



# Religious School Student Handbook

2018 - 2019

## Table of Contents

SCHOOL HOURS .....	2
ATTENDANCE.....	2
PUNCTUALITY.....	2
DOOR POLICY .....	3
HOMEWORK POLICY .....	3
STUDENT MATERIALS .....	3
SNACK.....	3
TZEDAKAH.....	4
SERVICES.....	4
ELECTRONIC DEVICES & CELL PHONES .....	4
DRESS CODE .....	5
BAR/BAT MITZVAH POLICY .....	5
HIGH SCHOOL PROGRAM (Grades 8–12).....	6
DISCIPLINE POLICY .....	6
BULLYING .....	6
BRADFORD CHRISTIAN ACADEMY (BCA) .....	7
BRIT—STUDENT BEHAVIORAL COMMITMENT .....	8

## SCHOOL HOURS



### TAPT

Sunday: 9:00–10:30 am

### Grades Pre-K/K-2

Sunday: 9:00 am–12:00 pm

### Grades 3-7

Sunday: 9:00 am–12:00 pm

Wednesday: 4:00–6:00 pm

### Grades 8-12

Monday

Dinner: 6:00–6:30 pm

Classes: 6:30–8:00 pm

## ATTENDANCE



Regular attendance is essential to your religious school education. Please have your parents notify us if you are going to be absent from class. If you are absent your teacher(s) will contact your parents to discuss completing the material you missed in class.

## PUNCTUALITY



Students are expected to be **on time** for all classes. It is imperative that classes not be disrupted by students coming in after the lessons have begun. Learning time is limited; please do not waste it. You should be in your classroom, seated, and ready to work when class begins.

## DOOR POLICY

The safety of you and your family is of the utmost importance. It is therefore asked that parents or students **DO NOT** open the doors for anyone, whether you know them or not. We have security cameras at both the 10th Avenue and Main Street entrances which allow Nancy, Cheryl, and the Bradford Christian Academy (BCA) employees to see who is requesting entrance. Only they and Temple staff should be opening the doors during Temple school and business hours. Thank you for your cooperation.

## HOMework POLICY



To help you with your classwork, homework is assigned on a regular basis in Grades 3–7. Teachers take homework assignments very seriously. Students will be required to make up all missed work if they are absent from class.

## STUDENT MATERIALS



You are responsible for bringing your textbooks, notebooks, pens or pencils, or whatever materials your teacher requires to every class. Boys should bring in their own kippot. (This is optional for girls). All lost or damaged materials will have to be replaced at your parent's expense. Students who constantly come to class without the required textbooks will need their parents to purchase a set of textbooks to be kept at school.

All textbooks which are reusable from year to year will remain the property of the school. Respect should be shown toward any text used in the Temple, including prayer books.

## SNACK



Please bring a **small, healthy** snack to Religious School each day. The snack must be dairy or parve. If you have questions about whether a snack is okay, please feel free to ask your teacher. The teacher will inform you if a student in your classroom has food allergies. If a school day falls on Passover, do not bring in any food or drinks. The school will supply a Kosher for Passover snack for you.

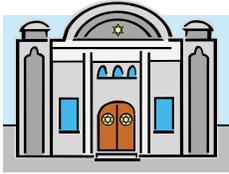
**Snack is meant to be eaten in 10 minutes.** After your teacher informs you that snack is over, all leftover food and drinks must be put away. We have a water fountain if you need a drink at other times during class. Please try to refrain from bringing in sugary drinks and snacks. Healthy choices will give you as much energy and are better for you.

## TZEDAKAH



The Religious School considers the teaching of *tzedakah* to be among the more important goals of our education program. Please remember to bring a contribution for the *tzedakah* fund each Sunday. At the end of the school year, you will participate in choosing where your class *tzedakah* collection will be donated. There may also be additional collections during the school year as natural catastrophes or other events occur.

## SERVICES



A few times a year, your class will participate in a Friday evening Shabbat service. This is an important part of your Religious School curriculum. Please do not make other plans on the day of your class service so you can fully participate. Proper Shabbat attire is requested (no jeans with holes, and girls should have their shoulders covered).

We expect that your parents will bring you to holiday services such as Sukkot, Simchat Torah, and Purim. You are taught about the holidays in school so you can experience the joy of holiday celebrations with the community. It is important that you attend services, just as you would attend Religious School classes, especially during the year preceding your bar/bat mitzvah. On the High Holy Days, junior congregation is held for students in prekindergarten through Grade Six. Participation at Shabbat services is strongly encouraged throughout the year.

