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**Parent Information Handbook**

**2016-2017**

**5777**

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## **Welcome to the Vancouver Hebrew Academy family.**

Vancouver Hebrew Academy is a co-educational, 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 *middot* (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 VHA's school policies and an overview of its operating procedures.

We look forward to a wonderful 2016-2017 academic year together.

Rabbi Don Pacht, Head of School

### **2015-2016 Board of Directors**

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You are able to contact members of the Board directly by sending an email to [feedback.vha@gmail.com](mailto:feedback.vha@gmail.com).

## VHA Mission Statement:

Vancouver Hebrew Academy is a warm and inclusive elementary school serving the diverse needs of Jewish students and their families in Greater Vancouver.

Our mission is to teach Torah Judaism and values through a strong and balanced curriculum of Jewish and General studies. We believe that Torah education inspires the pursuit of academic excellence and provides children with the foundation skills to fortify their Jewish identity and ignite in them a passion for a lifetime of exploring their Jewish heritage and the world.

### I. COMMUNICATION

#### i. Address and Contact Information

Vancouver Hebrew Academy

1545 West 62<sup>nd</sup> Ave.

Vancouver B.C. V6P 2E8

Phone: (604) 266-1245

Fax: (604) 264-0648

E-Mail: [yha@vhebrewacademy.com](mailto:yha@vhebrewacademy.com)

Rabbi Don Pacht, Head of School

Ms. Alaina Smith, Principal of General Studies

Mrs. Gayle Taylor, Financial Secretary

Ms. Nancy Scambler, Administrative Secretary

Ms. Jolene Marston, Project Coordinator

**In addition to our weekly school Newsletter, the school and teachers use email as a primary means of communication between school and home. Please be sure that we have your most up-to-date email address and that our email address is on your contact list to ensure that you receive all communication from the school.**

The following information highlights many of VHA's governing policies. If you wish to review any VHA policy, please contact the office and we will provide you with the opportunity to review any of our policies.

#### ii. Office Records

It is very important that your personal information on file with the office is current, especially emergency contact and allergy alert information. **If you move or change phone numbers, please contact the school office immediately.** Please make sure the person listed as a backup emergency contact is aware that you have listed them with the office. (Ideally, the person chosen should live in close proximity to the school and should be generally available.)

VHA maintains a privacy policy in accordance with the Personal Information Protection Act of British Columbia. No personal information or records from the school will be released to any individual or institution without your consent. If you wish to review a copy of the school's privacy policy, please contact the office.

### iii. School Directory

In accordance with the Personal Information Protection Act of British Columbia, VHA does not furnish a class list to parents. However, VHA publishes a Parent Directory that provides contact information for VHA families. Inclusion in the directory is optional. The booklet contains addresses, phone numbers and e-mail addresses for the families in the school. If you wish to be included in the directory, please complete the Family Directory form that you received with this handbook.

### iv. School Newsletter

The VHA newsletter is the primary means of communicating information to you about what is happening at school. The weekly newsletter is emailed every Friday (or the last day of school of that week). Parents may request that the newsletter be sent home in printed form if so desired. The newsletter is also posted on the school's website: [www.vhebrewacademy.com](http://www.vhebrewacademy.com), on Friday afternoon.

### v. Orientation

VHA will hold "Meet the Teacher" Conferences in September. This orientation is an excellent opportunity to get acquainted with your child's teachers, understand the expectations and goals for the school year and for you to share any relevant information about your child. We look forward to seeing you there.

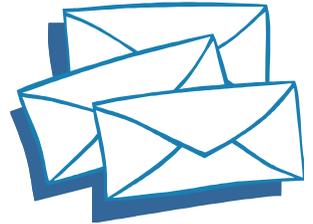
### vi. Phone

Students are not permitted to use the school phone, except in emergencies. Students may not phone home to make after-school plans. Parents or students should arrange after-school plans before the school day. **Students MAY NOT use cell phones at school. Students should not have cell phones at school. In a situation of extenuating circumstances, please contact the Administration to make arrangements.**

### vii. Money

Issues involving financial matters should be directed to the school office.

All money sent to school must be sent in an envelope that is clearly labelled with the child's name, grade, and reason for the payment. **Cheques should be made out to: Vancouver Hebrew Academy.** Please note: If you are paying for separate events, please make out separate cheques



### viii. School Closure

In the event of a school closure, parents will be informed by a phone call from a class parent around 7:00 a.m. You can also listen to All News Radio, 1130 on the AM dial, for school closure information. **In the event of an emergency closure during the school day, the school will notify parents directly.**

## **ix. Registration**

Registration forms are available in the school office. New students are accepted based on space availability, personal interview between the administration and prospective parent(s), and records from previous schools, where applicable. Enrolment decisions are at the discretion of the Head of School.

## **II. THE PARENT/TEACHER PARTNERSHIP**

At VHA we are dedicated to working with you, the parents, as our partner in your child's education. Our first tool is open, ongoing, productive communication between school and home. The following guidelines will help us to maintain open lines of communication and to maximize the efficiency of our organization in responding to parents' concerns.

### **i. Student-Specific Discussions**

Academic, behavioral and social issues relevant to your child **should first be directed to the classroom teacher**. Each teacher has provided a preferred method of contact (i.e. email address, phone number). If you have misplaced this information it may be obtained in the main office, 604-266-1245, or you can request it by email at [vha@vhebrewacademy.com](mailto:vha@vhebrewacademy.com). Additionally, this information will be included in the School Directory. Teachers are committed to responding to parents within 24 hours or sooner. Teachers will often look to administration for input in working to resolve a situation and will always keep parents and administration informed of any significant developments.

Teachers and parents will agree on a reasonable follow-up time to measure the progress of a situation as is warranted and appropriate. If the parents and teacher cannot resolve an issue, it will be brought to the administration to assist directly in reaching a resolution.

