



Ottawa Jewish
Community School

OJCS Handbook
2018 - 2019

Ottawa Jewish Community School
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"Educate children in the way they should go and when they are old they will not depart from it."

Proverbs 22.6

Dear Parents and Students,

The Ottawa Jewish Community School offers comprehensive General and Jewish Studies Programs to elementary and middle school students. Our dual curriculum affords students an opportunity to grow academically, socially and spiritually. We are committed to providing students with instruction that will be stimulating and enriching while enhancing critical thinking skills throughout the curriculum. We will actively engage all students in the learning process and inspire them to live their daily lives with courage, compassion and a joy of Judaism.

In addition, we promote and advocate a partnership between home and school. Together, we will create the bond necessary for all students to excel. ***Please note that for your convenience we have flagged as “(NEW)” any policy that has either been changed or has been designated for renewed emphasis.***

May we continue to grow and prosper together!

Dr. Jon Mitzmacher,
Head of School

Mission Statement

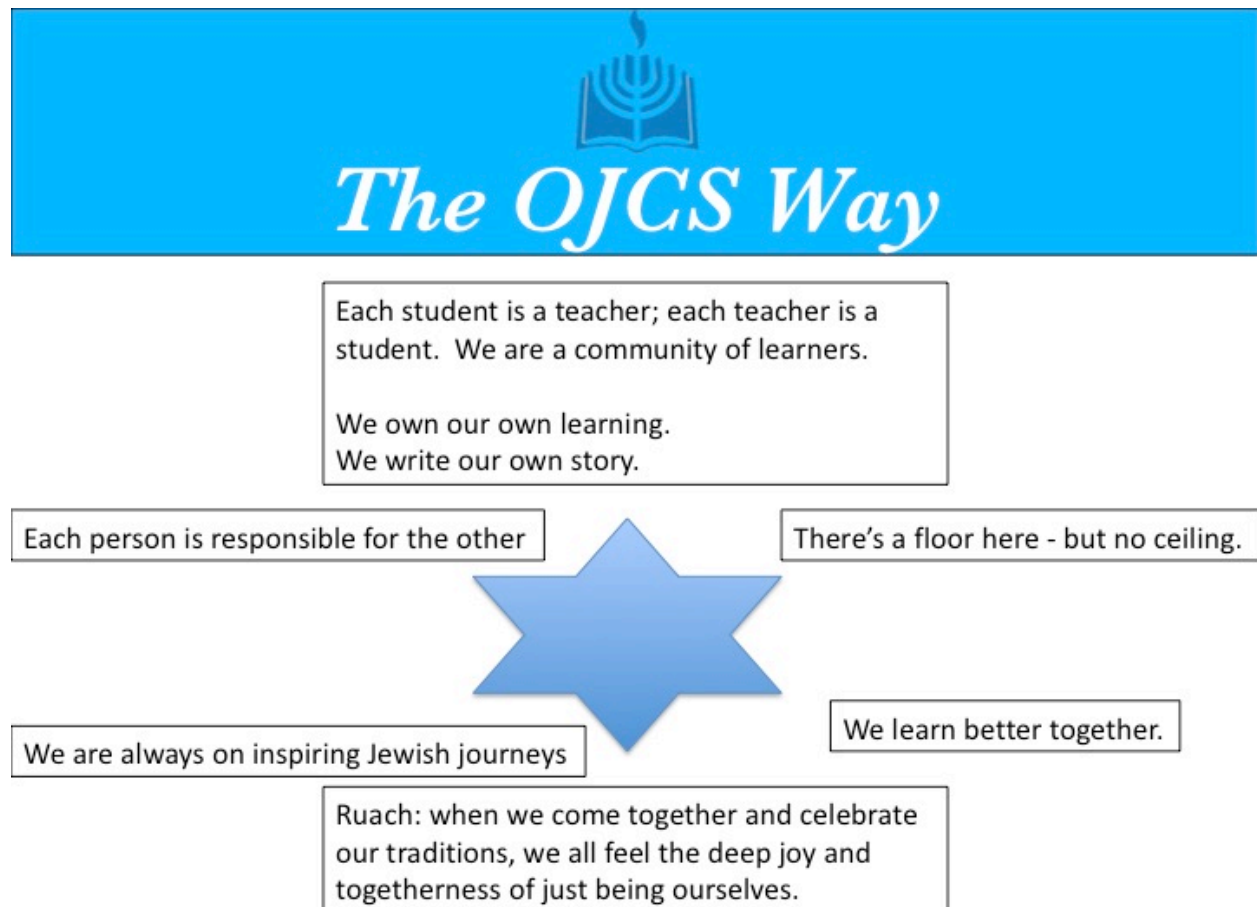
The Ottawa Jewish Community School is an all-day, trilingual elementary school that aims to develop academic and personal excellence in its students, in an inclusive, caring, and pluralistic environment that is based on Jewish religion, culture and values.

Vision Statement:

The Ottawa Jewish Community School is dedicated to enriching the life of its students along with strengthening their character and instilling their love for Israel. Inspired by Jewish values and heritage, a love of learning, and guided by teaching excellence, students reach for their potential, in order to become the leaders of tomorrow, and responsible citizens of the world.

OJCS North Stars

The Ottawa Jewish Community School has a way of doing things, distinct from any other school in our city. We have defined this way of doing things by involving our whole community, making meaning from hundreds of insights, interviews and observations. There are six big things to remember about the way we do things at our school.



