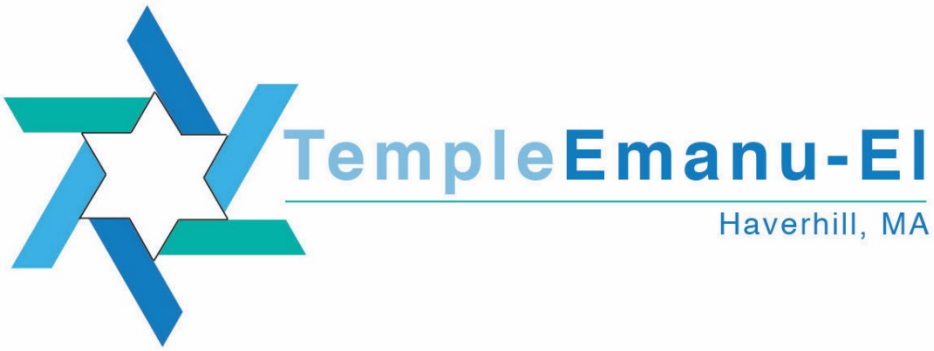

Religious School Parent Handbook

2017-2018

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TEMPLE EMANU-EL RELIGIOUS SCHOOL
STATEMENT OF COMMITMENT TO STUDENTS

The Temple Emanu-El Religious School seeks, as its primary goal, to give students a positive Jewish identity with their families, their peers and the broader Jewish community. The integrated curriculum is designed so that students may study Judaica and Hebraic subjects with continuity in an environment where Jewish education and "Mensch like" behavior is of paramount importance. The overall program stresses that students will:

- ✶ Feel pride and comfort in being Jewish
- ✶ Feel committed to the pursuit of Torah (study), Avodah (worship), G'Milut Chasadim (acts of loving kindness)
- ✶ Realize and recognize the need to join and contribute to the Jewish community
- ✶ Identify themselves with Jews of today and yesterday
- ✶ Recognize the needs of their obligations to Jews here and abroad
- ✶ Want to have a Jewish home and to participate in synagogue observances
- ✶ Use Jewish values to understand and respect the differences in people of other races, cultures and nationalities

The education of your children is a partnership among you, your children, and the Religious School. A Jewish atmosphere in the home and regular attendance at Religious School and services is necessary to implement this commitment.

GENERAL INFORMATION

SCHOOL HOURS

TAPT
Sunday: 9:00 – 10:30am

Grades Pre-K/K - 2
Sunday: 9:00am - 12:00pm

Grades 3 – 7
Sunday: 9:00am - 12:00pm
Wednesday: 4:00 - 6:00pm

Grades 8 – 12
Monday
Dinner: 6:00 – 6:30pm
Classes: 6:30 - 8:00pm

ATTENDANCE

Prompt and regular attendance is essential to the effective operation of the school and the proper education of your child. Students will be required to make up all missed work. We appreciate notification by phone or note regarding the reason for absences. If a child is absent two (2) consecutive days, his/her teacher will contact you to help you cover the material that was missed in class with your child. After six absences, the parent will be requested to confer with the Religious School Director to evaluate the situation.

PUNCTUALITY

We expect students to be **on time** for all classes. It is imperative that classes not be disrupted by students arriving after the lessons have begun. Learning time is limited, please do not waste it. Students should be in classrooms seated and ready to work when class begins.

DOOR POLICY

Due to the times in which we live, the safety of you and your family is of the utmost importance. We ask that parents and/or students **DO NOT** open the doors for anyone whether you know them or not. We have security cameras at both 10th Avenue and Main Street entrances. The cameras send video of those at our doors to Nancy, Cheryl and the BCA offices. Thank you for your cooperation.

