

Religious School Handbook

Attendance

The benefits of regular Religious School attendance in a community are clear. The School thereby requires an 80% minimum attendance level. If you, as a parent, foresee the potential of frequent absences during the School year, please address this in advance with Leon Covitz, the Director of Education . Students who do not attend at least 80% of the scheduled class hours will be given make-up work. These students may also require private tutoring. Completion of the make-up work or private tutoring will be necessary for promotion to the next grade, for Bar/Bat Mitzvah, and for Confirmation.

If the student will be absent from Religious School on any particular day, please call the Office that day and send an explanatory note on the day that he/she returns. It is the responsibility of the student, along with the help of the teachers and staff, to make up missed work.

Absences

When your child misses class, please call the school office (that day) and then send a note with your child on the day that he/she returns to class. It is the responsibility of the student to find out what he/she missed and to make up all work missed due to being absent before the second class day session after returning to school.

Late Arrival / Early Dismissal

We realize that there are occasions when students might arrive late for class. Please try to minimize these situations as they result in missed work and interruptions to the class. When a student arrives late, a parent or guardian should come to the school office to sign the student in. The student will receive an admittance pass and then will proceed to the classroom. The sign-in process is very important, as attendance will have already been taken at the beginning of the class session.

Early dismissals are also disruptive to class routines and should be kept to a minimum. If early dismissal is required, the following procedure should be followed in order to maintain the safety and security of the student:

The student's parent/guardian must come into the School Office to sign their child out. An office aide will then go to the student's class to get the student. Teachers will not release a child unless this procedure is followed.

If someone other than the child's parent/guardian comes to the office to take the child, he/she must present a signed note from the parent/guardian, authorizing them to take the child.

For safety reasons, students are not permitted to go outside to 'wait' for a parent to arrive.

Carpool Procedures

The safety of our children always comes first. All carpools must drop off and pick up their passengers downstairs in the lane closest to the School door. Children may not cross in front of or behind cars in order to reach their carpool.

Cars may be parked in the spaces closest to the school building and parents may go directly into the building to pick up their children. Students are not permitted to leave the school entrance area unaccompanied by an adult in order to go to a parked car.

Inclement Weather

Mid-Week Classes: In the event that inclement weather conditions cause local public schools to close, Religious School classes at Temple Beth-El Religious School will also be cancelled that day. Please call the Temple Office at 933-2740 for a weather update if you have any questions.

Saturday Morning: If the regular Congregational service is cancelled, Jr. Congregation and Mechina will be cancelled as well.

Sunday Morning: If bad weather occurs, our faculty and/or parents Calling Committee will make calls as early as possible. A recorded message can be heard by calling the Temple Office at 933-2740.

There are periodic fire and tornado drills as well as lockdown drills for the students during the school year.

Attire

In order to promote feelings of respect for the Synagogue, themselves and others, we encourage students to dress appropriately and to use discretion in their choice of clothing.

All boys must wear kippot and girls are welcome to do so as well.

Please, do not wear sports uniforms to school.

Students should not wear anything that could be viewed as offensive, suggestive, or vulgar.

Conduct and Discipline

Our teachers rely upon and appreciate good conduct to help create a positive and respectful atmosphere in the classroom. We expect each child to maintain a high standard of conduct. The Religious School policy is to never employ physical punishment, ridicule, or degradation of students in any form as means of discipline. However, if there are significant behavior problems, the Director of Education does have the authority to suspend students and to assign appropriate consequences.

If a child's behavior habitually disrupts the class, the parents will be notified. If the behavior continues, the parents will be asked to meet with Leon Covitz, the Director of Education, and the student's teacher. If corrective procedures are not successful, the student is subject to suspension. The duration of any suspension and readmission to classes will be determined by the Director of Education in conjunction with the Education Standards and Discipline Committee. Suspension may result in the postponement of a child's Bar/Bat Mitzvah. Flagrant offenses or lack of acceptable improvement to the prior disciplinary measures may result in the student being subject to dismissal from the Religious School at the discretion of the Board of Education and the Temple Board.

Sunday Snacks / Canteen

Sunday snacks (provided by parents) are included in the program for those in Pre-Kindergarten through Second Grade. The school operates a Canteen on Wednesday afternoons from 3:00-3:25pm. Snacks will be offered on

sale at the canteen. All snacks must be consumed before class begins (3:30pm). Snacks brought with a student into the Synagogue must be kosher.

Snacks & Pizza Dinner

For an annual fee of \$ 30.00 for students in grades K-2 students will receive a snack on Sundays. The fee for Religious School students (grades 3-6) will be \$45.00 with the addition of snack on Wednesday afternoons. Grade 5 & 6 Day School students will receive snack only on Wednesday for a fee of \$15. High school students will be served pizza dinners beginning at 5:30 pm. The high school fee will also be \$45.00
If your child has any dietary concerns please contact Leon Covitz, the Director of Education.

Tzedakah

The weekly collection of Tzedakah money is an integral part of our curriculum and an important learning tool. Fulfilling this primary Jewish commandment is made more meaningful as the students choose the organizations to which they wish to contribute after studying about them in class. Please help us teach your children the mitzvah of helping others by providing your child with money for Tzedakah each week.

Visitors

Visitors are welcome! For security reasons we ask you to please stop by our office and obtain a visitors pass for your special guest. If you know ahead of time that you will be bringing a guest, please let us know so that your child's teacher may adequately prepare for the lesson.

Student Progress and Promotion

Report cards are sent home twice during the school year, at the end of January and after the last day of class in May.

Students are expected, consistent with their abilities, to achieve an understanding of the subject matter that is covered in class. If you become aware of any difficulties or specific issues, please make an appointment with Leon Covitz, the Director of Education, to discuss the situation as soon as the concern arises. If teachers or school staff becomes aware of difficulties, we will contact you to set up an appointment.

Those students who do not achieve a passing performance level may not be promoted, thereby postponing Bar/Bat Mitzvah or Confirmation, unless work is completed during the summer months.

If your child has any form of a learning problem or challenge, please let us know so that we may adequately address the issue in Religious School.