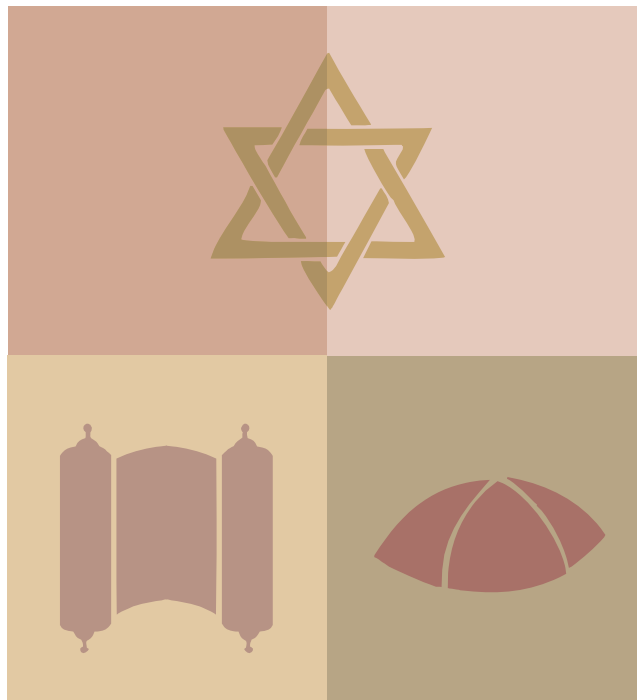


# Temple Beth-El

## Religious School Handbook

### 2010-2011



#### Temple Beth-El

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**PLEASE RETAIN FOR YOUR RECORDS**

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Dear Religious School Parents & Guardians,

I would like to be the first person to welcome you to the Temple Beth-El Religious School. My name is Nathaniel Fink and I am the Director of Education. This year is going to be a year of study, learning, new ideas and lots of fun. By sending your child to the religious school, you have made it clear that it is important for your child to start or continue his or her Jewish education. My teachers and I could not be happier with your decision. While we are here to teach your children, we are not the only ones that can do this.

It is said that the most important teacher in a child's life are the parents. With that being the case, I would like to propose that this year be a year of partnership and communication. When your child comes to the car at pick-up time or tells you what he or she learned in religious school, take a little time to let your child elaborate on the lessons. If your child does not tell you what he or she has learned, then, kindly say, "Tell me about school today!" If your child says, "Nothing," try to dig deeper and ask questions about the lesson, teacher, students, or if there were any activities that your child enjoyed during the day. My favorite questions are, "Who were you sitting next to in class today? What did he/she have for a snack?" "What did you play during the break?" These questions may sound a little out of the ordinary, but, they will help you to communicate with your child and your child may open up, even if it is just a little bit.

This will not be the only form of communication during the year. The teachers will write notes and emails to you to let you know how things are going and what activities are coming up. Once a month, I will send out a newsletter called *Mah Chadash*, or in English, "What's New?" This newsletter will give you a chance to see what your child is learning, keep up to date on the latest activities and events going on in the school and synagogue, and will hopefully spark conversations with your child about school.

This handbook is to be used to understand the rules and regulations at Temple Beth-El Religious School. If you have any questions, first consult the handbook. If the answer to your question is not in the handbook, then please feel free to contact your child's teacher or me at the school or via email.

I look forward to meeting and working with you and your child. If you need to contact me, my number at the school is 804-740-0820 and my email is [n.fink@bethelrichmond.org](mailto:n.fink@bethelrichmond.org).

Have a great year,



Nathaniel Fink  
Director of Education  
Temple Beth-El Religious School

Dear Parents & Guardians,

On behalf of the Temple Beth-El Religious School Committee, I'm delighted to welcome you and your family to the new academic year. We are looking forward to some exciting new things this year!

We are pleased to announce the implementation of the Chai Curriculum for Judaic Studies and the Hineni Curriculum for Hebrew instruction. Copies of these curricula are available in the Director of Education's office and will be available to view during Back to School Night.

Building upon our successes from last year, we are also working to:

- ✧ Broaden our instructional strategies to include more individual and small group instruction
- ✧ Provide a mini-course format for our high school students
- ✧ Continue to offer exciting youth group programs for grades 3-5 (Ruach)
- ✧ Rebuild our Kadima youth group chapter (grades 6-8) with the assistance of our new Kadima advisor

Many of you played integral parts in these efforts and we encourage your participation this year in the classroom, as a room parent or school committee member, through work on a sub-committee, etc. Further, we would like to see each parent join the Sisterhood and Men's Club. These organizations provide direct financial and "in kind" support for the operation of our school.

