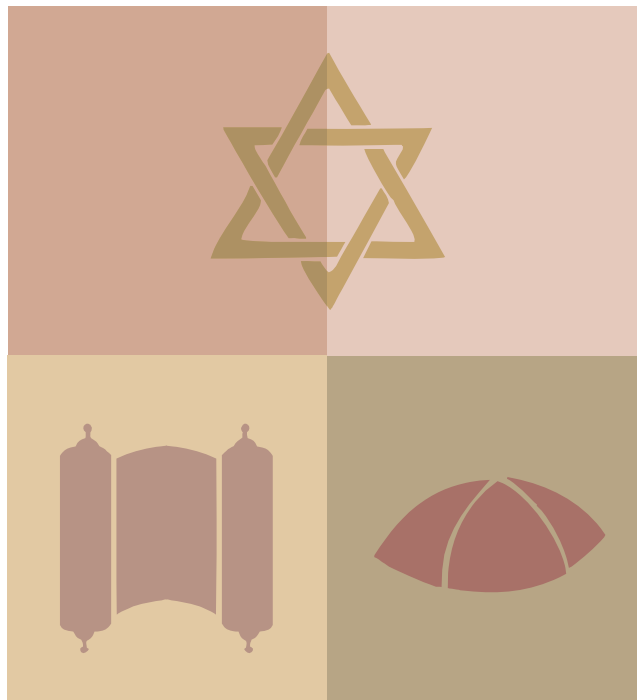


Temple Beth-El Religious School Handbook



Temple Beth-El

3330 Grove Avenue
Richmond, Virginia 23221
Phone: (804) 355-3564
Fax (804) 257-7152

www.bethelrichmond.org

Gary S. Creditor, Rabbi
Edward Cohen, Cantor
Sheldon Herold, Executive Director
Harry Hirsch, President

Temple Beth-El Brown Religious School

601 North Parham Road
Richmond, Virginia 23229
Phone: (804) 740-0820
Fax: (804) 740-0128

Email: School@Bethelrichmond.org

Aviva Gershman, Director of Education
Marc Greenberg, V.P. for Education
Judy Gary, School Committee Chair

PLEASE RETAIN FOR YOUR RECORDS

Carpool Drop-off and Pick-up

Please read carefully

The safety and well-being of our children is our PRIMARY consideration. It is vitally important that we all exercise extreme caution and courtesy when in our parking lot. Please maintain a safe, *slow* speed limit, constantly looking out for the safety of all children at all times. **Maintain one lane of traffic in any direction at any one time**, and encourage your own children to abide by the traffic rules as outlined below.

There are two methods of dropping off and picking up students:

1. Utilize the carpool lane: Follow the arrows below to drive through the carpool lane. If you are the first in line, please pull all the way to the end of the sidewalk in front of the building. *Allow cars to pull out of parking spaces and exit.* At dismissal time, students' names will be called on the loudspeaker when their carpool enters the sidewalk area. At that time, they will be permitted to leave the building. We will not permit you to drop off or pick up your child anywhere except for the sidewalk area in front of the building.
2. Park your car and escort your child(ren) from the dismissal area back to your car.

If you are coming into the building, please park in one of our parking spaces and accompany your child safely to or from the building. Do not park or stop in the drop-off/pick-up zone or any other place than designated spaces.

TRAFFIC PATTERN FOR BROWN RELIGIOUS SCHOOL

Please do not exceed the posted traffic limit in our parking lot.

At the top of the driveway, bear to the right and loop around the side parking lot before proceeding to the drop-off/pick-up area.



For safety, please *be sure* to follow the guidelines precisely as outlined above. Thank you.

Table of Contents

| | |
|--|--------------|
| Carpool Drop-off and Pick-up..... | Inside Cover |
| Attendance/Tardiness..... | 4 |
| Bar/Bat Mitzvah Requirements..... | 5 |
| Behavior at TBE Religious School..... | 6-7 |
| Books..... | 5 |
| Bring to Class..... | 5-6 |
| Cancellations Due to Inclement Weather..... | 6 |
| Communication..... | 8-9 |
| Computer Lab..... | 9 |
| Disciplinary Action..... | 8 |
| Dismissal Procedure..... | 9 |
| Early Dismissals and Pick-up by Someone Other than a Parent..... | 9 |
| Field Trips..... | 10 |
| Guests..... | 10 |
| Homework..... | 10 |
| Kashrut and Snacks..... | 10-11 |
| Library Books..... | 11 |
| Medication..... | 12 |
| Supporting Organizations..... | 12-13 |
| Synagogue Attendance..... | 13 |
| Thursday School..... | 14 |
| Tutorial Service..... | 14 |
| Tzedakah and G' milut Hasadim..... | 15 |
| Tz' niut..... | 15 |
| Volunteering in the School..... | 15-16 |

High School Information

| | |
|------------------------------|-------|
| Attendance..... | 17 |
| Community Service..... | 17 |
| Confirmation..... | 17 |
| School Schedule..... | 18 |
| Student Evaluation..... | 18 |
| Tefillot and Brunch..... | 18 |
| Planning and Purchasing..... | 19-20 |

ATTENDANCE/TARDINESS

Temple Beth-El has always prided itself on the quality of Jewish education we have to offer the children of our congregation. It is here that our staff, faculty, and parents work diligently to instill in our children a lifelong love of Judaism. It is this team effort that makes the Temple Beth-El Religious School (TBE) and its students exemplary models of Jewish education. In addition, the camaraderie and friendships that develop here are invaluable.

