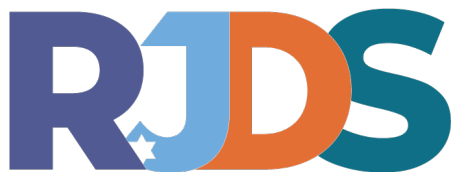


2022-2023

Parent & Student HANDBOOK for K-7 Programs

Welcome, and bruchim habaim!

We are a fully accredited, community-based Jewish independent school that combines outstanding academics, shared heritage and a deep understanding of Jewish religion and values. Including and Early Learning Centre and Extending from kindergarten through grade 7, RJDS represents the entire spectrum of the Jewish Community.



RICHMOND
JEWISH
DAY SCHOOL

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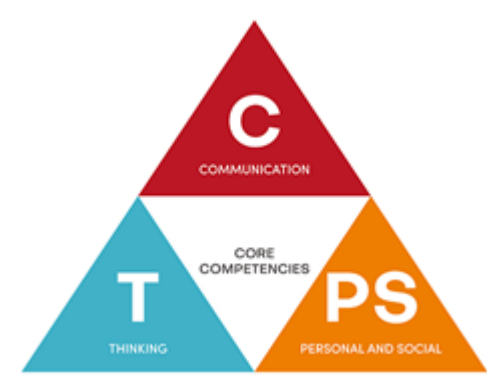
School Mission

Richmond Jewish Day School graduates confident, well rounded, ethical and independent children. Through a family-oriented approach, our students, inspired by Jewish values and ethics, have strong academic, social and religious skills and are well prepared to grow into thoughtful, committed and fully engaged members of the Jewish and broader Canadian communities.

School Goals & Objectives

Core Competencies

The Core Competencies are sets of intellectual, personal, social and emotional proficiencies that all students need to engage in deep, lifelong learning. Along with literacy and numeracy foundations, they are central to British Columbia's K-12 curriculum and assessment system which directly support students in their growth as educated global citizens.



Communication: The Communication competency encompasses the knowledge, skills, processes, and dispositions we associate with interactions with others. Through their communication students acquire, develop and transform ideas and information, and make connections with others to share their ideas, express their individuality, further their learning, and work efficiently. Communication competence is fundamental to finding satisfaction, purpose, and joy.

Creative Thinking: The Creative Thinking competency encompasses the knowledge, skills, and processes we associate with intellectual development. It is through their competency as thinkers that students take subject-specific concepts and content and transform them into a new understanding. Creative Thinking competence includes specific thinking skills as well as habits of mind, and metacognitive awareness. These are used to process information from a variety of sources, including thoughts and feelings that arise from the subconscious and unconscious mind and from embodied cognition, to create new understandings.

Personal & Social Responsibility: The Personal and Social Responsibility competency is the set of abilities that relate to students' identity in the world, both as individuals and as members of their community and society. The Personal and Social Responsibility competency encompasses what students need to thrive as individuals, to understand and care about themselves and others, and to find and achieve their purposes in the world.

BC Curriculum Goals

Students are expected to:

- Have an appreciation for the value of learning.
- Have confidence in their ability to succeed.
- Develop strong learning skills and study habits, including the ability to work both independently and collaboratively.
- Develop the ability to phrase meaningful questions, to acquire necessary information to reason logically, and to engage in critical thinking.

BC Curriculum Objectives

Students will be able to:

- Be competent in the use of English as a spoken and written language and be able to use it as a sensitive and precise means of communication.
- Be able to read, enjoy and analyze all genres of literature.
- Be competent in the understanding and use of mathematical skills and concepts appropriate to their grade levels.
- Be knowledgeable concerning the history and government of Canada and British Columbia and be introduced to world geography, ancient civilizations and world history.
- Have an understanding of how our society and other societies function.
- Have a sound understanding of how things work based on scientific literacy and principles.

Judaic Studies Goals

Students are expected to:

- Be competent in the use of Hebrew as a spoken and written language and as a tool for the study of modern and traditional texts.
- Be familiar with the siddur (prayer book) and be able to participate in various synagogue services.
- Be familiar with the textual background, development and observance of the Jewish holidays in the home and synagogue.
- Understand the meaning and proper practice of mitzvot (Jewish rules or commandments).
- Understand Jewish history, its continuity, and its relevance to the present day.
- Be familiar with the history, geography and culture of the State of Israel.
- Develop a love and appreciation of the State of Israel.

Religious, Ethical, Social & Personal Development Goals

Students are expected to:

- Develop into moral and ethical individuals who appreciate their role within both the Jewish and greater Canadian communities.
- Have a positive sense of Jewish identity.
- Have a sense of responsibility for their own behaviour.
- Be open to the viewpoints of others, including persons different from themselves.
- Practice tzedakah (charity) through their attention to the needs of others, their acceptance of others despite differences, and their willingness to give concrete assistance.
- Feel love for and awe of G-d.
- Respect the importance of mitzvot and practice them as part of their everyday lives.
- Participate in, understand, and enjoy the observance of Jewish holidays.

- Feel love for the State of Israel — the land, the people, the language and the culture.
- Be actively involved in Jewish communal life.
- Share their increasing knowledge of Judaism with their families, such that each family will have an increased commitment to the perpetuation of Jewish life.
- Possess the motivation to achieve high standards while being sensitive to others.
- Be capable of working both individually and performing as a member of a group when each is appropriate.
- Have an awareness and appreciation of the fine arts and performing arts.
- Have an appreciation of the arts as they relate to Jewish customs and religious observances.
- Be comfortable expressing themselves creatively through various media.
- Be aware that care of the body is a positive Jewish precept and have the knowledge and attitudes necessary to develop and protect their physical health.
- Have experience in a variety of physical activities, including exercise, structured skill development, individual and team sports, and unstructured activity.

Early Learning Centre Mission and Values

Mission

RJDS Early Learning Centre is committed to providing a safe and nurturing environment where young children feel confident to express their most authentic selves. Inspired by Jewish values and traditions, we are an inclusive centre that welcomes children and families from all backgrounds.

Values

- Secure relationships between young children and their caregivers are the foundations for healthy development.
- Children are capable, whole human beings and deserve unconditional respect
- Security, play and curiosity provide the opportunity for children to push boundaries and ultimately reach their fullest potential.
- Positive community relationships are built through transparent communication and family participation.
- Educators serve as nurturers, researchers and collaborators, honouring children's individual rights, needs and interests.

Principal's Message

Dear Parents,

I hope you have all been having an enjoyable and relaxing summer break! I look forward to seeing you and your children in just a few short weeks with the start of the 2022-2023 academic school year at Richmond Jewish Day School!



At Richmond Jewish Day School, we consider it a privilege to serve you and your children in preparing them for a successful future. This Parent-Student Handbook is intended to help you understand the underlying principles and expectations of the Board, Principal, and staff. Our qualified and experienced teachers for the BC Curriculum and Judaic Studies will work collaboratively to provide a high-quality learning experience that will be consistent throughout the school. As in all communities, certain guidelines are necessary to ensure our school functions effectively and safely.

We believe communication is key to building a strong school community, and this Parent & Student Handbook will serve to provide expectations and policies in guiding us as we make this learning journey together. The Handbook has been carefully designed to help our families navigate the expectations of Richmond Jewish Day School in keeping with our inclusive philosophy. Please keep this booklet handy for future reference. Your cooperation will certainly help us in fostering a safe, caring, and engaging school environment for our students.

On behalf of all the staff, we are excited to welcome you to the 2022-2023 academic year at Richmond Jewish Day School. As in previous years, we will continue to focus on the development of student knowledge, skill, creativity, compassion, and confidence! Together we will intend to provide the best school environment for your child, in every area of their learning, growth and development!

Welcome Back to RJDS!

