

From the Rabbi...

At Beth El, we speak often of the experience of family, community and of finding creative, challenging and engaging ways of growing as Jews. In no place is this more visible than our religious school where a caring, dedicated team of leaders and teachers serve as role models, instructors and guides to the beauties of Judaism.

We invite you to enter into our school as full partners with us in our joint work of teaching and living Judaism. In so doing, your lives and the lives of your children will be touched in so many ways.

In the words of our liturgy, God wished to honor Israel and therefore gave us a Torah which is vast and profound. We look forward to studying it with your family.

James S. Rosen

From the Educational Director...

I would like to take this opportunity to welcome you to the Beth El Temple Religious School. This handbook was compiled to assist parents and students in their understanding of our Religious School and how it works. We've tried to anticipate all your questions and hope that after reading this handbook, you will understand how special the Beth El Temple Religious School is and how your family can get the most out of our program.

The study of Torah is a life-long pursuit, one which begins when you are a young child and continues throughout your adult life. The Talmud characterizes four types of students: "they are like a sponge, a funnel, a strainer and a sieve: a sponge, which sucks up everything; a funnel, which lets in at one end and out at the other; a strainer, which lets the wine pass out and retains the lees; a sieve, which lets out the bran and retains the fine flour." (Avot 5:18) We have designed a curriculum and our faculty have planned lessons to make our history and our traditions come alive. The type of student your child becomes is in his/her and your hands. We hope that the entire family will take full advantage of the opportunity to learn as much as you can.

In a society which offers so many choices to our children, parents must communicate their priorities. It is important that Jewish education be an utmost priority. The faculty and staff of the Beth El Temple Religious School are ready to assist you in any way it can. We hope that your experience in our school will be a happy and meaningful one and we look forward to working with you.

Rabbi Howard Rosenbaum
Educational Director

OUR MISSION

In the context of the overall mission statement of Beth El Temple, we instill within the children a love for Jewish learning, which is a lifelong process. We educate our children, in partnership with their families, to become knowledgeable, practicing Conservative Jews, devoted to lives of Torah and Mitzvot, and committed to God. We provide a caring, supportive and joyous atmosphere where children learn to value their Jewish identity. We teach Jewish ethics and respect for the individual worth of each student as well as respect for the entire community. As members of the Jewish people, we build a strong sense of identification with and responsibility for Jews throughout the world and a special identification with the Jews of Israel.

(Adopted by Education Committee, March 2001)

CURRICULUM DESCRIPTIONS

Nursery

(P. S. Grade Nursery 4)

Through stories, songs, video, arts and crafts and experiential activities, students will learn the basic elements of holiday celebrations and become familiar with their special symbols and ritual objects. Students will learn about Biblical personalities through stories and will develop their own personal relationships with Judaism and the Temple.

GAN

(P. S. Grade K)

Hebrew, Holidays and Customs – Students will use the “BJL Beginnings” series, which integrates Hebrew reading readiness – the introduction of Hebrew letters based on key Hebrew words – into the study of Jewish holidays, the Jewish home and the synagogue.

Jewish Life – With the folder series “Let’s Discover Mitzvot”, students will discover the place of mitzvot in their own lives. Mitzvot to be studied include *Tsedakah*, visiting the sick, feeding the hungry, saving the earth, *Derech Eretz*, welcoming guests, guarding ones tongue and *Talmud Torah*.

Bible - Using the series “A Child’s Garden of Torah”, students will study twenty-five classic Bible stories from the Torah, beginning with Creation and ending with the Israelites entering the Promised Land.

MECHINA 1

(P. S. Grade 1)

Hebrew Readiness - Using the series of folders “Let’s Discover the Alef Bet”, students will learn the names and sounds of the Hebrew letters in alef-bet order. They will develop visual recognition of letter symbols and auditory discrimination of letter sounds. To help learn each new letter, students will learn a key Hebrew word.

Holidays and Customs/Bible - Using the series of folders “Let’s Celebrate”, students will learn about Jewish holidays and customs, Jewish heroes and history and Jewish feelings and ideals.

Jewish Life - Using the series “Let’s Discover God”, students will begin to explore basic concepts about God - our covenant with God, how and why we perform mitzvot, how we talk to God, and how we can act in God’s image. Students will also learn the basic prayers and blessings we recite to communicate with God in our everyday lives, including the Motzi, Shema, Shehecheyanu, Modeh Ani, and the blessing over Shabbat candles.

