



HALPERN AKIVA ACADEMY PARENT HANDBOOK

Celebrating 39 years of Jewish Education
2019 – 2020 5779 – 5780



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Table of Contents

Halpern Akiva Academy's Mission Statement	Page 4
Vision Statement	Page 4
Beliefs	
Religious Standards and Policies	Page 5
Curriculum	Page 5
School Administration	Page 5
Teaching Days	Page 5
Attendance Policy	Page 6
Attendance/Punctuality	Page 7
Student Arrival Times	Page 7
Student Dress Code Policy	Page 7
Birthday Parties/Shabbat Parties	Page 8
Kashrut	Page 8
Kosher Symbols	Page 9
Homework Policy	Page 10
Recess	Page 10
School Supplies	Page 10
Office	Page 10
Field Trips	Page 11
Lost and Found	Page 11
Cell Phones and Personal Devices Policy	Page 11
Home and School Communications	Page 11

"Halpern Akiva is a Fragrance Free, Smoke Free, Lashon Harah Free Zone!"

Report Cards and Parent-Teacher Conferences
 Provincial Achievement Tests (PAT's) Policy
 Alberta Education Guidelines
 Communication Policy
 Procedure for Expressing Concerns
 Privacy and Confidentiality

Classroom Visitations	Page 13
Newsletters & Notices	Page 13
Web Site	Page 13
Community Bulletin Board	Page 13
Recycling	Page 13
Safety	Page 13
Security	
Fire Drills	
Lockdowns	
Emergency Closing / Unanticipated School Closure	
Severe Weather (Tornado)	
Carpool and Parking	
Carpool Supervision	
Important Information	Page 15
School Environment Policies	Page 15
Footwear	
Pets	
Fragrance Free and Smoke Free Environment	
Special Needs Policy	Page 16
Student Discipline Policy	Page 16
Suspension and Expulsion	
The Teacher has a right to expect that	
The Student has a right to expect that	
Student Health Policy	Page 18
Ill Students	
Illness during the day	
Returning from an Illness	
Administration of Medication	
Health Protocol Policy	Page 19
Policy	
Definitions	
References	
Fund Raising Projects	Page 20
Halpern Akiva Academy Annual Fundraisers	
Casinos	
Halpern Akiva Academy PTA	Page 20
PTA Fundraisers	

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HALPERN AKIVA ACADEMY'S MISSION STATEMENT

Halpern Akiva Academy was established in 1980 as an Orthodox Jewish Day School. Halpern Akiva Academy is an inclusive Jewish school committed to providing an integrated traditional Jewish and exceptional secular education.

The Mission of Halpern Akiva Academy is to welcome all Jewish families and to provide excellence in Secular, Hebrew & Judaic education while instilling a love of Judaism.

In order to fulfill this mission, we:

- Recognize the individual educational needs of each child, and provide strategies for them to learn to their full potential;
- Investigate new methods of teaching to ensure the best methods of learning;
- Immerse the children in Hebrew language by ensuring that Hebrew is taught through Ivrit b'Ivrit;
- Nurture the characteristics of "Menschlichkeit" to promote the development of a caring, sensitive and socially responsible Jew who will be a source of strength to our community;
- Teach and model Torah values with sensitivity and respect towards individuals' religious observances and philosophies;
- Enrich secular learning skills, such as critical thinking, through Judaic learning;
- Provide a meaningful Jewish education emphasizing knowledge, skills and values in order to strengthen Jewish identities, thereby encouraging children to make informed choices about their Jewish life;
- Foster a lifelong love of learning that will motivate children throughout their lives, developing in each child a positive self-image and high self-esteem;
- Provide a welcoming environment that is open to all Jewish families & foster a sense of community both within the school and the greater Calgary Jewish Community;
- Instill in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.

VISION STATEMENT

The Vision of Halpern Akiva Academy is to be recognized, respected and valued throughout the Calgary Jewish Community as a place of excellence in Secular, Hebrew & Judaic learning.

Beliefs

Providing Jewish Children with a Traditional Jewish Education emphasizing the knowledge, skills, values and motivation to live as practicing Jews and as responsible Jewish citizens in the world. Providing education and an educational environment that promotes moral and ethical behaviour and religious practice embodied in Traditional values. Halpern Akiva's Torah orientation results in a high standard of student conduct and respectful interaction among all members of the school community.

RELIGIOUS STANDARDS AND POLICIES

Halpern Akiva Academy is affiliated with the Congregation House of Jacob Mikveh Israel (HOJMI), a member agency of the Calgary Jewish Community Federation and the Torah Umesorah Day Schools Organization. While the Halpern Akiva Academy Board of Directors governs the ongoing operation of the school, the Rabbi of the House of Jacob is the Rabbinical Authority of the school responsible for determining the school's religious policies.

Halpern Akiva Academy accepts students who are halachically Jewish, or who are enrolled in a program leading to an Orthodox conversion. Such program must be approved by the Rabbi of Congregation House of Jacob - Mikveh Israel.

The Torah states in Leviticus 19:16 "You shall not be a gossip monger among your people....and concludes with you shall love your neighbor as yourself."