Respectfully,
Sabrina Bhojani, Principal, RJDS

Faculty & Staff 2022/2023

Administration	
Principal	<i>Sabrina Bhojani</i>
Business Manager	<i>Janet Ragetli</i>
Administrative Assistant	<i>Stacey Szeplabi</i>
Office Communications Coordinator	<i>Jordan Sukkau</i>

Teaching Staff	
Teachers Name	Subject and Grades
<i>Tammia Bowden</i> BC Curriculum Teacher	<ul style="list-style-type: none"> • BC Curriculum: Grades 4-7 • Music: Grades K-7 • PE Grade: Grades K-7
<i>Katia Fermon</i> Judaics Teacher Director of Jewish Life and Community Engagement	<ul style="list-style-type: none"> • Judaics: Grade 6-7 • Spanish: Grade 4-7 • Yearbook: Grades 4-7
<i>Batsheva Michaeli</i> Hebrew and Judaics Teacher	<ul style="list-style-type: none"> • Hebrew and Judaics: Grade K-3 • Art: Grades 4-7
<i>TBD</i> BC Curriculum Teacher	<ul style="list-style-type: none"> • BC Curriculum: Kindergarten • ADST: Grades K-7 • Art: Grades K-3
<i>Riki Oirechman</i> Hebrew and Judaics Teacher	<ul style="list-style-type: none"> • Hebrew and Judaics: Grade 4-5 • Hebrew: Grades 6-7
<i>Sally Piccinato</i> BC Curriculum Teacher	<ul style="list-style-type: none"> • BC Curriculum Grade 6-7
<i>Mary-Anne Rachman</i> BC Curriculum Teacher	<ul style="list-style-type: none"> • BC Curriculum: Grades 1-3 • Library: Grades K-7 • Special Ed Support: K-3

Support Staff	
Counsellor	<i>Malki Moshkovitz</i>
Educational Assistant	<i>Bettina Jacob</i>
Educational Assistant & Student Life Coordinator	<i>Reesa Pauer</i>
Educational Assistant & After School Care	<i>Liel Rabinovich</i>

Early Learning Centre Educators	
Program Director of Early Childhood Education	Sara Solomon
Gan Aleph Ages 0-3	Gan Bet Ages 3-5
Cecille Bennett	Leah Yusupov
Josie Ng	Kent Chau
Maxwell Chang	

Year at Glance

SEPT	Thurs, Sept 1	Collab Day – No Classes
	Fri, Sept 2	Collab Day – No Classes
	Mon, Sept 5	Labour Day – School Closed
	Tues, Sept 6	Pro D Day – School Closed
	Wed, Sept 7	First Day of Classes
	Fri, Sept 9	Welcome Pancake Breakfast
	Sun, Sept 11	Community BBQ and Give and Take Market
	Wed, Sept 14	Shofar Making with Rabbi Baitelman
	Wed, Sept 21	Meet the Teacher Evening
	Fri, Sept 13	Shabbat B'Yachad
	Sun, Sept 25	Erev Rosh Hashanah (5783)
	Mon, Sept 26	1 st Day of Rosh Hashanah – School Closed
	Tues, Sept 27	2 nd Day of Rosh Hashanah – School Closed
	Wed, Sept 28	Grade 6/7 Immunizations
	Wed, Sept 28	Tzom – Fast of Gedaliah
	Thurs, Sept 29	Terry Fox Run
	Thurs, Sept 29	Orange Shirt Day
	Fri, Sept 30	Truth & Reconciliation Day – School Closed
OCT	Sun, Oct 2	Build the Sukkah
	Tues, Oct 4	Erev Yom Kippur – School Closed
	Wed, Oct 5	World Teacher Day
	Sun, Oct 9	Erev Sukkot
	Mon, Oct 10	1 st Day of Sukkot – School Closed
	Mon, Oct 10	Thanksgiving – School Closed
	Tues, Oct 11	2 nd Day of Sukkot
	Wed, Oct 12	Chol Ha'moed Sukkot
	Thurs, Oct 13	Chol Ha'Moed Sukkot
	Fri, Oct 14	Chol Ha'Moed Sukkot
	Sun, Oct 16	Chol Ha'Moed Sukkot – Hoshanah Rabah
	Mon, Oct 17	Shmini Azeret – School Closed
	Tues, Oct 18	Simchat Torah – School Closed
	Fri, Oct 21	Pro D Day – No Classes
	Sun, Oct 23	Take Down the Sukkah
	Mon, Oct 24 – Fri, Oct 28	Foundation Skills Assessments
NOV	Wed, Oct 26	Rosh Chodesh Cheshvan
	Fri, Oct 28	Picture Day
	Sun, Nov 6	Yitzhak Rabin's Yahrzeit
	Sun, Nov 6	12 Cheshvan
	Sun, Nov 6	Daylight Saving End



DEC	Thurs, Nov 10	Remembrance Day Assembly – Wear Formal Uniform
	Fri, Nov 11	Remembrance Day – School Closed
	Mon, Nov 14	Pro D Day – No Classes
	Wed, Nov 16	Picture Retake Day
	Fri, Nov 18	Early Dismissal – 2:30PM
	Fri, Nov 25	Early Dismissal – 2:30PM
	Tues, Nov 29	Giving Tuesday
	Sun, Dec 2	Early Dismissal – 2:30PM
	Sun, Dec 9	Early Dismissal – 2:30PM
	Thurs, Dec 15	Term 1 Report Card Distribution
JAN	Thurs, Dec 15	Zimriyah
	Thurs, Dec 15	Latke Lunch
	Fri, Dec 16	Last Day Before Winter Break
	Fri, Dec 16	Pajama Day
	Sun, Dec 18	1 st Night Chanukah
	Mon, Dec 19 – Wed, Jan 2	Winter Break
	Mon Dec, 19	2 nd Night of Chanukah
	Tues, Dec, 20	3 rd Night of Chanukah
	Wed, Dec 21	4 th Night of Chanukah
	Thurs, Dec 22	5 th Night of Chanukah
FEB	Fri, Dec 23	6 th Night of Chanukah
	Sat, Dec 24	7 th Night of Chanukah
	Sun, Dec 25	8 th Night of Chanukah
	Mon, Dec 26	Boxing Day
	Sat, Dec 31	New Year's Eve
	Sun, Jan 1	New Year's Day – School Closed
	Mon, Jan 2	New Year's Stat – School Closed
	Wed, Jan 3	Classes Resume after Winter Break
	Fri, Jan 6	Early Dismissal – 2:30PM
	Fri, Jan 13	Early Dismissal – 2:30PM
	Fri, Jan 13	Shabbat B'Yachad
	Fri, Jan 20	Pro D Day – No Classes
	Mon, Jan 23	RJDS Open House
	Mon, Jan 23	Rosh Chodesh Sh'vat
	Tues, Jan 24	RJDS Open House (Hebrew)
	Fri, Jan 27	Early Dismissal – 2:30PM
	Thurs, Jan 27	International Holocaust Remembrance Day
	Fri, Feb 3	Early Dismissal – 2:30PM
	Mon, Feb 6 – Fri, Feb 10	Green Week
	Mon, Feb 6	Tu B'Shvat
	Mon, Feb 6	Wear Earth Colours
	Fri, Feb 10	Early Dismissal – 2:30PM
	Fri, Feb 10	Shabbat B'Yachad
	Mon, Feb 20	Family Day – School Closed
	Tues, Feb 21	Pro D Day
	Wed, Feb 22	Pink Shirt Day
	Wed, Feb 22	Rosh Chodesh Adar
	Fri, Feb 24	Early Dismissal – 2:30PM
	Mon, Feb 27	Purim Food Drive Begins
	Mon, Fri 27	Spirit Week Begins



MAR	Wed, Mar 1	Purim Spirt Days
	Thurs, Mar 2	Purim Spirit Days
	Fri, Mar 3	Purim Spirit Days
	Fri Mar 3	Early Dismissal - 2:30PM
	Mon, Mar 6	Ta'anit (Fast of Esther)
	Mon, Mar 6	Erev Purim
	Tues, Mar 7	Purim Carnival
	Tues, Mar 7	Early Dismissal - 11:30AM
	Wed, Mar 8	Shushan Purim
	Thurs, Mar 9	Purim Food Drive Ends
	Fri, Mar 10	Last Early Dismissal - 2:30PM
	Sun, Mar 12	Daylight Savings Begins
	Fri, Mar 17	Pro D Day - No Classes
	Thurs, Mar 23	Rosh Chodesh Nisan
	Thurs, Mar 30	Term 2 Report Card Distribution
	Fri, Mar 31	Model Seder
	Fri, Mar 31	Last day before Pesach Break
APR	Mon, Apr 3 - Fri, April 14	Pesach Break
	Mon, Apr 16	First Day After Pesach Break
	Tues, Apr 18	Yom Hashoah
	Tues, Apr 18	Holocaust Remembrance Day
	Sun, April 22	Rosh Chodesh Iyar
	Tues, Apr 25	Yom Hazikoron
	Wed, Apr 26	Yom Ha'atzmaut
MAY	Wed, Apr 26	Falafel Lunch
	Mon, May 9	Lag Ba'Omer
	Fri, May 19	Yom Yerushalayim
	Fri, May 19	Shabbat B' Yachad
	Sun, May 21	Rosh Chodesh Sivan
	Mon, May 22	Victoria Day - School is Closed
	Thurs, May 25	Erev Shavuot
	Fri, May 26	1 st Day of Shavuot - School Closed
	Sat, May 27	2 nd Day of Shavuot
	Mon, May 29	Pro D Day - No Classes
JUN	Tues, June 20	Rosh Chodesh Tamuz
	Thurs, June 22	Grade KG/7 Graduation
	Fri, June 23	Shabbat B'Yachad
	Sun, June 25	Ride for STEM?
	Tues, June 27	Maccabiah Games
	Wed, June 28	Term 3 Report Card Distribution
	Wed, June 28	11:45AM Dismissal
	Thurs, June 29	Admin Day - No Classes
	Fri, June 29	Admin Day - No Classes

*This Calendar is subject to change, for the most current information, please refer to our online calendar at www.rjds.ca.

