

# PARENT HANDBOOK

**2018-2019 / 5779**



Grades K-7

The Rabbi Leon Wind Religious School  
of Beth Sholom B'nai Israel  
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## **SCHOOL SCHEDULE 2018-2019 / 5779**

<u>GRADE</u>	<u>DAY</u>	<u>TIME</u>
Grades K-1	Sunday	9:00 AM - 12:00 PM
Grades 2-7	Sunday Thursday	9:00 AM - 12:00 PM 4:30 PM - 6:30 PM

Every Sunday school day begins with an all-school assembly and Tefillah from 9:00-9:30 AM. This program is for parents and students in all grades.

School holiday programs take place on Sundays from 10:45 AM - 12:00 PM.  
The dates for these programs can be found in the school calendar.

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## **Welcome from the Education Director**

Dear Religious School Families,

I hope you all had a wonderful summer and are excited for a new school year! I'm looking forward to continuing to serve as your partner in your children's Jewish education in the coming year.

There are a couple of exciting new things going on this year. First, this year we will be piloting our brand-new RLWRS curriculum. This curriculum has been carefully designed both to provide our students with a firm grounding in the basics of Jewish tradition, history, and practice; and to give them opportunities to explore their own Jewish identities and their personal relationships to the Jewish tradition. I welcome feedback throughout the year on how your students' learning is going; it will help us greatly as we fine-tune the curriculum into a form that will serve us well for years to come.

I'm also looking forward to the launch of our new teen program, Journeys. This program will combine Jewish learning, social action, community leadership, and community building with Jewish peers. All learning and social action projects are self-directed and geared towards the interests of each year's group of teens. Teens will work toward the completion of an independent confirmation project at the end of 11th grade, which will focus on social action, learning, and/or community leadership. I hope that this program will offer an exciting new way for teens to connect with Judaism in a way that they themselves can choose.

Finally, I want to urge you to join us throughout the year at our family programs, including Family Shabbat programs and religious school holiday programs. These programs are a great opportunity for both parents and children to learn a little more about Jewish life, and for our students to put what they have learned in school in a larger context. They are also a chance for you to connect both with each other and with the larger shul community. Please check the school calendar for dates.

I am looking forward to working and learning with you throughout the coming school year!

Sincerely,

Cantor Sarah Bolts  
Education Director  
Rabbi Leon Wind Religious School  
of Beth Sholom B'nai Israel

## **Our Mission and Vision**

### **Mission Statement**

The mission of the Rabbi Leon Wind Religious School of Beth Sholom B'nai Israel is:

- To foster a strong Jewish identity through an understanding and appreciation of the heritage, history, cultures, languages, textual traditions, and music of the Jewish people.
- To provide each student with the skills to participate in rituals and religious services at home and in the synagogue.
- To prepare students to lead religious services and lay the groundwork for future text study in its original language through teaching basic Hebrew decoding and vocabulary.
- To make Jewish values and traditions an integral part of each student's life, and to foster a lifetime commitment to Jewish learning and the practices of our tradition.
- To cultivate a love of and commitment to the Jewish people and to the culture and land of Israel.
- To build relationships among students and create a strong community of Jewish peers.
- To involve the whole family in the life of the synagogue so that students will experience Jewish learning as an ongoing, lifelong endeavor.

### **Vision Statement**

We envision the Rabbi Leon Wind Religious School of Beth Sholom B'nai Israel as a place that:

- Provides a warm, loving, safe environment where students can feel accepted and encouraged to be themselves.
- Fosters exploration and honors students' questions and curiosity.
- Encourages students to discover their strengths and to open their minds to the possibilities of Judaism in their life.
- Respects students' opinions, identities, and autonomy.
- Values egalitarianism and pluralism.
- Fully includes students with disabilities, interfaith families, families of color, and people of all gender identities and sexual orientations.
- Centers methods of teaching that are student-centered, experiential, and content-driven.

