

Congregation B'nai Shalom RELIGIOUS SCHOOL

Family Handbook



Eitz Chayim

Bearing the Fruit of Reform Jewish Living and Learning!

**We are a community committed to nurturing an active Jewish environment
that engages, cultivates, and inspires learners of all ages.**

Congregation B'nai Shalom

117 East

Main Street

Westborough, MA 01581

508.366.7191

www.cbnaishalom.org



Dear Parents,

This Family Handbook is more than a guide to our program of education. This Family Handbook is intended as one component of our goal to create a *B'rit* or covenant between the adult partners in Jewish education: parents and teachers of Congregation B'nai Shalom.



Congregation
B'nai Shalom
בני שלום

This guide provides information and answers many questions about our program. It cannot, however, provide images of the vitality, wonder, and joy that make our school a *kehilah* (community). Language cannot express the delight of a five-year-old blowing a *shofar* for the first time, the pride of an eight-year-old who begins to read Hebrew using the tools he has learned, the excitement of a ten-year-old returning from a family education program, the extraordinary accomplishment of a thirteen-year-old who reads from the *Torah*, or the ability of a sixteen-year-old, using a Jewish text, to engage in a new quest to wrest meaning from the mysteries and confusion of life.

None of these things can be adequately described. All of them may be observed...and nurtured. Jewish education has as its goal not mere knowledge but wisdom. Jewish learning is inseparable from living. It has no conclusion and succeeds only if the individual views it as incomplete.

Therefore, we are grateful for the gift that you have given us, the opportunity to share the joy and excitement of raising a Jewish child. We ask you to express your commitment to our partnership in many ways. Your presence, your voluntary assistance in the myriad tasks of our school community, and your willingness to portray yourself as a teacher and learner will help to ensure our success.

We look forward to watching your child grow with us through the months and years ahead. Please feel free to contact us or any staff member if needed. Here is to a beautiful year!

B'Shalom,

Rachel Gurevtiz
Rabbi Rachel Gurevitz

Joe Eiduson
Rabbi Joe Eiduson

Contact Information School - (508) 366-7191

Office & Professional Staff

Rabbi Gurevitz: rabbi@cbnaishalom.org

Temple Educator

Rabbi Eiduson: Ext 204
educator@cbnaishalom.org

Family Educator Cheryl Pouliot

cpouliot@cbnaishalom.org

Executive Director

Steve Winer: Ext. 202
executivedirector@cbnaishalom.org

Learning Specialist

Judy Janecek: jjanecek98@gmail.com

Support Staff

Lori Zembruski: ext. 200
lzembruski@cbnaishalom.org

Assistant Temple Educator

Debbi Morin: dmorin@cbnaishalom.org

Contents

Policies and Standards	4
The Reform Movement.....	4
Allergies and Nut-Free Policy	4
Attendance	4
Bet Mitzvah.....	4
Citizenship	5
Communication.....	7
Curriculum	8
Dress Code.....	10
Drug and Alcohol Policy	10
Early Dismissal	10
Electronic Equipment	11
Grade Level.....	11
Health and Safety.....	11
Homework	12
Learning Support	12
Lost and Found	12
New Students	12
Recycling	12
Refund of Tuition.....	12
Service Attendance	13
Snacks in School.....	13
Snow Closing.....	13
Toys at Religious School	13
Transgender Bathrooms.....	13
Tzedakah and Gemilut Hasadim.....	13
Visitor Policy	13

Policies and Standards

The Reform Movement

Congregation B'nai Shalom is a member of The Union for Reform Judaism (URJ). www.urj.org.

Allergies and Nut-Free Policy

Our building is nut free *except for the social hall, offices, and kitchen areas*. The classrooms, library, community room, and hallways are nut-free; food or drink (except water) should never enter the sanctuary. *While we ask that all parents, teachers, and students refrain from bringing peanut and nut products into the building each year, there are no guarantees.* We have instructed our teachers to collect a few dollars from each student before a party or class event and purchase any food needed for class parties or baking projects. In this way, the teacher will ensure only to provide items cleared in advance as nut-free. In addition, parents of children with food allergies can provide their child's teacher(s) with a safe snack for the child whenever there is food at school.

Attendance

Congregation B'nai Shalom is committed to a program of excellence for our students, and it is expected that students will attend religious school regularly. **80% attendance in grades 4-6 and 70% attendance in grades 7 – 12**, as well as satisfactory completion of course work, is required annually for students to matriculate.