MECHINA 2

(P. S. Grade 2)

Hebrew Readiness - Using the text Shalom Alef Bet!, students will become familiar with the Hebrew alphabet’s letters and vowels. They will practice single-syllable letter-vowel combinations and systematically practice letter-to-sound and vowel-to-sound relationships. Students will begin to adjust to the fact that Hebrew is read from right to left and they will begin to develop a basic Hebrew cultural vocabulary.

Weekly Torah Portion - Using the text My Weekly Sidra, students will begin to experience the rhythm of the cycle of weekly Torah readings as they are traditionally read in the adult congregation. For each parashah, the text includes a summary, a quote for discussion and age-appropriate activities.

Jewish Life and Identity - Using the magazine series “Let’s Explore Being Jewish”, students will explore the building blocks of Jewish life. Among the topics to be studied are mitzvot, Bible, Israel, the synagogue, Jewish symbols and the Jewish life cycle.

Holidays and Customs - Students will continue to experience each holiday of the Jewish calendar cycle through use of appropriate songs, stories, crafts, games and other special activities.

Bible/ Jewish Values - Using the text Stories From Our Living Past, students will read tales from aggadic literature and discuss the moral lessons they teach.

ALEPH

(P. S. Grade 3)

Phonetic Reading - Using the text Shalom Uvracha - The New Hebrew Primer, students work toward the goal of fluent reading of Modern Hebrew as well as Siddur texts.

Hebrew Language - By means of classroom activities, students will acquire a basic Hebrew vocabulary, including classroom and holiday words. They will also learn the skill of cursive Hebrew writing.

Holidays - Using materials from a variety of sources, students will focus on the whats, hows and whys of holiday customs, ceremonies and celebrations, learning their meanings as well as how to celebrate them.

Basic Judaism - Using the text My Jewish World, students begin to understand intellectually the organization of the people, places, things and actions they see around them.

History - Children deal with mythology used to recreate the past as a model for present and future ethical behavior. The text Lessons from our Living Past includes legends of Samuel, David, Solomon, Hillel, Akiva and Elijah.

Jewish Values – Using the text A Kid’s Mensch Handbook, students will think critically about right and wrong, the importance of the choices they make and the role of Judaism in their lives.

Prayer - Students will master basic Shabbat and holiday prayers and blessings, developing synagogue skills and understanding the basic concepts expressed.

BET

(P. S. Grade 4)

Hebrew Language - Students will continue their study of Hebrew using the graded system of prayer study provided by the Hineni: The New Hebrew Through Prayer. Students will learn to read fluently from the siddur, examine and understand the themes of the prayers and their links to Jewish values, and translate key words.

Bible - Using the text The Explorer’s Bible: Volume I, students will study stories from Creation to the Exodus, discussing their importance for our own time and applying them to the students' own personal concerns.

Holidays - Students continue their study of holiday customs and ceremonies using the Text The Book of Jewish Holidays. Students will review each holiday’s customs and ancient traditions while also learning about modern customs and celebrations that have developed to maintain the holidays’ relevance. Special attention will be given to how the holidays build core Jewish values.

Basic Judaism - The text Basic Judaism - Volume 1: Israel provides an introduction, explanation and interpretation of the fundamental concepts of Judaism in a manner which uses stories to weave together history, belief, ritual, halacha and tradition.

History – Using the text Welcome to Israel!, students are introduced to Israel’s history, geography and political, commercial and cultural life. Israel’s struggle to coexist peacefully with its neighbors is presented in a thoughtful and age-appropriate way. The text also tells kids about Israelis their own age: what they do for fun, their favorite sports and foods, and what their schools are like.

Prayer - Using Siddur Meforash, the siddur which they received at the ‘Siddur Presentation Program’ in Aleph, students will study the Friday night service. Each prayer will be studied within the context of the overall service, with special attention being paid to thematic content and chanting skills.

GIMEL

(P. S. Grade 5)

Hebrew Language - Students continue their mastery of the prayers and prayer language using the Hineni: The New Hebrew Through Prayer series.

Bible - Students continue their Bible study using The Explorer’s Bible: Volume II, following the Israelites from the crossing of the Sea of Reeds to the time of Ezra and Nehemiah.