## Partnership between Home and School

Our goal here at RLWRS is to create the best possible educational experience for your children. But we also know that parents are a child's first and most important Jewish educators. We are your partners, and you are ours, in giving your children an excellent Jewish education. In order to create the best possible partnership between home and school, it is important for us to keep in regular touch and to work together to make your child's experience a smooth and fulfilling one.

We at RLWRS will:

- Send you regular updates about what is being taught in your children's classes
- Keep you informed about the school schedule and calendar, as well as any upcoming special events or programs
- Promptly make you aware of any issues that may arise and work with you as needed to address them

We hope that you will:

- Talk to your children at home about what they are learning at religious school
- Attend and participate in school programs such as morning assembly, Family Shabbat, and holiday programs
- Keep us informed of any changes in your family life or situation that may affect your child's mood or performance
- Work with us as needed to address any issues that may arise

Please feel free to contact the school if you have any questions or concerns at any point in the year.

## Family Education Programs

Family education programs are a very important part of our school curriculum here at RLWRS. These programs include Family Shabbat, school holiday programs, and other events that occur throughout the year. **These programs are intended for both parents and students, and we encourage all parents and student to attend and participate in these programs.** If an adult family member is unable to attend a family education program, please contact the Education Director to arrange for your child to participate with another family.

## School Policies and Procedures

### Attendance

Regular attendance is crucial to ensuring that your child receives a complete and well-rounded Jewish education. **Beginning with students whose B'nai Mitzvah are scheduled in 2020, BSBI requires a 75% attendance record in order for a student to become a Bar/Bat Mitzvah at BSBI.** All RLWRS students are expected to maintain a 75% attendance record regardless of whether they plan to celebrate their B'nai Mitzvah at the shul. If your child's attendance falls below this level and their educational goals are not met, private tutoring at the family's expense may be necessary.

If your child must be absent for more than three consecutive school days, please contact the Education Director to acquire make-up assignments.

All students are expected to arrive at school promptly and to remain in attendance throughout the school day. **Students are not to be dropped off before 8:50 AM on Sunday or 4:20 PM on Thursday.**

### Dismissal

At the end of each school day, parents should gather in the front lobby to await their students. Students will meet their parents in the lobby once they are dismissed from classes.

**All parents and carpool drivers must come into the building. No student will be allowed outside the building without a parent or other adult on our authorized pick-up list.** Students are not allowed to wait in the parking lot.

If someone other than the parents will be picking up your child, they must be on our list of people authorized to pick up your child. **Children will not be released to anyone not on our authorized pick-up list. This is for your child's safety.** To add someone to the list, please give their name and phone number to the Education Director **in writing** in advance of the scheduled pick-up.

Students are expected to remain at school for the entire school day. **Unusual late arrivals and early dismissals must be discussed in advance with both the Education Director and the student's teacher.** Three late arrivals or early dismissals will count as an absence.

If a child must leave school early, a parent or authorized adult must come into the building and notify the teacher that the child is being picked up.

### Snack Time

RLWRS provides snacks for all students during every school day. Snack time usually takes place after second period on Sunday and before first period on Thursday. Snack time also serves as a recess period.

**If your child has any food allergies or other food needs, please be sure to note them on the Student Accommodations Form.**

## **Homework**

Although RLWRS does not generally assign homework, there may be times when students need to complete some of their work at home. As our partners in your child's Jewish education, we need your support in making sure that these assignments are completed. Even when no homework is assigned, we recommend that students practice their Hebrew reading for 5 or 10 minutes each night.

## **Books and Learning Materials**

All students are responsible for caring for the books and learning materials that will be distributed to them in school. If a book or other learning tool is lost, it is the responsibility of the student's family to pay for its replacement. We ask your cooperation in ensuring that your child comes to school with all of the necessary books and materials.

## **School Closure**

Generally speaking, when Manchester public schools cancel for weather, so will RLWRS. However, because we have very limited school days to accomplish many educational goals, this **will not always** apply.

