



# Religious School Student/Parent Handbook 2019–2020

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## SCHOOL HOURS



### TAPT

Sunday: 9:00–10:30 am

### Grades 3–7

Sunday: 9:00 am–12 noon  
Wednesday: 4:00–6:00 pm

### Grades Pre-K/K–2

Sunday: 9:00 am–12 noon

### Grades 8–12

Sunday  
Class/Lunch: 12 noon–1:30 pm

## ATTENDANCE



Regular attendance is essential to the effective operation of the school and students' religious school education. Students will be required to make up all missed work. Please notify the school by phone or email prior to any absences, including the reason for the absence.

If a student is absent for two consecutive days, their teacher will contact their parent to discuss completing the material was missed in class. After six absences, the parent will be requested to confer with the Religious School director to evaluate the situation.

## PUNCTUALITY



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

## DOOR POLICY



The safety of students and their families is of the utmost importance. We therefore ask that parents and 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.

## DISMISSAL



The dismissal policy's 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:

<u>Grade</u>	<u>Rule</u>
Pre-K, K, 1 & 2	Parent/carpool driver must pick up child in their classroom.
3, 4, 5, 6 & 7	Students may be dismissed to a designated classroom (that of the youngest child in the carpool group) or they 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 student arrives at school. When picking up a student, parents report directly to the Religious School office to sign the student out and then proceed the student's classroom to pick them up. Students will **NOT** be sent to the office. Students will be responsible for making up any work that was missed.

## PARKING

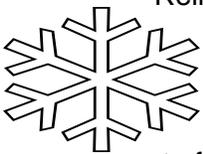


There is legal parking on Main Street, 10th Avenue, 11th Avenue, and other side streets. Please park legally; double parking is potentially hazardous as well as illegal in the city of Haverhill. It is not conducive to good relationships with our neighbors. Modeling consideration for our neighbors can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

## SNOW DAYS

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

Grades TAPT–7: Inclement weather may change by the afternoon. The decision to cancel



Religious School will be made by 2:00 pm on Wednesdays, and 8:00 am 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](http://www.TempleEmanu-El.org) and on our Facebook page.

## HOMWORK POLICY



To reinforce lessons learned in class, 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.

We ask parents to support us by encouraging their children to take their homework responsibilities seriously. If students understand that their parents are interested in their 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.

## STUDENT MATERIALS



Students are responsible for bringing their textbooks, notebooks, pens or pencils, and whatever materials their 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 the 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.

The Religious School fee covers only the cost of consumable books or workbooks. 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



Students should bring a **small, healthy** snack to Religious School each day. The snack must be dairy or pareve. Please feel free to call the office with any questions about whether a snack is okay. The teacher will inform you if another student in the student's 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.

**Snack is meant to be eaten in 10 minutes.** When the teacher informs the class that snack is over, all leftover food and drinks must be put away. A water fountain is available for drinks at other times. Please try to refrain from bringing in sugary drinks and snacks. Healthy choices will provide as much energy and are more nutritious.

## TZEDAKAH



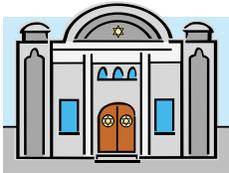
The Religious School Committee considers the teaching of tzedakah to be among the more important goals of our education program. Students should bring a contribution for the tzedakah fund each Sunday. At the end of the school year, students will participate in allocating the funds they have contributed.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

## PROGRESS REPORTS



Written progress reports will be sent home in January and June. Parents may choose to discuss the report with their child(ren) where appropriate and address any questions to their teacher or the Religious School director. Parent-teacher conferences are available upon request.

## SERVICES & FAMILY WORSHIP



During the school year, each class will participate in a Friday evening Shabbat service. Share-a-Shabbat dinners may be scheduled periodically with the intent to build community. These are important parts of the Religious School curriculum. Students should not make other plans on the day of their class service so they can fully participate. In addition, youth Shabbat services will be scheduled for several Saturday mornings per year; these services are in lieu of Sunday morning classes that week, and students are required to attend. Proper Shabbat attire is requested at all services.

We expect parents will bring their children to holiday services such as the High Holy Days, 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 students attend services, just as they would attend Religious School classes, especially during the year preceding their b'nei 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 the parents. Students should leave cell phones and other electronic devices inside their backpacks or pockets during school hours. If a student needs to get a message to their parents, they should go to the Temple office and the Religious School administrative assistant will assist the student in making the call from the Temple phone. To reach a student during school hours, parents should call the Temple office.

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 that school is held in a religious institution. Students may be reciting prayers in the classroom or the sanctuary. Kippot should be worn by all boys during school hours; all others are encouraged to wear them. Baseball or other hats should not be worn during class time. Appropriate school attire is expected. When participating in a class or other service, appropriate Shabbat clothing should be worn.

## B'NEI MITZVAH POLICY



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

To be allowed a b'nei mitzvah, 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 b'nei mitzvah.
2. Be able to read fluently and understand the major Hebrew prayers of the b'nei mitzvah Shabbat service, as well as the Torah and haftarah portions to be read the week of the candidate's b'nei mitzvah. The student is to have mastered selected Hebrew portions of the Torah and prayer book sufficiently to participate in the b'nei mitzvah Shabbat service. We recognize that each individual's ability to master the material is different, and we encourage all students to realize their full potential.
3. Attend Shabbat services on a regular basis during the entire year preceding the candidate's b'nei mitzvah together with their parent(s).
4. Participate in the b'nei mitzvah family seminars during the 6th grade and complete the requirements of the B'Mitzvotav Program.
5. Make a commitment to religious education through confirmation.

## HIGH SCHOOL PROGRAM (Grades 8–12)



Our Sunday afternoon High School program begins at 12:00 pm with lunch. This allows the student time to socialize in a relaxed, unstructured environment. We encourage students to continue their religious education through twelfth grade to help 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 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 and the student's 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 their 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 or the possession of drugs, alcohol, or weapons will not be tolerated at school or school-sponsored events and will result in immediate suspension.

## BULLYING



**Students have the right to go to school and feel safe, valued, and respected.**

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 themselves or damage to their 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 a student sees anyone being bullied, it is their responsibility to tell a trusted adult. Any information provided will be kept confidential.

### **NO BULLYING OF ANY KIND WILL BE ALLOWED IN OUR SCHOOL.**

*Consequences if a Student Is Found To Be Bullying Another Student(s):*

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

- a. First, a reminder by the teacher that this is not acceptable in our school.

- b. If the behavior continues, the student will be sent to the Religious School director's office. The Religious School director will promptly notify the parents of both the aggressor and the targeted student and 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.
- c. 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.
- d. Notwithstanding the foregoing, the Religious School director reserves the right to take immediate action depending on the severity of the bullying or retaliation.

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 the student 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 to 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.

Students and parents should review this handbook and the Temple Emanu-El Religious School Brit —Student Behavioral Commitment together. After doing so, 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.***

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 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