



# HHA 2020/21 Handbook

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## I. Welcome to Our School!

Welcome to the 5781, 2020-21 academic year. We are delighted to welcome you as a member of our HHA Family!

As we navigate our new COVID-19 reality, we will be updating our handbook with new health protocols. We appreciate your patience as we continue to adjust to our new circumstances together. The Handbook below represents our ideal return without COVID-19 changes. We will be modifying our protocols as soon as the information becomes available.

Our goal at the Hamilton Hebrew Academy is to enhance the academic, emotional, physical, moral and spiritual development of each of our students. For over half-a-century, our graduates have excelled in all aspects of life and taken vital leadership roles in Jewish communities across the globe. We look forward to continuing and enhancing our great school traditions.

As the principal of the Hamilton Hebrew Academy my goals, above and beyond fostering an environment conducive to academic excellence for the 21st Century learner, is to continuously enhance our commitment to Torah and Mitzvot, love for the land of Israel, and lifelong learning.

You will find that our HHA teachers bring Torah to life in and outside of the classroom with a strong focus on making Judaism relevant to our childrens' daily lives.

Thank you, HHA parents, for your partnership & trust. The HHA staff is wholly devoted to overseeing and ensuring your children receive the best in education, life skills and tools for success.

We look forward to continued growth and success as well as building & enhancing personal relationships with each of you. May we all continue to have a beautiful day at the HHA!

Sincerely,



Yaakov Morel, Principal

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## II. Mission Statement

The Hamilton Hebrew Academy (HHA) is dedicated to fostering an inclusive learning environment that welcomes and embraces children and their families from diverse Jewish affiliations and backgrounds. We are committed to the development of the whole child by nurturing the unique intellectual, emotional, and spiritual well-being of each individual student.

At the HHA, we value inquiry, self-expression, and independent thinking as integral components of the learning process. Our school is dedicated to providing the framework for students to explore, extend, and intensify their involvement with Jewish living in an open and understanding atmosphere.

This is achieved by instilling 'Core Jewish Beliefs' in our students:

- A love for life-long learning.
- A passion for Torah and Jewish living.
- A strong foundation of Jewish knowledge.
- A deep commitment to the broader Jewish community.
- An appreciation of the centrality of Israel in our lives with an emphasis on the historical and religious significance of the State of Israel.
- The moral and ethical values of Judaism through practical integration.
- A sense of civic responsibility.
- A universal outlook of social concern.

We believe that every Jewish child has a right to a Jewish education. We are committed to meeting the diverse learning needs of our students. A positive school culture is created through the fostering of an effective Partnership Triangle consisting of our staff, our students, and our parents all working together and with the students' best interests at the centre of our decisions and efforts. Your children are the future!

## III. Roles & Responsibilities within the School Community

The **Principal** takes a leadership role in the daily operation of a school by

1. Demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
2. Holding everyone, under his authority, accountable for their behaviour and actions;
3. Communicating regularly and meaningfully with all members of the school community which includes staff and parents.

**Teachers and School Staff**, under the leadership of the Principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

1. Help students work to their full potential and develop their self-worth;
2. Communicate regularly and meaningfully with parents;
3. Maintain consistent standards of behaviour for all students;
4. Demonstrate respect for all students, staff and parents;
5. Prepare students for the full responsibilities of citizenship.

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**Students** are expected to demonstrate and accept the responsibilities of citizenship towards their peers and adults. Respect and responsibility are demonstrated when a student:

1. Comes to school on time, prepared and ready to learn;
2. Acts in a respectful manner to themselves, to their peers and to those in authority;
3. Refrains from bringing anything to school that may compromise the safety of others;
4. Follows the established rules and takes responsibility for his or her own action.

**Parents** play an extremely important role in the education of their children. They have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents are encouraged to:

1. Show an active interest in their child's school work and progress;
2. Communicate regularly with the school;
3. Help their child be neat in appearance, by being appropriately dressed in school uniform;
4. Ensure that their child attends school on time, regularly and is prepared and ready to learn;
5. Promptly report to the School Office their child's absence or late arrival;
6. Become familiar with the Code of Conduct and school rules;
7. Encourage and assist their child in following the rules of behaviour;
8. Support school staff in dealing with disciplinary issues.

## **IV. School Communication and Record Keeping**

### **1. The Ontario Student Record**

In accordance with Provincial legislation, The Hamilton Hebrew Academy maintains an Ontario Student Record (OSR) for each student. All pertinent information regarding a child's educational record is maintained in the OSR, which parents or guardians may request to review.

