

Respect. Responsibility. Reaching for Excellence.



Ottawa Jewish
Community School

OJCS Handbook
2020 - 2021

Ottawa Jewish Community School
TABLE OF CONTENTS

Welcome Letter	4
Mission & Vision Statements	5
OJCS “North Stars”	5
Organization of School	6
Contact Information	6
2019-2020 OJCS Faculty and Staff	7
Daily Schedule	8
Shabbat Dismissal Times	9
Arrival	9
Early Supervised Drop-Off	9
Drop-Off	9
Dismissal	9
Tardiness	10
Late Arrival/Early Pickup	10
Absences	10
Lockers	11
Dress Code	11
Physical Education Clothing	11
Dress Down Days	11
Perfumes	11
Technology Acceptable Use	11-12
Code of Conduct	12-13
Bullying	13-14
Parents	14
Homework at OJCS	14-16
Classroom Blogs	16
Clubs and Extracurricular Activities	16
Tzedakah	16
Kashrut	17-18
Snacks & Lunch	18
Health Policies	18
COVID-19	19-20
Other Health Related Matters (Medical Conditions, Conjunctivitis, Pinworm, Lice, etc...)	21
Student Services	22
Academic Programs	23
Library	24
Physical Education and Sports Teams	24
Report Cards and Parent-Teacher Conferences	24

TABLE OF CONTENTS (CONTINUED)

Security	25
Parking	25
Visiting School	25
Additional Safety Matters	26
Communications	26
Snow Day Information	27
School-Home Communication	27
Calendar	27
General Information Confirmation Signature Slip (To be signed and returned)	28

"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, French and Jewish Studies Programs to elementary and middle school students. Our trilingual 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.***

Also note that when appropriate we have flagged as "(COVID)" any policy that is specific to COVID-19-related changes or adjustments. A policy labeled "(COVID)" supersedes other policies during any phase of ministry-required phased school openings.

May we continue to grow and prosper together!

A handwritten signature in black ink, appearing to read 'Jon Mitzmacher', with a long horizontal flourish extending to the right.

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 lives 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.

OJCS North Stars



Each person is responsible for the other 🕎 There is a floor here - but no ceiling

We learn better together 🕎 We are always on inspiring Jewish journeys

We own our own learning. We own our own story. 🕎 Ruach

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 appropriate 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 the 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
Director of Development	Staci Zemlak-Kenter	s.zemlak-kenter@theojcs.ca	613-722-0020 ext.378
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	-
Librarian	Brigitte 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	-
Board President	Leila Ages	president@theojcs.ca	-
Ombudsperson	Julie Ross	ombudsperson@theojcs.ca	-

The 2020-2021 OJCS Faculty & Staff - COVID-19 Plan for Safe Reopening

Lower School General Studies Faculty

- Kindergarten: Andréa Black, Sophie Pellerin (French) & Taylor Smith & Mushki Kurtz (EAs) [TWO Cohorts]
- Grade One: Ann-Lynn Rapoport & Stephanie Lebhar (French) [TWO Cohorts]
- Grade Two: Lianna Krantzberg & Sophie Pellerin (French) [TWO Cohorts]
- Grade Three: Julie Bennett & Aaron Polowin (French) [TWO Cohorts]
- Grade Four: Faye Mellenthin, Sylvie Raymond (Core) & Aaron Polowin (Extended) [ONE Cohort]
- Grade Five: Faye Mellenthin, Melissa Thompson, Sylvie Raymond (Core) & Aaron Polowin (Extended) [TWO Cohorts]

Lower School Jewish Studies Faculty

- Kitah Gan: Shira Waldman [TWO Cohorts]
- Kitah Alef: Ada Aizenberg [TWO Cohorts]
- Kitah Bet: Bethany Goldstein [TWO Cohorts]
- Kitah Gimmel: Sigal Baray [TWO Cohorts]
- Kitah Dalet: Yardena Kaiman [ONE Cohort]
- Kitah Hay: Yardena Kaiman & Ofra Yfrah [TWO Cohorts]