History – Using the text The History of the Jewish People: A Story of Tradition and Change – Volume 1, students will cover the highlights of Jewish history from the time of the patriarchs to the rise of anti-Semitism and the development of the American Jewish community through the 19th century. Students will consider how their lives compare with the lives of those who came before them, how Judaism has evolved in every generation, and how the decisions of our ancestors to adapt Judaism to their times and circumstances influence our own decisions today.

Basic Judaism - Using the text Basic Judaism - Volume 2: Torah, students continue their study of the fundamental concepts of Judaism.

Jewish Life Cycle - Students will be taken on a journey through the most important events in the life of a Jewish person - from the birth of a baby about to enter our Covenant with God to the traditions that accompany the marriage ceremony. Topics in the text Journey of a Lifetime include Brit Milah and Simchat Bat, Baby Naming, Consecration, Bar and Bat Mitzvah, Confirmation, The Marriage Ceremony, The Funeral and Rituals of Mourning.

Prayer - Students will begin the year with the study of Havdallah, the ceremony which marks the conclusion of Shabbat. Each Gimel student will be expected to lead the Havdallah ceremony in the adult congregation on Shabbat afternoon during the year. Focus will then shift to the Shabbat morning service, with emphasis this year on the introductory prayers and the Shacharit (morning) service.

DALED

(P. S. Grade 6)

Hebrew Language/Prayer - Students continue their mastery of the prayers and prayer language using the Hineni: The New Hebrew Through Prayer series. During this pre-Bar/Bat Mitzvah year, emphasis is on the Torah service along with Torah and Haftarah blessings. Each Daled student will be expected to lead the Ashrei prayer in the adult congregation on Shabbat morning during the year. Students also learn Torah trop (the system of musical notes used to read Torah) as well as the Friday evening Kiddush as a component of their class curriculum. Mastery of these skills are important for moving forward with individual Bar/Bat Mitzvah instruction.

Bible/ Holidays- In a unique approach, students will study the history and values of each holiday through the lens of the prayers and Biblical texts that are read on these days. Students will immerse themselves in a variety of primary sources. Among the texts to be studied are the Machzor (High Holiday prayer book) and Hagaddah as well as the Books of Jonah (Yom Kippur), Esther (Purim) and Ruth (Shavuot).

Basic Judaism - Using the text Basic Judaism - Volume 3: God, students continue their study of the fundamental concepts of Judaism.

History – Continuing where they left off in the Gimel class, using the text The History of the Jewish People: A Story of Tradition and Change – Volume 2, students will follow the journey of the Jewish people from the birth of Zionism to the present day.

Israel – Using the text A Young Person's History of Israel as a resource, students will study the history of the Jewish homeland from the Biblical period, through the birth of Zionism and the creation of the Jewish state, to the present. time. Special attention will be paid to current events and the issues facing Israel today.

HAI

(P. S. Grade 7)

Bible - Students will study selected Biblical texts to answer the questions young people wrestle with in their search for guidance on social and ethical issues. Among the topics to be covered using A Topical Bible are: repairing a damaged relationship, accepting personal responsibility, questioning authority, sexual equality, identifying the suffering of others, welcoming change and challenge and a time for action.

Jewish Life Cycle – Using the text The Life Cycle Workbook, students will study the laws and customs governing the special milestones in a Jew's life: birth, brit milah, pidyon ha-ben, Bar/Bat Mitzvah, marriage and death.

Jewish Values - Using the text Why Be Different: A Look into Judaism, students will deal with some very difficult questions - Does being the "Chosen People" make us better than other people? Can a good Jew question the existence of G-d? How can we believe in G-d when there is so much suffering in the world? - and many others.

American Jewish Experience - Using the text This Land of Liberty, students will study the development of the Jewish community in the United States from its inception until the present.

Holocaust - Students will learn about the Holocaust using the text The Holocaust: A History of Courage and Resistance as a basis. Emphasis is placed on the lessons and values that are learned from this dark period in Jewish history. Students will also read the memoir The Sunflower by Simon Wiesenthal.

Family History – During the course of the year, students will use what they are learning as a basis for studying their family's history and genealogy so that they may better understand their place in the scheme of Jewish history.