DISMISSAL

The policy intent is to ensure the safety of our students and to accommodate parents with more than one child in the school and those involved in a carpool. Please see dismissal rules for each grade below:

Grade	Rule
Pre-K, K, 1 & 2	Parent/Carpool Driver must pick-up child in his/her classroom.
3, 4, 5, 6 & 7	Students may be dismissed to a designated classroom (the youngest child in the carpool group) or he/she can be dismissed to the Brindis Entrance on 10th Avenue to wait for pick-up.

In addition, requests for **early dismissal** must be submitted in writing and given to the administrative assistant as soon as the child arrives at school. When picking up your child, please report directly to the religious school office to sign your child out. In order to prevent your child from missing valuable class time, please proceed to your child's classroom to pick him/her up. Students will **NOT** be sent to the office. Students will be responsible for making up any work that was missed.

PARKING: There is legal parking on Main Street, 10th Avenue and 11th Avenue in addition to other side streets. We urge you to park legally. Double parking is potentially hazardous and illegal in the city of Haverhill. It is not conducive to good relationships with our neighbors. Modeling consideration for our neighbors can be an important lesson for our children. Please help us with this effort.

SNACK POLICY

Please send a **small healthy** snack to religious school with your child. The snack must be dairy or pareve. If you have questions about whether a snack is okay, please feel free to call the office. The teacher will inform you if a student in your child's classroom has food allergies. Do not send a snack during Passover. The school will supply a Kosher for Passover snack.

HOMEWORK POLICY

In order to maintain continuity between school sessions, homework is assigned on a regular basis in Grades 3 - 7. We believe that an effective after-school religious education can only be achieved if it is reinforced with regular homework. Our teachers prepare their assignments with sensitivity. We ask parents to support us by encouraging their children to take their homework responsibilities seriously. If your child understands that you are interested in his/her work at religious school, the values, which we are teaching, will be reinforced. Teachers will inform the Religious School Director if a child has not completed four or more homework assignments. Parents may be asked to come in for a conference to find the best way to help their child keep up with homework assignments.

PROGRESS REPORTS

Written progress reports will be emailed home in January and June. If you do not have email you may make arrangements with the office to pick up a hard copy. Parents may choose to discuss the report with their child(ren) where appropriate and address any questions to his/her teacher or the Religious School Director. Parent-Teacher conferences are available upon request.

STUDENT MATERIALS

Make sure your child brings texts, notebooks and a pen or pencil to every class. Boys should bring in their own kippot. All lost or damaged materials will have to be replaced at the parent's expense. Students who constantly come to class without the required texts will be obliged to purchase a set of texts to be kept at school.

The Religious School fee covers only the cost of consumable books or workbooks. All other texts will remain the property of the school. Respect should be shown toward any text used in the Temple, including prayer books.

DRESS CODE

Please remember when sending your child to our school they are in a religious institution. At some time, your child may be reciting prayers in the classroom or the sanctuary. Kippot should be worn by all boys during school hours. This is optional for girls. Baseball or other hats should be replaced by kippot while in class. Short shorts or very short skirts should be avoided when sending your child to religious school. Appropriate school attire is expected.

When participating in a class or other service, appropriate Shabbat clothing should be worn. Girls should have their shoulders covered.

DISCIPLINE POLICY

The Religious School provides a positive learning environment, which actively engages students. The faculty reinforces proper behavior: Respect for students, staff, materials and the building are stressed. When a student's behavior becomes disruptive in the classroom, the teacher will attempt to redirect the student back to the tasks at hand. If the teacher is unable to reengage the student in classroom activities or if the disruptive behavior continues, the Religious School Director will be informed, the parents will be contacted and may be invited in for a conference. A plan will be developed to better meet the child's needs in the classroom while, insuring that the child's behavior does not prevent other students from learning.

In rare cases, the school may feel that a student cannot meet minimal behavioral expectations and parents may be asked to withdraw the student from our school. Temple Emanu-El reserves the right to expel any student at any time if his/her behavior is found to be destructive to the building, other students, staff, or a positive learning environment. If necessary, the Religious School Director may suspend or expel any student who is found to be continually disruptive. Violent behavior, the possession of drugs, alcohol or weapons will not be tolerated at school or school sponsored events and will result in immediate suspension.