Daily Bell Schedule

Regular Dismissal Schedule

Early warning bell	8:40 a.m. - 8:45 a.m.
Block 1	8:45 a.m. - 9:25 a.m.
Block 2	9:25 a.m. - 10:05 a.m.
Recess	10:05 a.m. - 10:20 a.m.
Block 3	10:20 a.m. - 11:00 a.m.
Block 4	11:00 a.m. - 11:45 a.m.
Lunch (outside)	11:45 a.m. - 12:10 p.m.
Lunch	12:10 p.m. - 12:25 p.m.
Early Warning Bell	12:25 p.m. - 12:30 p.m.
Block 5	12:30 p.m. - 1:10 p.m.
Block 6	1:10 p.m. - 1:50 p.m.
Recess	1:50 p.m. - 2:05 p.m.
Block 7	2:05 p.m. - 2:45 p.m.
Block 8	2:45 p.m. - 3:30 p.m.

Early Dismissal Schedule

Early warning bell	8:40 a.m. - 8:45 a.m.
Block 1	8:45 a.m. - 9:25 a.m.
Block 2	9:25 a.m. - 10:05 a.m.
Recess	10:05 a.m. - 10:15 a.m.
Block 3	10:15 a.m. - 10:50 a.m.
Block 4	10:50 a.m. - 11:30 a.m.
Lunch (outside)	11:30 a.m. - 11:55 a.m.
Lunch	11:55 a.m. - 12:10 p.m.
Early warning bell	12:10 p.m. - 12:15 p.m.
Block 5	12:15 p.m. - 12:45 p.m.
Block 6	12:45 p.m. - 1:20 p.m.
Block 7	1:20 p.m. - 1:55 p.m.
Block 8	1:55 p.m. - 2:30 p.m.

Note: For those students arriving early, the school building is open at 8:00 a.m. students may join the School Program in the gym. At 8:30 a.m. students will proceed to their classrooms.

*** Friday's early dismissal at 2:30p.m. will begin on November 18, 2022. Regular dismissal resumes on March 10, 2023.**

Principals of Learning

Five Principles of Learning

- Learning requires the active participation of the learner.
- People learn in a variety of ways and at different rates.
- Learning is both an individual and social process.
- Curriculum and assessment should be learner focused.
- Curriculum will enhance student's ability to succeed and make informed choices as global citizens.



Instructional Programs

Learning Assistance Program

Learning assistance, in both English and Hebrew, is made available to children who are in need of additional support. Programs are collaboratively designed by the child's classroom teacher, the resource teacher and the school-based team. The learning resource teachers work with individual students and small groups, both inside and outside the regular classroom.

Physical Education Program

The school's Physical Education Program consists of a varied menu of activities implemented in six-week blocks. Ice skating and curling sessions are examples of programming that take place outside the school. Extracurricular sports with other Richmond schools and intramural sports (volleyball and basketball) are two other special programs that are offered to the students.

Technology Education Program

Richmond Jewish Day School's philosophy is that digital technologies offer our learners greater opportunities to be more actively involved in the learning experience. At Richmond Jewish Day School, the library houses a computer lab, and students have access to SMART projectors, iPads and laptops in classrooms. During the year, all students receive formal instruction with computers, and explore new tools and strategies to empower them to fully participate in a connected, technology-rich society. Please refer to the school's acceptable use policy for computers, smart phones and mobile devices on page 17 of this handbook.

Enrichment Program

Enrichment opportunities in both English and Hebrew are made available to students who are exceeding expectations in academic subjects. The programs are extensions of the subject areas and allow students to apply their classroom learning in real-life settings.

Goal Areas for Growth

The instructional programs support learning experiences that will help students in their: Emotional and Social Development. It will help develop their self-confidence, pride, and enjoyment of learning, cooperative skills as well as teach them to respect differences, accept challenges, share, care, and develop friendships.

Social Responsibility

- value cultural diversity
- handle and appreciate change
- show respect for others and the environment

Aesthetic and Artistic Growth

- wonder, explore and create
- discover and appreciate beauty

Physical Development

- maintain physical wellbeing
- develop motor skills
- develop a balanced lifestyle and healthy nutrition

Intellectual Development

- think critically, creatively and reflectively
- solve problems

General School Procedures

Attendance

School attendance is a primary indicator of academic success. Thus, it is crucial that students benefit from the greatest amount of classroom time available to them. Absences other than illness and family emergencies are detrimental to a student's education. Please try and avoid scheduling family vacations during school instructional time.

RJDS asks that parent/guardians call the school in the case of a student absence. These calls may be made 24 hours a day through our office or voice message system at 604-275-3393. Please leave a message stating the student's full name, grade and the date of the absence. Alternatively, you can send an email to: info@rjds.ca. Please include the student's full name, grade and the date of the absence.

Awards and Certificates

The purpose of student recognition is to celebrate excellence for accomplishments and social development. Grade 7 students are recognized through a number of awards during our Annual Award Ceremony: These include

Yvonne Levinkind Citizenship Award

- an honour given to the student who demonstrates outstanding middos (character) and devotion to school and community service.

Ted Cohen Athletic Award,

- an honour given to a female and a male who demonstrate outstanding athletic ability and commitment to physical and health education.

Annual Service Award,

- an honour given to a student who contributes to the well-being of the school as a whole, who is always willing to volunteer and who serves as the helping hand to staff and students

Keter Shem Tov Award

- an honour given to a student recognizes a student who best embodies the values and ethics of Richmond Jewish Day School

**Please note that not all of these awards are distributed on an annual basis.*

Should you wish to establish an annual award to the student academic achievement, leadership, a program of study, or community service, please contact the School Administration.

Birthday Celebrations

When you are preparing to celebrate your child's birthday, please consider his/her classmates' feelings. If all children in a class are invited, invitations may be distributed at the school. If you are only inviting select individuals, we ask that you please distribute invitations directly to the children's homes.

In keeping with the Jewish objectives of our school, we urge parents not to hold birthday parties on Shabbat or holidays.

No family should be put in the position of having to choose between the observance of Shabbat and kashrut or attendance at a social function. Additionally, please make sure to find out if there are children in the class who keep kosher at home; we urge you to be in touch with those parents in advance and arrange for something kosher to be offered at the party.

An appropriate way to celebrate a birthday or any other simcha is by marking the occasion with the donation of a book or a contribution to a school fund or program. Please contact the office for more details.

Electronic Devices

Students are encouraged to leave electronic devices (e.g. tablets & cell phones) at home as they can pose as a distraction and interfere with the learning environment. On occasion, however, teachers may request that students bring their devices to school for specific assignments or class projects. Students should only use personal devices for learning purposes during instructional time. Additionally, parents are asked to please NOT text or phone students during class time. For emergency purposes, parents should contact the school office.

For more details, please refer to the Acceptable Use Policy for Smartphones and Mobile Devices on page 25.

Homework

Homework gives students an opportunity to practice and refine skills taught at school. Other purposes for homework include:

- To help promote self-reliance and responsibility.
- To promote individual study time.
- To have time to research.
- To review notes.
- To develop research and study techniques.
- To show parents the progress the student is making.
- To promote communication between school and home.

In order to ensure homework is completed, both parents and students must share this responsibility to learning.

Responsibility of Parents

- Assure that homework is a priority
- Listen to your child read
- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help the student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact the teacher to stay informed about the student's learning process
- Support the school in ensuring that homework is done

- Periodically check the class blog and agendas, along with your child, to review assignments due and other related homework.

Responsibility of Students

- Write down homework assignments in the school agenda
- Be sure all assignments are clear; don't be afraid to ask questions if necessary

- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability
- Make sure assignments are done according to the given instructions and completed on time
- Make sure that you have taken home all necessary materials

Parking Lot

Parking guidelines have been established with the help of our police liaison officer, parents and staff, and are designed for the safety of the students of Richmond Jewish Day School. Parents are not permitted to walk their children through the parking lot at any time as this poses a serious safety issue. Please park in the spots on the perimeter of the lot and walk on the sidewalks around the perimeter only. Students are also not permitted to walk in the parking lot at anytime or to play with athletic equipment in the parking lot or drop-off areas..

All parents staff and student are to adhere to the parking lot etiquette and the parking plan for the 2022-2023 school year.

Pick-Up

School dismissal time is at 3:30PM. All students should be picked up not later than 3:45 pm unless they are helping a teacher, in the afterschool program or participating in a school activity. Those students who are not picked up by 3:45 pm will be automatically put in the afterschool program and parents will be subject to pay for the incurred charge(s). Also, students may not take balls, hockey sticks or other athletic equipment out of the school without written permission from school Administration.

School Bus

School Bus Times and Locations

- Morning pick-up is at 7:55 am in the Jewish Community Centre Parking Lot located at 950 W 41st Ave, Vancouver, BC V5Z 2N7 (near west 41st avenue & Oak Street).
- Afternoon drop-off is at 4:00 pm as the bus leaves RJDS at approximately 3:35 PM and arrives at the JCC by 4:00 PM

School Bus Standards of Behaviour

- Every student using the bus service deserves a safe, pleasant ride to and from school.
- Every student shares the responsibility to ensure that the ride is safe and pleasant for all the students and the bus driver.

