

בס"ד



Parent and Student Manual

2017-18/5778

Welcome to the Torah Day School of Ottawa family!

Torah Day is an Orthodox Jewish elementary school, where children are inspired in a stimulating educational environment to a lifelong passion for learning, academic excellence and devotion to Torah Judaism.

At the core of this philosophy is our dedication to nurturing each child's acquisition and implementation of the fundamentals of Jewish middos(character traits) and Torah values, and his or her pursuit of Torah knowledge.

Our challenging curriculum of Judaic and General Studies is designed to assist children to meet their maximum potential, to foster their curiosity about the world and their Jewish heritage, and to engender in them a sense of commitment to the school, Israel and the larger Jewish community.

This Parent Handbook is a guide to Tora Day's school policies and an overview of its operating procedures.

We look forward to a wonderful 2017-2018 academic year together.

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

Rabbi Eleazar Durden
Principal

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ABOUT OUR SCHOOL

Torah Day School of Ottawa is committed to providing a Torah education for all Jewish children. Torah Day teaches a superior, scholastic curriculum that meets and exceeds Provincial standards. The intellectual and moral development of every student is maximized in a warm, nurturing learning environment. Each student is viewed as an individual, having multiple capacities, interests and intelligences. Thus, our educational philosophy reflects the wisdom of Proverbs: “*Chanoch l’na’ar al pi darko*” (educate each child according to his nature).

Mission

Torah Day is an Orthodox Jewish Day School that welcomes children from all backgrounds and affiliations. We offer thorough instruction in English, French, Mathematics, Sciences and Social Studies, using the Ontario curriculum guidelines, and a traditional Jewish education shaped by Torah values and in accordance with halacha (Jewish law). We seek to develop children's minds and souls, fostering a love of learning, a strong sense of community, Jewish identity and ethical values. By combining mesorah (tradition) with current teaching tools and methodologies, we build a Jewish future.

Goals and Objectives

- Unequivocal commitment to excellence
- Implement a congruent academic program
- Assessment of learning through multiple measures of academic achievement
- Focus on *Derech Eretz*, including character development, integrity and respect for others
- Motivate students to develop a positive self-image
- Foster a learning environment that supports ethical and moral conduct
- Strive to develop intellectually curious, critical thinkers
- Encourage creativity
- Enrich our educational product through a variety of creative and innovative programs and partnerships

2017-2018 ENROLMENT AGREEMENT AND RELEASE

The document entitled “Enrolment Agreement and Release” serves as the Enrolment Agreement and Release (Agreement) for Torah Day School of Ottawa (TDSO). This is an agreement between you, the parent(s) or guardian(s) (Parent), and TDSO regarding your child(ren) (Student) enrolling in TDSO. Enrolment at TDSO is conditional upon the execution of this Agreement and fulfillment of its terms by students and parents. Please read the document entitled “Enrolment Agreement and Release” carefully and sign where indicated.

Standards

All students must abide by all the rules and regulations governing student conduct, and conform to all of the school’s standards and policies. TDSO may dismiss or deny re-enrolment to any student who, in the sole judgement of TDSO, is disrupting the school environment.

Registration/Documentation

A Student’s registration is not complete and classroom space for the Student cannot be reserved until:

1. The Application for Admission 2017-2018 has been completed and submitted;
2. Authorized arrangements for tuition payments have been made;
1. This Agreement has been properly signed and submitted; and
2. All other required documentation has been submitted.

Please sign the attached Acceptance of Enrolment Agreement and Release form and submit to the school office

Completing the above requirements is necessary for registration, but is not a guarantee of enrolment. Whether the above requirements are deemed completed for any given student is within the sole discretion of TDSO. Enrolment may be denied based on reasons within the sole discretion of TDSO.

Special Activities

The parent consent and otherwise give permission to TDSO for the following special activities related to all students, in addition to other TDSO activities and programmes (consent forms are provided as separate forms, which must be filled out, signed and returned to the school):

1. Transporting students to and from school-sponsored activities by school personnel or volunteers in school or personal vehicles.
2. Participating in these activities during the school year.
3. Taking photographs and video of students for publicity purposes and publishing those images.