Students wearing baseball caps to school must remove them while in the Sanctuary, and boys must wear a kippot.

BULLYING

Students have the right to go to school and feel safe, valued and respected. In some schools a small number of students may be looked upon as bullies.

Bullying is the repeated use by one or more students of a written, verbal or electronic expression, negative texts, photos, videos, a physical act, gesture or any combination of these, directed at a student that:

1) Causes physical or emotional harm to a student or damage to a student’s property.
2) Places a student in reasonable fear of harm to himself/herself or damage to his or her property.

3) Creates a hostile environment at school for a student.
4) Infringes on the rights of a student at school.
5) Disrupts the education process or the orderly operation of a school. If you see anyone being bullied it is your responsibility to tell a trusted adult.
Any information you provide will be kept confidential.

BULLYING OF ANY KIND WILL NOT BE ALLOWED IN OUR SCHOOL.

CONSEQUENCES IF YOU ARE FOUND TO BE BULLYING ANOTHER STUDENT(S)

The Religious School Director shall promptly notify the parents of both the student targeted and the aggressor if it is determined that bullying or retaliation has occurred. The Religious School Director will inform the parents of the children involved what actions the school will take to prevent further acts of bullying or retaliation. This information will be kept confidential.

Disciplinary action will vary depending on the type and severity of bullying that has occurred, actions taken may include:

1) First a reminder by the teacher that this is not acceptable in our school.

2) If the behavior continues the student will be sent to the Religious School Director's office. The Religious School Director will then notify the parents of both the aggressor and the targeted student.

3) If the bullying is repeated, the Religious School Director after consulting with the Chairperson of the Religious School Committee may suspend the student from the religious school.

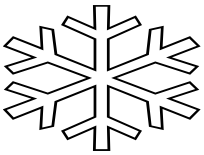
If a student sends negative texts, emails, photo's or video's through an electronic device to other students:

1) The student will be sent to the Religious School Director's office immediately and the parents of both the aggressor and the targeted student will be informed. The aggressor will be placed in suspension and will need to leave the premises.

If a student is suspended the parents have the right to ask for a meeting with the Religious School Director and the Chairperson of the Religious School Committee to discuss the suspension and further actions. The parents of a suspended student will be required to hire a tutor to work with the student to keep up with the class work until he/she can return to religious school.

SNOW DAYS

Our school may be open even if the Haverhill Public Schools are canceled.



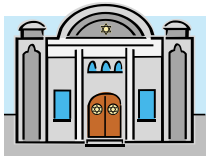
Grades TAPT – 7: Inclement weather may change by the afternoon. The decision to cancel Religious school will be made by 2pm on weekdays and 8am on Sundays and will be televised on Channels WHDH-7, WCVB-5, WBZ -4 and WMUR-9 (in New Hampshire). School cancellations are also available on these stations websites. If you are in doubt, please call the Temple (978) 373-3861 and press 9 for the cancellation line. Individual telephone calls to families will **not** be made. You can also find this information on our website home page at: www.TempleEmanu-El.org and on our Facebook page.

Grades 8 – 12: High School students should also call the Temple to make sure classes are being canceled even if Haverhill Public Schools are cancelled. The decision to cancel will be made by 4pm.

ELECTRONIC DEVICES & CELL PHONES

In this day and age, we understand the need for cell phones; however, there is a correct time and place for use of cell phones and electronic devices during school. Making and answering phone calls, receiving and sending text messages, MP3 Players, iPods, games and other electronic devices will not be allowed during class time. Teachers may hold onto any cell phone or electronic device if they find a student is using it during class. The items will be returned to the student at the end of class. Continued use of these devices in class will result in the devices being brought to the Religious School Director's office, they will then be returned to the parents. Please remind your children to leave cell phones and other electronic devices inside their backpacks or pockets during school. Please refrain from calling or texting your child during school hours. If you need to get a message to your child, please call the temple office and the message will be given to your child.

