



# SCHOOL HANDBOOK

## 2017-2018

### 5777-5778

Head of School: Rabbi Dr. Rafi Cashman  
Executive Director: Mr. David Young  
Principal: Ms. Tamara Grunberger  
Head of Jewish Studies: Rabbi Elliott Diamond  
Assistant Principal: Ms. Claire Merbaum  
Director, Gan Netivot: Ms. Sara Loewenthal  
Director of Podolski Ness Support Services: Ms. Lauren Korzinstone  
Director of Admissions: Ms. Mashie Feintuch  
Director of Marketing: Ms. Leigh Elzas  
Director of Information Technology: Ms. Padmaja Bharath  
Director of Educational Technology: Ms. Orly Rachamim  
South Campus Coordinator: Ms. Carol Green  
School Counsellors: Ms. Liat Benzacar, Ms. Tali Aziza  
Middle School Supervisor: Rabbi Ariel Erani  
Development Coordinator: Ms. Sarit Saffer-Allal



<b>INDEX</b>	<b>PAGE</b>
Absence	10
Activity Fee	10
Admit To Class Cards	46
After School Procedures	10
Allergy Policy	36
Anti-Bullying Policies and Procedures	23
Arrival and Dismissal Procedures – Nursery – Grade 8	38
Assemblies	11
Attendance and Lateness – Middle School	10
Bar/Bat Mitzvah	11
Before School Supervision	39
Behavioural Expectations for Students	19
Birthday Celebrations	11
Breakfast, Lunch & Snacks	35
Bullying /Cyberbullying	23
Bus Dismissal Responsibilities – Parents	42
Bus Rules of Conduct	42
Bus – Cash Fare	44
BYOD for Middle School	33
Calendar	9
Cancellation of Classes	12
Chromebooks	32
Classroom Placement Decisions	34
Code of Conduct	19
Communicable Diseases	37
Communication with Netivot HaTorah	6
Communication between Parent/School	7
Detentions – Middle School	23
Disciplinary Action	23
Dress Code	14
Early Pick-Up	41
Erev Shabbat Dismissal	41
Extra-Curricular Activities	35
Field Trips	12
Gan Netivot - Orientation Days	46
Google Apps for Education	32



**INDEX**

**PAGE**

Gym	12
Head of School – Welcome	4
Health and Welfare	36
Homework	25
Homework Club & After School Supervision	40
Internet & Mobile Devices – Policy, Guidelines	27
iPad – Care, Use & Responsibilities	31
Kimel Centre for Inclusion	34
Lateness	12
Lice Policy	17
Lost and Found	12
Medication	38
Mission and Vision	5
Nachat Program	46
Office Phone	13
Parents’ Association	48
Parking and Traffic Flow	40
Peanut and Tree Nut Sensitivity Policy	37
Podolski NESS Services	33
Preparation for School	26
Privacy Policy	13
Pscho-Educational Assessment	33
Recess	14
Responses to Misbehaviour	22
Scooters, In-Line Skates & Bicycles	16
Security	17
SuperDollars	44
Supplies and Textbooks	26
Technology Policy	27
Uniforms	15



Tammuz 5777  
July 2017

Dear Parents,

I hope this letter finds you well and having an enjoyable summer!

Over the last few months as I've transitioned into my new role, I've experienced the overwhelming warmth, support and generosity of the Netivot community! It's been a wonderful experience, and makes me all the more excited about the upcoming school year. I feel blessed to be joining such a welcoming and enthusiastic family. Thank you!

As we look towards August, I'm excited to meet and welcome you and your children to the start of the 2017-2018 Netivot HaTorah Day School year. I hope you and your family are able to make it to our Welcome Event on August 30! [Click here](#) for more information about the event.

The teachers, administrative team and I are eager to begin another school year, and the many learning experiences we have planned. We will be working hard to reinforce our commitment to the school's mission of Torah, Israel and Derech Eretz, while striving to build a warm, nurturing environment that promotes academic excellence in both Judaic and General Studies.

The information you will find in this Parent Handbook is crucial in understanding the daily procedures of our school. We have made many changes in order to enhance you and your child's experience at school, and allow us to support the positive culture Netivot offers. Your cooperation will certainly help us maintain the proper atmosphere at Netivot, and help elevate the spirituality of our Makom Torah.

We look forward to and anticipate a very successful 2017-2018 school year - one filled with personal growth, exciting opportunities for learning, and the building of long-lasting friendships inside a strong and healthy school community.

Best wishes to you and your family for a happy, healthy, and restful summer vacation!  
We'll see you soon!

Sincerely,

Rabbi Dr. Rafi Cashman  
Head of School



## **NETIVOT HATORAH DAY SCHOOL MISSION AND VISION**

### **MISSION**

Netivot HaTorah, an Orthodox, co-educational Jewish day school, develops students to engage in their communities and in society at large. The underpinnings of our approach are excellent Jewish and General Studies programs and an educational philosophy based on three guiding principles:

### **TORAH**

A deep commitment to Torah study and *mitzvot* observance; a proficiency in Hebrew language as the means to most fully access our Jewish texts and traditions.

### **ISRAEL**

Identification with Religious Zionism, including the love and support of *Medinat Yisrael*.

### **DERECH ERETZ**

*Midot tovot*, respect and sensitivity for others, and a sense of responsibility for the Jewish people and the broader community in which we live.

Recognizing the diverse learning needs of all our students, Netivot HaTorah strives to help each child achieve his or her unique potential in the areas of academic, religious, social and emotional development.

### **VISION**

Netivot HaTorah will be the natural choice for Orthodox Jewish families in the Greater Toronto Area who subscribe to the ideals of Torah, Israel, and *Derech Eretz*. By virtue of its excellence in Jewish and General Studies education, its uncompromising focus on the individual learning needs and goals of its students, and the welcoming embrace of our community members, Netivot will become known as an exemplar among North America's leading Jewish day schools.





## **COMMUNICATION WITH NETIVOT HATORAH**

### **Netivot HaTorah Communication Procedures**

Educating children is a wondrous and challenging endeavour, one that requires full partnership between home and school, and between parents and educators. In our efforts to ensure open and accessible communication with our parent body, we want to take this opportunity to highlight some key points of access that will assist you.

#### **As a parent, who do I call?**

Parents should contact their child's teacher first to discuss any issues or concerns. Each of our teachers at Netivot HaTorah has an email address. Email addresses are the teacher's first initial, last name and then @netivot.com, i.e. [jdoe@netivot.com](mailto:jdoe@netivot.com). Staff members check email messages daily.

**Netivot HaTorah's communications policy requires that all members of staff return phone calls and emails within one business day.**

In addition to our teachers, our senior administration is available to assist with questions, suggestions or concerns and to provide additional support to parents when necessary. The following is a list of school administrators and their contact numbers.

#### **Head of School**

Rabbi Dr. Rafi Cashman  
Ext. 216 or [rcashman@netivot.com](mailto:rcashman@netivot.com)

#### **Head of Jewish Studies**

Rabbi Elliott Diamond  
Ext. 226 or [rabbidiamond@netivot.com](mailto:rabbidiamond@netivot.com)

#### **Principal**

**Ms. Tamara Grunberger**  
Ext. 242 or [tgrunberger@netivot.com](mailto:tgrunberger@netivot.com)

#### **Assistant Principal**

Ms. Claire Merbaum  
Ext. 255 or [cmerbaum@netivot.com](mailto:cmerbaum@netivot.com)

#### **Middle School Supervisor**

**Rabbi Ariel Erani**  
Ext. 241 or [aerani@netivot.com](mailto:aerani@netivot.com)

#### **South Campus Coordinator**

Ms. Carol Green  
416.789.9958 [cgreen@netivot.com](mailto:cgreen@netivot.com)

#### **Director, Gan Netivot**

Ms. Sara Loewenthal  
Ext. 223 or [sloewenthal@netivot.com](mailto:sloewenthal@netivot.com)

#### **School Counsellor Grade 4 - 8**

Ms. Liat Benzacar  
Ext. 256 or [lbenzacar@netivot.com](mailto:lbenzacar@netivot.com)

#### **Director, Podolski NESS Educational Support**

Ms. Lauren Korzinstone  
Ext. 236 or [lkorzinstone@netivot.com](mailto:lkorzinstone@netivot.com)

#### **School Counsellor Grade Gan - 3**

Ms. Tali Aziza  
Ext. 299 or [taziza@netivot.com](mailto:taziza@netivot.com)

#### **Finance, Administration and Facility**

Mr. David Young  
Executive Director  
Ext. 215 or [dyoung@netivot.com](mailto:dyoung@netivot.com)



## COMMUNICATION BETWEEN PARENT/SCHOOL

In every phase of a child's education, continuous parent-school communication is essential. The following are school communication procedures:

### Meet the Teacher Night

Within several weeks of the start of school, Meet the Teacher evenings are held. Parents are invited to meet with their child's teacher and become better informed as to the scope and sequence of the curriculum, the teacher's classroom goals and other relevant information as regards the education of your child. At this forum, the Head of School addresses the parent body and discusses goals and objectives for the coming school year. These meetings **do not** afford parents the opportunity to discuss their individual child's progress. This opportunity will take place at parent-teacher conferences, or at a later time as requested by a parent.

### Communication Methods

Almost all communications to parents are sent by **email**. Parents are encouraged to check their email for school related correspondence, such as daily blasts and the weekly Netivon. Information will be sent to the e-mail the school has on file for you. Should your e-mail change, we ask that you please e-mail [pbharath@netivot.com](mailto:pbharath@netivot.com) and [lelzas@netivot.com](mailto:lelzas@netivot.com).

### Reporting

Report cards will be uploaded to our parent portal and shared with parents twice a year in February and June. In addition, Interim/Progress Reports for nursery to grade 8 will be uploaded twice a year in November and April.

### Parent – Teacher Conferences

These conferences are a vital forum for discussing student progress and advancing mutual understanding between school and home. Two **parent-teacher conferences** are scheduled each year in the middle of the first and second semesters of the school year.

### Social Media

Netivot HaTorah maintains three school social media sites, curated and managed by the school. They include: our Netivot HaTorah main Facebook page; our closed group Parents' Page and an Instagram account. All information and pictures posted on these sites are Netivot HaTorah related. The pages are managed by a staff member and contain important information, upcoming events, school publicity and student photos. The sites are public with the exception of the Parents' page, which is private, and for parents only. Care is taken to ensure that what is posted on these sites reflects the mission, values and Code of Conduct of Netivot HaTorah.



### **Agenda Program**

Netivot has a school-wide agenda program for students in grades 1-5. Agenda books are valuable daily companions that help students understand expectations, create time lines, set goals, monitor progress and track their own success. While the agenda books represent a learning tool for students, they are also a teaching tool for educators and a further communication method for parents. Perusing this book on a regular basis will keep you apprised of your child's workload and activities. In the Middle School, students have access to online agendas, and may choose a paper agenda if they prefer.

### **Teacher Contact**

If a parent would like to communicate with a teacher, they are encouraged to email the teacher directly. Parents can expect a prompt response within one business day. Parents are reminded of a teacher's right to privacy and are requested to refrain from calling teachers at home or on their personal phone numbers.

### **Learning Management System and Teacher Pages**

This year, teachers will be using a learning management system (Edsby) to communicate important information regarding classroom happenings. Classroom pages could include homework assignments, information on curriculum, and pictures. More information regarding parent access to online class pages will be available at Meet the Teacher Night.





