

Parent Handbook

2015-16



Table of Contents



	PAGE
Mission Statement & Values	2
Leadership at VTT	3
• Board of Directors	4
• Got A Question? We've Got Answers! (or "Where to Get Help")	5
Observance of Shabbat & Jewish Holidays	7
• Religious Policies	8
Academic Life	
• Admissions	10
• Class Placements & Lists	12
• Student Progress, Parent Teacher Conferences & Homework	13
• Assessment Scales & Rubrics	16
• Code of Conduct & Discipline Policy	17
• Yachad: Social Responsibility at VTT	22
Student Life	
• Uniform Policy & Student Appearance	24
• Arrivals, Dismissals, Absences & School Closures	25
• Immunization & Health and Diet Issues	28
• Technology Use: Student Rights & Obligations	31
• Traffic & Parking	37
• Miscellaneous	35
• Shabbat Challah Recipe	41
Communications & Development	42
• The VTT Calendar at a Glance	45

2

VTT's Mission & Values

“And you shall teach your children diligently”

– Deuteronomy 6:7

Vancouver Talmud Torah is a traditional Jewish community day school dedicated to excellence in an engaging and a respectful learning environment in which Jewish children can grow to become proud, caring, responsible and dedicated members of the Jewish people and Canadian society.

WE ARE COMMITTED TO:

- Providing an excellent education within an integrated Judaic and general studies program, which focuses on basic skills, independent and cooperative learning, critical thinking and creative thought;
- Providing students with an educational atmosphere conducive to their healthy social, emotional, physical and cognitive development;
- Imbuing students with the knowledge, appreciation and respect for the broad spectrum of Jewish diversity with *Ahavat Yisrael*;
- Teaching students to be confident when thinking and talking about G-d and providing them with a foundation in Jewish values and knowledge in Jewish subject matters, including Jewish history, State of Israel, *Tanakh*, Laws & Customs, prayer, and modern Hebrew language and literature;
- Instilling in students a lifelong love of learning through passionate teaching in an engaging curriculum;
- Encouraging each student to be a *mensch*, to do *mitzvot* and to apply his/her acquired knowledge and values to his/her daily life;
- Promoting students' and families' active involvement in, and support for, Vancouver Talmud Torah and institutions in both the Jewish and broader community;
- Strengthening the students' and families' Jewish identity by offering a warm Jewish social environment;
- Promoting continuing family and adult education;
- Promoting a standard of excellence in teaching and administration through ongoing professional development and innovation;
- Respecting a family's right to strictly confidential conversations with our administrative team or any other school personnel.



3 Leadership at VTT



The VTT leadership team, led by head of school Cathy Lowenstein, is responsible for maintaining and enhancing academic excellence, including innovations to programming and curricula; maintaining and enhancing operational excellence in both general and Judaic studies, with an eye to fiscal prudence and sustainability; executing policies set by the Board of Directors; and implementing the mission and mandate of the school. Specifically, the head of school is responsible for educational management, instructional leadership, Ministry of Education requirements, board, community and stakeholder relations, human resources, financial management, development and fundraising, and public relations.

The head of school is supported in her role by the leadership team and administration.

Cathy Lowenstein, M.Ed., Head of School

Jessica Neville, M.Ed., Assistant Head of School – Intermediate Grades/Student Services

Leigh Ariel, M.Ed., Principal of Primary Grades

Lyora Nifco, ECE, Preschool Director

Candice Gartry, CPA, Chief Financial Officer

Jennifer Shecter-Balin, M.Ed., Director of Admissions & Communications

Marko Milisavljevic, Director of Information Technology

Todd Monge, Development Manager

To see a complete list of VTT's faculty & staff for the 2015-16 school year, visit <http://www.talmudtorah.com/staff-contact/>.

The formula to email any staff member is a person's first initial last name [@talmudtorah.com](mailto:initial.lastname@talmudtorah.com)

4

Board of Directors

VTT's Board of Directors has a duty to provide oversight and direction in the fulfillment of the school's mission to ensure the its long-term success and sustainability.

VTT is a close-knit community of many stakeholders and supporters. These include students, parents, grandparents, alumni, faculty, staff, the leadership team, board members, committee members, donors, vendors and other community organizations/leaders. VTT's Board of Directors gives voice to all of these stakeholders, by ensuring that diverse needs, opinions and thoughts are considered with respect to the school's strategic direction and by providing governance and oversight with respect to many aspects of the school, including finance, operations, community engagement and more. The Board's primary focus is on **strategic planning and providing oversight and support to the leadership team**, as they continue to deliver educational and operational excellence, financial stability and sustainability and meet the needs of the entire community.

Updates on the Board's work are primarily communicated through the Stakeholders' Report. Some Board updates are noted in the weekly Hadashot, and a more formal presentation of the financial position of VTT, along with the election of the new Board, takes place at the Annual General Meeting each fall.

The VTT Board places much emphasis on continuity and succession planning, to ensure seamless transitions with incoming/outgoing board members each year, and most importantly, to retain institutional knowledge. Ideally, new board members are recruited through the committee structure – first by volunteering, then by chairing a committee and then by becoming a director on the Board itself.

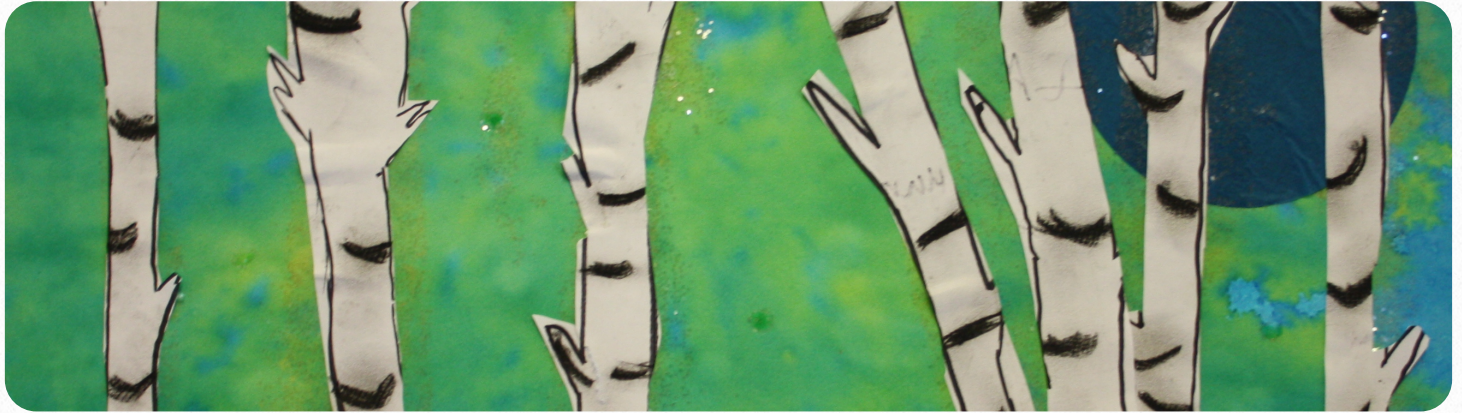
Board recruitment is advertised in the spring in VTT's Hadashot e-newsletter as well as in The Jewish Independent.

The Board is structured along portfolio lines in order to support the leadership team's role in effectively dealing with the complexities of running Western Canada's largest Jewish elementary day school and the requirements of 21st century learning. The portfolio structure also enables more stakeholders to be directly engaged. Each portfolio chair (or co-chair) oversees a committee consisting of both board and non-board members, that meets regularly to define goals and work with the leadership team and faculty and staff to implement strategies. Each committee makes monthly reports to the entire Board and important issues are discussed and voted on.



GOT A QUESTION? WE'VE GOT ANSWERS

Need help with the parent portal? Email support@talmudtorah.com



There may be instances when a parent needs answers to particular question, query or program. The charts on this page and the following page outline the chains of command parents should follow when seeking clarification or support.

STEP I - GENERALLY, SPEAK TO THE CLASSROOM TEACHER FIRST

NATURE OF QUERY	Preschool	Primary (K-3)	Intermediate (4-7)
Academic/Social	Classroom Teacher	General/Judaic Studies Teacher	Subject Teacher
Emotional	Classroom Teacher	General/Judaic Studies Teacher	Subject Teacher
Judaic Curriculum	Classroom Teacher	Judaic Studies Teacher	Judaic Studies Teacher
Special Education	Classroom Teacher	General/Judaic Studies Teacher	Subject Teacher
Safety & Security	Debbie Broadley, Office Manager, dbroadley@talmudtorah.com		
Communications (non-academic matters)	Jennifer Shecter-Balin, Director of Communications, info@talmudtorah.com		
Lates & Absences/ School Uniforms	Natalie Chark, VTT Office, nchark@talmudtorah.com		
Financial	Michelle Mah, Accounting Manager, mmah@talmudtorah.com		
Admissions	Tammy Kalvari, Admissions Manager, tkalvari@talmudtorah.com		
Development	Todd Monge, Development Manager, tmonge@talmudtorah.com		

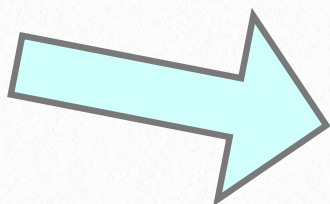
STEP II - APPROACH LEADERSHIP TEAM

NATURE OF QUERY	Preschool	Primary (K-3)	Intermediate (4-7)
Academic/Social	Lyora Nifco, Preschool Director, lnifco@talmudtorah.com	Leigh Ariel, Principal of Primary Grades	Jessica Neville, Assistant Head of School
Emotional		Marina Steeves, Counsellor, msteeves@talmudtorah.com	
Judaic Curriculum	Jessica Neville, Assistant Head of School		
Special Education	Jessica Neville, Assistant Head of School, jneville@talmudtorah.com		
Safety & Security			
General Communications	Lyora Nifco, Preschool Director, lnifco@talmudtorah.com	Leigh Ariel, Principal of Primary Grades	Jessica Neville, Assistant Head of School
Financial	Candice Gartry, CFO, cgartry@talmudtorah.com		
Admissions	Jennifer Shecter-Balin, Director of Communications, info@talmudtorah.com		
Development	Cathy Lowenstein, Head of School, clowenstein@talmudtorah.com		

STEP III - APPROACH SENIOR LEADERSHIP TEAM

NATURE OF QUERY	Preschool	Primary (K-3)	Intermediate (4-7)
Academic/Social			
Emotional			
Judaic Curriculum	Jessica Neville, Assistant Head of School, jneville@talmudtorah.com		
Special Education			
Safety & Security			
Financial			
Admissions	Cathy Lowenstein, Head of School, clowenstein@talmudtorah.com		
Development			

STEP IV, IF QUERY STILL UNRESOLVED



Speak with Cathy Lowenstein, Head of School

5

Observance of Shabbat & Jewish Festivals

Our goal is to create an inclusive, supportive community regardless of one's level of observance. Respect of others is paramount.

Shabbat is sacred time during the Jewish week and is differentiated from “secular” or “mundane” time. In order to allow all of our families to observe Shabbat to their own levels of preference, the following school-level policies are in place:

- ◆ Homework assignments of any kind may not be assigned over Shabbat and Festivals.
- ◆ Tests or other assignments may not be made due on the day immediately following a Festival observance, nor may they be assigned over the course of the Pesach/Passover recess.

Additionally, we strongly encourage all of our families to refrain from having their children's birthday parties on Shabbat or other Festivals. We also encourage families to schedule B'nei Mitzvah parties to begin after the conclusion of Shabbat if held on a Saturday night. By ensuring that we honour all levels of observance in our school, we are continuing to build and foster an inclusive community.