FAMILY WORSHIP



A few times a year your child's class is designated to participate in a Friday evening Shabbat service. Share-A-Shabbat dinners may be scheduled periodically with the intent to build community. The dates of Family Services, other Shabbat and holiday services are listed on the temple website: www.TempleEmanu-El.org under Communication click on calendar. Please do not to make other plans on the day of your child's class service so he/she can fully participate. This is an integral part of their religious school curriculum. Proper Shabbat attire is requested (no jeans with holes and girls should have their shoulders covered).

We expect that parents will bring their children to holiday services, such as Sukkot, Simchat Torah, and Purim. Students are taught about the holidays in school so they can experience the joy

of holiday celebrations with the community. It is important that your child attend services, just as he/she would attend a class, especially during the year preceding Bar/Bat Mitzvah. On the High Holy Days, junior congregation is held for students in Pre-Kindergarten through Grade Six. Participation at Shabbat services is strongly encouraged throughout the year.

TZEDAKAH

The Religious School Committee considers the teaching of Tzedakah to be among the more important goals of our education program. Please remind your child to bring a contribution for the Tzedakah Fund each Sunday. At the end of the school year, the children will participate in allocating the funds they have contributed. There may also be additional collections during the school year as natural catastrophes or other events occur.

PARENT INVOLVEMENT

The quality of your child's education is increased when you as a parent are involved. We ask that you donate your time in one or more of the following: classroom parent, office volunteer, PTO member, school committee member, assistance for holiday celebrations or substitute teacher/tutor. A Parent Volunteer Form can be obtained from the office or on our website under the Religious School tab, then select School Forms. Parents are requested to attend their children's class and school events. Please participate in our fundraising events, the proceeds provide wonderful enrichment programs for your children.

FIELD TRIPS

Some of our programs include field trips. A blanket permission slip was included within your school forms packet. The blanket permission slip must be signed and returned to the school office in order for your child to participate in field trips. We may ask parents to drive or chaperone. Parent involvement is greatly appreciated.

FAMILY ACTIVITES and SPECIAL PROGRAMS

We make every effort to schedule programs to limit family conflicts. However, due to our busy temple calendar; we may occasionally have programs for multiple family members at the same time. We are happy to work with parents to enable you to be with all of your children if a scheduling conflict arises.

PARENT CHILD PROGRAMS

- **TAPT Program** (Tots and Parents Together)**:** For children ages 2 & 3.

TAPT, Sundays, 9:00 – 10:30am includes a variety of activities: music and movement, crafts, stories, holiday celebrations, and a snack.

- **Torah Together (Ganon:** Pre-kindergarten starting at age 4 by September 1**, Gan:** Kindergarten starting at age 5 by September 1, and **Kitot Aleph & Bet**: Grades 1&2**)** This is an exciting new program for students in Pre-Kindergarten through Grade 2 and their parents. Three times a year parents will participate in an hour of engaging adult study beginning at 10:00am. From 11:00am – 12:00pm you will be able to join your children for wonderful hands-on activities such as making Judaic crafts, playing games or celebrating a Jewish Holiday. You do not need to be Jewish to participate in any of these activities.

- **Kitot Gimel & Dalet (Grades 3 & 4) The Stella Kurland Wise Family Education Program for Grades 3 & 4:** One Sunday a month, 9:00am - 11:00am. Enjoy parent and child activities beginning at 9:00am and then engage in an hour of adult study. The adult classes are mandatory and the topics of discussion will be taught in partnership with your child's teachers. Our Stella Kurland Wise Family Education Program is a shared family learning experience. You do not need to be Jewish to enjoy these classes.

