

## **Temple Solel Religious School Staff Handbook**

All of the references to the website (Click on ...) refer to:

[www.templesolel.net](http://www.templesolel.net)

Click on Education

Click on “For Teachers”

Click on subject mentioned below

### **Temple Solel Religious School Philosophy**

- It is the challenge of the Temple Solel Religious School to touch the heart and soul of every student through the study of Judaism. The school creates an environment where students learn to be comfortable being Jewish. Younger students experience Judaism through their senses: music, art, cooking and stories expose them to the richness of Jewish culture. Intermediate students search for answers to life’s questions through an exploration of Jewish values and feelings. Older student develop awareness of our rich history and modern Jewish community. They are encouraged to apply Jewish concepts to social action and personal decision making. A successful Religious School program incorporates Jewish learning into a child’s developmental stages leading to a foundation of ethical Jewish values and a deep pride in our people’s way of life.

### **Curriculum – Click on Overview of Each Grade Level**

- A general overview of the curriculum is provided on the Temple Solel website.

### **Concepts - Click on Concepts**

- Detailed concepts for each grade level are included on the temple website. You will also find a copy of the concepts for your grade level in your staff handbook.
- Review holiday concepts

### **Important Topics for Teachers - Click on For Teachers. Click on the following articles:**

- Temple Solel Religious School Statements about Intermarriage, Book of Life, Sin and the nature of the human being, God, Talking to children about death/Jewish death and mourning customs, Life after death, The Chosen People, Who Wrote the Torah?
- Please read these articles, and refer to them when discussions about these issues take place in your classroom.

### **A Statement of Principles for Reform Judaism - Click on For Teachers. Click on “Reform Platform: God, Torah and Israel”**

- Please read the Principles for Reform Judaism and keep them in mind when discussing issues in the classroom.

### **Lesson Plans and Concepts**

- Lesson plans (which include concepts printed at the top of the lesson plan) are due by email before class begins each Sunday morning.
- Send concepts home each week

### **Enrichment Calendar - Click on For Teachers. Click on Enrichment Calendar**

- The Enrichment Calendar contains the schedules for all school activities. It can be found in your staff handbook and on the website. The calendar on the website is updated as changes are made. The holiday column of the Enrichment Calendar contains the name of the holiday to teach during that specific Religious School session, and the date of the holiday (the dates are for the first day of the holiday, not the erev or evening before.). Teachers are asked to cover the holiday concepts for their appropriate grade level.

### **Calendar - Click on Calendar**

- The school calendar that is sent to the parents is on the website.

### **Creative Teaching Activities - Click on For Teachers. Click on “125 Activities for Jewish Classrooms.”**

- Temple Solel Religious School Teachers are encouraged to vary teaching techniques from week to week. The website contains a list of creative activities which can be used to teach a lesson.

### **Learning Games - Click on For Teachers. Click on “Learning and Review Games”**

- Games are a fun and effective way to teach and/or review concepts.

### **Temple Solel School Parent Information - Click on the following sections: Registration and Policies, Curriculum and Ozrim**

- Please read the information provided to the Temple Solel School parents.

### **Opening Day Activities - Click on For Teachers. Click on Opening Day Activities**

- Teachers are encouraged to incorporate one or more of these activities into their first-day lesson plans. Teachers may want to check both lists (there are activities listed for young children which can be used for intermediate students, and vice versa).

### **Discipline Policy**

- Our hope is that parents will make all students aware that the Hebrew and Religious School is indeed just that, both a school and a place where religion is taught and practiced. We also feel that attending Hebrew and Religious School is a privilege. In view of this definition, a certain amount of decorum is necessary for learning to occur.

The following message is sent to parents about our discipline policy: Please click onto the website and read the rules and consequences. “The Temple Solel classroom discipline plan is on the website. Please read and discuss it with your child. The plan allows us to provide dynamic learning opportunities for all our students while keeping consistent, compassionate rules

([www.templesolel.net](http://www.templesolel.net), click on Education, click on Religious School, click on “Temple Solel School Classroom Rules and Consequences”).”

- First Visit: Director works with student. Parents are not called.
- Second Visit: Director calls parent.
- Third Visit: Parent is called. Student is not allowed to return to classroom without parent accompanying student. Parent must remain in class for one complete session.