Halpern Akiva strives to be a Lashon Harah (gossip) free zone. Halpern Akiva is not responsible for communications between individuals not on Halpern Akiva's staff. We expect the parent and school body to communicate in ways which are constructive and do not cause ill will, hurt the school's or any individual's reputation.

CURRICULUM

Halpern Akiva Academy offers the highest level of academic education and is an accredited funded Alberta private school. Our General Studies curriculum is customized by our staff to fit the individual student's needs using the Alberta Learning curriculum. Our Judaic Curriculum is a personalized program, which follows the Torah Umesorah guidelines for day schools in North America.

SCHOOL ADMINISTRATION

Principal – Mr. J. Hadden
 Director of Judaic Studies – Rabbi Chaim Greenwald
 Administrative Assistant – Mrs. Hanah Pigeau

- Office hours are from 8 AM to 4:00 PM Monday - Friday during the school year.
- Our Administrative Assistant will be happy to assist you and direct your inquiries to the appropriate personnel.
- Please make all appointments for the Principal or Faculty Members through the school office.

TEACHING DAYS

- Morning Teachers are required to be in school by **8:05** AM and in their classroom by **8:10** AM. Classroom supervision begins promptly at **8:15**.
- Afternoon Teachers are required to be in school by **12:05** PM and in their classroom by **12:10** PM (or as their respective schedule requires).

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ATTENDANCE POLICY

Approved by the Board on November 29, 2018

Rationale

Regular attendance at school is necessary both to obtain the maximum benefit of the education provided and to meet the requirements of the law. Attendance in school is essential to student achievement, particularly in Halpern Akiva Academy's dual program. In order to minimize classroom disruptions and respect the classroom-working environment, it is important for all students to arrive on time for class. When students arrive on time, they are better prepared for a full day of learning.

Excused Absences

Some absences from school for all or part of the school day shall be recognized as unavoidable and therefore "**Excused**" upon receipt of a note or phone call from the home.

Examples of **Excused** absences are the following:

- a) Personal illness, injury, or doctor appointments which cannot be scheduled after school hours. Every attempt should be made to schedule doctor, dental, and other appointments outside of class time.
- b) Illness in the immediate family which requires the student's presence
- c) Death in the family

Unexcused Absences

Some absences are avoidable and will be considered "**Unexcused.**"

Examples of **Unexcused** absences include the following:

- a) Recreation
- b) Family vacation

Students shall not be released early from school unless they are accompanied by someone authorized by a parent or guardian. An early release will be recorded as an **Excused** or **Unexcused** absence on the same basis as other absences. A student who is present for at least half of a morning or afternoon will be marked as present for that half day.

Students are expected to be on time for each class throughout the day. Students are to be in their classroom with all of their materials when the class starts. Students who are late or unprepared will be subject to regular disciplinary procedures.

If the total number of absences, whether **Excused** or **Unexcused**, reaches **ten days** during the reporting period and/or **10%** of the school days, the Principal will contact the parents of the student to confirm the reasons for the absences. If the absences are **Unexcused**, then a plan will be made to improve attendance. If the absences are **Excused** (e.g. prolonged illness), then a plan will be made to ensure that the student is receiving the best possible education given the circumstances and resources of the school. When a student continues to be absent or tardy from school, the administration must contact the Attendance Board (Alberta Education) to deal with the matter.

Note – Children and youth are legally required to attend school from ages 6 – 16.

ATTENDANCE/PUNCTUALITY

- Regular attendance in school is essential to student achievement, particularly in Halpern Akiva Academy's dual program. Every attempt should be made to schedule doctor, dental, and other appointments outside of class time.
- Parents should notify the school if a child must miss class or leave class early. **Please notify the school office by 9:00 AM if your child is absent.**
- In order to minimize classroom disruptions and respect classroom-working environments, it is important for all students to arrive on time for class. Regular attendance and punctuality on the part of students is an important component of the learning process and the evaluation of student achievement. When students arrive on time, they are better prepared for a full day of learning.
- Attendance and late records will be noted on report cards. Consistent tardiness and/or absenteeism may lead to discussions involving parents and administration.
- Student vacations during the school year, particularly extended holidays, should be planned in accordance with scheduled school breaks. Teachers will not be responsible for preparing lessons and instructional materials for students who are on extended holidays at other times. The missed work will be provided on the students return to school. Students will be responsible to catch-up on work missed on their own.

Promptness

Students should arrive at school on time. "Better late than never" is not half as good as **"better never late."** The child who comes late not only misses part of class time, but also disrupts those who are on time. As our students are brought by carpools, we ask your cooperation in this area by allotting the proper amount of time to arrive at school. In the event that a child arrives late, they must report to the office for a late slip before going to class. This is essential for the safety of our students and for keeping our attendance records in order.

STUDENT ARRIVAL TIMES

- Students should arrive at school between 8:05 and 8:15 AM. Entry to the school is through the two doors with monitors, the front doors or the recess/mudroom entry door.
- Our programs begin promptly at 8:15 AM. We strongly urge parents to have their children in school on time. We also ask parents to pick up their children on time.
- Students who arrive before 8:15 AM must wait by their coat hook area for the 8:15 bell. It is, however, permissible to hang up coats, hats, etc. before the 8:15 bell.
- No child can remain in any room unsupervised.