The goal of these programs is to involve you as parents more directly in the Jewish educational process so that you may:

1. Become partners in Jewish learning with your children.
2. Study Jewish content much of which will parallel your child's classroom learning.
3. Learn with other adults in order to increase your Jewish knowledge, Jewish life skills and to enrich your family's home and synagogue experience.

Any parent, grandparent or member of our congregation is invited to join the adult study portion of our program which meets once a month from approximately 10:00am – 11:00am

- **Bar/Bat Mitzvah Seminar for Kitah Vav (grade 6)**

As your child approaches Bar/Bat Mitzvah we know that there are many questions that you may have concerning your upcoming simcha. To help answer these questions, Temple Emanu-El sponsors two mandatory seminars during the school year to prepare your family for this important event in your child's Jewish life.

BAR/BAT MITZVAH POLICY

Both the Religious School and Religious Practices Committees have approved the following policy:

To be allowed a Bar or Bat Mitzvah on a Saturday morning, the candidate must have fulfilled the following requirements:

1. Satisfactorily complete a course of study equal to five consecutive years of Temple Emanu-El Religious School through the year of Bar or Bat Mitzvah.

2. The ability to read fluently and understand the major Hebrew prayers of the Bar/Bat Mitzvah Shabbat Service, as well as the Torah and Haftorah portion read the week of the candidate's Bar/Bat Mitzvah. The candidate is to have mastered selected Hebrew portions of the Torah and prayer book sufficiently to participate in the Bar/Bat Mitzvah Shabbat Service. We recognize that each individual's ability to master the material is different and we encourage all students to realize his/her full potential.

3. Attend Shabbat Services on a regular basis during the entire year preceding the candidate's Bar/Bat Mitzvah together with his/her parent(s).

4. Participate in the Bar/Bat Mitzvah family seminars during the 6th grade.

5. Complete the requirements of the B'Mitzvotav Program.

6. Temple Emanu-El expects each student to make a commitment to Religious Education through Confirmation.

7. Temple Emanu-El provides an excellent High School (Pre and Post Confirmation) program and encourages every student to continue through grade 12 to help them prepare for becoming leaders of the Jewish Community in the future.

HIGH SCHOOL PROGRAM (Grades 8 -12)

We have designed our Monday night program to allow the student's time to socialize over dinner beginning at 6:00pm. We have found this to be a valuable time where students can talk to each other in a relaxed unstructured environment.

The Religious School Director will be happy to meet with and help parents whose children have special dietary needs**. Please call the office by 4:00pm to notify us of any student that will not be in attendance that evening so we can adjust our food order.**

High School schedule:

6:00 - 6:30pm	Dinner
6:30 - 8:00pm	Core Curriculum

ADELINE B. WATNICK RELIGIOUS SCHOOL CHILDREN'S FUND

Temple Emanu-El has established a special fund to be used to help supplement additional enrichment programs for the students and staff of the Religious School along with special Family Education Programs such as: Torah Together, the Stella Kurland Wise Family Education Program, field trips, books, CDs, DVDs, special materials and teacher workshops.

Primary contributions to the Adeline B. Watnick Religious School Children's Fund come from Fund Raisers sponsored by the PTO.

What else can you do to help? A personal donation to acknowledge family simchas and special events can be made to the fund. A birthday, bris, Bar/Bat Mitzvah, graduation, confirmation, consecration, anniversary, and recovery from illness are all suitable occasions to celebrate with donations to the fund. Donations to the fund can also be for Yahrzeit, memorials or for sympathy.

An acknowledgement of your gift is sent to the person(s) whom you wish to honor or remember. You also receive an acknowledgement for tax purposes. Your donation will be listed in the temple bulletin unless we are notified otherwise.

The School Committee wishes to thank the Temple community for their support towards these worthwhile programs and appreciates your continued assistance.

PTO

The PTO is more than a successful fundraising organization. Our school depends on the PTO to strengthen its family and enrichment programs. The PTO is looking for your support not only through your donations, but also for your assistance in planning and organizing fundraisers. Please check off on the Parent Volunteer form or call the school if you are willing to be part of the PTO and a partner in your child's educational enrichment.

