

Gray Academy  
OF JEWISH EDUCATION



**Parent Handbook  
&  
Activity Calendar  
2011-2012**



**Gray Academy of Jewish Education is a JK to 12, post secondary preparatory school that places equal value on Jewish and General academic programs, and provides opportunities to nurture the emotional well-being and spiritual development of all students.**

**Our Vision**

Our vision is to provide an educational environment of academic excellence, strong Jewish values and proud citizenship.

**Our Mission**

Our mission is to graduate informed and educated Jewish men and women comfortable with all of the various expressions of Jewish Life, enabling and inspiring them to become creative participants in the Jewish community and empowered members of Canadian society.

**Our Beliefs and Values**

Respect  
Tolerance  
Diversity  
Understanding

**Our Commitments**

Academic Excellence  
A community school and microcosm of the Jewish community  
Building Jewish identity  
A centre of Jewish socialization  
Developing future Jewish leadership  
Maintaining the importance of Israel

## **GRAY ACADEMY OF JEWISH EDUCATION**

Over 100 years ago in 1902, the community Jewish Day School system began when King Edward School opened its doors for the children of Jewish immigrants who had come to the new frontier of Winnipeg. Teaching a curriculum of Hebrew language, Talmud, Jewish literature and history, it was the first Talmud Torah school.

In 1907, Rabbi Israel I. Kahanovitch formed the Winnipeg Hebrew Free School – Talmud Torah, which was located at the corner of Dufferin and Aikins. The education system continued to grow in strength. In 1912, Talmud Torah located to a larger building at the corner of Flora and Charles. It became a hub in Western Canada for Hebrew learning and culture. Over the next 20 years more branches of the school would continue to open throughout the city.

The I. L. Peretz Folk School began in 1914 and was originally called the Jewish Radical School. The name was changed in 1915 to honour the Yiddish writer I. L. Peretz. It was a secular program, stressing Yiddish language and Jewish history. The Yiddisher Yugend Farein, a cultural organization founded by new immigrants, began the school. The program introduced a number of innovations to Jewish education in Winnipeg, including kindergarten and day school.

An English day school also opened in 1944 and grew with the arrival of Rabbi Avraham Kravetz as the new principal of Talmud Torah in 1946. Talmud Torah Parent Teachers Association was formed in 1947. Three years later, Maimonides College was created to provide advanced Hebrew education. A new building opened in 1952 at the corner of Matheson and Powers. All branches of the school merged in the North End location. During the next few years, the Talmud Torah would continue to expand. By 1959, the school continued to grade eight and Joseph Wolinsky Collegiate opened for high school day students, combining regular studies with Jewish post-elementary studies.

In 1949, the Shaarey Zedek Religious School opened to meet the growing need of Jewish people living in the South End of the city. By 1959, a larger school was needed and Ramah Hebrew School opened. The school curriculum included Hebrew language and Talmud and went to the sixth grade.

For the next 3 decades the schools educated thousands of Jewish children in Winnipeg. In 1981, the Winnipeg Jewish Board of Education was formed to coordinate the operation of Talmud Torah, Joseph Wolinsky Collegiate and Ramah Hebrew School. I.L. Peretz Folk School and Talmud Torah combined in 1983. The school's new name was Talmud Torah - I. L. Peretz Folk School.

Gray Academy of Jewish Education opened in 1997 at the Asper Jewish Community Campus in the south end of Winnipeg. It amalgamated Talmud Torah – I. L. Peretz School, Joseph Wolinsky Collegiate and Ramah Hebrew School. The school was comprised of three divisions: Shore Early Years School, Simkin Middle School, and Joseph Wolinsky Collegiate. In 2004, Gray Academy of Jewish Education became a single school unto itself amalgamating Shore Elementary School and Joseph Wolinsky Collegiate.

Through this Jewish education over the past century, children have been able to experience how they are linked to their history, and their ancestors. Students see how they fit into a larger, grander scheme of things. From this experience, children become rooted in the past but also in the present and future. They gain the knowledge of their purpose and place in the world.

## CONTACTING THE SCHOOL

School office hours are Monday to Friday, 8:00 a.m. – 4:30 p.m.

After hours, messages may be left on the answering system. Calls will be returned as promptly as possible.

**If you child will be sick, late or absent for any reason please call 477-7410 (24 hrs) and leave a message with your child’s name and pertinent information.**

Head of School and CEO, Rory Paul.....	477-7425
Executive Assistant, Peggy Rybachuk.....	477-7425
Principal, Hart Sera.....	477-7410
Vice Principal, Lori Binder .....	477-7410
Vice Principal, Joyce Kerr .....	477-7410
Director of Judaic Studies, Dr. Ruth Ashrafi .....	477-7410
Head Secretary, Angela Northam.....	477-7410
Secretary Receptionist, TBA.....	477-7410
Chief Financial Officer, Jack Cipilinski.....	477-7402
Accountant/Transportation Coordinator/Registrar/Purchasing Janice Brigden.....	477-7482
Guidance Counsellors	
Marcelo Mohadeb, elementary.....	477-7410
Diane Peters, high school .....	477-7410
Special Education Resource Teachers	
Debra Nachtigall .....	477-7410
Danielle Appel.....	477-7410
Resource Teacher	
Clara Roy .....	477-7410
Kaufman-Silverberg Resource Centre.....	477-7476

**REGULAR BELL SCHEDULE**

ELEMENTARY (K – 6)		SECONDARY (7 – 12)	
8:40 a.m.	First bell	8:45 a.m.	First bell
8:50 a.m.	Opening exercises and 1 <sup>st</sup> period begins	8:50 a.m.	Opening exercises and 1 <sup>st</sup> period begins
9:35 – 10:15 a.m.	2 <sup>nd</sup> period	9:35 – 10:15 a.m.	2 <sup>nd</sup> period
10:15 – 10:30 a.m.	Recess	10:15 – 10:25 a.m.	A.M. Break
10:30 – 11:10 a.m.	3 <sup>rd</sup> period	10:25 – 11:10 a.m.	3 <sup>rd</sup> period
11:10 – 11:50 a.m.	4 <sup>th</sup> period	11:10 – 11:50 a.m.	4 <sup>th</sup> period
11:50 – 12:05 p.m.	Lunch	11:50 – 12:40 p.m.	Lunch
12:05 – 12:40 p.m.	Recess		
12:45 – 1:25 p.m.	5 <sup>th</sup> period	12:45 – 1:25 p.m.	5 <sup>th</sup> period
1:25 – 2:05 p.m.	6 <sup>th</sup> period	1:25 – 2:05 p.m.	6 <sup>th</sup> period
2:05 – 2:20 p.m.	Recess	2:05 – 2:15 p.m.	P.M. Break
2:20 – 3:00 p.m.	7 <sup>th</sup> period	2:15 – 3:00 p.m.	7 <sup>th</sup> period
3:00 – 3:40 p.m.	8 <sup>th</sup> period	3:00 – 3:40 p.m.	8 <sup>th</sup> period