Sunday Morning with the Clergy – Throughout the year, students will participate in a 'round-robin', discussing a variety of important topics with Beth El's clergy: Rabbi Rosen (How to THINK as a Jew), Rabbi Garber (How to ACT as a Jew), Cantor Ness (How to PRAY as a Jew), Rabbi Sowalsky (How to DRESS as a Jew). As part of this program, students will learn how to put on tefillin and are expected to have their own sets. Information will be sent to parents on how tefillin can be purchased.

SCHOOL RULES AND INFORMATION

Class Schedule

Classes meet according to the following schedule:

Nursery (4 year olds).....	Sundays	9:00 AM - 12:00 AM
Gan, Mechina 1, Mechina 2..... (PS Grades K-2)	Sundays	9:00 AM - 12:00 AM
Aleph, Bet, Gimel, Daled, Hai (PS Grades 3-7).....	Sundays	9:00 AM - 12:00 PM
	Tues/Wed	4:00 - 6:00 PM

Grade Designations

Beginning with Kindergarten, each grade has a Hebrew name. They are listed here with their public school equivalents:

Kindergarten.....	Gan
Grade 1.....	Mechina 1
Grade 2.....	Mechina 2
Grade 3.....	Aleph
Grade 4.....	Bet
Grade 5.....	Gimel
Grade 6.....	Daled
Grade 7.....	Hai

Security

The Beth El Temple Religious School is protected by a monitored closed-circuit camera system. The entry door to the Religious School remains locked at all times on weekdays except Tuesday and Wednesday from 3:30 to 4:15 PM for arrival and from 5:50 PM on for dismissal. To enter the school building at other times, please ring the bell located by the entry door and wait for somebody to buzz you in. Please be prepared to identify yourself. Thank you very much for your cooperation.

Parent Involvement/ MISHPACHOT

Parents play an invaluable role in the functioning of our religious school program. First and foremost, we depend on you to take an active interest in your child's work. Inquire of your child concerning his/her work and offer your assistance where possible. Encourage your child, as you are a major source of motivation. When our school goes on field trips, we are usually in need of drivers to transport the students to our destination. Please assist us by offering your services in this regard. Our *Mishpachot* (Hebrew for "families") group is an important arm of our school community, coordinating parent involvement as well as sponsoring many important and worthwhile programs. Become a part of its activities as our school stands only to benefit. Class parents are needed to serve as liaisons between teachers and parents to facilitate the implementation of programs and classroom activities. Finally, we are always seeking adults in the Beth El Temple community who can offer our children Jewish cultural enrichment. If you have a special area of interest or an unusual creativity, we would like to incorporate you into our school program. Please notify the school office if you would like to share your talent with the Beth El Temple Religious School. Parents, please help us make this a school of which we can all be proud.

Attendance Policy/Procedure

"Train up a child in the way he should go, and even when he is old, he will not depart from it." (Proverbs 22:6) The Beth El Temple Religious School strives to provide our students with a meaningful Jewish education that will serve as the basis for lifelong commitment to our people, her traditions and her values. It is vital for the integrity of our education program and for the assurance of proper progress in schoolwork that all students attend classes regularly. Excessive absences weaken continuity and may result in the failure to acquire or maintain certain skills.

The elementary department of our religious school is an integrated two-day program, with students attending Sunday mornings and one weekday afternoon. The curriculum is implemented continuously across the two days and each is equally important to a student's academic progress. As students attend class only one weekday per week, switching between days is not possible. **Your cooperation is appreciated in planning activity and appointment schedules accordingly to minimize conflicts. If a child must be absent, parents should see to it that the child contacts either the teacher or a classmate to obtain missed assignments.**

The procedure for monitoring student attendance and dealing with excessive absence on the part of an individual student will be as follows:

1. Student attendance for the purpose of assigning make-up work will be evaluated on a semester basis.
2. A student whose absence exceeds 20% in any semester will be required to complete make-up work based on the curriculum of the class(es) missed.

