



Temple Beth Hillel
Religious School

2020-2021 Family Handbook

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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 honored to be a part of it.

We want to partner with your entire family to provide the best possible Jewish learning experiences. We hope you will actively participate in our 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 take the time to read them, especially as they pertain to drop-off and pick-up in our carpool lines. The safety and security of all of our students is our priority at all times and your cooperation is vital to these efforts.

We wish you a year of health and happiness.

L'shalom,

Temple Beth Hillel Religious School

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 Vision Statement

Temple Beth Hillel will be a cutting-edge Reform Jewish learning community that embraces inclusivity, spirituality, and creativity while teaching traditions, providing experiences, and instilling values for our youth, their families, and future generations.

The goals of the supplementary learning program at Temple Beth Hillel are to:

- Encourage the development of Jewish identity that binds the learner to the Jewish people and the growth of an individual's personal Jewish identity.
- Provide learners with a secure environment where they can develop and discover their own spirituality and relationship with God within the framework of Judaism.
- Connect the performance of *mitzvot* (Jewish obligations) to a developing sense of commitment to the values, ethics, and traditions of Reform Judaism.
- Joyfully encourage the celebration of Shabbat, holy days, and Jewish lifecycle moments as individuals, family units, and synagogue community members
- Understand the connections between Judaism and justice and take action steps to further the causes of peace, equality and justice for all peoples
- Inspire a connection with *k'lal Yisrael* (the community of Israel) in our city, country, world, and in particular, to the land, people and State of Israel.
- 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

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

- We ask that your family makes attendance and full participation in our program a priority. **We understand that many families are balancing a myriad of extra-curricular activities, we expect you to schedule them around Religious School hours.**
- 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 Temple Beth Hillel.
- 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 Educator.
- 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 4th grade and up participate in annual conclave retreats. (See page 13 for more information.)
- This year we are coordinating four Religious School *Shabbat* services. 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 11th grade.

T'filah (Prayer)

T'filah (prayer) is a vital part of our Religious School Curriculum. It is imperative that students participate in *T'filah*, so please make every effort to arrive on time. 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. Detailed schedules will be available upon enrollment for all grades.

Kindergarten – 3rd Grade

4th – 6th Grades

7th Grade

8th – 12th Grades

Refunds

No refunds will be given for TBH Religious School tuition after November 1, 2020.

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

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 Educator 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.

Drop-Off and Pick-Up

***these procedures are subject to change due to Covid-19 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

Our School is open 10 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.

Kindergarten through 3rd Grade Sunday Drop-Off

- Please park in the north parking lot by the Feldman Horn *Mercaz* or near the ECE building.
- All Kindergarten through 3rd-grade students must be escorted by their parent/driver to the Bauman Sanctuary for *t'filah* (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 *t'filah*.

Kindergarten through 3rd 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 their classroom.

4th through 12th Grade 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 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 7th 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.

- Students are only loaded into the first two cars in each line. Please do not call to your child to come to the car.
- **Parents must remain in their cars at all times. If your child(ren) need to be placed in a car/booster seat, parents must park in the lot and come and collect their child(ren). This is very important, as parents exiting their cars will hold up the car pool line.**
- 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*.

Picking up early or running late

- If you need to pick up your student early for any reason, you must come to the Schools' Office to sign them 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 Schools' Office immediately. Please make a concerted effort to be on time because delays cause the children to worry and be confused.

Our Good Neighbor Policy

On days when the Temple schools or other organizations have events, our parking lot may fill. Our synagogue is located in a residential neighborhood. Please help Temple Beth Hillel be a good neighbor to local residents and set a good example for your children by following the directions of the Temple security guard, parking legally, using crosswalks and keeping the noise level down when you are walking through the neighborhood.

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 class 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. 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 them. If there is no fever, the office staff will take what measures it can to comfort the student and return them 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 Schools' 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.**
- Because vomiting, diarrhea, and fever are all signs of a potentially contagious illness, please keep children home if they have exhibited any of these symptoms within the previous twenty-four hours.
- If your child suffers from an allergy or has any restrictions on physical activity or food intake, please submit a written statement to the office.

Marijuana Policy

The use, possession, consumption, serving or sale of marijuana, including in edible form or vaporizers, on the premises of Temple Beth Hillel is strictly prohibited.

HIV/AIDS Policy

Temple Beth Hillel has adopted the Jewish community HIV/AIDS policy. As stated in the policy, state and federal law has declared that persons with HIV/AIDS are physically disabled

and shall not be discriminated against. Therefore, as with anyone else who has a physical disability, children who are infected with HIV/AIDS shall be permitted to attend the school. HIV/AIDS is not transmitted through casual contact involved in attending school. Only the Head of School shall know the identity of an infected student unless the child's parents determine that other staff should be informed. In the event that some staff members are informed, they shall treat this information as highly confidential.