If these criteria are not met, an arrangement must be reached between the Temple Educator and the family for the student to matriculate to the next grade level and maintain eligibility for Bet Mitzvah, Confirmation, and graduation. The Temple Educator and the Executive Committee can withhold matriculation, Bet Mitzvah, Confirmation, or graduation if the family does not follow the agreement.

Sometimes students are unexpectedly absent for extended periods due to illness or family emergencies. In these cases, parents must communicate with the Temple Educator regarding the length and the reason for the absence. In cases of unexpected and unavoidable absences, the Temple Educator and the classroom teachers will work with the parents and the student to ensure a smooth transition back into the classroom.

Bet Mitzvah

In recent years, existing terms for the Jewish coming-of-age ceremony—commonly referred to as a *Bar* or *Bat Mitzvah* in singular, *B'nei* or *B'not Mitzvah* in plural—seem inadequate due to their gendered nature. *Bet Mitzvah* is a term inclusive of all gender identities and gender expressions. It honors Hebrew and is understandable, useable, and easy to remember. Individual students still choose to become *Bar*, *Bat*, or *Bet Mitzvah*. This handbook will use '*Bet Mitzvah*' as the Hebrew inclusive term for all these choices.

Bet Mitzvah is a culmination of extensive study of Jewish rituals, ethics, history, Torah, prayer, and Hebrew. As such, we expect students to demonstrate specific skills when they lead a service as they become Bet Mitzvah and to have the basic knowledge to live a whole and meaningful Jewish life. Bet Mitzvah eligibility at Congregation B'nai Shalom requires completing Religious School classes, including four (4) full years of "Religious School" before the Bet Mitzvah service date. "Satisfactory completion" includes being present for 80% of class hours annually and achieving minimum competency per grade. *Learning differences will be accommodated on an individual basis.*

Students are expected to continue to attend and complete seventh grade even if the service date falls before the end of that seventh-grade school year. Students who celebrate Bet Mitzvah during their eighth-grade year must attend our eighth-grade Chai School program at the time of the service. In keeping with our emphasis on lifelong learning, our religious school continues through high school graduation, and all students are encouraged to continue. Our staff will work with families who experience schedule conflicts on Tuesday nights so that a student may continue to affiliate with our program.

For children entering our Religious School after the beginning of 4th grade, the previous Jewish education of each child will be evaluated by the Temple Educator. At a minimum, the following information will be considered: the curriculum of the Religious School that the child previously attended, the number of days/week that the child attended religious school, and the current Hebrew reading skills of the child. If a remedial education plan is approved by the Temple Educator, it is the responsibility of the family and the child to follow through on this plan. The family shall bear additional costs for meeting requirements.

Exceptions to the above policy must be resolved before assigning a Bet Mitzvah date. In addition, in consultation with the Rabbi and Executive Committee, the Temple Educator reserves the right to rescind a date if the above requirements have not been satisfactorily met.

ADDITIONAL REQUIREMENTS

For Bet Mitzvah students to experience the real meaning of becoming a Jewish adult, all students are required to complete the **"Shaarei Kehilah-Gates of Community" program**. Information regarding the program will be distributed approximately one year before the Bet Mitzvah. To familiarize B'nai Mitzvah students with our Shabbat Service, we require students to attend at least ten Shabbat Services the year preceding

their Bet Mitzvah service.

All families will be scheduled and expected to assist as extra ushers at a Bet Mitzvah before their child's service. The assisting family will assist the main Board usher as needed.

SETTING A DATE AND TIME

The service may take place any time on or after the student's thirteenth birthday, according to the Gregorian calendar. The Temple Educator assigns dates in consultation with the Rabbi and Executive Director based on eligibility and information submitted by the families. Students will be assigned to a Saturday morning service. Services are held year-round, except for July. Specific dates are blocked because of the Jewish Holidays, congregational programming, or the Clergy's schedule. Some services will be shared, with two young people participating in the same service. Saturday Morning Services are always held at 10:15 am.

FEES AND BILLING

The Bet Mitzvah fee includes an intake interview, rehearsals, tutoring, and materials. Payment arrangements must be made with the Executive Director. The B'nai Mitzvah fee must be paid before the start of tutoring. Any additional tutoring expenses must be paid in full at least one month before the Bar/Bat Mitzvah service.