## SCHOOL CALENDAR 2017-2018

### **SEPTEMBER 2017**

**Wed. Aug. 30 - 31**

**Mon. 4**

**Tues. 5**

**Mon. 11**

**Tues. 12**

**Thurs. 14**

**Wed. 20 - 22**

**Fri. 29**

### **OCTOBER**

**Mon. 2**

**Wed. 4- 13**

**Mon. 16**

### **NOVEMBER**

**Mon. 6**

**Fri. 10**

**Mon. 27**

**Wed. 29**

### **DECEMBER**

**Mon. 4**

**Tues. 12 - 20**

**Mon. 25 - Fri. 5**

### **JANUARY 2018**

**Mon. 8**

**Tues. 16**

**Wed. 24 - 25**

### **FEBRUARY**

**Thurs. 1**

**Wed. 14**

**Thurs. 15**

**Thurs. 15 - 19**

**Tues. 20**

**Wed. 28**

### **MARCH**

**Thurs. 1**

**Tues. 6**

**Fri. 16**

**Mon. 19**

**Wed. 21**

**Thurs. 29 - 6**

### **APRIL**

**Mon. 9**

**Wed. 11**

**Wed. 18**

**Thurs. 19**

### **MAY**

**Sun. 13**

**Fri. 18**

**Mon. 21**

**Tues. 22**

**Tues. 29 - 31**

### **JUNE**

**Tues. 12**

**Thurs. 14 - 18**

**Mon. 18 - 19**

**Tues. 19**

**Fri. 22**

**Mon. 25 - 26**

**Teacher Orientation \***

**Labour Day \***

**First day of Classes**

**South-Gan Netivot & Grade 1; Meet the Teacher Night (2PM dismissal south campus)**

**North - Grades 1-5; Meet the Teacher Night (2 PM dismissal - all north classes)**

**North-Gan Netivot, Grades 6-8; Meet the Teacher Night (2PM dismissal NC)**

**Rosh HaShana\***

**Erev Yom Kippur \***

**Classes Resume**

**Succot \***

**Classes Resume**

**P/D Day \***

**Early Friday dismissal begins 2:15 PM**

**Mid-Term Progress Reports**

**Parent Teacher Interviews - Noon dismissal**

**Parent Teacher Interviews - 2 pm dismissal**

**Chanukah**

**Winter Break**

**Classes Resume**

**Regular Classes - 2 PM dismissal, Teacher PD**

**Grades 7, 8 examinations**

**Term 1 Report Cards**

**Middle School Ski & Trip Day**

**P/D Day \***

**Mid-Winter Break \***

**Classes Resume**

**Tannit Esther - 2pm dismissal Grades 7 - 8; Grade 6 Girls**

**Purim - 12PM Dismissal**

**Regular Classes, 2 PM dismissal, Teacher PD**

**Regular Friday dismissal 3:30 PM**

**Mid-term Progress Reports**

**Parent Teacher Interviews - 12 PM dismissal**

**Pesach \***

**Classes Resume**

**Yom HaShoah**

**Yom HaZikaron**

**Yom Ha'Atzmaut - Classes Begin 9 AM; 3:30 PM dismissal**

**Yom Yerushalayim**

**12pm Dismissal**

**Shavu'ot/ Victoria Day \***

**Classes Resume 9:00 AM**

**Grade 8 Trip**

**Annual General Meeting (AGM)**

**Grade 8 Examinations**

**Grade 7 Examinations**

**Graduation**

**Last day of Classes - Noon dismissal; Report Cards, Grades 6, 7 & 8 Exam Make Up Day**

**Teacher P/D Administration days**

**\*No Classes**

9



## **IMPORTANT INFORMATION**

### **ATTENDANCE**

Teachers will take attendance in their classes each day. Grade 4 – 8 teachers will take separate attendance in Tefillah. As such, we will be able to track your child's absences. Parents should arrange for assignments and books to be sent home with a friend or deposited in the office to be picked up.

**The office staff cannot convey messages for homework to the teachers.** In case of an extended absence, please notify your children's teachers and the front office in advance. In the event of an extended absence without prior notification the school counsellors and/or administrators will be informed and they will follow up with families.

Ontario studies show that in addition to academic success, students who attend school on a consistent basis "will develop enhanced mental and physical health, a positive sense of self and belonging, and the skills to make positive choices." Absences do not only impact the individual student, but the classroom as a whole.

To learn more about the impact of absenteeism and why "every school day counts" please visit [www.attendanceworks.org](http://www.attendanceworks.org)

### **ACTIVITY FEE**

Parents are charged an annual activity fee that will cover the costs of all special activities (i.e. guest speakers, special programs, excursions) in and out of the school. Information about trips will be sent home prior to the trip, but parents sign a general permission slip for all trips at the beginning of the year.

### **AFTER SCHOOL PROCEDURES**

The school has specific dismissal procedures for 4:00 pm. All parents must let the school know if their child leaves the school by car/carpool, walking or by bus. Due to safety, security and insurance liability issues, students **cannot** be in the hallways, front foyer or playground after 4:00 pm. If your child needs to remain in school past this point, he/she must be enrolled in the homework club, after school supervision, or in after school registered programs. Grades 7 & 8 students who end school at 4:30 pm must leave the school premises immediately.

It is imperative that parents pick up their children on a timely basis to ensure their safety and security. The school cannot be responsible for injuries to children who have not been picked up on time. Students who are self-sign out must leave school property at 4:00 pm as there is no supervision (on the playground) outside the dismissal zones.

Prior to the start of school, clarification will be made regarding specific procedures related to individual campuses.



## ASSEMBLIES

Holidays and special event assemblies are held on a regular basis to foster appreciation for the beauty of our festivals and the Jewish values which they transmit to us all.

## BAR/BAT MITZVAH

The school is pleased to assist in an advisory capacity in the preparations for its students' *Bar/Bat Mitzvahs*. It does not however, undertake their training. In order to prevent the heartache of children having to choose between attending conflicting *Smachot*, we request that parents check the on line *Simcha Calendar* on the school's website. Once you have determined the date please notify the school office as soon as possible so your *simcha* date can be entered in the *Simcha* calendar. Registry is intended to facilitate arrangements and avoid conflicts.

We look forward to participating in your *simcha* and invite parents and grandparents to join us for *tefillah* on the first day that a boy puts on *tefillin* or receives his first *aliyah*. It is possible to celebrate the first *aliyah* at school with refreshments. This can be arranged through the office by contacting David Young at [dyoung@netivot.com](mailto:dyoung@netivot.com).

While it is not school policy to be involved in events outside the school, we must recognize that the celebrations accompanying *Bar* and *Bat Mitzvah* affect not only the family but also classmates. We respectfully request that you give careful thought to the nature of the celebration of this auspicious day in your child's life. This celebration must be of a nature that is *halachically* acceptable and meet school standards in order to prevent any embarrassment.

It is essential that we clearly understand that mixed dancing is defined by the mixing of boys and girls when dancing and that it has nothing to do with the misconception that it is related to body contact. Certainly, suggestive dances do not reflect admirably on the *baalei simcha* or the participants. We appeal to you to ensure that your *semachot* remain within the realm of *simcha shel mitzvah*. This means giving clear instructions to the band or DJ as to the type of music to be played, and that the dancing on the floor reflects the values that we as a school uphold.

## BIRTHDAY CELEBRATIONS

**GAN NETIVOT** - Birthdays are a special time for our children. If you are planning to celebrate at school, please be in touch with your child's teacher to arrange a date for your child's birthday at least a week in advance. Parents are invited to participate in this special moment.

Food supplied must be from one of the supervised bakeries and must have reliable rabbinical certification printed on the wrapper. Under no circumstances are home baked products permitted. Treats must come from nut free facilities. Birthday celebrations are for the class only and not for older siblings.

**GRADES 1 – 8** - Birthday treats **cannot** be distributed to children in grades 1 – 8. Birthdays are not celebrated in the Elementary classrooms.

**Please Note:** Invitations to parties taking place out of school can be distributed **only** if the entire class is invited. Loot bags **cannot** be distributed in the classrooms.



## CANCELLATION OF CLASSES

If it is necessary to close school due to extremely inclement weather, Netivot will notify parents via e-mail and radio broadcasts – Stations 1010, 680 and City TV, CP 24 - on the morning of the intended closure. The announcement for closure will indicate that all schools affiliated with the Centre of Jewish Education will be closed that day. Only under the most extreme weather conditions will school close in the middle of the day. In such occurrence we will send out an email to the entire parent body.

## FIELD TRIPS

To enhance our children's understanding of academic subjects and to promote learning through experience, our teachers will plan field trips to various places of interest. Before any trip, a notice will be sent home advising of the date, time, any special clothing requirements and requesting parent volunteers.

In the event of a child having a serious allergy, the school may insist that a parent of that child accompany the trip.

While we know that every child likes his/her parent to come on trips, we must emphasize that the parent volunteers are there to assist the entire class. If you are an accompanying parent, we ask you to focus your full attention on the tasks at hand. Also to ensure that parents focus on the class, younger siblings may not, at any time, join class trips.

## GYM

Gym is an integral part of the curriculum at Netivot HaTorah and participation is mandatory. Running shoes must be worn at all times. Students may change into sweatpants, shorts, or other appropriate gym attire if desired.

## LOST AND FOUND

The school will keep any articles it finds in the Lost and Found under the staircase at the west entrance of the building. All articles of clothing should be clearly marked with your child's name to allow prompt return. Articles of clothing remaining in our lost and found box will be distributed to local charitable organizations at the end of each month. Please label all belongings a student brings to school.

## LATENESS

Please ensure that your child is at school on time. Students arriving late should be dropped off and must report to the front office (or in the case of grade 4-5, the office in the Leo Baeck building) to sign in after the following times:

- Grades 1-3 after 9:10 a.m.
- Grades 4-8 after 8:50 a.m.

If a child arrives before this time they should go immediately to class. Please be mindful of classroom procedures and drop off your child off quickly.





### **Grade 4 – 8 TEFILLAH**

Students are expected to be on time for *Tefillah* in the morning. If students arrive after *Tefillah* has begun at 8:00 am, they should quietly enter the *Beit Midrash* or their classroom and begin davening. If any student arrives after 8:50am, they should sign in at the office and take an admit slip to class.

If Grades 4 – 8 students are late 15 times in either first or second term, then the student will be given detention or other consequence within school hours. A letter to this end will be added to the student's Ontario Student Record.

Parents will receive an email upon the 10<sup>th</sup> late in the first term, and upon the 10<sup>th</sup> late for the second term.

Should the lateness continue, parents may be requested to attend a meeting with the school administration, and the student may receive a suspension.

### **USE OF OFFICE PHONE**

The office staff will accept messages of an emergency nature for students during school time. Students, likewise, will not be permitted to use the office telephone, unless it is an emergency.

### **PRIVACY POLICY 2017 – 2018**

Canada's Freedom of Information Act entitles parents to control the amount of "family" information given to other people. The school may from time to time as part of our operations, share information about a student and family with other schools, other affiliated organizations with the UJA-Federation, or other organizations as the school determines is appropriate. The school will distribute class lists which include parents' names, addresses, emails and phone numbers to parents and students of the same class, to the PTA and to grandparents, to senior division students and parents for Bar/Bat Mitzvah invitations. Class lists should be used only for the purpose of communication within the school community. In addition, the school may also from time to time publish a student or parent photo and name for promotional or publicity purposes. Netivot HaTorah Day School assumes that each family does not object to the sharing or publishing of this information as above unless the school receives a signed written request from the family to the contrary.

Written consent to publish names is part of the Parental Consent Form located in your Online Registration.