**An email will be sent to all parents in the event of a weather-related closure.** Parents can also find out about school closures by:

1. Visiting our synagogue website, [www.myshul.org](http://www.myshul.org).
2. Watching the **WFSB-3** television station.

RLWRS is also closed for all major Jewish holidays (with the exception of Chanukah and Purim), and for some (but not all) national holidays. Please refer to our school calendar for details.

## **Illness and Medication**

If a student becomes ill or is hurt in school, we will contact the student's parents, guardians, and/or emergency contacts in the order listed on the Emergency Contact Form. In an emergency situation if emergency contacts cannot be reached, the student will be transported by ambulance to the Manchester Memorial Hospital Emergency Room. **Please make sure we have your child's updated Emergency Contact Form on file.**

RLWRS will not administer any medication to a student for any reason, with the exception of an emergency epinephrine auto-injector **only if we have an EpiPen Authorization Form on file. If your child has a severe allergy requiring them to carry an EpiPen, please make sure to submit an EpiPen Authorization Form. We will not be able to administer your child's EpiPen without this form.**

## Lost and Found

We urge you to clearly mark your child's name on all outer clothes that are likely to be lost. Items that are left behind will be displayed on the cart in the front hallway. Please check this cart periodically.

## Cell Phone and Electronics Policy

MP3 players and other music-playing devices are prohibited in school. Cell phones are acceptable to bring, **but not to use during school time**. Students caught using cell phones during class will be given one warning, and if phone use continues, their phones will be confiscated until the end of the school day.

## Inclusion Policy

RLWRS is committed to providing the best possible education for all its students, whatever their needs or abilities. **If your child requires any accommodations in order to learn effectively, please be sure to note them on the Student Accommodations Form.** If your child has an IEP at their secular school, please also be sure to provide us with a copy of the IEP. This information is necessary for us to successfully accommodate your child.

If a parent or teacher discerns the need for an accommodation while a student is enrolled in RLWRS, the Education Director will observe the child and convene a meeting with staff and family in order to share their observations. Accommodations to the child's lessons may be recommended and implemented at this meeting. After an agreed-upon interval, the results of the initial plan will be evaluated. If difficulties persist, the school and family will enter into the more formal process described below.

The school will assist the parents in finding additional personnel to carry out the following steps:

1. A conference will be held to discuss parent, secular school, and religious school observations of the child's needs, and to evaluate strategies that have already been employed.
2. Parents must sign a release form that will allow appropriate staff from RLWRS to meet with the child's secular school team to develop or adapt an educational plan for the child.
3. If it is recommended that the child remain a student at RLWRS with or without private tutoring, the Education Director and Special Needs teacher will implement and assess the plan described in (2) above.
4. In some cases, the school may be able to arrange for volunteer tutors for students. However, depending upon the student's needs, a private tutor may need to be hired to supplement or replace classroom instruction in some or all subject areas. The cost, if any, of hiring additional staff will be the responsibility of the parents. The school will assume responsibility for training of tutors or other auxiliary staff.

## Student Behavior Expectations

### Students' Rights and Responsibilities

1. Students have the **right** to a safe environment, free from bullying or harassment.
  2. Students have the **right** to be treated with dignity and respect by their teachers and by other students.
  3. Students have the **right** to have their property respected.
  4. Students have the **right** to be treated fairly by their teachers and by the Education Director.
  5. Students have the **right** to a Jewish education that takes into account their individual needs, abilities, and perspectives.
1. Students have the **responsibility** to behave in a physically and emotionally safe manner at all times.
  2. Students have the **responsibility** to treat their fellow students, their teachers, and themselves with dignity and respect.
  3. Students have the **responsibility** to respect the property of others and of the school and synagogue.
  4. Students have the **responsibility** to follow the rules of the school.
  5. Students have the **responsibility** to attend school regularly and work to the best of their ability.