### **ii. Policy Issues**

Questions regarding school policy can be brought directly to the administration:

Rabbi Don Pacht, Head of School [dpacht@vhebrewacademy.com](mailto:dpacht@vhebrewacademy.com)

Ms. Alaina Smith, Principal of General Studies [asmith@vhebrewacademy.com](mailto:asmith@vhebrewacademy.com)

### **iii. Appointments**

Staff are quite busy during the school day and have many responsibilities that must be tended to (even during break times). In order for us to offer the proper consideration for your concerns, we ask that you avoid 'catching' teachers in the hall (or before and after school), to discuss delicate/important matters. Please contact the teacher via phone or email to set a proper meeting time. Meetings with administration are coordinated through the main office.

#### iv. Support Services

Please note that referrals and requests for support services must be directed to your child's classroom teacher. That request will be forwarded to administration and assessed and prioritized by our special education team. Information about services available to families within the community can be obtained from Ms. Smith.

#### v. Confidentiality/Professionalism

Privacy legislation forbids staff members from discussing another child's program. Please respect that some information brought into a discussion may seem too general or be off-limits. We will always do our best to help you understand every aspect of a situation and to work to resolve any concerns.

Also, we ask that you help us maintain an appropriate level of professionalism by "keeping school at school." Many of our teachers are part of the broader Jewish community and you will see them at Shul and social functions. Please avoid school-related conversations in such venues, particularly if such topics are sensitive and/or confidential.

### III. SCHEDULE

Parents are urged to drop off and pick up their children on time.

- There will be an adult on supervision from 8:15 a.m. – 8:25 a.m. each morning on the **South Playground** only. There is NO supervision of students before this time and children should not be left at school unattended.
- Dismissal is at 4:00 PM. There is no supervision past 4:00 PM and parents/guardians are expected to be at school to pick up their children at that time. **Please note: the office and administrative staff are busy with other tasks and are unable to supervise children who are left late.**

#### i. Kindergarten through Grade 7:

8:25 a.m. – Line up

Grades K-1 – Covered area, outside **north entrance** (61<sup>st</sup> Avenue)

Grades 2-7 – Covered area, outside **south entrance** (62<sup>nd</sup> Avenue)

8:30 a.m. – Classes begin

10:15 a.m. – Recess

12:00 p.m. – 12:25 p.m. – Lunch: Grades K-3 / Recess: Grades 4-7

12:25 p.m. – 12: 50 p.m. – Lunch: Grades 4-7 / Recess: Grades K-3

2:15 p.m. – 2:30 p.m. -Recess

3:15 p.m. – Kindergarten Regular Dismissal (Supervised activities available until 4:00 p.m.)

4:00 p.m. – Grades 1-7 Regular Dismissal

**2:00 p.m. – Early Friday Dismissal Grades K-7 (October 14th through March 10th)**

## ii. Pre-School\*

8:30 a.m. – Classes begin

12:30 p.m. – Regular Dismissal (Even on days when an ‘Early Friday Dismissal’ schedule is in effect.)

**\*Note: Pre-School students MUST be accompanied to class by a responsible caretaker who must remain with the child until admitted to class by the teacher.**

## iii. Recess

Students in Grades K-7 enjoy three OUTDOOR recesses per day (**see Schedule**). Children are encouraged to play independently outside and may not stay in their classroom (unless being supervised by their teacher). During inclement weather, children may play in the covered areas outside the school entrances; only in extreme conditions will recess be held indoors. Please make sure your child is dressed appropriately for the weather, including a pair of outdoor shoes (**see Shoes**).

## iv. Field Trips and Special Programs

Periodically, teachers may plan field trips or special programs to complement and enhance their instructional programs. Sometimes, these trips or projects may require hiring transportation or the purchase of special materials or admissions. The PTA often assists in subsidizing these programs, but in order to offset the costs of providing the best programming available the school requires parents to pay an “Activities Fee (Field Trip/Special Projects).”

**The 2016-2017 fee is \$30 per child. This assessment is included on the book order form.**

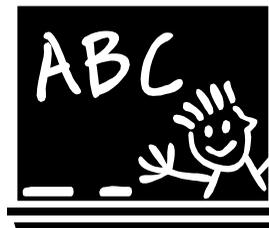
In the event of a field trip, parents will be required to sign a **permission slip** in order for their child to leave the school’s premises. **A child who does not have a signed permission slip WILL NOT be able to participate in the program.**

## v. Assemblies

School assemblies are held approximately once per month for grades K-7. The theme of the assembly may be either Judaic or General studies. Parents are welcome to attend any assembly and are particularly invited to an assembly in which their child is participating.

## IV. ATTENDANCE

Children are expected to attend school every day it is in session and to be on time. Chronic lateness to school in the morning may adversely affect a child’s academic performance and success.



### **i. Absences**

Please call or e-mail the office if your child is going to be/or is absent. Teachers will always do their best to support a student who was absent; however it is the student's responsibility to make up missed work.

### **ii. Leaving School Early**

Parents are strongly discouraged from taking students out of school early for any reason other than medical or family emergencies. Children will not be permitted to leave the building unescorted during the school day. If a child must leave early, **the adult who is responsible for that child must come to the office to sign the child out of school.** A staff member will then see that the child is brought to the office.

**Parents must not interrupt classes to find students.** This is very disruptive to the classroom's learning environment and poses a significant security risk. The school will not release a student into the custody of any adult other than the parent or guardian on file, unless instructed to do so by said parent or guardian.

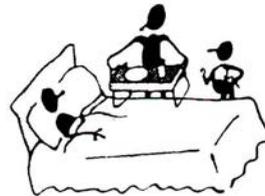
### **iii. Holidays and Trips**

Parents are discouraged from planning holidays or trips that will result in a child's extended absence from school. However, if this is unavoidable please notify both the office and your child's teachers in writing in advance.