### **Confidentiality**

All information about students is kept confidential within the student's circle of care. The circle of care is defined as any staff member involved in ensuring the success of the student and includes (but is not limited to) the student's teachers, support staff, NESS teachers and administrators.





## RECESS

Parents are requested to ensure that in Nursery to Grade 5, their children are equipped with proper clothing (i.e. warm jackets, boots etc.) for outdoor play. Students are expected to go outdoors during all of the recess periods. Middle School students have an option to stay inside. Parents are requested not to send notes requesting that their child stay in during recess unless it is absolutely essential. When a child needs to stay in for an extended length of time (i.e., more than a couple of days), or upon request from the school, a note from the child's physician is necessary. In the event of rain or extremely hot or cold weather (-18C with wind chill), recesses are held indoors.

Recess equipment brought in from home:

- Will be shared on the playground.
- Please label all sport toys.
- No bats or hardballs are permitted.
- The school takes no responsibility for lost, damaged or stolen items brought from home.

## DRESS CODE

Rabbi Yochanan used to call his garments 'the things that honour me'." (Talmud: Shabbat 113a). In order to create a proper learning environment, and to be able to convey to our talmidim and talmidot a sense of mentschlechkeit and midot tovot, it is crucial for all talmidim and talmidot to dress in a manner that reflects self-esteem and respect for the school as a makom Torah.

**Parents and Guests** - Parental support and encouragement of proper dress are essential and helpful to model good practices for our students. Parents, grandparents, guests and other visitors are requested to follow the Halachic Dress Code when entering the school, when coming on to the school grounds and when attending all school functions. We thank you for your cooperation!

Men are required to have their heads covered.

Women are required to wear appropriate length skirts to the knee, sleeves to the elbow and tops with modest necklines.

**Students** must be dressed in accordance with halacha (Jewish Law) and the school uniform policy. Good grooming is expected for both boys and girls. Boys are expected to maintain reasonable hair length ("reasonable" at the school's discretion). A student who attends school improperly groomed or attired may be sent home to change. Please see the Middle School Handbook for additional details pertaining to Middle School procedures should a child not be dressed appropriately.

Thank you for your cooperation in maintaining Torah standards of dress and respecting the dress policy.



## UNIFORMS

### GAN NETIVOT

Boys in the Early Childhood classes must wear kippot and tzitzit at all times. Otherwise, there is no required uniform for Gan students. Comfortable clothing and running shoes must be worn on gym days.

Be mindful that clothing can convey middot tovo and appropriate Torah values. Please consider the pictures and wording on your child's clothing. The children will be involved in many arts and crafts projects using a variety of media, and some being quite messy. While we do wear smocks, there may be times when your child comes home with soiled clothing. Please dress your child in clothing appropriate for attending Pre-Nursery, Nursery, JK and SK in order to avoid getting upset if clothing comes home stained.

The school makes every effort to take the children outside on a daily basis. Please ensure that your child comes to school with appropriate outdoor clothing - **snow pants, warm jacket, boots, gloves, and hat** - so that he/she may participate fully in the outdoor activities. In warmer weather, **protect your child with sunblock** prior to sending him/her to school. Please label all your children's clothing (indoor and outdoor, including footwear).

**Please send two changes of clothing for year round weather (shirt, pants/skirt, socks and undergarments) for your child in a labelled shoebox. Label all clothing. Please replenish the box when items have been sent home.**

### GRADES 1 – 8

#### BOYS

Shirts:

- Collared polo or buttons down shirts are to be navy or white. The shirts must be plain with no logos
- Undershirts must be white or navy
- Only Netivot or plain navy blue sweatshirts with no logos may be worn

Pants:

- Plain navy cotton or corduroy pants. No jeans or sweatpants

Socks:

- Socks must be worn at all times

Kippot & Tzitzit:

- Must be worn at all times

Baseball Caps or Hats:

- Appropriate only at recess and should never be worn in the school building



Shoes:

- Must have a backing
- Shoes with wheels in them are not permitted

## **GIRLS**

Tunics & Kilts: (available for purchase from the school office)

- School tunic Grades 1- 3
- School kilt Grades 4 - 8
- Tunics and kilts are worn at a length that is below the knee, both when sitting and standing
- Kilts must have pins

Shirts:

- Plain (no adornments, logos, stripes, designs) collared white or navy blouses, polo shirts, or turtlenecks with a proper sleeve may be worn
- In Middle School cap sleeves are not allowed. The sleeve must cover the majority of the arm and only the top button of the shirt may be open
- Undershirts must be white or navy
- Only Netivot or plain navy blue sweatshirts with no logo can be worn

Socks, Tights & Leggings:

- Plain navy, white, forest green or black socks or grey tights. Leggings (if worn) must fit like tights, must not be baggy and may be only navy, forest green, black or white

Makeup:

- Is not permitted

Earrings, Studs or sleepers:

- May be worn in the ears

Shoes:

- Must have a backing
- Shoes with wheels in them are not permitted

## **SCOOTERS, IN-LINE SKATES & BICYCLES**

Scooters, in-line skates and bicycles may be used to travel to and from school but may **NOT** be ridden on school grounds. If they are ridden in the building, they will be confiscated. We **STRONGLY** encourage the use of helmets to prevent brain and other serious injuries. The school cannot accept responsibility for any of the above items. Where it is deemed necessary, the school will confiscate items and return them to the parents upon request.



## SECURITY

The security of our students, staff and guests is a priority. For security reasons, therefore, we ask our parents to be mindful of the following:

- Entrance doors will be locked at all times.
- Parents and students enter the school through the front door only, after being admitted by a security guard or after being buzzed in by the office staff. Parents must then SIGN IN at the security desk. At the Leo Baeck site, visitors will be buzzed in at the Netivot entrance, and should sign in at the upstairs office.
- Parents, students and staff are not permitted to open entrance doors for anyone. They must gain access via the security guard or office staff.
- After the school day begins, parents are not allowed in the Netivot HaTorah hallways or classrooms unless an appointment has been pre-arranged.

The school will continue to monitor our security system and procedures so that Netivot HaTorah will remain as secure an environment as possible for all of our children, parents and staff. Your cooperation and support in this important matter is appreciated.

## STUDENT SUPPORT SERVICES

### *School Counsellors*

#### **Mission:**

At Netivot, we are dedicated to building character in our students and helping them become active and contributing members of our school, their families, and of our broader community. This is paired with a solid academic foundation, while supporting their needs both socially and emotionally.

Our school counselling staff aim to provide our students and families with a wide-range of supportive services in order to ensure a successful and meaningful school experience. The school counsellor works alongside the educational staff and families in various ways through a program many services. Each service is aimed at supporting students to learn and develop to their individual highest potential. The school counsellors are considered part of the regular educational services provided by Netivot to help support our students and their families by offering **counselling, classroom programs, community events, resources, and referral services.**

#### **Method of Referral:**

A student can access school support services through the following ways:

1. A student asking to meet with the school counsellor:
  - Parent/(s) to be informed at the discretion of the school counsellor
  - If a student presents with an issue that requires more structured support, the parent(s) would be notified after meeting with the student
  - If the session is of a “guidance nature” e.g. sorting out a conflict with a friend, the parent/(s) will be notified after three visits of the student seeking support from the school counsellor (at the discretion of the school counsellor)





2. **Teacher/Administration Referral:** If a teacher or administrator refers a student to the school counsellor the teacher will connect with the parents and inform them that they have made a referral.
3. **Parent Referral:** Parent(s) should feel comfortable to reach out to a member of the school support services team should they feel that their child would benefit from this support at school.

For students in nursery to grade 3, contact Tali Aziza MSW, RSW at [taziza@netivot.com](mailto:taziza@netivot.com) or ext.299

For students in grade 4-8, contact Liat Benzacar MSW, RSW at [lbenzacar@netivot.com](mailto:lbenzacar@netivot.com) or ext. 256

4. **Observation:**
  - If a school counsellor observes behaviour that is of concern, they may meet with a student and inform the parent(s) as necessary
  - School Counsellors frequently visit classrooms as part of the fulfillment of their role and may observe student behaviours while in the class, which may then be shared within the student's circle of care
  - If a school counsellor observes behaviour that is of concern, they may provide strategies to the teachers to implement in the classroom and will inform the parent(s) only if necessary

#### **Confidentiality:**

All information received by the school counsellors is confidential between the student, their family, and the student's circle of care. Confidentiality cannot be maintained if information received causes the school counsellor to believe that a child's safety is a concern, or that the child may cause harm to him/herself or others.

In accordance with the *Child and Family Services Act* (R.S.O. 1990, c. C.11, s. 28.), children over the age of 12 do not require parental consent to obtain services from the school counsellor. However, the school counsellors will make every effort to obtain parental consent even in cases of students over the age of 12. If parental consent is not obtained and a student still requests access to services, the request will be fulfilled.

#### **Duty to Report:**

Anyone who suspects that a child is at risk has legal and moral responsibilities. Teachers, principals, guidance counsellors, members of the clergy, and social workers are **mandated** reporters in Ontario. A concern or "reasonable grounds" made in good faith is all that is required to make a report. It is the job of child protection workers to investigate, *not* the school. Once a report is made the reporter is not informed of the next steps unless deemed necessary by the agency.

#### **Referring to outside services:**

When the needs of the student requires ongoing support above what the school counsellor is able to consistently provide, referrals to outside agencies will be made.





### **Student Intern:**

An MSW intern works alongside the members of the school support services team. This intern is supervised by the school counsellors. As part of the interns learning, she will be given a caseload of students, which will be overseen by the school counsellors. School counsellors will obtain consent from parent(s) prior to referring to the student intern.

## **NETIVOT HATORAH CODE OF CONDUCT**

One of the goals at Netivot HaTorah is to foster an environment where the entire community conducts themselves in a manner that demonstrates concern for the feelings and property of others. In the school environment, it is expected that *Kavod HaTorah* and *Kavod HaBriyot* will be displayed in all of our community member's interactions. All students, parents, teachers and other school staff are responsible for contributing to a positive, safe, Torah guided community. These standards of behaviour apply to students on school property, busses, and school related events. They apply to other community members who choose Netivot HaTorah and its standards, mission and vision for their families.