Further to this, please respect Shabbat and do not email or contact VTT staff and administration over the Sabbath. Emails sent over Shabbat and other Jewish holidays will be responded to after the conclusion of Shabbat or yom tovim.



Religious Policies



Vancouver Talmud Torah is a traditional community Jewish day school that respects and embraces variation in observance and religious practice. As such, we serve a community of families that reflects a wide spectrum of beliefs and ritual practices. The leaders and teachers of Vancouver Talmud Torah serve as role models for the value of pluralism and for active engagement in Jewish life and living, which we hope to inspire in our students and families as a result of their being a part of the VTT community. “Pluralism” refers to a community that fosters respect for each individual’s background and builds a safe and comfortable environment in which it can be discussed. Therefore, our classrooms and other teaching spaces should be places where teachers and students are able to express personal opinions and engage in conversation. Care must be taken to always bear in mind that all opinions are welcome, as is open discourse and respect for others. Consequently, there may not be “one right

answer.” Our success in helping our community to grow and learn on an on-going basis will be founded on these ideas and practices.

There are some religious policies upon which our community is founded in order to help build a religious and spiritual community that will be comfortable for all and respectful of tradition and traditional observances:

1. Observance of Kashrut/Jewish Dietary Laws

The Jewish dietary laws are one of the ways that we elevate the mundane act of eating and connect it to G-d and holiness. They also add an aspect of religious discipline to everyday Jewish life. As a community, VTT observes the laws of Kashrut within the school in the following ways:

- ✓ Students may only bring dairy or pareve foods (items that are neither meat nor dairy, such as fish, and fruits and vegetables) to school for lunches and snacks.
- ✓ Food items brought into the school for celebrations or activities must bear a certified kosher label (see some examples below) or must have been prepared in the school's kitchen. Unfortunately, we do not permit home-baked goods to be brought into the school for such events.

There are a number of internationally recognized *hekhsherim*/kosher certification labels. Please note, however, that a **generic stand-alone “K” is not an acceptable kosher certification, unless it has been pre-approved by the Judaic Studies administration.** Some of the most common *hekhsherim*/kosher certification labels you will find locally are:



2. Secular Calendar Holidays

As a traditional community Jewish day school serving a diverse population, our students will express varied levels of knowledge about, and interest in, holidays and observances from outside of Judaism. While individual students and their families will make their own choices regarding how to approach such events, VTT encourages active participation in the festivals and celebrations of the Jewish calendar and dis-

courages participation in secular ones, particularly those with their roots in other religious traditions. Observances that are associated with Hallowe'en and Saint Valentine's Day, for example, are not permitted to take place within the school.

3. The Wearing of Kippot

Wearing a *kippah* or traditional head-covering, while not a commandment, has been a traditional observance for the Jewish people for centuries. It is both a sign of respect for and awareness of G-d's presence and a tangible identifier of one's Jewish identity. As VTT is a house of Torah study and a setting for the performance of *mitzvot*/commandments on a daily basis, all Jewish males are required to wear a *kippah* while in the building.

While the wearing of a *kippah* has not been practiced by women until more recent generations, there have been several head covering traditions for women throughout Jewish history. As a traditional community Jewish day school, we support our female students and faculty should they choose to wear a *kippah* or traditional Jewish head covering, particularly during Torah study, prayer, and meal times.

Purchasing Kippot from the Office

Any student needing to purchase a *kippah* can do so at the office at a cost of \$1.00 each. Students will be given an account where any charges will be recorded. At the end of each school year, parents will be billed for the amount owing. Parents are encouraged to check and pay any amounts owing throughout the school year.



6

Admissions

Our graduates leave VTT with a strong sense of who they are, their obligation to contribute to tikkun olam, and the capacity to think critically and deeply about the issues confronting them.



All applications to the school are carefully screened and reviewed to ensure fit for the student and fit with the school. In addition to a completed application, the admissions committee relies on report cards, transcripts, teacher feedback from prior schools (provided we receive a Consent for Release of Information form), and other assessments to make a determination. As much as we would like to accommodate

all families, many factors affect admissions. **Vancouver Talmud Torah cannot guarantee acceptance for any applicant.**

All documentation must be accompanied by a \$100 per student non-refundable application fee. Registration links will be given to the applicant family with the understanding that

acceptance is pending based on the school's receipt of all necessary documentation and the assessed fit of the student.

Following receipt of the necessary documentation, if there are concerns as to whether or not Vancouver Talmud Torah can meet the student's academic needs, follow-up assessments may be performed by the learning assistance teachers in English and/or in Hebrew. If the concerns are related to social and/or behavioural issues, a school administrator will gather all necessary information from the relevant external professionals involved with the student (i.e., previous school, counsellor, psychologist, etc).

After gathering all pertinent information, the Director of Admissions and the admissions team will meet to share information and make a decision regarding acceptance.

Acceptances will either be emailed or communicated by phone. An administrator or specialist teacher will meet with the family on the student's first day of school and will escort the student to his/her class. The admissions team consists of the Director of Admissions, Admissions Manager, Assistant Head of School and Head of School.

NEW STUDENT APPLICATIONS

For each new student, a completed application form, report cards, birth certificate, and proof of parents' legal status in Canada (if not born in Canada) must be submitted before enrollment can take place. Online inquiries can be made by going to inquire.talmudtorah.com.

Every student, including continuing students, must be enrolled for each new school year. The procedure involves:

1. Completion and submission of online enrollment form and enrollment contract (one per family).
2. Payment of non-refundable enrollment deposit and post-dated Parent Action Chavurah (PAC) fee of \$300. (Will not be cashed if 10 volunteers hours are completed.)
3. Completion and submission of online consent forms.
4. Submission of post-dated tuition cheques.

Enrollment is not considered complete until all four steps have been finalized.

For each student registering for Preschool or Kindergarten, a non-refundable, non-transferable deposit is levied at the time of enrollment. This deposit will be applied against the total tuition fees.

NOTE: Enrollments will not be accepted from families with tuition assessments in arrears or other outstanding debts to the school. Also, students will NOT be admitted to class in September unless the above procedures are completed in their entirety.

TUITION FEES / ASSESSMENTS

Tuition assessments for Kindergarten to Grade 7 are determined in reference to a clearly laid out set of guidelines, which is sent to all families at the time of registration. This information is readily available through our VTT finance office. Please contact our finance office at 604.736.7307, ext. 3409, for further details.

1. Completion and submission of online enrollment, consent forms and enrollment contract.
2. Payment of deposit(s) and late fees, if applicable.
3. Submission of full set of post-dated cheques or credit card information.

Registration is not considered complete until all three steps have been finalized.

GRADE 7 GRADUATION FEE

A levy of \$125.00, payable at time of enrollment will be made for each student entering Grade 7 to cover the graduation ceremony expenses.

NSF CHEQUES

A fee of \$25.00 to cover costs will be charged for each cheque returned by the bank.

WITHDRAWALS

VTT must budget, plan, and make contractually binding commitments months in advance of the commencement of the school year to fulfill its obligations to all students and parents. Thus, a withdrawal of any student from enrollment after acceptance may, depending on the timing, result in VTT be-

ing unable to fill the vacancy created by such withdrawal or in VTT having incurred costs and expenses in reliance on the attendance of one's child(ren) for the school year in question. If a family elects for any reason to terminate the agreement by withdrawing one's child(ren) from enrollment, whether prior to the beginning of classes or after classes have commenced, then all monies paid to VTT up to the effective date of withdrawal (1/10 of tuition x number of months beginning in March) will be unconditionally retained by VTT as a genuine pre-estimate of the financial damages the school will incur arising from such termination and not as a penalty.

Class Placements & Lists

CLASS PLACEMENTS

Teachers, with the guidance of the administration, are responsible for placing students in classes. A number of factors are taken into account in compiling our class lists, including:

- ✓ academic balance
- ✓ gender balance
- ✓ balance of special needs (behaviour, language)
- ✓ consideration of friendships

Although work on class placements is done in June, we do not announce the specific placement of children until the end of August by electronic mail. This is due to the fact that often adjustments have to be made to room assignments prior to school opening. Sometimes decisions are made to create additional classes; sometimes it is necessary to change teacher assignments. This is a very complex process and consequently we cannot entertain requests for class changes.

The above information is intended to help parents to understand the school's practice regarding placement of students. **The paramount consideration is to provide the best situation for all of our students.**

CLASS LISTS

Due to federal privacy legislation, class lists are no longer distributed to families. With appropriate consent, parent class representatives will share class email lists only for playdate and party invitations. **VTT does not distribute home addresses or telephone numbers.**



7

Student Progress, Parent Teacher Conferences, Homework

Report cards are published in the on-line parent portal at parents.talmudtorah.com three times a year. The grading scale is based on Ministry of Education requirements.



Parents are informed of their children's progress by means of three issues of a written report card, optional interim reports, as well as by parent-teacher contact.

CONFERENCES AND MEETINGS

Conferences may be arranged at any time during the year with teachers or the leadership team. **The teacher must be the first point of reference and contact for all student concerns.** To schedule a meeting, parents should leave a voicemail for a

teacher, which will be returned within 24 hours or earlier. Parents may also be contacted to meet with faculty members if there is a need concerning a student's progress (i.e. team meetings, etc.).

HOMEWORK

Homework cannot be assigned over Shabbat and/or holidays and will typically be given Monday through Thursday.

Homework in the Primary Grades:

Home reading is essential to literacy development in the primary grades.

Grades 1 and 2:

Homework activities are intended to support learning to read and should be a maximum of 10 to 15 minutes in duration combined from both general and Judaic studies.

Grade 3:

A combination of independent and parent/child literacy-based activities should occur. These activities take approximately 20 minutes (general and Judaic).

Homework in the Intermediate Grades:

As students move into the intermediate program, reading is no longer considered homework, but is expected in order to support their ongoing development of literacy skills.

Grades 4 and 5:

Approximately 30 minutes (general and Judaic) of work is given.

Grades 6 and 7:

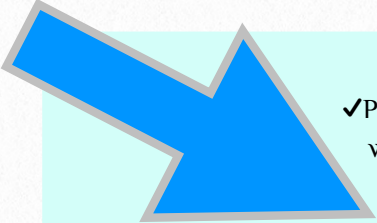
At the Grade 6/7 level, homework should not exceed more than 60 minutes per evening.

Students in these grades will be assigned longer-term projects over the weekend, but they will be given ample notice and teachers will ensure collaboration in the assignment of these projects.

There may be instances where more work is required at home, following missed classes.

VTT discourages parents from taking students out of school for extended vacations. In the event that families choose to take such vacations, teachers are not responsible for preparing special lessons and homework in advance. It is the parents' responsibility to ensure completion of assignments and the student's responsibility to complete assignments and catch up.

As a parent, you can help stimulate your child's curiosity and delight in learning. You can also help extend and reinforce at home what they learn at school. **Take an active interest in your child's homework and encourage him/her to develop healthy attitudes and efficient habits regarding homework and studying.** The following suggestions may be helpful:



- ✓ Provide your child with a fixed place to study and to do his/her homework. It should be quiet, well lit and free of distractions and supplied with paper, pencils, appropriate reference materials, etc.

- ✓ Help him/her to set a regular homework time each day and stick to it, free from any other distractions or interruptions. Do provide playtime after school and before homework time.