Fire drills

Temple Beth Hillel holds regular fire drills. These drills are held during school hours. When the fire alarm sounds, everyone must clear the buildings, including adults as well as children. If you are on campus volunteering or visiting and you hear the fire alarm, you must leave with the students and teachers. Everyone proceeds in an orderly way to the west parking lot area. When all students are accounted for and it is determined the building is safe, supervising adults will let everyone know it is safe to return to class.

Unscheduled School Closures

In addition to activating a phone tree and email lists we will attempt to notify KNBC, Channel 4, along with radio stations KFWB and KNX any time we close unexpectedly. Unfortunately, we have no control over whether the announcement will be made. If LAUSD closes due to an earthquake, flood, or other emergency, we will also close. We will not close unless we feel it is absolutely necessary, and we apologize for any inconvenience this may cause.

Emergency Phone Contact Information

Please note that Temple Beth Hillel phone service relies on electrical power. In case of a power outage or emergency during school hours, Temple phone service may not be available. In that case, we recommend that you try our battery powered after hours cell phone (see number below). If local phone service is not available, try our out of state contact.

Out of state contact: Temple Chai in Phoenix Arizona (602) 971-1234

We strongly recommend that you post these numbers prominently in your home and office and add them to your cell phone and paper or electronic address book so that you have them in the unlikely event of an emergency.

Emergency Preparedness Plan

A Temple wide emergency preparedness plan has been put in place to deal with an earthquake or other disaster situation that may occur while the children are in school. In the unlikely event

of an emergency, please call TBH or if local phone service is not available the out of state contact for information and instructions.

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 Schools' Office prior to class and bring the completed and signed Visitor Waiver.

Dress Code

- Students should always dress in an appropriate manner while attending Religious School. This means no midriff/belly tops, visible undergarments, shoes with wheels attached or clothing with vulgar words, phrases, or images. 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 Educator will use her best judgment and call a parent to request that the student receives a change of clothing.
- *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 Educator.

Electronics

- Mobile phones, radios, video games, tablets (iPads), mp3 players, skate boards and laser pens are not permitted. Faculty members will collect all handheld digital devices and they will not be available to students unless they are used as a tool to assist in learning. 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 Educator.

Communication

- Email is a primary means of communication between the Religious School and families. It is of vital importance that you read your emails from TBH.
- Regular contact among parents, faculty and the Educator plays a key role in the

success of our program. If you have a question or concern, please stop by, email or call the Schools' Office. If you have a question for a specific teacher, please leave a message for them in the Schools' 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 contact 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 them 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 Sports

We are proud to have wonderful music, art, and sports 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 Art Specialist enables our students to express themselves and create meaningful Jewish art. Our Sports Specialist teaches a Jewish value while playing a game or sport as a class.

Hafsaka (Recess) and Snack

Each session students are provided with the opportunity to socialize, play and eat. Kindergarten through 3rd-grade room parents are requested to provide snack for the class on a rotating basis. 4th through 7th grade students may bring their own snack or buy snack (pretzels, juice, etc., for \$0.50 each) from us during *hafsaka*. We provide lunch and socializing time to our 8th through 12th 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.

Ozrim - Teaching Assistants

Students going into the 8th grade or higher have the opportunity of becoming *Ozrim* (teaching assistants). Students who have never been an *ozer/ozeret* (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 *Ozrim-in-Training program* (OIT) are qualified and encouraged to apply for an *ozer/ozeret* position in a classroom the following school year. If a student has already completed the program, he/she may sign up to be an *ozer/ozeret*. All students who participate in the *OIT* program or assist in the classrooms must be enrolled in and attend our post-b'nai Mitzvah program or Jewish day school. *Ozrim* are also required to participate in training classes throughout the year (dates and times will be announced).

School Programs and Activities

Kindergarten through 6th Grade Family Education Days

Kindergarten through 6th 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.

Retreats

Students in 4th-6th grade and up are encouraged to participate in their grade-level annual conclave retreats.

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 Team.

Religious School Director's Fund

People often ask how they can express their appreciation for a teacher, thank a staff member for special efforts, or honor or remember someone. There is a way: the Religious School Director's Discretionary Fund. Contributions to this fund support the educational enrichment of all our students and enhance the Religious School program. You can contribute any time 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. To learn more about our youth programming please contact Aviva Eagle at aeagle@tbhla.org

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

HRTY Katan

Our youth group for 2nd and 3rd graders. HRTY Katan is an introduction and sneak peek to our youth group programming. Its goal is to give TBH members a chance to socialize outside of the classrooms and with other students. Participants will have the chance to engage in social action projects, learn about the Jewish holidays in different ways, and enjoy Judaism through the arts.