### **Class Schedule**

- Session I:
  - Kindergarten - 6th Grade - Sundays - 8:45 a.m. - 10:45 a.m.
- Session II:
  - Kindergarten - 6th Grade - Sundays - 11:15 a.m. - 1:15 p.m.
- Kindergarten - 6th grade teachers work from 8:30 a.m. to 1:30 p.m. If a teacher teaches Session I only, he/she works from 8:30 - 11:00 am. If a teacher teaches Session II only, he/she works from 11:00am - 1:30 pm.

### **Kedushat Torah (Consecration)**

- Kindergarten through third grade teachers attend the Kedushat Torah (Consecration) Service on a Friday night in the fall. Check the Religious School calendar for the date. New students are welcomed into the school with a blessing and certificate. Formal pictures are taken.

### **Phones in the Classrooms**

- Phones are available in the classrooms to call offices and classrooms in the Temple building, and to call phone numbers with a 760, 858 or 619 area code. There is a list of extensions by each phone.

### **Welcome Phone Calls**

- Teachers must call every parent by the third week of school. When speaking with parents, introduce yourself and talk about your plans for the year. Ask if there are any special concerns the parents have. Please make it a point to do a lot of listening during these conversations!

### **Communicating with Parents and Students**

- It is nice to send notes home and/or call families during the school year. Families love to hear from teachers when a student has performed well in class or done something nice for someone.

### **Teacher Attendance**

- Temple Solel Religious School teachers may miss only (2) sessions during the school year.
- If you need a sub before Thursday at noon, write down your name and the date and give it to me. I will get the sub. If you need a sub after Thursday at noon, you must get your own sub.
- You will receive a list of subs to call by email. When you have found your sub, let me know. You can call my cell phone up until 9:30pm Saturday night, or after 7am at the Temple on Sunday morning.

### **Promptness of Arrival and Departure**

- Teachers are expected to arrive and depart on time.

### **Emergency Procedures**

- Every classroom contains a large black bag with emergency supplies (including food), and a box of water packets. There is a guide for emergencies hanging by every phone.
- **FIRE** - When the fire alarm sounds, evacuate your students as quickly as possible. Evacuation maps are posted at the doorway of each classroom. If you are downstairs, exit the closest door to the outside. Take your attendance sheets with you when you evacuate your students.
- **EARTHQUAKE** - Depending upon your location, take the following actions:

In classrooms - Crawl under tables.

In Social Hall or Sanctuary - Crawl under the pews, if possible (your head must be covered by the pew). If you cannot fit under a pew, DUCK-COVER-HOLD with your body against a wall and away from the windows.

In hallways - DUCK-COVER-HOLD with body against a wall (not in a doorway).

In bathrooms - DUCK-COVER-HOLD with body on floor.

Rejoin class or staff as soon as possible.

- **LOCK-DOWN** - If there is a dangerous or armed person in the building, you will be asked to lock all students in your classroom until further notice.

### **Attendance Forms and Policy – Click on For Teachers. Click on Attendance Form**

- There is a blank attendance form on the website (with dates). It is important that you take attendance as soon as you and your students get to your classroom, and that you know the location of your attendance sheet at all times. It is also important to mark a student present if he/she arrives late. Teachers are asked to place a large "X" in the box if a

student is present, and a large "A" in the box if a student is absent. During the year, copies of attendance lists must be submitted to School Director.

- These procedures are very important because in the event of a fire or other natural disaster, if you have to evacuate your class, you must grab your attendance sheet as you leave the room. This way, when you are downstairs or out of danger, you can take attendance to see whether all of your students are there or whether it is necessary for fire crews to check bathrooms or other hidden places in the building(s) for missing children.
- The Temple Solel Religious School attendance policy, stated in the Parent Handbook, is as follows:
- Students are expected to attend 75% of each of their classes throughout the year (twenty-two classes). Third through sixth grade students who are preparing for Bar/Bat Mitzvah and whose absences exceed 25% (seven classes) will be required to do make-up work in order to advance to the next level.
- In January, the School Director will send a letter to the families of students who have missed more than three sessions to remind them of this policy.

### **Absent Students**

- Whenever a student misses class, please hold his/her missed work along with any school or class notes, and send them home the following week. If a child misses more than three (3) sessions, please call the child's home.

### **Staff Memo**

- Each month, you will receive a staff memo from the School Director. PLEASE READ THIS MEMO WITHIN TWO DAYS OF RECEIVING IT.