Please be on time for your child.
Late pick up is actively discouraged.

STUDENT DRESS CODE POLICY

We at Halpern Akiva Academy realize that our parent body comes from various backgrounds with varying degrees of commitment to religious observance. In being sensitive to all of our students and their families, there are certain standards that must be maintained in order to create an atmosphere that embraces Halpern Akiva Academy's Torah values and concepts.

We ask that when parents come into the building they also respect the dress code, as Halpern Akiva is not merely a House of Learning but a House of G-D as well.

- Boys in Kindergarten and above must wear a kippah at all times while in school
- Students are required to bring a kippah from home

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- Students may not wear hats, hoods, and/or outside clothing such as winter boots, jackets, coats in school except during recess and field trips
- It is a custom for boys and men to wear a Tallit Katan or Tzitzit. This Mitzvah is based on a verse we say every day in the Shema. This Mitzvah serves as a reminder to our commitment and love for the Torah and Mitzvot. The school encourages the wearing of Tzitzit, which are available in the office.
- Jeans may be worn, however ripped or cut-off jeans may not be worn to school
- Shorts must be below the knee
- Sleeveless tops, tank tops, or cap sleeves are not appropriate for school
- All tops must be long enough so that they reach the top of one's skirt or pants
- Midriff tops are not appropriate for school

For further insight into these standards, please speak with Rabbi Greenwald.

BIRTHDAY PARTIES/SHABBAT PARTIES

- Birthday party invitations are not to be handed out at school unless the entire class is invited.
- Holiday Observance – The school is in no way responsible for any social activities that occur off school grounds and outside school hours. However, we do suggest the following:
 - Parties that are planned outside of school for the class should be sensitive to the background of all children and to Shabbat, proper dress code and religious/Kashrut observance.
 - Invitations for social events should not be conveyed on Shabbat.
 - When everyone is respected, everyone will enjoy.
- **We encourage all our students to be accepting and inclusive of their classmates.**
- Please note elementary siblings of Preschool students are not permitted to attend Shabbat/Birthday parties etc. during scheduled class times.

KASHRUT

In order to be sensitive to all of our families, food brought from home for individual consumption is subject to the following rules:

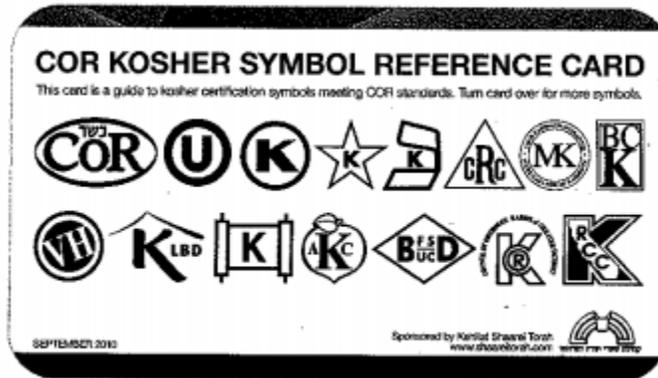
- May not be given or shared with any other student
- We are unable to heat up lunches sent from home or provide hot water due to safety and Kashrut concerns. If your child requires hot water for their lunch, please send it in a sealed thermos.

All Halpern Akiva Academy functions, meetings, and fundraisers must adhere to the kashrut policy of the school.

All food brought into the school for school use must be pre-approved by Rabbi Greenwald. Please see attached page for a sample of approved symbols. Items prepared at home cannot be distributed at school. If you have a question about a certain symbol, please speak to Rabbi Greenwald.

Please bring any questions or concerns you have about kashrut to Rabbi Greenwald.

KOSHER SYMBOLS



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HOMEWORK POLICY

The purpose of homework has three main purposes:

- To finish work not completed in school
- To provide extra practice
- To help students develop independent work and study skills.

The amount of homework assigned varies based on the student's level, how much work they do not complete in class, and academic requirements in a particular subject area.

However, it is not the parent's responsibility to teach their child the subject matter and/or skills. A parent's role is to encourage their child to complete the homework, and offer assistance when necessary. Parents should contact the teacher when their child does not understand the homework.

General Guideline: Teachers will make every effort to maintain the following guidelines for homework time:

Kindergarten 10 minutes per day
 Grades 1-9 – 10 minutes x grade
 e.g. Grade 3 – 10 minutes x 3 = 30 minutes

RECESS

Unless weather conditions pose a risk to students, noon recess will be held outdoors.

- Children should be appropriately dressed for the weather as forecast. Please bear in mind the changeable nature of Calgary's weather.
- Please remember that children who are too ill to go outside for recess are usually too ill to be in school.
- No students will be allowed to stay in for recess without prior arrangements with the office.
- **2 pairs of shoes** - 1 pair for indoors, and 1 pair for outdoors are **mandatory** all year.
- Umbrellas are not permitted at school.