### Expected Behaviors

1. Students are expected to follow the instructions of their teachers during school hours.
2. In class, students are expected to behave in ways that will facilitate their own and others' learning, and not to disrupt the classroom environment.
3. During prayer time, students are expected to participate in the service and not to play or socialize.
4. Students are expected to walk quietly in hallways.
5. Students are expected to remain in classrooms during class time, unless excused by a teacher to go to the bathroom or water fountain. They are not to wander the hallways without an adult present.
6. Students are expected to remain in the parts of the building being used by the school, and not to play in bathrooms or in other parts of the building.
7. Students are expected to respect their physical environment and not to damage any part of the school building or any school property.

## **Bullying Policy**

RLWRS is dedicated to a school policy of zero tolerance for bullying behavior. Bullying involves one person or a group trying to intimidate or harass a target/victim deliberately and repeatedly. It can take place in person or on social media, and often occurs out of the sight of adults.

Bullying behaviors may include:

- Hitting, kicking, or pushing
- Name-calling
- Making fun of, teasing, taunting, or laughing at others
- Gossiping or spreading rumors
- Excluding others from activities
- Putting others down
- Breaking others' things
- Saying or writing hurtful things about others
- Deliberately embarrassing others
- Making others do things they don't want to do
- Using racial, gendered, or sexual slurs

If any member of the faculty suspects bullying, they must inform the Education Director immediately.

Consequences for students who display bullying behaviors are as follows:

1. First Offense: The student must meet with the Education Director to discuss their behavior.
2. Second Offense: The Education Director will notify the student's parents of the behavior.
3. Third Offense: The student and their parents must meet for a conference with the Education Director to discuss their behavior and the possible consequences of repeating it.
4. Fourth Offense: To be determined by the Education Director. Possible consequences may include in-school detention or suspension.

## **Consequences for Not Meeting Expectations**

While we hope all of our students will do their best to meet the expectations listed above, we recognize that problems do sometimes occur. If a problem arises, teachers should implement the following series of steps.

1. The teacher should discuss the problem privately with the student.
2. If the problem persists, the teacher should refer the student to the Education Director, who will discuss the problem privately with the student.
3. After three infractions within a one-month period, the Education Director will contact the student's parents.
4. If the problem continues to persist after parents have been informed, the Education Director and teacher will schedule a conference to discuss the problem with parents.
5. If the problem persists after this conference, the student will serve an in-school detention, with 24 hours' advance notice.

6. After two detentions, the student will serve a suspension. All schoolwork must be made up during this time.
7. If after the suspension the problem continues to occur, parents will be asked to withdraw their child from the school without a tuition refund.
8. The following behaviors will lead to an immediate suspension:
  - a. Substance abuse, including cigarettes, alcohol, and drugs.
  - b. Carrying knives or firearms.
  - c. Fighting or causing physical damage to another student (both parties involved in fight, except in clear cases of self-defense).
  - d. Exceptionally inappropriate or disrespectful behavior to teachers or administrators.
  - e. Intentional destruction of school property.
  - f. Threats of bodily harm, whether verbal or written, even as part of a written assignment

## **Teen Aides**

Each class has a teen aide to assist the teacher and students. The responsibilities of the aide may include, but are not limited to:

1. Working with a small group of students on Hebrew reading during the Hebrew language period.
2. Working individually with students who are struggling as requested by the teacher.
3. Assisting with classroom activities and classroom management as needed.
4. Setting up and cleaning up snack and other religious school programs.

Teen aides work on Sunday mornings during school hours. All aides must commit to attending every class session unless their absence is excused by the Education Director. Aides must also attend an orientation session before the beginning of the school year.

Teens in grades 8-12 are eligible to serve as aides. The position of aide is a paid position for teens over the age of 15; teens under the age of 15 serve on a volunteer basis. Any teen interested in serving as an aide should contact the Education Director to express their interest.