



# Temple Beth Hillel Religious School



## Family Handbook

**2016-2017**

**5776-5777**

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## Welcome

Dear Religious School Families,

Thank you for enrolling your child in Temple Beth Hillel Religious School. You have taken an important step in the Jewish upbringing of your child, and we are proud to be a part of it.

We want to partner with your entire family to provide the best Jewish education possible. We hope you will actively participate in our learning community through the Religious School including family learning, retreats, and worship services.

Within this handbook you will find the policies and procedures that help our school to run smoothly. Please note that this year more of our forms are completed online during the registration process. There is one form that requires a signature, the Electronic Signature Authorization, a copy can be found on page 15 of this Handbook. Please return this form to the Religious School office as soon as possible.

We wish you a year of health and happiness.

*L'shalom,*

**Rabbi Eleanor Steinman**  
Director of Religious Education



## **Temple Beth Hillel Mission Statement**

Temple Beth Hillel is an inclusive Jewish community affiliated with the Reform movement, dedicated to prayer, study and social responsibility. We strive to enhance the spiritual, intellectual and cultural life of each member of our Temple family.

## **Temple Beth Hillel Religious School Mission Statement**

At Temple Beth Hillel, we believe each individual has both the right and the ability to claim the richness and heritage of Judaism in order to gain a sense of self-understanding. Our school mission is to have Jewish life play a rich and vital role in the lives of both our students and their families. We strive to fulfill this mission through song and prayer, art and dance, laughter and joy, field trips and dialogues, friendships and memories.

We strive to:

- Teach the values, ethics and issues of Reform Judaism to support the personal choices our children make.
- Give students a secure place where they can develop and discover their personal relationship with God and their Jewish identities.
- Introduce our children to the Hebrew language; so, they will be able to effectively participate in synagogue *T'filah* (prayer service) and have the foundation to understand Hebrew as a living language.
- Provide our children with meaningful, joyful experiences in the practice of Jewish ceremonies, holidays, customs, laws, rituals and observances at home, at synagogue and in the community.
- Inspire in our children, a deep concern, and affection for, the State of Israel and its people, along with a sense of kinship and responsibility towards Jews in our own community and throughout the world.
- Foster the Jewish values of *tzedakah* (righteous acts) and *gemilut chasadim* (acts of loving kindness) through active involvement in a curriculum of caring.
- Develop in our children knowledge and appreciation of Jewish art, dance, history, literature and music.
- Create a link between Temple and home through Jewish family education so that Judaism becomes a family priority and commitment.
- Encourage all students to continue their Jewish learning after becoming *bar/bat mitzvah*.

## School Policies

It is our sincere hope that each student will experience a rewarding education in a positive, productive learning environment. We are committed to offering our students this type of quality Jewish education. To this end, the Religious School administration and the Religious School Committee have adopted the following policies, which apply to each student in our program:

### Attendance

- Students must attend a minimum of 75% of all class sessions in order to advance to the next grade-level or to become *bar/bat mitzvah*, per the policies set by the Bureau of Jewish Education and the Temple Beth Hillel Religious School Committee.
- If a student misses more than 25%, he/she is expected to complete make-up work or meet with a tutor at a cost to the student's family. Other special arrangements may be made with the Director of the Religious School Education.
- In accordance with the policy of Temple Beth Hillel, students must complete four years of classes, prior to becoming *bar/bat mitzvah*. **Students must be enrolled in and attend Temple Beth Hillel Religious School through the school year of their b'nai mitzvah. If a student's bar/bat mitzvah occurs during the summer, he/she must be enrolled in Religious School for the following school year.**
- Students in the 4<sup>th</sup> through 7<sup>th</sup> grades must participate in annual conclave retreats. (See page 11 for more information.)
- Each grade (K-6th) is designated a *Shabbat* service. We encourage all of our students and their families to attend *Shabbat* and holiday services regularly.
- We expect all students to continue their Jewish Education beyond *b'nai mitzvah*, leading to confirmation at the end of 11<sup>th</sup> grade.