SCHOOL SUPPLIES

A list of required school supplies for the school term is provided with the June Report Card or to each family in the summer information package. Students are expected to be ready for learning with all their supplies on the first day of school.

It is important to purchase the correct amount and specific type, including colour and brand where specified if you decide to purchase the supplies on your own. Should supplies be used up, parents may need to resupply during the year.

OFFICE

- During the lunch hour, the answering machine will be on so you will be able to leave a message. The messages will be retrieved after 1:30 PM
- Messages left on the answering machine between 3:00 and 3:30 PM may not be retrieved before 4:00 PM We request that urgent messages be called in before 3:00 PM to avoid any difficulties.

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FIELD TRIPS

- **Parents must complete and sign an Annual Trip Authorization Form.**
- A minimum of two field trips are provided to students each year.
- Parents will be notified in advance of their children participating in a field trip.
- Parent volunteers usually accompany the trip and they consider this experience to be a very positive way in which to share in their children's education. Grandparents have also been known to volunteer!
- Parents who volunteer to drive students should ensure that each child is wearing a seat belt and that their automobile insurance covers the activity.
- No student may travel in a front seat on school trips.
- Siblings are not allowed to accompany parents when they are volunteering for a field trip.
- Driver Authorization Form must be completed and signed by volunteer drivers. These are kept on file for the school year.

LOST AND FOUND

The school is not responsible for the loss of or damage to personal items brought to school. Nonetheless the school will assist students in recovering lost items. Children should not bring valuables to school. Loss of valuables should be reported to the school office. Valuables found are to be turned into the office. Other items are deposited in the Lost and Found Box that is located in the Mud Room. We encourage you to check the lost and found items periodically. Unclaimed items in the lost and found are donated to charity at the end of the school year.

CELL PHONES AND PERSONAL DEVICES POLICY (students)

Students are not allowed to have cell phones or electronic devices in school without permission from administration. Students who bring cell phones or electronic devices to school should give them to the office for safekeeping until the end of the school day.

HOME AND SCHOOL COMMUNICATION

Report Cards and Parent-Teacher Conferences

In early September, a parent orientation evening is held. This program is to introduce the parents to the teachers and to present the program for each grade. Individual students should not be discussed at orientation.

Parent-Teacher conferences and written reports for all grades including progress reports for Preschool are scheduled twice per year. Dates and times are on the School Calendar. Parents should not wait for report cards and formal parent teacher interviews to address concerns about their child's education. They may call the school at any time to make an appointment to meet with staff to discuss their child's progress.

Provincial Achievement Tests (PAT's) Policy

In May and June of each year, all students in grades 6 and 9 write PAT's (Provincial Achievement Tests). **All students** are required to write these tests during the year they are in those grades.

If a teacher, parent or administrator believes a student should, and is able, to write as an Out of Grade Student, then a recommendation form must be completed. Once a student has been recommended for writing and the form submitted, a meeting shall be scheduled for all parties to discuss the recommendation.

Alberta Education Guidelines

The purpose of the Achievement Testing Program is to:

- determine if students are learning what they are expected to learn
- report to Albertans how well students have achieved provincial standards at given points in their schooling and to
- Assist schools, authorities, and the province in monitoring and improving student learning.

Provincial achievement tests are administered annually in English language arts, mathematics, science, and social studies in grades 6 and 9.

Writing accommodations are available for students with learning disabilities or physical disabilities to allow them to do their best when writing an achievement test.

Students registered in grades 6 and 9 shall write provincial achievement tests, subject to the following caveats and/or exceptions:

1. A principal (superintendent) may, on an individual basis, excuse a student from writing an achievement test for the following reasons:
 - a. the student is not capable of responding to the assessment in its original or approved accommodated form
 - b. participation would be harmful to the student
2. Upon advice from the teacher, the principal in consultation with the parent/guardian may excuse a student from writing. A copy of the documentation in support of the recommendation, including the student's Individual Program Plan, if applicable, shall remain in the school for auditing purposes.

Note: If a parent withdraws a student from participation, the school is obligated to mark the student "absent" not "excused" on the List of Students. A copy of the parent's letter indicating that the child will not be participating should be attached to the Principal's Statement.

Note: The Accountability Pillar Online Reporting (APORI) is based on the cohort (enrollment). Students who are absent will affect the school's results, especially given the small size of our school.

Communication Policy

Halpern Akiva Academy has an open communication policy that provides parents and students with appropriate channels to express and address their needs, thoughts and concerns in a constructive manner. Halpern Akiva Academy staff should be contacted at school during the day.

Procedure for Expressing Concerns

1. The teachers should be contacted first. An appointment should be made with the teacher outside of class time to determine how the matter may be resolved in a constructive and respectful manner.
2. If the issue is not resolved with the teacher or if reasonable steps have not been taken to the parent's satisfaction within a reasonable length of time, the parent may contact the Principal or Judaic Director of Halpern Akiva Academy who will assist the teacher, student and parent in coming to a reasonable solution to the problem.
3. If the matter remains unresolved for an unreasonable length of time, the parent may contact the President or, if the President is unavailable, the Vice President of the Board of Directors and arrange to meet with the President or Vice President or persons delegated by them in an attempt to find a reasonable solution to the problem. These persons will hear parental concerns objectively and try to find resolutions to them.
4. If the problem remains unresolved, a parent may ask to be placed on the agenda of a regular Board of Directors meeting to present their concern.

