



The Temple Kol Emeth  
Religious School  
Family Handbook  
2018-2019  
5779

1415 Old Canton Road, Marietta, GA 30068  
phone (770) 973-9205 fax (770) 579-9707

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## **Our Mission**

We charge ourselves with the goal of establishing and strengthening Jewish identity in our children and families, so they see themselves in the ongoing story of the Jewish people.

## **Our Goals and Objectives**

**The Religious and Hebrew School curriculum is designed with the following goals in mind:**

- Students will gain an understanding of Jewish customs and traditions
- Students will gain respect and appreciation for Eretz Yisrael – The Land of Israel.
- Students will learn the responsibilities and values of being a part of Klal Israel – The Jewish Community.
- Students will develop a strong knowledge base of Tanach (Torah, Prophets and Writings).
- Students will understand the role important events and people have played in Jewish history.
- Students will develop an understanding and appreciation for the Hebrew Language.
- Students will develop a fluency in reading the Siddur – prayerbook.
- Students will develop an understanding of the structure of Shabbat services.
- Students will explore a personal relationship with God.

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## Admission Requirements

Children whose parents are members in good standing of Temple Kol Emeth and who are entering grades Pre-K through 10 are eligible for enrollment in Temple Kol Emeth Religious School.

Students must be enrolled in the Religious School to participate in the Hebrew School program, and to reserve a date on the B'nai Mitzvah calendar. If a student enters the Hebrew program in 5th grade, the Religious School Principal will evaluate the student for placement at the appropriate grade level. Private Hebrew tutoring, at the family's expense, may be necessary for the student to enter at the proper grade level or to master the skills necessary for successful completion of the bar/bat mitzvah requirements. If a student enters the program in 5<sup>th</sup> grade or later, there is a minimum additional fee of \$300 per child for more individualized tutoring.

## General Information

### School Hours

Sunday morning Religious School sessions are held for students in Kindergarten (or Pre-K) through grade 7 from 9:30 a.m. until 12:00 p.m. Grades 8, 9 and 10 meet from 11:30 a.m. to 1:30 p.m. on Sundays.

Students in Grades 4-7 have an additional Hebrew session each week on Tuesday. This is a 40-minute session in a small group. So that we can make full use of the shortened class, please ensure your child arrives on time. Late arrivals will disrupt the whole group and curtail teaching time. After two late arrivals, we will discuss your alternate options with you. **After a third, we will be forced to assign your child a private tutor at additional expense.**

There will be a supervised homework/hangout room available from 3:20 a.m. - 7:30 p.m., should you need to drop off early or pick up late. Please note that no child should be left after the end of the final class. Please ensure that students in the homework/hangout room have something quiet to do on their own – homework, a book to read, something to draw, or device to watch TV or movies on WITH HEADPHONES are all acceptable.

### Inclement Weather/School Closings

Religious and Hebrew Schools do not always follow the lead of the Cobb County school system regarding school closings. In case of threatening weather conditions, check with the Temple office or the following social media outlets for news of TKE school closings:

- ✓ Facebook: <https://www.facebook.com/TKESchool>
- ✓ E-blasts from TKE or TKE Religious School
- ✓ Text message – if you sign up – text the following codes to 81010 – inclement weather closure will be texted to all grades

Prek/Kindergarten	Sign up by texting @tkekinder to 81010
Grades 1-3	Sign up by texting @tkeKamp to 81010
Grade 4/5 Israel	Sign up by texting @tkeIsrael to 81010
Grade 4/5 Art	Sign up by texting @tkeart to 81010
Grade 4/5 Building Torah	Sign up by texting @tkeBuild to 81010
Grade 6/7 Middot	Sign up by texting @tkeMiddot to 81010
Grade 6/7 All In	Sign up by texting @tkeALL to 81010

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Grade 6/7 Siddur	Sign up by texting @tkeSiddur to 81010
Grades 8/9	Sign up by texting @tke89 to 81010
Grade 10	Sign up by texting @tke10 to 81010

## **Books and Supplies**

Students should have a backpack or tote bag designated to religious school. They will use it to carry home Hebrew practice materials, completed work to show parents, and important communications. Students in Grades 4-10 may be asked to bring a wi-fi enabled device and headphones to listen to prayer recordings, or to do research. Individual classroom teachers will let you know if this is necessary. The school maintains a few devices for children in these grades who are unable to bring their own, but headphones are still needed. Individual teachers may send a supply list at the beginning of the year, and some classes may also have a snack roster.

## **Service Attendance**

A significant complement to the religious school program is attendance at Shabbat services at Temple Kol Emeth. Through service participation students realize the importance and the utilization of what they are learning in the classroom and begin to develop an appreciation for prayer as an important element in Jewish life.

Each grade is strongly encouraged to attend a certain number of services on Friday night and/or Saturday morning. Parents are asked to facilitate this very important piece of their children's service knowledge and increasing comfort level, essential as they move toward b'nai mitzvah. Consider making once monthly service attendance a part of your family's routine, perhaps with a few other family Shabbat rituals. (Lighting candles together before you leave for temple? Dinner with another family beforehand?) In this way Judaism and Jewish life become more ingrained in your family's culture.

