

# *Temple Emanu-El Religious School Parent Handbook*



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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 knowledge, mitzvot, and Tzedakah
- \* 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



### **I. SCHOOL HOURS**

#### TAPT

Sunday: 9:00 am – 10:30am

#### Grades PreK/K - 2

Sunday: 9:00 a.m. - 12:00 pm

#### Grades 3 – 7

Sunday: 9:00 a.m. - 12:00 pm

Wednesday: 4:00 pm - 6:00 pm

#### Grades 8 – 12

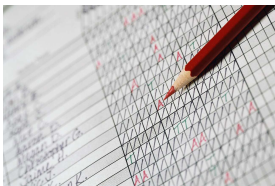
Monday

Dinner: 6:00 pm – 6:30 pm

Classes: 6:30 pm - 8:00 pm

### **II. 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 be contacting you by phone to help you cover the material with your child, which was missed in class. After six absences, the parent will be requested to confer with the Executive Director of Education to evaluate the situation.



### **III. PUNCTUALITY**



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

#### IV. 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:



<u>Grade</u>	<u>Rule</u>
PreK-K, 1, 2	Parent/Carpool Driver must pick-up child in his/her classroom.
3 & 4	Students may be dismissed to a designated classroom (the youngest child in the carpool group) & wait for pick-up. Otherwise the student must remain in his/her classroom for the Parent/Carpool Driver to pick him/her up.
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 (10thAve Foyer) 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 you come to pick up your child, please report directly to the religious school office to sign out your child. You may then proceed to your child's classroom to pick him/her up. 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. We urge you to park legally. Double parking is potentially hazardous. It is also 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.

#### V. SNACK POLICY



Please send a small 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. If a student in your child's classroom has food allergies, the teacher will inform you. Do not send a snack during Passover. The school will supply a Kosher for Passover snack.

**Parents of TAPT, PreK/K-1st Grade Students:** Snack is handled collectively. You will receive a snack rotation schedule on the first day of school. It is your responsibility to remember to supply snack for your child's class on your assigned day. If a date is not possible, please switch with another parent. When sending in snack, please check with your child's teacher as some children may have food allergies

## **VI. HOMEWORK POLICY**

In order to maintain continuity between school sessions, homework is assigned on a regular basis in Grades 3 - 9. We believe that an effective after-school religious education can only be accomplished if it is reinforced with regular homework assignments. Our teachers have been instructed to prepare their assignments with sensitivity. We ask the parents to support the school by encouraging their children to take their homework preparation 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.



Please help your child to keep up with missed assignments due to absences.

## **VII. 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. Please discuss the report with your child and address any questions to his/her teacher. Parent-Teacher conferences are available by request.

## **VIII. 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 student or 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 texts will remain the property of the school. Respect should be shown toward any text used in the Temple, including prayer books.



## IX. 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 engage the student in classroom activities or if the disruptive behavior continues, the Director will be informed and the parents will be invited in for a conference. A plan will be developed to better meet the child's needs in the classroom while, at the same time, 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 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 kippah.

## X. SNOW DAYS

Grades TAPT – 7: **If the Haverhill Public Schools are not in session, our school will not necessarily be cancelled.**



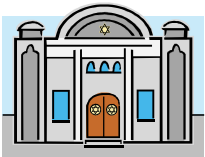
The weather may have changed by the afternoon. The decision to cancel Religious school will be made by 2pm on weekdays and 8am on Sundays and will be televised on Channels WHDH-7 , WCVB-5, WBZ -4 and WMUR-9 (in New Hampshire) and broadcast on radio stations WRKO AM 680 and WBZ News radio 1030. They are also available on the websites of these stations. If you are in doubt, please call the Temple and listen to the message on the religious school voice mail, (978) 373-3861. Individual telephone calls to families will **not** be made. *High School students should also call the Temple to make sure classes are being cancelled even if Haverhill Public Schools are cancelled.*

## **XI. 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 or receiving and sending text messages will not be allowed in school during class time. MP3 Players, iPods and other electronic devices should also not be used during class time. Teachers may hold onto any cell phone or electronic device if they find that a student is using it during class. The items will be returned to the students at the end of class. Continued use of these devices in class will result in the devices being brought to the Director's office and they will 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 text messaging 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.



## **XII. 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 our sense of community. The Share-A-Shabbat dinner dates and Family Services are listed on the yearly school calendar. Please try 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 Succot, 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.

## **XIII. 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.



#### **XIV. PARENT INVOLVEMENT**

The quality of your child's education will be much better if you are involved in the school. We ask that you donate your time in one or more of the following: classroom parent, office volunteer, PTO member, school committee member, holiday celebrations



assistance, and substitute teach/tutor or organizing a Youth Group (Grades 5-7) activity. A Parent Volunteer Form can be obtained from the office or on our website.

#### **XV. FIELD TRIPS**

Our program may include field trips. A blanket permission slip was included in your pre-registration packet. This must be signed and sent into the school office in order for your child to participate in these trips. We will be asking parents to drive or chaperone. This is a much-appreciated form of parent involvement.



#### **XVI. FAMILY ACTIVITIES and SPECIAL PROGRAMS**

We make every effort to schedule programs to limit family conflicts, however, due to our busy temple calendar; it is occasionally not possible to avoid having programs for multiple family members at the same time. We will be happy to speak with parents in cases where two or more siblings' classes are involved on the same day to enable you to be with all of your children.