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5. Parents, though well intentioned, do not speak on behalf of Halpern Akiva Academy and its policies. Official policies can only be obtained from the Administration, the Rabbi or the Board.

Privacy and Confidentiality

Halpern Akiva Academy staff respects the right of students and parents to privacy and confidentiality. The school acquires student information of a private and personal nature from parents, students, teachers and others on a regular basis. This information may relate to a student's mental or physical health, academic achievement, behavior etc. Halpern Akiva Academy will collect, retain, use and disclose such information only for the purpose of educating students in a safe environment, meeting any related legal obligations, if compelled by court order or with the consent of the child's parent.

Where applicable, parents should also inform the school of any Custody or Access orders, which might affect the school's operation with respect to children of the marriage.

CLASSROOM VISITATIONS

Parents and visitors are welcome and encouraged to observe the classroom "in action." We are proud of what we do at Halpern Akiva Academy and we want to share it with others.

Please note appointments must be made through the office at least two days in advance of a visit.

NEWSLETTERS AND NOTICES

Each family is emailed the Newsletter every Friday. The Newsletter includes important information about programs, activities and upcoming events at Halpern Akiva Academy. Submissions to the newsletter must be submitted to the office by noon on Tuesday and must be approved for inclusion by the School Administration.

Parents should anticipate receipt of important information through either email or handouts to your child. If there is more than one child in the family, they are often given to the youngest child in the family. Checking your child's backpack and homework folder daily is a good routine to establish.

WEB SITE

www.akiva.ca

COMMUNITY BULLETIN BOARD

We post and distribute flyers about community events as a service. The events and information do not necessarily reflect the views of Halpern Akiva Academy.

COMPOSTING and RECYCLING

We have a composting and recycling program at school for wet waste, bottles, juice boxes, paper and cardboard.

SAFETY

Security

For security reasons, entry is only accessed through the front or playground door. All doors remain locked for the day. If you arrive and the front door is locked, please ring the buzzer to the right of the front door marked "Halpern Akiva Academy" and, after proper identification, office personnel will let you in. If there is no reply, please use the After Hours Bell located above.

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Children will not be permitted to leave the building unescorted during the school day. If a child must leave school during the day, the adult who is responsible for that child must go to the office to sign the child out of school.

All visitors must report to the school office.

Fire Drills

Fire drills are routinely conducted according to regulations and procedures for evacuation and safety. Teachers give instructions in September and drills are practiced throughout the year. At the sound of the fire bell, students are to respond immediately and proceed in single file to the nearest exit. We stress the importance of moving quickly and being quiet throughout the evacuation drill. This includes quiet lines on exit, orderly lines outside and a quiet return to class. Our goal is to clear the building at any given time in two minutes or less; therefore, cooperation is expected from students during all fire procedures.

Lockdowns

Lockdown drills are also routinely conducted to regulations and procedures.

Emergency Closing/Unanticipated School Closure

In the event that the Administration determines the need for an emergency school closure during the school day, the staff will be informed and the information fanned out to all parents with a phone call and/or email. Parents will be notified to pick up their children:

- at the school providing the school is safe for use
- at Bishop Grandin High School north of the school at 111 Haddon Road SW, if our school is unsafe for use
- at the strip mall south of the school, if Bishop Grandin is unsafe for use.

Announcements of school closure at other times are made through email and/or local media (local radio and TV stations). Please ensure that your contact information is current throughout the year.

Severe Weather (Tornado)

In the case of a Tornado watch for our area, the school will begin contacting parents to let them know of the severe weather situation. At this point, the parents will be given the choice of picking their child(ren) up or having their child(ren) remain at school. In the event the Tornado Watch becomes a Tornado Warning, staff will begin to move children to the main building, into one of the classrooms and kept away from the windows. The school will continue to assess the situation through information from the local radio station(s) and the internet. The school will ensure the children's attendance and emergency backpack is accessible. If a Tornado is imminent and the storm becomes severe, staff will move all the children to an area of the room where there aren't any windows. If possible, Parents and Emergency Response will be notified.

Carpool and Parking

- Parking is not permitted in the school bus zone in front of the building or in the staff parking lot at anytime
- Please keep clear of laneway, driveways and crosswalks when parking
- NO PARKING is allowed in front of the garbage bin at the south end of the building
- All students will be dismissed through the far south doors to the carpool line
- A supervisor will direct the students to their carpools through the gate beside the parking lot

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- Cars will enter the school parking lot from the south alleyway and proceed around to the carpool pickup area
- Safety is of the utmost importance so please be patient
- Passing or double parking in the carpool line is not permitted
- Cars are not to be left unattended once the car pool has begun
- Cars are to line up single file and students will be dismissed 1-2 cars at time by the supervisor
- If you need to pick up your child from inside the school, please wait by the office for your child who will meet you once he/she has been dismissed after the 3:30 bell

Carpool Supervision

We ask for everyone's cooperation in the carpool line. School staff will do their best to bring the students out to the carpool line in a timely manner. Please be patient and understanding that especially in the winter, it takes children a few minutes to get ready. Classes are dismissed at 3:30 PM and then get dressed to go outside. We ask that parents avoid using their cell phones and to wait in their car until their child(ren) arrive. Parents should pull out of the carpool line as soon as their child(ren) are safely buckled. Please understand that if we work together, carpool line can move along very quickly and efficiently.