The TBE Religious School has an 80% attendance requirement. Just as in secular school, regular attendance is required at the TBE Religious School. Both B'nai Mitzvah and Confirmation are dependent upon meeting this requirement as is promotion to the next grade level.

- ✧ Known Absences: If you know in advance that your child will not be in school, please notify the school office one week ahead by phone (740-0820) or by e-mail (School@Bethelrichmond.org) so that teachers can send home assignments. If your child misses school due to illness, please notify the office as well. *For students in grades 2-7, it is the parent's responsibility to schedule a Thursday make-up session within two weeks of the absence.*
- ✧ Attendance will be reviewed regularly. Any student who fails to meet the 80% attendance requirement or make-up procedure is expected to be privately tutored at the parent's expense. The student may instead be required to complete an independent study project under the supervision of the Director of Education. Promotion to the next grade will be contingent upon satisfactory completion of one of these options.
- ✧ High School students who fall below this 80% requirement will be required to complete a grade-level specific independent project selected from a list available from the Director of Education.
- ✧ It is the responsibility of parents and students to monitor absences. The School will notify you if your child falls below the requirements.
- ✧ Tardiness and early dismissals are also disruptive to the classroom learning process. If your child comes to school after the second bell rings (9:05 am on Sundays, 4:05 pm on Wednesdays), please send a note of explanation or accompany him/her to the office. The tardy student must report to the office, sign in, and get a tardy slip before reporting to class. Similarly, please send a note requesting an early dismissal, and come to the office to sign your child out of class if he/she must leave early. The school office will contact parents of students who habitually come late and/or leave early, as special arrangements may be necessary for completing work that is missed.

**See page 14 for Thursday School information*

BAR/BAT MITZVAH REQUIREMENTS

(Taken from the Bar/Bat Mitzvah Handbook.)

To celebrate a Bar/Bat Mitzvah at Temple Beth-El, a child is required to spend at least five years in the TBE Religious School, or equivalent.

For a Saturday Bar/Bat Mitzvah, the candidate must pass the Jewish Literacy Test administered by the School in the sixth grade **and have met the 80% attendance requirement.**

Please consult the TBE Bar/Bat Mitzvah Handbook for ALL details. Should you have further questions: Rabbi Gary Creditor, as *mara d'atra*, is the halahkic decisor for all matters of Jewish law and policy.

BOOKS ספרים

Textbooks and workbooks are given out at the beginning of the school year. Textbooks are reusable, and the student is expected to maintain them so that they are in essentially the same condition at the end of the year. Workbooks are the property of the student and will be sent home at the end of the school year. Workbooks should be treated with the same respect as any other book. Textbooks are sent home during the school year with the students only when there is a homework assignment or when work should be reviewed. It is the responsibility of the student and parents to make sure that the student brings the books back to school the next session. If a textbook or workbook is lost or damaged, a replacement will be issued at the parents' expense.

**BRING TO CLASS הציוד הכנה **

In addition to students bringing a positive attitude towards learning, bringing the right materials is important. Please make sure that your child is prepared to learn when he or she comes to the TBE Religious School.

Included with the School Handbook, you may have also received a letter from your child's teacher(s) describing the goals and structure of the school year. The teacher(s) may have made requests for students to bring certain supplies with them. Please adhere to them in addition to the supplies listed below.

Students are expected to bring the following to class with them:

- ✧ Pencils/pens
- ✧ All of their textbooks (if taken home), notebooks and completed homework
- ✧ A kippah
- ✧ *Tzedakah* money
- ✧ A folder with paper or a notebook with pockets
- ✧ On the first day of school, please send in a box of tissues for the room

Bring to Class continued

Students are asked **NOT** to bring:

- ✧ Laptop Computers*
- ✧ Ipods, Compact Disc Players, MP3 players, Walkmans
- ✧ DVDs, CDs, Music, Movies
- ✧ Cameras
- ✧ Cellular Telephones
- ✧ Portable Game devices
- ✧ Water pistols, yo-yos, paper airplanes, etc.

In Addition we ask students not to wear *Heelys* or other shoes with wheels or gadgets.
These shoes pose a potential danger to the students and also damage our floors.

This list is not complete or inclusive; Please exercise common sense when sending your child to school with personal belongings. Items which detract from learning and cause disruption and distraction should be left at home. Temple Beth-El is not responsible for these items, which are subject to confiscation and may be placed in the office for parents to pick up.

**We understand that some Henrico County Middle School students come directly from school and may have their laptop with them. While we would prefer for the computers to be left at home, we request that the laptop remain in the students backpack during school and not be taken out for any reason.*

CANCELLATIONS DUE TO INCLEMENT WEATHER מזג אוויר

THE DECISION TO CLOSE THE TEMPLE BETH-EL RELIGIOUS SCHOOL WILL BE MADE INDEPENDENTLY OF ANY DECISION BY ANY OTHER SCHOOL SYSTEM AND WILL BE BASED ON WEATHER FORECASTS AND ON CONDITIONS OF THE ROADS AND THE SCHOOL PARKING LOT.