### *Kavod, Derech Eretz and Responsible Community Membership*

All members of the school (parents, students, teachers, administrators, visitors and volunteers) community must:

- respect and comply with all applicable federal, provincial, municipal laws, and school policies
- demonstrate honesty and integrity
- respect differences in people, their ideas, and their opinions
- treat one another with dignity and respect at all times, and especially when there is disagreement
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, gender, age, or disability
- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- respect all members of the school community, especially persons in positions of authority
- respect the need of others to work in an environment that is conducive to learning and teaching
- not swear, with word or gesture, at a teacher or at another person in a position of authority
- respect the school's policies and practices for fire drills, lockdowns, evacuations, the parking lot and pick up
- show proper care for the physical school building, school properties, and its surroundings
- follow the school's dress code and expectations of *tzniut*
- prevent any forms of bullying whether physical, social, exclusionary or cyber; prevent harassing or denigrating in written, digital or oral form
- respect the protocols for police investigations



## Safety

All members of the school community must not:

- engage in bullying behaviours
- use any object to threaten or intimidate another person; cause injury to any person with an object
- inflict or encourage others to inflict bodily harm on another person
- engage in hate speech and other forms of behaviour motivated by hate or bias
- commit an act of vandalism that causes damage to school property or to property located on the premises of the school
- Bully or intimidate another member of our school community
- Use social networks or digital media to impune another member of our community; share inappropriate or private information or images about another member of our community

## *Conduct that is considered a breach of the Netivot Code of Conduct*

- sharing harmful material about another member of the school community online, through social media, over text or other similar behaviors
- using the internet, a media device or social media to engaging in forms of social cruelty or bullying
- not respecting the policies and practices of the school such as fire drills, lockdowns, evacuation procedures and the Netivot Technology Policies
- not following the school dress code or the *halachot* of *tzniut*
- deliberate defiance of a teacher's instructions, or an inappropriate response in tone or words to a teacher's instructions
- falsely setting off a fire alarm
- academic dishonesty such as cheating or plagiarism
- leaving school grounds without permission

## **Professional Roles and Expectations**

### *Teachers and Other School Staff*

Under the leadership of their principals, teachers and other school staff maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth
- empower students to be positive leaders in their classroom, school, and community
- communicate regularly and meaningfully with parents
- maintain consistent standards of behaviour for all students
- demonstrate respect for all students, staff, parents, volunteers, and other members of the school community
- demonstrate knowledge of the Netivot Code of Conduct



- meet all professional expectations as laid out in the teacher handbook
- prepare students for the full responsibilities of citizenship and belonging in the Netivot and Jewish community.
- represent the school values in the wider community
- model civility, respect, and derech erez for Netivot students, whether in person, on-line, digitally or otherwise
- refuse to ‘friend’ or interact with students over social networks that are not the school’s own educational learning management system

### *Students*

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn
- shows respect for himself or herself, for others, and for those in authority
- shows respect for the ideas and opinions of others
- shows respect for the school’s property
- shows respect for the school’s values of Torah, Israel and derech erez
- refrains from bringing anything to school that may compromise the safety of others
- demonstrates honesty and integrity in their work, refusing to engage in plagiarism or academic dishonesty
- respects the desire of others to learn, not preventing others from accessing the learning opportunities offered by the school
- follows the established rules and takes responsibility for his or her own actions
- respects the school’s dress code and expectations for tzniut
- speaks respectfully to administrators, teachers, and other adults that enter the school
- respectfully accept disciplinary decisions of the administration
- maintaining proper decorum and attitude in Tefillah, classes, during breaks, recess, while passing in the hallway and at meals
- being present and on time to all Tefillah classes during the school day

### *Parents*

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents fulfil their role when they:

- show an active interest in their child’s school work and progress
- communicate regularly with the school
- help their child be neat, appropriately dressed, and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the school their child’s absence or late arrival
- show that they are familiar with the Netivot Code of Conduct



- encourage and assist their child in following the rules of behaviour
- assist school staff in dealing with disciplinary issues involving their child
- respectfully accept disciplinary decisions of the administration and work in partnership with the school toward the growth of their child
- treat all members of the school community, including administrators, teachers and other parents, respectfully, whether in person, on-line or over social media
- do not defame publicly or otherwise the school, or members of the school community
- respect school policies such as the Netivot Code of Conduct, parking lot/pick-up and drop off policies
- voice concerns with the school or its employees in a polite, respectful and collaborative manner, whether in person, on-line, or over email
- support the school's goals of preventing bullying, cyberbullying, and online harassment
- guide one's family decisions around the use of the internet, screen time, and online usage to create and support a safe, suitable learning environment
- oversee and supervise their child's digital communications

### Progressive Discipline

The school's general approach to misbehaviour is progressive and restorative in intent. By this we aim to teach children appropriate responses to frustration, crisis, or conflict. The range of interventions and consequences may include;

- Communication with student during or after school hours
- Communication with parents at home
- Restorative practice
- Detention at lunch or recess
- Meeting with parents at school
- Financial reparations
- Suspension for one school day, and up to 20 school days. In such situations the conditions for a return to school will be shared with parents, and a plan for the student's absence will be put into place in any suspension of more than 2 days.
- Removal from clubs, social activities and extra-curricular opportunities
- Removal from class for a period of time
- Probation
- In-school suspension
- Expulsion

The school reserves the right to expel a student when the continued attendance of that students would not be in the best interest of the student or the school; when it jeopardizes the well-being, dignity or safety of others students or staff; undermines the moral character of the school culture or community; or threatens the physical or mental well-being of members of the school community. The school will make reasonable efforts to assist the student's family in finding a suitable alternative educational arrangement.





The school will manage the compliance of staff, parents, students and members of the school community to the Netivot Code of Conduct.

### MIDDLE SCHOOL DETENTIONS

- Students may be sent to detention by a teacher or a member of the administration as a consequence for not meeting the behavioural expectations of a classroom or of the school
- Detentions for not adhering to school and behavioural expectations will take place during lunch time (11:30 am – 11:55 am). Students will be required to reflect on the reason they have been sent to detention as well as form a resolution of how to prevent the behaviour from occurring again
- If a student has been sent to detention, parents will be contacted.
- If the behaviors persist, a conference may be called, and additional measures may be taken. These may include further detention, suspension, or probation

### IMMEDIATE DISCIPLINARY ACTION

Immediate consequences, instead of progressive discipline, will be enacted in each of the following cases:

- Use or sharing of language that is offensive, profane, threatening or obscene
- Fighting between students
- Refusal to follow the instructions of a teacher or other person in a position of authority
- Disrespectful behaviour towards a staff member
- Leaving school grounds without permission
- Bullying

### ANTI-BULLYING POLICIES AND PROCEDURES

At Netivot HaTorah it is our goal to maintain a safe and positive community. This policy is written for students and can be applied to all community members including teachers, parents and students.

#### Policy Objectives

In order to maintain a positive school climate which includes student and staff safety, it is important to recognize the following:

- Bullying adversely affects students’ ability to learn
- Bullying adversely affects healthy relationships and the school climate
- Bullying adversely affects a school’s ability to educate its students

#### DEFINITION

“Bullying” is defined as repeated and aggressive behaviour by an individual where:

- The behaviour is intended by the pupil to cause, or the pupil ought to know that the behaviour would likely to cause, harm, fear or distress to another individual, including psychological harm to the individual’s reputation





- The behaviour occurs in 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, orientation, family circumstances, gender, race, disability or the receipt of special education.” (Bill 212)

Bullying is an unhealthy interaction that can take many forms which include but are not limited to:

- Physical - hitting, pushing, tripping
- Verbal - name calling, mocking, inappropriate comments
- Social - exclusion from a group, spreading gossip or rumours
- Technological - spreading rumours or hurtful comments through the use of e-mail, text messaging, instant messaging, and personal websites/blogs

Cyberbullying is the repeated use of information and communication technologies, to deliberately threaten, harass, intimidate or cause emotional distress. Some of these technologies include but are not limited to: e-mail, cell phones, text messaging, social networking websites (e.g. Facebook, Twitter, Snapchat, Instagram etc.), and personal websites/blogs.

### Policy Statements

Bullying and cyberbullying have a negative impact on the school climate and affect student learning. They will not be tolerated on school property, at school-related activities, on school buses, or any other circumstances or events.

- Teachers at Netivot HaTorah do their best to focus on developing healthy relationships by including bullying preventions in daily classroom routines
- Netivot HaTorah will provide opportunities to allow students to report bullying incidents safely and in a way that will minimize the possibility for retaliation
- Netivot HaTorah will do its best to provide support for students who have been bullied, students who have bullied others and students who have been affected by observing bullying

### Expectations of Student Behaviour

It is expected that all students at Netivot HaTorah will:

- Refuse to bully in any situation (on their own or at the direction of others)
- Respect their peers
- Report any bullying situation (including cyberbullying) to a trusted adult
- Refuse to be a bystander in any bullying situations

### Expectations of all Parents

It is expected that parents will:

- Help their child to deal with and respond to uncomfortable negative situations and social conflicts acceptably
- Teach their child how to report incidents
- Report incidents of bullying (including cyberbullying) to the school as soon as possible.
- Discourage their child from retaliating
- Refrain from contacting the bully or the bully’s family. This will be done by the school

- Respect the confidentiality and privacy of students and families regarding incidents
- Serve as positive role models for respectful and considerate behaviour to all individuals

## **HOMEWORK**

Assigned homework is generally communicated to parents via the agenda or our Learning Management System (LMS), Edsby.

## **HOMEWORK COMPLETION**

It is an expectation that homework will be completed. The response to a student not completing his/her homework will be left to the discretion of the teacher. Some responses may include:

- a) Spending recess and lunch periods completing homework
- b) Communication via note or phone call to parent(s)
- c) A reduction in their grade, or the learning skills and work habits section of their report card

**Please communicate with the teacher if you find that your child is consistently unable to complete the assigned homework or often/regularly spends appreciably longer than the nightly recommendation.**

## **AMOUNT OF HOMEWORK**

Teachers in both the General Studies and Judaic Studies departments for Grades 1-8 may assign homework on a daily basis Monday through Friday, and including Sunday, up to the total amount noted.

<b>Grade Level</b>	<b>General Studies</b>	<b>Jewish Studies</b>	<b>Total Amount of Homework (Nightly)</b>
Grade 1	10 minutes	10 minutes	20 minutes
Grades 2 - 3	15-20 minutes	15 - 20 minutes	30 – 40 minutes
Grades 4 - 6	25 minutes	25 minutes	50 minutes
Grade 7 - 8	30-40 minutes	30-40 minutes	60-80 minutes *major projects or tests may raise this number

## **PARENTAL INPUT**

Parents are encouraged to take an active role in the homework process, providing encouragement and an appropriate environment. Completion of daily homework assignments should not be contingent upon parental involvement in the task. Homework assignments should simply review skills and concepts that



have already been taught, and are therefore manageable for each student. **Parents should notify teachers if their child cannot complete daily homework without their help or in a reasonable amount of time.**

For Grade 1, there is an expectation that parents will be involved in clarifying written instructions and helping to implement homework procedures. Students in all grades should be reading on a daily basis especially in early years (SK – 3) when students are learning to read. This applies to both English and Hebrew.

### **HOMEWORK DURING THE HOLIDAYS**

**Extended Holidays (e.g. winter break, Pesach, Succot)** - Reading or review of basic Judaic Studies material may be assigned over extended holidays. No homework, tests or projects will be assigned to be due the on the first day following a long weekend or Chagim. Homework can be assigned during Channukah.

### **SCHOOL SUPPLIES, TEXTBOOKS AND ELECTRONICS**

A list of required school supplies for each grade is attached with the summer parent information e-mail and is available on the school website.

All textbooks provided by the school are loaned to the students, and must be returned in usable condition. If a student loses or defaces a text, parents will be asked to pay for a replacement.

Middle School students will be held personally responsible for their lockers.

The school will not take responsibility for any electronic devices, including laptops, tablets, phones etc. on school property, regardless of whether there is permission to use them or not.

### **PREPARATION FOR SCHOOL**

Having your child assemble his/her personal and school belongings before going to sleep will result in a well-organized student fully prepared for the school day the next morning. Reviewing the agenda and weekly clean-out of the school bag are helpful procedures in maintaining good organization.

It is advisable that you check to see that homework assignments and schoolbooks are placed in the school bag each evening to ensure that they are not forgotten at home the following morning. To further help avoid the frustrations of "I must have it, but I don't know where it is," while the carpool waits impatiently outside, please see the checklist that follows:

### **BASIC DAILY SCHOOL SUPPLIES**

The following items are basic daily requirements for school:

- Appropriate uniform
- School bag, including books and all needed school supplies
- Name tapes and identification labels on ALL personal clothing and supplies
- Lunch and snacks and drink



## **NETIVOT INTERNET AND MOBILE DEVICES - ACCEPTABLE USAGE POLICY**

The integration of computer technology is an essential part of enhancing the learning process in all areas of the curriculum at Netivot. Students must acquire the necessary skills in order to demonstrate proper usage of technology devices including hardware, software and web applications. Digital Citizenship and safety are an integral part of this process.