Release

The parents hereby RELEASE TDSO and all persons acting on its behalf from any and all liabilities that may be incurred as a result of any acts or omissions regarding the students at any school-sponsored activity, to the maximum extent allowed by applicable law.

Scholarship Forms

Any increase in the family income during the 2017/2018 school year over 5%, must be communicated immediately to the school business office. Any decrease in the family income should also be relayed to the school business office as soon as possible.

Student academic records including report cards are released to parents only when complete tuition arrangements are in place and all payments are current.

SCHOOL POLICIES AND PROCEDURES

1. Attendance

Full attendance in school for all school programming is an essential component of a child's education. Lengthy or frequent absences are detrimental to a child's academic progress. Any pre-planned absences must be arranged, with school approval, prior to the fact. As a general rule, private tutoring or enrichment should not interfere with regular school hours. Should this not be possible, arrangements must be made with school approval. Fifteen (15) days of absences in any semester will jeopardize the student's grades for that term. The ability to make up missed work will be at the sole discretion of the administration.

2. Agenda Books

Agenda books are used by all grade 2 - 8 students. We ask you to encourage your children's use of this tool that will help instill in your children important organizational and time-management skills. Please review the content of the agenda regularly with your children and ensure that homework assignments are completed on time.

3. Allergies

Please remember that TDSO is a nut and peanut-free school. **DO NOT SEND IN ANY FOODS THAT CONTAIN NUTS, PEANUTS OR SESAME SEEDS!** (*"May contain traces of peanuts/nuts" is acceptable for your child to consume in school*)

4. Appointments

Picking up your child before dismissal

If you need to pick up your child during the day for an appointment, your child **may not wait for you outside**. Please come into the office and sign your child out of school. At that time, your child will be paged to come to the office.

Bringing your child to school after regular arrival time

Please come into the office and sign your child into school. Your child may need a "Late Pass" to return to class.

5. Behaviour Code

TDSO is dedicated to fostering a lifelong commitment to learning and living according to the ideals of Jewish tradition. Torah education flourishes in an environment where middos (positive character traits), and Torah values are not only taught, but are also exhibited by the teachers and administration.

TDSO believes that mutual respect among teachers, students, parents and the school administration is a critical component of the education of our children. It is in partnership that we strive to teach and reflect Derech Eretz (respect).

In order to realize the above principles, TDSO has developed the following Behaviour Code to promote a clear understanding of the roles, expectations and responsibilities of all parties involved in our school.

Goals:

- To teach students that rights come with responsibilities.
- To help students learn to make responsible choices and to recognize that there is a range of consequences associated with each choice.
- To acknowledge that many interested parties are involved in the learning environment of TDSO and that each party has certain rights and responsibilities.
- To implement a disciplinary system that is sound, fair and consistent.

The Behaviour Code shall be in effect:

- While on school premises.
- At school events held outside of school.
- During extracurricular events and activities

Students' Rights:

All Students have the right to:

- An education of the highest quality.
- Be treated by teacher, administrators, staff and fellow students with courtesy, dignity and respect.
- A safe learning environment and a safe physical environment.
- Be treated with compassion and calmness.
- Be recognized for good middos and citizenship.
- Be appreciated for their own unique natures.
- Learn about themselves.
- Express their feelings in a risk-free environment.
- Turn to a staff member for help.
- Use school facilities with proper supervision.

Students' Responsibilities:

- To treat teachers, administrators, staff and fellow students with courtesy, dignity and respect.
- To respect the authority of teachers/supervisors/volunteers and the administration.
- To communicate and interact in a positive and non-hurtful manner. Students will use a tone of voice that indicates consideration for others.
- To respect the individual differences of others and refrain from put-downs in word or action.
- To be courteous and fair in resolving conflicts in a non-threatening manner. The assistance of an adult will be sought when required.
- To present a positive attitude and demonstrate self-discipline.