### **2. Electronic Communication**

A current email address is requested from each family. This database will be used for official school communications. In keeping with the school's environmental ethos, where possible, electronic transmission will be the primary method of communication with students and parents. The confidentiality of the addresses, as well as other demographic and personal information will be protected and its contents will not be shared outside of the School Office.

### **2. PWA (Parent WhatsApp Group)**

General school and class communication is often shared via a PWA (Parent WhatsApp Group) specific to your child's grade. Parents are requested to join WhatsApp to receive PWA notifications. If this is not possible, please notify the school office. The following are the communication guidelines that we ask parents adhere to while communicating via the PWA:

1. The PWA is a communication tool for class logistics only.
2. Updates of a personal nature, that do not pertain to the class, should not be posted.

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3. Parental concerns regarding academic or social issues should not be posted on the PWA.
  4. Teachers will not be included in the PWA since teacher appreciation initiatives may be discussed. As such, teachers will not be communicating to their class through the PWA.
  5. Keep discussions on topic.
  6. Give everyone the benefit of the doubt and judge favorably. Try to find ways to read things positively.
  7. Be considerate of other people's feelings, as well as their beliefs.
  8. Respectful dialogue should be maintained at all times and/or including disagreements.
  9. Report honestly and fairly ensuring that incidents are not oversimplified or taken out of context.
  10. Confirm your information before posting, or couch your language with appropriate disclaimers.
  11. Do not knowingly publish false information. Distinguish between fact, suspicion and opinion.
  12. Do not post defamatory information, even if true and available elsewhere.
  13. Disclose conflicts of interest, affiliations and agendas. When that is not possible, avoid topics where these conflicts may affect the subject.
  14. Do not use profanity or sexually suggestive language.
  15. Do not violate people's privacy or confidence.
  16. Do not spam. Spamming includes leaving repeated comments promoting a specific idea or web site, including making the same point multiple times.
  17. Do not troll. Trolling is the posting of inflammatory comments with intent to provoke or disrupt.
  18. RESPECT THAT IT IS THE RESPONSIBILITY OF THE CLASS REP TO REMOVE ANY POST THAT DOES NOT MEET THE ABOVE STANDARDS EVEN WHEN THE POSTS ARE WELL INTENDED..

At any time, the HHA may change any part of this Agreement. If it does so, the HHA administration will send out a revised Agreement to each parent/guardian. **By signing this Handbook, parents or guardians accept and agree to the above conditions.**

### **3. Official School Publications**

The HHA Bulletin is our newsletter of record. It is published on Fridays and distributed electronically. The purpose of the Bulletin is to keep the HHA community informed about the school's philosophy, activities and current events. The Bulletin can also serve as a forum for announcing new policies and administrative procedures. The promotion of products or services is only permitted if they are specifically and directly sponsored by the school. The newsletter may carry messages of comfort or support to HHA students, staff and their families in times of personal celebration or grief. While an effort is made to send home all notices on Fridays, urgent notices may be sent home on other days. It is important for parents to set their mail browser to recognize the school email in order to prevent important notices from being filed in their electronic 'trash' bin and to also read all mail coming from the school.

### **4. Our School Website**

The school is, [www.hha.ca](http://www.hha.ca) , where information about the school is available to the general public. In addition, the school maintains a section of the website that is available only to students and parents and is used for communication between members of the HHA community.

The site features a live calendar for school related events. Information on this calendar will be updated on a regular basis. It is recommended that you subscribe to this calendar by clicking on the bottom right button of the calendar itself.

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## 5. Communication Protocol between Parent and School

Parents who wish to talk with teachers about student progress or have a concern about their child in any class, are asked to **first make contact with the teacher. Teacher emails will be made available to parents.** Teachers will respond to parent emails within 24 hours.

E-mails are not expected to be sent or replied to on weekends (Shabbat), and holidays (Jewish and Secular).

In the event that a situation cannot be solved to the satisfaction of a parent and the teacher, the parent may make an appointment with the appropriate staff member to help resolve the issue.

- Rabbi Yaakov Morel for school matters
- Mrs. Joy Zians for Preschool matters
- Ms. Aly Ostrowski for the Student Success Team
- Ms. Libby Holmes our school counselor for social/emotional support

## 6. Bulletin Boards & E-Mail Communications

The school's bulletin boards—real and virtual—are intended to present notices and information from the School. They may not be used to promote private businesses or opinions of school parents or the community at large. All materials to be posted must first be initialed and approved by the Principal.

CASL prohibits the sending of a commercial electronic message to an electronic address unless the sender complies with specific requirements. By signing the required student information form that will be sent out at the beginning of the school year, accepting the terms of this Handbook, you are agreeing to receive email communications from us for all purposes related to the school.