ORGANIZATION OF THE SCHOOL

The administrative team asks for your support and cooperation in implementing its procedures relating to the day-to-day operation of the school:

- Any academic and social issues should first be addressed directly to the classroom teacher.
- The administrative team stands ready to participate in any and all conversations when their participation is warranted and constructive.
- The OJCS Board has a position of Board Ombudsman to have an alternative channel of communication available to the parent body in extreme situations. If there is a system breakdown and a parent is of the opinion that his or her voice is not being heard by administration, a parent can voice their concern to the Board Ombudsman as an alternative conduit for communication to the Board.

We believe that parents are our partners and therefore we encourage you to be in touch with us. Here is a quick guide to assist you with your feedback, questions or concerns.

Questions for:	Contact:	E-mail Address:	Telephone:
Head of School	Jon Mitzmacher	j.mitzmacher@theojcs.ca	613-722-0020 ext. 333
Vice-Principal	Keren Gordon	k.gordon@theojcs.ca	613-722-0020 ext. 334
Director of Recruitment	Jennifer Greenberg	j.greenberg@theojcs.ca	613-722-0020 ext. 345
Dean of Judaic Studies	Rabbi Finkelstein	h.finkelstein@theojcs.ca	613-722-0020 ext. 344
Executive Assistant to the Head of School	Ellie Kamil	e.kamil@theojcs.ca	613-722-0020 ext. 333
Director of Special Education	Sharon Reichstein	s.reichstein@theojcs.ca	613-722-0020 ext. 329
Student Life Coordinator	Deanna Bertrend	d.bertrend@theojcs.ca	613-722-0020
Librarian	Brigette Ruel	b.ruel@theojcs.ca	613-722-0020 ext. 331
School Psychologist	Shannon LaValley	s.lavalley@theojcs.ca	613-722-2225
PTA	Eliana Mandel-Carsen	pta@theojcs.ca	-
OJCS Board President	Michael Polowin	president@theojcs.ca	-
Ombudsperson	TBD	ombudsperson@theojcs.ca	-

The 2018-2019 OJCS Faculty & Staff

Lower School General Studies Faculty

- Kindergarten: Janet Darwish, Yardena Kaiman (French Studies), Lara Vlajkov (EA) & Alex Park (EA)
- Grade One: Ann-Lynn Rapoport & Lianna Krantzberg, Yardena Kaiman (French Studies)
- Grade Two: Ann-Lynn Rapoport & Yardena Kaiman (French Studies)
- Grade Three: Julie Bennett, Aaron Polowin (French Studies), Faye Mellenthin (EA)
- Grade Four: Julie Bennett, Aaron Polowin (Extended) & Dora Scharf-Pierzchala (Core)
- Grade Five: Melissa Thompson, Aaron Polowin (Extended) & Dora Scharf-Pierzchala (Core)

Lower School Jewish Studies Faculty

- Kitah Gan: Shira Waldman
- Kitah Alef: Ada Aizenberg & Lianna Krantzberg
- Kitah Bet: Bethany Goldstein
- Kitah Gimmel: Sigal Baray
- Kitah Dalet: Ada Aizenberg
- Kitah Hay: Bethany Goldstein (Core) & Ruthie Lebovich (Extended)

Middle School Faculty

- Science: Josh Ray
- Mathematics: Chelsea Cleveland
- Language Arts: Mike Washerstein
- Social Studies: Deanna Bertrend
- Extended French: Stéphane Cinanni
- Core French: Aaron Polowin (Grade 6) & Dora Scharf-Pierzchala (Grades 7 & 8)
- Hebrew: Noga Reiss (Level 1) & Ruthie Lebovich (Level 2)
- Jewish Studies: Mike Washerstein
- Rabbinics: Rabbi Howard Finkelstein

Specialists

- Art: Shira Waldman
- Music: Rene Gely
- PE: Linda Signer (Kindergarten-Grade 2) Josh Ray (Grades 2-6 & Boys 7 & 8) & Shira Waldman (Girls 7 & 8)
- Library: Brigitte Ruel

Department of Special Education

- Keren Gordon, Vice Principal
- Sharon Reichstein, Director of Special Needs
- Linda Signer & Brian Kom (General Resource); Chelsea Cleveland (Math Resource)

Education Leadership Team

- Melissa Thompson, Teaching & Learning Coordinator
- Deanna Bertrend, Student Life Coordinator

Administration

- Josh Max - IT & Technology Support
- Ellie Kamil - Executive Assistant to the Head of School
- Jennifer Greenberg - Director of Recruitment
- Rabbi Howard Finkelstein - Dean of Judaic Studies
- Keren Gordon - Vice-Principal
- Dr. Jon Mitzmacher - Head of School

Schedules at-a-Glance

LOWER SCHOOL SCHEDULE

ENTRY	8:30 a.m.
Morning Block	8:45 – 10:45 a.m.
Outdoor recess for Grades 1-5	10:45 - 11:05 a.m.
Middle Block	11:05 a.m.-1:05 p.m.
Nutrition Break	1:05 - 1:25 p.m.
Recess	1:25 - 1:45 p.m.
Afternoon Block	1:45 – 3:45 p.m.

MIDDLE SCHOOL SCHEDULE

PERIOD	TIME
ENTRY	8:30 a.m.
1	8:45 - 9:25 a.m.
2	9:25 - 10:05 a.m.
3	10:05 – 10:45 a.m.
Tefillah	10:45 - 11:05 a.m.
4	11:05 - 11:45 a.m.
5	11:45 - 12:25 p.m.
6	12:25 - 1:05 p.m.
Nutrition Break	1:05 - 1:25 p.m.
Recess	1:25 - 1:45 p.m.
7	1:45 - 2:25 p.m.
8	2:25 - 3:05 p.m.
9	3:05 - 3:45 p.m.