**BELL SCHEDULE - 2:30 P.M. DISMISSAL**

ELEMENTARY (K-6)		SECONDARY (7 -12)	
8:50 – 9:25	1 <sup>st</sup> period	8:50 – 9:25	1 <sup>st</sup> period
9:25 – 10:00	2 <sup>nd</sup> period	9:25 – 10:00	2 <sup>nd</sup> period
10:00 – 10:15	Recess	10:00 – 10:10	Break
10:15 – 10:50	3 <sup>rd</sup> period	10:10 – 10:50	3 <sup>rd</sup> period
10:50 – 11:25	4 <sup>th</sup> period	10:50 – 11:15	4 <sup>th</sup> period
11:25 – 11:40	Lunch	11:25 – 12:10	Lunch
11:40 – 12:10	Recess		
12:10 – 12:50	5 <sup>th</sup> period	12:10 – 12:50	5 <sup>th</sup> period
12:50 – 1:20	6 <sup>th</sup> period	12:50 – 1:20	6 <sup>th</sup> period
1:20 – 1:55	7 <sup>th</sup> period	1:20 – 1:55	7 <sup>th</sup> period
1:55 – 2:30	8 <sup>th</sup> period	1:55 – 2:30	8 <sup>th</sup> period

**BELL SCHEDULE - 2:15 P.M. DISMISSAL**

ELEMENTARY (K-6)		SECONDARY (7 – 12)	
8:50 – 9:25	1 <sup>st</sup> period	8:50 – 9:25	1 <sup>st</sup> period
9:25 – 10:00	2 <sup>nd</sup> period	9:25 – 10:00	2 <sup>nd</sup> period
10:00 – 10:15	Recess	10:00 – 10:10	Break
10:15 – 10:50	3 <sup>rd</sup> period	10:10 – 10:50	3 <sup>rd</sup> period
10:50 – 11:25	4 <sup>th</sup> period	10:50 – 11:25	4 <sup>th</sup> period
11:25 – 11:40	Lunch	11:25 – 12:10	Lunch
11:40 – 12:10	Recess		
12:10 – 12:40	5 <sup>th</sup> period	12:10 – 12:40	5 <sup>th</sup> period
12:40 – 1:10	6 <sup>th</sup> period	12:40 – 1:10	6 <sup>th</sup> period
1:10 – 1:40	7 <sup>th</sup> period	1:10 – 1:40	7 <sup>th</sup> period
1:40 – 2:15	8 <sup>th</sup> period	1:40 – 2:15	8 <sup>th</sup> period

## CODE OF CONDUCT

### CREATING A SAFE AND CARING SCHOOL COMMUNITY *A Standard of Behaviour for Gray Academy of Jewish Education*

A Standard of Behaviour is a teaching model rather than a mandate for behaviour. The emphasis is on teaching rather than telling, nurturing rather than sanctioning and including rather than excluding.

Developed by the Advisory Committee of the Winnipeg Board of Jewish Education, the objectives of this Standard of Behaviour is to ensure, to the fullest extent possible, the provision of a “safe and caring community” for all involved with Gray Academy of Jewish Education.

#### PRINCIPLES

##### 1. Rights:

Foundational to a safe and caring learning community, are the rights of all members to:

- a. Be safe
- b. Be accepted and treated with dignity and respect
- c. Learn and teach without interference

##### 2. Responsibilities:

Membership in a community comes with responsibilities.

It is expected that all learning community members (students, staff members, parents and other adults on site) will accept personal responsibility for their behaviour to foster a safe, caring and productive learning community.

It is the responsibility of all individuals to ensure that their behaviour, individually and collectively, does not infringe upon the rights of others. Consideration for the safety of others is the responsibility of each member of the learning community.

##### 3. Respect:

It is expected that all learning community members will exhibit behaviour that shows respect for the rights, property and safety of themselves and others.

The application of respect, safety, and cooperation, can be seen in Jewish values (Middot). We are interpreting the following Middot to mean:

- **כבוד הררי**  
Respecting others as you would respect yourself.
- **אמת**  
Being truthful and honest.
- **ארך אפים**  
Managing your behaviour responsibly.
- **בל תשחית**  
Respecting the environment.
- **שלום בית**  
Creating peace in our school family.

The above principles are supported by the Education Act under several sections including the Preamble and those pertaining to the duties of students, parents, teachers, administration, superintendents/Heads of School and support staff.

**The Standard of Behaviour applies to participation at school, at school activities and at school sponsored activities.**

**Individuals or groups violating these principles become subject to a range of appropriate responses as defined by the Gray Academy of Jewish Education Standard of Behaviour.**

## **STUDENT / STAFF / PARENT RESPONSIBILITIES**

We ask students, staff and parents to ensure that respect, safety and cooperation become an integral part of Gray Academy of Jewish Education by having each partner in the educational process be responsible in the following ways:

### Students are responsible for:

- coming prepared for classes, both mentally and physically.
- using daily planners in grade 2 to grade 12.
- actively participating in class, bringing required materials / books to class, completing assignments, arriving at school and classes on time.
- personal behaviour and use of respectful language on school property and at all school activities.
- respecting the rights, space and property of others.
- contributing to a positive school community, and solving conflicts in a peaceful manner.
- coming dressed in correct uniform
- wearing only the approved uniform articles of clothing

### Parents are responsible for:

- providing for their children, including nutritious kosher meals, clothing, and medical care.
- providing encouragement for their child's efforts.
- reviewing with their child the child's progress and behaviour, and meeting with teachers when necessary.
- reporting to the office before visiting a child or teacher, or removing their child from school activities or grounds.
- providing needed school supplies.
- contacting school staff concerning any student problems that may affect progress.
- supporting the policies and rules of the school, including respect, educational values, and academic success.
- ensuring that their child attends punctually and regularly.
- informing the school of student's absence

### Staff are responsible for:

- teaching in a manner consistent with Manitoba Education Guidelines and Winnipeg Board of Jewish Education policies.
- providing an orderly, pleasant, cooperative, caring learning environment through responsible supervision.
- creating an effective, positive, learning atmosphere.
- communicating as often as necessary with home.
- reporting students' progress during reporting times, on regular interim reports and as necessary.
- reporting to parents when issues arise

## **BEHAVIOUR PLAN**

Behaviour is situational, and any and every response to behaviour must always be informed by the circumstances of the situation.