## 7. Permission to Publish

The Hamilton Hebrew Academy reserves the right to publish photographs, videos, articles and names of students for school purposes in print and web/social media. By agreeing to the terms of this Handbook parents/guardians are agreeing to grant permission to the school to publish the image of your child as indicated above. **Those who do not wish to give the school this authority are asked to notify the School Office in writing.**

## V. Daily Routines

### a) The School Office

The School Office is open from Monday through Friday from 8:25 a.m. to 4:00 p.m. On Fridays with early dismissal, the school office will close at 2:30 p.m. Parents may call the School Office with messages for students. Unless urgent, these will be delivered to students at appropriate breaks in class, e.g, before recess or lunch.

### b) Daily Schedule

Grades 6 – 8 begin school at 8:30 am with the entry bell sounding at 8:25 am. Preschool – Grade 5 begins at 8:50 am with the entry bell sounding at 8:45 am.

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School ends for all classes at 3:45pm.

#### c) Safe Arrival and Dismissal

In order to ensure the safe arrival and departure of our students, we ask all of our parents to follow these simple but important requests:

- For the safety of our students, please consider Dow Avenue a one-way street during pickup & drop off hours. Entry onto Dow Ave. should be from Main Street only. After drop-off or pick-up, please continue south along Dow, right onto Paul St. and then right onto Cline towards Main Street.
- Please ensure that children are not crossing Dow Ave. during drop-off and pick-up times.
- In order to accommodate those parents who would like to pick up their children from Cline Avenue, the lunch room door to the playground will be open at 3:40 pm to 3:55 pm so that parents can easily access the school. Please do not park in the playground.
- Do not stop on Dow Ave. to have your child enter/exit the vehicle.
- Parents are asked not to drive on the school playground at any time during the school day.
- The adjacent Church has requested that no parents access their parking lot at any time during the day.

#### d) Pre-School Arrival and Dismissal Procedure

The School Office and Pre-school teachers should be notified of all car pool and pick up arrangements. The programme begins promptly at 8:45 a.m. with the sounding of the bell. The programme ends at 3:45 pm. Children may only be picked up by their pre-designated driver. Written notification is required if there is a change in instruction.

Pre-school staff will remain with their students until 3:50pm. At that time, students will be taken to Aftercare. Charges will begin promptly at that time. It is imperative that parents pick up their children on a timely basis to ensure their safety and security. **Important: Please note, parents using either Morning Care or Aftercare, must complete the registration form available in the School Office. All users must provide a valid credit card number prior to using the service for the first time.** In the event of an emergency or an unforeseen circumstance please notify the School Office so that your child can be brought to the School Office to await pick up. If for any reason you are not registered and need to use the service, it will be based on student/ teacher ratios to determine if we can accommodate.

For an additional charge the school offers before school supervision in the Playschool room from 8:00-8:45 a.m.

Nursery, Junior Kindergarten, and Senior Kindergarten students who are not attending for a full day must be promptly picked up at their set dismissal time from the classroom.

#### e) Grades 1-8 Arrival and Dismissal

During breakfast club hours, from 8:00 to 8:45 a.m., students are asked to remain either in the lunchroom or on the playground, if supervised. Classes begin at 8:45 am with the playing of the National Anthem at 8:50 a.m.

For safety reasons students should not be on the road, sidewalks, waiting on the staircases or landings before 8:45 a.m.

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The school is not responsible for students after the 3:45 pm dismissal. The school cannot be responsible for children who have not been picked up on time. Children waiting for their rides after school may wait in the lunchroom. If parents are unable to arrive on time, they must notify the school office prior to making arrangements for Aftercare.

At dismissal, from September until the December break, Grade 1 students will be dismissed from the Grade 1 classroom. Parents will be required to go up to the Grade 1 classroom to pick up their children. After winter break, Grade 1 students will be dismissed directly from the classroom.

Teachers will not dismiss any student early without notification from the School Office. No student will be dismissed during school hours without prior written parental permission. Please note that even a relative, i.e. a grandparent, will not be allowed to pick up a child without a written note or notification to the School Office. Verbal instructions from a student are unacceptable.

#### **f) Late Pass**

It is essential that students arrive on time. Late arrivals are disruptive to the entire class as well as to the individual child who misses classroom start-up routines and class work. Students arriving after 8:50 a.m. will require a late slip from the School Office to enter class. Late arrival is noted on all academic term reports. When the number of unexcused late arrivals becomes excessive or detrimental to the students' success, parents will be contacted.