It is very important to discuss your travel arrangements with your child's teachers. In some cases, it may be possible for the teachers to provide the student with a general outline and some pre-organized worksheets in advance or work with a student on alternative assignments (e.g. journal, picture album, presentation to classmates, etc.) which can be completed during the student's absence. However, please keep in mind that teachers' lesson plans may not be available several weeks in advance and he or she may be unable to accommodate requests for specific, detailed work, with accompanying worksheets and tests. Ultimately, it is the student's responsibility to make up work missed due to absence.

### **iv. Illness**

If your child is ill and going to miss school for more than a few days, please call the office so that your child's teacher can be notified. If the illness is communicable, e.g. chicken pox, please contact the school office immediately so that a note can be sent home to the parents of other students in the class.



If your child becomes ill during the day, you or your emergency contact will be notified and asked to make arrangements to pick him/her up. **Please make sure all your contact information on file in the office is correct and your emergency contact is aware he/she has been listed.**

If your child has been sick, especially with flu, please keep him or her home until he/she is fully recovered. **If your child has had a fever with the illness, please keep the child home for 24 hours after the fever has broken.**

When children are sick at school and sneezing or coughing, other children and staff can become ill. We are concerned for the health of everyone in the school and appreciate when you share our concern and accommodate us in this regard.

#### **v. Medication**

The school may only supervise the taking of prescription medications as directed, in writing, by the child's physician. Non-prescription medications such as Tylenol are not available in the office, and will not be given to any child. If your child must take prescription medication during the day, please see the office staff to make appropriate arrangements.

### **V. TRANSPORTATION**

#### **i. Carpool**

Please remember to inform the office **in the morning** of carpool changes so that there is sufficient time to inform the appropriate classroom teachers to ensure your child makes it home safely.

**Calling the office at dismissal time to inform of carpool changes is ill-advised.** The end of the school day is a busy time and office staff resources are limited, making it hard to ensure your message reaches your child.

#### **ii. Drop-off/Pick-up**

Safety is our primary concern during drop-off and pick-up. Children must be dropped off and picked up on time. (See **Schedule** for drop-off and dismissal times.) **Please exercise extreme caution as you drive near the school and, of course, adhere to all traffic and parking guidelines.** (See **Parking** for specific guidelines.) For more information on directions to the school, please refer to the travel routes and map included at the back of the handbook. As well, please be mindful of the impact our neighbours and be considerate of the space we share.

#### **iii. Parking**

The following school parking regulations were developed in cooperation with the Vancouver School Board and the City of Vancouver. **Parents are requested to adhere to the parking guidelines as well as be aware of signage around the school to facilitate safe and orderly drop-off and pick-up,** as well as help us foster a positive relationship with our neighbours.

- **Drop-off/Pick-up - North side of 62<sup>nd</sup> Avenue, alongside the park. Please note: you MAY NOT leave your car unattended at this location.**
- **Parking-- South side of 61<sup>st</sup> Avenue, alongside the park. Please DO NOT park on the residential (north) side of 61<sup>st</sup> Avenue.**

#### **iv. Travel Routes to School**

In accordance with requests by the Vancouver School Board and the Board of Hebrew Academy parents are asked to choose a route that minimizes congestion around the school and least impacts the neighbourhood (a condition of our lease). Please see the information on pages 22 and 23.

**Most important: When heading north on Granville, please remember to USE ONLY INTERSECTIONS WITH STREETLIGHTS TO TURN WEST TOWARDS VHA.**

## **VI. SAFETY AND SECURITY**

School security and the safety of the students is of critical concern to us. The VHA Board of Directors has created a Security Committee that continually monitors the security needs of our school. Our committee works in cooperation with the Vancouver Police Department and the Jewish Federation of Greater Vancouver to ensure that we have appropriate measures and protocols in place.

**Visitors to the school, including parents, friends and guests MUST use the west entrance (off the park) to the school and MUST report to the school office before proceeding to a classroom. For security reasons, we ask that everyone abide by this request.**

VHA employs a full-time Security Guard who continually monitors the school grounds and works with Administration to ensure the safety of our students and school.

Our school entrances are monitored and we maintain a restricted access facility. The north and south entrances of the school are locked during the day, except during recess. Staff use two-way radios while supervising, and intercoms connect the portable classrooms to the main building.

**We encourage parents in or around the school to assist us by staying alert and reporting any suspicious activity to the office.** If you have any questions or concerns regarding our security procedures, please contact the administration.

During the course of the school year, staff and students participate in a regular schedule of fire, earthquake, lockdown and evacuation procedures. The school maintains a fresh supply of drinking water and emergency food rations, as well as first-aid and emergency supplies.

## VII. DRESS CODE

All students in Grades K-7 are required to wear VHA's school uniform.

Visitors to the school are asked to dress respectfully, in keeping with the rules of *Tzniut* (modesty).

**Students will not be permitted to attend class wearing non-uniform clothing! Substitute uniforms are not acceptable. NO EXCEPTIONS.**

While the school maintains a few uniform items on-hand for emergency situations, it is the parents' responsibility to ensure that his/her child is appropriately attired. If needed, parents will be asked to bring items to school for their child.

**VHA has contracted with Cambridge Uniforms in North Vancouver, Unit 135 – 1305 Welch Street, (entrance on 1<sup>st</sup> Avenue), tel: 604-924-9009. Or online: [www.cambridgeuniforms.com](http://www.cambridgeuniforms.com).**

Cambridge Uniforms schedules fitting sessions for students at VHA, during the last weeks of the school year. Parents will be notified of this schedule in May. Additionally, fittings can be conducted at their North Vancouver showrooms. As well, the school does keep a sample stock of uniforms for sizing if going to the showroom is not possible.

