

## **GENERAL RELIGIOUS SCHOOL POLICIES**

### **ATTENDANCE AND BEHAVIOR GUIDELINES**

Each child's religious education is a partnership between the school and the parent. It is our responsibility to provide the most effective use of classroom teaching time. In order to do this, it is the parent's responsibility to have his/her student attend class regularly, on time, and with homework completed and books & supplies in hand.

In order to maintain the most effective classroom learning conditions, the following procedures are set forth:

#### **EXCESSIVE ABSENCES**

Any time a student in Grades K-6 has accumulated absences totaling twenty percent of the total sessions, the student will need to remedy this situation through independent study or tutoring, prior to the beginning of the next school year, under the supervision of the School Administration.

Any time a student, in grades 7, 9-10, has accumulated absences equal to or exceeding thirty percent of the total sessions for the entire religious school year, the student will be required to remedy this situation through independent study or tutoring, under the supervision of the School Administration.

#### **REFERRAL OF PROBLEM STUDENTS**

Teachers are expected to refer problems to the principal at the earliest indication that problems exist.

#### **APPROPRIATE BEHAVIOR**

1. If a student is so disruptive that the teacher is prevented from teaching the class, the student will be sent to the school office.
2. The person in charge of the school will speak with the student about proper behavior in our Religious School. If the violation has been flagrant, the person in charge will immediately notify the parent.
3. At the discretion of the Rabbi, Cantor or Educator, the student may be sent back to class or kept out of class for the balance of the session.
4. If the student continues to be disruptive and is sent to the office three times, the Rabbi or Educator will arrange for a meeting with the parent. If, after discussion with the parent, no satisfactory solution is reached, the student will be suspended from the school for a period of time or for the balance of the school year.

## **STUDENT PREPAREDNESS**

1. Students should attend class regularly, on time, with the required books and supplies, and with homework completed.
2. Students should dress in a manner that shows respect for the sanctity of the Temple. They should also dress in a manner that enables them to participate safely in all religious school activities.
3. It is expected that there will be a reasonable amount of homework, either studying or writing assigned in the Religious School. Students in our Hebrew program grades 3 through 7 are required to practice reading aloud 20 minutes weekly.
4. In order to insure that homework is being completed before the next session, parents should sign the sheet provided in the homework folder.
5. If a student is habitually unprepared or regularly fails to bring books and supplies to class, the classroom teacher will notify the parent. If necessary, a meeting will be arranged if the problem is not corrected.
6. If further action needs to be taken, it will be at the discretion of the Rabbi and the Director of Education.

## **RELIGIOUS SCHOOL HOURS**

**SUNDAY:**                      Grades K – 6                      9:30 – 12:00 Noon

**WEDNESDAY:**                Grades 3 – 7                      4:00 – 6:00 PM

**10 SUNDAYS:**                Grade 8                              Meet & Eat 12:15-1:45 PM  
9/24, 10/22, 11/5 & 19, 12/3, 1/28, 2/11, 3/11 & 25, 4/29

**WEDNESDAY:**                Grades 9 – 10                      7:00 – 8:00 PM

Teachers must be present and in the classroom at least fifteen minutes before the start of sessions.

Sessions will begin and dismissal will take place on time.

## **LESSON PLANS**

1. It is expected that every teacher will prepare a monthly overview and lesson plans indicating objectives, methods, materials to be covered, etc.
2. Monthly overviews will be turned in on the 1<sup>st</sup> Sunday of every month
3. Lesson plans must be handed in one week in advance. They will be kept on file.

## **TEACHER ABSENCES**

For all planned absences, teachers must email or otherwise submit in writing the date(s) to the Religious School Office, [school@bethemethalbany.org](mailto:school@bethemethalbany.org), as early as possible and submit detailed lesson plans for the substitute. In the event of an unplanned absence, please contact Shara by phone or text as soon as possible, at 281-4221.

## **TEACHING MATERIALS AND SUPPLIES**

1. A teacher must have the necessary equipment before the start of the class session, and should avoid sending children to the office during class hours.
2. If you need audio-visual equipment, please let Shara know at least 2 days in advance.

## **TEACHERS' MEETINGS**

Faculty meetings are listed in the monthly calendar. Teachers have a contractual obligation to attend scheduled meetings.

## **TEACHERS' ATTIRE**

Teachers are requested not to wear jeans or shorts to school.

## **INSTRUCTIONS FOR TAKING ATTENDANCE**

1. Attendance sheets will be in your mail box. Please use your black sharpie marker.
2. Please do not leave any blank spaces on the attendance sheet. If the student is absent, please mark the box with an "A." A check mark should be used for all students who are in class. Attendance sheets should be brought to the office approximately ½ hour after the start of class.