- Everyone must enter and exit the bus safely; running or pushing is not acceptable.
- Students must show respect to the bus driver and to their peers. Pushing, shoving, bullying or fighting will not be accepted in any form.
- Students must remain seated while the bus is in motion with no bags or feet in the aisle. As injury may occur, aisles must stay clear in case of emergency.
- If you open a window, please make sure you close it.
- Please do not litter on the bus.
- No loud noises or shouting is permitted. (This is very startling for the driver and the driver must be able to hear emergency vehicles.)
- No profane or abusive language towards other students or the bus driver will be tolerated.
- The bus will not wait in the morning beyond the scheduled time for departure. If your child misses the bus, it is the responsibility of the parent to drive the child to school.

Students not adhering to the rules above will have their bus privileges revoked.

Should the necessity to change your child's transportation arrangements arise, please contact the school office. Arrangements are to be made with the office prior to the day of travel, whenever possible.

School Supplies

A school supply fee has been added to your child's tuition. RJDS will be responsible for purchasing these supplies. They will be waiting for your child when they begin school in September.

Student Information Changes

It is important that parents inform the school promptly of any changes in address, telephone numbers, emergency contacts, health of a child, allergies, marital status of parents, etc. If there are any changes, please contact the office so student records can be updated.

Textbooks

Students will be responsible for all textbooks issued to them by the school. Students will be required to reimburse the school for the cost of any lost or damaged textbooks.

Telephone Use

The school telephones are meant for business purposes; however, parents and students may use the office phone for urgent matters. In case of emergency or illness, the school office will notify the student's parents/guardian.

Tuition

Tuition fees are payable in advance as per the tuition fee schedule outlined in the Registration Package. Payment can be made by pre-authorized debit or e-transfer (where allowable). The Board of Directors reserve the right to refuse admittance to class in September, any student whose family has not made the appropriate fee payment(s).

Tuition Assistance

8760 No. 5 Road
Richmond, B.C V6Y 2V4
Canada

P 604-275-3393 | F 604-275-9322
info@rjds.ca
www.rjds.ca

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Tuition assistance may be available to eligible families. Families are required to apply for Tuition Assistance and provide supporting documentation each year. Applications for Tuition Assistance must be made online through the [FAST website](#). Please remember that families must first be admitted to Richmond Jewish Day School before applying for tuition assistance.

Uniforms

2022-2023 Transition Year

RJDS will be transitioning to this new uniform over the course of the 2022-2023 school year, with the new uniform becoming mandatory in the 2023-2024 school year. During the course of this transition, students may wear any combination of items from the new uniform and the old uniform. No items from the former uniform will be sold by the school, other than the gym shirts. As this is the last year the former uniform will be permitted, it is recommended that any purchases be according to the new uniform guidelines, while the former uniform items are phased out

Ordering Information

In order to give RJDS families the best possible price on the RJDS-branded items from Cambridge, the school will be using a "bulk ordering" system.

- At least 3 times during the year parents will receive an order form to select the items and sizes of uniform items.
- Your order will be confirmed when you drop off a cheque or cash to the school office.
- RJDS athletic shirts for gym strip can be purchased at RJDS for \$25/shirt.

RJDS New Daily Uniform Standards

- Short- or long-sleeved RJDS-branded polo in navy
- Long-sleeved crew neck RJDS-branded sweatshirt in navy or heather grey
- Hooded zip-up sweatshirts (optional RJDS logo) in heather grey
- Shorts, pants, skirts, or skorts in khaki
- Tights, leggings, or kneesocks in navy, heather grey, or white only.
- Leggings may not be worn without a skirt on top, regardless of colour
- Kippot are required for male students, and optional for female students.



RJDS DAILY Uniform

Top Guidelines

All branded tops must be purchased through Cambridge. Plain, unbranded grey hoodies may be purchased anywhere.

Students should own a plain, white button down shirt (short sleeved or long sleeved) to be worn for special events.



DAILY Uniform bottom Guidelines

Khaki items are not branded and can be purchased from anywhere.

Families should take care to purchase a "light" or "stone" coloured khaki available at Old Navy, Gap, Walmart, Children's Place, or any retail store that has a "uniform" selection, or can order from Cambridge.



Gym Strip Guidelines

- Athletic t-shirt (same as former uniform) must be purchased from RJDS
- Plain, unbranded navy gym shorts, sweatpants, or track pants may be purchased from any store.



Sensory-Friendly Uniform Choices

- Wearing a uniform shouldn't be torture! At RJDS, everyone belongs, which is why we've chosen uniform options with sensory-sensitive students in mind.
- New! Crewneck sweatshirt option with cozy cotton inside
- 100% cotton polos with satin tag
- Choice of bottoms allows families to choose which bottoms feel best



Weather-Related Closures

In the event of poor weather, the school will put an announcement on our Facebook page and contact families via email regarding a school closure. Please do not call the office and instead check your email prior to leaving for school.

Parent Communication & Involvement

1. Parent-School Communication & Partnership

Students' success in a school depends a great deal on the relationships among all the education partners in a school. Parents play a vital role in this -- they have insight, enthusiasm and skills as well as a commitment to their children and that is crucial to the success of all students. Positive ongoing parent-teacher and parent-school relationships are important in helping RJDS provide the best education possible for its students.

Our school prides itself in providing a faith community where students receive a high standard of curricular and faith education. As parents, you are your children's primary educators, and we are here to support you! In return, we ask that you support us in our mission, so that we can work as partners in helping develop your child spiritually, physically, Intellectually, emotionally, and socially. It is only through this ongoing collaboration and partnership between school and family that this is possible.

Newsletters

Parent Newsletters are sent via email on a weekly basis. Please read these carefully, as important information and dates are communicated. Please visit the school website link for the latest school calendar, newsletters, recent news items, classroom updates and more.

Meet the Teacher Evening

The "Meet the Teacher" evening is held at the start of the school year. It is an opportunity for parents to meet the teachers, and understand the grade-level curriculum, the grading system, the homework policy, and other specific educational concerns. This evening is intended to address general educational issues. Specific questions about your child should be addressed by contacting the teachers at school.

Parent-Teacher Conferences

The "Parent-Teacher Conferences are individual meetings planned for parents to meet and discuss their individual student's progress, to make suggestions for improvement, or to create learning plans that best meet the individual needs of your child. These meetings are scheduled in November and in the spring, however, a teacher or parent may request a conference at any time. Parents are encouraged to invite their children to be a part of this discussion in their learning.

Communicating Student Learning


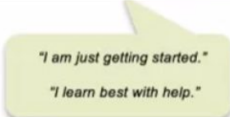
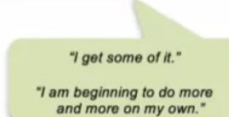
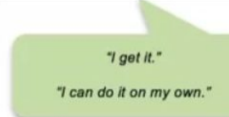
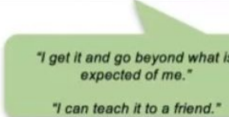
In order to facilitate communication about your child's progress, the following schedule is a list of dates tentative dates for the 2021-22 school year:

September 21	• Meet the Teacher Night
October/November	• Individual Education Plan Meetings (for applicable students)
October 21-25	• Parent-Teacher-Student Conferences
December 15	• Term 1 Report Card Distribution
March 13-17	• Parent-Teacher-Student Conferences
March 30	• Term 2 Report Card Distribution
June 28	• Term 3 Report Card Distribution

**In addition to these formal reporting processes, the teachers will continue to provide parents ongoing access to student work and feedback.*

Proficiency Scale

The following chart outlines the descriptors used to report student progress:

PROFICIENCY LEVEL 			
Emerging	Developing	Proficient	Extending
<ul style="list-style-type: none"> •The student is beginning to demonstrate basic knowledge in relation to the learning standards •Works with ongoing support 	<ul style="list-style-type: none"> •The student demonstrates some knowledge in relation to the learning standards •Works with some support 	<ul style="list-style-type: none"> •The student demonstrates good knowledge in relation to the learning standards •Works independently 	<ul style="list-style-type: none"> •The student demonstrates knowledge beyond the learning standards •Works independently and can support the learning of others
			

Addressing Concerns

The educators at RJDS are committed to providing the best possible education for your children and to building a community of faith. In the event of a problem, following the proper steps will help us maintain the atmosphere of trust and cooperation, so essential to building a positive Jewish community.

From time to time, concerns arise which can often be resolved through communication. At RJDS, we welcome opportunities to receive constructive feedback to make us more effective in educating your children. If you or your child's teacher have a concern about your child's progress, it should be discussed in a timely fashion, so that the best interests of the child may be served.