### Boys: Grades K-7

- Grey rugby or adjustable waist uniform pants
- Navy golf shirt, long or short sleeves, with VHA logo.
- Plain, navy blue cardigan or pullover sweater, or VHA logo sweater.
- Grads may wear their current grad sweatshirt.
- *Kippah*
- *Tzitzit*

### Girls: Grades K-7

- Full pleated tartan skirt, extending below the knee, even while seated.
- **Girls in grades K-3 have the option of an A-line plaid tunic.**
- Navy golf shirt, long sleeves, with VHA logo.
- Girls in grades K-3 may wear short sleeved navy golf shirts with VHA logo
- Plain, navy blue cardigan or pullover



sweater

- Grads may wear their current grad sweatshirt.
- Navy knee high socks or tights.
- Navy ankle socks (Kindergarten to grade 3 only)

**Grey pants, navy logo polo shirts and tartan skirts MUST BE purchased from Cambridge Uniforms. Navy socks and plain navy cardigans/sweaters may be purchased elsewhere.**

**PLEASE NOTE:**

- **Please ensure that uniforms fit correctly so they look neat.**
- **Coloured or patterned ankle socks or tights ARE NOT acceptable.**
- **Students MAY NOT wear coloured t-shirts under their uniforms.**
- **Sweaters or sweatshirts with other logos, emblems or trims may not be worn in class**

**Gym Strip**

Students in grades 2-7 are asked to bring a change of clothing to wear as gym strip. For boys, this will consist of a T- shirt and shorts or sweat pants. Girls will wear a T-shirt as well, with a skort. Girls may choose to wear shorts or sweat pants underneath a skirt instead of a skort. Girls in grades 6 and 7 who take gym separately may also have shorts or sweat pants as an option if they so choose. These items need not be purchased through Cambridge Uniforms.

**Shoes**

**Students must have a second pair of shoes for indoor use. Outdoor shoes are not permitted in the classroom.**

Indoor shoes must be proper shoes or runners. Boots, slippers, sandals or crocs may not be worn as indoor shoes. Heelys (or other wheeled shoes) are not permitted at school.

Children in Preschool (as well as others that have difficulty with tying shoes themselves) are encouraged to wear velcro to speed the changing of shoes from outdoor to indoor and vice versa.

**Please remember to label all clothing.**

We ask, in advance, that you please be respectful of the school policy when purchasing uniforms. If you are concerned with the cost of the uniforms, please contact the school office to inquire regarding the availability of used uniforms. Students will not be permitted to wear non-uniform clothing in class.

**Lost and Found**

The Lost and Found is located immediately inside the school's 62<sup>nd</sup> Street entrance. Articles that are found in school should be placed in the Lost and Found boxes. If the found article is valuable, it should be turned into the office.

## VIII. FOOD

At VHA, we are committed to teaching children about balanced nutrition and a healthy relationship with food. We demonstrate this by ensuring that the vast majority of foods provided by the school come from the Canada Food Guide’s “recommended foods” columns. We ask that parents please support us in these efforts by providing nutritious snacks and lunches and by keeping junk-food to a minimum. Please feel free to contact the school for a copy of the Canada Food Guide and for suggestions for appropriate foods.

### i. Nut Restrictions

Vancouver Hebrew Academy is a “Nut-restricted” school. While the school cannot *guarantee* a nut-free environment, out of respect and concern for those in our school community with severe and/or life-threatening nut allergies the Board requires that parents **DO NOT SEND IN LUNCHES OR SNACKS OR ENTER THE SCHOOL WITH ANY NUT PRODUCTS.**



**The nut-restriction policy applies to all students and all areas of the school** because of the very real potential for cross contamination. Cross contamination can occur in a variety of ways, including when a child who has touched or eaten foods containing nuts leaves his or her room and touches an object in one of the many common areas of the school, leaving a smear or small trace of nuts. An allergic person coming into contact with this table, chair, or door handle may easily experience an allergic reaction. In some instances, inhaling the allergen or coming into contact with even small traces of nuts is enough to provoke a potentially life-threatening anaphylactic reaction.

Should a child accidentally bring peanut butter or nut products to school and staff members are aware of it, efforts will be made to provide an appropriate and safe substitute on that particular day.

### ii. Kashrut

VHA recognizes that there is a wide range of halachic opinion and practice in regards to kashrut. To best serve all the families of our school, All food served to students in school must be pre-packaged and must have an acceptable Kashrut symbol (see Parent Information Handbook for a list) – unless prepared in school under supervision of the Kashrut Supervisor (Rav Hamachashir). **Only parve or dairy (chalav yisroel)** foods may be served to students, and, where applicable, the foods must also be **pas yisroel**. Prepared foods may be ordered from local food establishments under the supervision of BCK. Food prepared in private kitchens under BCK supervision, or under the supervision of an official Rav Hamachshir of another Orthodox institution, is also acceptable.



We ask that parents only send their children to school with food that has an acceptable *hechsher* or supervision (the chart at left lists a number of commonly found Kosher symbols). Even if the item is labelled “100% pure”, many times ingredients are not listed which are used in making the food. If you are not sure about a product, please contact the BCK at 604-731-1803, or [info@bckosher.org](mailto:info@bckosher.org).

### iii. VHA Events Policy

VHA is always looking for opportunities to build family and relationships. To this end, many off-site social events are held throughout the year, typically in private homes of VHA families, where camaraderie and friendships can be best forged. In order to facilitate the hosting of such an event, the following guidelines have been formulated:

1. Any prepackaged food must carry an acceptable *hechshar*, as per the BCK guidelines printed above.
2. Any home-baked or home-cooked food must be prepared in a kitchen certified kosher by a local Orthodox Rabbi. (Arrangements can be made for the use of the VHA kitchen.)

Please keep in mind that as many of our families only eat *chalav yisroel* and/or *pas yisroel* products, provisions should be made to accommodate.

### iv. Lunch

Lunches may be Parve, Dairy or Meat. Please keep in mind when sending a meat lunch for your child, to include only Parve snacks for the day.

### Benching

**All children are required to bring some bread in their lunch** so that they may fully participate in *benching* (blessing after meals). Benching is an important educational experience and we must have full student co-operation and participation to be successful.

### v. Birthdays and Class Parties

Please be aware that some children in the school have food allergies. Please check with your child's teachers **well in advance** before bringing any food items to school. Also, please have in mind when sending food to school for a birthday or class party that many children in our school only eat *chalav yisroel* and *pas yisroel*.