### T'filah (Prayer)

*T'filah* is a vital part of our Religious School Curriculum. It is imperative that students participate in *T'filah*, please make every effort to arrive on time. Each week, kindergarten through 7<sup>th</sup> grade students participate in *T'filah* (prayer). Students have the opportunity to lead the prayers that they have learned in their classes, and they will join as a congregation in chanting all of the prayers they learned. New songs and melodies are also taught. Parents are invited and encouraged to join us.

### Schedule

Students are expected to arrive on time, and parents are expected to arrive promptly to pick up their children.

#### **Sunday Schedule**

Kindergarten through 3 <sup>rd</sup> Grade	9:00 am-11:15 am
Kindergarten through 3 <sup>rd</sup> Grade optional Childcare (fee applies)	11:15 am-12:00 pm
4 <sup>th</sup> through 6 <sup>th</sup> Grade	9:00 am-12:00 pm

Madrichim-in-Training (scheduled Sundays)

9:00 am-12:00 pm

### **Tuesday Schedule**

*1 <sup>st</sup> through 3 <sup>rd</sup> Grade	4:00 pm-6:00 pm
*1 <sup>st</sup> through 3 <sup>rd</sup> Grade optional Childcare (fee applies)	6:00pm-6:45 pm
*4 <sup>th</sup> and 5 <sup>th</sup> Grade	4:00 pm-6:45 pm
7 <sup>th</sup> Grade	4:00 pm-6:45 pm
8 <sup>th</sup> and 9 <sup>th</sup> Grades	5:00 pm-6:45 pm
10 <sup>th</sup> and 11 <sup>th</sup> Grades	5:00 pm-6:45 pm
12 <sup>th</sup> Grade (scheduled Wednesdays)	4:30 pm-5:30 pm

\*K-6<sup>th</sup> grade classes are dependent upon enrollment of a minimum of 8 students

### **Drop-Off and Pick-Up**

Drop off and pick up students according to the directions found on the following two pages.

- Our School is open 15 minutes before the start of class. *Please do not drop off your students prior to this time unless a parent or parent-designated adult remains with them.* This ensures the safety, supervision and security of our students and the entire school.
- If you need to pick up your student early for any reason, you must come to the Religious School Office to sign him/her out. A staff member will then call your student down from class to meet you in the office. Do not go directly to the classroom. This ensures your child's protection and safety.
- If you are going to be late in picking up your child(ren)/carpool, please call the Religious School Office immediately. Please make a concerted effort to be on time because delays cause the children to worry and be confused.

### **Drop-Off and Pick-Up Procedures**

*These procedures are for the safety of your children and the efficiency of carpools. Please read carefully with your child(ren) and abide by these rules. Please refrain from using your cell phone while driving in the parking lot.*

#### **Drop-Off Procedures**

##### **Kindergarten through 3<sup>rd</sup>-Grade Sunday Drop-Off**

- Please park in the north parking lot by the Feldman Horn *Mercaz* or near the ECE building.
- All Kindergarten through 3<sup>rd</sup>-grade students must be escorted by their parent/driver to the Bauman Sanctuary for *tefilah* (prayer) before the start of class.
- Teachers will wait in the Sanctuary for students to arrive. Please have your child sit with the appropriate teacher. All parents are also invited to join the school for *tefilah*.

#### Kindergarten through 3<sup>rd</sup>-Grade Tuesday Drop-Off

- Please park in the north parking lot by the Feldman Horn *Mercaz* or near the ECE building and walk your student to class.

#### 4<sup>th</sup>– through 11<sup>th</sup>-Grade Sunday and Tuesday Drop-Off

- If you would like to walk your student to class, you may park in the north parking lot by the Feldman Horn *Mercaz* or near the ECE building.
- If you are dropping off your student, please pull all the way forward to the end of the main building, to allow for other cars to come into the parking lot, and instruct your student to walk to the portico and go to class (instead of walking through the parking lot).