The preferred and best method to resolve a school concern between a parent/student and a teacher is to have the parent arrange a meeting with the teacher. Teachers are always eager to assist students and parents, especially if problems are brought to their attention during the early stages. Obtaining additional information from the teacher should always be deemed a positive first step to conflict resolution. If the problem is not resolved to the satisfaction of everyone concerned, a meeting with the principal can be arranged.

It is deemed unethical and inappropriate to discuss a staff- or student-related problem with a Board member before approaching the teacher or staff member first. Remember that RJDS is a small community; therefore, trying to resolve a concern at the source is always preferred and highly recommended.

2. Parent Participation Program (PPP)

The Parent Participation Program serves two purposes:

- To teach students the value of community service by observing their parents and family members working for the good of their school and others.
- To minimize costs, reserve fund saved for school equipment and improvements, and keep tuition low.

A post-dated cheque for September 1, 2022, must be included with registration. Each family is expected to participate in the PPP program. A minimum of 25 hours of parent participation is required for the school year to qualify for a full refund of the PPP Deposit at the end of the school year. A pro-rated refund will be issued should the full 15-hour requirement not be met at the end of the school year.

Tracking Hours

RJDS uses an online program ([Submit PPP Hours | Richmond Jewish Day School | RJDS.ca](https://www.rjds.ca/submit-ppp-hours)), for parents to track their hours. This system automates and simplifies the volunteer process. Each family will have their own unique password to login where they can record their hours. Please contact the RJDS Office to access your login information. Recording should be an ongoing process to ensure accountability for your hours. The recording of volunteer hours will be based on an honour system and will be monitored regularly to ensure accuracy.

3. Parent Advisory Council (PAC)

Research shows that children have a more positive outlook at school when their parents are actively involved. Many of the school programs are dependent on volunteers and parent participation. The Parent Association strives to enhance the feeling of community and belonging to the school by organizing family-oriented activities, providing for holidays and special projects, administering the hot lunch program, raising funds for school programs and classrooms, and promoting educational activities that reinforce Jewish values. All parents are encouraged to Join the RJDS Parent Association.



RICHMOND
JEWISH
DAY SCHOOL

Membership dues are \$30 per year per family and should be paid with your registration package prior to the start of a new school year.

Code of Conduct

Richmond Jewish Day School recognizes its obligation to all members of the school community to provide a positive climate and a safe, healthy environment such that effective, purposeful teaching and learning may take place. To that end, it is expected that all members of the school community will conduct themselves in an ethical and lawful manner that demonstrates respect for self, others, property and the environment. A violation may warrant intervention or disciplinary action.

It is expected that all members of the school community including faculty, students, parents and guests will:

- respect the rights of others
- respect the health and safety of others
- respect the property of others, both private and public
- respect the legitimate authority of the school administrative officers and staff
- respect the learning environment
- respect and take pride in the schools' physical facilities
- respect the diversity of the school community
- respect the non-smoking law of all school buildings and property
- respect the individual rules within each school building
- behave in an ethical and lawful manner
- behave in a considerate and courteous manner
- behave in a safe and responsible manner at all times
- not threaten, harass, intimidate or assault, in any way, any person within the school community.

The following negative behaviours will not be tolerated and will result in disciplinary action:

- Cheating and Plagiarism
- Physical violence
- Rudeness
- Vandalism
- Foul Language
- Unkindness/Teasing
- Bullying and/or cyber-bullying
- Harassment

Policies

Anti-Bullying Policy

Richmond Jewish Day School is committed to providing a school-wide culture of inclusion and respect for difference that embraces all members of our family. No meaningful learning or personal growth can occur unless all staff and students feel safe, valued and free to express their authentic selves. Essential in that commitment is to protect all students' physical safety, social connectedness and to protect our students from all forms of bullying regardless of gender, race, culture, religion, sexual orientation or gender identity and expression.

Richmond Jewish Day School's Anti-Bullying Policy is in keeping with our overall school values and Code of Conduct. In striving to maintain an environment in which all members of our school community feel connected, safe, and welcome, we ask all our Richmond Jewish Day School family to act in ways that exemplify the qualities of *menschlichkeit* which include treating others with respect, kindness, and empathy. This policy applies to all students while at school, at school-related activities, or other circumstances where engaging in the activity will have an impact on the school environment. Everyone at Richmond Jewish Day School has a role to play to ensure that bullying has no place in our school.

Please see Appendix I for the full policy.

Acceptable Use Policy for School Computers

Richmond Jewish Day School is a safe, caring and respectful learning community. In alignment with our school behavior policy, we wish to prepare children to be thoughtful and effective digital citizens, and we provide school computers, laptops and other digital equipment for this purpose. At Richmond Jewish Day School, students will use digital technology for learning.

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

This means that we use technology to:

- Find and think about information.
- Share our ideas and understandings.
- Learn from others.
- Construct personal knowledge and meaning.
- Collaborate during inquiry.

Behaviors such as the following are not acceptable:

- Playing games that are not teacher approved.
- Visiting on-line sites that are not teacher approved (such as Facebook, YouTube, gaming, violent sites, or adult sites).
- Downloading software or restricted files.
- Sharing personal information about oneself or others without teacher consent.
- Intentionally damaging digital or computer equipment or the network.

Consequences of inappropriate use

1st incident - Student will be reminded of the Acceptable Use Policy and how his or her behavior was inappropriate. Parents will be informed of the incident of inappropriate use.

2nd incident - Removal of digital technology privileges for a day. Parents will be informed of the incident of inappropriate use.

Acceptable Use Policy for Smart Phone and Mobile Devices

The widespread ownership of smart phones and mobile devices among students requires that school administrators, teachers, students, parents and caregivers take steps to ensure that smart phones and mobile devices are used responsibly at schools.

This Acceptable Use Policy is designed to ensure that potential issues involving smart phones and mobile devices can be clearly identified and addressed, ensuring the benefits that smart phones and mobile devices provide can continue to be enjoyed by our students.

Richmond Jewish Day School has established the following Acceptable Use Policy for smart phones and mobile devices that provides teachers, students and parents guidelines and instructions for the appropriate use of smart phones and mobile devices during school hours. The Acceptable Use Policy for smart phones and mobile devices also applies to students during school excursions and extra-curricular activities.

Responsibility

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

Acceptable Uses

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

Smart phones and mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.

The school recognizes the importance of emerging technologies present in smart phones and mobile devices, and their value as an educational resource. RJDS teachers may wish to utilize these functions to aid teaching and learning and pupils may have the opportunity to use their mobile phones in the classroom. On these occasions, pupils may use their smart phones and mobile devices in the classroom when permission has been given by the teacher.

Unacceptable Uses

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

Consequences

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

2nd incident - The school will notify the parents, who will have to come to the office and collect the phone, and a record of the incident will be made in the student's file.

3rd incident - Parents will be involved in creating a plan for ensuring appropriate phone use at school.

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

Student Dress Policy

While the school has uniforms that students are required to wear there are other times when uniforms are not required to be worn (e.g., certain field trips, evening programs, non-uniform days, etc.). Boys are required to wear kippot during any school program or function.

Students are expected to dress appropriately when attending school or school-sponsored activities. Parents have the primary responsibility for determining appropriate dress for their children. While it is not the intent of this policy to undermine parent or student choices in the selection of clothing which frequently reflect current styles and personal tastes, it is necessary to set guidelines and limits of what will be allowed within RJDS.

On non-uniform days (e.g., Rosh Chodesh Dress Down Days) students who are deemed by staff to be improperly dressed may be required to change or be sent home.

1. The bottom of the shirt must reach the top of the pants at all times. The midriff is to be covered. Examples include "crop shirts" and "low-slung pants" that reveal undergarments or skin are not appropriate.

2. Shirts should have modest necklines and the back below the shoulder blades should be covered. Sleeveless tops are not acceptable. For example: halter tops, tube tops, strapless tops, spaghetti straps, tank tops and low-cut necklines are not appropriate.
3. The bottom of skirts, dresses and shorts should not reveal anything except leg, whether sitting or standing. For example, extremely short shorts or skirts and dresses that are above mid-thigh are inappropriate.
4. Hats should not be worn inside the building, with the exception of kippot.
5. Clothing and accessories shall be free of references to tobacco, alcohol, profanity, violence and anything illegal as well as sexually suggestive slogans or pictures.
6. Students shall not use makeup, including eye shadow, eyeliner, lipstick, and mascara, except as required for school presentations and only with staff permission.
7. Tight-fitting clothing or clothing that is transparent (see-through) is inappropriate and not permissible.
8. Physical education garments required are a plain grey t-shirt with RJDS logo, blue shorts or blue sweatpants and clean running shoes.
9. Shoes with wheels are not allowed. The Uniform policy will be enforced and must be followed by all RJDS students.

Kosher Food Policy

Richmond Jewish Day School is committed to providing a positive Jewish educational setting that is comfortable for all elements of the community. The school strives to impart Jewish practices through formal study and experience so that the students will be knowledgeable when making personal decisions about Jewish observance.