- Discipline is intended to restore safety, change the inappropriate behaviour, and promote the learning of self-control
- Expected behaviours must be actively taught both at home and in school
- The strategies used to develop understanding and respect for the rights of others may vary from student to student
- When there is non-compliance with the Standard of Behaviour, an appropriate response shall follow

## **CONSEQUENCES/STRATEGIES/APPROPRIATE RESPONSES**

### **Discipline**

Discipline is intended to change the inappropriate behaviour, promote the learning of self-control and restore safety. Expected behaviours must be actively taught both at home and in school. The strategies used to develop understanding and respect for the rights of others may vary from student to student. When there is non-compliance with the Standard of Behaviour, appropriate consequences shall follow.

### **Professional Discretion**

Under the provisions of Bill 30, The Safe Schools Charter, principals and teachers are required to maintain a safe and caring learning environment. The principal may be privy to student information that is confidential in nature. The principal has discretionary disciplinary authority in consultation with the Head of School concerning student behaviour with the understanding of security safety for the school environment.

In addressing any misbehaviour, responses shall:

- Be logical, realistic and timely
- Be appropriate for the student's stage of development and considerate of the student's special needs
- Reflect the severity of misbehaviour and take into account the frequency, duration and intent of the misbehaviour
- Be chosen initially to restore safety and order
- Make sense to students as much as possible
- Enable students to generate appropriate responses and solutions

Individuals or groups violating these principles become subject to a range of appropriate responses as defined by Gray Academy of Jewish Education's Standard of Behaviour.

**The following are some examples of consequences and/or strategies that may be considered in response to inappropriate behaviour.**

- Informal interview with students
- Formal interview with the students
- Teacher/student/principal conferences
- Phone call home by teacher or principal
- Interview with parents
- Involvement of school counsellor
- Involvement of mentor
- Peer counselling: peer mediation

### **BULLYING**

Bullying is harmful and hurtful. The staff and students of Gray Academy of Jewish Education have the right to come to school and be safe. Gray Academy of Jewish Education has adopted the following definition of Bullying Behaviour by expert Dan Olweus.

**Bullying is any physical act, verbal comment, gesture, facial expression or action that would intentionally hurt someone on the inside or outside. It also means leaving people out.**

The diversity of the Gray Academy of Jewish Education community offers a special opportunity to learn and practice understanding, tolerance, and compassion. The policy on bullying includes communication in any language as it applies.

**The full Code of Conduct policy can be found in the Gray Academy Policy Manual on the Gray Academy home page.**

### **EARLY DISMISSALS**

Erev holidays, school will be dismissed at 2:15 p.m. or 2:30 p.m. depending on the time the sun sets. Erev Shabbat, from the end of October to the beginning of February, school will be dismissed either at 2:15 or 2:30 on Fridays; depending on the time the sun sets.

### **FIELD TRIPS**

Field trips are an important part of a student's education in both General and Judaic Studies. Teachers plan field trips for individual classes or grades. These excursions are approved by the administration. A parent permission form is part of the Student Application Form, and needs to be completed.

At least one week before a field trip, parents will receive the following information:

1. its purpose / relevance.
2. specific destination, date, duration.

**The full Field Trip Policy and elements of risk can be found in the Gray Academy Policy Manual on the Gray Academy home page.**

Parents may be called upon to assist with extra supervision and / or transportation. Volunteers are reminded that all children must be single belted and that no child is to be seated in the front seat if there is an air bag.

**SCHOOL RECORDS, REGISTRATION AND RE-REGISTRATION**

Please ensure the school office has updated records of the name, address, email address and contact telephone numbers of students and parents.

All new JK students must have a copy of their birth certificate filed in the office as well as any new students to Gray Academy entering other grades.

All students and families must complete a Student Application Form and a Financial Registration Form prior to the student being accepted at Gray Academy of Jewish Education.

**ALCOHOL AND DRUGS**

The possession and/or use of alcohol and drugs are illegal. Students are prohibited from possessing, using, distributing, and being under the influence of alcohol and other illegal drugs anywhere on Campus property, at any school-sponsored activity, or on school buses. Students violating these rules will be suspended/expelled from the school and/or subject to police referrals. Students are not permitted to share or distribute any medications.

**SMOKING**

Gray Academy of Jewish Education is a smoke free environment. Students may not smoke in the Asper Campus, anywhere on the Campus grounds, at any school-related activities, or on school buses. Students violating this rule are subject to disciplinary action.

**GAMBLING**

Gambling is prohibited. Students may not gamble in the Asper Campus, anywhere on the Campus grounds, at any school-related activities, or on school buses. Students violating this rule are subject to disciplinary action.

**DANGEROUS AND DISRUPTIVE ITEMS**

Students may not have any weapon, toy weapon or other dangerous items in school, on school grounds or at a school-sponsored activity. Students in violation of this rule are subject to disciplinary action.

**PERSONAL AUDIO AND MESSAGING DEVICES**

Personal audio and messaging devices may not be used during class time. They must be turned off and put out of sight while students are in class. For the full policy, please see the Gray Academy Policy Manual on the Gray Academy home page.

**FIGHTING**

Students should seek the help of a peer, a teacher, a counselor or other adults to resolve disputes in a peaceful and constructive manner. Provoking fights or willingly participating in a physical conflict will lead to disciplinary action.

**VANDALISM**

Students who have been found guilty of vandalizing Campus or School property are subject to disciplinary action. Financial restitution will be made by the student or their parents.

**HARASSMENT**

Harassment is defined as troubling, annoying, or tormenting another person through verbal or physical intimidation. Sexual harassment is the act of unwelcome or inappropriate advances whether physical or verbal. Students guilty of harassment are subject to disciplinary action.