Early Friday Shabbat Dismissal (NEW)

October 26, November 2 – 3:00 p.m. dismissal

November 9 - February 1 – 2:00 p.m. dismissal

February 8 – March 8 – 3:00 p.m. dismissal

ARRIVAL

- Arrival is at 8:30 a.m.
- **Children are expected to be in class and ready to learn by 8:45 a.m.**

EARLY SUPERVISED DROP-OFF

- OJCS has early supervision for a cost of \$3.50 per child per day - begins at 7:30 a.m. Students can read in the library or go to the gym to play. **(NEW)**
- Children must be registered. Please contact the office for information.

DROP-OFF

- You are welcome to either go through the carpool lane or park your car in a legal parking spot and escort your child to the door in the SOUTH parking lot (Entrance A).
- Cars must not park in these areas: in the SJCC parking lot or in the fire lane leading to the drop-off circle.

DISMISSAL (NEW)

- To ensure the secure dismissal of all our students, we kindly ask that parents wait outside at their designated door so that students can be dismissed with our new sign-out system. OJCS personnel will ensure each student is signed out directly to a parent or guardian.
 - Kindergarten - Grade 2 students will be released from Entrance A.
 - Students in Grade 3 -5 will exit from the external gym door.
 - Middle School students (Grades 6 - 8) are free to leave through Entrance A without signing out.

Families with carpools or multiple children will have their group signed out together and they will exit through one agreed upon door.

- It is important that children are picked up within 15 minutes of dismissal especially before Shabbat, Jewish holidays and other special occasions.
- The school reserves the right to charge the drop-in fee for aftercare for children who require supervision by the front office after the fifteen-minute window.

TARDINESS

- Punctuality and conscientious attendance are expected.
- Parents will be contacted if students arrive late more than three times in a term.
- Consequences for chronic tardiness may include detention, an inability to participate in extracurricular activities, sports teams and field trips, and in the most extreme cases, suspension. **(NEW)**

LATE ARRIVAL /EARLY DISMISSAL

- Students arriving late to school must obtain a late pass from the office.
- If your child is required to leave early, a note must be given to the teacher by your child, stating the dismissal time.
- At the appointed time, you may collect your child from the school office, where he/she **must** be signed out.
- Parents are not permitted to go to the child's class unless invited.
- Please make all your pick-up arrangements with your child prior to the school day.
- The school office is too busy to forward messages to students, unless there is an emergency.

ABSENCES

- Please contact the school if your child is going to be absent. Students who are absent are responsible for work missed. You may request that your child's homework be available to be picked up at the end of the day by notifying teachers. You may also check your child's Classroom Blog to stay informed.
- Students with five absences in a term will receive a warning and a note will be sent home to parents.
- Consequences for chronic absenteeism may include inability to participate in extracurricular activities (such as sports teams), suspension or failure to be promoted to the next grade. **(NEW)**

POLICY ON CHILDREN LEAVING DURING SCHOOL HOURS

- Children may be taken out of school by parents during school hours and miss classes under legitimate circumstances such as, illness, appointments, the necessity to leave early due to a family trip out of town, etc.
- Whenever possible, parents are requested to make medical appointments before or after school hours. If this proves impossible, a note from the parent should be sent to the teacher.
- **Please do not telephone the office to get your child out of class early. When a parent arrives at the office, their child will be called down ready to leave for the appointment.** A child leaving early must remain in the office until a parent arrives and **MUST** be signed out by a parent or guardian.
- Children leaving with someone other than a parent/guardian must provide a letter or email granting permission from their parent/guardian. The school has the right to refuse to permit a child to leave school for inappropriate reasons with someone who is not a parent.
- Classroom teachers are not responsible for providing special school work packages in advance of planned vacations scheduled during regular school time.

LOCKERS

- School lockers are the property of OJCS.
- All students will have an assigned school locker.
- Lockers may be opened for inspection by the Administration at any time.
- No decals, writing, or other materials are to be placed on the outside of the locker.
- Lockers should be kept clean and organized. A locker clean-up will be scheduled on all Dress Down Days. Failure to maintain a clean locker may result in detention or other consequences.
- Only materials or pictures appropriate to OJCS standards can be placed in the locker.
- Students will be held responsible for any damage to a locker.
- The school is not responsible for lost or stolen items.
- **All students from Grades 5 - 8 are asked to have a lock on their lockers to maximize tidiness throughout the upstairs hallway. They will provide their homeroom teacher with the combination for easy access. (NEW)**

DRESS CODE

- Students are required to wear their uniforms at all times except for Dress Down Days. **Uniform shorts must be a solid navy colour, just as uniform pants and skirts. (NEW)**
- No baseball caps are allowed in class; caps are allowed during PE or during recess only.
- All Jewish males must wear kippot at all times within the school building.
- Earrings should be small and tasteful. (No large hoop earrings or long dangly earrings safety reasons.)
- Dresses, skirts and shorts must fall to the kneecap.
- No low-cut, spaghetti straps or sleeveless shirts.
- Leggings are permitted to be worn under skirts. **No leggings are to be worn as pants even on Dress Down Days.**
- No offensive wording on shirts.
- **Shorts may not be worn, except for PE, when the temperature falls below 10 degrees. (NEW)**
- **Students in violation of Dress Code will be provided a change of clothes until their parent or guardian can bring an appropriate replacement. (NEW)**

PHYSICAL EDUCATION CLOTHING

- All students need to wear running shoes for PE.
- PE uniforms will be worn by Grades 5-8, including Dress Down Days.
- Girls may wear leggings under shorts. **(NEW)**
- Girls who wear skirts for religious reasons may wear skirts for PE provided they are appropriate and will not be unsafe for the student.