Observance of kashrut, the traditional Jewish way of sanctifying food, plays an important role in the life of the school community. It is presented in the classroom as an ideal and a mitzvah. The kashrut policy is as follows:

- All food brought to the school must be dairy or pareve. No meat or poultry products are allowed.
- Fish, non-meat pizza, non-meat-based soups and vegetables are permitted.
- Shellfish and seafood, lacking fins and scales, are not kosher and may not be brought to the school.
- Kosher meat may be served under the school's auspices only.
- Prepared foods from non-kosher restaurants (Subway, Tim Hortons, McDonalds, etc.) may not be brought into the school.
- Only certified kosher foods may be brought into the school for school activities (i.e., birthday parties, class celebrations). Baking supplied by Garden City Bakery, Omnitsky's, Café 41 and Sabra Bakery are acceptable.
- Items purchased in supermarkets must carry an acceptable kosher label. If you are unsure about any item, please ask administration.
- The preceding points apply to all school related activities held outside the school where RJDS students are present or in which they participate. School staff and administration will ensure that food provided on extended field trips or overnight events is also dairy or pareve.

Food Allergy (Nut-Aware) Policy

At RJDS, we strive to provide a safe environment for all our students. To that end, we must respect

the fact that some of our students have life-threatening allergies to peanuts, nuts and nut products. For some students, ingestion of or exposure to these products or unknowingly touching traces or residues of this food substance (e.g., on a ball, a hand, student desk or lunch table) could cause anaphylactic shock, and, without immediate emergency medical assistance, loss of consciousness and death.

In response, RJDS, like most other schools throughout the Lower Mainland, is a "peanut/nut aware" school. This means that products containing peanuts, nuts or nut products in students' lunches will not be allowed in the school or on the playground. Food brought in for common consumption must not contain peanuts, nuts or nut products. We do not use the terminology "peanut/nut free" because we cannot guarantee that there will never be traces of peanuts/nuts in the school. Therefore, while the school cannot guarantee a nut-free environment, out of respect and concern for those in our school community with severe and/or life-threatening nut allergies, the Board requires that parents NOT SEND LUNCHES OR SNACKS OR ENTER THE SCHOOL WITH ANY NUT PRODUCTS.

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

Fragrance (Scent-aware) Policy

Medical evidence clearly shows that scented products are harmful to the health of sensitive individuals. In sufficient concentrations scented products may be harmful to those with allergies, environmental sensitivity or chronic heart or lung disease. In considering the health needs and concerns of those sensitive and non-sensitive students and employees alike and to provide a healthy working and learning environment for every employee and student, all employees and students are expected to comply with the scent aware regulations detailed in this policy. The policy states that:

- Mildly scented products may be worn to school.
- Scented products (mild or otherwise) are not allowed to be used and/or reapplied in school. These include:
 - Perfume and colognes
 - Scented moisturizers and hand creams
 - Scented hand-sanitizers (e.g., Purell)
 - Febreze-type sprays that are used in the classroom or lockers
- Moisturizers, hand creams and hand sanitizers may be used in school if they are scent-free.

Health and Safety

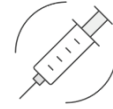
Emergency Form

A Student Information Verification Form (emergency form) is kept on file for each student attending Richmond Jewish Day School. This form is sent home with every child at the beginning of each school year, and it is important that they are completed correctly and **returned promptly**. It is essential that the information recorded on the emergency form is always kept current to include changes in the status of your child's health, work phone numbers, alternate contact persons,

physicians, etc.

Immunizations

If you are registering your child as a new student of RJDS please include a copy of your child's current immunization record with the registration package. The following is a list of immunizations your child must have:



- Basic series of diphtheria, pertussis (whooping cough), tetanus (DPT) and polio.
- Students entering kindergarten require a booster vaccine of diphtheria, pertussis, tetanus (DPT) and polio.
- Immunization against measles, mumps and rubella (German Measles), which is given as a combination vaccine (MMR).

Immunizations are available through your family physician or the Vancouver Coastal Health Department. We also have immunization clinics at the school twice a year for students in kindergarten and grade 6 only.

Please inform the school if you have chosen not to immunize your child(ren).

Medication

The objective of this policy is to meet the health needs of all students in the safest possible way.

No child, in any grade, may have in his/her possession (including knapsack, desk, etc.) any medicine during school hours, without expressed consent from the school administration. This includes over-the-counter medications such as Tylenol.

Should a child have a condition requiring ongoing or occasional medication, the following will apply:

- The medication must be brought to school in the original container from the pharmacy.
- Before any medication will be dispensed (including an over-the-counter medication), a Request for Administration of Medication at School Form must be completed and signed by a parent/guardian and a physician. These forms are available at the school office.
- Designated school personnel will dispense all medications.
- Emergency medications (asthma inhalers, allergy medications, etc.) will be kept in the office for the duration of the school year as long as they meet the requirements outlined above. They will be returned to the parents on the last day of school.
- Parents are urged to contact administration if they have particular concerns in this area.

Car Seat and Booster Seat Regulations for off-site Activities

Stage 2 – Forward facing with tether

- Must be over one year old and over 9 kg (20 lbs.).
- Up to at least 18 kg (40 lbs.).
- Place in back seat.
- May remain rear facing if allowed by manufacturer's weight limits.

- Always use with a tether strap.
- Taller children may fit a combination harness/booster seat better.

Stage 3 – Booster seat

Booster seats ensure proper seatbelt fit. They raise the child to correctly position the adult seatbelt across the bony structures of the chest and pelvis. It's safest if a child remains in a booster seat until they reach 145 cm (4'9").

- Must be over 18 kg (40 lbs.).
- Required until at least nine years old or 145 cm (4'9"), whichever comes first.
- Place in back seat.
- Booster is used with a lap/shoulder seatbelt.
- Position lap belt low over hip bones and shoulder belt over shoulder and in front of chest. • Do not use a booster seat with only a lap belt.

Stage 4 – Seatbelt only

- It's recommended you keep children in the back seat until 12 years of age.
- The lap belt should fit low over the pelvic bones.
- Shoulder belt should fit over the shoulder and snug across the chest.
- Never put the shoulder belt under the arm or behind the back. This could cause serious injury in the event of a crash.
- Keep the seat in an upright position, not reclined. Seatbelts were designed for upright seating. A deeply reclined seat can cause a passenger to slide out from under the seatbelt in the event of a crash.

The above regulations are mandatory, where applicable, for all students in the above categories. It is the sole responsibility of parents to provide the car seat or booster seat for their own child/ren. Those students who require a car seat or a booster seat and have not been provided with one prior to departure of the field trip will not be transported by an approved volunteer driver.

Crisis Management

Emergency Procedures

The school has implemented an Emergency Preparedness Plan. Please know that in the event of an emergency, our administration and staff will do their best to ensure everyone's safety and security. It is important for parents **not to call the school** in an emergency as the lines need to remain open for communication.

School Emergency and Telephone Communications Procedures

If the school switchboard is operational, the Telephone Tree will be set in motion as soon as the situation has been evaluated, information is available, and recommendations can be made to parents.

- ☐ In the event that the telephone lines are down, the school will use cellular telephones (and/or texts) to send out information, if possible, through the Telephone Tree or if needed to the local and national news stations regarding the status of Richmond Jewish Day School and its students.

Here is what Parents can do

- ☐ Wait to be contacted, by phone, for information dispersed through the Telephone Tree.
- ☐ Locate a battery-operated radio and tune into the news broadcasts in your area.
- ☐ A copy of the Richmond Jewish Day School Emergency Preparedness Plan is available in the office for your review.

Fire, earthquake and lockdown drills are held monthly at the school. Safety systems include a fire signal alarm, smoke detectors and fire extinguishers. Food, water and first aid supplies are maintained on site. In the event of a major disaster such as an earthquake, all children shall remain at school until released to parents or one of the designated adults listed on their emergency form. Every classroom is equipped with a survival kit. In the event of a disaster, students will be evacuated to the Sikh Temple, which is our designated safe area.

Fire Drill Procedure

When the warning sounds:

- Evacuate the building – Teachers direct students outside, calmly, in single file, through the nearest exit. All doors will be shut.
- Wait quietly away from the building at the outside assembly area – Each teacher will fill out their classroom fire drill attendance record and one member of the class will hand the slip to administration to report the class is outside and that everyone is accounted for.
- Return to class – Teachers direct students to return to the classroom.

Earthquake Drill Procedure

Step One When the warning sounds:

- Take cover - Everyone in the school takes cover under desks or tables.
- Face away from windows.
- Assume “crash” position on knees, heads down, hands clasped on back of neck, or head covered with book or jacket.
- Count aloud to 60. (Earthquakes rarely last longer than 60 seconds, and counting is calming).

Step Two

- Evacuate the school - Teachers direct students outside, calmly in single file. Students must wear shoes and put on jackets and assemble outside at the designated assembly area.
- Return to class - Teachers direct students to return to the classroom.