If an item is for distribution to the class, please purchase *chalav yisroel* or parev items only. **Unfortunately, the school does not permit items cooked at home to be distributed at school.**

If your child is celebrating a birthday outside of school, we request that you keep these kashrut/allergy guidelines in mind for the guests.

Also, VHA administration requests that if you are having a party for your child outside of school, **please do not hand out invitations at school unless the entire class is invited.**

## IX. SCHOOL SUPPLIES

### i. Materials

Students need to bring their school supplies on the first day of school.

Primary grade teachers will request funds from parents to purchase bulk materials for children in grades K-3.

Students in grades 4-7 will be responsible for purchasing their own supplies. A list of required supplies is mailed out to students in August. Please accommodate teacher requests for amounts and specific types of supplies, including colour and brand where specified. While teachers do their best to anticipate supplies needed for the entire year, please be advised that you may be required to restock.



### ii. Books

Teachers work hard to find the most appropriate materials, workbooks and textbooks for their classes, tools that will enhance curriculum and student learning. Parents receive a list of books needed preceding the school year. Parents can either order these books on their own or through school. If ordering through the school, please place your orders by the specified deadline so that orders will be ready on the first day of school. **Workbooks and agendas are not optional supplies.** Students are responsible to replace lost books.

### iii. Toys and Games

Students are welcome to bring toys and games to school to be used during recess. However, we ask that students **do not bring electronic devices** to school, such as iPods, Gameboys, or mp3 players, **even if the student does not plan to use them during recess.** These items are often quite valuable and the school is unable to monitor them properly or to ensure their security. In certain instances, a teacher will allow students to bring mp3 players for use during specific times. You will be informed by the classroom teacher of such an allowance. Additionally, toys that resemble weapons may not be brought to school.

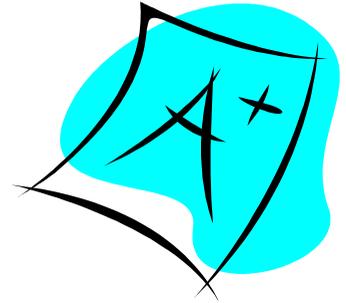
Please note that in an effort to encourage exercise and outdoor play during recess, VHA may restrict the use of toys, games and trading cards during the school day.

It is expected that students will share with their friends in accordance with the values we teach at VHA.

## X. EVALUATIONS

### i. Report Cards

Report cards are issued three times per year to students in grades K-7. In addition, interim reports are sent to parents in late October. These brief surveys allow teachers to open a line of communication early on in the school year. Working together from the start will help us all create the most successful academic experience possible for your child.



Report cards are written in the manner prescribed by the Ministry of Education of British Columbia. Report cards use a checklist and are written in narrative format, explaining the learning objectives of the teacher and how well the student accomplished them. In grades 4-7, one of the following letter grades will be assigned corresponding to the student's performance: A, B, C+, C, C-, I, F. The teacher will assign this grade according to test performance, homework, participation, and any other criteria determined at the teacher's discretion.

Questions or concerns regarding report cards or interim reports can be addressed at parent/teacher conferences (see **Parent-Teacher Conferences**) or in a meeting scheduled directly with the teacher. **Parents are asked to please speak directly to the teacher first regarding issues concerning their child.** If the issue(s) cannot be resolved, parents should make an appointment with the administration.

### ii. Parent-Teacher Conferences

Parent-teacher conferences will be held three times during the 2016-2017 school year. The first conference is a teacher-led "intake interview" held in late September. This meeting is an opportunity for you to learn about your child's classroom teacher and their expectations and goals for the year. There will also be an opportunity for you to share relevant information about your child with his or her teachers. The second conference is a parent-teacher conference, where information can be shared about your child's progress over the course of the first term of school. It is an excellent opportunity for you, together with the teacher, to set goals for your child for the upcoming terms and address any areas of concern. The third conference will be held in March and is student-led; the students present their parents with a portfolio of work that they have done and explain the assignments.

At VHA we strongly encourage regular ongoing communication between school and home. Teachers and administration are available via email and telephone to ensure that you are informed of your child's progress and that you, the parent, are a full partner in the educational process. Teachers will provide their contact information on the first day of the school.

## XI. CONDUCT

The Board of Directors of Vancouver Hebrew Academy recognizes its obligation to all members of the school community to provide a positive climate and a safe, healthy environment such that effective, purposeful teaching and learning may take place.

VHA's guiding principle is *Ve'ahavta lereyacha kamocho, love thy neighbour as thyself*. To that end, it is expected that all members of the school community will conduct themselves in an ethical and lawful manner in accordance with Torah values and which demonstrates respect for self, others, property and the environment. A violation may warrant intervention or disciplinary action. Good behaviour, while expected is regularly encouraged, acknowledged and rewarded.

Students are expected to attend classes and be on time. They are to complete all assigned work to the satisfaction of their teachers. Students should remember that wherever they go, they are representatives of Torah Judaism and Vancouver Hebrew Academy. School rules are in effect at all times on school grounds, at school activities and during school-sponsored field trips.

All students are expected to keep the building, grounds and the surrounding community free of refuse. Putting litter in its place is all part of good citizenship. Classes assume responsibility for keeping the grounds clean on a weekly rotating basis. Parents will be held financially responsible for physical damages to the school property and premises.

### **i. Code of Conduct**

At Vancouver Hebrew Academy, we believe that all children have the right to learn in a safe, caring and orderly environment. Our expectations are that students will maintain an attitude that is cooperative, courteous and respectful.

Our code of conduct is designed to provide guidelines for appropriate student behaviour while under the jurisdiction of the school or at any school sponsored function.

### **ii. Appropriate Behaviour**

**Be respectful to yourself.** The Torah teaches us that we must care for ourselves. In school, this means to care about your learning and your own personal safety.

*Some examples include:*

- always do your best
- make good choices
- be on time and ready to work
- do your homework and use your planner

**Be respectful to others.** The Mitzvah of "Loving your fellow" means being considerate of others' personal feelings and properties.