DRESS DOWN DAYS

- Held on the last Friday of each month.
- Students are encouraged donate a loonie/toonie.
- Monies raised will go to various charities.

PERFUME

Please refrain from wearing perfumes when in the school building as many of our students and faculty suffer from asthma and allergies. Your cooperation is appreciated.

COMPUTER ACCEPTABLE USE POLICY

OJCS encourages students to make use of computers for their learning. However, students must follow the OJCS guidelines for computer usage while in school.

- The local networks are to be used only for educational purposes.
- Students may not duplicate, store, or transmit copyrighted material or software that violates copyright laws.
- Students are responsible for their personal accounts and under no circumstances should they share their password.
- When interacting with other users, students are expected to conduct themselves in a responsible, ethical and polite manner in accordance to OJCS Code of Conduct.
- Use of the network, e-mail or internet for illegal, obscene, harassing, or inappropriate purposes is prohibited.
- If students wish to bring assignments in on disks or a memory stick, they must load them only under a teacher's supervision so a virus check can be completed.
- Students found in violation of this policy may be disciplined in accordance to OJCS Code of Conduct Policy.
- **Students in Grades 4-8 are encouraged to bring their own devices to school. (NEW)**

INTERNET SAFETY

- Internet access is only permitted with teacher supervision.
- Parents/teachers continue to work in partnership to increase awareness of internet safety.

CODE OF CONDUCT

THE OTTAWA JEWISH COMMUNITY SCHOOL'S philosophy of behaviour expectations is summed up by our motto of "**Respect, Responsibility and Reaching for Excellence.**" Everyone has a right to learn in a safe, supportive and cooperative environment. Students therefore are expected to:

- Strive toward self-discipline;
- Treat faculty and fellow students with courtesy, dignity, and respect. (No bullying or teasing);
- Work hard and cooperatively;
- Solve differences with discussion;
- Seek assistance from a member of the school staff whenever needed;
- Respect the private space of the other person (no pushing, shoving or fighting);
- Complete homework assignments neatly and on time;
- Respect personal, public, and private property;
- Avoid plagiarism;

- Strive to achieve to the best of their ability;
- Be punctual to all classes;
- Attend school regularly;
- Use appropriate language, always;
- Maintain a positive Jewish identity;
- Remain on campus at all times unless permission is granted to leave;
- Respect and comply with all school rules;
- Keep cell phones turned off and in your locker and refrain from using it to communicate externally during the school day.
- No gum chewing in the school.

BULLYING

ONTARIO MINISTRY DEFINITION OF *BULLYING*:

Bullying means aggressive and typically repeated behaviour by a pupil where:

- (a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
- (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
- (ii) creating a negative environment at a school for another individual, and
- (b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

OJCS ADDITIONAL DEFINITIONS OF *BULLYING*:

Bullying behaviour includes the use of any physical, verbal, electronic, written or other means.

- Bullying adversely affects a student's ability to learn.
- Bullying adversely affects the school climate, including healthy relationships
- Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where engaging in bullying will have a negative impact on school climate.

Cyber-bullying

Bullying includes bullying by electronic means (commonly known as cyber-bullying), including,

- (a) Communicating material electronically, to one or more than one individual, or posting material on a website or through the use of an app, that may be hurtful or inappropriate and be accessed by one or more individuals;
- (b) Impersonating another person as the author of content or messages posted on the internet or through social media; and
- (c) Creating a web page or a blog in which the creator assumes the identity of another person.

Aggressive behaviour

Aggressive behaviour may be intentional or unintentional, direct or indirect. It can take many forms, including physical, verbal, and social. If aggressive behaviour is physical, it may include hitting, pushing, slapping, and tripping. If it is verbal, it may include name calling, mocking, insults, threats, and sexist, racist, homophobic, or transphobic comments. If it is social, or relational, aggression, it is more subtle, and may involve such behaviours as gossiping, spreading rumours, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet websites, social networking, or other technology).

Harm

Harm means harm that can be experienced in a number of ways, including physical, mental, emotional, and psychological.

ADDITIONAL EXAMPLES OF PROHIBITED CONDUCT

In addition to the prohibition of bullying, OJCS students at school or school-related activities are prohibited from:

- Directing profanity, vulgar language, or obscene gestures towards other students, teachers or staff, or visitors.
- Leaving school grounds or school sponsored events without permission.
- Disobeying directives from school personnel or failing to adhere to school policies, rules, and regulations.
- Stealing from students, staff, or the school.
- Damaging or vandalizing property owned by the school, other students or employees and/or throwing objects that may cause bodily injury or damage property.
- Cheating, plagiarism or copying the work of another student.
- Fighting, committing physical abuse, or threatening physical abuse to students, staff or other individuals.
- Bullying, harassing, teasing, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
- Name-calling, ethnic, racial or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
- Engaging in inappropriate physical or sexual behaviour.
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of: marijuana or a controlled substance; a dangerous drug, glue, aerosol paint, or other volatile chemical; or an alcoholic beverage.
- Selling, showing, giving, or delivering to another person or possessing pornography in any form.
- Bringing a firearm to school or any other object used in a way that threatens or inflicts bodily injury to another person.
- Smoking or using tobacco products and/or playing with matches or fire.

- Making bomb threats, false alarms and threats, hoaxes, or accusations regarding school safety.
- Hacking into other students or OJCS personnel's' computers, email, and instant messages.
- Engaging in any illegal conduct as defined by law.
- Any other substandard conduct that the school deems to be inappropriate.

TOYS

- Toys which promote violence are not permitted at school. Toy guns, knives or weapons are never allowed.
- Toys which inhibit social interaction and/or cause conflicts (i.e. Game Boys, Nintendos, trading cards, etc.) are not permitted.