- ✓ Provide a special notebook for recording his/her homework assignments as follows: Homework Given, Date Due, Homework Finished.
- ✓ Encourage your child to take an occasional break when studying. Research has shown that short concentrated periods of studying, with breaks for relaxation, help the student towards maximum retention of academic material.
- ✓ Help your child to find additional sources of information besides school textbooks. Make family trips to the public learning commons and help your child find books, pamphlets, magazines and even people in the community who might be experts on a topic.
- ✓ Help your child organize and budget time, especially to meet deadlines for long-term assignments such as reports and projects. One method is to develop a chart, which lists all the steps necessary to complete the project; this makes a large task look manageable and possible.
- ✓ Remember that homework is assigned to the student, not to you. The child who has a parent hovering over his shoulder will develop a fear of making mistakes that will hamper his/her creativity and ability to attempt new tasks. Let your child know you expect them to do their best but not perfect work. Remind him/her to check over their work and you can assist by asking questions and reviewing parts that may seem confusing.
- ✓ Remember that praise and encouragement are more productive than criticism. Look for things to praise: a neatly written paper, an improvement in spelling, a completed assignment, etc.
- ✓ Contact the teacher by written note, telephone or personal interview if your child has difficulty completing his homework or if you have concerns.
- ✓ Show your child that he is loved and valued for his own sake - not because of any achievement.



PRIMARY (K-3) ASSESSMENT SCALE

Not Yet Within Expectations:

- The work does not meet grade level expectations;
- There is little evidence of progress toward the relevant prescribed learning outcomes;
- The situation needs intervention.

Minimally Meeting Expectations:

- The work may be inconsistent, but meets grade level expectations;
- There is evidence of progress toward the relevant prescribed learning outcomes;
- The student need support in identified areas.

Meeting Expectations:

- The work meets grade level expectations;
- There is evidence that relevant prescribed learning outcomes have been accomplished.

Fully Meeting Expectations:

- The work consistently meets grade level expectations;
- There is consistent evidence that relevant prescribed learning outcomes have been accomplished.

Exceeding Expectations:

- The work exceeds grade level expectations in significant ways;
- The student may benefit from extra challenge.

Letter Indicator	Intermediate Assessment Indicator Descriptor (4-7)	Letter Indicator	Intermediate Assessment Indicator Descriptor (4-7)
A	The student demonstrates excellent or outstanding performance in relation to the learning outcomes for the course or subject and grade.	C	The student demonstrates minimally acceptable performance in relation to expected learning outcomes for the course or subject and grade.
B+	The student demonstrates very good performance in relation to the learning outcomes for the course or subject and grade.	C-	The student is experiencing difficulty in relation to expected learning outcomes for the course or subject and grade.
B	The student demonstrates good performance in relation to expected learning outcomes for the course or subject and grade.	I	In progress or Incomplete: The student, for specifically identified reasons, is not demonstrating minimally acceptable performance in relation to expected learning outcomes for the course or subject and grade.
C+	The student demonstrates satisfactory performance in relation to expected learning outcomes for the course or subject and grade.	F	Failed or Failing: The student has not demonstrated minimally acceptable performance in relation to expected learning outcomes for the course or subject and grade.

8

Conduct & Discipline Policy

VTT promotes a climate of mutual respect for the rights of others. Students and parents are expected to respect the rights and privileges of other students, parents, teachers, school staff and visitors.



POLICY STATEMENT

The school's rules of conduct and discipline are established to achieve and maintain order in the school.

Those who violate the rights of others or who violate school rules will be subject to remedial and/or disciplinary measures. Such measures are designed to: correct; promote; and rehabilitate. All written disciplinary actions will be recorded in the student's file.

Reason for Policy

Students, parents, teachers and the school administration have a right to a healthy and safe school environment. This policy will aid us to communicate the schools' rules of conduct and discipline regarding behaviour, attitudes and safety with our students and families.

CODE OF CONDUCT

Parents

Parents are responsible for abiding by all policies and procedures while in or representing VTT. Parents are expected to work in respectful partnership with all members of the school community. Thoughtful, respectful communication with faculty, school leadership, administration and other parents is essential to student success. **The consequences for not acting in accordance with this Code of Conduct include revoking privileges, discharge from the school, and non re-enrollment of family for subsequent school years. Please see our link to our Harassment and Discrimination Policy:**

<http://storage.talmudtorah.com/harrassment.pdf>

Should you have a question or concern about your child, please contact your child's teacher(s). Should you contact another staff member before the classroom teacher, you will be redirected to the teacher as s/he is the most appropriate point of first contact.

Confidentiality is crucial to creating a safe, trusting and respectful school environment. All parents are expected to treat sensitive, personal information with the utmost care and confidentiality.

Students

Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity. Student responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Attending all classes, regularly and on time (see VTT Code of Conduct Appendix #1 – Elementary School Lateness).
2. Being prepared for each class with appropriate materials and assignments.
3. Being appropriately dressed in school uniform and groomed.
4. Showing courtesy and respect toward others and behaving in a responsible manner.
5. Avoiding violations of the Code of Conduct and Discipline Policy and always exercising self-discipline and obeying all school rules, including safety rules.
6. Co-operating with any investigation of code of conduct cases and volunteering known information relating to a serious offence.

The school has authority over students during the regular school day, during recess, lunch periods and/or when a student is allowed to leave campus, and while going to and from school on school transportation. This jurisdiction includes any activity during the school day on school grounds and attendance at any school-related activity, regardless of time or location. Notwithstanding that an incident occurs outside of school hours, or off school premises, if it has a direct impact on VTT students and staff, the school will assume authority over such incidents.

Elementary school students are not allowed to leave the school during the school day with other parents or students unless permission in writing is received from the parents of that student requesting the leave. Grade 5, 6 & 7 students are subject to the Strike System set out in Appendix #2.

Students at school or school related activities are prohibited from:

1. Directing profanity, vulgar language, or obscene gestures towards other students, teachers or staff, or visitors.
2. Leaving school grounds or school sponsored events without permission.
3. Disobeying directives from school personnel or failing to adhere to school policies, rules, and regulations.
4. Stealing from students, staff, or the school.
5. Damaging or vandalizing property owned by the school, other students or employees and/or throwing objects that may cause bodily injury or damage property.
6. Cheating or copying the work of another, disobeying school rules and conduct on school buses.
7. Fighting, committing physical abuse, or threatening physical abuse to students, staff or other individuals.
8. Bullying, harassing, teasing, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
9. Name-calling, ethnic, racial, or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
10. Participating in any kind of cyber bullying or harassment aimed at VTT students or staff. Cyber bullying and harassment include but are not limited to any form of inappropriate verbal, written or physical behaviour which is unsolicited and unwelcome and interferes with an individual's performance and well being.
11. Engaging in inappropriate physical or sexual behaviour.
12. Selling, giving, or delivering to another person or possessing, using, or being under the influence of: marijuana or a controlled substance; a dangerous drug, glue, aerosol paint, or other volatile chemical; or an alcoholic beverage.
13. Selling, showing, giving, or delivering to another person or possessing pornography in any form.
14. Bringing a firearm to school. Possessing razors, switchblades, box cutters, chains, or any other object used in a way that threatens or inflicts bodily injury to another person.
15. Smoking or using tobacco products and/or playing with matches or fire.
16. Behaving in any way that disrupts the school environment or educational process, including, but not limited to, failure to adhere to the school dress code, having a pager or cell phone activated, or discharging a fire extinguisher.

Consequences

In the event a student engages in prohibited conduct the principal or the appointed designate (by the principal) will decide on the appropriate investigation and response. Such response(s) may include, but are not limited to:

- ✓ Verbal reprimand
- ✓ Behavioural contract
- ✓ Restriction of privileges
- ✓ Detention
- ✓ Parental contact
- ✓ Temporary withdrawal of certain privileges or participation in school activities
- ✓ In-school suspension
- ✓ Out of School suspension up to 10 school days (see Appendix #3)
- ✓ Probation
- ✓ Referral to outside agency
- ✓ In-school suspension program
- ✓ Out of school suspension over 10 days (see Appendix # 4)
- ✓ Immediate removal from school premise pending a hearing
- ✓ Expulsion (see Appendix #4)

17. Making bomb threats, false alarms and threats, hoaxes, or accusations regarding school safety.
18. Engaging in any illegal conduct as defined by law.
19. Any other substandard conduct that the school deems to be inappropriate.



APPENDICES

#1. ELEMENTARY LATENESS

Definition of an Unexcused Late:

If a student arrives in the classroom after the second bell has gone (8:30 a.m.), he or she is considered to be late. An unexcused late is defined as a late for which the student has not provided a written note* on his/her return to school, or for which a parent/guardian did not phone the office to notify on the day the late occurred.

* Notes will not be accepted retroactively.

Reasonable Lateness:

There are occasions where lateness is unavoidable such as when doctors' appointments must be set during school hours. Reasonable lateness is determined by the administration. No more than four lates monthly will be tolerated without approved reason.

Students arriving after 8:30 a.m. and before 9:00 a.m. should sign their name and grade on the clipboard in the foyer by the school office or in the parkade. Students arriving to school after 9:00 a.m. or 12:25 p.m. must obtain a late slip from the office and then must be buzzed through the inside doors.

#2. GRADE 5, 6 & 7 BEHAVIOUR REFERRAL SYSTEM

The leadership team will assign "points" to students in grades 5, 6, and 7 who do not act in accordance with the VTT Code of Conduct in or out of class, on the bus, who do not follow class or school rules, or who interfere with other students' learning. In the event of problematic behaviours, students in grades 5-7 participate in a system as it relates to inappropriate behaviour. Students are expected to adhere to VTT's Code of Conduct. In event the expectations are not being met, the students will be issued "points" up to a **maximum of 10 points for the entire school year**. Examples of each points level can be found below:

1 point: (i.e., inappropriate dress, eating in the halls),

3 points: (i.e., misbehaving in the halls, lunchroom, assemblies, hiding in bathrooms or classrooms at lunch or recess, classroom issues related to interfering with the learning of others),

5 points: (i.e., being disrespectful of teachers, staff or fellow students, guest speakers, substitute teachers, damaging or disrespectful treatment of property, improper bus behaviour or improper behaviour on field trips), or

10 points: (these are suspendable behaviours and include fighting, dangerous behaviour on the bus or on school grounds).

- ◆ Points will accumulate all year (not by term)
- ◆ In addition to accumulating points, students will be required to participate in some form of restitution as determined by the administration (i.e., throwing food in the lunchroom – 3 points and one week cleaning the lunchroom)
- ◆ 10-point offenses will result in an automatic suspension and a behaviour contract. The contract must be signed by the student, his/her parent(s) and a member of the administration.
- ◆ Students may also be suspended for accumulating 10 points
- ◆ If students go two months without accumulating any points, two points will be deducted from the total

****10 point offenses = automatic suspension**

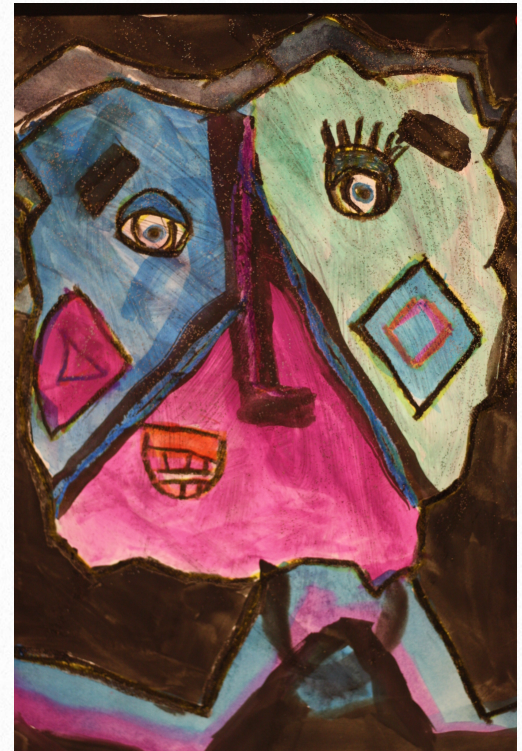
When faculty and staff are issuing a Behavior Referral Form, it will be returned to the administration who will be meeting at least once a week to review all of the forms.