At Netivot, technological devices are used to develop these skills through meaningful learning experiences which are integrated into various areas of the curriculum.

In order to make Internet resources available to everyone, students who use the school's available technology as well as their own must do so following Netivot's Acceptable Use Policy. The items listed below are intended to provide general guidelines for Internet Usage at Netivot - anywhere in the school. These will be included in the Internet Usage Contract that will be distributed at the start of the school year.

Access to the Netivot digital network will include access to e-mail as well as other online tools that facilitate and promote collaboration for educational purposes. Students will not be permitted to use the Internet at school unless a contract has been signed by the student and his/her parents. Failure to comply with these guidelines may result in loss of Internet privileges and/or further disciplinary action.

This year, Middle School students who wish to bring their own device, must have the device registered on our network via the student's e-mail address. The registration of the physical address of the device will enable students to access the school's internet on their device.

### **GENERAL INTERNET USAGE GUIDELINES**

- Students will use the Internet only when given permission by a teacher.
- Students may not use the Internet on any personal or school assigned mobile device during school hours without teacher permission.
- Internet usage is only for the purpose of learning and research as approved by the teacher.
- Students will not "pass off" any material found on the Internet as their own (e.g. when doing research or writing a report). Any information (including text, photo, sound or video) obtained online and used in an assignment must be referenced properly.
- Students must respect the privacy of other computer users.
- Students must use appropriate language when writing or communicating on the Internet.
- Students may not disclose their name, or anyone else's name, address, school or telephone number to anyone on the Internet.
- If a student is uncomfortable about an Internet site, or anything else he/she sees or reads on the internet, it must be reported immediately to a teacher.
- Students should not respond to any e-mail messages that are disrespectful or make them feel uncomfortable. If they receive such a message, they must print a copy and report it to a teacher immediately.





- Students may not use the Internet (particularly social media venues) to deliberately threaten, harass, intimidate, spread rumors or cause emotional distress to any individual. Any online activity which directly affects school climate, whether it occurs during or after school hours, will not be tolerated.

## **KEY RESPONSIBILITIES**

### **Parent/Guardian Responsibilities:**

- Talk to your children about values and the standards they should follow when using the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

### **School Responsibilities:**

- Provide Internet and e-mail access to its students (Grades 4-8).
- Provide Internet blocking of most inappropriate materials (Parents should also consider adding Internet controls at home).
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.
- Assist students in developing appropriate digital citizenship as well as digital footprint awareness.

### **Student Responsibilities:**

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to computer or mobile device use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data caused by the student’s own negligence, errors or omissions.
- Help Netivot to protect our computer systems/devices by contacting an administrator about any security problems they may encounter.
- Sign out of their Google Account, turn off and secure their iPad or mobile device after they are done working to protect their work and information.

### **Student activities which are prohibited:**

- Illegal installation or transmission of copyrighted materials and/or the use of chat rooms, illegal sites and forms of plagiarized work are strictly prohibited.
- Other infractions include, but are not limited to, the following:
  - Any action that violates existing system or school policy and/or public law such as changing iPad settings.
  - Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials.
  - Use of any messaging services, e.g. Snapchat, Facebook messenger, etc.



- Use of outside data disks or external attachments without prior approval from the administration.
- Use of non-educational games.
- Other prohibited activities include, but are not limited to, the following:
  - Spamming or any other form of sending mass or inappropriate e-mails and/or communications.
  - Using another student's e-mail address to send messages on his/her behalf.
  - Gaining access to, changing, or manipulating other student and/or staff accounts, files, or data.
  - Use of the school's Internet/e-mail accounts for financial or commercial gain or for any other illegal activity.
  - Use of anonymous and/or false communications
  - Vandalism or any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software/hardware components.
  - Bypassing the Netivot web filter through a web proxy.
  - Use of any other student's device for individual work.

## **SOCIAL MEDIA POLICY**

Netivot HaTorah maintains four school social media sites curated and managed by the school. They include: our Netivot HaTorah main Facebook page, our Parents' Page, and Instagram and Twitter accounts. All information and pictures posted on these sites are Netivot HaTorah related. The pages are managed by a staff member and contain important information, upcoming events, school publicity and student photos. The sites are public with the exception of the Parents' page which is private and for parents only. Care is taken to ensure that what is posted on these sites reflects the mission, values and code of conduct of Netivot HaTorah.

When parents and students post or comment on these sites, they are expected to follow the school's Code of Conduct.

Students who utilize social media and online sites must follow the school's Code of Conduct and Acceptable Use of Technology policy at all times.

Parents should not publish or distribute any information or pictures related to students at Netivot HaTorah on their personal social media pages. This includes comments and/or pictures from when parents may be in the school volunteering or for an event. Parents should not upload or include any information that does not meet the Acceptable Use of Technology Policy for Students or Netivot HaTorah Code of Conduct. The school community and parents are reminded that any concerns related to their child or the school should be brought to your child's teacher or the school administration directly. Social Media is not the appropriate venue to raise concerns.



## **ACCEPTABLE USE POLICY FOR SMARTPHONES AND MOBILE DEVICES**

The widespread ownership of smartphones and mobile devices among students requires that school administrators, teachers, students, parents and caregivers take steps to ensure that these devices are used responsibly at schools. This Acceptable Use Policy is designed to ensure that potential issues involving smartphones and mobile devices can be clearly identified and addressed, ensuring the benefits that smart phones and mobile devices provide can continue to be enjoyed by our students.

Netivot HaTorah Day School has established the following Acceptable Use Policy for smart phones and mobile devices that provides teachers, students and parents guidelines and instructions for the appropriate use of smartphones and mobile devices during school hours.

**The Acceptable Use Policy for smart phones and mobile devices also applies to students during school excursions and extra-curricular activities.**

### **RESPONSIBILITY**

It is the responsibility of students who bring smart phones and mobile devices to school to abide by the guidelines outlined in this document. Failure to abide by the guidelines will result in the devices being confiscated by the office, and returned to the parent(s).

### **ACCEPTABLE USES**

Smart phones and mobile devices should be switched off and kept out of sight in lockers during school hours and while in the school building. Parents are reminded that in cases of emergency, the school office remains the appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Smart phones and mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school. The school recognizes the importance of emerging technologies present in smart phones and mobile devices, and their value as an educational resource. Netivot teachers may wish to utilize these functions to aid teaching and learning and pupils may have the opportunity to use their mobile phones in the classroom. On these occasions, pupils may use their smart phones and mobile devices in the classroom when the teacher has given expressed permission.

### **UNACCEPTABLE USES**

- Unless express permission is granted, smartphones and mobile devices should not be used to make calls, text, send SMS messages, surf the internet, take photos or use any other application during school hours.
- Smart phones and mobile devices are not to be used or taken into changing rooms or bathrooms or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

### **CONSEQUENCES**

- 1st incident - Should a smartphone or mobile device be confiscated by a teacher, it will be given to the school office. The student will be able to collect the phone at the end of the day, and a record of the incident will be made in the student's file.



- 2nd incident - The school will notify the parents, who will have to come to the office and collect the phone, and a record of the incident will be made in the student's file.
- 3rd incident - parents will be involved in creating a plan for ensuring appropriate use at school.

**The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.**

### **NETIVOT MOBILE DEVICES ACCEPTABLE CARE, USE AND RESPONSIBILITIES**

iPad and Chromebook carts are available for classroom use in the 2017/2018 school year. These devices will be used as a tool to enhance the learning experience of students at Netivot. Use of the devices in class will help with access to written information and visuals as well as promote collaboration skills of students in the class.

Students will use iPads and Chromebooks for:

- **Researching** – gathering information through various sources and applications
- **Applying** – using information gathered in meaningful ways
- **Creativity and Innovation** – experimenting with different applications to create documents, videos, drawings, oral dictations
- **Collaborating** – work together with classmates on a curricular task
- **Sharing** – share finished products with parents, teachers or classmates

Use of these technologies is a privilege that carries responsibility and expectations consistent with all school rules and policies.

### **GENERAL PRECAUTIONS:**

#### **iPads:**

The iPad is school property and all users will follow the iPad Acceptable Care, Use and Responsibilities Procedure.

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of writing, drawing, stickers or labels that are not the property of Netivot.
- iPads must never be left in an unlocked locker, school cubby or any other unsupervised area.
- Netivot will synchronize all iPads to contain the necessary apps for school work. Students may not synchronize iPads with their personal iTunes account. In addition, students may not download or delete any apps.
- **Changing the accessibility settings, wallpaper or adding an unlock password to the iPad is prohibited. Any misuse of the school iPads will result in loss of privilege.**
- Photo/image storage on the iPad will be for school projects only. Storage of student personal photos or downloaded images is not permitted. Using photos or videos without teacher consent or inappropriate usage may result in immediate disciplinary action.





### Chromebooks:

- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of writing, drawing, stickers or labels that are not the property of Netivot.
- Chromebooks must never be left in an unlocked locker, school cubby or any other unsupervised area.

**Students must handle iPads and Chromebook carefully to avoid any damage to the device. This includes rough handling the device when it is open or closed. Any student who damages a school device may be held responsible to cover the cost of repairing/replacing the device.**

### Grade 6 Chromebook 1:1 Program

At Netivot HaTorah, technology integration has been a department wide focus in our Middle School over the last few years. By providing each of our Grade 6 students with Chromebook devices, we hope to increase and enhance the use of technology as a tool to improve engagement, enhance learning experiences, and transform instructional practices in the classroom and at home. More detailed information regarding our Chromebook program will be available during meet the teacher in September.

- Students will receive instructions from staff on the proper use of the Chromebook during the first few weeks of school. In addition to this, an online handbook of Chromebook care will be shared with the students in their Google Drive after receiving the devices.
- Students are expected to treat the Chromebooks as a valuable piece of equipment
- Students must take all precautions to prevent loss of their Chromebook; for example not leaving the Chromebook unattended.
- Students must take precautions to prevent damage to the Chromebook such as leaving the Chromebook in places of excessive heat or moisture.
- Students are to use the Chromebook to access educationally appropriate materials and websites.
- Students are to use the Chromebook in accordance with Netivot HaTorah's Acceptable Use Policy as well as Google Apps for Education policy.
- School staff has the right to review all materials stored on or accessed by any Chromebook.

### GOOGLE APPS FOR EDUCATION

Usage of Google Apps for Education, an online platform of communication and collaboration applications, will be used in Grades 4-8. Students will have access to Google Drive, Google E-mail and Google Calendar within the Google Apps platform. With these tools, students can access any of their files from any device with Internet access. Using these tools will enhance students' communication and collaboration skills in an online setting. **At this time, Google + is only available to users who are 14+ years old. Any student under this age who tries to register for a Google + account with their Netivot e-mail, will have his/her account automatically revoked by Google.**



Online safety protocols will be set in place to ensure that students are using the platform appropriately in an educational setting. There will be a focus on digital citizenship skills when using these applications. A letter outlining the protocols for using Google Apps at Netivot is included in the parent package. There is an accompanying permission form attached.

**Google apps accounts are to be used for school-related purposes only. Student e-mail accounts are set up to send/receive e-mails within the Netivot domain. Accounts are subject to suspension/revocation should they be misused.**

### **Consent Form Submission**

Parental consent forms for the Acceptable Use Policy as well as Google Apps for Education will be e-mailed in August and are to be submitted online.