- To accept responsibility for carrying out tasks which lead to learning such as: attending class with the required materials, completing assignments, asking for assistance, taking tests as required.
- To do his/her own work and not to lend their work to others unless instructed to do so by a teacher.
- Tests, exams and major assignments are designed to assess a student's performance and capabilities. Work is to be completed in a student's own words and by the student's own efforts.
- To acknowledge his/her actions and to accept the consequences.
- To attend regularly and punctually all instructional activities provided and to remain on school property during school hours.
- To respect school property, as well as his/her own property and that of others. Found property should be submitted to the school office.
- To practice appropriate hygiene and to respect the dress code.
- To learn to abide by classroom rules, school procedures and routines.

Parents' Rights:

All parents have the right to:

- Be treated by all school personnel and students with courtesy, dignity and respect.
- Be fully informed about major concerns relating to their child's health, behaviour and academic progress.
- Request and receive a meeting with the administration.
- Express feelings and opinions in a non-judgmental environment.
- Communicate their concerns to the administration and staff.
- Confidentiality.
- Contribute ideas and strategies appropriate to their child's learning and growth.
- Be advised of follow through and/or action plans.
- Participate in the school community.

Parents' Responsibilities:

- To treat all staff, personnel and students with courtesy, dignity and respect.
- To establish regular communication with their child's teacher at a mutually convenient time.
- To take an active interest in their child's progress and well being.
- To encourage acceptable behaviour at all times.
- To remain current with assignments and any homework that needs to be completed.
- To assist their child in obtaining the resources needed to complete assignments.
- To ensure that their child attends regularly and promptly, and advise the school of absence or lateness.
- To pick up their child on time.
- To bring to the attention of the school any problem or condition that affects the student or any other member of the school community.
- To ensure that their child meets the school's dress code and hygiene requirements.
- To discuss the **Behaviour Code** with their child(ren).

Teachers' and Administrators' Rights:

All teachers and administrators have the right to:

- Be treated by all students, parents, and colleagues with courtesy, dignity and respect.
- Be kept appropriately informed by parents and colleagues.
- Express constructive concerns to the appropriate school authorities.
- Have their concerns addressed.
- Consistent and fair policies and procedures.
- Confidentiality and privacy.
- Be recognized for contributions made to the school community.

Teachers' and Administrators' Responsibilities:

- To treat students, peers and parents with courtesy, dignity and respect.
- To provide a quality Jewish and General education to all students.
- To provide a safe physical environment that is well supervised.
- To teach according to the established school curriculum and to continually strive for professional growth.
- To maintain enthusiasm and a positive attitude towards learning.
- To encourage inquiry and curiosity in students.
- To enhance students' self-esteem by assisting in problem solving and encouraging each student to grow academically, emotionally and socially.
- To validate the unique and special qualities of each student.
- To positively model Derech Eretz and middos to the students.
- To actively listen to students and to treat them with calmness and compassion when issues arise.
- To be available to assist students to solve conflicts.
- To fully inform parents about major concerns relating to their child's health, behaviour and academic progress.
- To set up appropriate lines of communication with parents.
- To plan and conduct effective and safe programs for all students.
- To uphold the school's rules and policies consistently and fairly.
- To be consistent in the follow-through of consequences.
- To engage students in the development of appropriate modes of classroom behaviour at the beginning of the school year.
- To discuss and implement the Behaviour Code.

6. Discipline Policy

The classroom teacher will play the key role in managing students' behaviour. Classroom teachers will deal with the majority of minor misbehaviours. Teachers will maintain logs of students' behaviour. These logs will contain a record of a student's behaviour and the actions taken. They will also provide an important data base and record of growth and improvement. When inappropriate behaviour becomes significant in duration, frequency or is deemed a serious disruption to the school climate, the student will be referred to the administration. The administration will keep logs on students that are referred to the office.

When an infraction occurs: The teacher will inform the student of the inappropriate behaviour and of the resulting consequence. **All discipline shall be handled with concern for students' self esteem and privacy.**

Range of possible consequences: Students will

- Receive correction and be advised of appropriate behaviour.
- Be provided with a time-out/cooling-off period.
- Be provided with an opportunity to analyze his/her negative behaviour and write out or verbalize alternatives for the behaviour.
- Write a letter of apology to the person(s) affected by this behaviour or make a verbal apology.
- Clean up, repair, and replace damaged property.
- Speak with administration.
- Lose recess time in order to affect any of the above consequences.