The School Committee looks forward to the opportunity to work together with parents, students and staff to provide a Jewish learning and social experience for our children.

Sincerely,

Staci Katz  
School Chair

# LOGISTICS

## **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.

# NEW DISMISSAL PROCEDURES

Rationale:

- ✦ To reduce congestion in the lobby
- ✦ To expedite the dismissal process
- ✦ To maintain safety

To maintain the options for both carpool and walk-in pick up

Children remain in the building supervised by teacher/s until

- ✦ picked up via walk-in or called via intercom to exit the building

Upon bell signal, all classes will proceed to the front of the building and go the designated areas with their teachers.

Location	Grade/s
Wall along gift shop	K
Chapel	2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup>
Auditorium	1 <sup>st</sup> , 5 <sup>th</sup> , 8 <sup>th</sup> /9 <sup>th</sup>
Library	3 <sup>rd</sup> , 10 <sup>th</sup>

If you choose to walk-in...

1. **Please wait in the lobby until the bell sounds.**
2. Stand clear of doorway leading to the school hallway to assure that classes can walk to their destination.
3. Once the bell sounds, please go to the area/s designated let the teacher know you are taking your child/ren.

Please help us keep the noise to a minimum so that the intercom can be heard.

If you choose to drive up...

1. Please pull as far forward as possible.
2. State clearly and slowly the names of each child (first & last).

For evening pick ups, please turn on your interior car light allowing me to become familiar with faces and hear better. (If you like, you can also help by printing the name of your car riders in bold clear writing and making that visible.)

A special note to all...

While we want to encourage a friendly and welcoming atmosphere at our school, please wait until dismissal is over and all of our students are safely dispersed to converse with me. I am happy to talk with you then.

## **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.

## **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.
- ✧ **Watch** for TBE Religious School cancellations on News Channel NBC.
- ✧ **Call the school** at 740-0820. If no one is there, an announcement of the school status will be left on the voice mail.

## **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.**

## **PREPARATION**

### **BRING TO CLASS \ ציוד 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.

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 few coins each session
- ✧ 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
- ✧ A recent photo (4x6) of your child (grades K-7)
- ✧ Optional snack money

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; understand that this is just a guide. Please use 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.*

**\*\*Exception Confirmation students**

## **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.

## **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*, *tanach* or [www.sidduraudio.com](http://www.sidduraudio.com).

## **REQUIREMENTS**

### **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 in advance by phone (740-0820) or by e-mail ([school@bethelrichmond.org](mailto: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 a.m. on Sundays, 4:05 p.m. 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 20 for Thursday School information*

## **NEW SYNAGOGUE ATTENDANCE    בית כנסת**

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 expected to attend Shabbat and Holiday services. Students are expected to attend at least 7 services: 4 must be Shabbat services; up to 3 may be from Holidays. These may include any services in the Main Sanctuary, Family Services, Jr. Congregation or Shorashim. **A binder will be available in the synagogue lobby for your child to indicate his or her presence at services. Attendance will be recorded by the classroom teacher. If your child attends a service on Shabbat, he/she is entitled to one free snack item from the snack table. Three times a year there will be a special treat for students who attend a specific number of services.**

***Main Sanctuary Services:*** Friday night services at 6:00 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 service activities, followed by Kiddush and Oneg. See the school calendar for exact dates.

*Synagogue Attendance continued*

**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 a.m. - 12:00 p.m., with Kiddush and Oneg following. See the school calendar for scheduled class and family shabbatot.

## **COMMUNITY SUPPORT / COMMUNICATION**

### **COMMUNICATION** תקשורת

The School will utilize several methods of communication. Periodic 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. 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. Email will be the primary means of regular communication.

**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 will make every effort to be sure that our records are accurate and up-to-date.

## **SUPPORTING ORGANIZATIONS**

### **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 of Sisterhood is comprised 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.

### **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.

### **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, Rabbi/Educator 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.

**You are encouraged to become a member of these vital organizations that support our school in so many ways.**

## **ADDRESSING CONCERNS**

Before issues are directed to the School Committee, an attempt to resolve them 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 a representative on the committee who will bring the issue to the School Committee.