**INAPPROPRIATE LANGUAGE/RUDENESS**

The use of obscene, racial, ethnic or sexually offensive language will not be tolerated. Students who use such language are subject to disciplinary action.

## **PLAGIARISM AND CHEATING**

When a student represents the ideas of another as his/her own, (s) he has acted in a manner contradictory to the values of all educational institutions.

Cheating is defined as the deliberate copying of another's work on tests, homework or papers.

Plagiarism is defined as the use of another person's work without proper documentation or accreditation. In addition, plagiarism is also considered to be submission of work by a student that has been overly influenced by parents or someone else, the submission of work completed in another course, or reproduction of material from the Internet.

### Consequences

- In grades 7 and 8 students will be provided an opportunity to redo the assignment. The students will see a reduction of their mark from 10% to 50% depending on the level of the infraction. This will be decided by the teacher. Parents will be notified.
- In Sr. High, grade 9 to 12, if the teacher and principal determine that intentional plagiarism/cheating has occurred, the student will receive a reduced mark. The assignment will be redone. Parents will be notified.
- In grade 12, if the teacher and principal determine that intentional plagiarism/cheating has occurred the student will receive a zero for their assignments and become ineligible for Bursaries/Scholarships/Awards. If the student is a minor, parents will be notified.

## **JEWISH ATMOSPHERE**

Gray Academy of Jewish Education takes pride in its commitment to serve a broad spectrum of the Jewish community.

a) Kashrut - Gray Academy of Jewish Education takes pride in its commitment to serve a broad spectrum of the Jewish community.

Kashrut refers to Jewish dietary laws found in the Torah and rabbinic writings and specifies what food is permitted to be eaten by Jews.

- Meat is permitted if the animal has both cloven hooves and chews its cud.
- Poultry is permitted in the case of certain animals such as chicken, turkey, geese, ducks, doves and quails, and others.
- The meat of permitted animals must be properly prepared for consumption. The animal must be slaughtered by a ritual slaughterer in compliance with the rules of Jewish law, and its lungs and organs must be inspected for signs of ill health. If the animal is healthy, its meat must be salted and soaked to remove its blood before it is processed or cooked.
- Fish is permitted if it has both fins and scales.
- Dairy foods such as cheese and yogurt should not contain certain animal based additives.
- Meat and dairy foods cannot be prepared together, and separate sets of dishes need to be used for each.
- There is a time lapse between consumption of meat and dairy.

All food provided by Gray Academy will be kosher. Some examples are: Food offered in the Hot Lunch program, classroom treats handed out by teachers, food prepared during cooking classes, food provided by Gray Academy on field trips, food offered in fund-raisers such as tailgating, Fun Fair & BBQ, ice-cream sales, food sales, etc.

At Gray Academy, we encourage all staff and students to respect the laws of Kashrut on school premises, during field trips and on school sponsored activities. When students are asked to bring food for special classroom activities, all items must bear approved Kashrut certification symbols.

Please note that Tuesdays and Thursdays are milk days, so remember not to send meat for lunch if you are ordering milk.

The Director of Judaic Studies is the school's authority on all religious matters, and will be responsible for approving the Kashrut of food provided by the school. The laws of Kashrut are quite detailed and information on Kashrut policy is widely available in books and online. If you have a question about Kashrut or our school Kashrut policy, please contact the Director of Judaic Studies.

- Boys must wear Kippot throughout the school day. Extra Kippot are available in the office for fifty cents. Students may not wear other head coverings, such as baseball caps or toques in class.

- Homework, including reading and projects will not be assigned over Jewish holidays. No long-term assignments will be due the day after a Jewish holiday.
- Parents are encouraged not to plan their children's parties to coincide with Shabbat.

### **PARENTAL ABSENCE**

If, for any reason, parents will be away from home for any length of time, please advise the classroom teachers and the school office, as to who will be responsible for your child.

### **CHILD CUSTODY**

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

### **STUDENT INJURIES**

You will be notified promptly of any serious injury to your child (serious cuts, sprains, breaks, concussions) that might need medical attention. If you are unable to transport your child to the doctor or hospital, we will call an ambulance on your behalf. **The cost of the ambulance will be borne by parents.** Hospitals require a parent's / guardian's consent when treating a child.

### **ADMINISTERING MEDICATION IN THE SCHOOL**

If your child requires medication to be dispensed at school, please contact the office for the forms that need to be completed. **Without the completed forms on file, medication cannot be dispensed. The school does not stock or supply any non-prescription medication.**

### **EMERGENCY RESPONSE AND PREPAREDNESS PLAN (ERPP)**

Fire drills will be held 10 times a year. Students are to remain silent and proceed to the area designated for their classroom where attendance will be taken.

Any student found tampering with the fire alarm system / equipment is subject to disciplinary action and a fine. At the start of each year assemblies will be held with students in grade 4 to grade 12. These meetings will cover topics related to emergency procedures. JK to grade 3 students will have in-class sessions.

**For the full Policy on the ERPP please see the Gray Academy Policy Manual on the Gray Academy home page.**

### **STUDENT FEES**

Student fees for students in Kindergarten to grade 12 are set at \$80.00 per child. Junior Kindergarten fees are \$40.00 and \$80.00 (morning & afternoon program). These fees are used to pay for field trips, field trip buses and other special activities in which the children take part during the year.

### **COMMUNICATION HOME**

Communication between home and school on a regular basis is important in establishing an effective home-school partnership. Events calendars are sent home each month. The calendar and the daily bulletin can be found on our home page. Classroom teachers will also send information home as needed. We will use email as a major method of parent communication. Please be sure to keep your email address current.

### **COUNSELLING SERVICES**

Students who wish to obtain information related to careers, subject choices, post secondary information or who may need to discuss personal problems, may make an appointment to see one of our counsellors.

### **CHILD GUIDANCE CLINIC**

Staff and students at Gray Academy of Jewish Education are supported by the services of a C.G.C. unit. This service provides expert support in Psychology, Psychiatry, Social Work, Speech and Hearing, and Reading.

The involvement of these specialists takes place only with the full consent and knowledge of the parent/guardian of the students.

## **PARENT ADVISORY COMMITTEE**

The Parent Advisory Committee at Gray Academy of Jewish Education is very involved in the life of the school. Their tasks include fundraising, hot lunches, active involvement in cultural programming, as well as acting as an advisory board for the administration. The committee is comprised of an executive and board members. Meetings are held once a month at the school. All meetings are open to parents of the school. If you are interested in being a member, please contact the office for the date and time of the first PAC meeting as your attendance is mandatory for membership.