*Some examples include:*

- be polite and wait your turn
- treat others with respect

- use good listening skills
- be honest and tell the truth

**Be respectful to property.** Our forefather Ya’akov taught us that we must treasure every item of use. At school, you should care about your school and your environment, and protect school property.

*Some examples include:*

- clean up after yourself
- take good care of materials
- ask before borrowing
- protect school property from damage

**Be safe.** In Pirkei Avot, Ethics of the Fathers, we are warned not to separate from the community. Students need to learn and follow school rules to maintain one, cohesive school community.

*Some examples include:*

- walk calmly – no running in hallways
- stay in designated areas
- report dangerous situations to staff

### **iii. Inappropriate Behaviour**

**Inappropriate behaviour can consist of, but is not limited to:**

- rudeness, swearing
- fighting (or play fighting)
- lack of respect for others, teasing
- throwing objects (rocks, sticks, snowballs, etc)
- defiant behaviour, insolence
- running in hallways
- unauthorized leaving of classroom or school grounds
- littering

### **iv. Consequences**

Consequences will be applied in a fair and consistent manner, respecting individual rights, ages and maturity; and be restorative rather than punitive in nature.

**Inappropriate behaviour typically has the following consequences:**

- review of expectations and a timeout
- review of expectations, written assignment and/or loss of privileges
- parents are informed
- meeting with parents
- short term (in school or at home) suspension
- long term suspension
- consultation with law enforcement officers
- expulsion

#### **v. Safe and Caring School Environment**

##### **Safe and caring school environments are free from acts of:**

- bullying, cyber-bullying, harassment and marginalization
- threat and intimidation
- violence in any form
- abuse in any form
- discrimination in any form
- retribution against a person who has reported incidents

##### **Are free of misuse of:**

- cyberspace, cell phones, electronic devices, computers – whether they negatively impact individuals or the school environment

##### **And do not tolerate the presence of:**

- theft and vandalism
- banned substances
- weapons or replica (toy) weapons and explosives

#### **vi. Notification**

As circumstances warrant, administrators have a responsibility to advise other parties following a behavioural incident:

- parent of student exhibiting major behaviours (in every instance)
- parent of student on the receiving end (in every instance)

- law enforcement officers

### **vii. Conflict Resolution Strategies:**

Students at VHA commit to using effective strategies to resolve differences. These steps are discussed in class and reviewed regularly with staff. They include:

- Stop and clarify before reacting.
- Give the benefit of the doubt.
- If someone is mean or unkind, don't behave the same way back. Find a way to STOP the behaviour.
- Do not to escalate problems.
- Seek help from an appropriate person.

Remember: Being part of a social group means helping each other out and occasionally doing favours.

### **viii. Conflict Resolution Policy**

Issues about the curriculum, school policy, harassment (see following) or religious matters should be directed to the administration. Issues regarding a student and/or parent and his or her teacher should be directed first to the teacher and subsequently, if needed, to the Principal or Head of School. In either case, if the matter is still not settled to the satisfaction of all parties VHA's Due Process and Harassment Committee may be consulted to assist in resolving the conflict.

The Due Process and Harassment Committee consists of a teacher, member of the board of directors and a member of the parent community appointed by the board. It is understood that all matters brought before the Principals, the Head of School, Due Process and Harassment Committee or the Board, will be treated with the utmost confidentiality. (A copy of the full Conflict Resolution and Harassment Policy is available in the office.)

### **ix. Harassment**

VHA considers harassment in any form to be unacceptable and it will not be tolerated. This includes but is not limited to improper conduct, objectionable behaviour, use of offensive language or abuse of authority by one employee against another employee, an employee against a parent or vice versa or a parent against a board member or vice versa.

Proven harassers shall be subject to discipline and/or corrective actions, in accordance with the policies set forth by the Due Process and Harassment Committee (see **Conflict Resolution**). Such actions may include a verbal and/or written warning, suspension and/or dismissal of the staff member or the Board member. If the harasser is a parent, this may include a verbal and/or written warning, and suspension and/or dismissal of the parent's child(ren) from the school.

## x. Child Abuse Policy

Please note that the full Child Abuse Policy is available for review in the official Policies Manual in the school office.

## XII. PARENT INVOLVEMENT

### i. Parent Teacher Association

The Parent Teacher Association (PTA) enables all parents to play an active role in enhancing the course of their children's education. The PTA works hard to develop school spirit, promote community programs and religious events within the school, fundraise to provide additional resources to the school, create a family feeling by making parent and family social events, and foster good communication between parents and teachers. We strongly encourage all parents to participate in the many PTA events. The meetings are held about once every other month and are open to the entire parent body. The PTA collects a fee per child (with a family maximum), to cover the costs associated with various programs and initiatives coordinated by the PTA. This fee is collected with the book orders in September. The fee for 2016-2017 is \$40 per child with a family maximum of \$120.



### ii. School Service Requirement

In a small school like ours the need for help from parents is important in allowing us to provide the best possible programming for our students. **Our school service program requires each family to contribute 18 hours of time assisting in various school programs throughout the school year.** There are literally dozens of service opportunities available; the PTA coordinates these activities.

Parents are required to submit a cheque in the amount of \$450 with the school registration forms, post-dated to June 1, 2017. **The cheque will be cashed at the end of the year ONLY IF the family DOES NOT meet its school service obligation.**

### iii. Fundraising

The PTA promotes several vehicles throughout the year to raise funds. There is always a need for parent volunteers to make these efforts as successful as possible. These dollars go to support special programs for our children at school. Our Purim Mishloach Manot Project is the major fundraiser for VHA **and all parents are expected to participate.**

Parents are encouraged to bring their fundraising suggestions to the attention of the PTA. To volunteer, please contact the PTA.

### iv. Lice Check



The PTA contracts with a professional organization to conduct lice checks several times each year to ensure that we are able to maintain a healthful environment for staff and students. We ask that you help us in this effort by periodically checking your child's head for lice.