## **INSTRUCTIONS FOR TZEDAKAH**



1. Tzedakah should be collected the first thing every Sunday morning or Wednesday afternoon. It is to be collected in the blue Tzedakah Box which will be in your mail box.
2. Send the Tzedakah Box to the office as soon as all Tzedakah monies have been collected each class.
3. The class that collects the most Tzedakah by the end of the year wins a special treat for the class to share!

## HOMWORK

*Homework should be kept to a minimum; no more than 20 minutes per assignment. If the child persists in not doing homework, the principal should be informed and parents notified.*

## EVALUATION OF STUDENTS

1. Report cards are issued two times yearly – in January, a written report on achievement and effort, and in May, a final report describing pupil outcomes and a statement as to whether promotion is conditional or unconditional:
  - ◆ Pupil promotion requires satisfactory effort and production.
  - ◆ Conditional promotion requires satisfactory make-up work.
2. Tests and quizzes, projects, reports and team assignments are good evaluative devices. Classwork and long & short term assignments are good evaluative measures of student progress.
3. Students should be evaluated in terms of themselves rather than in competition with others. Attitude, behavior and class participation should also be factored into the evaluation.



## **Policy Regarding Food Allergies**



The Einhorn Center for Jewish Education is committed to keeping all of our students safe. In order to fulfill this mission, we have adopted the following Nut Sensitive Policy.

1. Only pre-packaged Peanut and Tree Nut free foods may be brought in by faculty and families to be shared. **THIS IS A CHANGE FROM PREVIOUS YEARS – NO HOME-BAKED GOODS MAY BE BROUGHT IN AND SHARED.**
2. Foods brought in to be shared **MAY NOT** be manufactured in a facility that processes nuts.
3. The Temple has a policy of not permitting shellfish or pork. Lard is a pork product; therefore any food to be shared may not contain lard as an ingredient.
4. **ALL FOODS** brought in by faculty, staff and families **MUST** be checked by Shara or the appointed allergy liaison, Debbie Schaffer.
5. All baked goods provided by the Religious School will be peanut/tree nut free, though they are prepared in a kitchen that is **NOT** nut free. When these baked goods are provided, there will be a pre-packaged allergy-safe snack provided for any student whose allergies require such.
6. We understand that students may bring in their own food for snacks, but we strongly encourage our families to be sensitive and considerate of classmates that may be endangered by exposure to certain ingredients.

**Student Responsibilities:**

1. Student will not share or trade food with other students.
2. Student will not eat anything with unknown ingredients.
3. Student will promptly inform an adult should an accidental exposure occur and/or symptoms appear.

**Parent Responsibilities:**

Parent/Guardian will provide the following:

1. Medication orders from a physician. (On Dr.'s prescription or our form)
2. Parent's signed consent for medication administration, with detailed instructions where medication is located. (On separate form)
3. At parent's discretion, and with notification to Beth Emeth Religious School:
  - a. Extra set of medication labeled with child's name will be sent in to school to keep on premises; or
  - b. Child can carry medication on his/her person while here at school for self-administration
4. Description of the student's past allergic reactions, including triggers and warning signs; hospital preference; parental emergency contact information.
5. A "safe box" with a few nonperishable treats. This may be used during classroom parties or for other events where food is served.

**Religious School Responsibilities:**

1. The school will provide a food allergy liaison who will be available to parents of students with food allergies should any questions arise. This year's representative is Debbie Schaffer, home phone: 518-275-0562; email: [debbieschaffer18@gmail.com](mailto:debbieschaffer18@gmail.com).
2. The school will train teachers and staff on the proper administration of an Epi-Pen and this information will be reviewed annually.
3. The school will train teachers to read food product labels and how to recognize food allergens.
4. The school will review with staff members early detection of signs and symptoms of an accidental ingestion and will develop a quick response and an emergency plan.
5. A letter will be sent out, when applicable, informing other parents/classmates that a child has a potential life threatening allergy. This will be done in effort to minimize or eliminate exposure to the allergen from children's afternoon snack.

**Teacher Responsibilities:**

1. Teacher will inform other adults in the classroom (i.e. aides, student teachers) of student's food allergy and necessary safeguards.
2. Teacher will work to create a classroom climate that avoids endangering or isolating students with food allergies.
3. Teacher will contact parents of students with food allergies regarding lesson plans that use food and of events involving food.
4. Teacher will notify parents of field trip plans in effort to ensure the safety of children with food allergies while off premises.
5. **ALL FOOD that is brought into the classroom to be distributed or used in a lesson must be checked by the Education Director or appointed allergy liaison.**