Please make sure that children are not entering cars on the driver side without the assistance of an adult. It is an active driveway and parking lot and extreme caution is required. If your child forgets something and needs to go back into the school, we ask that you assist them in re-entering the school. Once the carpool teacher brings the children to your car, they are under your supervision. The carpool teacher will not be watching for children running back through the parking lot. This can be very dangerous. If necessary, please wait until the carpool teacher is aware of the child wanting to return into the building and then the teacher can escort the child back to the building. If we work together, we can ensure the safety of our children.

IMPORTANT INFORMATION

This information refers to the area at the front of the school.

The City of Calgary Police Department provides the following information:

- Parking or stopping in a crosswalk is a traffic violation.
- NO PARKING within 5 metres of the crosswalks.
- Don't back up through intersections. In urban areas, drivers aren't allowed to back their vehicles into an intersection or over a crosswalk.
- Stop before you cross. Before you enter a roadway from a driveway or alley, you must stop your vehicle before crossing the sidewalk and yield the right-of-way to pedestrians.
- The school zone speed limit is 30 km/h and is in effect from 7:30 AM to 9:00 PM every day school is in session. Passing is prohibited in school zones, regardless of the speed of the other vehicle.
- In urban areas, including Calgary, "U" turns aren't permitted on a roadway between intersections or at an alley intersection.

SCHOOL ENVIRONMENT POLICIES

Footwear

It is mandatory for students to have two pairs of shoes. Each student requires one pair of indoor shoes suitable for gym/classroom and one pair of outdoor shoes/boots. This is vital during inclement weather. To maintain a clean environment outdoor shoes must be removed upon entry to the school. The indoor shoes may be left at school by your child's coat hook. Please make sure shoes are clearly labelled with your child's name. We

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suggest that the indoor shoes be running shoes as they are required for gym class Monday - Friday.

Pets

For the safety and comfort of our students and their families, animals and other family pets are **not permitted** on the school property or in the school building at any time unless explicit permission has been obtained by the administration.

Fragrance Free and Smoke Free Environment

This policy was put into effect because perfume and perfumed products are major factors in triggering asthma, migraines and allergic reactions in many of our students and staff. Tobacco smoke is a health hazard for our entire school community and is not permitted in the school at any time. Please understand the health risks and help us create a positive learning environment for everyone in our school.

SPECIAL NEEDS POLICY

Halpern Akiva Academy, consistent with its belief and philosophy, undertakes as a matter of policy, to accept all Jewish students who wish an Orthodox Jewish day school education. This includes special needs students, subject to the limits listed below:

- Type or severity of disability
- Financial resources of the school
- Physical structure of the school
- Staffing resources of the school

These limits, when resulting in exclusion from the Halpern Akiva program, must be reasonably determined.

Halpern Akiva undertakes to identify and assess special needs students and to develop and evaluate, in consultation with parents, individual program plans. Monitoring of these individual programs will be done through the school in coordination with parents and external consultants.

Some or all of the overall cost for meeting the needs of special needs students may be borne by the parents, as determined by Halpern Akiva Academy.

STUDENT DISCIPLINE POLICY

Halpern Akiva Academy operates from the premise that every student has a right to be educated in a safe and caring environment. Halpern Akiva Academy's Torah philosophy is conducive to appropriate conduct by all members of the school community and many of the positive qualities that draw non-orthodox parents to Halpern Akiva are rooted in the school's Torah philosophy.

Accordingly, students and all members of the school community are expected to conduct themselves in a manner that is consistent with the Torah values: **What is hateful to thee, never do to thy fellow man: that is the entire Torah; all the rest is commentary. Hillel in Talmud: Shabbat, 31a.** Student conduct is measured against these criteria and, if found wanting, the necessary steps are taken by Halpern Akiva Academy's professional staff to correct the behaviour with emphasis on the educative rather than on the punitive.

All Halpern Akiva students have the right to learn in a safe and caring environment. Rules and regulations are established in any institution to indicate the limits of acceptable

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social behaviour. Discipline in the school is a prerequisite to an effective learning atmosphere. The following are our school's expectations of all students. Please review these rules and expectations with your child(ren) prior to the school year. We look forward to parent support in helping guide our students towards attaining ever-higher levels of responsibility and *menschlichkeit*.

Suspension and Expulsion

Serious suspensions and all expulsions are an absolute last resort at Halpern Akiva Academy where the obligation to provide Jewish children with a Torah education is taken very seriously. These measures may be taken only after extensive consultation with parents and after reasonable effort is made to work with the student, parents, staff and other resource persons to find a better solution to the problem.