### **BYOD FOR MIDDLE SCHOOL**

Students in Grades 7-8 will have opportunities to bring in, should they wish to, personal mobile devices for specific in-class projects as requested by their teacher. Students must adhere to both the Internet Usage Policy as well as Google Apps for Education guidelines while using personal or school-issued devices for this purpose. WIFI access will be provided for in-class projects.

BYOD devices may only be used as requested by the teacher. Students may not use any personal device brought from home without having teacher consent.

### **PODOLSKI NETIVOT EDUCATIONAL SUPPORT SERVICES (NESS)**

Netivot HaTorah supports the growth of the whole child. The Podolski NESS Department addresses the academic, behavioural, social, emotional and physical needs of our students. This department supports all students in the school from Nursery to Grade 8. The Podolski NESS Department is highly inclusive and therefore provides and coordinates many types of support.

Our goal is to help students meet with success in the school environment. Podolski NESS specialists provide curriculum support in both General Studies and Judaic Studies. This support includes accommodating, modifying, enriching and differentiating the curriculum. Netivot's enrichment program is classroom-based and involves lateral enrichment of content and skills while utilizing the customary program guideline. New English Language Learners benefit from English as a Second Language instruction. We offer psychoeducational assessments at our school through Jewish Vocational Services, for a fee. Occupational therapy, speech therapy and physical therapy are provided through the Community Care Access Centre of York Region and Toronto Central Community Care Access Centre.

Please be in contact with the Director of Educational Support Services, Ms. Lauren Korzinstone to learn more about Podolski NESS and to discuss your child's learning profile at 905.771.1234 ext. 236 or e-mail [lkorzinstone@netivot.com](mailto:lkorzinstone@netivot.com)



## PSYCHO-EDUCATIONAL ASSESSMENT

Netivot HaTorah is able to offer specific students the ability to receive a psycho-educational assessment within the school setting. The list of students to be assessed will be determined by the Podolski NESS Department. The assessment typically includes an intake interview with the parent on the telephone, an average of 8 hours of testing, a written report with recommendations, and a feedback session to discuss the results and recommendations. The parents pay the school a fee for this service. If parents are claiming the costs through an insurance plan, the school will be responsible for invoicing parents and providing receipts. Receipts must be submitted to the insurance companies by the client/parent. Many extended health plans cover some costs associated with psychological services (the details vary from plan to plan). For more information about the purpose of the assessment, please contact Ms. Korzinstone (lkorinstone@netivot.com). For information regarding invoicing, please contact Mr. Young (dyoung@netivot.com).

## KIMEL CENTRE FOR INCLUSION

Situated at the heart of the school, The Kimel Centre for Inclusion is a space that is highly accessible to all students. This space is student-centric and has been designed with diverse learners in mind. As part of The Podolski NESS Department, The Kimel Centre for Inclusion supports the growth of the whole child with an emphasis on improving academic, social and emotional outcomes. Each child feels safe and supported as he/she works towards enhancing personal abilities and developing life-long learning habits. A learning strategies seminar is offered to specific children in Middle School in order for them to become increasingly aware of their thinking, learning styles and capabilities. The intent is for students to develop a repertoire of learning strategies and to apply their strengths to overcome challenges. The Kimel Centre for Inclusion is open during lunchtime for students to do homework and study for tests. Throughout the day, students can access the space with a hall pass provided that there is teacher supervision.

To ensure that The Learning Center is an environment conducive to learning, there are several rules that all students are expected to follow:

- No food shall be brought into The Learning Centre
- A hall pass is required to enter, to be presented to the teacher on duty
- Students must be respectful to those studying or working
- Talking should be kept to a minimum during class time. If students are being too loud, staff members will ask students to be quiet. Those that are disruptive will be sent back to class
- Students must leave workspaces clean - chair pushed in, garbage thrown away, etc.
- If a student is found in the Learning Centre unsupervised, uses technology inappropriately, or doesn't comply to any of the above rules, he/she will no longer be allowed to access the space for the remainder of the month

## CLASSROOM PLACEMENT DECISIONS

All class placement decisions are made after extensive planning, preparation, and discussion that strive to best meet the needs of all our students. Grade level teachers and administrators will work together to make classroom assignments. Our primary goal is to create balanced classes. Decisions involve the consideration of the needs of individual students and the needs of the entire grade level. Each student's individual learning profile and academic needs are considered. We also strive for an equal breakdown



of gender, social, emotional and behavioral needs of students. Consideration is also given to geographic proximity to balance those living near Shaarei Shomayim, Or Chaim, and Thornhill. Classroom assignments will be shared with parents at the start of the school year. No information will be shared over the summer months. Please be aware that we do not accept requests for specific teachers or for particular groups of students to be placed together. We do honor at least one friend-request from the list sent in by parents the previous Spring.

### **EXTRA-CURRICULAR ACTIVITIES**

Netivot offers a wide range of lunchtime clubs and after-school activities for our students. Information about programming is distributed throughout the year.

### **BREAKFAST, LUNCH AND SNACKS**

In order to maintain the highest standards of Kashrut at our school, all processed food must bear a reliable rabbinical certification. We encourage you to send healthy snacks to school.

**Trading of lunch foods or snacks is not permitted. Please stress this to your children.**

### **GAN NETIVOT SNACK:**

Pre-Nursery and Nursery Gan children must provide their own snacks in labelled containers.

JK & SK Gan children receive snack daily. Regular snacks provided by the school may include pretzels, rice cakes and cereals (Shreddies, Cheerios).

Early in the school year, Gan parents will receive a schedule outlining which family is responsible for supplying the fruit and/or vegetable for a given week for the class. When it is your week, please send in the snack (uncut) with your child on the Monday.

Our goal is to promote healthier and more nutritious eating habits through our weekly fruit and vegetable snack program. We like to serve the children fruits and vegetables which need minimal or no preparation, including but not limited to bananas, mini carrots, oranges, apples, cucumbers and peppers.

### **GAN NETIVOT EXTENDED AND FULL DAY LUNCH:**

Gan children will eat their lunch in a classroom at noon, supervised by staff members. Lunch is an excellent time for your children to develop good eating habits. Please be sure that the lunch you send with your child has food with which he/she is familiar. A drink, fruit and/or vegetable and a main course (sandwich, pasta, yogurt etc.) will ensure that your child has a well-balanced meal. Please keep extras such as cookies, chocolate and candy to a minimum. All children are encouraged to eat their lunch. If your child is allergic to anything, please be sure to complete the allergy medical form enclosed with the summer parent package so that proper provisions can be made.





## **GRADES BREAKFAST**

### **GRADES 1 to 5**

Students are expected to have eaten breakfast before coming to school and to bring a small snack which will be eaten at approximately 10:00 a.m.

### **GRADES 6, 7 and 8**

Students will have the opportunity to eat breakfast or a small snack before classes start. Students must bring their own breakfast.

**HOT LUNCH PROGRAMME:** The Parents' Association provides special food programs throughout the year. Registration is open twice during the year in August and November (approx.). Orders must be placed through the Parents' Association on-line through our website.

## **HEALTH AND WELFARE**

### **ALLERGY POLICY**

The allergy policy applies to students and staff:

- Any freshly prepared food (non-packaged) brought into the school for distribution to the entire class or school must be purchased from a nut free facility. This includes birthday treats for the Gan classes, and other school and Parents' Association events.
- Food programs that are voluntary and for which parents sign up their children (mishmar, lunch, etc.,) will be nut free. We cannot guarantee that they are from nut free facilities.
- All packaged food meant for distribution to the school will be checked upon delivery by a designated person in the office to ensure that the ingredient list does not contain nuts or indicate traces of nuts or that the facility uses nuts.
- All food brought into the class by the teachers must have the ingredient list checked by a designated person in the office to ensure that there are no nuts or traces of nuts before it can be distributed to the children.
- Children's personal lunches must be nut free. There is no sharing of food and/or utensils.
- Parents must provide a completed Health Form prior to the start of school. Admit to Class cards will only be provided once this form has been received.
- Teachers will receive a list of the students who have food allergies prior to the start of school.
- Teachers will be informed of any new information throughout the year. This will be provided by the front office.
- In serious cases, parents will be advised of food allergies in their child's class. Parents of children with allergies must provide 2 labeled and current Epi-pens: one for the child to carry at all times in a pouch and one for the office.
- The School Allergy Policy will be reviewed every year at the Teacher Orientation Meetings.
- For any questions on health related issues please contact Debbie Pitch (dpitch@netivot.com).



## PEANUT AND TREE NUT SENSITIVITY POLICY

Netivot HaTorah is a peanut sensitive school and therefore no food products containing peanuts, nuts or peanut butter can be included as part of your children's lunch or snack or be brought into the school at any time.

Parents with children with anaphylaxis must complete an **EMERGENCY ALERT FORM** including a recent picture of your child. This form is sent in the summer e-mail.

## COMMUNICABLE DISEASES

There are several communicable diseases that must be reported to the school office. These include Diarrheal diseases, hepatitis A, chicken pox, measles, meningitis, mumps, pertussis (whooping cough) and rubella. "Slap-cheek" should also be reported as it can be dangerous to pregnant women.

## WHEN TO KEEP YOUR CHILD HOME

It is most important that children do not miss school days. There are times where it is necessary for children to remain at home.

- Do not send your child to school if he/she has any of the following symptoms: fever, sore throat, pink eye, rashes, stomach pains, cramps or nausea until these conditions have been evaluated by your physician.
- If your child has a common cold, it is best to keep your child home until after it has peaked. This will prevent others from sharing your child's illness and might also speed his/her recovery and prevent a relapse.
- Do not send your child to school if your child has infectious diarrhea 3 times in a 24 hour period.

It is suggested to keep your child at home 24 hours after he/she has had a fever and 24 hours after a child has vomited.

## WHEN THE SCHOOL WILL SEND YOUR CHILD HOME

The school is very reluctant to send a child home. If in the school's judgement, your child cannot function in school or shows symptoms that might be contagious, you may be asked to pick up your child. If you cannot be reached, an emergency contact will be called. All communication regarding illness is done through the office. In the event a child must be sent home due to illness, the child will be sent to wait for pick-up in the front office. Please be prompt in picking him/her up.

## LICE POLICY

Periodic checks by a qualified professional will take place 2 times a year.

Parents should report any case of lice they discover to the school office. The following procedure is followed once it has been confirmed that a student has lice.

- If a case of lice is confirmed in the school, the child will be sent discreetly back to class.
- An e-mail or note is sent to the whole class, as well as sibling classes, notifying the parents of a confirmed case of lice.
- Parents are contacted and must pick up the child from school.



- Any student who has a confirmed case of lice must bring a note from a doctor or a Lice Professional that they have been effectively treated, in order for your child to be admitted back to school.

### MEDICATION

If your child needs to take medication during the school day, you must send a letter with full instructions. Medicines will be kept in the school office, where it will be dispensed to your child. Medication will only be administered at school when an acknowledgement and release form is signed by the parent, discharging Netivot HaTorah of any liability relating to the administration of the medication.

- The school will dispense Tylenol if permission has been granted in the child’s medical forms.
- The office will not dispense medications such as Ritalin, Concerta and Biphentin or other regulated medications.

### IMMUNIZATION

Netivot HaTorah requires that all of our students be immunized. Immunization data is updated yearly through the parent portal. Netivot HaTorah is required by law to share immunization information with York Region Public Health.

Parents who choose not to immunize their children must sign a statement of conscience or religious belief affidavit signed by a notary. Netivot HaTorah hosts a York Region Public Health Immunization clinic for grade 7 students. Information is sent to these parents prior to the start of these clinics.