Middle School Faculty

- Science: Josh Ray
- Mathematics: Chelsea Cleveland
- Language Arts: Mike Washerstein
- Social Studies: Deanna Bertrend
- Extended French: Stéphane Cinanni
- Core French: Sylvie Raymond
- Hebrew: Ofra Yfrah (Level I) & Ruthie Lebovich (Level II)
- Jewish Studies: Mike Washerstein
- Rabbinics: Lookstein Virtual Jewish Academy (supervised by Brian Kom)

Specialists

- Art: Shira Waldman
- Music: *There will be no formal "Music" (COVID)*
- PE: Josh Ray - *PE will take the form of "Outdoor Education" for Grades 4-8 (COVID)*
- Library: Brigitte Ruel

Department of Special Education

- Sharon Reichstein, Director of Special Education
- Linda Signer, Resource Teacher
- Brian Kom, Resource Teacher
- Chelsea Cleveland, Math Resource

Faculty Coordinators

- 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
- Sharon Reichstein - Director of Special Needs
- Emily Jiang - Chief Accountant
- Staci Zemlak-Kenter - Director of Development
- Jennifer Greenberg - Director of Recruitment
- Keren Gordon - Vice-Principal
- Dr. Jon Mitzmacher - Head of School

Schedules At-A-Glance

LOWER SCHOOL SCHEDULE (COVID)

This year the Lower School schedule will vary by grade, and personalized schedules will be provided that feature varied outdoor play times. For safety, each class will be accessing the playground at different times. Please note that ratios of time dedicated to subject areas will remain the same, with the exception of Physical Education and Music, which have been shifted to include more outdoor play/outdoor Physical Education.

ENTRY	8:30 AM
Morning Block	8:45 - 10:45 AM
Outdoor recess for Grades K-5	Varied times throughout the morning for 40 minutes, plus a 20-minute snack break
Middle Block	11:05 AM - 1:05 PM
Nutrition Break / Recess	1:05 - 1:25 PM
Recess / Nutrition Break	1:25 - 1:45 PM
Afternoon Block	1:45 – 3:45 p.m.

MIDDLE SCHOOL SCHEDULE

PERIOD	TIME
ENTRY	8:30 AM
1	8:45 - 9:25 AM
2	9:25 - 10:05 AM
3	10:05 - 10:45 AM
Recess	10:45 - 11:05 AM
4	11:05 - 11:45 AM
5	11:45 - 12:25 PM
6	12:25 - 1:05 PM
Nutrition Break	1:05 - 1:45 PM
7	1:45 - 2:25 PM
8	2:25 - 3:05 PM
9	3:05 - 3:45 PM

Early Friday Shabbat Dismissal

October 30	3:00 p.m. dismissal
November 6 – February 5	2:00 p.m. dismissal
February 26 and March 5	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 (COVID)

- Due to COVID-19 we will not be starting the school year with early morning care. More information will follow.

DROP-OFF (COVID)

- Normally, 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).
- During our phased COVID-19 Safe Reopening, however, we have had to make significant adjustments to our drop-off procedures:
 - o Parents *may* escort their children to one of three entrance ways based on grade:
 - Children in Kindergarten will begin their day in the playground areas and will then proceed with a teacher through the MAIN Entrance.
 - Children in Grades 1-2 will come in through the MAIN Entrance at the front of the building (you may let them out in front of the school).
 - Children in Grades 3 & 4 will come in via the NORTH parking lot (there is a small carpool lane off the main SJCC parking lot) using Entrance C.
 - Children in Grades 5-8 will continue to use the door in the SOUTH parking lot, Entrance A.
 - o Parents/Grandparents/Guardians will NOT be able to enter the building as part of drop-off to limit contact. **(COVID)**
- Cars must not park in these areas: in the SJCC parking lot or in the fire lane leading to the drop-off circle.

DISMISSAL (COVID)

- 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 sign-out system. OJCS personnel will ensure Kindergarten to Grade 4 students are signed out directly to a parent or guardian.
 - o Kindergarten - Grade 2 students will be released from the MAIN Entrance.
 - o Students in Grades 3 & 4 will exit from Entrance C which is located near the carpool lane off the main SJCC parking lot.
 - o Grade 5 & Middle School students (Grades 6 - 8) are free to leave through Entrance A without signing out.
 - o Families with carpools or multiple children will have their group signed out together and they will exit through one agreed upon door.