Citizenship

Congregation B'nai Shalom's Religious School strives to be a *kehillah kedoshah*, a holy community, offering an atmosphere of respect, safety, and freedom from discrimination for all community members. Congregation B'nai Shalom is a place that embraces the Jewish values of:

Bitachon: ביטחון: We trust others and behave in ways that help others feel safe and build trust.

Limud: לימוד: We support the learning of others.

Kavod: כבוד: We respect ourselves, others, school property, and our learning community.

Tikkun: תיקון: When we seek to make it better.

Hakarat Hatov: הַסּוּב הַכּוֹרֵת: We seek out the good in each other and ourselves.

Simcha: שמחה: We seek to be joyful and strengthen the joy of others.

The faculty commits to being role models by treating students with dignity through listening, working with parents, and maintaining the objective of educating students to help them grow. We believe that effective learning results when students, teachers, and parents work in partnership to support these goals:

- **Students** have a responsibility to conduct themselves appropriately toward classmates and teachers.
- **Parents** have a responsibility to help foster a positive attitude toward study and behavior.
- **Teachers** have a responsibility to promote a positive learning environment through the effective use of classroom management strategies.
- The **Administration** and Temple Leadership are responsible for fostering a *kehillah kedoshah* and acting according to all school policies.

Positive behavior is encouraged and reinforced in the classroom. If a student interrupts the learning process or does not conform to behavioral expectations, corrective action will be taken as follows:

1. The teacher will remind the student of the rules.
2. The student will be asked to leave the classroom and report to the Temple Educator, who will contact the student's parents.
3. In cases where disruptive behavior continues, the Temple Educator will meet with the parents and the student and prepare a summary of the meeting to be reviewed and signed by parents.
4. The Temple Educator has the right to remove the student from the class temporarily. The student must complete assigned work in the library or another classroom. The student is expected to return to the classroom as a productive and positive member. The student is responsible for completing all classroom assignments missed during their absence from the classroom.
5. The Temple Educator has the discretion to temporarily suspend the student from school and determine the duration of the suspension, including any conditions prior to the reinstatement of the student. With consultation,

the Temple Educator has the authority to permanently suspend a student from the school.

In cases where inappropriate behavior requires immediate action, this corrective action plan may not be followed in stepwise order. In these instances, the Temple Educator will determine the consequences and contact the student's parents regarding the situation.

No person employed or engaged by Congregation B'nai Shalom may inflict or cause to be inflicted corporal punishment as a means of discipline upon a pupil attending our school. A violation of this policy is grounds for dismissal and possible prosecution.

Corporal punishment is an adult's purposeful infliction of bodily pain or discomfort upon a student as a penalty for disapproved behavior. Physical force or restraint used by a school employee to protect someone from physical injury, to disarm a student, or to protect property from damage is not considered corporal punishment.

If you have any concerns about resolving problems, you are encouraged to call and speak with the Temple Educator.

Aggressive Behavior Policy

Congregation B'nai Shalom has a Zero Tolerance Policy on physical violence, bullying, and disruptive behavior. For students in grades PK through 3, our policy is flexible and allows for the younger age and, consequently, the younger developmental stage of the children in our program. The teacher can often effectively redirect verbal and mild physical aggression. The teacher can alert parents to new behavior, and the teacher and the parents can work together to resolve the situation. However, should either verbal or mild physical aggression be a recurring problem, the situation will need to be resolved using the Aggressive Behavior Policy. Incidents involving biting, hitting, and kicking will not be tolerated and will automatically result in using the Aggressive Behavior Policy.

The **Aggressive Behavior Policy** is as follows:

1. The aggressive child will be immediately removed from the classroom
2. The parent(s) will be called
3. The teacher will complete an incident report, which will be given to the parents, the learning specialist, and the Temple Educator.
4. The incident and a solution will be discussed with the parents.
5. The parents will need to discuss the behavior with the child.
6. The child may return to the classroom.
7. If aggressive behavior occurs again, the child will be asked to withdraw from the program for the remainder of the year.

Anti-Bullying Policy

At Congregation B'nai Shalom, we define "bullying" as any unwelcome written or verbal expressions, physical acts, or gestures directed at a student or another member of the school community with the intent to intimidate, frighten, ridicule, humiliate, or cause physical or emotional harm to that person including, without limitation, repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying, pushing, kicking, hitting, spitting, or taking or damaging another person's personal property.