OFFENCES AND CONSEQUENCES

In the event a student engages in prohibited conduct a member of the administrative team will decide on the appropriate investigation and response. Such response(s) may include:

- Behavioural contract
- Restriction of privileges
- Detention
- Parental contact
- Temporary withdrawal of certain privileges or participation in school activities
- In-school suspension program
- Out of school suspension (up to 10 school days)
- Out of school suspension (over 10 days)
- Immediate removal from school premise pending a hearing
- Probation
- Referral to outside agency
- Expulsion

PARENTS

Parents are responsible for abiding by all policies and procedures while in, or representing, our school. The consequences for not acting in accordance with this Code of Conduct include revoking privileges, discharge from the school, and non-re-enrolment of family for subsequent school years.

HOMEWORK GUIDELINES

Student Responsibilities

It is expected that all students will:

- complete all assigned homework
- maintain a regular reading program
- use an agenda (depending on grade/child) and Classroom Blogs
- make sure they understand the assignments by asking questions
- discuss their homework with their parent(s)

Parent Responsibilities

It is expected that all parents will:

- provide a proper workspace and materials in the home
- establish a regular quiet time for homework study
- talk with their children about their homework and use the Classroom Blogs to remain informed
- ensure that your child uses his/her agenda book and Classroom Blogs daily
- provide opportunities for your child to get reading material (i.e. visits to the library)

Teacher Responsibilities

It is expected that all teachers will:

- assign stimulating and purposeful homework
- teach good homework practices and study skills
- ensure that all students clearly understand the homework assignments
- regularly check the assigned homework
- communicate to students and parents their homework practices and assignments
- include homework assignments in student evaluations
- coordinate major assignments with other staff
- ensure homework is not assigned immediately prior to or due immediately following a Jewish Holiday or special school events
- ensure daily use of the agenda book and Classroom Blogs

HOMEWORK GUIDELINES

The total amount of time for students to spend working at home will vary according to age, developmental level, learning style, maturity and individual needs of that student. As a general guideline, children will be expected to have homework at the following rate:

Grade 1	15	minutes per school day
Grade 2	15 – 30	minutes per school day
Grade 3	30 – 40	minutes per school day
Grades 4 – 6	45 – 60	minutes per school day
Grades 7 – 8	60 – 90	minutes per school day

NOTE: Homework assignments may not be given over Shabbat and/or Festivals. Tests, exams and/or assignment due dates may not be scheduled on a day that follows immediately after a Festival or day(s) of observance.

CLASSROOM BLOGS & Agendas

Each student at OJCS receives a Gmail account and has access to Classroom Blogs. Use of an agenda is provided those grades and students who require them. The Classroom Blogs and agendas are essential organizational tools to be used daily by all students, teachers, and parents. It is a means of communication of educational activities between teachers and parents. Each child will need to check their Classroom Blogs and write assignments in an agenda (as needed). Parents should review the assignments each evening. **(NEW)**

CLUBS & EXTRACURRICULAR ACTIVITIES

The OJCS encourages students to participate in extracurricular activities conducted through the school. There are clubs, sports teams, and house leagues held throughout the year for the students. Parents will receive information informing them of all activities and if there are additional fees required (i.e. chess club or robotics).

TZEDAKAH

- Students are taught the value of Tzedakah as an integral part of Jewish religious and communal life and responsibility.
- Students are requested to bring as little or as much as they wish for this mitzvah.
- Funds collected are donated to charities in our community and in Israel.

KASHRUT POLICIES

- The Ottawa Jewish Community Schools adheres to the Jewish Dietary Laws of Kashrut.
- All food brought into the school must bear a universally acknowledged kosher symbol (i.e. MK, COR, OU, etc.). All nut-free packaged baked goods must arrive sealed from a Kosher bakery
- All food brought to school to be served to other children such as a class party, must be approved by Rabbi Finkelstein or the Head of School. No home-baked goods will be permitted to be served in classrooms.
- There are a number of internationally recognized hechsherim/kosher certification labels. Some of the most common hechsherim/kosher certification labels you will find locally are:



- All food purchased on outings or school fieldtrips must be kosher.

- Only Kosher food may be sent to school for lunches and snacks. Any pre-packaged foods, juices, etc. must bear a hechsher (kosher symbol). Any food that “is blatantly” non-kosher will be taken away and an attempt will be made to provide an alternate lunch. Please feel free to contact Dr. Mitzmacher or Rabbi Finkelstein with questions about our kosher policy.
- Kashrut is to be observed at all school functions on or off campus. This applies to both in-school and out of school events, ceremonies and activities.
- Teachers and staff, as role models in our school community are expected to observe the Kashrut policy. To this end, members of the staff will be asked to avoid eating non-kosher foods purchased off-site in front of students. We as a staff have to speak as one voice to consistently reinforce the importance of the observance of Kashrut for our entire school community.

MEAT/DAIRY/PAREVE DAYS

- The OJCS has designated Mondays, Wednesdays and Fridays as Dairy and/or Pareve Days.
- The OJCS has designated Tuesday and Thursdays as Meat and/or Pareve Days.

SNACK & LUNCH

- All grades will eat morning snack in their classrooms. Kindergarten will eat lunch in its classroom. Grades 1-5 will eat in a designated cafeteria space. Middle School will have access to a Student Lounge, OJCS gym as well as the JCC cafe during lunchtime.
- OJCS encourages parents to provide their children with nutritious, nut-free, kosher snacks such as: carrot sticks, fruit, celery sticks, granola bars (nut-free) etc.
- Please do not send your child(ren) with any item that requires us to provide them with boiling water as it poses a danger.
- Please do not send your child(ren) with items that need to be heated up, as we do not have facilities for that.
- Electronics, such as iPads, iPods, iPhones and laptops are not permitted during lunch.