If the weather is bad or threatening, follow these guidelines to determine whether there is class:

- ✧ **Check your e-mail.** Closing notifications will be sent out when a decision is made. Temple Beth-El's listserv will also carry information about religious school closings.
- ✧ **Listen** for TBE Religious School cancellation announcements on the following radio and television stations: WRVA (AM 1140), WRNL (AM910), WRXL (FM102), WWBT (TV12), and WTVR (TV6).
- ✧ **Class phone trees** will be activated by teachers and room parents.
- ✧ **Call the school** at 740-0820. If no one is there, an announcement of the school status will be left on the voice mail.

BEHAVIOR AT TBE RELIGIOUS SCHOOL התנהגות

At TBE Religious School, we strive to create a safe environment where all students can participate and take an active role in their Jewish education. To that extent, each student is responsible for his/her own actions in and out of the classroom. Our staff is prepared and eager to teach; we expect the same of our students. Cooperation between students, staff, and parents will increase the time spent productively studying Torah! Students should practice *derekh erez* (respect and common sense) in School.

Behavior Continued

Enrollment in TBE High School is voluntary; therefore, it is expected that the student wants to be here and that s/he wants to learn. Continued enrollment in our high school is contingent upon satisfactory behavior in all classes. Anyone who challenges the right of the other students to learn and the teacher to teach may be asked to excuse himself or herself as a student at TBE High School. High School students are expected to follow all guidelines set by the School Committee including the 80% attendance requirement.

ALL STUDENTS IN GRADES 2-10 AND THEIR PARENTS MUST SIGN AND RETURN THE BEHAVIOR CONTRACT FOUND IN THE BACK OF THIS MANUAL WITHIN THE FIRST TWO WEEKS OF SCHOOL.

Violation(s) of Behavioral Standards

The following is a list of behaviors which will result in immediate disciplinary action possibly including suspension. It serves as a guide for parents and is not meant to be comprehensive.

- ✧ Disruptive or disrespectful behavior either in or out of the classroom.
- ✧ Verbal abuse, threatening language.
- ✧ Bringing anything to school that disrupts the learning environment (see preceding page).
- ✧ Leaving the classroom or school grounds without permission.

TBE Religious School Zero Tolerance Policy:

TBE Religious School has a zero tolerance policy for the following actions which result in immediate suspension:

- ✧ Physical attack on anyone on School/Synagogue property.
- ✧ Intentional damage to School/Synagogue property.
- ✧ Possession of alcohol, illegal substances, or weapons on School/Synagogue property.

In the event of suspension due to any of the above reasons upon further investigation expulsion may result.

Students and parents will be held financially responsible for vandalism damage, or abuse of school or synagogue property.

DISCIPLINARY ACTION משמעת

Violations of the TBE standards of behavior will be dealt with accordingly, on a case by case basis. If a student does not behave properly at TBE Religious School, one or more disciplinary actions will be taken, including but not limited to the following:

- ✧ The teacher will warn the student.
- ✧ The student will be removed from the classroom if s/he is an immediate threat to the safety of themselves, the teacher, or the other people in the room.
- ✧ A conference will be arranged between the student and the Director of Education. The conference will be recorded in the student's permanent file.
- ✧ A conference will be arranged between the parents, the student, and the Director of Education. The conference will be recorded in the student's permanent file. If necessary, the parents may be asked to attend class.
- ✧ The student may be suspended at the discretion of the Director of Education.
- ✧ The Director of Education may recommend expulsion of a student to the school committee. These procedures will then be taken:
 - ✧ A sub-committee of the school committee members will be appointed by the school committee chairperson to review the principal's recommendation. They will have total access to the student's file. The parents and student may address the sub-committee if they wish to do so.
 - ✧ The sub-committee will make a recommendation to the School Committee. Total anonymity will be assured.
 - ✧ The student will be expelled only with the concurrence of the School Committee. Such a decision is final and cannot be appealed.
 - ✧ If expulsion is decided upon, it will be effective for the remainder of the school year. The student must apply in order to re-enter the school the next academic year. Reinstatement requires a number of criteria to be met, including but not limited to fulfillment of the prior years academic requirements.

COMMUNICATION תקשורת

The School will utilize several methods of communication. Weekly e-mail and take-home flyers will be the first line of communication about School and Synagogue sponsored events, family education material, and occasionally, community sponsored events. Students will also write the School newsletter once a month. Information of the highest priority will be mailed to you at home. After each school day, please ask your children for the flyers and handouts. **If you have not supplied the office with a current email address, please do so. Should you change your email address during the course of the year, remember to let the school know.** Official Temple Beth-El School email will come from the Director of Education, or the Office at School@Bethelrichmond.org. We make every effort to be sure that our records are accurate and up-to-date. However, if you are not receiving at least one weekly email from the school, please call us to verify that we have the correct email information.

COMPUTER LAB

Thanks to the generosity of Bob and Mildred Eskeles (z"l-of blessed memory), we are the supervised recipients of a modern, state of the art computer lab. Students will have access to the computer lab during class time only, according to teacher instruction and supervision. Prior to the first use of the lab, students will have an orientation from their teachers. Students must follow rules set fourth for the computer lab as posted. Any student found misusing the computer lab may lose their computer lab privileges.