## **VOLUNTEERS**

At Gray Academy of Jewish Education, we encourage parents to be part of the school. If you wish to be a volunteer, please follow these guidelines:

1. Tell us you are interested in attending the volunteer meeting.
2. Complete a Child Abuse Registry form and hand it in to the office.
3. Complete a Criminal Record check and hand it in to the office.
4. Regular volunteers will be reimbursed for money spent on acquiring criminal record checks.
5. Parents may not volunteer in their child's class room.

## **KAUFMAN-SILVERBERG RESOURCE CENTRE**

The Kaufman-Silverberg Resource Centre houses the main General Studies and Judaic Studies library collection including an extensive fiction and biography collection, non-fiction, reference, periodicals, and all audio-visual materials used by all students of Gray Academy of Jewish Education. Students are expected to return borrowed items on time.

## **DRESS CODE**

Students in Kindergarten to grade 12 are to be in their school uniforms each day. Students not in uniform will be sent immediately to the administration. A full outline of uniform requirements is provided on pages 19 and 20.

## **BUS PRIVILEGES**

While riding the school bus, students are expected to obey all school policies and to act in a responsible and appropriate manner. Students who violate the rules may lose bus riding privileges. Students who do not regularly ride the bus and wish to do so on an occasional basis may purchase a bus ticket from the school office. The bus driver is in charge of the bus at all times.

- Food is not allowed on the bus.
- Once you are seated in your seat, do not move around.
- No foul language.
- Large musical instruments may not be transported on the bus.

## **TEXTBOOKS**

During the first few days of school, textbooks are issued to students. Students' names are recorded by the teacher in the appropriate space in the textbook along with the condition of the text. Students are fully responsible for the condition of their textbooks. Lost or damaged textbooks and library books must be replaced at the student's expense. End of year report cards will be withheld until outstanding debts are settled.

## **LOCKERS**

Each student from Grade 5 to Grade 12 receives a locker and a lock. Students are required to use the school supplied locks. Students are urged not to share their combinations with others. Lockers are school property:

- Students are not permitted to decorate the outside of their lockers; however, students may tape personal items to the inside door as long as they are appropriate and are removable at year-end.
- Students will be assessed a fine for damage to their lockers or loss of their locks.
- Official locker clean-ups will occur before every school vacation.

Any school administrator may conduct a search of a student's locker, with the student present.

## **BICYCLES**

On arrival at school, students' bicycles must be locked in the racks provided. Students are reminded that helmets are an essential component of riding bicycles safely. The school will not be financially responsible for stolen or damaged bicycles.

## **LOST AND FOUND**

The lost and found is beside the school office. Items that remain there for long periods of time (approx. 2 – 3 weeks) will be donated to charity.

## **SCHOOL CLOSING – EMERGENCY OR SNOW DAYS/BUS SERVICE CANCELLATION**

If school is to be closed or buses are to be cancelled, announcements will be made early in the morning on CJOB, CBC, 94.3 FM, Team 1290, CITI 92FM. Bus transportation will be cancelled when the wind chill and temperature is -45 degrees Celsius and lower.

## **FAMILY TRIPS**

Extended family travel is not encouraged during the school year. If travel is absolutely necessary, the office and teachers need to be advised. Students are responsible for all work missed. Time missed from class is of great concern.

## **STUDENT USE OF ELEVATOR**

Students are **not** permitted to use the elevators between 8:00 a.m. and 4:30 p.m. unless they have received a note from the office.

## **STUDENT/PARENT/GUARDIAN CONCERNS, SUGGESTIONS AND GRIEVANCES**

In order to resolve educational and/or general concerns identified by individual parents/guardians the following process as outlined by board policy should be followed:

1. The parents/guardians should make the initial contact at the school level with the teachers.
2. If the matter remains unresolved, the parents/guardians should contact the principal.
3. If the matter remains unresolved, the parents/guardians should contact the Head of School.
4. If the matter remains unresolved, the parents/guardians may appeal, in writing, to the Directors of the Board of Jewish Education. The Head of School will provide a report on the matter to the Board before Board discussion.

## **TECHNOLOGY ACCEPTABLE USE**

The rules for using technology are intended to make the network more reliable and consistent for the users who depend on it daily. They are intended to minimize the burden of administering the network so that more time can be spent using the network for the educational purposes for which it is intended. Any attempt to circumvent security provisions is considered improper and will be viewed as a violation of the acceptable use policy.

The acceptable use of technology requires that users:

- Log in using only their own identification.
- May only run software that is supplied by the school.
- May only use the scanner, camera, colour printer or other devices attached to the network with permission and under the supervision of Gray Academy staff.
- Do not access or transmit, either internally or externally, any materials that may be considered pornographic, demeaning or libellous.
- Do not access any unauthorized CHAT servers.
- Understand that system administrators have the right to access, view, or delete any files from the network including electronic mail.
- Malicious use of the network to develop programs that harass other users, infiltrate a computer or computer system and/or damage the software components of the computer or computer system is prohibited.

## ELEMENTARY

### THE SCHOOL DAY

Students will enter and leave the building in a positive manner to create an atmosphere for learning, using designated exits and entrances.

*Entry / Exit times are as follows:*

<i>ENTRY</i>	<i>EXIT</i>
8:40 (Grades 5-6)	3:40 p.m.
8:45 a.m. (Kindergarten to Grade 4)	3:40 p.m.

Children who arrive prior to 8:35 a.m., will sit quietly inside the door of the school. They will go outside at 8:35 with the teachers on duty. **Supervision begins at 8:35.**

All students in Kindergarten to Grade 6 are to line up outside the elementary doors prior to school starting. At the beginning of October grade 5 and 6 students may enter at 8:40 without lining up; if they have demonstrated responsibility. This decision will be made by grades 5 and 6 teachers and school administration.

### MESSAGES FOR STUDENTS

Interrupting classes to deliver messages, lunches, books, etc., to students is very disruptive. Students will be called from the classrooms **at recess, breaks and lunch time only** to pick up these items and messages from the office.