In the very rare event that a student's proclivities or conduct is dangerous or disruptive to other members of the school community, the student may be permanently expelled or suspended from school. Alternatively, a student may be suspended from certain school-sponsored activities, services or classes.

In any case, where an expulsion or suspension is being considered, the teacher, administrator and Board of Directors, as the case may be, shall act fairly taking into consideration whether the student may be permanently expelled or the nature and duration of the suspension.

A principal may suspend a student from classes, activities or services for a period not exceeding three days and may reinstate the student during that period of time.

With respect to a proposed expulsion or suspension for more than three days:

- the suspension or expulsion must be approved by the executive committee of the Board of Directors
- the student's parents shall be given written notice with reasons for the proposed suspension, an opportunity to appear before the executive committee and to receive a full and fair hearing, and reasons for the executive committee's decision; and,
- The decision of the executive committee shall be final.

Note – [The Halpern Akiva Academy Behaviour Policy is available in the office.](#)

The Teacher has a right to expect that:

A student will be attentive and not preoccupied

A student will work according to his/her abilities

A student will complete work on time

A student will question but not be argumentative

A student will sometimes be disappointed

A student will be honest

A student will sometimes challenge a statement but never a teacher

A student understands that a teacher can never tolerate disrespect if their relationship is to succeed

A student will understand that a teacher really wants to help out and not frustrate, but it is sometimes best to let a student be independent and learn from his/her errors.

The Student has a right to expect that:

A teacher will be informative and enthusiastic

A teacher will be encouraging and not berating

A teacher will be tolerant and not impatient

A teacher will be understanding and not condescending

A teacher will be firm but not dictatorial

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A teacher will be friendly but maintain a distance
 A teacher will exhibit a sense of humour but will not tolerate disrespect
 A teacher will sometimes err and will not be afraid to admit an error
 A teacher will never embarrass or put down a student in public
 A teacher will understand that we all have "off" days but that they will not be permitted to become an excuse.

STUDENT HEALTH POLICY

Parents should notify the school in writing of any health problems, which might put their children at risk during the school day, or during school-sponsored activities at other times.

Ill Students

Children who are not feeling well should not be sent to school, as it is extremely difficult for them to engage in their work. They may also pass their illness on to other children or staff members and create further absences.

There are three reasons to keep (exclude) sick children from school:

- The child does not feel well enough to participate comfortably in usual activities.
- The child requires more care than the school staff is able to provide without effecting the health and safety of the other children.
- The illness is on the list of symptoms or diseases for which exclusion is recommended.

Note - We follow the guidelines set out by Alberta Health Services.

Illness during the Day

If a student becomes ill during the school day, they will be taken to the office. If they are too ill to return to class, a parent will be notified. If the parent or emergency contact person cannot be reached, the student will remain in the school office until contact is made. Any child who is accommodated at the office will be monitored by a staff member. At no time should an ill child be left alone.

Returning from an Illness

Parents are asked to ensure that students are well before returning to school.

Administration of Medication

In case of emergency, Halpern Akiva Academy staff will take all reasonable steps to provide care and treatment to students who are in medical distress. However, the routine administration of medication to students is the responsibility of the student's parents or legal guardians and the student's health care providers. In some circumstances and upon the request of the parent or legal guardian, the staff may, on a strictly individual and volunteer basis, assist students with the administration of medication. In such circumstances, the following conditions apply:

1. All requests for the administration of medication to students shall be made in writing to the Principal of the school. Forms are available in the office.
2. The parent shall provide the school with 1) a signed request from the parent or legal guardian; 2) a written directive from the physician indicating the type of medication to be administered, time and manner of administration, required dosage, risks involved in the taking of the medication, and the action to be taken in the event of adverse side effects and 3) a signed Release of Liability form that may be obtained from the school office.
3. If the Principal feels the request is reasonable, the Principal may make appropriate arrangements with the staff members who volunteer to administer the medication and to undertake its safekeeping. These staff members will attempt to become familiar with the routines required and to assist students with their medical needs.

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- However, they are not trained health care providers and cannot be held responsible for administration of medication or the provision of medical treatment to students.
4. Parents must provide the school with authority to make direct contact with their child's physician in the case of emergency related to staff-assisted administration of medication. The parents or legal guardian(s) will be advised by the school whenever such contact is made.

HEALTH PROTOCOL POLICY

Policy

Where a staff member has reason to believe that a student or staff member is infected with a notifiable communicable disease as defined by the Sections 22(1) and 26 of the Alberta Public Health Act, he/she must immediately notify their site administrator or designate. The administrator or designate shall notify the Alberta Health Services Medical Officer of Health for their Zone

1. By the fastest means possible in the case of a prescribed disease that is designated in the regulations as requiring immediate notification, or
2. Within 48 hours in the prescribed form in the case of any other prescribed disease.

Definitions

In this Policy,

- a) "Communicable disease" means an illness in humans that is caused by an organism or micro-organism or its toxic products and is transmitted directly or indirectly from an infected person or animal or the environment.
- b) "Notifiable disease" is any communicable disease listed in Schedule 1 or 2 of the Public Health Act Communicable Diseases Regulation 238/85 and any communicable disease in epidemic form. Notifiable diseases are reportable.
- c) "Medical Officer of Health" means a physician appointed by a regional health authority or designated by the Minister under the Public Health Act as a medical officer of health, and includes the Chief Medical Officer and the Deputy Chief Medical Officer.