#### **g) Breakfast Club**

The breakfast club is an opportunity for students to enjoy a hot or cold breakfast served by volunteers. Students can socialize and play board games. No use of electronics is allowed during breakfast club. Students will be reminded that the volunteers who run the breakfast club are to be treated with the same respectful behavior they demonstrate towards the school staff. Students who do not follow the code of conduct during breakfast club may lose the privilege of attending

The breakfast club is open to students in Grades 1.-8 from 8:00 am.

#### **h) Recess**

There are three scheduled periods of recess during the school day. These are intended for exercise, fresh air, and fun. It is important that students come to school properly dressed for outdoor play, especially during the winter months. Unless students have a serious medical condition that prevents them from being outdoors, they will be expected to be outdoors for recess. In the case of inclement weather conditions, a decision will be made for safety reasons to keep all the children indoors during recess times.

#### **i) Absences**

If your child is absent, or is going to be absent from school, please inform the School Office by 8:55 a.m. by calling 905-528-0330 or e-mail the school at [school@hamiltonhebrewacademy.ca](mailto:school@hamiltonhebrewacademy.ca).

It is the responsibility of an absent student, with parental support as appropriate, to get all the assigned homework and to make up any work missed. Regular attendance is essential for successful scholastic, development and progress.

It is strongly recommended that you keep your child home from school if he or she has more than one of the following symptoms: fever, sore throat, pink eye, undiagnosed rashes, upset stomach or nausea. We

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recommend students with flu-like symptoms stay home 24 hours after the fever, or other major symptoms, have ended without the use of medications. This will provide rest and time for students to heal properly and avoid spreading illnesses unintentionally throughout the school. In cases of suspected or diagnosed communicable diseases, parents should notify the School Office immediately.

Students are encouraged not to miss school days for family outings or vacations. Any such absences which do not receive prior permission from the school administration will be treated as unexcused absences. Teachers are not required to provide make-up work or advance assignments for these absences. Students are responsible for all work, missed tests, etc.

**j) Late Arrival/Early Dismissal/Appointments**

Parents are urged to schedule student appointments and lessons for times outside of school hours. When this is unavoidable, parents are asked to come to the school office and wait for their child to be called from class. When students arrive at school because of an appointment or are leaving school before dismissal, they must be 'signed out' in the School Logbook by a parent or guardian through the School Office. Students, once again, are responsible for all work, missed tests, etc.

## **VI. Student Uniforms**

Proper dress is an integral part of the educational process and plays a very important role in the conduct and dignity of students in our school. The school uniform must be worn by students in Grades 1-8.

Uniforms are available for purchase through:

**Bombardieri Uniforms**

448 Barton Street East., Hamilton.

(905) 525- 6684

info@bombardieri.ca

[www.bombardieri.ca](http://www.bombardieri.ca)

Three or more children living in the same household can receive a 20% discount on uniforms through in-store purchases – not online. Inquiries can be made at the School Office. Please note that some items (especially skirts) need to be ordered two weeks in advance as the store does not carry full stock.

**Parents should have at least two uniforms for their children. Students will not be allowed into class without a proper uniform. When students arrive without the proper uniform, parents will be called to bring the missing or proper attire to school.**

**Uniform Requirements:**

- All students must wear uniform designated tops with the HHA logo
- On cold days, should a student choose, a uniform sweatshirt/fleece must be worn. Children will be asked to remove sweatshirts that do not comply with the uniform.
- Students are expected to wear the school uniform on field trips, unless otherwise indicated by the school.

**Boys:**

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- Every boy must wear a kippah at all times. Baseball caps or any other hats are not acceptable attire in the classroom.
  - During the months of September and June, boys in Grades 1-5, only, may wear uniform walking shorts (not school gym shorts).
  - Boys are not permitted to wear earrings or dye their hair.
  - While we encourage and appreciate individuality in our students' dress, boys' hair styles must be tidy and at a maximum one inch above the shoulder.
  - Visible neck jewelry is not permitted.

**Girls:**

- Skirt lengths must reach to mid knee.
- For safety reasons, the earring should be a small hoop or a stud. Nose piercings are not permitted.
- Girls are not permitted to dye their hair in a nontypical colour.
- Socks must be navy blue or white.
- During the winter months tights or leggings that fit like tights may be worn
- Sweat pants or any other type of pants worn indoors under skirts/tunics are unacceptable except during gym.
- Excessive makeup is not permitted.

**Gym:**

- Only sweatpants, or HHA uniform gym shorts with a length entirely below the knee, will be permitted for gym wear.
- Running shoes must be worn during gym classes, and intramurals.
- Uniform basketball shorts are acceptable gym wear. They may not be used as a substitute for school uniform pants.