Point system steps:

1. A member of the school staff or faculty will advise the student that a Behaviour Referral Form is being completed.
2. The teacher will complete the form and forward it to the leadership team who will collect and manage all of the documentation, and will assign the points accordingly. The leadership team will meet at least once a week to review all point forms and will provide feedback to teachers.
3. Once the administration sees that a student has reached five points, a call will go home to the parents, and a plan will be devised with the student and parents in an effort to improve behaviour. **Teachers will be advised of the plan following the meeting.
4. If a student reaches 10 points, the student will receive a suspension and will be re-admitted to school on a behaviour contract to be signed by the student, his/her parents, and a member of the administration.

#3. OUT OF SCHOOL SUSPENSION UP TO 10 SCHOOL DAYS

1. Suspension is defined as the removal of a student from the campus. While suspended, a student is prohibited from attending activities on, off or at the school premises. The principal or the designee may suspend a student for conduct that is defined under the Examples of Prohibited Conduct, but is not limited to this list.
2. The school reserves the right to suspend a student pending an investigation or hearing with respect to an infraction where it is in the best interest of the school to do so having regard to the school's responsibility to provide a safe and secure learning environment.
3. A suspension may be imposed for one or more school days for each separate infraction.
4. A student is responsible for all class work missed during the period of suspension. The school will cooperate with the student to provide homework assignments during the suspension.
5. The assistant head of school or the designee shall conduct a conference at which the student is advised of the misconduct and the student is given an opportunity to explain his or her version of the incident.
6. School personnel will notify the parent(s) or legal guardian(s) prior to the student being sent home as a result of the prohibited conduct.
7. The assistant head of school or the designee has the final authority regarding a decision to suspend.
8. During the period of suspension (including suspensions over ten school days), it is the responsibility of the parent(s) or legal guardian(s) to provide the appropriate supervision for the student.



#4. SUSPENSIONS OVER TEN (10) SCHOOL DAYS OR EXPULSION

If misconduct occurs and through an investigation it is determined that an expulsion or a suspension of over 10 school days is warranted, the student and the parent(s) or legal guardian(s) and the president of the board, shall be informed in writing by the Head of School or the designee of the allegations and the recommendation for expulsion or suspension of over 10 school days. A decision to expel or suspend a student over 10 school days shall not be implemented until there has been a hearing by the Discipline Committee, unless the right to such a hearing is specifically waived by the student and his or her parent(s) or legal guardian(s) in writing.

Yachad: Social Responsibility at VTT



“... the time you spend teaching your discipline plan and your rules of conduct is an investment that pays huge dividends in increased learning, on-task student behaviour and increased job satisfaction ...”

– Mark Boynton and Christine Boynton, *The Educator’s Guide to Preventing and Solving Discipline Problems*

Talmud Torah has introduced a Social Responsibility program, designed to guide student behaviour, foster a greater sense of accountability within the school and create a spirit of unity that can be felt throughout the school. A school-wide investment in such a model promotes a safe, orderly and predictable environment for learning and teaching, establishing therein a positive school culture that students, parents and staff perceive as secure, caring and meaningful.

The very name of this social responsibility program, spurned from a collective desire for togetherness, a common understanding and a yearning to live as one is **YACHAD**, meaning unity.

Vancouver Talmud Torah has adopted a common code of conduct (displayed in the form of a matrix) outlining clear expectations for students in all settings. This matrix has been designed with Jewish values, and a desire for consistency across the grades, in

mind. The faculty and administration at VTT will work to ensure that students feel compelled to adhere to the rules laid out in the matrix featured below:

Once a month, the school will come together as a whole to celebrate and participate in a Yachad assembly where “*Menschens of the Month*” will be recognized for their good deeds. For each month from September to June, a theme has been assigned, either intended to coincide with a Jewish holiday and the values and traditions therein, or to coincide with important world events, core values or *mitzvot* (commandments) to live by.

During each of these months, the student body at VTT will be encouraged, by their teachers and peers, to live by and enact *mitzvot* associated with that month’s theme. However, each month a different grade will be responsible for showcasing how their class has worked to embody that month’s theme. This will take place at the Yachad assembly, affording each grade an opportunity to share their learning and achievement. (The Yachad assembly dates will be entered into the school’s online calendar.)

The Yachad assembly will serve to recognize the students who have worked hard to live by the goals of that month’s theme. Their names and the deed for which they were nominated will be announced for all to hear. Each nominee may also receive a silicone bracelet embossed with that month’s theme.

Throughout the school, in hallways and classrooms, the behaviour matrix will be posted for all to see and for all to live by. Parents are encouraged to remind their children to practice the values that go along with a particular month’s theme and to work hard to come together (*b’yachad*) to effect change through positive behaviour and *mitzvot*. A banner showcasing each month’s theme will be displayed for all to see at VTT.

As we begin this new school year, with endless possibilities on the horizon and limitless potential in each student revealed, a sense of togetherness will drive us forward to achieve the goals laid out in the Yachad Program.

	SETTING					
	ALL SETTINGS	BATHROOMS	HALLS	CLASSROOM	OUTSIDE	ASSEMBLIES
RESPECT FOR SELF	<ul style="list-style-type: none"> • Move slowly and safely. • Do your best. 	<ul style="list-style-type: none"> • Keep safe. • Wash your hands. 	<ul style="list-style-type: none"> • Walk safely. 	<ul style="list-style-type: none"> • Be organized. • Listen to learn. • Move safely. • Arrive on time. 	<ul style="list-style-type: none"> • Play safely. • Stay on school grounds. • Dress appropriately. 	<ul style="list-style-type: none"> • Enter quietly and face forward. • Sing “O Canada” and “Hatikvah” proudly.
RESPECT FOR OTHERS	<ul style="list-style-type: none"> • Treat others kindly. • Speak positively to others. 	<ul style="list-style-type: none"> • Allow privacy. 	<ul style="list-style-type: none"> • Be quiet. • Be careful of others and keep right. • Stay in your line. 	<ul style="list-style-type: none"> • Work cooperatively. • Be kind and encouraging. • Respect people’s personal spaces. 	<ul style="list-style-type: none"> • Play cooperatively and take turns. • Speak and act kindly. 	<ul style="list-style-type: none"> • Keep eyes and ears on the speaker. • Allow others to focus. • Keep your hands to yourself.
RESPECT FOR THE ENVIRONMENT	<ul style="list-style-type: none"> • Put garbage and recycling in the right place. • Take care of school property. 	<ul style="list-style-type: none"> • Leave it clean. • Use just what you need. 	<ul style="list-style-type: none"> • Respect the work of others. • Keep the halls tidy. 	<ul style="list-style-type: none"> • Keep the classroom organized. • Use things properly and safely. 	<ul style="list-style-type: none"> • Use equipment properly. • Put garbage and recycling in the right place. • Respect nature. 	<ul style="list-style-type: none"> • Respect the gym space.

9

Uniform Policy & Student Appearance

Uniforms help build school spirit based on a sense of unity and identification with a special and unique group. They also ease social pressures and cost to families.

GIRLS	BOYS
Shirt: Regular or fitted white logo golf shirt (short or long-sleeved)	Shirt: Regular or fitted white logo golf shirt (short or long-sleeved)
Vest or Pullover (sweater): Grey (mandatory part of winter uniform)	Vest or Pullover (sweater): Grey (mandatory part of winter uniform)
Skort/Scooter: Navy with length just above the knee Tunic: Only for girls in K to Grade 3	Pant: Navy with elastic or adjustable waist Walking short: Navy with adjustable waist
Socks: White or navy socks (with pants) Navy knee socks or tights (with skort)	Socks: White or navy
Shoes: White or dark (black, navy, or grey shoes or runners)	Shoes: White or dark (black, navy, or grey shoes or runners)
Gym Strips for students in Grades 6 & 7 only (grey logo shirt; blue uniform sport shorts or skorts)	

Vancouver Talmud Torah's Kindergarten to Grade 7 students are required to wear the school uniform during school hours. Parents are responsible to send the student to school in a uniform which is clean, well-maintained and **clearly labelled**.

Why Students Wear Uniforms:

1. Wearing a uniform allows students to focus on more meaningful things than external appearances. We encourage individuality by having the students develop standards of excellence in their spiritual, physical and intellectual lives.
2. We believe that being a grown-up lasts for a long enough time. Elementary schooling should be relatively free from the pressures of fitting into prescribed modes of dress by external influences, such as the media. etc.

The uniform policy will be strictly enforced. Please ensure your children are appropriately dressed before arriving to school. Students coming to school in inappropriate attire will be given a written reminder and/or phone call home. **If there**

is an issue regarding your child's uniform, please contact the teacher or one of the principals soon as possible.

Our uniform supplier is **Cambridge & Company**. Fittings are offered at the end of the school year. Items ordered will be delivered to the school.

Phone: 604-924-9009

Email: info@cambridgeuniforms.com

Website is: www.cambridgeuniforms.com

Store: #135-1305 Welch Street, North Vancouver

Hair

Students may dye their hair any natural color; extreme hair styles and colors are not permitted. All hair accessories should be neutral, navy, black or white.

Makeup

Makeup and nail polish must be subtle and natural in appearance.

Jewelry

Girls may wear modest earrings: studs or small hoops but no large dangling earrings.

10

Arrivals, Dismissals, Absences & School Closures

All independent school students must attend school a minimum of 135 days to qualify for the Ministry of Education grant.

THE 135-DAY ATTENDANCE FORMULA

September 30th is the date on which the official enrollment count is taken for both public and independent schools.

All students in independent schools who attend a minimum of 135 days up to May 15th are counted as fully qualifying students. Students attending independent schools fewer than 135 days by May 15th are counted as partially qualifying students in proportion to the number of days they attend school. This count includes all students who have transferred in between September 30th and May 15th of the school year.

Grant payments made in January and March are made on the basis of September 30th enrollment reports. According to the Ministry of Education, inexcusable absence (including travelling) for an extended period of time during the school year is not considered an appropriate reason to miss school. Therefore, the Ministry deducts the grant to the school.

ARRIVALS

Preschool classes begin at 8:20 a.m. **Kindergarten to Grade 7 classes** begin at 8:25 a.m. Please ensure that students **arrive five to ten minutes earlier** to prepare for school. Students will be permitted to wait in the halls on the main floor until 8:15 a.m. when the doors leading to classroom wings be opened. Students and parents may enter the school from 26th Avenue (main door) or the playground doors only.

As classroom doors open at 8:15 a.m., it is preferred that parents plan to drop off students between 8:15 a.m. and 8:20 a.m. We encourage parents of students in the upper grades to say their goodbyes in the parkade drive-thru or in front of the school as it is desirable to foster independence and self-reliance in our older students.

The school does not provide before school supervision for students and is not responsible for supervision of students outside of school hours. In the case of before and after school programs, the contractor leading the activity is responsible for supervision and it is the parent's responsibility to drop off and pick up their children at the specified time.

LATE ARRIVALS

All students arriving late to school must sign in at the office before proceeding to class. They will be given a late slip to bring to their teacher. **This applies to any student arriving after 8:30 a.m., including preschoolers, for security.**

DISMISSALS

Students are dismissed by their teachers and are expected to leave the building immediately at 3:20 p.m. for pick up by parents. The only exception is if students are staying to work with a teachers, are attending a supervised extra-curricular activity, or are working in the Learning Commons until closing time (4:30 p.m. Monday through Thursday; **closed on Fridays and early dismissal days**).