### **Pick-Up Procedures**

#### Kindergarten through 11<sup>th</sup>-Grade Sunday and Tuesday Pick-Up

- All students will walk with their teachers to the portico and wait until their names are called by the people directing carpool.
- Upon entering the parking lot, pull into the two lanes that have been formed by the blue cones. Drive forward as far as possible to leave room for drivers behind you.
- **If your student(s) require being placed in a car/booster seat parents will be required to park in the lot and come and collect their child(ren). This is a change as to not hold up the car pool line with parents getting out of the car.**
- Students are escorted by a teacher and loaded into the first two cars in each lane only.
- Students may not cross through gates to get to cars that are further back in the lanes. *This is for the safety of your child!*
- If your child is not present, please park in the lot next to the Feldman Horn *Mercaz* and walk to the portico to get your child.
- Parents must remain in their cars at all times. Teachers will ask who you are waiting for and then find your child(ren). Never leave your car unattended in the carpool lanes for any reason.
- When your child(ren) is/are safely in your car and it is safe to do so, you may exit the parking lot.
- If you would like to get out of your car to pick up your child or you need to come inside, please park in the lot next to the *Mercaz*.

## **Students' Guests**

We do not encourage guests in class. On the rare occasion when it is necessary, please follow the following procedure:

- The guest's parent must complete and sign a Visitor Waiver. This includes basic information and emergency contact information as well as the standard Temple Beth Hillel waiver. We can email you this form ahead of time to have the parent complete and sign.
- Students who bring a guest to class must check in to the Religious School Office prior to class and bring the completed and signed Visitor Waiver.

## **Class Assignment Policy**

When placing students in classrooms, we consider the following:

- The nature of the learner: need for structure, learning style, ability, etc.
- Balanced distribution of students
- Separation of students who do not work well together

The social aspect of religious school is very important. We know that, if a child has a friend at school, he/she is more excited to come and participate. Please note that we will do our best to satisfy your friend requests, but, due to the above policies, we may not be able to make changes in class assignments or teachers.

To make a request, please call the Director of Religious Education and explain your need or any concerns that you may have. Every request is considered, but compromises between the judgments of parents and the professional staff are sometimes necessary.

## **Safety and Health**

Safety is a primary concern to all of us at Temple Beth Hillel Religious School.

- Be sure that your student's Registration is completely filled out, signed, and updated whenever necessary. We cannot treat your child in an emergency without this form. No child will be permitted to begin classes without a completed online registration form.
- Students must remain with their classes at all times to ensure their safety. They are not allowed out of the classroom without permission from their teacher, and they may not enter a classroom without a teacher's supervision.
- If your student is hurt or sick at school, we will always call you. By law, the Religious School may only apply bandages, soap and water and ice to wounds. To prevent any allergic reactions a student may have, we cannot give any medication. In the case of an injury where we have determined it is necessary for the child to receive emergency

medical attention, we will immediately summon paramedics to the school.

- If your student becomes ill at school, we will call you to come pick up him/her. If there is no fever, the office staff will take what measures it can to comfort the student and return him/her to class.
- Please notify the school if your student contracts any infectious diseases, especially chicken pox or head lice.
- If your student has medication that they must take at Religious School, please call the Religious School Office so that we can make the necessary special arrangements. No student should have an inhaler, Epi-pen or any other medication without school notification.

### **Emergency Procedures**

- We have mobile phones on the school premises that we use to relay information in an emergency.
- Fire and earthquake drills are employed as required by law.
- Our staff is prepared with a detailed Emergency Evacuation Plan in case of an earthquake or fire. Students will be swiftly moved to the safest possible area and then supervised and cared for until pick-ups are possible and safe.
- If a local disaster occurs and local telephone service is unavailable, call our out of state emergency contact for updates—Temple Chai in Phoenix, Arizona: (602) 971-1234.