## 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, and using 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 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 your parents. Please remember to leave cell phones and other electronic devices inside your backpacks or pockets during school hours. If you need to get a message to your parents, please go to the Temple office and the Religious School administrative assistant will assist you in making the call from the Temple phone.

In rare cases a student may be permitted to use an electronic device during school. The teacher and Religious School director, along with the parents of that student, will make that decision.

## DRESS CODE

Please remember—when attending class, you are still in a religious institution. At some time during your classes you will be reciting prayers. Kippot should be worn by all boys while they are in school. This is optional for girls. Baseball or other hats should not be worn during class time. Short shorts or very short skirts should be avoided when coming to Religious School. Appropriate school attire is expected.

When participating in a class or other service, Shabbat clothes should be worn. Girls should have their shoulders covered. If you must wear jeans, please do not wear those with intentional holes. Baseball caps must be removed, and boys must wear kippot.

Older students, *madrichim*, are role models for our younger ones. Please be a positive role model and be sure your clothes and exposed skin are appropriate for young children to see.

## BAR/BAT MITZVAH POLICY



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

To be allowed a bar/bat mitzvah on a Saturday morning, the student 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/bat mitzvah.
2. Be able to read fluently and understand the major Hebrew prayers of the bar/bat mitzvah Shabbat service, as well as the Torah and haftarah portions to be read the week of the candidate's bar/bat mitzvah. The student 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 your parent(s).
4. Participate in the bar/bat mitzvah family seminars during the 6th grade and complete the requirements of the B'Mitzvotav Program.
5. Temple Emanu-El expects each student to make a commitment to religious education through confirmation.
6. Temple Emanu-El provides an excellent high school (pre- and post-confirmation) program.

## HIGH SCHOOL PROGRAM (Grades 8–12)



Our Monday night High School program begins at 6:00 pm with dinner. This allows you time to socialize in a relaxed, unstructured environment. We encourage you to continue your religious education through twelfth grade to help you prepare for becoming future leaders of the Jewish Community.

## DISCIPLINE POLICY



The Religious School provides a positive learning environment which actively engages students. The faculty reinforces proper behavior: respect for yourself and the other students, staff, materials, and the building are stressed. If your behavior becomes disruptive in the classroom, the teacher will attempt to redirect you back to the tasks at hand. If the teacher is unable to reengage you in classroom activities or if the disruptive behavior continues, the Religious School director will be informed and your parents will be invited in for a conference.

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.

## BULLYING

**You 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 (including negative texts, photos, and/or videos), a physical act and/or 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 or 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 give will be kept confidential.

**NO BULLYING OF ANY KIND WILL 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 the following:

- 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, photos or videos through an electronic device to other students, 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.

**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 ask the teachers or Morah Devorah.



## TEMPLE EMANU-EL RELIGIOUS SCHOOL



### BRIT—STUDENT BEHAVIORAL COMMITMENT

Temple Emanu-El Religious School expects its students to honor the following commitments:

1. Students will behave in a “mensch-like” manner with appropriate behavior in the classrooms, sanctuary, and other areas of the Temple, and on outside field trips.
2. Respect will be demonstrated toward teachers, staff, peers, and property.
3. Boys will be expected to provide their own kippot to wear during school hours. This is optional for girls.
4. Homework assignments are an integral part of our educational curriculum and each child is expected to complete and pass in homework on time.
5. Each child is personally responsible for keeping our classrooms, Temple, and outside areas clean and neat. All trash will be disposed of in the proper receptacles.

The teachers at the Temple Emanu-El Religious School try to keep a standard of fairness in the classroom at all times. A student’s consistent disregard to the above commitments will result in a student/parent meeting with the Religious School director.

Please review the Temple Emanu-El Religious School Brit —Student Behavioral Commitment with your parents. After you have all read this Student Handbook and the Brit and discussed their contents, please sign the following form and return it to the school office by first day of school.

With your help, we can work together to make this a successful school year for everyone.

Sincerely,

Morah Devorah

*Please sign and return the following form to the school office by the first day of school.*

My parents and I have read/discussed the Student Handbook and the Brit—Student Behavioral Commitment.

As a member of the Temple Emanu-El Religious School community, I am prepared to honor these commitments.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date