- Please note that there will be no access to the playgrounds/field areas after the school day is done as it will be used exclusively by the aftercare program. **(COVID)**
- 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 trimester.
- 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.

LATE ARRIVAL /EARLY PICK UP

- All lates and absences will be noted by the first period teacher in the child's designated classroom. No students are to report to the office for a late slip. **(COVID)**
- 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.
- Please make Ellie aware by email or phone message of pick-up times before the school day begins.
- 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 stating the pickup time.
- At the appointed time, we kindly ask that you wait outside and use the intercom to let Ellie know you have arrived. Your child will be brought to the front doors of the school to meet you and Ellie will log that they have been signed out.
- Children leaving with someone other than a parent/guardian must provide a letter or email in advance 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.

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 should be sure to check your child's Classroom Blog(s) to stay best informed.
- Classroom teachers are not responsible for providing special school work packages in advance of planned vacations scheduled during regular school time.
- Students with five absences in a trimester 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.

LOCKERS (COVID)

- Lockers will not be accessed until further notice for safety reasons. Bags, coats, water bottles, etc... will be kept by the child's socially distanced desk area for easy access.

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 outdoor 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.**
- **Students in violation of Dress Code will be provided a change of clothes until their parent or guardian can bring an appropriate replacement.**

PHYSICAL EDUCATION CLOTHING

- We will be pausing the need for Physical Education uniforms from Grades 5-8 as no change rooms will be available for safety reasons. **(COVID)**

DRESS DOWN DAYS

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

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.

TECHNOLOGY ACCEPTABLE USE POLICY

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

- Technology is 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.
- Internet access is only permitted with teacher supervision. **Social Media sites, such as, but not limited to, Facebook and Instagram, are not permitted to be used during the school day, unless given permission by a teacher.**
- When on devices and online, students are expected to conduct themselves in a responsible, ethical and polite manner in accordance with the OJCS Code of Conduct and may be disciplined accordingly.
- Use of the network, email or internet for illegal, obscene, harassing, or inappropriate purposes is prohibited. **Damaging or modifying other users' files is also unacceptable. If anyone accidentally comes across something unacceptable online, it is his/her responsibility to inform a staff member immediately.**
- **Students must have consent if taking pictures/video or recording voice with any device. No student is allowed to post digital or still images of another student, students or staff on the Internet or any social networking site without the permission of the student(s) and staff seen in the image(s).**
- **Students in Grades 4-8 are required to bring their own devices to school. The school does not assume responsibility for any lost or damaged devices brought to school. Students must store devices safely and securely in their lockers when not in use. Please refer to the OJCS Website for more information about our BYOD Program. (NEW)**

CODE OF CONDUCT

The Ottawa Jewish Community School's philosophy of behaviour expectations is anchored in our "North Stars" and organized by the "7 Habits of Highly Effective People". 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;
- 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.

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 school days)
- Immediate removal from school premises 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 AT OJCS

We encourage families to read the entire new OJCS HW Philosophy that has been posted [online](#) and is available in the OJCS Office.

The philosophy at the Ottawa Jewish Community School regarding K-8 homework is that homework should only be assigned that is meaningful, purposeful, and appropriate. Most learning will take place during the school day (except when utilizing an explicitly “[flipped pedagogy](#)”). Homework will serve to deepen student learning and enhance understanding. Homework should be consistent with the school’s “North Stars” and strive to incorporate creativity, critical thinking, authenticity, and student ownership.

Legitimate academic purposes for homework include:

- practicing a skill or process that students can do independently, but not fluently,
- elaborating on information that has been addressed in class to deepen students’ knowledge,
- enabling students to finish classwork that they were unable to complete in class, and
- providing opportunities for students to explore topics of their own interest.

Non-academic purposes for homework include:

- developing better study habits and skills,
- developing independent problem-solving skills and better time organization, and
- greater parental appreciation of, and involvement in, schooling.