Depending on the seriousness of the situation, the parent/guardian may be informed of the student's actions and consequences by phone or letter. Parents may be asked to sign a note or assignment acknowledging the incident and to ensure that this returns with the child to school the following day.

Repeated infractions will result in a parent conference.

When student behaviour is not amenable to the above or cannot be managed within the school setting, the school will seek parents' permission to seek consultation with outside agencies, for example the school social worker. If the school believes that the student cannot maintain behaviour expectations in the classroom, the school reserves the right to expect that an educational assistant be hired at the parent's expense to oversee and control the student's behaviour. Failing this, steps toward expulsion may be taken by the administration.

Behaviour that may result in immediate suspension

- Uttering a threat to inflict serious bodily harm on another individual.
- Attempting to inflict bodily harm on another individual.
- Inflicting bodily harm.
- Cheating on any **major** test or assignment.
- Any incident that the administration deems serious enough to result in suspension.

Suspension may be in school, (for one or more classes and all school-related activities), or a parent/guardian may be expected to pick the child up from the school. In all cases, the parent will be notified immediately of the suspension decision. The principal will determine the duration and location of the suspension.

7. Birthdays

If your child celebrates a birthday during the school year, please do not send invitations to school for delivery. Individual birthdays in Grade 1 to 8 are not celebrated with "parties". For Kindergarten students, please check with your child's teacher prior to the birthday, if you wish to send in packaged

food. Due to various food allergies in the school, it is important that you have a complete list of ingredients for anything that is sent in. Nuts and peanuts are not permitted in the school.

8. Bullying and Abuse

TDSO does not tolerate bullying in any form. A complete anti-bullying policy is available for parent perusal upon request. TDSO also has a policy which covers abuse and neglect. The complete policy is available for parent perusal upon request. Both policies are distributed to and reviewed with teachers every year.

9. Communicable Diseases

These policies help to control the spread of illness and help to insure the health of all students in school.

Any child who contracts a bacterial or viral infection must remain at home until he/she has been determined to no longer be contagious. This is best done in consultation with your medical provider. The minimum standard in the case of vomiting or fever is that the child be symptom free for a 24 hour period. A child with a bacterial infection that requires prescription medication may return to school 24 hours after starting the medication.

10. Communication Guidelines

| Month | Event | Who |
|-----------|---|-------------------|
| August | Welcome Letter & Parent Handbook in the beginning of the month. | Office |
| | Kindergarten interviews at end of month. | EC Staff |
| September | Welcome phone call from teachers to parents of any student the teacher hasn't yet taught ("Is there any information about your child that you'd like to share with me?"). | Home room teacher |
| | Meet the teacher night (September 11) | All staff |
| | Progress Reports sent home (October 19) | All staff |
| November | Check in phone call to parents of their students (beginning of the month) | Home room teacher |
| | Phone call to parents of any student earning B- or less (before end of the month) | All staff |
| December | Term 1 Report Card sent home (December 14) | All staff |
| | Parent-Teacher Conferences (December 20) | All staff |
| January | Check in phone call to parents of their students (middle of the month) | Home room teacher |

| | | |
|-----------------|---|-----------|
| February | Phone call to parents of any student earning B- or less (middle of the month) | All staff |
| March | Term 2 Report Card sent home (March 13) | All staff |
| | Parent-Teacher Conferences (March 20) | All staff |
| May | Phone call to parents of any student earning B- or less (middle of the month) | All staff |
| June | Term 3 Report Card sent home (June 27) | All staff |

Additional Modes of Communication

- Student agendas – Daily: please check
- Shavuaton – Biweekly
- Updates from your child’s teachers to be included with the report cards updating you on what your child has studied during the term
- Adequate notice before major school events and classroom activities (Plays, Fairs, etc...) – 2-4 weeks
- There will also be an email sent from the school office twice a week (Tuesday or Wednesday, and Friday) which will contain important notices and information. **Please make sure to read this email.**