### ARRIVAL AND DISMISSAL TIMES

<b>SOUTH CAMPUS</b>	<b>AM</b>	<b>PM</b>
<b>Pre-Nursery</b>	<b>8:45</b>	<b>12:00</b>
<b>Pre – Nursery Ext</b>	<b>8:45</b>	<b>1:00</b>
<b>Nursery AM</b>	<b>8:45</b>	<b>12:00</b>
<b>Nursery Ext</b>	<b>8:45</b>	<b>2:30</b>
<b>JK AM</b>	<b>8:45</b>	<b>12:00</b>
<b>JK Ext</b>	<b>8:45</b>	<b>2:30</b>
<b>JK Full Day</b>	<b>8:45</b>	<b>4:00</b>
<b>SK AM</b>	<b>8:45</b>	<b>12:00</b>
<b>SK Full Day</b>	<b>8:45</b>	<b>4:00</b>
<b>Grade 1</b>	<b>8:45</b>	<b>4:00</b>

<b>NORTH CAMPUS</b>	<b>AM</b>	<b>PM</b>
<b>Nursery AM</b>	<b>8:30</b>	<b>12:00</b>
<b>Nursery Ext</b>	<b>8:30</b>	<b>2:30</b>
<b>Nursery Full Day</b>	<b>8:30</b>	<b>4:00</b>
<b>JK AM</b>	<b>8:30</b>	<b>12:00</b>
<b>JK Ext</b>	<b>8:30</b>	<b>2:30</b>
<b>JK Full Day</b>	<b>8:30</b>	<b>4:00</b>
<b>SK AM</b>	<b>8:30</b>	<b>12:00</b>
<b>SK Full Day</b>	<b>8:30</b>	<b>4:00</b>
<b>Grades 1 - 3</b>	<b>8:30</b>	<b>4:00</b>
<b>Grades 4 - 6</b>	<b>7:55</b>	<b>4:00</b>
<b>Grades 7 - 8</b>	<b>7:55</b>	<b>4:30</b>



## **ARRIVALS**

### **BEFORE SCHOOL SUPERVISION – GAN TO GRADE 3**

The school offers before school supervision for the entire school year. This program is meant to assist parents who have children beginning school at different hours and/or need some supervision earlier in the morning. It takes place in the gym at the North Campus and a classroom at the South Campus. At 8:45 am students will be supervised outside and come into the school with their classmates. Registration is subject to space availability. For more information and registration, please download forms at [www.netivot.com](http://www.netivot.com).

**GAN NETIVOT SUPERVISION– PRE-NURSERY, NURSERY, JK, SK NORTH** – All North Campus Gan children may be dropped off at 8:30 am every morning. The pre-nursery and nursery children are to be dropped off directly in their classroom every morning. The JK and SK children are to be dropped off in the Gan playground where they will be met by staff. At 8:55 a.m. sharp, children will enter the building independent of their parents and be escorted to their classrooms by the teachers. At times, weather permitting, some Gan classes may extend their time outside. If you are bringing your child to school past 9:05 a.m. and your child joins their class outside, either call or email the office at [safearrival@netivot.com](mailto:safearrival@netivot.com) to inform that your child has arrived late to school. The Gan doors are kept locked for security.

**SOUTH** – Every morning, the Pre-Nursery and Nursery children are to be dropped off in the classroom, beginning at 8:45 am. The JK, SK and Grade 1 should be dropped off in the playground every morning. Supervision begins at 8:45 am.

### **GRADES 1 - 3 ARRIVALS NORTH CAMPUS**

Students are to be dropped off in the back playground from 8:30 – 8:55 a.m. Parents are required to stay with their children until the teacher arrives at 8:30. Supervision begins in the back playground at 8:30 a.m. At 8:55 a.m., students enter the building and proceed to their classrooms. Any arrivals after 8:55 a.m. must be through the front doors of the building. Between 8:55-9:10 a.m., students proceed directly to class. After 9:10 a.m., students must sign in at the office for an admit to class slip.

### **GRADES 4 – 8 ARRIVALS NORTH CAMPUS**

There will be student supervision on the schoolyard from 7:45 – 7:55 AM. Students will enter the school from designated doors. Students may not be in the building before 7:55 AM.





## **DISMISSALS:**

### **HOMEWORK CLUB & AFTER SCHOOL SUPERVISION PROGRAM – NORTH CAMPUS**

Students who register for The Homework Club will have an opportunity to complete their daily homework at school under the supervision and guidance of qualified teachers. The After School Supervision Program will give parents the opportunity to have their children remain at school until **6:00 p.m.** in a safe and supervised setting. These programs will run in the school from **4:00 p.m. to 6:00 p.m.** up to grade 6 and from **4:30 p.m. to 6:00 p.m.** for grades 7 – 8, from Monday to Thursday. There will be a nominal cost to cover expenses. Registration forms are available online at [www.netivot.com](http://www.netivot.com).

### **GAN 12:00 and 2:30 p.m. DISMISSALS – SOUTH CAMPUS**

**Pre-Nursery and Nursery** – students are dismissed from the classroom

**JK** - students are dismissed through the parking lot doors

### **GAN – NORTH CAMPUS**

**12:00 p.m.** – students are dismissed from the doors closest to the playground (by the gym)

**2:30 p.m.** – students are dismissed from the front office

### **PARKING AND TRAFFIC FLOW**

In our ongoing attempt to enhance the safety of everyone and the traffic flow experience at Netivot HaTorah Day School, we encourage you to bear the following points in mind.

1. **BE PATIENT AND CAREFUL** - Everyone coming to school in the morning and afternoon is there for the same reason; to safely drop off and pick up children. When driving on the property, obey all signs indicating where fire routes, no parking zones, one way routes, or reserved or handicapped parking exist. Travel at a slow rate of speed, i.e. 10 km/hour, whenever you are on school property, especially when passing other parked vehicles or buses and watch out for people coming out from between vehicles.
2. **DO NOT DOUBLE PARK** when dropping off. Double parking reduces visibility and leads to extremely unsafe conditions where potential pedestrian accidents can occur. From time to time it may be necessary to drive around a second time until a parking spot becomes available at the North Campus. Parking on Atkinson Road or Rodeo Drive is not available and violates traffic laws. Traffic must remain on our property.
3. **PARK IN A DESIGNATED VISITOR OR NON-RESERVED PARKING SPOT** if you need to come into the building. Please **DO NOT** park in a drop off/pick up zone or a reserved spot or on the crosswalk. There are several visitor parking spots available on the North - East side of the building



4. **PLEASE BE COURTEOUS TO EVERY STUDENT AND DRIVER.** The extra minute spent to properly pull into a parking space or the extra distance to walk to a properly parked car greatly reduces the possibility of an accident and maintains the safety of our children.

**THANK YOU** for your co-operation in ensuring everyone’s safety.

**EREV SHABBAT DISMISSAL**

In order to emphasize the importance of Erev Shabbat, school will always close early on Fridays. The regular Friday closing time for students will be 3:30 p.m.

From Friday, November 10, 2017 to Friday, March 16, 2018, Friday closing time for students will be 2:15 pm.

**EARLY PICK-UP**

Students may not be excused from school before regular dismissal time unless there are extenuating circumstances. **PARENTS ARE URGED TO COOPERATE BY ARRANGING MEDICAL, DENTAL AND OTHER APPOINTMENTS AFTER SCHOOL HOURS.** If a student must leave school early, parents are requested to email [dismissal@netivot.com](mailto:dismissal@netivot.com)

**PLEASE NOTE: STUDENTS WILL NOT BE DISMISSED FROM CLASS UNTIL THE PARENT/GUARDIAN HAS ARRIVED AT THE OFFICE TO SIGN OUT THEIR CHILD.**

During the course of the school day, students are not permitted to leave the school grounds without parent accompaniment.

**TRANSPORTATION – BUSES & CARS**

The Transportation Committee, in conjunction with the Parents’ Association, co-ordinates a shuttle to assist parents living south of Sheppard to transport their children to and from the North Campus. Children are expected to behave appropriately on the bus as per the Code of Conduct that they sign with the bus company.

BUS PICK-UP INFORMATION			
<b>Ava Road (M-F)</b> <b>Early 7:15 AM</b>	<b>Beth David (M-F)</b> <b>Early 7:35 AM</b> <b>Late 8:30AM</b>	<b>Prince Charles (M-F)</b> <b>Early 7:25 AM</b> <b>Late 8:20 AM</b>	<b>Viewmount (M-F)</b> <b>Early 7:30 AM</b> <b>Late 8:10 AM</b>



**Netivot HaTorah Day School**  
The Jack & Anne Weinbaum  
Education Centre  
Tel: 905.771.1234 | Fax: 905.771.1807  
[www.netivot.com](http://www.netivot.com)

**North Campus**  
18 Atkinson Avenue  
Thornhill, Ontario  
L4J 8C8

**South Campus**  
470 Glencairn Avenue  
Toronto, Ontario  
M5N 1V8





Bus Drop off information (Time Leaving the School)							
Ava Road		Glen Park		Laurelcrest		Or Chaim	
4:00 pm	4:30 pm	4:00pm	4:30pm	4:00 pm	4:30 pm	4.00pm	4.30pm
Viewmount		Yorkdowns					
4:00pm	4:30pm	4:00pm	4:30pm				

BUS DROP-OFF INFORMATION - FRIDAY						
Ava Road	Glen Park	Laurelcrest	Or Chaim	Prince Charles	Shaarei Shomayim	York Downs

**BUS DISMISSAL RESPONSIBILITIES**

During the school day parents will be responsible for keeping the front office informed of new arrangements pertaining to how their children will be going home after school. We will accept changes in the parent portal to students’ bus arrangements up to 3 p.m. (or 1 hour before closing on any early closing day) for the following:

- A student leaving school early
- A student attending an event/program at the school and not using the bus
- A student using a different bus due to capacity restriction changes must be approved
- A student being picked up by a parent instead of travelling on the bus
- A student who does not usually use the bus but has purchased a ticket to use it on a particular day

**Please Note:**

The updated bus list will be used to determine which student should be attending the bus for that day. If parents have not notified the school of any changes, the school will abide by the latest bus list.

**BUS RULES OF CONDUCT**

All children using the bus service are expected to behave appropriately on the bus and at shuttle stops. All expectations of the school Code of Conduct applies. The bussing contract for any child who does not follow the Rules of Conduct may be suspended or terminated at the discretion of the school without a refund, and, in addition the child may be subject to discipline by the School.

To ensure the children’s safety, parents/guardians must be at the stop promptly at arrival times.



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**North Campus**  
 18 Atkinson Avenue  
 Thornhill, Ontario  
 L4J 8C8

**South Campus**  
 470 Glencairn Avenue  
 Toronto, Ontario  
 M5N 1V8





Parents/guardians are asked to take responsibility for the other children at the stops and not to leave any child unattended.

Neither the Bus Company nor the School shall be liable for any claims, costs or damages attributable to the negligent acts of any child or for any items left on the bus.

**The following are the rules of conduct:**

- Wait on the sidewalk for the bus.
- Enter/exit the bus in single file without pushing or crowding.
- Sit down right away in assigned seats.
- Stay seated until your stop.
- Do not throw things in the bus or out the window.
- Keep the aisles clear - no knapsacks, lunch boxes, feet, etc. in the aisle.
- Do not open or close the windows - ask the driver
- Arms and heads should never be put out the window
- No shouting, swearing, pushing or fighting.
- Wait until the bus has fully stopped before standing to leave.
- The driver is in complete charge of the bus. His/Her instructions must be obeyed at all times.
- Students must show respect to the driver and to one another.