BIRTHDAY PARTIES

Birthday celebrations for children should be held outside school hours. We ask that parents invite the entire class to birthday parties. Please note that it is school policy that birthday invitations not be distributed at school, unless the entire class is invited.

While we recognize that each family is entitled to make such personal decisions, we ask parents not to schedule parties on Shabbat or other Jewish holidays and to be sensitive to kashrut when serving food. Part of being a community is being sure that all OJCS families are able to share the joy of celebrations, like birthday parties.

HEALTH POLICIES

The goal of our health policies is to facilitate the concepts outlined in the Ministry of Education document, “Healthy Schools 2012”. This policy is designed therefore, to achieve healthy lifestyles for the students, but also for the families, teachers, and support staff at OJCS (i.e. the community of learners).

The school health program will, therefore, supplement the efforts and guidelines of parents in educating students in good health practices.

The objectives of the school health program are:

- To promote and maintain good health habits among the community of learners.
- To promote the eating of nutritious meals during school breaks.
- To develop a supportive environment conducive to the promotion of health.
- To provide a comprehensive health education to all students, which will enable them to make healthy choices and adopt healthy behaviour throughout their lives.
- To ensure the school is a smoke-free, drug-free environment.
- To assist in the detection of physical, psychological, and social problems of students and staff.
- To implement preventive measures against illness and accidents on the school grounds.
- To incorporate the views of the community of learners, in making decisions about health care and welfare.

To strive constantly as a school, to strengthen the capacity to create a healthy setting for living, learning and working.

The OJCS Serious Food Allergies and Anaphylaxis Policy:

The OJCS is a peanut and nut-sensitive school. This means **NO** food products containing peanuts or nuts are permitted on school grounds (inside and outside) at any time in an effort to ensure the safety of those children with serious peanut and nut allergies.

Sabrina's Law:

OJCS continues to enhance the safety procedures at school in order to protect anaphylactic students using the following measures as mandated by (Sabrina's Law).

- Emergency Posters (including pictures of students with allergies) in all classrooms with Emergency Health Protocols
- Regular Teacher Training in Epi-pen Administration and First Aid
- An Emergency Response Team consisting of teachers and security staff with advanced first aid training;
- Ensuring that all students in grade one and up with serious food allergies carry an updated Epipen with them at all times. It is recommended that an extra Epipen also be stored in the office. ADK students must provide Epipens for storage in their classroom.
- No Food Sharing Policy.
- Epi-Pens and Emergency Supplies that are carried by teachers on yard duty.
- Ongoing review of the procedures by the Health Committee

Most importantly, we need support from you, our OJCS families, to make our school community a safer environment for these children.

The OJCS has the following policy in effect:

- The OJCS has a "no food sharing" policy that will be strictly enforced. This policy reduces the risk of serious allergic reactions.

- Foods that carry the warning, “may contain peanuts and/or nuts” are permitted in school, (even though they are not safe for the peanut and nut allergic children) as the risk of contamination of these products with nuts is low and there is further risk reduction through the “no food sharing” policy.
- When providing food for the class or the school, the food item must be peanut and nut free, kosher, and must NOT contain the “may contain peanuts and/or nuts” warning.
- All food items to be distributed to the classrooms must be first checked by the OJCS.
- If additional food allergies exist, in a specific classroom, specific instructions may be put in place to provide additional locations in the school for students to eat lunch.

Besides avoiding the obvious (such as peanut butter sandwiches and peanut butter cookies), it means you should also read the labels of foods; like muffins, granola bars, chocolate spread, snack bars and cereals before you put them in your child’s lunch bag. Many foods have peanuts or nuts as a hidden ingredient. And although you may include items that contain the “may contain peanuts or nuts” warning for your non-allergic child, if food is to be distributed to the class or to others, it must be peanut and nut free.

HEALTH ISSUES

In consideration for each child's well-being, we request that parents respect the following:

- A child who is ill or has symptoms of illness be kept at home.
- Because of our limited physical and human resources, a child, or children who become ill during the school day must be picked up by a parent or a guardian.
- Children requiring administration of medication, or Epi-Pen injector, have a picture and a completed release form on record at the school office.
- Children requiring medication during school hours have it in the school office where it will be administered by the school personnel. Medication must be clearly marked with the child's name and must be accompanied by written instructions and a spoon if required.

Fever: Fever is a common indicator that your child has an infection (caused by either a virus or a bacteria). The degree of fever can vary throughout the day. Often, there will be no fever in the morning, but a fever will develop over the afternoon and early evening. If your child has had a fever, **please make sure he/she has been fever free for 24 hours before sending him/her back to school.**

Conjunctivitis: If your child is infected or suspected of being infected with conjunctivitis (pink eye) or another minor communicable disease, s/he shall be sent home from school. The child may return to school after being treated for 24 hours with antibiotic eye drops.

Lice: We will organize Lice Services or a team of trained OJCS parents to check everyone’s head at varied times throughout the school year. If your child is found to have nits or live lice, you will be asked to pick them up immediately and ensure the problem is treated before they return to school. **You are asked to bring your child to the office upon their return so that their head can be re-checked before re-entering the classroom. (NEW)**

Sun Safety: To reduce the risks of skin damage due to sun exposure, ensure that a broad-spectrum sunscreen with a rating of at least SPF-15 is used. Please apply sunscreen to your child before they are dropped off at school. Students are requested to bring sunscreen to school. Please make sure your children wear sun hats when necessary.