- TAPT PROGRAM (Tots and Parents Together): For children ages 2 & 3 Each TAPT session 9:00am – 10:30am on Sunday mornings includes a variety of activities including music and movement, crafts, stories, holiday celebrations, and a special snack.

Gan Days: (Ganon: Prekindergarten starting at age 4 by September 1<sup>st</sup> and Gan: Kindergarten starting at age 5 by September 1<sup>st</sup>) on select Sundays from 9:00am - 12:00pm.

This is an opportunity for you and your child to engage in hands-on activities centered on a theme from the Jewish year. During the first hour, parents meet with the Family Educator to explore a relevant Jewish topic and the final two hours are devoted to a parent and child activity.

- Kitot Aleph (Grade 1) and Bet (Grade 2) Home Start: on select Sundays from 11:10am - 12:00 pm. This is an opportunity for you to join your child in the classroom to participate in hands-on activities centered on a Jewish centered theme.
- Kitot Gimel & Dalet (Grade 3 & Grade 4) The Stella Kurland Wise Family Education Program for Grades 3 & 4: one Sunday a month from 9:00am - 12:00pm. Parent and child centered activities from 9:00pm - 10:00am, adult study with Rabbi Ira and Gail Korinow from 10:00am - 12:00pm.

Adult classes for parents of children in grades 3 and 4 are mandatory and will be taught primarily by Rabbi Korinow and Gail Korinow and in partnership with your child's teachers. Our Stella Kurland Wise Family Education Program is a shared family learning experience. The goal of the program 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 and Jewish life skills and to enrich your family's home and synagogue experience.

Parents of all age children are invited to join our adult study classes which will meet once a month from 10:00am – 12:00pm. A more detailed letter will be available with dates and descriptions of all of the programs for the upcoming year.

Parents who have been through The Stella Kurland Wise Family Education Program (FC3 & FC4) are encouraged to continue with the adult portions of the program along with any other adults in the community.

- 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 seminars to prepare your family for this important event in your child's Jewish life. The parent and student seminars are held on two Sunday mornings during the school year.



## **XVII. BAR/BAT MITZVAH POLICY**

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

To be allowed a Bat Mitzvah on a Friday evening or 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 6<sup>th</sup> 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 (Post Confirmation) program and encourages every student to continue through 12<sup>th</sup> grade to help them prepare for becoming leaders of the Jewish Community in the future.

## **XVIII. HIGH SCHOOL PROGRAM**

We have designed our Monday night program to allow the students time to socialize over dinner beginning at 6:00pm. We have found this to be a valuable time where the students can talk to each other in a relaxed unstructured environment. The High School program is for grades 8-12.

The schedule is:

6:00pm - 6:30pm Dinner

6:30pm - 8:00pm Core Curriculum



## **XIX. ADELINE B. WATNICK 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. Most notably, the Family Educators salaries are subsidized by the fund, as well as special Family Education Programs such as Gan Days, Home Start, and the Stella Kurland Wise Family Education Program, plus field trips, books, CDs, DVDs, magazine subscriptions and teacher workshops.

Primary contributions to the Adeline B. Watnick Children's Fund come from Fund Raisers sponsored by the PTO. The PTO is looking for your support not only through your donations, but also for your assistance in planning and organizing fundraisers for these enrichment programs. Please call the school if you are willing to be part of the PTO and a partner in your child's educational enrichment.

What else can you do to help? A personal donation (no matter how small!!) to acknowledge family simchas and special events can be made to the fund. A birthday, a bris, a 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.

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



## **XX. PTO**

The PTO is more than a successful fundraising organization. We encourage parental input on ideas for school events. Our school depends on the PTO to strengthen its family and enrichment programs. Every September, a Welcome Back get together is planned to meet new members, see friends, and learn about upcoming programs. We are always looking for volunteers and new ideas.

## **XXI. 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:

- Gan Days Fee – Grades PreK/K
- The Stella Kurland Wise Family Education Program Fee – Grades 3 and 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.***

## RELIGIOUS SCHOOL FEES 2011-2012

### NON REFUNDABLE REGISTRATION FEE

We offer a discounted fee of \$75.00 per child for the non-refundable registration fee if paid before July 15, 2011. After July 15, 2011 the non-refundable registration fee will be \$85.00 per child.

The family maximum non-refundable registration fee for 3 or more children is \$200.00.

**PLEASE NOTE THAT ALL SCHOOL FEES AND TUITION MUST BE PAID IN FULL BY – SEPTEMBER 1, 2011.**

### TUITION FEES

The fees are per child; subtract \$75.00 from your total for each additional child in grades 1-7 only.

<u>GRADE</u>	<u>TUITION</u>
TAPT	\$ 300.00
Grade Pre-K	\$330.00 (includes Gan Days)
Grade Kindergarten	\$330.00 (includes Gan Days)
Grade 1	\$ 360.00 (includes Home Start)
Grade 2	\$ 360.00 (includes Home Start)
Grade 3	\$ 500.00 (Includes Family Education Program)
Grade 4	\$ 500.00 (Includes Family Education Program)
Grade 5	\$ 475.00
Grade 6	\$ 475.00
Grade 7	\$ 475.00
Grade 8	\$ 350.00
Grade 9	\$ 500.00*
Grade 10	\$ 350.00
Grade 11	\$ 350.00
Grade 12	\$ 350.00

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

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### 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.**