Process for Notifying the Zone Medical Officer of Health

- a) Each Zone has clearly defined processes for business operations whereby school staff is advised when and how to contact their local Public Health Nurse or Medical Officer of Health/designate in accordance with their reporting requirements under the Alberta Public Health Act and the Communicable Diseases Regulation.
- b) Public Health staff in each Zone actively communicate this message (verbally and/or in written format) to key identified site-specific contacts for each school at the beginning of every year, and throughout the school year as appropriate.
- c) For more information on Zone-specific processes, please contact your local Public Health Nurse or your Zone Medical Officer/designate: Calgary 1-403-955-6750

References

Province of Alberta. Public Health Act. Revised Statutes of Alberta 2000. Chapter P-37. (2015), which can be accessed at <http://www.qp.alberta.ca/documents/Acts/P37.pdf>

Province of Alberta. Public Health Act. Communicable Diseases Regulation Alberta Regulation 238/85. (2014). which can be accessed at http://www.qp.alberta.ca/documents/Regs/1985_238.pdf

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FUND RAISING PROJECTS

Please note: Planning or preparations for all Halpern Akiva events may not take place during the Sabbath

Halpern Akiva Academy Annual Fundraisers

The school has one or two major fund raising efforts each year. These events are all organized and managed through parent volunteers. It is expected that all parents dedicate some volunteer hours to fundraising projects within the school. The money raised each year totals tens of thousands of dollars. In addition to those who purchase tickets for the events, supporters of Halpern Akiva Academy make contributions as patrons. Categories range from \$36 to \$10,000.

Casinos

Halpern Akiva Academy is granted a Casino once every 20 months. To date the money raised has been a minimum of \$65,000.00 per event. Each family registered at Halpern Akiva Academy is expected to work a shift at this highly effective fundraiser.

HALPERN AKIVA ACADEMY PTA

The Parent Teacher Association is involved in many aspects of school life. During daily functions and special events, the PTA plays an integral role in making things happen by working closely with the administration, faculty and students. PTA consists of parents and community volunteers using their talents and time to organize fun and educational activities for the students at Halpern Akiva Academy. We are all aware of the enormous benefits to be achieved through volunteering with PTA. Everyone benefits from this worthwhile endeavor: our children, our teachers, ourselves.

To support our school, the PTA has several committees and volunteer opportunities available to you. Volunteer participation is traditional and essential. Any extra time you have to volunteer is truly appreciated by the staff, teachers, and students. We encourage your participation! If you are interested in helping out on a committee, we invite you to contact the PTA chairperson.

PTA is innovative and responsive with PTA dues and monies raised through its fundraisers. We welcome your ideas and we would be pleased if you would join with us. You can make a difference by volunteering as little as an hour. There are a variety of areas where your talents and skills can be put to rewarding use!

PTA supports and hosts activities like: Annual Family Get Together, Chanukah celebrations, Teacher Appreciation Dinner, Discovery Days, refreshments for parent-teacher conference evenings, Chanukah gifts for all the staff, special holiday activities and treats, weekly Shabbat challah and candles...just to name a few.

PTA Fundraisers

Annual Rosh Hashanah Cards: Personalized Rosh Hashanah Cards will be addressed and mailed by the P.T.A. committee for as many names as you may have on your list in time for Yom Tov. A tax receipt will be issued in February for the preceding year's donation.

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Mishloach Manot Project: Creative Mishloach Manot packages will be prepared and delivered by the P.T.A. committee for as many names as you have on your list, in time for Purim. A tax receipt will be issued in February for the preceding year's donation.

Card Fund: The Card Fund is the main ongoing fund-raiser of the PTA. The minimum donation for a card is \$10 and \$36 for a library book. The PTA Card Fund committee will personalize a message, address and mail the selected card anywhere in the world – and issue a tax receipt in February for the preceding year's donation. You can choose a Mazel Tov, thank you, happy birthday, thinking of you, get well, sympathy or a general tribute card. Each card has an appropriate expression printed with plenty of space for a personal message.

The Learning Tree: The Learning Tree is a hand painted mural mounted at the entrance of our school. It is designed to honour or commemorate someone special. No matter what the occasion, an engraved message will be inscribed on a:

- Green Leaf - \$ 36.00
- Bronze Leaf - \$ 72.00
- Silver Leaf - \$ 144.00
- Gold Leaf - \$ 288.00
- Platinum Leaf - \$ 360.00
- Apple - \$ 72.00
- Flower - \$ 180.00
- Siddur - \$ 360.00
- Birdhouse - \$ 500.00
- Tree – \$ 10,000.00

A personalized message on a "Learning Tree" certificate will be sent on your behalf to acknowledge the donation and a tax receipt will be issued in February for the preceding year's donation.

Please contact the school office for information on how to place orders for cards and the learning tree.

We look forward to the academic year of 2018 - 2019 with great enthusiasm and hope that you will be an active part of it.