The school does not provide after school supervision for students and is not **responsible for supervision of students outside of school hours**. In the case of before and after school programs, the contractor leading the activity is responsible for supervision and it is the parent's responsibility to drop off and pick up their children at the specified time.

Students must not be left to wait for their parents past 3:45 p.m. Our traffic team manages the parkade drive thru until 3:45 p.m. only. **It is the responsibility of parents to pick students up on time.**

EARLY FRIDAY DISMISSALS

In order to enable both students and staff members to arrive home with sufficient time to prepare for Shabbat on the early winter Friday nights, the school will be dismissed at 2:20 p.m. **beginning November 13, 2015.** Regular dismissal time will resume on **Friday, March 18, 2016.** The school does not provide after school supervision for students, and is not responsible for students outside of school hours. **The learning commons is closed on Fridays.**

Students must not be left to wait for their parents past 2:45 p.m. Our traffic team manages the parkade drive thru until 2:45 p.m. only. It is the responsibility of parents to pick students up on time.

EARLY DISMISSALS BY PARENTS

Students may not be excused from school before regular dismissal time unless there are very urgent extenuating circum-

stances. **Parents are asked to cooperate by arranging medical, dental, and other appointments after school hours.** Students are not permitted to leave the school for lunch without prior arrangement and written permission. We urge parents not to take students for lunch prior to the dismissal bell.

If a student must leave early for an appointment, the parent should email the classroom teacher **and** the office at office@talmudtorah.com. Teachers are asked to dismiss the student at the appropriate time. If the classroom teacher does not dismiss the student, the office will call into the classroom. The student must be signed out at the office by the parent.

ABSENCES, LONG TERM ABSENCES & MAKE UPS



Regular attendance in school is a prerequisite for scholastic achievement – especially in our dual program where every precious moment counts.

Review of the lesson taught the previous day, the current day's lesson, and homework assignments are covered daily. In case of absence of more than one day, parents should arrange for assignments and books to be sent home with a

friend. VTT discourages parents from taking their students out of school for extended vacations. **In the event that families choose to take such vacations, teachers are not responsible for preparing special lessons and homework in advance. It is the parents' responsibility to ensure completion of assignments and the students' responsibility to complete assignments and catch up.**

In the event a student is unable to attend class, please contact the school office by telephone or email (office@talmudtorah.com) and state the reason for the absence by 9:00 a.m. on the day of the absence. Students who are absent from school for any reason are required to submit a letter of explanation to the school. **This is a Ministry of Education requirement and the documentation will be**

kept on file. If there is an issue impacting attendance, please contact the Assistant Head of School as soon as possible.

SCHOOL CLOSURE DUE TO INCLEMENT WEATHER

A decision of this kind is based on safety and security of students; not on the the number of centimeters/inches of snow. These are the factors that influence our decision:

- ◆ The number of students who are carpoled or come on the school bus
- ◆ Radio and TV news reports from 6:00 a.m. advise motorists of the danger of driving in weather conditions
- ◆ Most independent schools close for the day

Should it be necessary at any time to close the school due to inclement weather, please check our website at www.talmudtorah.com. Information will be posted either late at night or by 6:00 a.m. the following morning. You can call into the school to listen to a pre-recorded message or you may listen from 6:00 a.m. to one of the following: CKNW AM 980/CBC AM 690/CBC FM 88.1.

RAINY DAY POLICY

During the rainy season, please ensure that your students come to school dressed for inclement weather. Students benefit from fresh air and, consistent with school policies throughout the Lower Mainland, **they are required to play outdoors, rain or shine.** Vancouver Talmud Torah has the benefit of a large sheltered area in the sandbox; however, it is imperative that all students come to school equipped with the proper rain gear. *It may be helpful to keep an extra set of clothing in the student's locker.*

LEARNING COMMONS USE

Hours: Monday to Thursday; the learning commons is open until 4:30 p.m. for student use. It is not open after school on Fridays. It is closed on all early dismissal days.

Students are expected to behave with decorum and tact when using the LC after school. VTT reserves the right to suspend or end privileges for students who fail to abide by these expectations.

Note: During class time the learning commons operates on a flexible schedule. As a result, use may be limited occasionally due to classes, meeting, or other activities in session. Watch for a sign on the door. Parents are asked not to linger in the learning commons during instructional time as it can be distracting to the students.

LOANS: Parents and students may borrow 3 books at a time for up to 2 weeks.

Note: Borrowing of current Jewish holiday materials may be restricted to ensure teachers' access for classroom use.

OVERDUE BOOKS: Overdue books must either be returned or renewed before other books can be signed out.

Heavy snow day?
Wondering if school is open?

What to do:

- ✓ Check talmudtorah.com
- ✓ Check your email
- ✓ Listen to CBC AM 690 or FM 88.1, CNKW AM 980



11

Immunizations and Health & Diet Issues

So take good care of your n'fashot/
whole beings...

--Deuteronomy 4:15



In accordance with the policy adopted by the Health Department of the City of Vancouver and the public school system, Vancouver Talmud Torah requires that all new students entering Kindergarten and/or higher grades have their immunization status completely up to date. This means that a child must have had the following **immunizations**:

- ✓ Basic series of diphtheria, pertussis (whooping cough), tetanus and polio (DPT and polio).
- ✓ A booster of DPT and polio given after the fourth birthday, but before school entrance to Kindergarten and/or higher grades.
- ✓ Immunization against measles, mumps, and rubella (German measles) often given as a combination vaccine (MMR).

A record of the completed immunizations on the immunization form must be given to the school office before enrollment can be completed. Immunizations can be updated by a family doctor, or by Vancouver Coastal Health, which has on-going clinics.

The parent of any student who is not immunized due to medical exemption must provide signed documentation of this. According to the Canadian Paediatric Society, *immunization to control serious infectious diseases has been one of the outstanding achievements of preventive health medicine.* Choosing not to immunize one's child puts the health of those students who cannot be vaccinated AT RISK. *Non-immunized students may be excluded from school in the event of a communicable disease outbreak.*

STUDENT MEDICAL INFORMATION & FIELD TRIP CONSENT FORM AND WAIVER FORM

This form needs to be completed annually when enrolling online. It is extremely important for the office to have immediate access to current information. If these forms are not updated annually, this could prevent the student from attending school trips and activities.

If a student has serious allergies or health concerns, additional forms with specific details related to their needs must be completed and returned to the school office. Arrangements should be made with the office to provide any medication the student may require.

ACCIDENTS, ILLNESSES AND EMERGENCIES

The school has certified first aid personnel on staff in the event of any medical emergency. 911 may also be called in the event of a medical emergency.

It is important that each parent keep the school informed of the **CURRENT telephone number** where s/he can be reached during the day in the event of an emergency, as well as current numbers of emergency contacts authorized to act for the parents in the event that parents cannot be reached. Parents have the ability to make these changes online through the Talmud Torah parent portal.

In the event that a student feels ill at school, parents will be contacted if it seems necessary. In cases of serious injury, paramedics will be called and your child may be taken to the ER at Children's Hospital. The school will make every effort to contact the parents or the emergency contact in the event the parents are unavailable.

Medication cannot be administered to students by staff.

CONTAGIOUS ILLNESSES

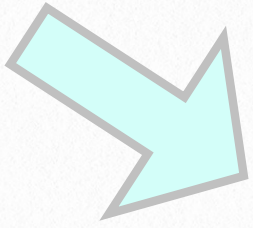
If a child has a suspected virus or has been diagnosed with a contagious illness, please notify the office immediately. To maintain the healthiest environment possible for all our students, children should be kept home for 24 hours after all symptoms have passed. If a student displays symp-

It is appropriate for a child to return to school following an illness:

- ✓ After 24 hours of antibiotic therapy for strep throat, conjunctivitis or other contagious bacterial conditions.
- ✓ For those students suffering from viral conjunctivitis (pink eye), students should remain home until symptoms have subsided as antibiotic treatment does not diminish the condition and the risk of spreading is high. Please consult with a physician for advice on when it is safe for your child to return to school without compromising the health of others.
- ✓ After 24 hours without fever. Many children with a nighttime fever will not have a fever in the morning, only to spike one again later in the day.
- ✓ After 24 hours without vomiting, diarrhea or rash.
- ✓ Upon doctor's recommendation, documenting that a child is no longer infectious from a severe bacterial or viral illness.

toms while at school, parents will be contacted and asked to take their child home.

While it is not required to keep a child home if s/he has a cold, **parents are asked to please use their best judgment.** If s/he is continuously coughing or sneezing or has a very runny nose, it may be wise to keep them home. Please speak with your child and reinforce the importance of **hand washing.** Every classroom is equipped with hand sanitizer.



Fifth Disease is a viral illness often characterized first by fever and mild cold like symptoms and later by bright red blotches on the face, torso, arms and legs. This virus can have serious implications for pregnant women and individuals with compromised immunity. If you suspect Fifth Disease, please do not send your child to school. According to Vancouver Coastal Health, once the rash appears, children are no longer contagious and can return to school.

NOTICE TO PARENTS ABOUT LICE

Head lice are small insects that live in the hair and scalp. They do not carry disease but are very unpleasant because they cause itching. Head lice are a common problem in childhood. They spread quickly because children play closely together.

Parents have responsibility for assisting in the prevention and management of outbreaks of nits (lice eggs) and head lice through regular checks of the child's hair and commencing immediate treatment when head lice or nits are detected.

If a teacher suspects a student is infested with head lice, the parents will be contacted and asked to take their child home.

A child is required to be absent from school until effective treatment against head lice has begun.

In the event a case of lice is reported in a class, a notice will be emailed to the parents of the students in that class complete with instructions on monitoring and treatment. Please instruct your children not to share hats, *kippot*, brushes, combs and other headwear to prevent the spread of lice. If there is an outbreak, girls in particular are encouraged to cover/wrap their hair (scarves/bandanas) to limit its spread.

PEANUT/NUT AWARE POLICY

At Vancouver Talmud Torah, we endeavour to provide a safe environment for all our students. To that end, we must respect the fact that some of our students have life-threatening allergies to peanuts, nuts and nut products. For some students, ingestion or exposure to by unknowingly touching traces or residues of this food substance (i.e., on a

ball, on a hand, student desk or lunch table) could cause anaphylactic shock and, without immediate emergency medical assistance, loss of consciousness and death.

In response, VTT, like most other schools throughout the Lower Mainland, is a "peanut/nut aware" school. This means that products containing peanuts, nuts or nut products in students' lunches will not be allowed. Food brought in for common consumption must not contain peanuts, nuts or nut products. We do not use the terminology "peanut/nut free" because we cannot guarantee that there will never be traces of peanuts/nuts in the school.

We understand this may cause some inconvenience to our families. Below are some nutritious lunch and snack ideas:

Peanut free lunch ideas:

- ✓ Pita wrap sandwich with humous/refried beans/cheese with lettuce and tomato
- ✓ Quesadilla wedges with melted cheese and/or refried beans and side container of salsa
- ✓ Boiled cheese tortellini with dip
- ✓ Macaroni and cheese and other forms of pasta
- ✓ Crackers with hard boiled egg or cheese
- ✓ Yogurt with carrot, celery and cucumber sticks and a piece of fruit
- ✓ Bagel sandwich with cheese/cream cheese/smoked salmon
- ✓ Pizza slice with vegetables or fruit
- ✓ Soup or stew in a thermos
- ✓ A multi-compartment plastic container with your child's favourite fruits, vegetables, condiments

Peanut free snack ideas:

- ✓Yogurt
- ✓Fruit cups
- ✓Fresh fruit or dried fruit
- ✓Pudding
- ✓Crackers and cheese
- ✓Celery stuffed with soft cheese or cream cheese
- ✓Homemade trail mix with cereal, pretzels, and raisins
- ✓Graham or animal crackers
- ✓Vegetables with dip
- ✓String cheese
- ✓Mini pitas or mini bagels



12

Technology Use: Rights & Obligations

The privilege of having access to technology comes with certain rights and obligations. When used properly, tech tools can enhance student learning.