DISMISSAL PROCEDURE

See also diagram and instructions on the inside cover of this book.

Students and teachers will be informed of dismissal procedures in the beginning of the school year and as changes are needed. Parents should carefully study the traffic flow pattern on the inside cover of this handbook. PLEASE FOLLOW THIS PATTERN TO ENSURE THE SAFETY OF OUR STUDENTS, STAFF, AND FAMILIES.

For safety, students may not leave the building before their name is called for their carpool – please remind older students of this rule.

EARLY DISMISSALS AND PICK-UP BY SOMEONE OTHER THAN A PARENT

While early dismissals are discouraged, if it becomes necessary for your child to be picked up early on an occasional basis, the following procedure must be followed: A note signed by a parent must first be sent to the office explaining the time and reason for the early dismissal. When picking up a child, the driver must come into the office to sign him/her out. To ensure your child(ren)'s safety, we will not allow any student to stand unsupervised outside or in the lobby to wait for an early dismissal. **When the adult responsible for picking up a student arrives at the school office, the school secretary will page the student to leave the classroom. Parents are asked not to go directly to their child's class to pick them up.**

If someone other than a parent will be picking up your child, a note signed by a parent giving permission for the child to leave with that person must be presented to the office. Unless the individual is known to the office, we may request to see I.D. We will call a parent at home, work or on a cell phone to verify if necessary. In the event that there are people who should NEVER pick up your child, please be sure to inform the office in writing of the situation so that we can alert all relevant personnel .

FIELD TRIPS טיולים

Occasionally, the TBE Religious School will sponsor a trip to an exhibit or program of Jewish interest. Parents will be notified of specific field trips as they are planned. TBE Religious School maintains the highest standards of accountability and therefore requires permission slips to be signed by a parent prior to any student leaving on a field trip. Students without a signed permission slip will not be able to participate. We are not able to accept permission for field trips via telephone.

GUESTS אורחים

TBE Religious School welcomes all parents, prospective members, and their children. A courtesy call prior to a visit to a regularly scheduled class is requested. **All guests must sign the registry in the Office and wear a Visitor badge provided by the School.**

Your child may bring a guest to class only with prior notification and permission of the Director of Education and the involved staff members.