11. Guidelines for Contacting Teachers

- TDSO teachers all have school assigned emails. The email addresses can be viewed by visiting our school website (TorahDay.ca), go to About Us, then scroll down the page to the staff member, and click on his/.her picture. These emails (not personal email accounts) should be used for school communications.
- Teachers will check their email accounts daily, on school days, but not necessarily more often. Teachers should respond within 24 hours. If your communication is time sensitive, please contact the school office and leave the teacher a message.
- Email cannot replace verbal communication. Teachers or parents may deem a given issue too complex for email correspondence and may request that the conversation continue in person or by phone.
- Parents should not text-message teachers unless they have verified that a given teacher is comfortable with this form of communication.
- Teachers are not able to respond to parent communications of any type (email, text, voice) during class time. Please do not put them into the uncomfortable situation of needing to tell you that are no exceptions to this rule.

12. Dress Code

- Please label all of your child(ren)’s coats, boots, mitts, lunch bags, thermos, backpacks, etc. These items seem to end up in the “Lost & Found” quite often and usually remain unclaimed.

- **Any item left in the “Lost & Found” for more than thirty (30) days will be deemed to be school property and may be disposed of at the school’s discretion.**
- All children must have footwear (sneakers, runners, closed-toe shoes) on at all times. During the winter, please send a pair of shoes that can remain at school, as boots are for out-door use only.
- Please keep in mind that TDSO has a **dress code** designed to demonstrate respect for the academic and religious environment of the school. Recognizing this value, we are confident that all will put forth the effort to ensure that this policy is maintained.
- Although children in JK and SK bring a change of clothes to leave at school, it is a good idea to send in a complete change of clothes for children in the primary grades as well. Wet socks/tights are a common occurrence after winter recesses.
- **Boys in SK:** Should be comfortably dressed for the school day. Jeans and sleeveless tops should not be worn. *Tzitzis and kippah* should be worn at all times.
- **Girls in SK:** Are expected to be neatly dressed in dresses, skirts, or jumpers. Sleeveless tops should not be worn.
- **Girls in Grades 1 – 8:** Are expected to be neatly dressed in dresses, skirts or jumpers which do not hug the body, hemlines which easily cover the knees when sitting and sleeves which come to the elbow. Clothes should not display any words, slogans or pictures, other than a small manufacturer’s logo or name. Head gear, caps or hoodies may not be worn inside the school building, but are permitted to be worn outside at recess.
Girls in grade 4 and up should wear socks, knee highs or tights. Leggings may only be worn together with socks.
- **Boys in Grade 1 – 8:** Are expected to be neatly dressed. All shirts, including t-shirts in warm weather, must have a collar and buttons. Please ensure that the shirt does not display any words, slogans or pictures, other than a small manufacturer’s logo or name. In cold weather, turtleneck shirts may be worn. Jeans are not permitted. *Tzitzis and kippah* should be worn at all times. Head gear, caps or hoodies may not be worn in the building, but will be permitted outside at recess.
- Boys in Junior K - Grade 3 may wear shorts in warmer weather.
- Gym shoes are **required** for grades 1-8 for gym class, though they can be the same shoes as those that are worn in class.

13. Drop-off and Pick-up

Drop off extends from 8:25am to 8:40am. Supervision is not provided prior to 8:25am. However, TDSO will arrange for a staff member to provide before and after care for a fee. **Please contact the school office to arrange for this service.** Students are to use the side door to enter the school. **Parents should not drive into the parking lot unless they need to accompany their kindergarten children into the building; otherwise, please leave your children off at the curb.** A short assembly, outlining the day’s events, is held at 8:40am for students in Grades 1 to 8. *Davening* begins at 8:45am.

Regular pick up is at 4:15pm. Please enter Lazard Street from south to north and stop your vehicle on Lazard Street. Please avoid blocking our neighbour’s driveway in any way for any amount of time! For the safety of the students, **we ask that you do not enter the parking lot.** Your child will be notified of your arrival. Parents arriving late to pick up may be billed for the additional cost of keeping a staff

member on overtime duty. Please respect our staff and arrive on time. A \$10 surcharge will apply to any parent arriving after 4:15.