STUDENT SERVICES

Our Student Services' mandate is to assure the most productive learning opportunities for all members of our school community. Our primary objective is to support and meet the needs of the students in our school. This involves being responsive and supportive of the cognitive, social and wellness needs of our students.

Our team consists of a Director of Special Education, our Teaching and Learning Coordinator, a School Psychologist, as well as Special Resource Teachers. We also consult with Mental Health Specialists, Reading Specialists, Occupational Therapists and Speech and Language Pathologists and Physiotherapists (through Community Care Access and/or as privately arranged by parents).

Students' academic growth and development are formally and informally assessed in order to develop and implement educational and/or behavioural accommodations, modifications and support plans. At times parents will be asked to secure a private psycho-educational assessment from a psychologist in order to create an Individual Education Plan (IEP). Objectives and accommodations featured on the Support Plan and Individual Education plans are reviewed on an ongoing basis in collaboration with the Director of Special Education, Vice-Principal, teachers, parents (and when appropriate the student), to ensure it continues to properly support the child with their growth and learning.

Student Services offered include in-class assessments, remediation and enrichment, ESL, FSL and HSL instruction. We consult regularly with parents, teachers and administrators to provide resources, to suggest instructional methods and/or set behavioural objectives, as well as to discuss individual student progress and achievement.

As part of our commitment to meet the social needs of all our students, OJCS is pleased to offer social work and counseling services in partnership with Jewish Family Services. Shannon LaValley is a registered psycho-therapist and certified Canadian Counsellor. Shannon currently works on staff with the JFS' Child, Youth and Family program. She looks forward to continuing to work with our students, one-on-one or in small groups, when needed, as well as in our classrooms doing strategic workshops. Please know that referrals to Shannon can come from either parents or teachers, with appropriate paperwork available for either in the School Office.

EDUCATIONAL PROGRAMS

ACADEMIC PROGRAM

OJCS is an independent, Jewish private school located in Ottawa, Ontario. The school provides a General Studies Program with the requirements of the Ontario Ministry of Education as a starting point, a French Studies Program aligned with the guidelines of the Ontario Ministry of Education and a Judaic Studies Program aligned with international standards for Jewish day school education.

General Studies Curriculum

Our academic benchmarks and standards begin with the Ontario Ministry of Education and is enhanced and adapted to best meet the needs of OJCS' students. The subjects studied are as follows: English, (reading, writing and visual communication), Mathematics, Science, Social Studies and Physical Education.

French Studies Curriculum

This is in accordance with the Ontario Ministry of Education requirements from Grades K-4. In Grades 4-8, the French Studies Program is streamed into Core French and Extended French. Students in Grades 4-5 in Extended French receive two additional periods of Social Studies, while students in Grades 6-8 in Extended French receive three additional periods per week of History & Geography in French.

The French Department engages a selection process to identify which students would be best placed in the Extended French Program and an email is sent home to parents informing them of their child's placement. **Please ask us any questions about our French program and its outcomes, including how to best prepare your child for success in Grade 9 French immersion if that is a possible goal for your child.**
(NEW)

Jewish Studies Curriculum

The OJCS is a Jewish Day School where students come from a range of Jewish backgrounds. The school is run according to traditional values, laws and customs. OJCS is a Zionist day school, actively promoting the centrality of Israel for the Jewish people.

Through our Jewish Studies program we promote confident, knowledgeable graduates, whose Jewish heritage and identity will never be in question. We teach the skills necessary for an active Jewish home and communal life, including synagogue skills. We inculcate a sense of Jewish ethical values as part of Jewish life and practice. We place a strong emphasis on teaching classic texts and Hebrew.

LIBRARY

The library collection consists of over 20,000 volumes. The library is open five days per week, from 8:45 a.m. to 2:00 p.m., and library volunteers fulfill a very important function. Our librarian will organize a schedule and volunteer duty list for interested parents. We have upgraded our management system so that teachers, students and parents can view the collection online. We encourage you to browse all the new features and see how much our library offers. **(NEW)**

PHYSICAL EDUCATION & SPORTS TEAMS

Physical Education is a priority at our school. The goal of the program is to instill a life-long commitment to healthy living. Grades K-5 have Physical Education three times a week. Grades 6-8 have Physical Education daily. In addition to structured sports and athletics, units about various health issues are taught as per the Ontario Curriculum. House leagues take place during lunch recess.

REPORT CARDS & PARENT-TEACHER CONFERENCES

- We operate on a trimester model. **(NEW)**
- Report cards will be issued at the end of each term. All report cards should be carefully examined by parents. If you have a question regarding a specific grade or class, you are encouraged to ask for a meeting with the teacher and discuss your concern.
- All parents are urged to attend parent-teacher conferences. Parents wishing to meet with their child's teacher at other times during the school year are welcome to e-mail or call the teacher to schedule an appointment.

CLASS DIRECTORY

The class directory is ***very convenient to have and is for the exclusive use of the OJCS families and not to be shared with any other person or institution.*** Please be sure to update the office promptly if your email, address, home, business or emergency contact information changes. In late September, each family will receive a class directory by e-mail.

EMERGENCY CARDS AND STUDENT INFORMATION

- Emergency cards (one for each new child) should have already been completed.
- Should there be a change of address, phone number (home, office, emergency numbers), or e-mail, please advise the school office. It is for the safety and security of your child that we require this important information.

SECURITY

In our continuing efforts to enhance and maintain the safety and security of our students, staff and visitors, we want to emphasize strongly that every person accessing the campus can contribute to the safety and security of our children. It is our collective duty and responsibility towards our children. Policies and procedures at the OJCS are in place and we urge you to follow them. Any breach in the policies weakens the security.