Congregation B'nai Shalom's school policy strictly prohibits bullying on school grounds and at any school-sponsored event, retreat, class trip, or activity, bullying using a personal electronic device on school grounds, and retaliation against students or school personnel who report bullying incidents.

If bullying occurs, the incident or incidents must be immediately reported to the Temple Educator. The Temple Educator will investigate and respond promptly to students, staff, and parents. Upon completion of the investigation, disciplinary measures may be imposed on a student or staff member who has engaged in bullying or the person who has retaliated against someone in the school community who has reported an incident of bullying.

The school will also offer ongoing professional development in social competency programming or similar training for staff and developmentally and educationally appropriate classroom instruction for students regarding bullying and cyberbullying, including the dangers and consequences of engaging in such behavior.

Communication

Our philosophy is to work together to benefit children and intervene where problems may arise as early as possible. Of critical importance to the success of each student is that parents establish a positive working relationship with the child's teacher.

Sometimes parents see or hear something in their child's classroom about which they have concerns. We encourage you to approach your child's teacher first. It might be helpful to ask why a particular action or approach was taken to deepen your understanding of what you observed or heard. Hopefully, the issue will be resolved. However, the Temple Educator is available for consultation if you are still uncomfortable. This process of bringing problems to the people who can assist in a resolution should help eliminate the frustration when parents discuss issues.

Of course, when you are pleased with what you see, please note that too! In Jewish education, we typically do not hear the positives, and teachers in our program genuinely appreciate your kind words of encouragement. Teachers informally speak with parents throughout the year, and classroom reports are emailed home in January. Parents also receive information via emails, online newsletters, and other communications.

Teachers must assess students regularly and contact the Temple Educator if they detect learning or behavioral issues early on. Teachers are also encouraged to contact parents well in advance if there are any problems or concerns.

Please let us know your concerns about your child's learning. Please note that school-hours appointments are challenging and can only be scheduled in an emergency.

Curriculum

Our *Eitz Chayim* Sunday Program offers our Pre- Kindergarten through Fifth Graders the information and skills to realize Reform Jewish ideals and values in their daily lives. Our project-based curriculum will enable our students' entrée into the continuing study of Jewish texts, history, holidays, life cycle, culture, and values. Engaging our children and families through hands-on, experiential learning is a fundamental tenet of our *Eitz Chayim* philosophy. Our learners will be involved in a curriculum emphasizing *TORAH*, *AVODAH*, *G'MILUT HASADIM*, *ISRAEL*, and *HEBREW* and will empower them to embrace Judaism lovingly.

Children will be grouped in mixed-aged classes with a team of Jewish Learning Guides (teachers) and three to four *Madrichim* (teen aides). Students and Parents in grades PK through Five will also participate in family education programs, *Shabbat Rishon* Services, *Havdalah* programming, youth group events, and other special occasions during the year.

Our students do not just learn about Judaism – they live it, with the classroom as a laboratory of Jewish experimentation and discovery. Every session incorporates singing, storytelling, and hands-on activities, inspiring our children with the wisdom of our ancestors and building a community of friends and families. Our children celebrate the Jewish holidays by creating ritual objects imbued with personal meaning that they can use in the synagogue and at home.

They see Congregation B'nai Shalom as a second home, feel comfortable in our sanctuary, library, and classrooms, and develop relationships with our teachers and rabbis. They learn that every moment of the day contains the possibility of standing up for what we believe, doing what is right, and expressing gratitude for what we have.

We hope that our students will:

- 1) Establish COMMUNITY amongst themselves and the synagogue. This will enable our students to feel comfortable with each other whenever they are together and create a sense of belonging to the group and synagogue.
- 2) Build a solid JEWISH IDENTITY that compliments their identities as Reform Jewish Americans and is relevant to their lives today.
- 3) Construct a common foundation of JEWISH KNOWLEDGE.
- 4) Develop meaningful 21st CENTURY SKILLS which are integrated into their lives.

Hebrew Program Our Hebrew Program will continue to provide our students with opportunities to engage in Hebrew learning. From "**Hebrew through**

Movement" in grades PK – 3 to meaningful prayer experiences and the use of Hebrew in Harmony curriculum in grades 4 – 6; our children will discover that Hebrew is a living language - the language of our people! Pre-Kindergarten through 3rd Grade learners will experience our Hebrew Program during the Sunday *Eitz Chayim* session. Children in our 4th - 6th Grades will engage with Hebrew during the mid-week Hebrew Program.