## **GUIDELINES FOR VOLUNTEERS** 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.
- ✧ 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.
- ✧ Maintain confidentiality standards as they apply to specific students.
- ✧ **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.**

# **DISCIPLINE**

## **BEHAVIOR AT THE 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 enhance learning.

**ALL STUDENTS IN GRADES 2-10 AND THEIR PARENTS MUST SIGN AND RETURN THE BEHAVIOR CONTRACT THAT WILL BE DISTRIBUTED AT THE BEGINNING OF THE SCHOOL YEAR.**

## **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.
- ✧ Students and parents will be held financially responsible for vandalism, damage or abuse of school or synagogue property.
- ✧ Bringing or using tobacco products, alcohol, illegal substances or weapons to school will result in an immediate suspension. After investigation, expulsion may result.
- ✧ Anything brought to school that can disturb other people; thereby disrupting the learning environment (e.g. toys, cell phones, etc.) should be left at home. If discovered at school, they will be stored in the office of the Director of Education until the end of the school day and may require a parent to pick-up.
- ✧ **NEW:** Students with cell phones must keep them turned off. Students are not permitted to make calls or text during class time. If your child must contact you, they may do so from the school office.
- ✧ Leaving the classroom or school grounds without permission is not permitted.

## **DRESS CODE**

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.

## **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 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 with assurances to maintain confidentiality.
- ✧ 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.

### **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.
- ✧ **NEW:** Bullying of students physically, verbally or via the web.
- ✧ Intentional damage to School/Synagogue property.
- ✧ Possession of alcohol, illegal substances, or weapons on School/Synagogue property.

# KASHRUT / FOOD POLICY

## 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).* Below is a list of the 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.



Scroll K



Vaad Hakashrus



OU



Kof-K Kasher  
Supervision

The following are NOT symbols of kashrut:



## SNACKS

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). Snacks and drinks can also be purchased in the lobby during break time. Snacks and drinks will be \$1.00 each. Proceeds to benefit the TBE Religious School.

## NUT FREE POLICY

Due to the growing number of students with allergies we are instituting that all food brought in to the Religious School be free of all kinds of nuts, nut oils and nut substitutes. This will only effect the classrooms and the High School brunch.

## 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.

## TZEDAKAH

### 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.**

# RESOURCES

## SPECIAL NEEDS

In order to best serve your child's educational, emotional and physical needs, the Director of Education must 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. An effort will be made to accommodate this 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.**

## THURSDAY SCHOOL יום חמישי

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. The Director of Education will be at the school from 3-5 p.m. Please RSVP for 20-30 minute appointments at least a week in advance. This does not replace Sunday or Wednesday classes.

If more extensive tutoring is necessary, the parents may be asked to engage a tutor at their own expense to work with their child. Please contact the Education Director to arrange for a tutor.

## STUDENT EVALUATION

Students are evaluated one time per each semester. Progress reports are mailed out within two weeks of the conclusion of each semester.

## **LIBRARY BOOKS** ספרייה

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 during school and also during regular school office hours. Classes will periodically go to the library to listen to stories and 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.

## **COMPUTER LAB**

Thanks to the generosity of Bob and Mildred Eskeles (z"l-of blessed memory), we are the 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.

# **HIGH SCHOOL INFORMATION**

## **GRADES 8, 9 & 10**

### **TEFILLOT & BRUNCH** תפילה וארוחת בוקר

It has become a tradition for parents to offer a small brunch to our high schoolers prior to the time they begin Tefillot. Brunch should last from 8:50 to 9:10 a.m. Tefillot begins promptly at 9:10 a.m. Parents take turns supplying brunch and share the expenses and the division of labor. 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 volunteer brunch coordinator.

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.

### **CONFIRMATION**

Students who attend our High School from grades 8-10 successfully (or the equivalent) will be eligible for Confirmation in the 10<sup>th</sup> 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 10<sup>th</sup> 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 & Susan Sisisky, a scholarship for a summer trip to Israel is available. Candidates in the 10<sup>th</sup> grade must submit an essay or an appropriate creative writing example explaining why they would like to visit Israel. A panel judges the entries. Information about this award will be made available.

## **PLANNING & PURCHASING** קנייה והכנה לארוחת בוקר

Due to our new Nut Free Policy, please check all foods that are brought into brunch for any nut oils or other ingredients.

Brunch may consist of fresh fruit, yogurt, cheese, cereal & milk, pastries or bagels and 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.

## **SERVING**

Brunch is served buffet style in the Siff Auditorium at 8:50 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. Please refer to the Nut Free Policy.

## **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.