### **Child's Age + Two**

- It has been scientifically proven that children cannot sit still and pay attention for more than the number of years they are (old), plus two. So! If you are teaching five-year-olds, get them out of their seats and moving (or change activities) every seven minutes. If you are teaching ten-year-olds, get them out of their seats and moving (or change activities) every twelve minutes.

### **Class Lists**

- WHENEVER THERE IS A NEW CLASS LIST IN YOUR BOX DURING THE YEAR, IT MEANS THERE HAS BEEN A CHANGE TO YOUR CLASS LIST (new student, change of address or phone number, student who has left class, etc.) When you receive a new class list in your box, please throw away your old class list and replace it with the new one.

- You will be given a list with second parent contact information. Please contact both parents with school information. If there is only one parent listed on a class list, send correspondence only to the parent listed.

### **Mail and Messages**

- Each teacher has a "box" in School office. Please check your box each week when you arrive, prior to class. There are often important messages about the day's activities.

### **Email**

- Most of my correspondence to teachers is by email. Please check your email frequently.

### **Daily Schedule**

- Write a brief schedule of times and activities for the day on the white board.

### **Classroom Use**

- Classrooms are shared with preschool teachers and Hebrew School teachers. Classrooms are also used for meetings, play groups, and other Temple functions. Please leave your room clean and neat. Do not leave valuables or open food containers in your room. You are especially encouraged not to leave anything other than textbooks in your classrooms during the High Holy Days. In the past, items have been taken from the classrooms during the High Holy Days.

### **Temple Solel School Staff Address/Phone List**

- The Staff Handbook contains the staff address/phone list.

### **Ozrim - Click on For Teachers. Click on Ozrim Responsibilities**

- The Temple Solel School ozrim are hired to assist you, but they often need a considerable amount of guidance. It is your role to teach your ozer/ette the skills and tasks you expect from him/her. I suggest you meet once a month to discuss successes and problems. Do not expect that he/she will magically have the skills you need or want -- you must train him/her.
- New ozrim will attend an inservice session in September. At this in-service session, they will learn basic ozer responsibilities, such as reading a lesson plan and using the photocopy machine.
- Teachers will evaluate ozrim in January. These evaluations are a learning tool. Please do not hesitate to list areas of improvement. In the event that an ozer's evaluation shows need for improvement, there is a procedure to follow on the reverse side of the evaluation form. The Religious School Committee urges you to be honest in these evaluations and to complete the procedures which are listed as a follow-up to an unsatisfactory evaluation.
- The website contains three lists of suggested ozrim responsibilities.

- If you have an ozer/ette who can teach small groups in your classroom, or possibly the whole class, please encourage him/her to do so. This is good experience for our teenagers.
- Religious School ozrim will only work one session. Consequently, you will have a different ozer/ette for Session I and Session II. You will have your Session I ozer/ette from 8:30 a.m. to 11:00 a.m. and your Session II ozer/ette from 11:00 a.m. to 1:30 p.m.
- If your ozer will not be able to work on a given day, he/she needs get a sub. He/she needs to also call or email you and me, and tell us who is subbing for them.

### **Classroom Clean-Up**

- Cover floors and furniture when using messy materials for art, and make sure your students wear paint smocks if you use non-washable art products. Please leave your room clean each week.

### **Payroll Procedures**

- When you arrive at Temple Solel, sign in on your payroll sheet in the payroll notebook. Sign out when you leave. Kindergarten - Sixth Grade teachers are paid for a maximum of five (5) hours (for two sessions) or two and one half (2 1/2) hours (for one session). Paychecks will be sent or handed out by the fifth day of each month.

### **W-4 and I-9 Forms**

- Must be filled out and returned to Susan (with photocopy of driver's license and social security card, or passport, in order to be paid.

### **Parent Contact**

- If a parent tells you information that you think I should know, please be sure to tell me. I will do the same when I talk to a parent and I feel you should know!

### **Visitors**

- A Temple Solel student may bring a visitor to class. The visitor's parents must fill out and sign the Emergency Medical Form and leave it with the teacher or School Director.

### **Homework**

- Religious School students at Temple Solel are not asked to complete homework assignments. If you would like, you may make suggestions of subjects or issues that families can discuss at home which tie into your curriculum. Of course, this is an optional request.