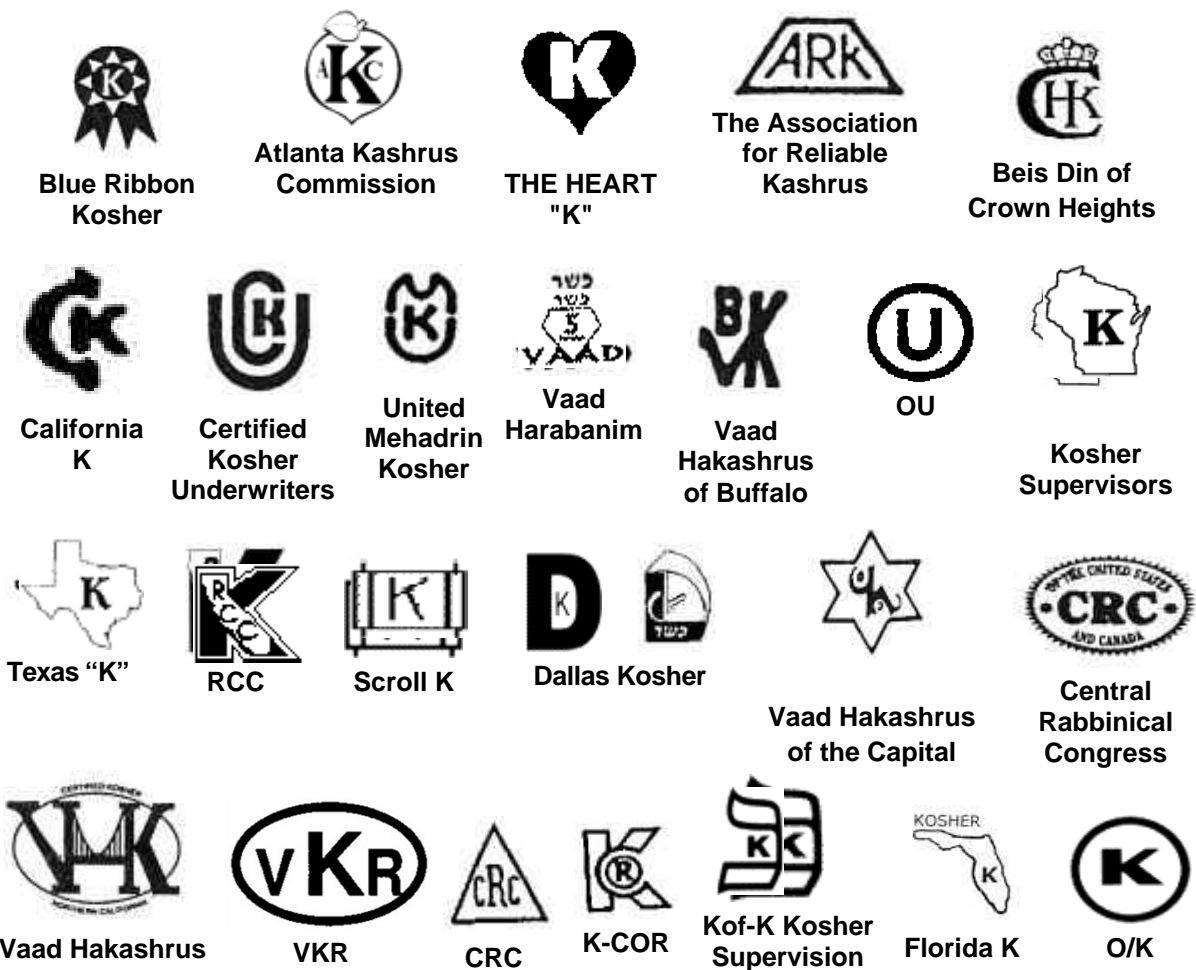
HOMEWORK שיעורי בית

At TBE Religious School, we make the most of our classroom time. However, without reinforcement between sessions, it is very difficult for students to retain new skills and information. Our policy is that teachers may assign reasonable amounts of homework. We do expect that students will complete these homework assignments in a timely fashion.

In order to increase retention specifically of the Hebrew language, students in grades 2-6 are encouraged to read Hebrew aloud at home for 5-10 minutes on a daily basis. Time spent reading and speaking Hebrew not only maintains the child's current level of proficiency, but offers parents wonderful learning and practice opportunities as well. Try using the child's textbook, the *siddur* or a *chumash*.

KASHRUT כשרות וממתקים

Temple Beth El is a member of United Synagogue of Conservative Judaism. We hold *kashrut* to be the guideline for how we eat. ***Therefore, all food items brought into our school must be strictly kosher. Our kitchen is a dairy-only facility (no meat products may be served from the kitchen).*** On the top of the next page is a list of most common markings telling you that the item is kosher – ***all food must have a symbol of kashrut to be brought into TBE School and served to our students.*** Packaged items must be unopened. Fruit should be whole; washed and cut in our kitchen. If in doubt, ask one of the clergy or one of the Temple's *mashgichim* (*kashrut* supervisors) including the Director of Education. A plain K needs to be checked out by Rabbi Creditor. If in doubt about any aspect of the *kashrut* requirements, please inquire before purchasing



The following are NOT symbols of kashrut:



SNACKS

We encourage you to send a snack with your child. We know students need fuel for a long day. Your child may only bring pre-packaged snacks **with a heksher** (a symbol indicating the contents are kosher).

LIBRARY BOOKS ספרייה

Students in grades K-5 will visit the library every two weeks and will be able to check out books. Students in grades 6 & up may use the library for research and may check out books. All loans of library books will be for two weeks from checkout. If a child loses a book, the parents will be charged for replacement. If the exact replacement price of a book cannot be determined, then the parents will be charged \$25 for a hardcover book and \$10 for a paperback.

Parents are more than welcome and encouraged to come explore the Goodman Library at the Brown Religious School and to borrow books to read with their children. The library is open, of course, during school and also during regular school office hours.

MEDICATION תרופות

The Religious School is not permitted to dispense prescription or over the counter medication. If your child is required to take medication, please make sure that he/she takes the required dosage before leaving home.

SUPPORTING ORGANIZATIONS עידוד

PARENTAL SUPPORT

When students see their parents involved in educational activities, the importance of those activities is reinforced in a very powerful way. In addition to Parent Council and Men's Club we encourage volunteering of any type, at any time, in the School. Please contact the school office if you have time and talents you would like to lend to the School.

PARENT COUNCIL

The Parent Council cluster of Sisterhood is made up of women with school-age children. Their main goal is the welfare and enrichment of TBE Religious School. Parent Council sponsors the Cook's Night Out dinners, Parent Education Programs, and provides food and activities for many holiday programs. They also sponsor Consecration gifts and Teacher Appreciation projects. In addition, Parent Council coordinates the Room Parent program, encouraging mothers and fathers to volunteer in their child's classroom.

If you are interested in becoming a member of Sisterhood, please contact the Sisterhood president.

MEN'S CLUB

The Men's Club is made up of the men of Temple Beth-El, many of whom have school-age children. Their involvement with the School ranges from sponsoring holiday programs, to Bar-B-Ques at the beginning and ending of the school year.

If you are interested in becoming a member of Men's Club, please contact the Men's club president.

SCHOOL COMMITTEE

The School Committee acts as an advisory council to the **Director of Education** and sets the policies and the direction for the Temple Beth-El School. School Committee includes parents representing various grade levels, representatives from both Sisterhood and Men's Club, one Faculty representative, and other interested adults. The Committee meets on the third Wednesday of each month to set policies, oversee curriculum and guide the operation of the Temple Beth-El Religious School. A Chair and the Vice-President of Education head the Committee.

Before grievances are directed to the School Committee, an attempt to resolve school issues should be made first with the child's teacher and if satisfaction is not gained, then with the Director of Education.

If you have a concern or problem that is not resolved to your satisfaction by your child's teacher or the Director of Education, you are invited to contact your representative on the committee who will channel it to the proper authority.

