



**THE EINHORN CENTER
FOR JEWISH EDUCATION**

**PARENT
HANDBOOK**

2020-2021

5781

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:

UPDATED ATTENDANCE POLICY

Please read each section carefully as the grade level attendance policies vary.



Grades K-2

All students in Grades K-2 are expected to attend at least eighty (80) percent of the total religious school class sessions for each grade level.

Prior to the end of 2nd grade, it is expected that students will have completed the foundational curriculum in order to begin their Hebrew education in 3rd grade. If any student has not met the curriculum requirements, it is expected the student's family will meet with the Director of Education to determine how the student will satisfy the curriculum requirements.

Grades 3-6

All students in Grades 3-6 are expected to attend at least eighty (80) percent of the total religious school class sessions, which includes Sundays and Wednesdays, for each grade level.

If any student has not attended eighty percent of the sessions for their grade level and has not completed the curriculum requirements for their grade level, it is expected the student's family will meet with the Director of Education and Clergy to determine how the student will satisfy the curriculum requirements.

Grades 7, 9, 10

All students in grades 7, 9, and 10 are expected to attend at least seventy (70) percent of the total religious school class sessions for each grade level.

If any student has not attended seventy percent of sessions and has not completed the curriculum requirements for their grade level, it is expected the student's family will meet with the Director of Education and Clergy to determine how the student will satisfy the curriculum requirements.



Bar/Bat Mitzvah Year

One year prior to becoming a Bar/Bat Mitzvah, in addition to attending at least seventy (70) percent of religious school class sessions, students are expected to attend six (6) Saturday Shabbat morning services at Congregation Beth Emeth when there is a Bar or Bat Mitzvah.

If a student is not regularly attending their Bar/Bat Mitzvah preparation classes and as a result, the Cantor determines additional support is needed for the student to meet requirements, the student's family must meet with the Cantor to determine how the student will satisfy the requirements. The student's family may be responsible for the cost of any additional classes or tutoring needed to meet Bar/Bat Mitzvah requirements.

If at any time a family feels that they are unable to comply with the above policy, they should contact the Director of Education in order to discuss how to satisfy the curriculum requirements.

Approved by Education Committee on June 15, 2020

REFERRAL OF PROBLEM STUDENTS

Teachers are expected to refer problems to the Director of Education 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.

CELLPHONE POLICY

We expect cellphones to be stored, physically off of students and not in their desk area, throughout their time at CBE. Students may choose to store their phones in backpacks or tuck them away in the classroom "Cellphone Sleep Rack". At no time should students be using their phones or other electronics for texting, calls, or gaming during learning time, *unless* there is a classroom activity calling for such usage.

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

<u>SUNDAY:</u>	Grades K – 6	9:30 – 12:00 Noon
<u>WEDNESDAY:</u>	Grades 3 – 7	4:00 – 6:00 PM
<u>SUNDAYS:</u>	Grade 8	Meet & Eat 12:15-1:30 PM Select dates TBD. Stay tuned.
<u>WEDNESDAY:</u>	Grades 9 – 10	7:00 – 8:00 PM

Policy and Procedure for Early Pick-ups:

In the interest of safety, we can no longer permit students to just leave class without notification. If you are picking your child up early, please let our office know by **email: school@bethemethalbany.org** or call **(518) 432-1392**.

When you arrive to CBE to pick up your child early, you may either come into the building to Lita's desk and we will call down to the classroom for your child

OR

If you prefer, when you arrive to CBE you may call **(518) 432-1392** or text Shara **(518) 281-4221** from outside and we will call down to the classroom and have your child sent outside to you.

Children will only be dismissed from class when we confirm their pickup is present.



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, **Lita Carbone**.
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 **Lita Carbone**, office number 518-432-1392; email: school@bethemethalbany.org.
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.**