HRTY 45

Our fourth and fifth grade students get more acquainted with the temple this youth group. HRTY 45 will have more youth events during the year HRTY 45 will have events at TBH and offsite.

Jr. HRTY

Programs for our sixth, seventh and eighth graders are both social and social action in orientation and are often held with other youth groups from around the city. Jr HRTY members will also have the opportunity to participate in NFTY678. NFTY678 brings the NFTY experience to middle school youth in grades 6 to 8. Our events are designed especially for this age group, providing participants with age-appropriate activities in a safe, welcoming and caring community of peers.

HRTY

Our senior youth group for ninth, tenth, eleventh and twelfth graders. HRTY members develop leadership skills and run their own program of social and educational activities with the guidance of an adult supervisor. HRTY participates in temple events, local events, and national events as part of the Reform movement's NFTY (North American Federation of Temple Youth) organization, including retreat weekends with 200 other Jewish teens.

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 will not be permitted to attend 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 on time for 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 Educator 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, one of the following will occur depending on the severity of the incident:

- The student will be spoken with and returned to class at the discretion of the Educator.
- The student will be spoken with; the Educator 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 Educator 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 Educator, 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.

OZRIM

B'rit Kehillah

I understand that participation in the Temple Beth Hillel Ozrim Program is dependent upon enrollment numbers, availability, and the specific needs of Temple Beth Hillel's Religious School.

Ozrim are invaluable Jewish role models in our classrooms.

Therefore:

- I will treat everyone with *kavod* (respect). This includes the entire Religious School team: teachers, specialists, leadership, peers, and, of course, students.
- I will encourage students to learn.
- I will try to find ways to connect with the students.
- I will be a positive Jewish role model.
- My attire will be in compliance with the Temple Beth Hillel Religious School Dress code. This means no midriff/belly tops, visible undergarments, shoes with wheels attached, flip flops, or clothing with vulgar words, phrases or images.
- Whether or not it is my personal practice, I will model wearing a kippah in the Sanctuary for T'filah.

In order to provide a consistent learning environment:

- I agree to be present and active in the classroom and in programs.
- I will actively participate in T'filah, classroom activities, engage with students during hafsakah (break), and assist and/or participate in all speciality areas.
- I agree to be present a minimum of 80% of my assigned Ozrim sessions.
- I agree to attend a minimum of 80% of my Next Dor sessions (Next Dor is the new post-B'nai Mitzvah program at TBH.)
- I agree to inform the Ozrim Coordinator if I am unable to attend a session as soon as possible and absolutely before 8:00am on the date of my absence.

Our Ozrim take on professional responsibilities through the duration of the program.

- I understand that Ozrim-in-Training (formerly Madrichim-in-Training) is required in order to participate in the Ozrim program.
- I commit to staying in communication with the Ozrim Coordinator. I will regularly check my email and be enrolled in the Remind app for text message updates.
- I understand that it is my responsibility to submit any paperwork required by my primary school for volunteer community service hours. I understand Temple Beth Hillel will not generate any forms or materials without written and/or verbal request directly from me.

Our classrooms are to be healthy learning environments.

- I will not allow any electronic devices I own to distract me from the job at hand. I will leave my cell phone in the school office during Religious school hours.
- I understand that when I am at TBH participating in the Ozrim program it is not the appropriate time to socialize with my friends. My primary task is to provide assistance to create a positive Jewish learning environment for the students.
- I will not text, call, or be on social media during my volunteer hours.
- I understand that I must sign in when I arrive at TBH and sign out before I leave.

Our Ozrim are learning how to become Jewish educators.

- I understand that if I do not comply with the Brit Kehillah there will be consequences. These consequences may include: meeting with the Ozrim Coordinator and/or the Director of the Religious School, receiving a different Ozrim assignment, parents being brought in for a meeting and of being dismissed from the program.
- I understand that any behavior that is emotionally or physically harmful to a student or staff member, or that is considered dangerous, is not permitted at TBH and may result in immediate dismissal from the Ozrim program.
- I understand that I am making a commitment and by signing below I am agreeing to abide by the Brit Kehillah.

By signing my name here, I agree to comply with the expectations of the Ozrim program.

Ozer/Ozeret Name (Printed) _____

Ozer/Ozeret Signature _____

Date _____

Parent signature _____

Date _____

Educator's signature _____

Date _____