14. Electronic Devices and Sports Cards

In the past, a number of students have brought Sports Cards, and Sports Magazines, Electronic Games, Personal Music Players and Laptop computers to school. While the students who came to school with these items most certainly brought them to school in order to relax during recess, the result, in many cases, has been less than desirable.

Content aside, students tend to get totally involved and pre-occupied with these items. As a result, the student (and in many cases the student's peers) do not fully participate in school routines. These items are a distraction and a temptation during class time and lunchtime and electronic devices may cause students to withdraw from important physical activity during recess breaks and gym. A preoccupation with personal electronic devices may also detract from the important social interactions that occur amongst students during a typical school day.

In short, the main reasons we send our children to school often take a back seat to the preoccupation with the items we have mentioned. Therefore, Sports Cards, Sports Magazines, Electronic Games, Personal Music Players, Laptop computers, Cell Phones or other similar items may not be brought to school.

If a student brings one of these items to school, they will be deposited in the school office for safekeeping and returned to the student's parent. While we do not like to impose undue restrictions on students, these items have proven to be very problematic.

15. Head Lice

If a student is found to have lice or nits in the hair, their parents will be called to take them home as soon as possible. The student may not return to school until he/she is completely free of all nits. Shampooing alone is not always sufficient to control the spread of lice and cannot be counted on if nits are still present. The school administration has designated lice screener to check children for lice and nits. A designated by lice screener must check the child before he/she can return to school.

16. Lunches and Snacks

- The school does not supply plastic utensils, plates, bowls or cups. Please ensure that these items are sent with the lunch, when required.
- The use of hot (boiling) water is not available at lunch. If your child wishes to have something hot at noon, please send it in a thermos type container.
- We request that parents give consideration to the nutritional value of snacks and lunches. Glass containers of any type should not be used because of the potential safety hazard they pose.
- Please label all lunch bags with your child's full name on it. All containers, thermoses, etc. should be labelled with at least the family surname.
- Children may not share any food at school and to bring home any uneaten food.

- Packaged items require Kosher certification from a reliable *Hashgacha* (supervising agency). The most common certifications are OVH, OU, OK, COR, MK, Chof K, Star K.
- In order to enable all children to participate in class/school events, only commercially produced products may be used, and only when bearing an reliable hashgocho; dairy products must be Cholov Yisroel, and baked items must be Pas Yisroel.
- Meat items may not be served, unless special arrangements have been made with Rabbi Durden.
- All baked goods must be labelled with an approved Kosher certification.
- All Kashrus questions should be directed to Rabbi Durden.

17. Medications

Long-Term Medications: Drugs/Medicine (more than a 10-day period) that needs to be administered during school hours will be dispensed by the office staff. Please adhere to the following steps:

- Please contact the office so that a medication administration form may be provided to you.
- The form must be completed by the prescribing Doctor before staff may administer any drugs.
- Please provide the office with the medication in the original bottle/packaging.
- The office will inform you when stock is low.

Short-term Medications: Short Term Medication refers to prescription medication that needs to be administered during school hours for **not more than 10 days**. Drugs/Medicine that needs to be administered during school hours will be dispensed by staff as long as the following conditions are met:

- You send the school a letter that includes the following information: the name of your child, the name of the medication, the prescribing doctor, dosage, time of day to administer, storage procedures (i.e. refrigerator), parent's signature, and authorization to the TDSO office staff to administer.
- If the medication is in a liquid form, please send the dosages daily in a dispensing unit – the syringe-type of dispenser (used for liquid medications) with a cap on the end. Once the medication is administered, the dispenser is put into your child's backpack.
- The daily dosage method prevents you from forgetting to take the medication home at the end of the day. Staff is not responsible for ensuring medication is sent home each night.

18. Newsletter (Shavuaton)

A school newsletter is usually published every second Friday. It is intended to serve as a communication medium, and we ask each family to reserve a few minutes to review it.