**Emergency messages will be delivered as soon as possible.**

### RECESS

*All children are expected to go outside for a 15-minute recess both in the morning and afternoon. Recess is indoors only if it is raining or the winter wind chill factor is too cold. A doctor's certificate is required for more than two days of staying in for recess.*

*All students will go outside after the lunch period from 12:05 -12:40.*

### PUNCTUALITY

We encourage all children to start their day on time! Late comers will wait in the entrance hall until "O Canada" and "Hatikvah" are completed. Students will then proceed directly to class. Students who arrive after 8:50 a.m. must inform the office that they have arrived.

### SUPERVISION OF CHILDREN

Teachers and / or Educational Assistants (E.A.'s) are on duty on the playground during the following times:

- 8:35 – 8:45 a.m. – pre-school supervision
- 10:15 - 10:30 morning recess
- 12:05 - 12:40 lunch hour
- 2:05 - 2:20 afternoon recess
- 3:40 - 3:55 after school

In order to ensure the safety and supervision of your children, we emphasize the following:

- a) Please arrange to have your children arrive at school between 8:35 and 8:45 a.m. when the educational assistants are on duty.
- b) Please remind your children to proceed with caution when crossing the parking lot and to cross at the crosswalk only.
- c) Please remind your children not to leave the school yard.
- d) Please arrange to have the children picked up between 3:40 and 3:55 p.m. when the teacher and / or EA's are on duty.
- e) Please make sure your children are dressed appropriately for the weather.
- f) Students will only be released to authorized adults.

## **ATTENDANCE / DISMISSAL**

In order to ensure students' safety, it is imperative that parents/guardians notify us of any student absence and / or lates. You may FAX, email or call the office with this information. We appreciate being informed as to the reasons for all child absences.

**If it is necessary for your child to leave the school early, please send a note to the teacher.** Parents are asked to come to the office to sign their child(ren) out of school. Please make every effort to arrange for appointments **outside** of school hours.

Children will not be permitted to use the office telephone to make last minute play-date arrangements.

## **BUS**

If your child takes the school bus, please notify the office when your child will **not** be going home on the bus. Please let the office know if pick up/after school arrangements are different from the regular routine. Please do this with a phone call or note to the school. Please make sure to inform the bus company of any changes.

## **CHILDREN'S EXTENDED ABSENCE**

Extended vacations disrupt a child's learning. The work load is a double one because of our dual track curriculum and any days missed will indeed hinder your child(ren)'s progress. It is the responsibility of the parents to see that any work assigned is completed and returned to school. Please notify the office and your child's teacher before leaving on your vacation.

## **PARTIES**

When planning birthday parties, while you may not be able to include all classmates, please be aware that it is hurtful when only a few are not included. Invitations will not be handed out at school.

## **MILK DISTRIBUTION**

Milk (chocolate, 2% and skim) is available to students on Tuesdays and Thursdays each week. Milk registration is found on the registration form.

## **SNACKS / LUNCHESES**

Please send a **nourishing** kosher snack for both morning and afternoon. We encourage the use of environmentally friendly containers. Please remember not to send meat and milk on the same day for lunch.

Children may leave the school for lunch only if they are accompanied by an adult (i.e., parent, grandparent, etc.). Please send written permission if your child will be leaving the school for lunch.

## **ASSEMBLIES**

Assemblies are held to celebrate holidays and acknowledge special events. Students of particular grades take on leadership roles. Parents are most welcome to attend. The dates of these assemblies will appear in the events calendar. At certain times, classroom family celebrations may take place during the school day. The teachers involved will notify you as to the number of guests each child in the class may invite. Siblings in other classes may be included in the number of guests.

## **STUDENT ASSESSMENT, EVALUATION AND REPORTING**

Student assessment and evaluation are carried out on an on-going basis. Anecdotal note taking, check lists, interviews, student's daily work, notebooks, unit tests, projects and portfolio assessment form the bulk of their evaluation.

Formal reports will be sent home four times a year.

In the event that your child experiences difficulty with the school program, every effort will be made to inform you throughout the school year, so that the school and home can work together. Resource help is available in both General and Judaic Studies. Parents and teachers are encouraged to communicate about any areas of concern they may have. Please get in touch with the teachers if you have any questions.

Special conferences between parents, teachers and other staff members can be arranged at any time. Please call your child's teacher to make an appointment.

THE CLASSROOM TEACHER IS ALWAYS THE PARENTS' FIRST POINT OF CONTACT.

### **PARKING, DROP OFF AND PICK UP PROCEDURES**

It is imperative that parents are respectful of the drop off procedures, in order to ensure the safety of all children.

- Parents dropping their children off form a single file line along the curb in front of the Joseph Wolinsky doors.
- Do not park in the loop, and then walk your children into class.
- When picking up your children at 3:40, do not go to their classrooms. Please wait for your children outside the school building, by the office or between the doors.

## **SECONDARY**

### **DAILY SCHEDULES, ROUTINES AND PRACTICES**

#### **ATTENDANCE**

Students enter the school in the morning through the Secondary doors on Simkin Circle.

The first bell rings at 8:40 a.m. and all students should proceed directly to their first class. The second bell, at 8:45, marks the beginning of the school day and is followed by the anthems and announcements. Students not in their first class at the 8:50 bell are considered late. Students are to remain standing respectfully until the anthems are concluded. Students who arrive at school after attendance has been taken should report to the office.

Attendance for classes is taken each period. For student's protection, parents must call or email the school office before 8:45 a.m. **if their child will be absent that day, or will be arriving late.**

#### **ABSENCE/LATENESS FOR EXAMS**

If a student is ill on the day of an exam, (s)he must call the school before the exam begins. A physician's note may be required to verify the student's illness. Exams will be rescheduled if possible.

A student who is late for an exam will not receive extra time unless there are extenuating circumstances.

#### **ATTENDANCE AND ABSENCE FROM CLASS**

If a student misses 15 or more of the classes in any course, (s)he may lose credit in that course. The only exception will be for documented, extended medical circumstances. Students may be required to make up the time missed. Three lates will count as 1 day absent.

#### **UNEXCUSED ABSENCE FROM CLASS**

An absence from class is unexcused if a student does not have legitimate permission to be out of that class. Legitimate permission includes a parental note for an out-of-school appointment, participation in a school-sponsored activity, or a note from an administrator, counsellor/teacher. It is important that parents either phone the school or send a note if your child is absent.