**v. PTA Leadership**

We look forward to welcoming a new Chair of the PTA for the 2016-2017 school year and will share contact details as they become available. The PTA can always be contacted via email at [VHA.PTA@gmail.com](mailto:VHA.PTA@gmail.com).

**XIII. VANCOUVER HEBREW ACADEMY SOCIETY**

The Vancouver Hebrew Academy Society is the governing body of the school. All VHA parents are eligible to join the Society. As per The British Columbia Society Act, a membership fee of \$1 must be collected. The Society meets at least one time per year for the annual general meeting. This meeting is an excellent opportunity for parents to raise topics of concern, as well as to vote on important issues.

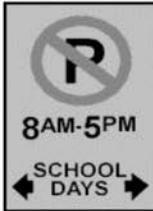
The Board of Directors, in consultation with Administration, handles general policy decisions throughout the year. The Board meets regularly to monitor the school, and set its direction. Copies of school policies are available upon request to any member of the Society. Members of the Society are encouraged to contact members of the Board to discuss ideas and ask questions. The minutes of each Board meeting are posted in the VHA school office.

**Thank You For Being A Part Of  
The VHA Family!**

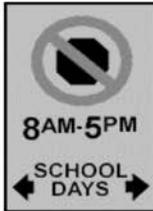


**CITY OF VANCOUVER PARKING ENFORCEMENT**  
**Park Smart: Obey School Zone Parking Restrictions and Driving Regulations**

As Vancouver's school population continues to grow, so do the traffic and parking problems around schools. For the safety of children, and to avoid traffic congestion, motorists dropping-off or picking-up students should pay special attention to the following restrictions:



**No parking** - 8 PM to 5 PM - School Days: These zones are set aside for motorists to drop-off and pick-up students. Vehicles may stop for up to 5 minutes only. "Parking" - is the standing of a vehicle, whether occupied or not, other than up to 5 minutes for the purpose of and while actually engaged in loading or unloading of merchandise or discharging or taking on passengers.



**No stopping** - 8 AM to 5 PM - School Days: These zones are usually adjacent to a school's main entrance and are designed for pedestrian safety. They are particularly busy around dismissal time, and should remain clear at all times. "Stopping" - is the coming to rest or the state of being at rest of a vehicle. It is the stopping or standing of a vehicle whether occupied or not. In a **"No Stopping Anytime"** zone, vehicles are **not allowed to stop for any reason**. This includes letting passengers out, picking a child up from school, running into the school 'just for a minute'.



Passenger loading zones are designated for the purpose of loading and unloading passengers for up to and not exceeding 3 minutes. These zones are often located in front of venues (such as community centres) where a large number of people are being dropped off or picked up. The turnover of vehicles is essential in maintaining traffic flow and providing a convenient spot for passenger pick up. **Do not park in this zone, it is essentially a No stopping zone unless you are immediately dropping off or picking up passengers.**

**U-Turns: Do Not make U-turns, back up or make 3-point turns in a school zone.** This includes driving into residential or other driveways and then backing out, to change direction. It is difficult for drivers making a U-turn or backing up to see small children on or near the street. Vehicles making U-turns can be confusing for children as they are not able to anticipate such irregular vehicle turning movements.

**Make Our School Zone Idle- Free:** when you do park, or stop for more than a few seconds, please turn off your engine. Ten seconds of idling burns more fuel and creates more emissions than re-starting an engine. Prolonged idling pollutes the air we breathe and contributes to climate change. **In Vancouver idling a vehicle, when not in traffic, for more than three minutes is prohibited by a city by-law.**

*Thanks for making our school site idle-free!*

**Both the Vancouver City Police and Parking Enforcement patrol school zones on a regular basis and have responded to School Board concerns with a "no-tolerance" policy towards motorists loading or discharging children in an unsafe manner. Please PARK SMART and keep our streets safe.**

These explanations have been excerpted from the following City of Vancouver web pages:

<http://www.city.vancouver.bc.ca/engsvcs/parking/enf/parksmart/parkstop.htm>

<http://www.city.vancouver.bc.ca/engsvcs/parking/enf/parksmart/loadingzones.htm>

<http://www.city.vancouver.bc.ca/engsvcs/parking/enf/parksmart/schoolzones.htm>

**TRAVEL ROUTES REVIEWED BY VHA BOARD AND  
MEMBERS OF THE VANCOUVER SCHOOL DISTRICT**  
(PLEASE REFER TO THE ATTACHED MAP)

**THE FOLLOWING ROUTES WILL PREVENT SERIOUS CONGESTION  
AROUND THE SCHOOL AND WILL LEAST IMPACT THE  
NEIGHBOURHOOD – a condition of our lease. USE ONLY STREETLIGHTS TO  
TURN LEFT AT GRANVILLE**

**RICHMOND RESIDENTS**

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1. Please do not turn left from Granville onto either 62<sup>nd</sup> or 61<sup>st</sup> Avenue.
2. Turn onto S.W. Marine Drive from Arthur Laing Bridge and continue on S.W. Marine Drive by turning left at the light at the foot of Granville across from the Fraser Arms Hotel. Travel to 70<sup>th</sup> Ave.. Turn left at this light on 70<sup>th</sup>, then turn right onto Adera. Proceed to 61<sup>st</sup> Ave. then turn right to drop off the children along the south side of the road or school yard. After dropping off the children, proceed to Granville and turn right to Richmond.
3. Alternate route: proceed off the Arthur Laing Bridge along Granville then turn left onto 70<sup>th</sup> Ave. Proceed to Adera and turn right. Follow directions presented in #2 above once onto Adera.
4. If you must continue into Vancouver, please do no turn onto 61<sup>st</sup> or 62<sup>nd</sup> and try to turn left onto Granville (the line-up will be too long and will become too dangerous). Drop off the children along Adera, then proceed to 59<sup>th</sup> or 57<sup>th</sup> and turn right, then turn left at the light into Vancouver.