In addition, Temple Kol Emeth and the TKE Religious School have partnered to bring you Family Shabbat once a month. These are shorter services with a meal and some schmoozing beforehand. Check your Monday e-blast or the TKE Website for dates. These are an alternative to congregational services if you need something earlier.

### **Minimum expected attendance**

Grade 3 Attend 5 Shabbat services, either Friday night or Saturday morning  
Grade 4 Attend 7 Shabbat services, either Friday night or Saturday morning  
Grades 5-7 Attend 6 Friday night Shabbat services and 4 Shabbat morning services

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## Responsibilities

TKE believes optimum growth for your children can only be accomplished if students, parents and teachers cooperate fully.

### Student Responsibilities

- Students are expected to attend all school sessions unless injury or sickness occurs.
- Students should come to class on time with all appropriate supplies.
- Students are expected to conduct themselves in a manner that shows proper respect for Temple Kol Emeth, TKE staff, teachers and their peers and to abide by the Code of Conduct which can be found in this handbook.

### Parent Responsibilities

- Make every effort to be on time. Lateness is very costly to your child. It also sends a message to your child that “*this* isn’t important; therefore, it’s okay to be late.” In addition, it disrupts the rest of the class and negatively affects teaching time.
- Avoid scheduling extra-curricular activities for your child when it overlaps with school hours.
- Bring your child to services on a regular basis. Each grade has a specified number of services that students are encouraged to attend each year.
- Take part in family education programs and any grade-level or school-wide activities that parents are invited to. Your presence imparts a sense of importance to these programs.
- Become a volunteer at school. It indicates to your child the value you place on religious education.
- Pick up your children at the appropriate time and avoid taking them from school early. Do so in accordance with all pickup regulations.

### School Responsibilities

- Provide a loving and challenging environment for your child to learn and grow *Jewishly*.
- Maintain regular contact with parents via letters, e-mail and memos informing parents about what’s going on in the classroom and school.
- Be available to parents to discuss any questions or concerns.

### School to Family Bridges

TKE Religious School places great emphasis on building bridges of learning between school and home. You will receive weekly emails with a summary of the class activities and often questions to ask your children to extend the learning. Grades 1-3 and 6 have a family education day one Sunday per year, which will provide the opportunity for you to learn alongside your children. Grade 5 has a family siddur presentation ceremony on a Friday night. Grades 8-9 have four family education programs a year and parent drivers will be needed for four field trips, which is another opportunity to join in your child’s learning. We are all looking forward to our all school/all grade/all family day retreat on September 16. Please mark your calendars now!

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## Behavioral Expectations

### Code of conduct

In order to create an environment where all students feel safe and supported I agree to abide by the following rules:

- I will create, draw, write, dance, and sing. I will not hit, push, spit or commit any other acts of violence.
- I will bring all necessary materials for class. I may bring and share snack when asked to do so. I will not bring, use, or distribute illegal drugs, drug paraphernalia, alcohol, or tobacco products.
- I will use my words to discuss new ideas and to support others. I will not use them to tease, threaten or harass others.
- I will show respect for the Temple and the school by taking care of the physical property. I will not damage or destroy the physical property.
- I will show respect for the belongings of other students, teachers and clergy. I will not steal or intentionally damage anyone else's belongings.

### Consequences

- Acts of violence, use or possession of illegal drugs, and threats against others will not be tolerated and are grounds for immediate expulsion from Temple Kol Emeth Religious School.
- Other violations of this code or repeated disruptive behavior in class will result in referral to the Principal. The Principal will work with the student, teacher and parents to ensure that the student is aware of the behavior that needs to be corrected. Repeated offenses may result in disciplinary action including suspension or expulsion.
- Families are expected to make financial restitution for any damaged property.
- Suspension or expulsion will **not** result in adjusted or refunded tuition.

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## Policies and Procedures

### Attendance

- Regular attendance is vital to maintaining pace with the rest of the class and helping each student derive the maximum educational, spiritual and social benefits from the Religious School program.
- Teachers will contact parents if a student is absent for two consecutive sessions.
- Parents and students are encouraged to contact teachers to make up the material that has been covered in class during an absence.

### Early Dismissal

Students leaving early inevitably disrupt classes in progress. Should this be unavoidable, the parent is required to:

- Send a note to their child's teacher in advance, advising that the student will be leaving class early.
- Come to the Religious School office. **DO NOT** go to the child's classroom. Students will be called to the office.
- Sign their child out at the school office. Students will not be allowed to leave school grounds without a parent or guardian sign-out.
- On Sundays there is **NO** pickup between 11:45 and noon.

### Dropping off and Picking up

Carpool procedures are designed to assure the safety of each child.