#### **EATING AND DRINKING AT BREAKS AND LUNCH**

Specific areas will be designated for eating at the beginning of each school year. Students may eat snacks in the rotunda during breaks, but are reminded to keep the areas clean. Students are not permitted to eat lunch/snacks on the carpeted area of Main Street. They are to eat lunch in the MPR, Youth Lounge or Grade 12 Lounge

#### **STUDENT PARKING**

Spaces are available for students to park their cars on the lot opposite the Asper Community Campus, in the section designated as STUDENT PARKING. Students parking elsewhere on the lot will be subject to towing. Students must apply for a parking permit by obtaining an application form from the office, pay the fee assessed by the Campus, and place a pass on the rear view mirror.

#### **DROPPING OFF OF STUDENTS**

Parents are requested to drop high school students off at the front of the campus building on Doncaster in order to cut down on traffic in the loop area. This will allow us to unload the younger children at a quicker and safer pace.

## **SAFETY AFTER SCHOOL HOURS**

At 4:30 p.m. each day the doors to Gray Academy of Jewish Education will be closed. Students are not to be in the high school unless they have classes with a teacher supervisor. If a student needs to get back to their lockers after hours, please go to Security with your student identification card and you will be allowed back into the high school.

## **SIGNING OUT DURING SCHOOL DAY**

A student leaving school early must present a note to the classroom teacher and then sign out at the office when leaving the building and sign in at the office if returning later in the day.

When there is an emergency and students need to be picked up during the school day, parents should phone the office. Students will be permitted to leave school only with a person whose authorization from the parent has been verified.

## **BULLETIN AND NEWS ITEMS**

Each day a daily bulletin is printed and read to the class. It is posted outside the office and in each rotunda and can be found on our website. A monthly events calendar is posted beside the office and sent home by e-mail.

## **TELEPHONE, VOICE MAIL, PHOTOCOPIER**

The office telephone is only for official school business or for student emergencies. There is a telephone in the 3<sup>rd</sup> floor rotunda for student use. Phone calls should be kept short. Students may not use the telephone during their classes. A copier is available in the library at the cost of 10 cents per copy.

Calls to Gray Academy of Jewish Education office between 8:00 a.m. and 4:30 p.m. will be answered by an office secretary or on occasion a caller will reach voice mail. Before and after school hours, callers will reach voice mail.

All teachers have voice-mail and may be accessed through the Gray Academy office. **Parents and students must not call staff at home.**

## **STUDENT MESSAGES**

Messages for students will be posted on the student message board on the 2<sup>nd</sup> floor beside room 225. Students will not be called to the office unless there is an emergency. Students are expected to check the message board during the day.

## **FREES**

Students on frees may not be in the hallway or in the rotundas. They may spend their time in the library, on Main Street, Youth Lounge or leave the school premises if parents have signed an off-campus privilege form. They must sign out at the office if leaving the school premises and sign in when they return.

## **SPORTS**

Gray Academy of Jewish Education offers a variety of competitive and non-competitive sports at various grade levels and ability.

Throughout the year students may participate in volleyball, cross-country running, floor hockey, basketball, football, golf, soccer, squash, curling, as well as others.

Our students from Grade 7 to Grade 12 are involved in inter-school sports while being part of the Independent School League and Public School League. During noon hours our students are involved in intramural sports.

## **CODE OF SPORTSMANSHIP**

The Golden Rule in sport is to treat other persons as you would like to be treated. At all matches and contests between schools, the following code will be upheld:

1. The rules of the game must be regarded as mutual agreements, the spirit or letter of which no one should try to evade or break.
2. No advantages are to be sought over others, except the advantage of superior skill.
3. Officials and opponents must be regarded and treated as honest in intention.
4. Decisions of officials must be accepted absolutely by players and coaches.
5. Visiting teams and spectators are honoured guests, and should be treated as such. They should also behave as such.

6. To win is always desirable; but to win at any cost utterly defeats the purpose the game.
7. Every team must learn that losing can be a triumph when their best has been given.
8. Coaches, players or spectators who do not fully support this code have no place in our representative matches.

### **VALUABLES**

The school is not financially responsible for students' personal property. It is not advisable to bring large sums of money or other valuables to school.

### **STUDENT PLACEMENTS AND COURSE CHANGES**

Student placement is done in consultation with teachers and the guidance counsellor.

- Hebrew culture and language course is organized according to Hebrew language placement tests and past achievements.
- Students should follow the timetable of the class they were first assigned to until the request for change can be considered.
- Grade 9 – Grade 12 students wishing to change electives should complete a Request to Drop or Change a Course form.
- Deadline for these forms is two weeks after the start of the school year.

### **AP COURSES**

Entrance to Grade 7 AP will be based on the following criteria:

- Elementary teacher recommendation
- Subject based assessment tools
- Student must maintain a 75% average in AP courses for each reporting period

### **EXAMINATIONS**

There will be two examination periods in the school year. The following exams will be written in 2011/2012.

Grade 7	Final Math AP in June
Grade 8	Tanach; Math; Science (AP only); Social Studies
Grade 9	English; Math; Science; Jewish History
Grade 10	Math; English; Geography; Biology or Science
Grade 11	Lifecycle; English; Math; History
Grade 12	Math; English; General Studies Elective

Students taking AP courses will take examinations based on the year they are in, not course level taken.

### **MARKING SYSTEM/REPORTING PERIODS**

- The school year is divided into four reporting periods.
- Reporting of marks will be cumulative.
- Some courses have exams worth 15% per term

### **ASSESSMENT**

- Marks for most subjects will be given as percentages. Unless otherwise stated in the course outline, a teacher may allot a maximum of 10% per term for classroom participation, contribution and a learning attitude that enhances the classroom environment.
- At the beginning of each reporting period, subject teachers will outline their expectations for that term. They will also describe the nature of tests, assignments and projects, and their policy for late assignments and making up missed work. Each student will receive a course outline of the courses they are taking. Students will also be informed as to how they will be graded on that particular course.

### **EVALUATION**

- Parents will receive four report cards a year.
- Parent-Teacher Conferences will be held twice a year.
- Parents are encouraged to call teachers at school for updates on their children.

## **FAILURES**

Students who fail courses in Grade 7 and 8 must meet with the administration prior to the start of the school year to develop strategies for the following year.

Students who fail a General Studies compulsory subject in senior grades must complete the course at summer school before the start of the next academic year.

Students who fail a Judaic Studies compulsory subject will meet with administration to determine what needs to be done to receive a credit. Students who do not meet the requirements of 12 credits will meet with administration with regard to acquiring a Judaic Studies diploma.