SPECIAL NEEDS

In order to best serve your child's educational, emotional and physical needs, the Director of Education should be informed about any special needs your child may require. Whether the need be **physical** (even such temporary needs as a broken arm or leg), **dietary** (food allergy), **emotional**, **medical** or **educational**, please provide as much information as possible about your child's needs. *All information will be kept strictly confidential.*

The parent(s) of any student who has an IEP (Individual Educational Plan) from secular studies is strongly encouraged to provide a copy of that IEP to the Director of Education to be kept in the child's private records. Any special educational accommodations noted in the secular report will also be implemented in the child's religious school studies. To better serve the child in our setting, a private meeting is arranged between a representative of Jewish Family Services and the child's teachers. Without an IEP, detailed instructions, or a doctor's note, it will be difficult for us to implement special methods or modifications a student needs.

SYNAGOGUE ATTENDANCE בית פנסת

We strongly encourage all school families to attend Shabbat and weekday services as often and as regularly as possible. It is the simplest and most natural way for your child to become familiar and comfortable with the synagogue and the *t'fillot* (prayer service). Service attendance is also a great family unifier and a way to form bonds with other members of the Congregation.

All students in grades 2-10 are required to attend Shabbat and Holiday services at Temple Beth-El. Students are required to attend 7 (seven) services: 4 must be Shabbat services; up to 3 may be from Holidays. These may be any services in the Main Sanctuary, Family Services, Jr. Congregation or Shorashim. Attendance at another synagogue will be allowed to count for two (2) of the required 7.

Students who surpass the required number of services will be recognized at School: 10 services is the "Yad Club"; 18 services is the "Chai Club".

Synagogue Attendance continued

How credit is recorded: **PLEASE NOTE—THIS PROCESS IS UNDER REVIEW AND MAY CHANGE DURING THE SCHOOL YEAR—LOOK FOR UPDATES!**

- If at Temple Beth-El: There will be a white binder in whichever room the kiddush is held. Each student should find their page and the day's date on the grid, and then place a sticker (provided) on that spot.
- If at another synagogue: Please email the Director of Education the date and place attended.
- Students or Parents may come by the office on Sunday if they forget to mark the binder. While we will make every effort to have the binder available at the school on Sundays, it may not always be possible.

Main Sanctuary Services: Family Shabbat (first Friday night of the month) at 6:00 pm.; other Shabbat services on Friday evenings generally at 8:00 p.m.; Saturday mornings at 10:00 a.m. Check the school calendar for special student Shabbat services at Temple Beth-El.

Tot-Shabbat is a monthly service held for our youngest students in pre-school and their families. See the calendar for exact dates and watch your email for special services.

Shorashim is a Shabbat service for students and their parents in grades Gan, Aleph and Bet. (grades K-2) Held in the Kiddush Room at 10:30 a.m., we meet for services and an "art" activity, followed by Kiddush and Oneg. See the school calendar for exact dates.

Junior Congregation service is an excellent learning experience for children in Gimel, Dalet and Hey (grades 3-5) and their parents, giving them many opportunities for leading prayers and learning new melodies. Junior Congregation services are held in the Okun chapel from 10:30 am -12:00 pm, with Kiddush and Oneg following. See the school calendar for scheduled class and family shabbatot.

יום חמישי

THURSDAY SCHOOL

Thursday School has two purposes:

- Students in grades 2 through 7 make up absences by attending Thursday school.
- Please utilize this day if your child needs tutoring, needs more challenging work, or simply needs more one-on-one attention.

We value each child as an individual. Please speak with the Director of Education for more details to utilize Thursday School for your child.

TUTORIAL SERVICE לימודים פרטיים

If a student in grades 2-6 is having *temporary* difficulty with Hebrew reading skills, that student may spend 15-30 minutes each week with a tutor, working individually or in a small group either inside or outside of class. Alternatively, your child may be asked to come on Thursdays. If more extensive tutoring is necessary due to chronic absenteeism, interrupted or belated entry into a Hebrew program, the parents may be asked to engage a tutor at their own expense to work with their child. Please contact the school office to arrange for a tutor. We ask that families engage and work with only one tutor at a time.

TZEDAKAH AND G'MILUT HASADIM צדקה וגמילות חסדים

One of the most important Jewish values we try to impress upon our students is that of *tzedakah*. *Tzedakah* does not mean "charity", but "righteousness" which is affected by giving things to people who need them. As Jews, we try to be sensitive to the needs of those who are less fortunate than we are and to help them in any way we can. Therefore, a simple way to practice *tzedakah* is for students to bring in money to go towards worthy causes that each class will decide upon. In the past students have collected for such worthwhile organizations as the JCFR, the Jewish National Fund, SPCA, Magen David Adom (Red), Jewish Family Services, Israeli Guide Dog Association, medical research, and orphanages.

***Please discuss with your child(ren) how much money should be allocated to *tzedakah* and how much to snacks.**

TZ'NIUT צניעות

Tz'niut is the value of modesty in Judaism. There are three areas which *tz'niut* covers: Speech, Actions and Dress. We are modest of speech when we use respectful language about and to our families, our peers, our teachers and ourselves. Our actions are modest when we run to do a mitzvah, and concern ourselves with the welfare of others, in addition to being respectful of personal space. Modesty in dress finds us appropriately attired for the study of Torah. Parents should discuss with their children the best choices for apparel when attending School and Shabbat services, keeping in mind that fashion and tradition may dictate two different styles. In the unlikely event that a child is not appropriately dressed for School, the parents will be called to bring in a change of clothes.