3. Make-up work will be distributed with report cards at the conclusion of the given semester. This work will be due at a prescribed time in order for the student to be credited with satisfactorily completing the semester.
4. Student attendance records will be reviewed at the middle of each semester. Students who are in danger of exceeding the 20% absence level will be issued a 'Deficiency Report' at that time reminding parents and students of the consequences of excessive absence. In cases where a student has already exceeded 20% absence based on the projected number of sessions for the semester, make-up work will be issued immediately at that time.
5. If a child is expected to miss an extended period of classes due to illness or injury, written documentation should be provided by the child's doctor. Parents should contact the school office as soon as this is known to arrange for work to be sent home on a regular basis. If such work is satisfactorily completed and turned in, the student will be given credit for these days.
6. If a student has a scheduling conflict that will require ongoing absence from Religious School (more than 1-2 sessions), parents are asked to contact Rabbi Rosenbaum before the beginning of school to arrange for tutoring to make up work missed. This tutoring will be at the parents' expense.
7. When a student has missed more than 35% of class sessions in any given semester, remedial tutoring will be required at the parents' expense. The amount of tutoring will be determined based on the number of sessions missed.
8. Should a student's absence rate be greater than that which can be reasonably compensated for by make-up work (50% of class sessions), that student will not receive credit for the given semester. In such a case, the student will be required to repeat the semester completely by means of tutoring at the parents' expense.
9. A student will not be promoted to the next grade unless (s)he has completed the entire school year in good standing.
10. Should parents and/or student be unwilling or unable to fully cooperate with any stage of this process, determination will be made by the Educational Director and the Education Committee that we are unable to educate the child as part of the Beth El Temple Religious School.
11. This attendance policy/procedure ties in with the Bar/Bat Mitzvah standards of Beth El Temple which state:

"A Bar/Bat Mitzvah candidate is required to complete five years of educational training, beginning with the third grade, at Beth El Temple, at an approved Jewish day school, or at another Conservative synagogue, a minimum of four years having been completed prior to the scheduled date. It is understood that the child will successfully complete the school year during which the Bar/Bat Mitzvah occurs."

Progress Reports

Progress Reports are issued to all students in January and at the conclusion of the school year. Elementary (P.S. Grades 3 – 7) reports will summarize material covered by the class during the just completed term and grade students on their work performance and classroom habits. Primary students (P.S. Grades N – 2), will be graded on social and work habits as well on their understanding of material presented in class. At all levels, teacher comments will describe your child's progress more specifically and in greater detail. Any questions regarding these evaluations should be directed to the child's teacher or to the Educational Director.

Arrival and Dismissal

Please be sure that your child arrives at school on time and that (s)he is picked up promptly after classes. The opening bell is a signal for classes to begin. At that time, students should be in their seats with books and supplies (pencil, notebook, kippah, etc.) in order.

When forced to come in late, a student should enter the classroom and sit down as quietly as possible. **Students who arrive after 4:10 PM must sign in and obtain a 'late pass' at the school office before reporting to class.** If you will be delayed following classes, please call the school office (233-9891) to notify your child. In the event that your child needs to be picked up early from school, please send a written note to your child's teacher to that effect. Your child will not be released from class until you have arrived at school and have signed him/her out in the school office. On Tuesdays and Wednesdays, when we have school-wide tefillot (prayers), please honor the sanctity of the service by not removing your child in the middle of a prayer. Please report to the teacher monitor who will dismiss your child to you at the appropriate time.

On Sunday mornings, students are dismissed according to the following schedule:

11:55 AM	Elementary Grades Aleph to Hai
12:00 PM	Primary Grades, Nursery to Mechina 2

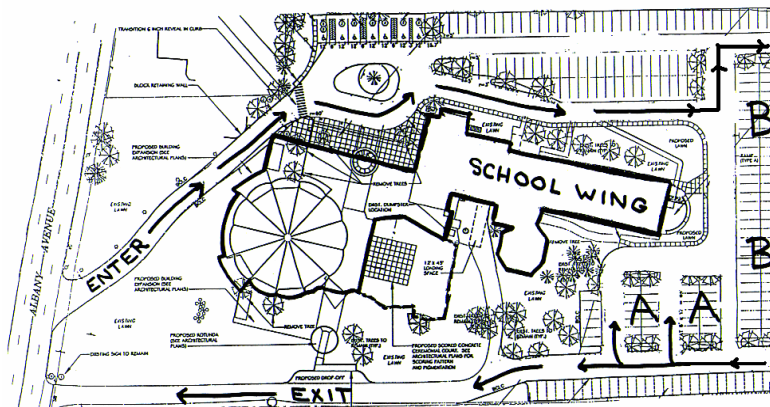
At the time of their dismissal (12:00 PM), primary students will be walked by their teachers to the outside dismissal area where they will remain with their classes until they are picked up by their parents.