## **GENERAL STUDIES CREDITS**

- All courses are valued at either a full credit or .5 credit.
- Thirty credits are needed to graduate with a Department of Education diploma.

## **JUDAIC STUDIES CREDITS**

- All courses are valued at either a full or .5 credit.
- All courses will be registered with the Department of Education.
- Ten credits are needed to receive a Judaic Studies diploma.

In addition to a Manitoba high school diploma, students who successfully meet the requirements will also receive a Gray Academy of Jewish Education diploma.

## **EXTRA-CURRICULAR ACTIVITIES**

For a full and enriched experience of school life, all students at Gray Academy of Jewish Education are encouraged to participate in various clubs and activities. There are many opportunities for involvement. These may include but are not limited to:

Sports Teams	Reach For the Top
Science Week	Chess Club
Student Council	Yearbook
Spirit Weekend	Model United Nations
Shabbatot	Running Clubs
Jewish Awareness Retreat	Intra Murals
Peer Tutoring	Partnership 2000
Musical (Elem. And Secondary)	Band
Math, Bible and Creative Writing Contest	Camping Trip
Yom Ha'atzmaut Song Festival	Ski Trips

### **Uniform Requirements 2011 – 2012**

- Kindergarten to Gr. 12 students attending Gray Academy of Jewish Education are required to wear the school uniform between 8:45 a.m. and 3:40 p.m.
- Students may only wear clothing that is part of the approved uniform.
- No other articles of clothing will be allowed.
- Students not in uniform will be referred to the office, and parents will be called to bring a uniform to school.
- Students will not be allowed back into class until they are in uniforms.

#### **Kindergarten Everyday Uniform consists of the student's choice of:**

- Grey pants, shorts, skort, navy gym sweatpants or gym shorts
- White/blue polo, white oxford shirt, grey gym t-shirt
- Navy cardigan, navy polar fleece zip up sweater, acrylic sleeveless vest, fleece pullover sweatshirt
- Navy, grey or white knee high socks **or** navy, grey or white ankle socks **or** full footed navy or grey tights
- Non marking shoes/runners

#### **Elementary (1-6) Everyday Uniform consists of the student's choice of:**

- Grey pants, shorts, skort or kilt
- White/blue polo, white oxford shirt or white turtleneck shirt
- Navy cardigan, navy polar fleece zip up sweater, acrylic sleeveless vest, fleece pullover sweatshirt
- Navy, grey or white knee high socks **or** navy, grey or white ankle socks **or** full footed navy or grey tights
- Plain black shoes (enclosed w/heels of 2 inches or lower) or all black runners

#### **Elementary (1-6) Gym Uniform:**

- Navy gym sweatpants or gym shorts
- Grey gym t-shirt
- Non marking soled runners of any colour may be worn for gym class only.
- Students in Grade 1 through Grade 3 will be expected to wear the gym uniform on days when they have Phys. Ed. classes, to eliminate time spent changing in and out of their gym clothing. They may wear their gym shoes all day long on gym days only.
- Students in Grades 4 through 6 will wear their gym uniform for gym class only.

#### **High School (Gr. 7 – 12) Everyday Uniform consists of the student's choice of:**

- grey pants, navy shorts, plaid kilt
- white/blue polo or white oxford shirt (plaid tie – optional)
- navy cardigan, long sleeved v neck pullover, sleeveless v neck vest, sleeveless zip up polar fleece vest or long sleeve zip up micro fleece sweater
- navy, grey or white knee high socks or navy, grey or white ankle socks or full footed navy or grey tights
- plain black shoes (enclosed w/heels of 2 inches or lower) or all black runners

#### **High School Gym Uniform:**

- Navy gym sweatpants or gym shorts
- Grey gym t-shirt
- Non marking soled runners of any colour may be worn for gym class only.
- Students in Grades 7 through 12 will wear their gym uniform for gym class only.

### **Please note:**

All “over pieces (navy cardigan, sleeveless v-neck vest, sleeveless zip up polar fleece vest or long sleeve zip up micro fleece sweater) may only be worn with an approved school uniform shirt underneath. The only exceptions allowed will be the long sleeved V-neck pullover sweater which may be worn by itself or with a white t-shirt **only** underneath it. Or, the cardigan sweater which may be worn buttoned up with a white t-shirt underneath. **No other coloured under clothing is acceptable.**

### **Gym Days:**

Kindergarten: Days 1 & 3

Grade 1: Days 1 & 4

Grade 2: Days 2 & 6

Grade 3: Days 2 & 6

Grade 4: Days 3, 4 & 6

Grade 5: Days 1, 3 & 5

Grade 6: Days 2, 3 & 5

Grade 7: Days 1, 4 & 5

Grade 8: Days 1, 2 & 4

Grade 9: Days 1, 3 & 6

Grade 10: Days 2, 3 & 4

### **Top Marks – Uniform Provider:**

Provider – Top Marks is our uniform provider, and manufactures all garments in Canada to the highest quality standards.

Order – Uniforms may be ordered directly from Top Marks. Photos of the uniform and order forms are online at [www.topmarks.ca](http://www.topmarks.ca). GRA01 is our school code. Assistance with online ordering or exchanges is available by calling 1 800 667 7105 ext. 239, Monday through Friday, 8:00 a.m. to 4:00 p.m.

### **Gray Academy Uniform Frequently Asked Questions**

#### ***What colour should belts be?***

Belt may be worn with pants that have belt loops and where the belt provides a function other than being an accessory. Belts should be black, navy or grey.

#### ***What is the proper kilt length?***

Minimum kilt length is just above the knee. Maximum kilt length is at parent’s discretion.

#### ***What about scarves?***

Scarves of any kind are not part of the school uniform and are not to be worn during the school day.

#### ***What are the rules for hair accessories and jewelry?***

Hair accessories and jewelry are acceptable as long as they are conservative in nature, do not attract undue attention to the wearer and do not distract others from their school work.

#### ***Our uniform has arrived, and some pieces don’t fit. What should I do?***

If you require a different size in any of the clothing you have ordered, please contact Top Marks directly. They will be happy to assist you through the exchange process.

#### ***Who should I contact with questions/feedback about uniforms?***

Questions about laundering, caring, sizing, ordering or exchanging uniforms should be directed to Top Marks. Questions about uniform guidelines should be directed to the administration.