Note: During an earthquake, if students are on the way home, they should continue home. If they are on their way to school, they should continue to school and assemble in the designated area.

Lockdown Procedure

When the office announces "Lockdown," teachers immediately lock their classroom doors and direct students to be quiet and huddle in the safest corner of the room below window level and away from any doors.

- Teachers quickly look into the hall from their classroom in order to get any students into the nearest classroom.
- Doors are locked and dead bolted.
- The door is not to be opened for anybody at this point until administration convinces you that it is all clear.
- Teachers do head count and inform students of gravity of the situation and the necessity to remain quiet and calm.
- Designated and available admin staff and office staff will quickly sweep washrooms and hallways and then enter a room that is locked with a deadbolt.
- Teachers who are on prep time and support staff will proceed to the nearest room with a deadbolt.
- We reiterate the importance of students and staff signing in and out when entering and leaving the building outside of regular hours.
- When police officers pound on your classroom door to determine if anybody is inside, do not open the door. Simply communicate that you are in there with students and whether everything is okay or not.
- It is extremely important for students and staff to get out of the hallways as soon as possible when "lockdown" is announced.

Appendix I: Anti-Bullying policy

(Instituted January 2008. Amended July 2017 - Re: Inspector's Order 1/16, Effective September 7, 2016 - Order of the Inspector of Independent Schools)

Richmond Jewish Day School is committed to providing a school-wide culture of inclusion and respect for difference that embraces all members of our family. No meaningful learning or personal growth can occur unless all staff and students feel safe, valued and free to express their authentic selves. Essential in that commitment is to protect all students' physical safety, social connectedness and to protect our students from all forms of bullying regardless of gender, race, culture, religion, sexual orientation or gender identity and expression.

Richmond Jewish Day School's Anti-Bullying Policy is in keeping with our overall school values and Code of Conduct. In striving to maintain an environment in which all members of our school community feel connected, safe, and welcome, we ask all of our Richmond Jewish Day School family to act in ways that exemplify the qualities of *menschlichkeit* which include treating others with respect, kindness, and empathy. This policy applies to all students while at school, at school-related activities, or other circumstances where engaging in the activity will have an impact on the school environment.

A school must provide an environment in which students can learn effectively. Helping students learn to be responsible members of a group is an important part of our curriculum through all grade levels. The purpose of this policy is to maintain an atmosphere conducive to learning and to establishing positive relationships. Clear and common expectations for behavior, based on Jewish values and principles, and articulated and modeled both at home and at school, will help our students develop responsible self-discipline.

Working Together

Everyone at Richmond Jewish Day School has a role to play to ensure that bullying has no place in our school. Research shows that bullying of any kind is dramatically reduced when others stand up for someone being bullied. Jewish history has shown us the implications of standing idly by and not standing up for what is right. We ask all members of our Richmond Jewish Day School family to subscribe to the following four principles and to work together to keep bullying out of our school:

- Refrain from bullying of any kind, for any reason.
- Treat others with respect and kindness.
- Intervene, if it is safe. Or tell someone who can.
- Include instead of excluding or ignore.

Student Responsibilities

- Be respectful of everyone in the school community, in speech and action.
- Engage actively in your own learning.
- Take care of property, your own and others.
- Be caring and inclusive with schoolmates.

Faculty and Administrative Responsibilities

- Students and teachers shall establish behavioral expectations at the beginning of every school year.
- Be respectful of everyone in the school community, in speech and action.
- Structure a learning environment that is organized, respectful, inclusive, and stimulating.
- Set clear behavioral expectations.
- Be fair and consistent in enforcing expectations and providing consequences.
- Assist students in developing academic and social responsibility.
- Help students learn skills for working and playing in the community.

Parent/Guardian Responsibilities

- Be respectful of everyone in the school community, in speech and action.
- Work in partnership with the school to promote academic and social learning.
- Allow children to take responsibility for their own actions and encourage them to solve their own problems.
- Support school policies, decisions, and consequences regarding your child's behavior.
- Ensure that your children come to school regularly and on time.
- Provide your children with the materials and conditions necessary for their success at school.

Proactive Process to Bullying and Conflict

As a school, Richmond Jewish Day School is committed to exploring all options to enhance the student school experience, teaching and learning, and sees the role of adults as to assist students in getting their needs met in healthy ways. It views a just response to bullying and conflict as one that:

- acknowledges and repairs the harm caused by, and revealed by, wrongdoing (restoration).
- encourages appropriate responsibility for addressing needs and repairing the harm (accountability).
- involves those impacted, including the class or school community, in the resolution (engagement).

As such, the school strives to develop the following proactive processes:

- Regular classroom meetings/circles
- Creating classroom rules/contracts collaboratively
- Establishing clear behavioral/relational boundaries
- Conversations to address harm and repair relationships, restoring the balance in the classroom, school and community.

Consequences

As a school, we are committed to thoroughly investigating and resolving all cases of bullying in a firm, judicious, and caring manner with support from students, staff, and parents. All suspected cases of bullying will be investigated by the relevant teacher(s), administration and/or the school counsellor. Bystanders and onlookers will also be considered in terms of culpability. Any inquiry will be conducted in a sensitive and confidential manner in consultation with appropriate students, parents and staff. Ensuring the safety and well-being of our students will be our first priority. Student and parent concerns regarding student safety will be taken very seriously, and action will



be taken to resolve these concerns. Richmond Jewish Day School will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of this policy.

Students engaged in behaviors that interfere with the general welfare of students, the learning environment, or that reflect negatively on the school and its values, may be subject to disciplinary action even if this behavior occurs off school property and at any time including evenings, weekends, or school holidays. Consequences will depend on the severity and frequency of the incident(s) and may include parental notification, suspension from school activities and classes, suspension, or expulsion.

The Board reserves the right to expel any student whose offensive behavior continues. Particularly if in the board's opinion, such continued behavior causes or may cause damage to the school, the learning environment of the school or to any student in the school. An immediate review process, in accordance Page 26 with the Guidelines of Procedural Fairness established by the Federation of Independent Schools Association (FISA), will be implemented.

Bullying Definitions and Examples

Bullying is intentional behavior that is hurtful or harmful to another person because of their race, color, ancestry, place of origin, religion, marital status, family status, physical disability, gender, sexual orientation, age or any grounds covered by anti-discrimination legislation. Such behavior would be expected by a reasonable person to offend, humiliate, or intimidate a reasonable person who would consequently be targeted for less favorable treatment. Such behavior may be physical and/or verbal, and/or through electronic media, e.g., e-mail, social websites, message services, etc. Bullying behavior includes, but is not limited to, the following conducts

Form of Bullying Behaviors

Behavior Category	Of Concern	Of Serious Concern
Physical Aggression	<ul style="list-style-type: none"> • Pushing • Shoving • Hitting • Kicking • Spitting 	<ul style="list-style-type: none"> • Threatening with a weapon • Defacing property • Stealing
Verbal Aggression	<ul style="list-style-type: none"> • Mocking • Name calling • Giving looks • Teasing 	<ul style="list-style-type: none"> • Intimidating phone calls • Racist, sexist or homophobic taunting • Daring another to do something dangerous. • Verbal threats against property • Verbal threats of violence or inflicting bodily harm • Coercion • Extortion
Social Alienation	<ul style="list-style-type: none"> • Intimidating or harassing messages delivered phone, voice mail, text messaging, chat rooms, instant messaging, e-mail, websites, Facebook, or any other social media communications tools • Gossiping • Embarrassing • Setting up a student to look foolish. 	<ul style="list-style-type: none"> • Inciting hatred • Racist, sexist or homophobic alienation • Setting up someone to take the blame. • Public humiliation • Malicious rumor spreading (in a school, and via social media)

Appendix II: Harassment of Teachers, Administrators or Parents

(RJDS Board Policy – June 2000)

1. General

- The Employer recognizes the right of all employees (teachers, secretaries, administrators, classroom assistants, lunch supervisors, counselors, custodians) or parents to work, participate or volunteer in an environment, to conduct business and otherwise associate free from harassment.
- Harassment may take the form of one employee against another employee, an employee against a parent or a parent against an employee. None of these forms will be tolerated by the Board Directors of Richmond Jewish Day School.
- The employer considers harassment in any form to be totally unacceptable and will not tolerate its occurrence. Proven harassers shall be subject to discipline and/or corrective actions. Such actions may include a verbal warning, written warning, suspension of the staff member or the Board member or even dismissal of the staff member or the Board member. If the harasser is a parent and a verbal warning has not been effective, a letter will be sent to the parent with a copy to the Boards of Directors describing the incident and mentioning that the parent cannot discuss school matters with school staff unless an administrator is present. Suspension/dismissal of the parent's son/daughter might also be considered by the Board of Directors only after the parent has had an opportunity to discuss the matter with the Board or an investigator appointed by the Board.
- No employee or parent shall be subject to reprisal, threat of reprisal or discipline as the result of filing a complaint of harassment which the complainant reasonably believes to be valid.
- All parties involved in a complaint agree to deal with the complaint expeditiously and to respect confidentiality.
- The complainant and/or the alleged offender may at the choice of the employee or parent be accompanied by a representative(s) at all meetings in this procedure.