## **VII. School Supplies & Books**

A list of school supplies required for each grade will be sent prior to the beginning of the school year and appears on the hha.ca school website. It is expected that students have the supplies requested for the first day of school year. Supplies may need to be replenished throughout the year. Please note that Kleenex boxes and a supply of kippot (boys) are essential items on the supply list.

Each student should purchase a Student Success Kit for the price of \$10. These will be on your child's desk, the first day of school. The Student Success Kit includes an accordion file folder, an agenda, dividers and transparent page protectors. Please read the philosophy behind our Student Success Kit on the HHA website.

When textbooks are issued to students, it is the responsibility of each student to take proper care of the textbooks and return them in good shape. When textbooks are collected at the end of the school year, lost, misplaced or damaged textbooks will need to be reimbursed by parents.

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## VIII. Cellphones, Electronic Devices & Technology

Personal electronic devices are becoming commonplace in the lives of all of our students. The use of technology has many positive applications in the classroom. It allows quick access to information and makes communication instantaneous. However, that same use can also bring challenges related to safety, privacy, and the disruption of school routines.

### a. Smartphones

- Smart phones provide a safety net for students traveling to and from school and as such bringing these to school is permitted.
- Smart phones brought to school are the responsibility of the student, and the School is not responsible in the cases of loss, damage or theft.
- Smartphones must be turned off and stored in school bags for the duration of the school day.
- For academic reasons, teachers may make exceptions permitting the use of Smartphones. Such use can take place only with teacher permission and supervision.
- Unauthorized Smartphone or misuse of electronic technology during school hours will result in confiscation of the device.
- Students have a right to freedom from cyber bullying. Actions deemed to be cyber bullying, even if they occur outside of school hours and not on school property are deemed to be actionable by the School.

Although appropriate Smartphone use will be modeled by staff and other adults in the building, our staff is encouraged to keep their Smartphones on, but silent at all times. This is to ensure that proper and/or immediate communication with the School Office can take place. The Principal, to be accessible at all times, will keep his Smartphone on and active at all times.

### b. Laptops and Tablets

- Students authorized to use learning assisted programs should have full access to the technology that they need as set up through the SST. Use of personal electronics is at each teacher's discretion, and the teacher must be present during its use. Students will be required to sign a contract agreeing to follow the expectations.
- Teachers will reinforce the schools policy regarding use of technology at the beginning of the year. The use of personal or school computers is not conducive to pro-social behaviors and is not allowed at recess except for a specific purpose and with teacher permission and supervision.

## IX. School Safety and Security

### a) Visitors to the School

All visitors to the school must first report to the School Office. Visitors will be asked to wear a visitor's identification badge.

### b) Reporting a Child in Need of Protection

The School is duty bound to report to the Children's Aid Society. In cases where there is a suspicion that a child has; suffered physical harm, been sexually molested or exploited, requires medical treatment to cure, prevent or alleviate physical harm or suffering, suffered emotional harm, demonstrated by serious anxiety, depression, withdrawal, self-destructive or aggressive behaviour or been abandoned, the Ministry of

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Education guidelines state, "It is the responsibility of the children's aid society, and if necessary, the police, to conduct an investigation into the possibility that a child is in need of protection. School personnel who suspect that a child is or may be in need of protection, should not conduct an investigation regarding their suspicions or disclosures of the child, and shall question the child only to clarify the nature of the complaint." This process applies even though the information reported may be confidential or privileged.

c) Cancelling School

In severe inclement weather, the School Office will notify each family, **via the email address on file in the School Office** prior to 7:35 a.m. that school has been cancelled. In the event that inclement weather develops during the school day, the school will use this email system to notify and instruct parents. Students will not be allowed to leave with a friend or a neighbour unless the School Office has been notified by parents or guardians.

d) First Aid

**When administering first aid or addressing a medical concern, the school will not provide or administer over the counter or prescription pain relief medication .** A student requiring medication (over the counter or prescription), during school hours, must have a written permission form and instructions signed by the parent before the medication will be dispensed by the School Office.

In cases of emergency, the student will be brought to the nearest hospital or urgent care centre and the parent will be contacted immediately. For this purpose, an up to date 'Student Information Form' must be signed and filed with the School Office. It is the responsibility of each parent to fill out and return this form within the first two weeks of school.