### **Library**

- The Temple Solel Library is the "best in its class" in the area. The librarians are professional, knowledgeable and helpful. I encourage you use the Temple library and call the librarians when you need help with materials. Classes visit the library on the dates

listed on the Enrichment calendar. When they visit, the librarian reads a story to them, and they check out books which have been “pre-chosen” for their grade level. I also encourage you to call the librarian during the week prior to your library visit and ask for a story that will enhance your curriculum. Teachers are not responsible for the return of the books.

### **Art**

- Each teacher is responsible for teaching an art project at least every other week for kindergarten through third grade, and every three weeks for fourth through sixth grade. Art projects should be high quality, and supplies should be purchased before class by the teacher. Please save receipts for art supplies and "paper clip" (not staple) them to your payroll sheet at the end of each month. Keep track of the amounts you spend, and try to budget these supplies during the year. You will be provided with scissors, pencils, paper, crayons, markers, and glue. (Each class should have its own scissors, pencils, crayons, and glue.) There are superb Jewish arts and crafts books in the teacher library.
- Each class also has sessions scheduled with the art specialist. These visits are also listed on your Enrichment Calendar

### **Books about Death for Children**

- The Temple Solel library contains books about death to help children cope with loss.

### **Costume Box**

- The Temple Solel School owns boxes of costumes for dress-up/drama.

### **Snacks**

- Kindergarten through second grade teachers receive a challah for their classes each week. Please say the blessing over bread before eating the challah each week. You can either say the Kiddush over water, or you can ask a parent to bring juice each week.
- Third through sixth grade teachers do not organize a snack schedule. Third through sixth grade students may bring their own snacks.

### **Textbooks**

- All textbooks have been ordered and should arrive during the summer. They will be placed on shelves in your classroom. Please do not let classroom textbooks go home.

### **Tzedakah**

- Please encourage your students to bring tzedakah money each week, and emphasize the collection of tzedakah money. Use the tzedakah boxes provided for your class. Return your tzedakah box to the School Director's office after class each week.

### **Seacrest Village**

- Teachers are encouraged to take their classes to visit the residents of Seacrest Village and either sing a song or do a presentation for them. Please consider integrating Seacrest Village into your classroom program.

### **Cooking**

- Classes are encouraged to do cooking projects. There are Jewish Children's Cookbooks available for check-out in the Teacher Resource room. Cooking is a positive Jewish experience. You can cook foods relating to holidays, Israel, or historical events. It is necessary to prepare the food in your classroom and ask an ozer or parent to put the food in the ovens. Kindergarten through third grade teachers should get parents to help with cooking projects.

### **Audio-Visual Materials - Click on For Teachers. Click on Temple Solel Audio Visual Materials**

- The videos owned by the Temple Solel School are listed on the website. There is a description of each video. Teachers must preview videos before showing them to students. Second through seventh grade teachers must create a list of written questions which will be photocopied and given to students to answer during the video. This assures that students are paying attention during the video. Religious School teachers are encouraged to use a large variety of audio-visual materials in their classrooms.

### **Salaries**

- Temple Solel School staff salaries are confidential. Many of our teachers are members, and it is important that salaries remain strictly confidential. No one knows your salary except you, the bookkeeper, and the School Director.

### **Early Dismissal**

- No student is allowed to leave the Temple building early unless an adult comes into the building and picks him/her up. Kindergarten through third graders should wait in the classroom. Fourth through seventh graders may wait in the courtyard if the parent sends a note.

### **Teachers Leaving the Classroom**

- Teachers should never leave students in a classroom without an adult present. If a student is hurt and the teacher is not in the classroom, the teacher is legally responsible. If a teacher needs to leave the classroom for any reason, he/she should send an ozer or student to the School Director's office for assistance. The School Director or another adult will take over the class while the teacher leaves the classroom.

### **Removal of Students in Difficult Situations**

- If you are having problems with a child in class (such as the child is not listening or the child is crying), please ask an ozer/ette to take the child out of the classroom and either work with the child outside the classroom or bring the child to the School Director (who will be happy to help in this situation). Please do not allow disruptive or unhappy

children to remain in the classroom. It affects the atmosphere of the other children who are trying to listen, enjoy, and learn. This refers to children who are crying or having a difficult time in the Sanctuary also. During music or any service, if you see a child who is having trouble, please remove the child from the Sanctuary, and deal with the child outside in the hallway. We need to be aware of when an unhappy child is affecting the rest of the children. It is most appropriate that we deal with that child individually and away from the rest of the class.