Who to Contact When Concerns Arise:

If you have any concerns about what is going on in the classroom or need information about your child, please contact your child's teacher. If you have any concerns about a class or a teacher, please contact the Religious School Director. If the Director cannot satisfy your concerns, please contact the Chairperson of the Religious School. The final contact you can bring your issues to is the Temple President.

Contact information can be found in the bulletin or on our website: **www.TempleEmanu-El.org** on the Religious School page.

Calendar

All religious school dates and temple events can be found on the temple calendar. The calendar is on our website: **www.TempleEmanu-El.org**. From the homepage under Communications click on Calendar. You can then toggle with the arrow keys in the upper left hand corner to view the months.

CHESHBONOT Annual Religious School Tuition
This is set each year with adjustments made for additional children. In selected grades the following fees are included in tuition:

- Torah Together – Grades Pre-K/ K, 1 & 2
- The Stella Kurland Wise Family Education Program Fee – Grades 3 & 4
- Confirmation Fee – Grade 9 (Goes towards the Confirmation Service and a festive Oneg following the Service).

There will be an additional fee for Bar/Bat Mitzvah preparation, which includes private tutoring and the Cantor's participation at the service.

Please note that the above fees do not cover the full cost of our Religious School education and related activities. All educational programs are subsidized by the full membership of Temple Emanu-El.

Religious school fees must be paid in full prior to enrollment. All financial obligations to the Temple must be paid in full prior to a Bar/Bat Mitzvah or Confirmation.

2017 - 2018 RELIGIOUS SCHOOL FEES AND TUITION

PLEASE NOTE THAT ALL FEES AND TUITION AND MUST BE PAID IN FULL BY SEPTEMBER 1, 2017

NON-REFUNDABLE REGISTRATION FEE

We offer a non-refundable discounted registration fee of $75.00 per child if paid prior to June 19, 2017.
After June 19, 2017, the non-refundable registration fee is $100.00 per child.
The family maximum non-refundable registration fee for 3 or more children is $200.00.

RELIGIOUS SCHOOL TUITION

GRADE	TUITION
TAPT	$ 350.00
Grade pre K	$ 410.00 (includes Torah Together)
Grade Kindergarten	$ 410.00 (includes Torah Together)
Grade 1	$ 410.00 (includes Torah Together)
Grade 2	$ 410.00 (includes Torah Together**)**
Grade 3	$ 550.00 (Includes Family Education)
Grade 4	$ 550.00 (Includes Family Education)
Grade 5	$ 525.00
Grade 6	$ 525.00
Grade 7	$ 525.00
Grade 8	$ 400.00
Grade 9	$ 550.00*****
Grade 10	$ 400.00
Grade 11	$ 400.00
Grade 12	$ 400.00

*****Includes contribution toward the Confirmation Service and the Oneg Shabbat for Confirmation: decorations, refreshments, invitations and printed service brochure.

BAR/BAT MITZVAH FEES

The Bar/Bat Mitzvah fee for individualized Bar/Bat Mitzvah tutoring and for the Cantorial Soloist's participation on the day of the Bar/Bat Mitzvah is $1200.
To reserve a Bar/Bat Mitzvah date, a $300 deposit is required. The balance of Bar/Bat Mitzvah fees must be paid in full prior to the beginning of tutoring. The cantorial soloist will not begin tutoring until said fee is paid in full. All outstanding Temple fees must be paid in full one month prior to the Bar/Bat Mitzvah.

Bradford Christian Academy (BCA)

For the next few years we are sharing classrooms and other spaces in our building with Bradford Christian Academy. We are asking our students as well as those of BCA to please be respectful of the furniture, books and other materials each school has in our building. If there are questions as to which things belong to us or them, please have your children ask the teachers or Morah Devorah.