### **Dress Code**

- Students should always dress in an appropriate manner while attending Religious School. This means no midriff/belly tops, bra straps, shoes with wheels attached or clothing with vulgar words or phrases. Please use your best judgment in choosing attire. Please also use your daytime school's dress code as a guideline if you have any questions.
- If a student comes to school dressed in a manner that is unacceptable, the Director of Religious Education will use her best judgment and call a parent to request that the student receives a change of clothing.
- Mobile phones, radios, video games, tablets (iPads), mp3 players, CD players, skate boards and laser pens are not permitted. If one of these items must be brought to school, make sure that it is secured in a purse or back pack. Temple Beth Hillel will not be held responsible for any loss or damage to any items.
- Any items brought to class that are distracting or hazardous will be taken away from the student and will only be returned to a parent by the Director of Religious Education.
- *Kippot* (religious head coverings) will be worn during *T'filah* (prayer) by all students—male and female. If a student feels uncomfortable with this due to his/her religious observance, a parent may call and speak with the Director of Religious Education.

## **Communication**

- Reading emails is of vital importance, as it is our main way of communicating all that is happening in the Religious School. Please take the time to read emails from the Religious School as they will contain important updates and information regarding activities, field trips, and the like.
- Regular contact among parents, teachers and the Director plays a key factor in the success of our program. If you have a question or concern, please stop by, email or call the Religious School Office. If you have a question for a specific teacher, please leave a message for him/her in the Religious School Office. He/she will contact you at his/her earliest convenience.
- Parents are always welcome to visit the school; however, as a consideration to the teachers and the students, please call Rabbi Steinman to let her know which day you are coming. When you arrive, please check in with the Religious School Office before entering the classroom.

## **Tzedakah (Righteous Acts)**

*Tzedakah* (righteous acts) is strongly emphasized here at Temple Beth Hillel. Each week, when your student attends Religious School, we encourage him/her to bring *tzedakah* money. Throughout the year, Religious School will participate in various *tzedakah* projects, which may include a High Holy Day food drive for our food bank, collecting clothing for a local shelter, etc.

## **Music, Art and Israeli Dance**

We are proud to have wonderful music, Israeli dance and art specialists on staff. Our Music Specialist will not only work with the students on their prayers, he will also teach popular Israeli, Hebrew and holiday songs. Our Israeli Dance Specialist gives students the opportunity to learn popular Israeli folk dances. Our Art Specialist enables our students to express themselves and create meaningful Jewish art.

## **Hafsaka (Recess) and Snack**

Each session students are provided with the opportunity to socialize, play and eat. Kindergarten through 3<sup>rd</sup>-grade room parents are requested to provide snack for the class on a rotating basis. 4<sup>th</sup> through 7<sup>th</sup> grade students may bring their own snack or buy snack (pretzels, juice, etc., for \$0.50 each) from us during *hafsaka*. We provide snack and socializing time to our 8<sup>th</sup> through 11<sup>th</sup> grade students.

## **Yachad Program - Special Needs**

The hallmark of a good educational institution is its flexibility. In order to provide a meaningful and successful educational program that caters to the widest possible

spectrum of our young people, Temple Beth Hillel Religious School is pleased to offer the *Yachad* (together) program for students with specialized individual needs. Instruction is tailored to meet the strength and learning style of each individual student. *Yachad* students are integrated as much as possible into the Religious School's regular classes and enrichment programs. They also participate in their grade-level conclave retreat and other programs.