#### Sunday Drop-off

Drop-off begins 20 minutes prior to the start of school in the front of the building only. Please stay safely in the carpool line and be mindful of walkers. Please *do not use cell phones* while in the carpool line. If you need/want to walk your child to and/or from the building, please park your car in the parking lot in a designated space and walk into the building. There can be no unattended vehicles in the carpool line. **PLEASE DO NOT DROP OFF YOUR CHILD MORE THAN 20 MINUTES PRIOR TO START TIME.** Doing so is a safety concern as there will be no supervision. If you arrive early, please come into the lobby with your child enjoy the free coffee and wifi. You can also buy a bagel to support our senior youth group KEFTY.

#### Tuesday Drop-off

Drop off begins at 3:10 p.m., and all children should be inside at least 5 minutes before the start of their session, to allow time to buy snack, use the restrooms, etc. The Tuesday sessions are short and we ask for your cooperation in making them effective by having your children 5 minutes before the start of session. If your child must be dropped off 10 minutes or more before their session starts, please direct them to the homework and hangout room. Please find info about appropriate activities for this room on page 4.

#### Pick-Up

Tuesdays: All students are picked up at the religious school entrance of the Temple. Parents should drive in the Temple entrance along Old Canton Road and circle right to the bottom of the parking lot, where they will form a single line of cars moving forward. Please approach the building with extreme care and watch for parents and students on foot. Teachers will assist the police on duty with carpool; please follow their

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directions. When walking, please cross at the designated crosswalk. *The safety of all our children must be everyone's priority!*

### Sundays:

We do not have carpool on Sundays at noon. Parents (or other picker-uppers) must park and pick up children at their classrooms.

Pickup time is noon and the school wing will be off limits, with the security doors closed from 11:45 a.m. to noon so that your students may have every moment of instructional time that you pay for. There will be no pickup allowed between 11:45 a.m. and 12 p.m. – NO EXCEPTIONS, please don't ask. If you must pick up early, you must do so by 11:40. We ask that these occurrences be kept to a minimum, as early pickups disrupt the entire class and cause your child to miss out on learning time.

We will open the doors at noon and you may walk to your children's classrooms to pick them up. No student will be released until the teacher sees the whites of the parent's eyes (or those of the adult driver) so please do not text your children to come outside.

8<sup>th</sup> -10<sup>th</sup> grade students should be picked up in the lobby of the main building or in the carpool line at 1:30 p.m. **Please do not use your cell phone while in car line and follow all instructions of staff and police.** If carpool line becomes unsafe we will be forced to convert to in-building pick up for this age group as well.

## **Homework**

Mastering Hebrew prayers requires practice and repetition between classroom sessions, as does any foreign language. Other than Hebrew, homework is normally kept to an extreme minimum. As partners in their child's Jewish education, parents should be involved in and encourage completion of homework assignments when given. Please set aside some Hebrew practice time each week and ensure that your fourth through seventh graders practice. 10 -15 minutes twice a week will increase their rate of progress significantly!

## **Visitors/Friends in Class**

**Due to liability issues, students may not bring friends to class. Parents will be called to pick up any friends brought to class. Extenuating circumstances require an advance call to the school office.**

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## B'nai Mitzvah Program

- A student who becomes a *bar/bat mitzvah* at Temple Kol Emeth is expected to have attended Religious and Hebrew School on a regular basis since third grade and must be registered and attending throughout his/her *bar/bat mitzvah* year.
- The *bar/bat mitzvah* leads Shabbat morning services, reads a portion from the Torah and haftarah (Prophets) and delivers a *d'var Torah*, an interpretation of the meanings of the Torah portion. During the speech, the *bar/bat mitzvah* also relates his/her feelings about the milestone event and describes the Mitzvah Project done.
- Putting God on the Guest List, by Rabbi Jeffrey Salkin, is an excellent reference to help guide parents and children through the process. The Kol Emeth clergy and School Principal are available to help families add greater spiritual meaning to the *bar/bat mitzvah* celebration.
- *Bar/bat mitzvah* dates are assigned approximately two years in advance. Families will receive a letter explaining the b'nai mitzvah lottery, which allows them to request up to three preferred dates after the child's 13th birthday. Based on the lottery and date preferences, the Temple staff will assign dates and send notification.
- B'nai mitzvah families will receive a handbook providing information concerning everything surrounding their celebration, including the tutoring program, family responsibilities for Friday night and Saturday and facility rental.
- *Bar/bat mitzvah* tutoring begins approximately six months prior to the student's scheduled date and is monitored by the School Principal.

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## Madrichim Program

High school students are selected and assigned to specific teachers on Sunday mornings and during midweek Hebrew sessions. The *madrichim* (guides or assistants) work with students individually and in small groups and generally assist their assigned teacher.

## Contacts

Rebecca Tullman, Director of Education and Youth Services  
(770) 973-3533  
[rtullman@kolemeth.net](mailto:rtullman@kolemeth.net)

Carol Lief, School and Youth Group Administrator  
(770) 973-9205  
[carollief@kolemeth.net](mailto:carollief@kolemeth.net)

Zinah Hall, Vice President of Study  
(404) 441-1368  
[zinahhall@gmail.com](mailto:zinahhall@gmail.com)