All misbehaviour will be recorded on daily basis by the bus driver and submitted to the school.

The bus driver or school personnel has the authority to assign a seat to any child to ensure maximum bus safety and to minimize incidences.

The following are possible consequences of not adhering to the rules of conduct. Depending on the severity and frequency of the incident, the following may occur:

- The school will meet with the student to follow-up and document misbehaviour
- The school may call the Parent(s)
- The school may request the Parent(s) to attend a meeting at the school
- The school may issue a warning or suspension
- Immediate suspension after the first incident depending on the severity

**Parents/guardians are required to acknowledge the following**

**I will not block the bus with my car** in order to have the bus wait for my child to board. Doors close at departure times and **WILL NOT** open for late arrivals.

**I will not park my car in a way that stops the flow of traffic.** I will allow all parents an opportunity to drop their children off in a safe and timely manner.





When dropping off or picking up my child, I will **make sure that my vehicle is facing the same direction** as the bus. This will ensure my child will not cross the street when walking to and from the bus.

**The bus is not permitted to stop in transit and have passengers board.** This is a serious safety issue. Should I miss the bus, I will have to drive my child to school. Should I hold the bus up in transit to try and have my child board, my child will be suspended or expelled from the bus the following day.

I will be responsible for any damages caused by my child.

Due to capacity restrictions, only students registered on the late morning bus will be allowed to ride the bus. Permission from the school office will be required to change busses going home and will be given only if there is room on the requested bus.

#### **Cash Fare Use of Bus**

**Space permitting**, additional passengers (i.e. a child going to visit a friend) can use the bus. Space should be reserved a day in advance. The cash fare for a one-way trip is \$5.00. Payment should not be given to the driver. Bus tickets for such occasional trips are purchased from the school office.

#### **Questions and Concerns**

To be addressed to the Executive Director – David Young, [dyoung@netivot.com](mailto:dyoung@netivot.com).

#### **SUPERDOLLARS PROGRAM**

SuperDollars program is a gift card fundraising program whereby your everyday grocery shopping generates contributions to our school at no additional cost to you. You do not have to change your buying habits to participate in this program. Pre-paid gift cards for a variety of popular retailers come in various set denominations (i.e. \$50, \$100, \$250) and make great gifts for family, friends and co-workers. Best of all, every time you, your family or friends participate in the SuperDollars program, Netivot HaTorah receives 5% to 7% of the profit back. SuperDollars helps raise significant proceeds towards vital funding for programs and resources that benefit each and every child.

As part of the Enrollment contract, each family is required to participate in the SuperDollars program. The three options for participation are as follows:

1. By purchasing a minimum of \$3,500 over the 2017/18 school year (July 1, 2017 – June 30, 2018) by cheque.
2. By purchasing a minimum \$9,000 using your credit card (as per agreement)
3. By enclosing a cheque dated August 1, 2017 in the amount of \$350 as a receiptable donation.
4. To purchase SuperDollars, please visit the school's main office at 18 Atkinson Avenue.



### **Family Donation Opportunity**

As part of the enrollment contract, each family is required to support Netivot in the following ways:

1. Donate a minimum of \$500 to Netivot by December 1, 2017 as a receiptable donation.
2. Fundraise and solicit donations for Netivot in the amount of \$500 before June 30, 2018 (to one or more Netivot fundraising campaign listed below).
3. Donate a minimum of \$500 to Netivot by December 1, 2017 and fundraise and solicit donations for Netivot in the amount of \$500 before June 30, 2018 (to one or more Netivot fundraising campaign listed below).

### **Annual Fund:**

Annual giving benefits **every** single student at Netivot HaTorah Day School. The Annual Fund aims to further the opportunity for each student to develop his or her unique voice, confidence and sense of purpose by extending their education beyond the four classroom walls.

While tuition covers the cost of school operations, charitable gifts provide the much-needed support for new amenities, enhancements to our signature academic programs and Student Financial Aid. The Annual Fund also provides the edge of excellence upon which Netivot has built its reputation as a leading Modern Orthodox Religious Zionist Jewish Day School in the Greater Toronto Area.

### **Lottery:**

Netivot's annual Lottery is the school's oldest fundraiser. 100% of net Lottery proceeds assist in the purchase of key educational initiatives, not covered by tuition fees. Thanks to the generosity of our many prize donors, the annual campaign expenses are maintained at under 2% of the total amount raised.

Become a school canvasser and help sell Lottery tickets. Buy and/or sell tickets, donate a prize and your efforts will be counted towards your \$500 family obligation.

### **Names Not Numbers:**

Netivot HaTorah is the first and only Canadian school to participate in a unique project, *Names, Not Numbers*©: *A Lasting Way to Teach the Lessons of the Holocaust*. This interactive, multi-media Holocaust project was created by educator, Tova Fish-Rosenberg.

Starting at the beginning of the school year, Grade 8 students will be working with professionals, including a Holocaust educator, Jewish studies teacher, newspaper journalist and filmmaker on the production of a Holocaust documentary film titled *Names, Not Numbers*©: *A Movie in the Making*. The film tells the personal stories of Holocaust Survivors and touches on the individual's life before the war, as well as his/her experiences during and immediately following the Holocaust.

The documentary is premiered to the public, and archived for future generations in The National Library of Israel in Jerusalem and in The Mendel Gottesman Library Of Yeshiva University.

Pay tribute to a loved one in the dedication section of the film's final credits. For a donation, you can have their name included in the *Names, Not Numbers*© final credits.



For more information or any donation inquiries please contact Sarit Saffer-Allal Development Coordinator at 905-771-1234 ext 228 [ssafferallal@netivot.com](mailto:ssafferallal@netivot.com)

### **NETIVOT NACHAT PROGRAM**

Netivot HaTorah relies on the invaluable efforts and generosity of our many volunteers so that we may continue to fulfill our mission of providing our children with academic excellence in Judaic and General Studies. Volunteer hours may be earned through the participation in various school activities that can include: the Book fair, Lunch programs, Reading to the class, Yom Haatzmaout BBQ, Calendar Committee, Welcome Breakfast, and many others.

For more information, please contact David Young, Executive Director at 905-771-1234 ext. 215 or [dyoung@netivot.com](mailto:dyoung@netivot.com).

### **ADMIT TO CLASS CARDS**

Students will only be admitted to class on the first day with an Admit to Class card.

### **IT IS THE RESPONSIBILITY OF EVERY PARENT TO ENSURE THAT THEIR TUITION OBLIGATIONS ARE SETTLED PRIOR TO THE START OF THE SCHOOL YEAR.**

The following documents are required prior to the Admit to Class card being issued:

- Receipt of a signed tuition contract including: Post-dated cheques or signed Pre-Approval Payment
- (PAP) Form for full payment of agreed tuition.
- Receipt of the security and activity/agenda fee as stated on the contract.
- A signed commitment to SuperDollars.
- A signed commitment to Netivot Nachat Programme.
- Receipt of a signed subsidy agreement included (where applicable).
- Settlement of all outstanding tuition

### **GAN ORIENTATION – FIRST WEEK OF SCHOOL**

#### **PRE-NURSERY SCHEDULE**

**Tuesday, September 5<sup>th</sup>, 2017**

Parent(s) or caregiver join children on their first day of school.

**Group A** 9:15 a.m. – 10:30 a.m. Students with last names A – L

**Group B** 10:45 a.m. – 12:00 noon Students with last names M – Z



**Wednesday, September 6<sup>th</sup>, 2017**

Parent(s) or caregiver drop children off.

**Group A** 9:15 a.m. – 10:30 a.m. Students with last names A – L

**Group B** 10:45 a.m. – 12:00 noon Students with last names M – Z

**Thursday, September 7<sup>th</sup>, 2017**

Regular classes begin. Children should be brought directly to classroom throughout the school year.

**NURSERY SCHEDULE**

**Tuesday, September 5<sup>th</sup>, 2017**

Parents or caregiver join child(ren) on the first day of school.

**Group A** 9:15 am - 10:30 am Students with last names A - L

**Group B** 10:45 am -12:00 noon Students with last names M - Z

**Wednesday, September 6<sup>th</sup>, 2017**

Regular classes begin.

Parent(s) or caregiver drop children off at the classroom throughout the school year.

**JUNIOR KINDERGARTEN SCHEDULE**

**Tuesday, September 5<sup>th</sup>, 2017**

Regular classes begin

**SENIOR KINDERGARTEN SCHEDULE**

**Tuesday, September 5, 2017**

Regular classes begin

Parents may escort their children to their classroom on the first day. After that time, kindly follow the Arrival Procedure as highlighted in the handbook (page 38), where JK & SK children are to be dropped off in the Gan playground. This procedure eases the transition for the children.





**PARENTS' ASSOCIATION**

**A MESSAGE FROM THE PARENTS ASSOCIATION PRESIDENT:**

**What does the Parents' Association do?**

The Netivot HaTorah Parents' Association has three goals: to fundraise for the school; to staff special events that enhance our children's learning environment; and to enhance a sense of community among the parent body.

**How does the Parents' Association raise funds?**

We raise money in a number of ways, such as our fabulous calendar, our blossoming lunch programs, Purim cards, and other special events.

**Where does the money go?**

The money that is raised through the Parents' Association is directed to many different areas of need in the school. Some of the Programming and Facility improvements that the Parent's Association has contributed to are:

Family Fun Day	Educational Development	Coffee Morning
Yom Ha'Atzmaut BBQ	Staff Room Renovation	Tu B'Shvat Snacks
Adult Education	Computer Equipment	Graduation Gifts
New Family Mentor Program	Library Renovation	Lunchroom Stage
Welcome Baskets	Audio/Visual Equipment	Playground Painting
Chess Program	Teacher Appreciation	Parsha Stars

The need for fundraising at Netivot HaTorah is varied and ongoing. Through our activities at the Parents' Association, we generate funds that enhance the physical and educational environment of our children.

**Enhancing our childrens' smiles!**

There is nothing more satisfying than seeing our children happy and grinning from ear to ear. You can help make this happen by volunteering your time to support the many events or programs that are run by the Parents' Association.

At the Parents' Association, we really feel that when you give of your time and energy, you should enjoy it and feel good about it. Any volunteer time that you can give is valued, whether it be a couple of hours or a larger amount of time. There truly is a role for everyone, so find something that suits your interest and your schedule. It is a great way for you to promote your child's learning environment and have some fun at the same time.

**Join the Netivot Family**

Not only will your children reap the benefits of your volunteer efforts it is a great way to meet people and make new friends.



**Netivot HaTorah Day School**  
 The Jack & Anne Weinbaum  
 Education Centre  
 Tel: 905.771.1234 | Fax: 905.771.1807  
[www.netivot.com](http://www.netivot.com)

**North Campus**  
 18 Atkinson Avenue  
 Thornhill, Ontario  
 L4J 8C8

**South Campus**  
 470 Glencairn Avenue  
 Toronto, Ontario  
 M5N 1V8





### Getting Involved

There are three ways to get in touch and get involved:

- Fill out the Volunteer Form in the summer - PA e-mail or complete our on line volunteer survey and indicate the ways in which you would be interested in volunteering.
- Call our Parents' Association Hot Line at 905.771.1234 ext. 323 or e-mail [pa@netivot.com](mailto:pa@netivot.com)

We look forward to hearing from you and meeting with you over the course of the school year. Your involvement and ideas are a great asset to our children's education and to the Netivot HaTorah Community.

**WE LOOK FORWARD TO HEARING FROM YOU!**

Dikla Weitzner