As you will be accessing the campus every day, you are the eyes and ears of the campus. Suspicious persons or activities should be reported to the security staff at 613-722-9235 or to the office at 613-722-0020. Please keep those numbers available at all times.

Any change of policies will be conveyed to you by email. If you are not the person dropping off and picking up your children, please relay the information regarding Security policies to your caregivers, relatives and in some cases your children.

The security staff and office staff are trained to deal with any situation that may arise. You are asked to respect their instructions and requests. Teachers are also trained to respond to emergencies and carry walkie-talkies on any outing on campus. Cameras have been installed to monitor activity on campus and barriers have been installed around the perimeter of the school and campus.

PARKING

Please be certain that you drive with extreme caution whenever you are near the Jewish Community Campus and note that there is a four-way stop at Broadview and Kerr. Students who walk to school are reminded to use the sidewalk on the east side of Broadview.

- Speed limit in the parking lot is 20km/h.
- **No use of cell phone while driving in or out of the parking lot.**
- Exit the parking lot as soon as possible after drop off and pick up times.
- No stopping or parking along the sidewalk in the south parking lot.
- No parking in the semicircle
- No parking in the fire lane leading to the semicircle
- No double parking in those areas

VISITING SCHOOL

- Use the front entrance only.
- Identify yourself through the intercom and state the purpose of your visit.
- Enter the school only if it is necessary at drop off and pick up times, if you have an appointment or you are volunteering.
- Never keep the door open for anyone following you.
- Sign in and out at the school office: name, time, and location.
- You must wear a visitor pass if you volunteer or have an appointment.
- Parents are not allowed in the classrooms unless invited or volunteering at the school.

- Only OJCS students and staff may use the south side door to exit and enter the building at arrival, recesses and dismissal and only when the door is being supervised by designated Staff.

BACKPACKS AND LUNCH BAGS

- Backpacks on wheels should not be used as they do not fit into the lockers. They create clutter in the hallways.
- Children should take all their belongings with them into school after drop-off, recess, lunch-times from the playground, as well as from buses after a field trip.

ADDITIONAL SAFETY MATTERS

- Dogs are only allowed on the school property if they are part of the school program.
- Drills are important in enhancing the safety and security of students. It is your duty to reinforce to your children the importance of obeying instructions at all times so as not to jeopardize the safety of others. All staff at the OJCS have mandatory information sessions of all the codes and emergency procedures before school resumes. Students are informed of all the emergency procedures by their teachers. We practice fire drills three times in the fall and three times in the spring as required by the Province of Ontario.
- In addition to those, we practice different code situations:
 - Medical emergency
 - Evacuation to a safe zone in the school
 - Emergency Evacuation
- Lock down: Modified lock down or full lock down, 2 to 3 drills a year.
- Any parent volunteering at the school should have a knowledge and information of the security procedures. The teachers' lounge, classrooms, and offices have a binder on security procedures.
- Criminal reference checks are done on all employees of the OJCS.
- Providing Consumer Protection Information – Parents and legal guardian of students can obtain information relating to their rights as consumers from the Ministry of Consumer and Business Services website (www.cbs.gov.on.ca) and/or by calling 1-800-889-9768.

COMMUNICATIONS

The best way to know what is going on in your child's class is to subscribe to your child(ren)'s Classroom Blogs. Other primary ways we will communicate with parents are through our weekly Hadashot newsletter, which includes a "Week-at-a-Glance" detailing the week's calendar of events. The school's website is an excellent source of information on the school. Should your child forget to bring home a form, you will find it on the website. OJCS seeks to use social media such as Facebook, Twitter, Youtube, Instagram, etc., to meet parents where they are, but not to share new information. Please follow us on social media at your convenience. **(NEW)**

SNOW DAY INFORMATION

It is the policy of the school to keep the OJCS open, despite weather conditions. It is a parental decision whether to keep their children home during extreme weather conditions.

In the unlikely event that children are to be dismissed early because of weather, class parents will attempt to notify parents. In case of a very heavy snowfall during the night, parents are advised to listen to CBC, CFRA and MAJIC 100 for announcements of school closings. Please ensure that your home, business and emergency telephone numbers are on file and up to date the school office.

SCHOOL-HOME COMMUNICATIONS

- A parent wishing to speak to a teacher should send the teacher an e-mail or leave a message with the main office.
- A request to deliver a message to a student interrupts the entire class. Only in emergency situations will a message be forwarded to a student, in a sensitive and confidential manner.
- Students are not allowed to access their cells phone or be texting from their devices during the school day. All communication to parents MUST be made from the School Office.

CALENDAR

- Please refer to the updated online calendar on our website for dates and information.
- You are encouraged export our Google Calendar from the website for convenience.
- Parents will be informed via e-mail and Classroom blogs about any adjustments to the calendar.



General Information for Parents and Students

Our OJCS Handbook has been prepared to tell you about our school. You will find the rules and regulations that govern our lives at OJCS and make it possible for all of us to live, learn, work and play together. Our faculty and staff are looking forward to working with each of you and assisting you in every educational adventure.

Please read this handbook carefully and be sure you understand everything in it. We ask that both parents and students read it carefully. If you have any questions about anything, see your teachers or Dr. Mitzmacher for answers.

Please give your attention to all the information contained in this packet. It is a good source of basic information needed for a successful start to our school year and a reference for questions that may arise during the school term.

Please sign the form below and return to your teacher on the first day of school.

We, _____ and _____
Parents Student(s)

have read the OJCS Handbook supplied by the school.

Date _____