Family Education

Parents are their children's most influential Jewish teachers. When you learn with your children, you are a model for lifelong Jewish learning. Students in grades PK through five can share an educational experience with their parents twice a year. The programs offered by the Religious School are inspirational and stimulating and give parents a peek into their child's learning throughout the year.

In addition to the Family Education Programs on Sunday mornings, the Religious School brings the grades together for a Shabbat experience. This program includes sharing a community dinner with other families and participating in the Temple's *Shabbat Rishon* Family Service.



6th Grade Gesher Program

The word *Gesher* means "bridge," and our sixth graders will begin taking steps to cross the bridge from childhood to Jewish adulthood. We believe the family bond helps ease the transition from childhood to adulthood and builds bridges that will lead children to *Bet Mitzvah*, Confirmation, Graduation, and beyond. We want our 6th Graders and their families to have engaging, relevant, and memorable learning experiences. *Gesher* is our way to help pave the path and set families on a learning journey together. *Gesher* students will attend on Tuesdays from 4:00–6:00 pm for Jewish Studies and Hebrew Studies. Gesher 6th Graders AND their parents will meet with our Rabbis and our Educators approximately once a month. 6th Graders and their parents will complete a unique family project displayed at the year's conclusion.

CHAI School (Grades 7 – 12)

Our Jewish tradition offers unique insights into the problems confronting young people today. Students and teachers discuss relevant topics and issues they confront as Jewish teens and uncover the information they need to learn and grow as young adults. Our CHAI School program blends formal and informal learning opportunities to provide our teenagers with a meaningful and safe Jewish environment. CHAI School offers youth the opportunity to investigate the depth and beauty of Judaism. It balances the need for Jewish education with an awareness of today's teens' numerous activities and responsibilities.

Our seventh through tenth-grade students meet weekly on Tuesday evenings, and our eleventh and twelfth-grade students meet bi-weekly. From 6:00-6:30 pm, we begin with a community dinner. Students enjoy this opportunity to socialize with their friends and classmates in an informal setting. From 6:30–7:25 pm, students attend grade-level core courses. Our second hour of programming (7:35–8:30 pm) is reserved for elective courses. These mini-modules vary from year to year but usually involve text study and interactive

discussions and activities. CHAI School offers youth the opportunity to investigate the depth and beauty of Judaism. Our tenth-grade program includes a Confirmation ceremony during *Shavuot* services, and post-confirmation offers a twelfth-grade ceremony honoring our graduates in May.

In January, our 10th graders also participate in a social action program in Washington, D.C. They join students from all over the country to experience our nation's capital through Jewish lenses. The tenth-grade year culminates in a Confirmation ceremony on *Erev Shavuot*. Under the guidance of the Rabbis, the tenth-grade students create and lead the service, offering their insights and teachings to the congregation.

Educational Trips and Overnights

Grade 7: The Turo Synagogue Experience

Grade 8: The Great Boston Adventure

Grade 9: Jewish Heritage Seminar - New York

Grade 10: L'Taken Seminar - Washington D.C.

Grades 11/12: Southern Civil Rights/Los Angeles Seminar

Madrichim Program

More than fifty of our Chai School students work as assistant teachers in our classrooms on Sunday mornings and during the week. Teens selected to participate in this program are excellent role models for our younger students and help us keep a low teacher-student ratio in our growing school. Our Madrichim participate in orientation and ongoing training and development.



Dress Code

Our Religious School expects respectfulness in all areas, including the manner of dress. Casual attire is welcome in the school environment if the appropriate guidelines are observed. Please remember that we have young children who will look up to the older children as role models in our school and Temple at any given time.

1. No clothing with slogans or images that could be seen as offensive.
2. Clothing should cover well, not exposing large or inappropriate areas of skin or undergarments, and clothing should fully cover the undergarments beneath them.
3. Due to safety issues, flip-flops are not permitted.

The faculty or staff may sometimes question the appropriateness of clothing. The Temple Educator will make the final decision in this matter. If a student is inappropriately dressed, that student will be provided with an appropriate cover-up, and the parent/guardian will be notified.

Drug and Alcohol Policy

This policy aims to send an unequivocal message that *Congregation B'nai Shalom will not tolerate drugs and alcohol in our religious school, on school grounds, or at school-sponsored events.* This zero-tolerance position is intended to deliver a positive message of reassurance to students who are focused on their religious education: Congregation B'nai Shalom and the Congregation B'nai Shalom Religious School, staff and teachers are committed to providing a safe learning environment, free from drugs and alcohol.