### **Teachers' Center**

- The San Diego Agency for Jewish Education maintains an excellent Teachers' Center located at 4950 Murphy Canyon Road, San Diego, CA 92123, (619) 268-9200. Please use the Teachers' Center as a resource for books, teaching ideas, audio-visual materials, and classes. There are supplies available at the Teachers' Center to recreate teaching materials on display. The Agency staff is also helpful.

### **Advanced Pedagogic Award**

- Each year, those Supplementary School teachers who have earned at least 50 credits (50 hours) during the past year are recognized and presented with Advanced Pedagogic Awards. When Supplementary School teachers earn 100 Professional Development credits, their names are placed on the Professional Development Honor Roll at the Agency for Jewish Education. There is a financial award included with this honor.
- Receiving an Advanced Pedagogic Award is an honor. The School Director encourages you to keep a record of your Professional Development hours and submit the Professional Development Application in June.

### **CAJE Conference**

- Each August, the Conference on Alternatives in Jewish Education (CAJE) provides a fantastic conference for Jewish teachers. Many of the Temple Solel teachers have attended this conference in the past and have raved about the experience. They share their knowledge learned at CAJE with the other teachers when they return. I encourage all Temple Solel teachers to attend.

### **Field Trips**

- You are encouraged to take your students on field trips. If you decide to take your class on a trip, please see the School Director for details.

### **Child Abuse Procedures**

- Every Temple Solel teacher receives a copy of the booklet entitled "Child Abuse: Educator's Responsibilities." Teachers must sign a form acknowledging receipt of the booklet and the fact that they have read/understand the booklet's instructions.

### **Mishpachah**

- Kindergarten through third grade parents attend Religious School with their children four times during the year. From 8:45-9:55 or 10:00, children are in regular class (and teachers need to plan regular lesson for this time) while parents are in the social hall attending an adult lecture. From 9:55 or 10:00-10:45, parents and children attend a performance or two learning stations together. Second session families are also encouraged to participate in the Mishpachah sessions (during session I) on Mishpachah days, so teachers may have some session II students attending session I on Mishpachah days.

### **No Harassment Policy**

- The Temple is committed to providing a work environment free of unlawful harassment. Temple policy prohibits sexual harassment and harassment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or any other basis protected by federal, state or local law. The Temple's anti-harassment policy applies to all persons involved in the operation of the Temple and prohibits unlawful harassment by any employee of the Temple.
- Prohibited unlawful harassment because of sex, race, ancestry, physical handicap, mental condition, marital status, age, or any other protected basis includes, but is not limited to, the following behavior:
  - Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations or comments;
  - Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
  - Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis;
  - Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
  - Retaliation for having reported or threatened to report harassment.
- If you believe that you have been unlawfully harassed, provide a written complaint to your immediate supervisor or to any officer of the Temple as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. The Temple will immediately undertake a thorough and objective investigation of the harassment allegation.
- If the Temple determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the
- Temple to be responsible for the unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the complaining employee. The Temple will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by

management, employees or co-workers. The Temple encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

### **Code of Conduct**

- Every city, nation, and society has rules for the orderly conduct of business. People cannot live and work together successfully and enjoyably without order.
- The Temple is the same way. We need certain reasonable policies and rules. Our most important rule is the "rule of reason". The below listed rules are examples for which employees can be terminated because all employment is on an at-will basis. There are, however, a few basic rules that should not be violated under any circumstances.

- **INTOXICATION AND/OR DRUG USE**

We desire to create and maintain a healthy, safe work place and environment for the conduct of the business of the Temple and the well being of our employees. Therefore, we cannot allow you to work while under the influence of drugs, alcoholic beverages or other controlled substances. We will not permit the use, presence, solicitation to use, or distribution of any drug, controlled substance or intoxicant, nor illegal activity of any sort on our premises. The Temple reserves the right to conduct a drug screen or medical examination of any employee to the full extent permitted under California Law.

- **INSUBORDINATION**

We all have duties to perform and everyone, including your supervisor, must follow direction from someone. It is against Temple policy for you to refuse to follow the lawful directions of your supervisor.

- **COURTESY**

Courtesy is the responsibility of every employee. Everyone on our team must be courteous, polite and friendly. No one should be disrespectful to any person, use profanity or commit any other action which endangers the image and reputation of the Temple.

Welcome to the Temple Solel School staff!!