Parents are required to notify the School of any allergies or other medical conditions by completing the medical form. On this form, parents will provide instructions for dealing with these conditions, should it be necessary. Students with asthma, who carry a rescue inhaler should also provide a duplicate for the School Office.

e) Head Lice

Head Lice Pediculosis (head lice) is easily passed on to others and requires immediate treatment. Parents can help to limit the potential problem of head lice by checking their children's hair regularly. Students will be checked for head lice during the first month of school and after the winter and Passover breaks by a professional service. Parents of students with head lice will be notified. Parents who discover that their children have head lice during the school year should notify the school office immediately. This will allow the School to check if other children, also, have head lice, and to notify parents that lice is a concern in the classroom. Parents must fully kill all live lice and carefully remove the nits that are attached to the hair follicles. Students with active lice will not be permitted to return to school.

f) Vaccinations

All students at the HHA must be up to date on their vaccinations. Parents are responsible to submit their updated vaccinations to public health. Students who are not up to date on their vaccinations, according to school or Public Health policies will not be permitted to attend.

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**Exemptions:** If your child is not yet immunized against all required diseases, there are a few situations in which they may still be allowed to attend school.

- **In Process:** Some vaccine doses need to be taken at specific time intervals. Students may be allowed to attend school during the waiting period.
- **Medical Exemptions:** Specific health conditions where a vaccine may be harmful. Parents must provide a medical exemption form from a doctor.

No religious, or conscience, exemptions from mandated vaccinations will be granted.

#### f) Epi-Pens

Adrenaline (epinephrine) is the commonly prescribed treatment for an anaphylactic response. Adrenaline is commonly contained in an 'auto-injector' instrument known as an Epi-Pen. An Epi-Pen is the anaphylactic child's lifesaver, and can be administered by any responsible adult when needed. All staff will receive a list of all the students in the school who carry and require an Epi-Pen.

For preschool students requiring Epi-Pens, these will be placed in an easily accessible and secure place in the classroom, under teacher supervision. The teacher will carry the Epi-Pen during outdoor play.

For Grades 1-8, students requiring Epi-Pens must carry at least one Epi-Pen with them at all times and show their teacher where it is kept. A second Epi-Pen must be kept in the School Office with anaphylaxis action plan. Parents must ensure that their anaphylactic children are aware of the requirements of the Epi-Pen, and to ensure that the Epi-Pens have not passed their expiration date.

#### g) Fire Drill and Lockdown Procedure

Fire drills, in accordance with government policy and regulations, are conducted regularly so that students will be familiar with exit procedures and safety precautions in the event the building has to be evacuated. Lockdown drills will also be conducted, in cooperation with the Hamilton Police, in keeping with current government-mandated practices.

#### h) Field Trip

Trips outside of the classroom expand childrens' learning through active hands-on experience and are strongly encouraged by the school administration. For students to attend school outings, a signed permission slip must be returned to the School Office prior to departure. Telephone permissions will not be acceptable.

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## X. Assisting Student Progress

### a) The Student Agenda

The Agenda is an important daily communication tool. All students in Grades 1-8 will be required to have a school-issued Agenda, (which will be provided as part of the Student Success Kit). Students in Grade 4-8 will also be using Google Classroom, an online communication tool to aid in their executive functioning skills. Agendas encourage responsibility and decision making skills via daily and weekly prioritization of homework assignments. Used effectively, agendas can help promote effective study habits, time management and organizational skills. Additionally, the Agendas serve as an excellent tool for home-school communication. Parents are encouraged to use the Agenda to communicate with teachers. As part of the Student Success Kit philosophy the Agenda, placed in the accordion folder, will be sent home everyday and must come back to school the following day.

### c) Written Reports of Student Progress

Written reports of Student progress are provided three times throughout the school year: November, February and June.

### d) Achievement Tests

Schoolwide standardized achievement tests are administered on an *annual* basis. In addition, various tests help to benchmark our students' achievements and growth against the national Canadian norms. These measurements provide a very useful indicator of ability, growth and development. The results are stored as part of the OSR and are available for parent review upon request.

## XI. Homework

Homework is an integral part of the learning process. It is our policy that each individual teacher assign homework in accordance to the specific needs of the student and the class. Teachers are well aware of the double programme carried by our students and assign homework accordingly.

Homework may consist of reinforcement, creative work and/or investigative work. Learning is an ongoing process that does not only take place at school. Homework, or work that is not completed in class during the allotted time are important in helping students provide better accountability in their work.

All homework assigned in Judaic and General Studies is intended to be done with minimal assistance from parents. Students who cannot do their homework due to specific difficulties, should consult with their individual teachers. Parents are encouraged to contact teachers if their child is having difficulty completing homework assignments or is spending excessive time doing so. Communication between the family and school is of the utmost importance.

The following tips may be helpful to parents:

- Encourage your child with his/her homework. Don't do it for them. Children will learn absolutely nothing if the homework is done by the parent. The same pertains to projects.
- It is the parent's responsibility to create an environment in which the homework can be done. This means helping your child find a comfortable place, providing your child with the necessary stationery, and books and not allowing any interruptions during the "homework time" .