**VANCOUVER RESIDENTS**

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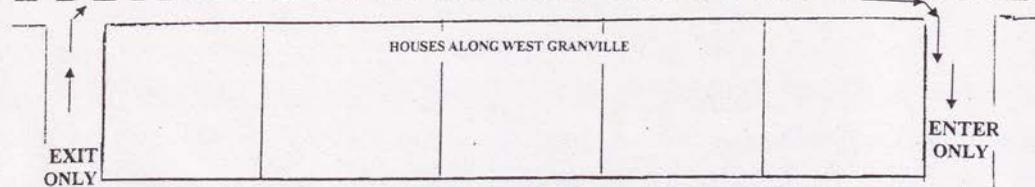
1. Use side streets to Granville and continue south.
2. Do not turn right onto 61<sup>st</sup> Avenue.
3. Turn right onto 62<sup>nd</sup> Avenue and drop off the children on the North side of the street adjacent to the school or Shannon Park.
4. If proceeding into Richmond, turn left onto Adera to 70<sup>th</sup> Avenue then turn left to Granville.
5. If returning to Vancouver north after dropping off the children, proceed along 62<sup>nd</sup> to Adera and turn right. Travel along Adera to either 59<sup>th</sup> or 57<sup>th</sup> Avenue. Turn right to a light at Granville then turn left.

**WHEN TRAVELLING, PLEASE ALLOW EXTRA TIME IN ORDER TO FOLLOW THE ABOVE PLAN. YOUR BOARD OF DIRECTORS, MEMBERS OF THE VANCOUVER SCHOOL DISTRICT AND THE VANCOUVER POLICE DEPARTMENT ARE CONCERNED ABOUT SAFETY, AND A MINIMAL IMPACT TO THE NEIGHBOURHOOD. THEY WILL BE PRESENT AT THE SITE DURING THE FIRST FEW DAYS TO ANALYZE THE TRAFFIC FLOW, PARKING/STOPPING AND SAFETY CONDITIONS. MANY THANKS FOR YOUR PATIENCE AND UNDERSTANDING DURING THIS TRANSITION.**

(NEW SCHOOL TRAFFIC FLOW)  
1545 WEST 62<sup>ND</sup> AVENUE, VANCOUVER, B.C.



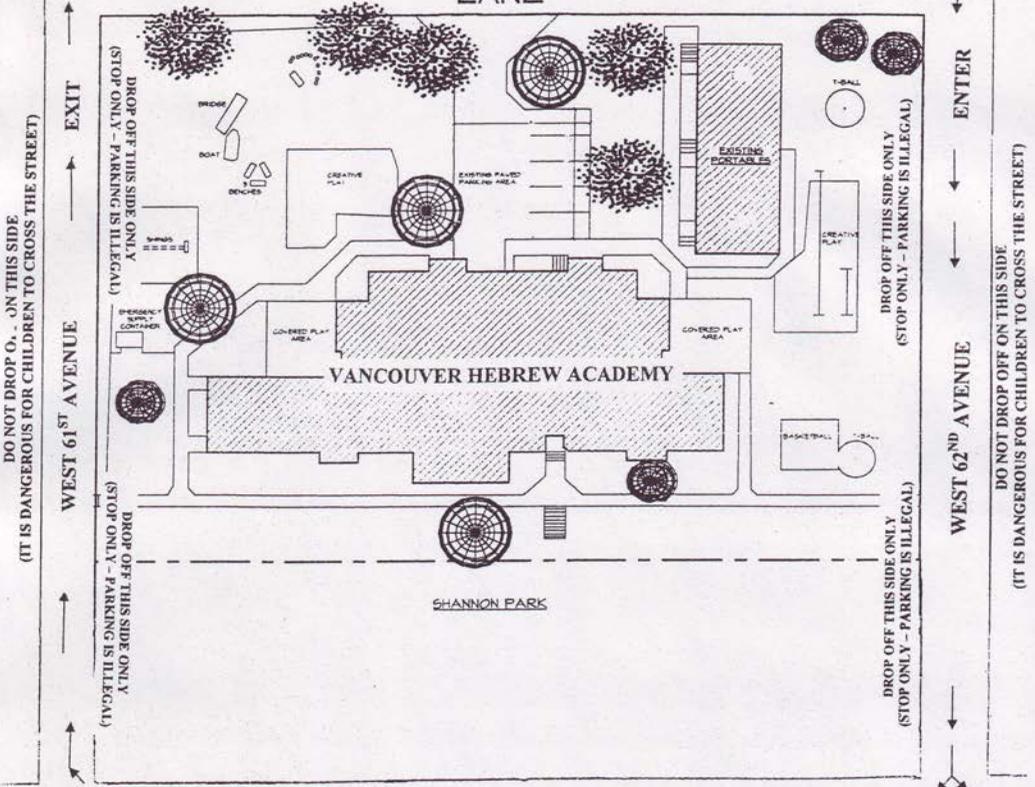
← Vancouver GRANVILLE Richmond →



Do Not Enter

LANE

Do Not Enter



DO NOT DROP OFF OR PICK UP ON THIS SIDE  
(IT IS DANGEROUS FOR CHILDREN TO CROSS THE STREET)

WEST 61<sup>ST</sup> AVENUE

EXIT

DROP OFF THIS SIDE ONLY  
(STOP ONLY - PARKING IS ILLEGAL)

DROP OFF THIS SIDE ONLY  
(STOP ONLY - PARKING IS ILLEGAL)

DROP OFF THIS SIDE ONLY  
(STOP ONLY - PARKING IS ILLEGAL)

DROP OFF THIS SIDE ONLY  
(STOP ONLY - PARKING IS ILLEGAL)

WEST 62<sup>ND</sup> AVENUE

ENTER

DO NOT DROP OFF OR PICK UP ON THIS SIDE  
(IT IS DANGEROUS FOR CHILDREN TO CROSS THE STREET)

ADERA STREET