Policy: Possession, use, or sale of all illegal drugs and drug paraphernalia, abuse of prescribed medications, or the possession, use, or sale of alcoholic beverages on Congregation B'nai Shalom property or during a school function, whether on or off school grounds, will not be tolerated. Possession, sale, or use of unlawful drugs is a crime. Students and parents should be aware that notification to appropriate law enforcement agents may result in addition to any school administrative action.

The only exception to the above shall be for the appropriate ceremonial use of wine in conjunction with a religious or teaching event (e.g., at a Passover Seder or Shabbat) when supervised by a qualified adult leader.

In keeping with the zero-tolerance position, each infraction of the Drug and Alcohol Policy shall be brought to the immediate attention of the Temple Educator, and the incident will be investigated. Should an infraction be suspected or determined to have occurred, the Temple Educator shall notify the parents of the child/children involved, the Rabbi, and the President of the Board of Directors. The Temple Educator shall have the authority to determine the consequence of any infraction. The consequence shall be reasonable and appropriate and may include suspension or expulsion from the school and reporting the event to other appropriate authorities.

Any student or parent shall have the right to appeal a decision by the Temple Educator to the Vice President of Education, whose decision shall be final.

Early Dismissal

It is essential that your child attends school regularly, arrives on time, and stays for the entire class. If a child must leave religious school before the school day ends, **a parent must go to the Temple office – not enter the building or go to the child's classroom – and request the staff to call the classroom teacher.** With your child's safety in mind, we insist that only custodial parents or parentally approved adults may pick students up from school, as listed on the student's emergency information. If a parent wants other adults to access their child, the parent must write a release note to the school, which will be kept on file.

Electronic Equipment

The use of electronic devices is not permitted during school hours, and students are strongly encouraged to keep such items at home. Any item brought to school must be turned off and placed out of sight. If a device is used during school, the student will (1st offense) receive a verbal warning, (2nd offense) have the device taken away and returned after school, and (3rd offense) have the device taken to the school office.

Grade Level

The school has established a policy regarding grade placement in our school. A child's religious and secular/private school grades must be the same. Extenuating circumstances will be reviewed case-by-case upon parent request to the Temple Educator.

Health and Safety

Administering Medication

All families are required to maintain up-to-date emergency medical information via the Temple database. Any changes to medical information must be made in writing to the Temple Educator. This includes descriptions of emergency medications students require, including physician-approved dosages and administration methods. Written parental/guardian permission is also required for students to self-administer emergency medication and will be kept on file with the family's Emergency Medical information. Only emergency medications (such as epinephrine pens, asthma inhalers, and diabetes medications) will be permitted in the school setting and with the express knowledge of the religious school office.

Fire Drills and Emergency Drills

The religious school will conduct fire and emergency drills to ensure that students and staff practice evacuating the building or dealing with an intruder. Fire drills will be conducted quarterly when school is in session.

Illness

We must rely on parental judgment and discretion in deciding when children are ill and unable to attend school. An ill child is not likely to be a very effective learner. In addition, schools can be breeding grounds for contagious infections unless parents exercise reasonable caution in monitoring their children's health. If you doubt whether your child is healthy enough for school, consult your physician. If a child arrives at school and, in the judgment of the school staff, is too ill to remain in school, we will contact a parent or emergency contact and ask that the child be taken home.

To return to class after an illness, your child must meet the following conditions:

- Fever-free for 24 hours without fever-reducing medicines
- Symptom-free for 24 hours
- 24 hours after the first administration of prescribed medications and the child is no longer contagious
- In cases of conjunctivitis, the child's eye must be free of discharge before the child attends for a minimal timeframe of 24 hours.

Parents of children with chronic medical problems (asthma, severe allergies, diabetes, etc.) should discuss these conditions with the Temple Educator before the start of the school year so that we can take appropriate actions should a problem arise. The child's physician must provide a treatment plan.

Injury

In the case of a significant injury, the staff will call 911 AND the parents and arrange emergency care. An accident report will be filled out within 24 hours of an accident/injury which occurs in the classroom or on the property. The parents/guardian will receive a copy of the accident report, and a copy of the report will be placed in the child's school file.

Parking Lot Safety

Please observe a **5 MPH speed limit** on Temple property at all times.