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- See to it that your child places the completed homework into his/her school bag. Homework completed at home but not brought to school is considered not done.
  - Please encourage your child to check in his accordion folder which contains his or her agenda for the next day's homework and any upcoming homework assignments or projects.

## **XII. Kashrut & Allergies**

While we recognize that not all families & teachers in our school adhere to the laws of kashrut in their homes, it is important that we all respect kashrut and its observance in our facility. Please review and respect the following guidelines:

- Lunches and snacks brought to school must be either dairy or pareve ("pareve" means neither dairy nor meat, and free from any dairy or meat by-products or derivatives). The HHA is a meat / poultry free environment to avoid confusion for students and staff. Only meat/poultry served as part of our lunch program or special catered events is permitted on campus.
- Staff members will ensure students do not share food.
- No food items identifiable to the public as non-kosher (ie. food wrapped in fast food packaging) may be brought by students.
- Food items brought into a class for any celebration or program MUST have a recognized kashrut symbol and be brought, first, to the school office. Once approved by the principal, a sticker will be added to the food item. A list of approved Kashrut symbols can be found below as well as on our website.
- Home baked food is not permitted for class functions.
- We are a nut sensitive facility. This policy is reviewed annually based upon the specific needs of our students.
- Our school strives to be sensitive to all student's unique needs. As such, we recognize that some of our students may have specific dietary requirements. These may be in the form of allergies, lactose intolerance, gluten free, etc. If your child has any such issues, please inform your child's teachers and assist in providing equivalent substitutes when appropriate. Proper communication on all sides will be necessary in such instances.
- Students in several grades have a requirement for Chalav Yisrael milk products. Pareve foods are always fine and many appropriate items can be found in the Fortinos kosher aisle. There are mini-cupcakes available for sale in the school office for in-class preschool birthday parties. These should be ordered and prepaid with two weeks notice.



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### **XIII. Nutrition Policy**

The HHA recognizes the importance of fostering healthy nutrition and supporting the wellness of our students and staff. Proper nutritional choices are essential for the optimal growth and development of children. Well-nourished children are more likely to be prepared to learn, be active, and maintain their health as adults.

Our school and parental body must partner in teaching our children life-long skills for healthy eating. As most food eaten at school is brought from home, all parents are encouraged to make proper nutrition choices based upon Eating Well with Canada's Food Guide.

#### **School Lunch Programme**

Throughout the year, students are offered a lunch programme. The School Lunch Programme is committed to providing healthy food options for students. On these days, parents are reminded to send additional nutritious foods as snack options for the duration of the day.

#### **Class Parties**

Teachers reserve the right to serve students food or beverages provided that those food items comply with nutrition standards that foster healthy nutrition and wellness. Such choices include: fruits, vegetables, low salt and low fat snacks, frozen yogurt, fruit juices, milk and water. At various class milestone events, teachers will be given the discretion to serve food with higher sugar and fat content (cake, ice cream, candy, etc.) provided that this does not exceed two times per class for the school year. If you are asked to bring an item to be served, at a teacher's request, please ensure that the food meets those requirements so that no child is excluded. When there is a child in the class that follows Chalav Yisrael please ensure that all dairy products meet these specifications. If you have additional questions in these areas, please consult with a Judaic Studies staff member.

#### **Holiday, Birthday and Shabbat Celebrations**

Shabbat and Jewish holidays come with their own traditions. Our students all receive challah and grape juice as part of the weekly Kabbalat Shabbat programme. Some holiday celebrations will be accompanied by traditional foods fitting the occasion that may not conform to the nutrition standards detailed above. In addition, students in all grades may receive a small Shabbat treat from the school office in anticipation of Shabbat. For students, infants-grade 3 celebrating a birthday, teachers will provide a list of acceptable items. These snacks can be served in addition to the cupcakes purchased through the office.

#### **Special School Events**

The HHA recognizes that special event days take place periodically throughout the year. Although the school is encouraged to follow the nutrition policy in all circumstances, on such designated days the Principal will have discretion to decide whether to serve or sell foods that do not comply with the standards.

#### **Allergies**

Please refer to our School Policy on Allergy and Anaphylaxis.

#### **Healthy Snack List**

Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially-disabling diseases, such as heart disease, cancer, diabetes, high blood pressure, and obesity. Snacks play a major and growing role in children's diets. Below are ideas for teachers, and parents for serving healthy snacks and beverages to children in the classroom.