Elementary students will be dismissed from their classrooms at 11:55 AM. Parents are asked to arrive on time and to wait for their children outside. The school hallways are not wide enough to safely accommodate all the parents and students of our school at one time. If you wish to speak to your child's teacher, you may come back into the building after receiving your child.

Please help us ensure a safe drop-off and dismissal of your child(ren) from school. We are concerned about a hazardous situation in our parking lot as children attempt to locate their carpools. Our goal is to eliminate, to the fullest extent possible, any risk to our children. For this reason, we ask that you comply with the following procedures:

1. When driving into and leaving the parking lot, please reduce your speed to 5-10 MPH and be attentive to individuals who may be walking to their cars.
2. The driveway adjacent to the dismissal area will be blocked off by cones and cars will not be able to pass through. Cars will be required to access area "B" and exit the parking lot by driving around the back of area "B".
3. Cars parked in the front of area "B" must either exit to the rear or wait until the school dismissal process has been completed.
4. Cars may line up by the sidewalk along the side of the building (but not in front of the dismissal area) to wait for their children. Students should enter cars from the sidewalk side to ensure their safety. If you are in this line, please do not get out of your car for any reason and move up as cars depart to allow additional cars to line up behind you. As you depart, please be attentive to cars that may be passing through the parking lot.
5. It is important for your children's safety that you walk to the dismissal area to retrieve your children and escort them back to your car. PLEASE DO NOT WAVE TO YOUR CHILDREN FROM YOUR CAR FOR THEM TO JOIN YOU. This encourages them to run to you, often without taking the time to check for oncoming traffic.
6. Please be punctual. Our staff does not leave the school area until the last child is picked up. We ask you to be considerate and allow sufficient time to arrive at Beth El on schedule.
7. If you have an emergency or some other unexpected circumstances, please call the school office before dismissal time.
8. In order for our dismissal to be safe and effective, each family will be assigned to monitor the parking lot once during the school year. You will be given advance notice of your assignment and will be asked to find a replacement if you are unable to be present on your assigned date.

Thank you for your cooperation.



Discipline

The Religious School of Beth El Temple strives to enable each student to develop and grow to the fullest extent possible - socially, mentally, emotionally and spiritually - by means of its total educational program. It is our intention to protect the right of every student to full participation in this program. The proper learning atmosphere can only be maintained if students come to school prepared and in the proper frame of mind. We recognize the necessity of establishing a strong partnership between home and school in order to accomplish these goals.

If a student disrupts the learning process, efforts will be made by the teacher, prior to implementing each step, to remedy the situation within the classroom and through communication with parents. If these are unsuccessful, the following steps will be taken:

1st Step: The student will be sent to the office and (s)he will be placed for the rest of that class period in a "time-out chair" in an empty classroom. The student will complete a special assignment that has been prepared by the teacher. The parent will pick up the student from the office at the end of the day and a conference will be scheduled with parent, student, teacher and Educational Director present.

2nd Step: The student will be sent to the office where the parents will be called to pick up the student immediately. If the office is unable to reach the parents, the student will remain in Rabbi Rosenbaum's office from where (s)he will be dismissed to the parent at the end of the session. During that time, the student will complete a special assignment. A conference will be held with the parent, student, teacher and Educational Director present.

3rd Step: Automatic in-house suspension will take effect for the following session. The student will be segregated in a room by him/herself to complete an assignment prepared by the teacher.

4th Step: Automatic suspension will take effect for a period of one week and a lengthy special assignment will be given. Students who are in the course of Bar/Bat Mitzvah instruction will not be entitled to lessons during this time.

- For all offenses, the student will be responsible for making up missed class work at home before being readmitted to the class for the following session.
- In all cases where a child is sent to the office for disciplinary reasons, the teacher will be required to call the parents to apprise them of the circumstances and will document them in writing. The teacher will participate in all parent conferences held.

- At the discretion of the Educational Director, a parent may be requested to sit in class with his/her child to monitor the child's behavior. S(He) will remain with the child for the entire class session.
- Students engaged in vandalism or physical violence will be subject to immediate suspension.