2. Definitions

- Harassment shall be defined as and including:
 - Any improper behavior that is directed at or offensive to any person, is unwelcome, and which the person knows or ought reasonably to know would be unwelcome; or
 - Objectionable conduct, comment that demeans, belittles, intimidates, or humiliates another person; or
 - The exercise of power or authority in a manner which serves no legitimate work purpose and which a person ought to be reasonable to know is inappropriate; or
 - Such misuses of power or authority as intimidation, threats, coercion and blackmail.

3. Resolution

- **STEP 1** The complainant, if comfortable with that approach, may choose to speak to or correspond directly with the alleged harasser to express his/her feelings about the situation.
- Before proceeding to Step 2, the complainant may approach his/her administrative officer, or another contact person to discuss potential means of resolving the complaint and to request assistance in resolving the matter. If the matter is resolved to the complainant's satisfaction



the matter is deemed to be resolved.

- **STEP 2**

- If a complainant chooses not to meet with the alleged harasser, or no agreement for resolution of the complaint has been reached, or an agreement for resolution has been breached by the alleged harasser, a complaint may be filed with the administration of the school who will discuss the matter with the president(s) of RJDS.
- The employer shall notify in writing the alleged harasser of the complaint and provide notice of investigation.

Appendix III: Personal Information Privacy Policy For Parents and Students

The School's Commitment to You

Safeguarding personal information of employees and volunteers is a fundamental concern of Richmond Jewish Day School. The school is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA).

The Personal Information Privacy Policy describes the policies and practices of Richmond Jewish Day School regarding the collection, use and disclosure of personal information about employees and volunteers, including the steps the school has taken to ensure personal information is handled appropriately and securely.

Richmond Jewish Day School may add, modify or remove portions of this Personal Information Private Policy when it is considered appropriate to do so. Any such changes will be effective once approved by the Board of Directors. The most recent update of this Personal Information Private Policy can be found in the (Staff Manual Policies and Procedures Manual) of Richmond Jewish Day School or is available from administration. This Personal Information Private Policy may be supplemented or modified from time to time

Ten Privacy Principles

As a part of Richmond Jewish Day School's commitment, the *Ten Privacy Principles* governs the action of the school as they relate to the use of the personal information. The Personal Information Privacy Policy describes the Ten Privacy Principles and provides further details regarding Richmond Jewish Day School's compliance with the principles.

Definition

In this personal Information Privacy Policy, the following term has the meaning set below.

"Personal information" means any information about an identifiable individual as further defined under British Columbia's *Personal Information Protection Act*. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.

"Parent" means the parent, guardian, or other legal representative of a student

"Student" means a prospective, current, or past student of Richmond Jewish Day School

Principle 1 – Accountability

Richmond Jewish Day School is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates an individual to be accountable for the school's compliance with the *Ten Privacy Principles*. The individual is known as the *Privacy Officer*.



You may contact our Privacy Officer as follow:

Richmond Jewish Day School	
Attention:	Privacy Officer: Principal, Sabrina Bhojani
Address:	8760 No 5 Road
Phone:	604-275-3393
Fax:	604-275-9322
Email:	sbhojani@rjds.ca or principal@rjds.ca

Principle 2 – Identifying Purposes

Richmond Jewish Day School will, before or at the time personal information is collected, identify the purposed for which the information is collected, used and disclosed.

What Information is Collected

Richmond Jewish Day Schools collects or uses personal information to provide students with the best possible educational services within its mandate and to further its mission of providing a safe and secure environment for its students, employees, and volunteers. Most of the information the school collects come to the school directly from parents and students or is information regarding the student's school activities, performance or behavior, such as attendance records or grades. For example, when a student applies to register the school will ask parents to provide the information that enables it to complete the registration process. This also includes information on academic, health and personal matters needed by the school to provide the best possible education and co-curricular programs and to provide for the safety and security of its students, employees, and volunteers. Richmond Jewish Day School also collects information in connection with the use of its computer systems.

Principle 3 – Consent

Richmond Jewish Day School will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.

Requirements for consent to collection, use or disclose of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed. In determining whether consent is required and, if so, what form of consent is appropriate, Richmond Jewish Day School will take into account both the sensitivity of the personal information and the purposes for which Richmond Jewish Day School will use the information. Consent may be expressed, implied (including through use of "opt-out" consent where appropriate) or deemed. For example, if an individual provides his/her mailing address and requests information regarding a particular service, consent to use the address to provide the requested information may be applied.

On giving reasonable written notice to Richmond Jewish Day School, and individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, Richmond Jewish Day School will notify the individual of the likely consequences of withdrawing his or her consent and, except where otherwise required or permitted by law, Richmond Jewish Day School will stop collecting, using, or disclosing the



personal information as requested.

If a person provides Richmond Jewish Day School or its service providers or agent with personal information about an individual, the person represents that it has all necessary authority and/or has obtained all necessary consents from such individual to enable Richmond Jewish Day School to collect, use and disclose such personal information for the purposes set forth in this Personal Information Policy.

Principle 4 – Limiting Collection

Richmond Jewish Day School will limit the personal information collected to that information necessary for the purposes identified by the school.

Principle 5 – Use, Disclosure and Retention

Richmond Jewish Day School will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

How is Information Used?

Richmond Jewish Day School uses personal information as follows:

- to communicate with parents and student, process applications and ultimately to provide student with the educational services and co-curricular programs you expect.
- to ensure the school to operate its administrative functions, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.
- health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.
- to provide for the safety and security of its students and employees.

If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds.

Richmond Jewish Day School may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve our school. When may Information be Disclosed?

Richmond Jewish Day School may disclose an individual's personal information to other in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. The following are some examples of how Richmond Jewish Day School may disclose personal information.

When Authorized by You

Other educational institutions routinely contact the school for personal information about students. For example, if a student moves to another school, college or university, student

records are requested by the enrolling institution. Your permission to pass on these records is usually obtained when the student is registered and you authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the student.

Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning committees, participation groups, parent meetings, fundraising, events, annual general meetings, etc.

In some cases, when communication is over the telephone, your consent to the use/or disclosure of your information, will be obtained verbally. In other cases such as when you communicate through e-mail, your consent will be obtained electronically.

When Required by Law

The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Information required by law to be sent to the appropriate ministries and offices of the Provincial Government under applicable legislation and regulation in force from time to time would also be included in this category of disclosable information.

Only information specifically requested is disclosed and the school takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

When Permitted by Law

The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities, etc. Only pertinent information is disclosed.

The school does not sell, lease or trade information about you to other parties.

Outside Service Suppliers

RJDS sometimes contracts outside organizations to perform specialized services such as printing, payroll services, market research or data processing. Suppliers of specialized services are given only the steps to ensure that such information is securely transferred and stored and is used only to fulfill the purpose for which it was disclosed to the service provider.

Restricting Sharing Information

If you choose to limit sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

How Long is Personal Information Retained?

Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purposes for which it was collected and is not longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

Principle 6 – Accuracy

Richmond Jewish Day School will take appropriate steps to ensure that personal information it collects is accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed.

How I may Update Outdated or Incorrect Information?

An individual may, upon written request in Richmond Jewish Day School, request that Richmond Jewish Day School correct an error or omission in any personal information that is under Richmond Jewish Day School's control, as appropriate, amend the information as requested and send the corrected personal information to each third party to which it has disclosed the information during the preceding year.

Principle 7 – Safeguarding Personal Information

Richmond Jewish Day School will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

The School's Employees

In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about students.

Employees are appropriately educated about the importance of privacy and they are required to follow the school's policies and procedures regarding handling of personal information.

Student Files

Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, counselors, secretaries, etc.), who, by nature of their work, are required to see them.

Electronic Security

The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

Principle 8 – Openness

Richmond Jewish Day School will make information available to individuals concerning the policies and practices that apply to the management of personal information.

Individuals may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer.

Principle 9 – Individual Access

Richmond Jewish Day School will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual



access to it in accordance with the law.

How May I Access My Personal Information?

Individuals may access and verify and personal information with appropriate notice so that the office is able to supply the information required. Most of this information is available in the registration forms and other forms you filled out.

Parent Access to Student Information

A parents may access and verify school records of the student with a request in writing. In situation of family breakdown, the school will grant access to records of students in accordance in accordance with the law.

Student Access to the Student Personal Information

Principle 10 - Complaint Process

Individuals may question compliance with the above principles.

Questions, Concerns and Complaints

Questions or concerns and complaints about privacy, confidentiality and personal information handling policies and practices of the school should be directed to the school's Privacy Officer.

If you are not satisfied with the answers given or the outcome of the complaint procedures and appeals processes, the office of the Information and Privacy Commissioner may be able to assist you further.