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## Fruits and Vegetables

Most of the snacks served to children should be fruits and vegetables, since most kids do not eat the recommended five to thirteen servings of fruits and vegetables each day. Eating fruits and vegetables lowers the risk of heart disease, cancer, and high blood pressure. Fruits and vegetables also contain important nutrients like vitamins A and C and fiber. Fruit is naturally sweet, so most kids love it. Fruit can be served whole, sliced, cut in half, cubed, or in wedges. Canned, frozen, and dried fruits often need little preparation. Fruits and vegetables can also be served with dips such as yogurt.

### *Suggested Fruits Options:*

- Apples (instant apple corers are great)
- Applesauce (Unsweetened),
- Apricots
- Bananas
- Blueberries
- Cantaloupe
- Carrot sticks or Baby Carrots
- Celery Sticks
- Cherries
- Cucumber
- Dried Fruit
- Frozen Fruit (try freezing grapes or buy frozen blueberries, strawberries, peaches, mangoes etc)
- Fruit Cups and Canned Fruit
- Fruit Leathers
- Grapefruit
- Grapes (red, green, or purple)
- Honeydew Melon
- Mandarin Oranges
- Mangoes
- Nectarines
- Oranges
- Papaya
- Peaches
- Pears
- Peppers (green, red, or yellow)
- Pineapple
- Plums
- Smoothies (Blend fruit with juice, yogurt or milk, and ice)
- Snap Peas
- Snow Peas
- Strawberries
- String Beans
- Tangerines
- Tomato slices or grape or cherry tomatoes
- Watermelon
- Yellow Summer Squash

## Low-Fat Dairy Foods

- Dairy foods are a great source of calcium, which can help to build strong bones. Some examples are:
- Low-Fat Cheese
- Low-Fat Pudding and Frozen Yogurt (should be used as desserts or treats)
- Frozen Yogurt
- Yogurt cups

## Healthy Grains (bread, crackers, cereals, etc.)

Try to serve your child mostly whole grains, which provide more fiber, vitamins and minerals than refined grains. Try cheese or a spread such as hummus on a wedge of focaccia or toast in a grill pan. For a sweet touch, children might like toasted cream cheese on cinnamon raisin sandwich bread or bun. Several stores now carry kosher specialty breads such as focaccia. Children often like to explore different shapes and tastes so experiment with different types of breads such as rolls and pitas in order to discover what they like.

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### *Suggested Grain Options:*

- Whole-grain crackers like Triscuits, which come in different flavors or thin crisps (or similar woven wheat crackers), whole wheat
- Matzos can be served alone or with toppings.
- Rice Cakes
- cereals like Cheerios, Grape-Nuts, Raisin Bran, and Wheaties make good snacks. Look for cereals with no more than 35% added sugars by weight (or roughly 8 grams of sugar per serving)
- Popcorn (Look for low-fat popcorn in a bag or microwave popcorn. Or you can air pop the popcorn)
- Baked Tortilla Chips (Baked tortilla chips are usually low in fat, and tastes great with salsa and/or bean dip. Look for brands with less sodium)
- Granola and Cereal Bars
- Look for whole-grain granola bars that are low in fat and sugars
- Pretzels, Breadsticks, and Flatbreads

### **Healthy Beverages**

- Water (always the best!!)
- Seltzer
- Carbonated drinks like seltzer, sparkling water, and club soda are healthy options. They do not contain sugars, calories, and caffeine of sodas. Serve them alone or try making “healthy sodas” by mixing them with equal amounts of 100% fruit juice.
- Low-Fat and Fat-Free Milk
- Soy and Rice Drinks For children who prefer not to drink cow’s milk, calcium-fortified soy and rice drinks are good choices.
- Fruit Juice - Try to buy 100% fruit juice

### **Other Ideas**

- Dips (Try low-fat salad dressings, bean dips, guacamole, hummus, or salsa or for those kids with a sweet tooth, try honey!)
- Salad (Make a salad or set out veggies like a salad bar and let the kids build their own salads)
- Veggie Pockets (Cut whole wheat pitas in half and let kids add veggies with dressing or hummus)

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## **XIV. Conclusion**

No manual can possibly include or address every behavior, act and circumstance that can take place in a dynamic setting such as a school. As a valued member of the school community, we believe that this handbook will give you a better understanding of what the general principles and expectations are; inspired by Jewish Values and Traditions.

We are confident that this year will be one full of growth, learning and excitement. We can't wait to share it with you and your beautiful child!

## **XV. Additional Policies, Documents & Resources**

A list of additional policies, important documents and resources that are to be considered a part of this Handbook can be found online at [www.hha.ca](http://www.hha.ca) under the "More" section and Handbooks.

Please familiarize yourself with these policies as well.

- Preschool Handbook
- Code of Conduct, Bullying Prevention & Intervention Policy
- School Supplies