STUDENT RIGHTS:

- ✓ Students have the right to an excellent learning environment. The Learning Commons will provide access to appropriate educational material from the internet to enhance school projects. It will enable communication with other internet users when sharing common school-based interests.
- ✓ Students have the right to access information that is consistent with the values and goals of the school.
- ✓ Students have the right to teacher and staff guidance. If students are not sure of anything, they are encouraged to ask for help.

STUDENT OBLIGATIONS:

- ✓ Act respectfully: be polite and use appropriate language, especially with e-mail.
- ✓ Participate responsibly: protect one's password. Look after the equipment and the learning commons. Do not bring any computer viruses to school.
- ✓ Be legal: stay away from anything that is offensive, illegal, obscene or threatening. Use only licensed software.
- ✓ Behave safely: do not reveal any personal information such as address, phone number, or banking information.

VANCOUVER TALMUD TORAH RESERVES THE RIGHT:

- ✓ To ensure the learning commons is being used for academic and school purposes by periodically monitoring computer activities.
- ✓ To restrict information stored on the computer and to restrict information transmitted over the network.
- ✓ To take away the privilege to use the learning commons if students are found to be abusing the resources and/or accessing inappropriate sites. If appropriate, the school may take other disciplinary actions.

A Computer Facility Form for each student must be completed, signed and returned to the school office. The school will keep this form on file for the duration of the student's enrollment. If you have a new child and/or children coming to the school please complete a new form with all children enrolled to avoid duplicate forms being on file.

Access to the Learning Commons at VTT is a privilege. Use it responsibly and appropriately. Do not abuse it!

Please visit our website and click on the "Policies, Handbooks and Forms" link to read our Acceptable Use Policy for students. It is every parent's responsibility to discuss this policy with their children in age appropriate language.



13

Traffic & Parking

Families are encouraged to use the drive-thru in the joint VTT-BI parkade for drop-off and pick-up. It is safe, efficient, convenient--and time saving!



As a destination school attracting families from across Greater Vancouver, and with our growing enrollment, getting to and from our school safely and in an orderly manner is of paramount importance. Please read the instructions on the following page carefully to ensure your child--and every other VTT student--benefits from the careful and considerate conduct of the each and every parent and adult in our school community. There are specific rules regarding drop-off, pick-up and neighbourhood parking that **MUST** be followed. **These rules apply to every drop-off and pick-up--NO EXCEPTIONS!**

JOINT VTT-BI PARKADE

The VTT-BI Joint Parkade opened in the fall of 2015. It is located off 28th Avenue underneath Congregation Beth Israel. This is the safest and most efficient method to drop off your children in the morning and pick them up in the afternoon. We strongly encourage ALL FAMILIES to use the parkade.

ENTERING THE PARKADE

The only way to safely and efficiently enter the parkade is from the east. That is, all cars must be heading west (toward Oak Street) on 28th Avenue and make a right turn into the parkade. Avoid making a left turn into the parkade from 28th Avenue.

Once you are heading down the ramp, you have two choices:

Enter through the last door on your left (door #3) to access the drive-thru (easiest, quickest and most efficient). We strongly encourage families with children in Grades 3-7 to use this method as there are not enough spaces for everyone to park in the parkade. Our traffic team will assist your children out of their cars and ensure they safely reach the school through the VTT playground. **Students as young as preschool age have successfully navigated the secure walking path to VTT.**

If you are planning to park and escort your children into school—**and spaces are limited**—enter through the first door on your left (door #1) to park your car. **Families with younger children ONLY** should be parking. Everyone else should use the drive thru.

EXITING THE PARKADE

There is ONLY ONE EXIT DOOR. That is door #2 in the middle of the parkade. Follow the signs and arrows directing you to door #2.

Once you head up the parkade ramp, you **MUST TURN RIGHT onto 28th Avenue** and then continue RIGHT on to Oak Street. You cannot make a left turn onto 28th nor onto Oak Street as this will severely back up traffic.

OAK STREET IS DANGEROUS

Students must never be picked up or dropped off on Oak St. Traffic is brisk and congested along Oak Street. **During morning and afternoon rush hours, there is no stopping on Oak Street so please do not pull over to drop off your children.**

During early dismissal Fridays, please do not park along the east side of Oak Street as this severely impedes the flow of traffic.

DO NOT CROSS OAK STREET

Students who walk or take the southbound Oak Street bus should NOT cross Oak Street at West 26th Avenue. They should only cross with the traffic signal at West King Edward Avenue.

NEVER LEAVE YOUR VEHICLE

Never leave your vehicle unattended in the drive-thru. A smooth and efficient traffic operation relies on parents staying in their vehicles and proceeding when directed by our traffic team.

WHERE TO PARK IN THE PARKADE

We encourage our families—whenever possible—to use the parkade drive-thru and avoid parking in stalls as spaces are limited. Should one choose to park their vehicle, **do NOT park in any spaces marked SYNAGOGUE PARKING, RESERVED OR STAFF PARKING.** The playground doors to the parkade will lock at 9 a.m. every morning. Please ensure you return to your vehicle by that time. **If you are volunteering in the school and using the parkade, please register your vehicle and plate with our security team.**

PARKADE HOURS

Parents will have access to the parkade in the mornings from 8 a.m. to 9 a.m. and in the afternoons from 2:45 p.m. to 4:15 p.m. The doors to the playground to access VTT will only open at 3:10 p.m. If parents are using the drive-thru, as opposed to parking their cars, they **MUST REMAIN IN THEIR VEHICLES AT ALL TIMES.** After 4:15, parents will need to come to the front office to pick up their children.

PARKING IN FRONT OF THE MAIN OFFICE ON 26th AVENUE

Parking in front of the main office is prohibited at all times. This space is reserved for VTT staff only. Please do not block this space, even for a short period of time. Deliveries occur throughout the day in this area and we cannot have parent vehicles blocking access.

KING EDWARD MALL/SAFEWAY PARKING LOT

Since the joint VTT-BI parkade opened in 2015, VTT no longer has a parking agreement with Safeway for use of their lot. Should one choose to park in the Safeway lot as opposed to the VTT-BI joint parkade, doing so is at one's own risk and peril. VTT will not accept responsibility for ticketing or towing of community members' vehicles in the Safeway lot. **VTT parents do NOT have Safeway parking lot privileges. Make a purchase at any of the mall's vendors should you choose to park there.**

VTT SUPPORTS CARPOOLING!

To ease both the traffic and time burden, contact Jennifer Shecter-Balin (info@talmudtorah.com) for help in finding carpooling partners.

Tips for a safe and efficient parkade drive thru experience:

- ✓ In the morning, arrive a little earlier. The parkade is quiet before 8:15 a.m. Arriving a little bit before allows you quick entry and exit.
- ✓ In the afternoon, arrive a little later. School is dismissed at 3:20. By the time students collect their belongings, say goodbye to their friends, and make their way to the parkade, it is almost 3:30. By arriving later, you reduce the amount of congestion in the parkade.
- ✓ Listen to the people directing traffic. They know what they are doing. They also want to keep everyone safe and keep the traffic flowing. Please respect their directions.

VTT BUS: JCC, WESTSIDE & MAIN STREET BUS SERVICE

With congestion along Oak Street at record highs and with an eye toward environmental stewardship, VTT's bus service aims to make the commute to and from school as convenient and worry-free as possible.

- ◆ Cost per ride is only \$1! (\$15 one-way monthly; \$25 two-way monthly)
- ◆ We have a total of 14 stops, **including a new stop at Main & King Edward in the a.m.**
- ◆ Priority seating to monthly subscribers



School bus service starts the afternoon of **Wednesday, September 9th in the afternoon**, with seats allocated on a first-come, first-served basis, with priority going to monthly subscribers. **Visit talmudtorah.com to see the list of stops and times.**

BUS RULES

If the student will not ride the bus as scheduled, **the school office must be notified by email ONLY (office@talmudtorah.com) no later than 12:00 noon on the day of travel.** A ride will be considered cancelled only when a confirmation email from the office is sent to the parent.

Students will not be left at a stop unaccompanied without prior written authorization and will remain on the bus for the remainder of the route should no authorized adult be present at the designated pick-up time. Please note all times are approximate due to traffic.

VANCOUVER TALMUD TORAH RESERVES THE RIGHT TO CANCEL BUS SERVICE IF RULES ARE NOT FOLLOWED. Failure to follow bus protocols may result in suspension of service for the remainder of the school year.

GENERAL SCHOOL BUS RULES

1. All students must remain seated and behave appropriately.
2. Students cannot save seats for friends. The driver reserves the right to assign seats.
3. All students must sit straight ahead in their seats (never standing while the bus is in motion).
4. If a student opens a window it should be closed upon leaving the bus.
5. Students must not put any body part out the window or throw anything out the window.
6. Voice levels must be at an absolute minimum in order for the driver to concentrate on driving and safety.
7. When the driver or assistant speaks, students are to remain quiet until his/her message has been conveyed.
8. No eating or drinking is allowed on the bus at any time.
9. No garbage is to be left on the floor or in between the seats. Students are to use the garbage bin.
10. Students not following these rules will have bus privileges suspended.

These rules concern SAFETY and are to be adhered to at all times.

14

Miscellaneous

Much happens in a single school day at VTT! Read this section for all those niggling questions you still may have. N.B. Our cell phone policy is in this section.



SCHOOL SUPPLIES AND MONEY AT SCHOOL

The following items are basic daily requirements for school:

- ✓ Proper uniform and inclement weather attire
- ✓ School bag including covered books and all needed school supplies
- ✓ Gym uniform on appropriate days
- ✓ Name and identification labels on ALL personal clothing and supplies
- ✓ Lunch and snacks
- ✓ Bus fare (if applicable)

SCHOOL SUPPLIES

At present time, school supplies are ordered in bulk for Grades 1 through 5. The cost is either part of one's tuition or is billed to families. School supplies list for Grades 6 & 7 are electronically distributed over the summer and posted on the VTT website as well.

SCHOOL TEXTBOOKS

The school issues textbooks to all students. Students are responsible for covering all books (if requested), keeping them in good condition and returning them at the end of the school year. Parents will be expected to replace lost or damaged textbooks, as well as reimburse the school for any equipment or property that their children may damage. This includes missing or lost books borrowed from the learning commons.

MONIES BROUGHT TO SCHOOL

Any monies to be turned in to school for payments of trips, plays, etc. should be placed in an envelope and clearly marked with the student's name, amount, and the function it is supposed to cover. These should always be given to your child's teacher, unless the instructions specify otherwise.

POLICY REGARDING STUDENT CELL PHONES AND OTHER MOBILE TECHNOLOGIES



Students bringing cell phones or other mobile technologies to school are required to keep these devices in their locker and switch them to silent or turn them off during school hours. If a cell phone or other device is seen or heard during the school day, the device will be brought to the office. On the first occurrence, the device will be returned to the student at the end of the school day. After the first occurrence, parents will be asked to retrieve the cell phone from the office. Mobile devices distract student learning and VTT aims to optimize the environment in which students learn, collaborate and interact.