19. Parking Lot Safety

- Safety is of paramount concern to us all, so we urge you to drive slowly and carefully while in the vicinity of the school.
- Please do not use the school driveway for turning around. Instead, drive down one of the side streets to Iris so that you enter Lazard from south to north.
- Only the south-facing side entrance is used between 8:25am and 8:45am.

- Only parents who are dropping off Kindergarten students may enter the parking lot with their vehicle. For drop-off, these parents should only park on the south side of the building, adjacent to the side door. All other vehicles should use the drop-off/pick-up zone.
- The drop-off/pick-up zone – Please stop your car on the east side of the street, as far forward as is reasonable. Do not leave your car unattended; doing so is actually a traffic violation. If space opens in front of you while you are waiting, please move your vehicle forward as a courtesy to others.
- Please do not stop/park on the west side of the street – as this causes unnecessary congestion. Do not block – even partially – any driveway, including that of the school.
- Students should use the side-walk and the pathway to move to or from their vehicle, both in the morning and in the evening. Students should not use the open parking lot as a short cut.
- The arrival time is between 8:25 and 8:40 a.m. Supervision is provided during this time only. Dismissal is at 4:15 (3:00 or 2:00 on Fridays from October to March). Supervision is only provided for 15 minutes. Please be prompt to pick up your child/ren.
- If using the parking lot at other times during the day, please ensure your vehicle is not parked in the Kindergarten Drop-off Parking area during pick-up and drop-off times.

20. Routines at School

Please take time to review these general routines with your child (Grades 1 – 8)

Always: Be polite & respectful to all staff. Be polite & respectful to all other students, including those younger than you.

1) Classrooms

- Always be respectful to teachers and peers.
- Use indoor voices at all times.
- Follows all classroom rules and expectations as set forth by your teachers.
- Stand when your teacher enters the classroom to teach you for the first time that day
- If the class is not actively working when a member of the Administration or a guest enters the room, please stand.

2) Hallways

At all times:

- Use indoor voices.
- Walk on the right.
- Allow others to pass.
- Walk with a purpose - (don't dally).
- Monitor your time – don't waste time or spend too much time away from class.

When walking with a teacher:

- Face front.
- Respect the personal space of others.
- Follow directions.

3) Recess

- Everybody must go outside unless the weather is extremely inclement and the school administration determines that recess will be held indoors.
- You must have permission from the Yard Duty Teacher to come back inside the building.
- Exit and enter through the backdoor.
- As soon as the Yard Duty Teacher announces recess is over, all students must line up.

4) Lunch

- Remain in your seat during the lunch period.
- Use your "Indoor" (moderate) voice.
- Garbage is to be put in the garbage can.
- Ask the Lunchroom Supervisor for permission to leave the room.

5) Office

- Use of the office phone is for emergencies only, as determined by the Administration.
- You may only be in the office if you have permission.

6) End of the day

- Put your chair up on your desk.
- Make sure the windows are closed.
- Make sure there is no garbage on the floor.
- Pick up all books, shoes, papers, pencils, etc.

7) Fire Drills

- Make sure the windows are closed.
- Line up at the door.
- The last person out will close the door.
- WALK and NO TALKING.
- The first person to reach the exit door will hold it open for everyone behind them.
- Follow the teacher to the designated area.
- Walk back into the school when the "All Clear" is given.

8) Indoor Recess

- Students normally spend recess times outdoors. Indoor recesses occur only during inclement weather.

21. Volunteers

Should you or someone you know have time available on a regular basis, we have an ongoing need for volunteers to help in the classrooms, with individual students, various clubs, and field trips. Please advise the school of your availability.

CONTACT EMAILS

| | |
|-----------------|--------------------------|
| Rabbi Durden | Rabbi.durden@torahday.ca |
| Mrs. Holzschere | sholtz@torahday.ca |
| Rabbi Shaps | Rabbi.shaps@torahday.ca |
| Mrs. Goldstein | office@torahday.ca |

***May we all experience a wonderful year of growth
and learning, full with promise and excitement!***