Homework

We recognize that students have demanding schedules. While our teachers limit the amount of homework students receive, some work time and practice outside of class are essential for reinforcing skills taught during school hours. This is especially true for acquiring Hebrew, as learning a language requires frequent practice and reinforcement. We are committed to a robust family-school partnership and encourage your active support, participation, and interest in your child's Jewish education.



Learning Support

Every learner is unique. The most beneficial learning and participation take place when these needs are recognized. Parents are encouraged to share information on how their child learns best by submitting any educational plans and accommodations that have been put into place in their secular school. Parents are also invited to meet with the Learning Specialist to review a child's learning needs.

Parents are also encouraged to discuss any learning style concerns with our education staff AND whether an Individualized Education Plan exists in the child's secular school. All information will be handled sensitively and confidentially and used to assist the faculty in providing appropriate support and creating the most effective educational environment. The Temple Educator, the Learning Specialist, and the teachers are committed to working with families toward meaningful and enriching Jewish learning.

Lost and Found

All lost, and found items are located in a container in the Temple office. Unclaimed items are regularly donated as part of the School's Tzedakah projects.

New Students

Students are expected to be enrolled before the beginning of the school year. Parents who enroll children in grades 4 - 7 after the start of the school year are financially responsible for school-appointed tutoring. Tutoring will be conducted in Hebrew language and Jewish studies until the school determines that the child is to attend class sessions with the entire class. Please contact the Temple Educator for further information.

The school will attempt to honor requests from parents who wish to change their child's day or time of attendance (for a short or extended period) to accommodate after-school or weekend scheduling conflicts. Decisions are based on current enrollment and the makeup of the classes in question. Please contact the Temple Educator for further information.

Recycling

Preserving our resources is both a Jewish value and an environmental priority. Each classroom has containers for reusable materials. Every classroom has a trash can to dispose of non-reusable items. The school's recycling project is a team effort, and we appreciate parents' support in keeping our garbage to a minimum.



Refund of Tuition

Notification of withdrawal must be made in writing to the Executive Director. Except for seventh grade, a tuition credit will be made to a member's account for withdrawal through the fifth week of classes. This policy does not cover books or pizza expenses for CHAI School students.

Students withdrawing before the fifth week of classes receive 80% credit of the annual tuition. After the fifth week of classes, members' accounts will not be credited. Tuition is not refundable for 7th-grade students. Commitment to attend religious school is among the prerequisites for becoming Bet Mitzvah. Students becoming Bet

Mitzvah in the 8th grade must attend school (*CHAI* School) up to the time of their celebration. They are expected to wish to continue their education as Jewish adults. However, a tuition credit will be permitted if they choose to withdraw.

Service Attendance

In order to encourage family attendance at Shabbat services, we maintain a set of index cards outside the sanctuary for students in grades K – 5. When students attend services, we expect them to sign in on their card before or after the service. All students are expected to attend at least three Shabbat services during the school year. Students who attend more than three services will receive special recognition and a small gift in June.

Snacks in School

Your child should not bring any snacks with nuts into the building. On Tuesdays, we find it helpful if your child has eaten a snack before religious school begins. ***On Sundays, we ask that parents send a snack for grades 2 – 5 students.*** Students PK, K, and 1 receive challah and juice during their morning activities.

Snow Closing

In the event of school cancellations due to inclement weather, whenever possible, the decision to cancel school will be made by 7 am on Sunday or 1:00 pm on Weekdays. *As always, if we do not cancel school, please use your best judgment to decide whether it is e for your family to travel.* The Temple Educator will communicate the school cancellation to the congregation via text, email, website, and radio announcements.

Toys at Religious School

Students may not bring toys to school unless they are being used as part of an educational or programmatic experience and a teacher makes a request to parents in writing.

Transgender Bathrooms

In keeping with the recommendations of the [American Medical Association](#), the [American Academy of Pediatrics](#), Congregation B'nai Shalom allows students to use bathrooms consistent with their gender identity. Single occupancy bathrooms are located on the second floor.

Tzedakah and Gemilut Hasadim

In accordance with Jewish tradition, we ask each family to set aside something for *tzedakah*. Parents and students will have the opportunity to donate funds to school supported charities throughout the school year. Students participate in decisions regarding how to direct the collected money.

Visitor Policy

On the occasion that a student wants to host a guest who has a purpose and interest in attending Religious School or Chai School, (i.e. a prospective student) advance permission from the Temple Educator must be obtained.

<p>Students may not bring toy guns or toy weapons to school.</p>