VISITORS IN THE SCHOOL

All visitors to the school must report to the school office and/or security guard and sign in and out. All visitors to VTT (including parents) are required to wear a visitor's pass. No parent or other visitor may enter a classroom or interrupt instruction without clearance from the school office.

The school receives many interested visitors: prospective parents, guest speakers, board members, Ministry of Education officials. You may see them being led by the administration through the school and observing classes.



Students are requested NOT to bring any of the following items to school:

- ✓ Unnecessary money
- ✓ Expensive toys or games
- ✓ Electronic games
- ✓ Chewing gum
- ✓ Sharp or dangerous objects
- ✓ Electronic pets and trading cards
- ✓ Permanent markers
- ✓ Valuables of any kind
- ✓ Cell phones (must be kept in lockers)
- ✓ Any other prohibited items outlined in the VTT Code of Conduct Policy

The school is not responsible for any items or objects brought from home.

To support holiday programming and contribute to school life and spirit, all families are required to complete 10 volunteer hours at VTT. Volunteer opportunities are posted weekly in the Hadashot.

SAFETY & SECURITY

Vancouver Talmud Torah takes the safety and security of its students and personnel very seriously. VTT employs two trained security guards to monitor both the front door on 26th Avenue and the back gate. We also take direction from external professionals who regularly audit VTT's security protocols. Furthermore, VTT works closely with Jewish Federation to ensure complete community partnership in matters of security. Any suspicious behaviour or concerns should be reported to Debbie Broadley, office manager, who will document it and forward to the leadership team.

SCHOOL TELEPHONE AND FORWARDING MESSAGES/ ITEMS

The school telephone is reserved for school business. Students must request prior permission from teachers, administration and staff to use the office phone. Due to the number of families and students, the office is unable to accommodate large volumes of calls. Students are also not to use cell phones during the school day.

Student use of the phone or messages for students should be limited to emergencies only.

In the unavoidable event that a message needs to be left for a student, the office will do its best to contact them, but cannot guarantee the message will be received.

Parents should ensure their children are clear on after school arrangements (bus riding, pick-up details, play-dates, etc.) in order to avoid confusion and unnecessary phone calls to and from the office at dismissal time.

The office is unable to accept any non-school related messages/items. The school is unable to assume responsibility for any items and their delivery (gifts, letters etc.). This does not include lunches (which can be retrieved by students in the lunch tote in the foyer) and/or school items.

Bus cancellations must be received **by 12 p.m. on day of travel** by emailing office@talmudtorah.com

LETTER OF REFERENCES/REQUESTING COPIES OF REPORT CARDS

Requests for letters of reference for secondary school or other academic programs should be directed, in writing, to the leadership team. **A minimum of two weeks notice must be provided.** In consultation with the teachers involved, a letter of reference will be written by a member of the leadership team. Please note that letters of reference will be sent directly from VTT to the institution requesting the reference. Report cards are available online and can be downloaded and printed from the parent portal.

MEDIA RELEASE AUTHORIZATION

A Media Release Authorization Form for each student must be completed during the online enrollment process. This form will clearly indicate whether or not you consent to having your child's name and/or photograph published in external media. The school will keep this form on file for the duration of the student's enrollment.

RELEASE OF STUDENTS

The school can only release students to individuals listed on their emergency contact card and/or in the case the school has written permission from the parents. The office is unable to accept verbal confirmation due to legal considerations.

LOST AND FOUND

The Lost and Found area is located near the old gym and is used for clothing and other lost objects. Smaller non-clothing items and valuables are brought to the office. This area is emptied every term and the contents are donated to charity, if they are unclaimed. The school is not responsible for any items left on the premises.

SCHOOL 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 our students. Please check with the teacher to determine which assemblies are open to parents.

GLASS ON SCHOOL PREMISES

For safety reasons, students should not bring any glass containers to the school under any circumstances.

PETS IN THE SCHOOL

Some of our students have allergies - please do not bring pets into the school.

LOCKS AND LOCKERS

Students will have use of lockers for their coats and other belongings, where possible. Students in Grades 5-7 may use a lock to secure their belongings.

ROLLING BACKPACKS AT VTT

With VTT's recent school renovations and the replacement of its student lockers, **VTT can no longer accommodate rolling backpacks.** In addition to not fitting in these new standard size lockers, they will damage the new flooring on our stairs. Students in the primary grades need only bring a small backpack to school to fit their lunch bag and books for the home reading program. Students in the intermediate grades do not need large backpacks as much of the work is done using cloud-based applications.



HOT LUNCH

For those unfamiliar with "Jewcy," it is a daily hot lunch service run by former VTT parent, Lauren Kahn. Operating out of the school's dairy and meat kitchens, Jewcy Cuisine offers hot, nutritious lunches five days a week to students in Pre-school to Grade 7. Parents can order hot lunch from 1 to 5 days a week in two-month blocks (e.g., September & October, November & December, etc.) through the Munch A Lunch website (Visa, Mastercard and PayPal accepted). Orders can be placed through the ordering site until midnight the day before the selected day giving parents much flexibility and choice.



The cost for a hot kosher lunch with two sides is \$6.50. Jewcy Cuisine is proud of its commitment to the environment by serving all lunches in compostable/biodegradable containers.

Typically, four days a week are meat lunches (grilled burgers, hot dogs, turkey or salami subs, chicken fried rice, chicken noodle soup, chicken chow mein, roasted chicken legs, etc.) and Mondays are dairy lunches (pizza, mac 'n cheese, quesadillas, French toast, baked potatoes). Also on offer every day of the week: healthy salads with a scoop of egg salad or tuna with crackers.

PRE-PAID MEAL CREDITS can be purchased through the Munch A Lunch site. Once you create an account and register your child(ren), you have the option to pay in advance and then order the occasional meal at will. You have until midnight the previous day to order a lunch for the next day.

Shabbat Challah Recipe

Parents also have the option of ordering a weekly Shabbat kosher challah through our PAC. Watch your emails for ordering instructions.



A frequent parent request . . .

- 1 tbsp yeast
- 8 tbsp oil
- 1 cup warm water
- 1 tsp sugar

- 7 cups of flour
- 3/4 cup sugar
- 2 1/4 cup of water
- 2 eggs
- 2 tsp salt

1. Mix first 4 ingredients together, put aside and cover for 10 min. (make sure to place in a glass or metal cup or bowl).

2. Place flour and sugar in a mixer and then add in the yeast mixture.
3. Slowly add in water (start with 1 1/4 cups and determine if more needed). Add eggs one at a time. Add salt. Mix in mixer for 2 min. Let rise for 1 hour.
4. Punch down after 1 hour and then shape into challah or challah buns. Let it rise for an additional hour.
5. Brush egg wash over challah then bake at 375. Time will depend on size of challah (about 30 mins).

This recipe makes two generously-sized challot. Halve the recipe for one nicely-sized challah.

15

Communications & Development

Visit talmudtorah.com for the most up-to-date and current school information, including the school calendar. All Hadashot e-newsletters are archived and can be found by searching NEWS & FEATURES.



“HADASHOT” (THE WEEKLY E-NEWSLETTER) AND NOTICES TO PARENTS

In order to provide an effective system of communication between school and home, memos, newsletters, notices, etc., will most often be sent by electronically. These communications are a means of keeping parents informed of school news, field trips, extracurricular activities, and any necessary changes in times and dates already advised. Our e-newsletter, Hadashot, is emailed every Friday and contains important calendar and event information. Parents can download the school calendar to their computer or mobile device at talmudtorah.com.

REACHING OUT TO OUR GRANDPARENTS

Vancouver Talmud Torah loves grandparents! By providing grandparents, particularly those who do not live in Vancouver, with updates on school activities, we provide an opportunity for our senior community members to *kvell* and feel involved. By providing email and/or home addresses of grandparents, they receive:

- ✓ Invitations to school functions such as our annual Hanukkah concert, Shabbat gatherings, special classroom celebrations, and other performances;
- ✓ Special tours of the school and a chance to see their grandchildren in school, via e-mail links to VTT slide-shows, virtual photo albums and videos.



To sign up your grandparents, or any other family member, send an e-mail at info@talmudtorah.com

Development & Fundraising

Delivering an exceptional educational experience for our diverse community of learners and families requires significant resources. VTT does not screen potential students on the basis of academic ability or the family's financial capacity. Yet, we remain competitive with the best private schools in Vancouver. Once tuition assistance is factored in, **tuition fees cannot possibly cover the school's entire annual operating budget.** Remaining revenues come from a variety of sources, including the Ministry of Education, the Jewish Federation of Greater Vancouver and, of course, philanthropy. As a community school, we rely on community support to be successful and accessible. To that end, we ask that our families do their part to the best of their ability to contribute to the school's annual, capital and other campaigns.

Funds raised from individuals, foundations and companies are used to support all three of the school's strategic pillars: educational excellence, financial stability and sustainability, and community. We invest in professional development for our faculty, purchase the latest in technology and supplies, help support families in need, invest in community initiatives in which our students enhance their learning experience, and much, much more.

The Development Office plans and executes fundraising activities in collaboration with faculty, staff, the VTT Board, the PAC co-chairs, volunteers and other community leaders. These activities are designed to align with, and meet the needs of, the school, as determined by the leadership team and VTT Board.

Annual Campaign

The annual campaign is the umbrella for VTT's year-round and ongoing fundraising efforts and includes many different appeals. The funds raised from this campaign are applied in many ways and to many different funds, but all support VTT's ability to de-

liver an exceptional educational experience. We strive to provide opportunities for all of our families to participate in the annual campaign and to make gifts that are meaningful to them. Every dollar we raise builds our school and contributes to our success and we are deeply grateful to and appreciative of every donor.

Opportunities to Give

VTT accepts donations in the form of cheques, credit cards, stocks, bonds, insurance, property, and cash from individuals, corporations, government and foundations. Most gifts are eligible for a charitable donation receipt. For more information, please contact the development office at 604-736-7307 x 3478 or development@talmudtorah.com.

Development Calendar

Each year, the development office, working with the development evaluation committee of the Board, VTT Campus Campaign leadership, and VTT's Leadership Team establishes a calendar of initiatives to best balance the needs of the school with funding opportunities available. All development and fundraising initiatives, whether for the entire school, a single class or the community, must be approved by the committee before donations can be solicited in the school.

Tribute Cards

Tribute cards are a great way to mark special occasions, family milestones or to honour the memory of loved ones. For a minimum donation of \$18, you can send a tribute card and designate the funds to a program of your choice. Donations can be made by contacting the development office or by clicking on the "Donate" link on our website.

Campaign Plus Appeal

Campaign Plus gifts made through the Jewish Federation's annual appeal (75% of funds that exceed your previous year's gift to the Federation) can be designated directly to Talmud Torah. These gifts are extremely beneficial to the school. VTT is also a designated United Way organization.

Grants

Foundation grants are a key source of funding for VTT. The development office drafts and coordinates grant applica-

tions, monitors grant expenditures and reports to funding agencies on the impact of giving. All grant applications must be coordinated through the development office.