### **Madrichim - Teaching Assistants**

Students going into the 8<sup>th</sup> grade or higher have the opportunity of becoming *madrichim* (teaching assistants). Students who have never been a *madrich(ah)* (teaching assistant) first participate in a fun program where they work on personal and team growth skills and learn what it takes to be an effective teaching assistant. Students who successfully complete the *Madrichim In Training program* (MIT) are qualified and encouraged to apply for a paid (or community service hours) *madrich(ah)* position in a classroom the following school year. If a student has already completed the program, he/she may sign up to be a *madrich(ah)*. All students who participate in the *MIT* program or assist in the classrooms must be enrolled in and attend our Tuesday evening classes or Jewish day school. *Madrichim* are also required to participate in training classes throughout the year (dates and times will be announced).

## **School Programs and Activities**

### **Kindergarten through 6<sup>th</sup> Grade Family Education Days**

Kindergarten through 6<sup>th</sup> grade students and their parents are required to join together for a morning of interactive programming and learning. It is of vital importance that a parent or adult relative accompany each child to these special family education days.

### **Grade-Level *Shabbat* Dinners and Services**

Each class participates in planning and leading a designated *Shabbat* service during the year. Our students work hard to create a special *Shabbat* service for their family and friends. We look forward to sharing these times with you. *All students and their families are invited to Family Shabbat Services. Please check your school calendar for the schedule.*

## **Retreats**

Students in 4<sup>th</sup> through 7<sup>th</sup> grades must participate in their grade-level annual conclave retreats. Make-up projects are assigned for students who do not attend their grade's conclave retreat.

## **Room Parents**

Room parents provide a vital link in facilitating communication among parents, teachers, Religious School staff and families. More specifically, room parents coordinate parent volunteers for class programs. If you are interested in volunteering to be a room parent (it requires minimal time commitment), please contact the Religious School Office.

### **Religious School Committee**

The Religious School Committee (RSC) is a group of dedicated and diverse members from our temple community, most of whom have children in our school. The committee generates ideas and suggestions. It also serves as a sounding board for the Religious School staff. RSC meetings are lively exchanges about educational philosophy, curricula, specific programming and activities and special needs. They also promote school spirit through social and fundraising events. The RSC welcomes all new members and ideas. If you are interested in joining or attending RSC meetings or have questions or concerns, please contact the Religious School Committee Chairpeople, Mya Rosett, at [myarosett@gmail.com](mailto:myarosett@gmail.com) or Jeanne Turbow, at [turbow@sbcglobal.net](mailto:turbow@sbcglobal.net).

### **Director of Religious School Fund**

Many times people ask how they can express their appreciation to a teacher, thank a staff member for special efforts or how to honor or remember someone. There is a way: The Director of Religious School's Discretionary Fund. This fund has been set up for contributions which provide for the educational enrichment of all our students and enhance the Religious School program. You can contribute anytime through the main office or the Religious School Office. There is no minimum contribution, and the honoree of your choice will receive a personal acknowledgement of your gift.

## **Youth Programs**

Temple Beth Hillel youth groups enable our students to work together, build character and confidence and develop their individual potential. These exciting youth programs offer age-appropriate opportunities to take part in trips, sports, social action, games, art, drama, music and free discussion.

Temple Beth Hillel proudly hosts three Youth Groups for all of our children:

### **Club 345**

This sneak peak into the youth group world gives 3<sup>rd</sup>-, 4<sup>th</sup> and 5<sup>th</sup> graders a chance to socialize with other Jewish children outside the classroom. Participants engage in social action projects, learn about Jewish holidays in fun and exciting ways and enjoy Judaism through the arts.

### **Jr. HRTY**

For all our 6<sup>th</sup> - 8<sup>th</sup> graders: Programs are both social and social-action in nature and include unique opportunities for involvement.

### **HRTY**

Our senior youth group for 9<sup>th</sup> through 12<sup>th</sup> graders: HRTY members develop leadership skills and run their own social and educational activity programs under the guidance of an adult supervisor. HRTY participates in Temple, local and national events as part of the Reform movement's NFTY (North American Federation of Temple Youth) organization. Participants also get the chance to attend national conventions with NFTY.