Jews cover their heads as a physical reminder of God's presence "above" us. Here, modesty and humility go hand in hand. Kippot are required head coverings for all male students and encouraged for female students. **Each student is encouraged to bring his or her own kippah each week.** If a personal kippah is not available, kippot can be borrowed from the communal bin in the lobby. Students are instructed to return the kippah at the end of the school day. Kippot left in the communal stand are sprayed periodically to help prevent the spread of head lice.

VOLUNTEERING IN THE SCHOOL התנדבות

When parents are asked to assist teachers in the classrooms, chaperone a field trip, chaperone a school holiday event, or assist in the office, the following guidelines should be helpful in making the volunteer experience a worthwhile, satisfying and successful one.

- Before arrival at the school, please contact the staff member you will be working with to obtain any preliminary information.
- Arrive at least 15 minutes prior to the designated time to become familiar with the locale, supplies and directions involved in the project.

- You must wear a name badge available in the school office identifying yourself by name and as a volunteer in the school. It is imperative that all volunteers and visitors in our school be properly identified.
- Handle the assignment in as professional a manner as possible.
- Remain calm and pleasant.
- Remain emotionally detached from improper behavior on the part of students.
- Do not touch students inappropriately.
- If you notice something you believe is inappropriate, please inform the staff member in charge so that they can take the necessary actions as outlined in the staff handbook.
- **Whenever taking students outdoors, all adults in charge of those students must carry a walkie-talkie from the School office.**

In cases of emergency:

- Remain calm. Utilize common sense.
- In cases where child safety is involved, call 911 for medical and police emergencies.
- If a student or students are exhibiting unruly behavior and cause human or material damage, notify a teacher or the Director of Education immediately. If neither is immediately available, do what is needed to intervene peaceably and diffuse the situation calmly. Keep the students apart, remain emotionally detached and wait until a teacher or the Director of Education is available.

****Volunteers who are acting in the role of teacher in the classroom or tutor in a one to one setting with a student will be required to complete appropriate background check forms.***

HIGH SCHOOL INFORMATION

This section is only applicable to students in grades 8, 9 and 10.

Enrollment in TBE High School is voluntary; therefore, it is expected that the student wants to be here and that s/he wants to learn. Continued enrollment in our high school is contingent upon satisfactory behavior in all classes. Anyone who challenges the right of the other students to learn and the teacher to teach may be asked to excuse himself or herself as a student at TBE High School. שרות

COMMUNITY SERVICE

Students in grades 8-10 are expected to perform 4 hours of community service for each year of enrollment in the High School. Students who are already involved with community service projects in their secular schools may turn in the name of the organization where they volunteer in order to receive credit. Our High School students also may receive community service hours for assisting with our younger students for the **High Holy Days, the Latke Party, and the Purim Carnival and Pesach activities**. Please contact the Director of Education for assistance if needed to complete the requirement. A community service form will be sent home with the back to school packet and available in the office.

CONFIRMATION

Students who attend our High School from grades 8-10 successfully (or the equivalent) will be eligible for Confirmation in the 10th grade. Confirmation is a milestone in a student's Jewish academic life, which marks a commitment to an advanced study of Judaism. Confirmation is a beautiful ceremony, which takes place on Erev Shavuot, the holiday on which the Torah was given. Students lead services along with interpretive readings that have been selected for the occasion.

The top ranking students in the class will make presentations during the ceremony.

The 10th grade will begin Confirmation rehearsals at the Temple on Sunday mornings in March. Rabbi Creditor will determine the exact date later in the year.

The Sisisky Award

Through the generosity of Mark and Susan Sisisky, a scholarship for a summer trip to Israel is available. Candidates in the 10th grade must submit an essay or an appropriate creative writing

SCHOOL SCHEDULE מערכת

The High School runs on a Trimester System. The trimester system will have fewer class sessions but with greater chance for completion of units within the new curriculum. Mini-courses with 8th and 9th grades combined will be offered the third trimester. High School teachers will have opportunities to teach that which they know best with students who are interested. Students will be given a list of mini-courses to vote on. The final choices will be announced prior to the spring trimester.

Mini-Courses *could* include:

| | | |
|-----------------------------|----------------------------|--------------------|
| Business Ethics | Kabbalah | Bio-Medical ethics |
| Women in Judaism | Conversational Hebrew | Cooking |
| Yiddish | Jewish Art (hands-on) | Israeli Folk Dance |
| Jews in Literature and Film | Israel: Oslo – present day | Jews in Politics |
| Confirmation Picture ID | Eastern Religions | Jews in Sports |
| Israeli Film Festival | | |

STUDENT EVALUATION הערכה

Students are evaluated three times per year at the end of each trimester. Progress reports are mailed out within two weeks of the conclusion of each trimester.