Students are responsible for:

- knowing where to find homework on the blogs and sharing with parents.

- ensuring understanding of homework expectations and asking for clarification or help when needed before leaving the classroom.
- keeping track of what is expected through an organization strategy (agenda book, e-agenda, calendar, etc.)
- regularly completing assigned homework in a timely manner.
- managing time by staying focused, on task, and planning effectively for long-term projects.
- bringing home all necessary materials
- putting forth their best effort to produce quality work.
- completing or making up missed assignments and tests if required by the teacher.
- contacting a teacher in advance of a due date to request an extension and to provide a valid explanation.

Parents/Guardians are responsible for:

- helping to oversee what is for homework as a child develops habits (this could be checking their agendas, e-agendas, classroom blogs, etc.).
- being an advocate for their child, while encouraging the child to advocate for himself/herself.
- encouraging reading, which might involve accessing audiobook to accompany the book, at all grade levels.
- providing an appropriate environment, including necessary supplies, for homework to be done.
- providing a healthy balance between homework, extra and co-curricular activities, and family commitments.
- contacting the teacher if their child is not consistently able to do the homework by himself/herself within the time guidelines, or if challenges or questions arise.

Teachers are responsible for:

- sharing expectations for homework with students and parents early in the school year.
- designing homework assignments that clearly articulate their purpose and expected outcome, allowing for student questions and planning.
- providing timely feedback to students.
- ensuring any homework assigned is directly related to the classroom instruction and consists of clear, purposeful, and authentic activities.
- assigning homework that is appropriate and differentiated as needed.
- teaching the skills necessary for the students to complete the homework and become successful independent learners.
- being careful not to assign too much homework or homework that frustrates or discourages the students.
- communicating with other teachers of the same grade to be mindful of their overall workload.

Administrators are responsible for:

- monitoring homework quality and quantity.
- communicating homework expectations with parents.

HOMEWORK GUIDELINES

An *average* amount of daily homework - *not* including nightly encouraged reading, but including daily/weekly homework assignments, preparing for quizzes/tests/exams and work on long term projects - should not exceed:

- o 20 minutes for Kindergarten
- o 30 minutes for Grades 1 - 3
- o 45 minutes for Grades 4 & 5
- o 60 minutes for Grades 6 - 8.

NOTE: Homework assignments will 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

Classroom blogs are the primary address for homework at OJCS. Teachers work with students to find and use the organizational tools (Google Keep, Google Calendar, a physical agenda, etc.) that make sense for each unique learner and they are to be used daily by all students, teachers and parents. The blogs are a means of communication of educational activities between teachers and parents. Students become responsible for organizing their homework and projects with the help of teachers. Parents should review assignments each evening.

CLUBS & EXTRACURRICULAR ACTIVITIES

Clubs and extracurricular activities will likely be suspended for the majority of 2020-2021 in order to reduce opportunities for contact. **(COVID)**

In a typical year, 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 (charity) as an integral part of Jewish religious and communal life and responsibility.
- Students are requested monthly on Dress Down Days and on special occasions 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 Jewish dietary laws (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 our on-site *Mashgiakh* 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 field trips 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 contact Dr. Mitzmacher 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 are asked to avoid eating non-kosher foods purchased off-site in front of students.

MEAT/DAIRY/PARVE DAYS

- The OJCS has designated Mondays, Wednesdays and Fridays as dairy and/or parve (neither meat nor milk) days.
- The OJCS has designated Tuesday and Thursdays as meat and/or parve days.

SNACK & LUNCH

- ***During our phased reopening, all snacks and lunch will take place in their designated classroom space with their primary cohort. (COVID)***
- All grades will eat morning snack in their classrooms. Kindergarten will eat lunch in its classroom. Grades 2-5 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. **(Paused due to COVID)**
- 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.
- Devices are not permitted during lunch to encourage socialization.

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 EpiPen Administration and First Aid
- An Emergency Response Team consisting of teachers and security staff with advanced first aid training;
- Ensuring that all students in grades 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. Students in Kindergarten must provide EpiPens for storage in their classroom.
- No Food Sharing Policy.
- EpiPens 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.