VTT Campus Campaign

In addition to raising funds to enhance student learning at VTT, we are currently in the final stages of raising capital to expand and revitalize our school. To date, VTT has raised over \$21M from 929 donors. Construction began in 2014. At present, we are on time and on budget and expect to open the new wing in September 2016. The new building will increase capacity by 40 per cent. Visit

www.securingthefuture.ca

VTT's NEW CAMPUS WILL HAVE:

- ✓ Two new gyms that can be combined into a large play or performance space;
- ✓ A new kosher kitchen and cafeteria/flex space for full-day programming;
- ✓ A new, technology-enriched learning commons that, based on current best practice, will function as the hub of the school where teachers and students can gather and collaborate;
- ✓ Greatly expanded outdoor space for play and sports programming, with reclaimed space where the portables currently sit, two small soccer fields above the underground parkade on space leased from Beth Israel Congregation (for the 2015-16 school year), and a state-of-the-art, enclosed, 20,000 square foot rooftop playground;
- ✓ New, flexible, technology-enabled classrooms for Grades 4-7 with ample natural light organized around a "learning street" with teacher-prep areas and collaborative work spaces for students;
- ✓ Renovated K-3 learning areas with new flooring, new lighting and an overall refinement to the physical space to provide a better and more modern teaching and learning environment;
- ✓ Bright, fresh and renovated learning and common spaces for the pre-school program, including a totally new, segregated and purpose-built outdoor play zone;
- ✓ A licensed daycare for VTT's preschool students;
- ✓ And 43,000 square feet of additional capacity to meet the growing needs of our community for the next generation.

THE VTT CALENDAR AT A GLANCE

(Please consult the school calendar at talmudtorah.com for actual dates of these events; our web-based Google calendar will always be the most accurate; it can be downloaded and synched on most mobile devices.)

MONTH	HOLIDAY/EVENT	ADDITIONAL INFO
SEPTEMBER	•First Day of School	<i>School always opens two days after Labour Day. The day after Labour Day is an administration day for all faculty & staff.</i>
	•Welcome Back Coffee	<i>All families invited for a coffee and a catch up right after drop off on first day of school</i>
	•Rosh Hashanah (Jewish New Year)	<i>All classes dismissed at 11:25 a.m. for Erev (evening of) Rosh Hashanah (if applicable); no classes on Day 1 & Day 2 of the New Year. Students will celebrate the New Year with apples & honey.</i>
	•Yom Kippour (Day of Atonement)	<i>All classes dismissed at 11:25 a.m. for Erev (evening of) Yom Kippour (if applicable); no classes on Yom Kippour. Students will participate in age and developmentally appropriate activities around the themes of atonement and forgiveness.</i>
	•Sukkot (Harvest Festival)	<i>All classes dismissed at 11:25 a.m. for Erev (evening of) Sukkot; no classes on Day 1 & Day 2 of Sukkot. Depending on when the holiday falls, students will have lunch in a sukkah. Some classes will visit the sukkahs of their classmates and the major shuls.</i>
OCTOBER	•Meet the Teacher/Curriculum Night for all grades	<i>These evenings fall on different dates in an attempt to allow parents with multiple children to attend.</i>
	•Hoshanah Rabah, Shemini Atzeret & Simhat Torah	<i>Classes in session on Hoshana Rabah; no classes on Shemini Atzeret and Simhat Torah. Classes will engage in activities celebrating the conclusion of reading the entire Torah.</i>
	•Provincial Professional Development Day	<i>Every October, teachers throughout the province gather for professional development at venues throughout the city. No classes scheduled at any public, private or independent schools.</i>
	•Thanksgiving	<i>Canadian statutory holiday. All schools closed.</i>
	•Individual Student Photos	<i>Retakes available in November. This photo will be used in the VTT yearbook.</i>
	•New Parent Tea	<i>All new families are welcome to attend a meet and greet right after drop-off on a Friday morning.</i>
NOVEMBER	•Professional Development Day	<i>Like the public system, VTT faculty have six scheduled Pro-D Days during the school year.</i>
	•Remembrance Day (Kristallnacht)	<i>This is a statutory holiday so no classes in session. Either the day before or the day after the holiday, Grade 3 students lead Remembrance Day assembly for the primary grades. Grade 6 students lead a Remembrance Day and Kristallnacht assembly for the intermediate students.</i>
	•RAC (Random Acts of Chesed/ Kindness) Week	<i>The entire school makes a conscientious and concerted effort to honour Torah values of kindness, justice, fairness & charity.</i>

MONTH	HOLIDAY/EVENT	ADDITIONAL INFO
NOVEMBER	•Early Dismissal Fridays begin	<i>By moving the clocks “forward,” Shabbat starts much earlier come November. School dismisses at 2:20 p.m. to allow families enough time to prepare for Shabbat. This lasts until March.</i>
	•Individual Photo Retakes	<i>Please pay attention to announced deadlines should you wish for a photo retake.</i>
	•Early Years Open House	<i>For families wishing to learn about our excellent preschool and kindergarten program. Current families welcome to attend.</i>
	•Parent-Teacher/Goal Setting Conferences (Thursday evening/Friday morning)	<i>Parents have the opportunity to meet with their children’s teachers. In the intermediate grades, students participate and set academic and personal goals for the year with teacher and parent present. There is no school on the Friday.</i>
DECEMBER	•Hanukkah (Festival of Lights)	<i>Hanukkah is the only Jewish holiday that is not religious in nature thus school is in session for the duration of the festival. Students will engage in learning and activities related to the holiday. Our PAC usually holds a Hanukkah sale.</i>
	•Hanukkah Concert	<i>A Hanukkah musical extravaganza with participation of all students from Kindergarten through to Grade 7. Features a morning grandparent show and evening parent show. Grade 7 students lead the concert. There is a 10:10 a.m. late start for K to Grade 7 students the day after the concert.</i>
	•School closes for winter break / Report cards issued online	<i>VTT closes for two weeks for winter break. Report cards can be accessed on the parent portal at parents.talmudtorah.com</i>
JANUARY	•Grade 7 Roots & Wings Havdallah Service	<i>Roots and Wings is a Grade 7 identity and family history project. We hope to invite students and parents for a showcase of these incredible masterpieces in January.</i>
	•Professional Development Day	<i>Like the public system, VTT faculty have six scheduled Pro-D Days during the school year.</i>
	•Strathcona Raffle fundraising begins	<i>Grade 7 students have spent their final week of school at VTT at Strathcona Park & Lodge in Campbell River. Students and parents hold a raffle to help offset the cost of this memorable outdoor education program.</i>
	•Tu B’Shevat (the day that marks the beginning of the new year for trees)	<i>During this festival, many classrooms hold a Tu B’Shevat Seder with fruits originating from the Holy Land. JNF often comes to VTT to do programming related to the environment.</i>
FEBRUARY	•BC Family Day	<i>This is a statutory holiday. No classes in session.</i>
	•Professional Development Day for all Jewish day faculty	<i>Faculty from all the Jewish day schools gather for a day or professional growth and learning.</i>

MONTH	HOLIDAY/EVENT	ADDITIONAL INFO
FEBRUARY	•Class Photos	<i>No retakes for this one! Check the exact date so your child does not miss out!</i>
	•Parent-Teacher Conferences (Thursday evening/Friday morning)	<i>Parents have the opportunity to meet with their children's teachers to discuss student progress. There is no school on the Friday.</i>
	•VTT Gentlemen's Dinner	<i>Every second year, this fundraiser supports important programming initiatives for our school.</i>
	•Grade 6 Shabbaton	<i>Our Grade 6 students join with students from other Jewish day schools in the Pacific Northwest/Alberta to spend a meaningful Shabbat weekend together.</i>
MARCH	•Regular Friday Dismissal Resumes	<i>Once clocks "fall back," Shabbat ends later and VTT reverts to a regular 3:20 p.m. dismissal.</i>
	•Professional Development Day	<i>Like the public system, VTT faculty have six scheduled Pro-D Days during the school year.</i>
	•Purim	<i>VTT holds a fun and lively Purim carnival every year. Students expected to come to school in costume. School dismisses at 11:25 a.m</i>
	•Good Friday/Easter Monday/VTT Reading Break	<i>School closed for the Friday and Monday.</i>
APRIL	•VTT Spring Musical	<i>All students in Grades 5 through 7 are welcome to audition and participate. Performances take place during three evenings (and one matinee) at the JCC Norman Rothstein Theatre.</i>
	•School closes for Passover Break	<i>VTT's Spring Break. School is closed for two weeks in concert with the holiday. Prior to Passover, classes learn the holiday rituals and hold classroom Seders. VTT parents prepare all the required food.</i>
	•Parent-Teacher Conferences (Thursday evening/Friday morning)	<i>Parents have the opportunity to meet with their children's teachers to discuss student progress. There is no school on the Friday.</i>
MAY	•Yom HaShoah (Holocaust Remembrance Day)/Yom Hazikaron (Israeli Remembrance Day)	<i>Grade 7 students lead an assembly for intermediate students to mark these two sombre anniversaries.</i>
	•Yom Ha'atzma'ut (Israel Independence Day)	<i>This day is dedicated to celebrating the establishment of the State of Israel. Israeli-themed activities occur throughout the day.</i>
	•Victoria Day	<i>This is a statutory holiday. No classes in session.</i>
	•Professional Development Day	<i>Like the public system, VTT faculty have six scheduled Pro-D Days during the school year.</i>
	•Cookies in the Classrooms	<i>All incoming Kindergarten students and their families are invited to a morning open house as a prelude to September.</i>
	•Lag Ba'Omer (a festival commemorating the passing of the great sage and mystic, Shimon Bar Yochai, the author of the Zohar)	<i>To celebrate this festival, students enjoy time outdoors and picnics in nature. Grade 7 students often organize a 5KM run to Kits Beach to raise money for their teen philanthropy program.</i>

MONTH	HOLIDAY/EVENT	ADDITIONAL INFO
JUNE	•Yom Maccabiyah (Sports Day)	<i>Students in K to Grade 7 represent their house teams and participate in an afternoon of friendly competition.</i>
	•Shavuot (Celebrating the giving of the Torah on Mt. Sinai)	<i>School is closed for both Day 1 and Day 2 of Shavuot. Students engage in activities related to the Ten Commandments.</i>
	•Grade 7 MVP (Mitzvah of Valuing Philanthropy) Ceremony of Giving	<i>As part of their Tikkun Olam (repair of the world) studies, students invite chosen non-profits agencies to receive a monetary allocation (raised by the students) at a ceremony marking the conclusion of their first philanthropic endeavour.</i>
	•Grade 1 Siddur (Prayer) Celebration	<i>Parents are invited to spend a morning marvelling at their children's Hebrew language skills as well as first set of learned Jewish prayers. All students given an official Siddur. This prayer book will remain with them for the duration of their years at Talmud Torah.</i>
	•Grade 2 Torah Celebration	<i>Second grade students will demonstrate their knowledge of Torah--all in Hebrew--to their parents! Students receive a mini Torah as a memento.</i>
	•Kindergarten Siyyum (conclusion) Ceremony	<i>Parents, relatives and friends are invited to celebrate the conclusion of Kindergarten. Through song and dance, students display their growth and learning throughout the year.</i>
	•Jr. & Sr. Band Spring Concert	<i>An opportunity for our band students in Grades 4-7 to showcase their progress throughout the year.</i>
	•Grade 7 Outdoor Education Trip to Strathcona Park & Lodge	<i>This is a much anticipated conclusion to our seventh graders' Talmud Torah journey. For five days our students challenge themselves in personally and physically and bond with their classmates for one last hurrah.</i>
	•Year End Assembly	<i>Students in K to Grade 7 gather for one last school assembly. It is here where we say goodbye to retiring teachers and recognize exceptional student service, athleticism and artistic skills.</i>
	•Grade 7 Graduation	<i>Rarely a dry eye in the house at this graduation ceremony. For many of our students they have spend a decade with us. Every student is recognized and celebrated by having the opportunity to offer a valedictory speech. Closes with a lovely dessert reception hosted by Grade 6 parents.</i>

Did you know that VTT's Google calendar can be downloaded and synched to your computer or mobile device? When in doubt, rely on our web-based calendar. Go to talmudtorah.com/calendar for instructions.