## **Cantor's Chanters**

Temple Beth Hillel's youth choir meets for one hour every Sunday afternoon from 12:00 pm- 1 pm. We begin with pizza lunch and continue with an enjoyable rehearsal of Jewish songs. Third through seventh graders are welcome. We perform every month at the Temple's Family Shabbat service, and we do occasional adult services and holidays. Please contact Rabbi Steinman for more information at [rabiellie@tbhla.org](mailto:rabiellie@tbhla.org).

## Code of Conduct

Before attending religious school, each student and parent is required to sign a Code of Conduct Form, which is part of your registration packet. Students may not be permitted to class without a signed Code of Conduct on file.

### Rules

- Students will be on their best behavior at all times, apply themselves to the best of their abilities, be prompt to class and complete assigned work in a timely manner. Students must remain in designated supervised areas on Temple grounds.
- Students will follow the directions of the person in charge at all times.
- Students will care for their books, materials and school and personal property. Any damage done will be the financial responsibility of the family. Parents must pay this cost before re-enrollment or *bar/bat mitzvah*.
- Fighting, foul language or violent acts will not be tolerated.
- The school does not tolerate the use or possession of weapons or drugs, other than those drugs prescribed by a physician, which must be held in the Religious School office. If a student is in possession of drugs, alcohol, cigarettes, or weapons, the result is an immediate suspension from the school program. Readmission may occur only under conditions outlined by the Director of Religious Education and rabbinic staff. *Bar/bat mitzvah* privileges may also be revoked. This policy is one of strict compliance. No exceptions will be made.
- In addition to these rules, students and families must adhere to the guidelines outlined in the Religious School Family Handbook.

### Consequences

Behavioral problems are detrimental to the learning environment. Every effort will be made to resolve the situation in the classroom. Teachers will establish basic classroom behavior standards. If a child continues to have behavioral problems and must be sent out of class, the following will occur:

- The student will be spoken with and returned to class at the discretion of the Director of Religious Education.
- The student will be spoken with; the Director of Religious Education will discuss the situation with his/her parents, and a written summary will be included in the student's cumulative file.
- The student will be spoken with, and a conference will be scheduled with the parents in an attempt to resolve the situation before the student is allowed to return to class.
- The student will be suspended and will not be allowed to return to class until a second conference takes place. At this point, the Director of Religious Education has the authority to decide when, and if, the student will return to class.
- The student may be expelled for the remainder of the school year by the decision of a committee, consisting of the Director of Religious Education, the Rabbi and the Chair or representative of the Religious School Committee. The student's return to school the following year will be at the discretion of the school. At this point the *bar/bat mitzvah* date may be postponed or cancelled.



**ELECTRONIC SIGNATURE AUTHORIZATION  
2016-2017**

*Please print, sign and return to the Religious School office.*

**Registration is NOT complete until this form is signed and received by the Religious School office.**

**This Electronic Signature Authorization will allow us to use your electronic signature on all important forms and permission slips throughout the 2016-2017 school year.**

I agree to use my electronic signature to establish my identity and sign electronic documents and forms. I further agree that, for the purposes of authorizing and authenticating electronic school records, emergency medical information, permission slips, and other related documents, my electronic signature has the full force and effect of a signature affixed by hand to a paper document.

I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature.

I agree my electronic signature is the legal equivalent of my manual signature on any and all forms for the rest of the 2016-2017 school year. By signing this agreement, I consent to be legally bound by the terms and conditions of this agreement.

I agree that my electronic signature will be valid for one year from date of issuance (below). I will be notified and given the opportunity to renew my electronic signature each year prior to its expiration. The terms of this agreement shall apply to each such renewal.

I authorize my electronic signature for the following students in the Temple Beth Hillel Religious School:

Student 1: \_\_\_\_\_

Student 2: \_\_\_\_\_

Student 3: \_\_\_\_\_

_____	
Authorized Signature	Date
Printed Name: _____	