COVID-19

When to stay home:

- As we seek to protect our school community from COVID-19 we are asking our families to be extremely aware and cautious and to remain at home if they have had any contact with anyone who has a suspected or confirmed case of COVID-19.
- In consideration for each child's well-being, we request that parents keep their children (including siblings) at home if any of following symptoms present in a household:
 - New cough or change in chronic cough

- Shortness of breath or difficulty breathing
 - A fever of 38°C or higher
 - Sore throat
 - Chills
 - Loss of taste or smell
 - Muscle or body aches without obvious explanation
 - Nausea, vomiting or diarrhea
 - Severe or persistent abdominal pain
 - Persistent chest pain
 - Congestion (runny nose), not related to seasonal allergies or post nasal drip (which can be confirmed by a doctor)
- Similarly, if any of the above symptoms are experienced by a student during the school day, we will require the child (and siblings) be picked up immediately, and cleaning protocols will be enacted. Parents are asked to call the front office from outside upon arrival and pick up from the front entrance of the school.

Protocols for returning to school:

- After experiencing any of the above symptoms or having them present in their household, a negative test result and/or documentation from a public health official must be secured in order for a student to return to school. If testing is not possible, students must remain home for a 14-day quarantine period.
- If a student or member of a family tests positive for COVID-19, children from that household must remain home until they are cleared by local public health officials and documentation can be provided.
- If a student or member of the household has come into contact with someone with a confirmed case of COVID-19, you must self-quarantine for 14 days. Ottawa Public Health advises that a COVID-19 test be done no earlier than 5 days after initial contact if you have no symptoms present.

Protecting our school community will mean that open and honest communication is imperative. All illness or possible exposure should be reported to the office so that we have awareness of any potential cases and can advise regarding a safe return to school.

An arrangement for students to participate in a virtual learning program while they quarantine will be made available.

OTHER HEALTH RELATED MATTERS

- Children with medical conditions, (i.e. diabetes or anaphylactic allergies that require EpiPen injections), must have a picture and a completed release form on record at the school office.
- For this phase of our re-opening, our personnel will not be administering any antibiotic medications. (COVID)

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.**

Pinworm: Pinworm can be common in children and can spread easily among them. If you think your child has pinworms please consult your family doctor as treatment will be needed. Please inform the school if your child does have pinworms so that more rigorous cleaning protocols can be activated to avoid spread.

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 our Vice Principal, Director of Special Education, Faculty Coordinators, 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 Jewish 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 are 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-3. 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 four 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 AM. to 2:00 PM. 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. The link for the library is bit.ly/ojcslibrary.

This year the Library will function contactless. Students, teachers and parents can use the Library's website to explore, reserve, and check out books and materials online. They will then be delivered to your child in their classroom. **(COVID)**

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.

During our phased reopening, PE will take place in Grades K-3 as a shared responsibility of each grade-level team, ensuring usage of designated equipment and spaces. PE in Grades 4-8 will take the form of "Outdoor Education". **(COVID)**

REPORT CARDS & PARENT-TEACHER CONFERENCES

- We operate on a trimester model
- Report cards will be issued electronically 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.
- Parent-Teacher conferences will be held via video conference throughout this school year. **(COVID)**

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 email.

EMERGENCY CARDS AND STUDENT INFORMATION

- Emergency cards (one for each new child) should be completed by the first week of school.

- 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.
- Please ensure that you do not park in the parking spots reserved for families with parking permits for persons with disabilities.
- **No use of cellphones while driving anywhere on campus.**
- 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

- Access to the building during our phased reopening will be severely restricted and by appointment only. Parents who are coming to pick up or drop off - early or late -

or to pick up children who are ill or who have off-site appointments will be asked to wait outside for their children. **(COVID)**

- 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, recess and dismissal and only when the door is being supervised by designated Staff.

ADDITIONAL SAFETY MATTERS

- Dogs are only allowed on the school property if they are part of a school program. Please do not take your dog out of the car for dropoff or pick up.
- 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 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.

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 School Office.
- Students are not allowed to access their cell 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 to 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 _____