TEFILLIT AND BRUNCH תפילה וארוחת בוקר

One of the highlights of our High School program is the Shacharit (Morning) service, Brunch and Schmooze that the students enjoy from 9-10 a.m. each Sunday morning. **Brunch is served from 9-9:20 am in the Siff Auditorium; at 9:25 am, all students are expected to gather in the Brown Chapel for *shacharit*.**

Parents are encouraged to join the *minyán*. Students and parents, should bring their own *tallit* and *tefillin* to wear during this weekday service. If you forget yours, *tallitot* will be available through the religious school for use during morning *tefillot*. The *mitzvot* of *davening*, wearing tallit and tefillin are a privilege for Jewish adults and should be a joy to fulfill. Students, parents and teachers all have opportunities to lead the *kahal* (congregation) in prayer. We are an egalitarian congregation: As one cantor put it, “The men can do anything the women can do.” Women who want to wear *tallit*, *tefillin*, and/or a *kippah* are encouraged to do so.

Parents take turns catering brunch and share the expenses and the division of labor. A list of catering assignments follows. Please note your assigned date and mark it on your personal family calendar. If for any reason your assigned date becomes inconvenient, it is your responsibility to change dates with another family and to then inform the school office of said changes. Those families with more than one child in the High School may be assigned to sponsor a brunch alone.

As a courtesy, we will send an **email** reminder of brunch duty. However, it is your responsibility to remember your assigned dates. Please do not rely solely on this reminder.

PLANNING AND PURCHASING קנייה והכנה לארוחת בוקר

Temple Beth El is a member of United Synagogue of Conservative Judaism. We hold *kashrut* to be the guideline for how we eat. ***Of course, all food items brought into our school must be strictly kosher. Our kitchen is a dairy-only facility (no meat products may be served from the kitchen).*** Included on page 11 is a list of most common markings telling you that the item is kosher – ***all food must have a symbol of kashrut to be brought into TBE School and served to our students.*** If in doubt, ask one of the clergy or one of the Temple's *mashgichim* (*kashrut* supervisors), including the Director of Education. A plain K needs to be checked out by Rabbi Creditor.

If in doubt about any aspect of the *kashrut* requirements, please inquire before purchasing.

The following are NOT symbols of *kashrut*: © ®

There are currently 50 students enrolled in our program and 4 High School teachers. Please keep this number in mind for purchasing. Starting in March, reduce that number by 20 students (10th grade moves to the Temple.).

Brunch may consist of fresh fruit, yogurt, cheese, cereal & milk, pastries, or bagels & cream cheese. You are asked not to prepare hot dishes (such as omelets or oatmeal) in the kitchen. As more and more people are watching their health, please try to make choices that support this. Brunch lasts for 20 minutes, please keep that in mind when planning. If serving bagels or bread, we will sing *birkat hamazon* (grace after meals) afterwards; if serving other baked goods, cereal or anything else, we will sing *brachah achronah* (final blessing) afterwards.

במסגרת שמועצת הלל דקמורקגויש

Purchasing

Donuts or Pastry:

Quantity needed 6 dozen. Purchase either Krispy Kreme's (only donuts purchased from this Krispy Kreme location at Broad near Staples Mill Road are acceptable), Entenmann's or TasteeCakes.

Bagels Quantity needed: 5 dozen. The following brands are Kosher: Pepperidge Farm, Thomas' Bagels, Earthgrains, Lenders and Sara Lee (available in most grocery stores). H & H bagels (also Kosher) are available from Ellwood Thompson's near Carytown. Bagels purchased at Ellwood Thompson's at 4 N. Thompson St. must be ordered in advance by the case. (The bagels displayed in the bins at Ellwood Thompson's have been warmed up in the store's oven, rendering them unkosher.) Call the store at 359-7525 to check on quantities available. H & H Bagels are also available from the JCC Pre-School. Contact Barbara Wise at 288-6091, ext. 3013 for details.

Cream Cheese

Quantity needed: 4-5 bricks or tubs and/or butter and/or jam. Students enjoy and appreciate a selection of flavors.

Milk and/or Juice

Quantity needed: Milk—1 gallon; Juice: 4 half-gallons of liquid. All brands of milk are kosher. Look for certification on orange juice. Tropicana is a kosher brand of orange juice. If you buy chocolate syrup for the milk, look for kosher certification. **Hershey's** syrup (whether or not certification is visible) is always kosher.

Fruit

Fresh fruit may be served when washed and cut in our kitchen in our sinks utilizing our utensils. ***Pre-cut and pre-packaged fruit is not acceptable.***

Paper plates, cups, napkins and plastic tableware

Bring a sufficient amount for 65 people. Wrapping and containers for paper goods must be *unopened*. Please open in our kitchen. Leftover paper goods may be taken home.

Serving

Brunch is served buffet style in the Siff Auditorium at 9 a.m.; plan on arriving earlier to set up. Bagels may be warmed up in the oven on large cookie sheets provided in the kitchen. Please bring an unopened package of aluminum foil to cover the cookie sheets. Set up tableware and food for students to help themselves when they arrive to school.

Cleanup

When the students are finished, they should throw away their trash. Afterwards, parents should please:

- Wipe down the tables where students ate and where food was served.
- Wipe down the counters in the kitchen.
- Throw away all trash left by the students.
- Take home leftovers or prepare a tray for the faculty. The tray should be brought to the School Office.
- Nothing should be left in the kitchen or the Siff Auditorium.
- Take home all leftover milk, juice and spreads.
- Wash off and dry trays and any utensils used during the morning. Put them back in the appropriate place.