Anti Abuse, Molestation, Discrimination, and Harassment Policy

It is the policy of the Beth El Temple Religious School to maintain a learning environment free from abuse, molestation, discrimination and harassment (collectively, "harassment"). This policy applies to all students and teachers, parents, and volunteers who participate in our Religious School. This policy supplements Beth El's other policies, established by Beth El or contained in the Beth El Temple Employee Handbook.

Harassment is forbidden by federal and state law and will not be tolerated in any form. While the law emphasizes that such behavior be unwelcome by the recipient, all students and teachers, Beth El employees, parents and volunteers are on notice that any such behavior is inappropriate in the school setting. Individuals have different personal standards and sensitivities and, therefore, it is best to avoid any conduct which is offensive in nature.

Harassment might include the following:

- unwelcome touching, propositions, or sexual advances;
- direct or indirect demands or requests for sexual favors;
- direct or indirect jokes, unwelcome comments, or gestures;
- any conduct of a sexual nature;
- bullying, teasing, name-calling, taunting, or making physical threats;
- implied or explicit threats related to harassment or retaliation.

Any student who believes that he or she has experienced any harassment by a teacher, staff member, other student(s), or any other person at our facility or during any Religious School program must report the alleged harassment by notifying a Religious School staff member or the Educational Director.

Any other person who believes he or she has experienced any harassment in connection with the Religious School must report that alleged harassment by notifying the Educational Director or Beth El's Executive Director. Any alleged harassment occurring outside of the Religious School must be reported to the Executive Director or other person in accordance with the reporting provisions in the Employee Handbook.

The staff member contacted by the student will inform the Educational Director, who may discuss the reported incident with the student. The Educational Director will offer assistance in resolving the complaint. If the accused is the Educational Director, the staff member assisting the student will notify the Executive Director. In order to meet the individual needs of students in the Religious School, each harassment complaint, to the extent possible, will be treated in a manner that will ensure the highest level of comfort for

the student making the complaint.

Students should feel free to seek assistance if they are harassed. Many students who confide in an adult staff member seek assistance to put an end to the harassment without causing the situation to escalate. Under certain circumstances it may be desirable to provide the complaining student with the opportunity to tell the accused that his/her conduct is unwelcome and that it should cease immediately. It also may be appropriate for the teacher or Educational Director to act as an intermediary. Where appropriate, the Religious School will seek to resolve the situation informally. On an informal level, the Educational Director may protect the identity of the victim by informing the accused that a complaint has been brought forward and needs to be discussed. The informal process must be supervised and documented by the Educational Director or his designee.

If the case cannot be resolved informally, the student will be asked to make a formal complaint that should generally include the name of the complainant, the date of the complaint, the date(s) of the alleged harassment, and a detailed statement of the circumstances leading to the complaint. The student will be advised that the information reported must be truthful and accurate. Parents of students involved in the harassment incident normally will be notified of any formal complaint made. The Educational Director or his designee will investigate the charges and, where necessary, take appropriate disciplinary action.

In the situation where a student makes a complaint of harassment against a teacher, staff member, parent, or volunteer and the investigation supports those charges, the offending party will be subject to disciplinary action, including, where appropriate, immediate termination, as outlined in the Employee Handbook.

The Religious School also will comply with any harassment reporting obligations and reserves the right to notify the authorities for assistance with any investigations or to report on the results of any investigations.

Any student, teacher, staff member, parent or volunteer who retaliates against anyone making a claim of harassment or participating in an investigation, proceeding, or hearing related to a harassment complaint is subject to disciplinary action. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Such disciplinary action may include suspension, immediate termination, or expulsion in the case of a student.

This policy will be communicated to all Beth El teachers, employees, staff members, students, volunteers, and parents of students in the Religious School, and will be included in our education handbook distributed to teachers and parents. This policy also will be referenced in our employee handbook.

If you have any questions about this policy, please contact the Educational Director.

(Adopted August 2004)

Policy on Bullying

Bullying behavior by any student in the Beth El Temple Religious School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. 'Bullying' means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the same student over time. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator. A copy of the Beth El Temple Religious School's full policy on bullying can be obtained in the Religious School office.

(Adopted March 2006)

Policy on AD(H)D/LD

POLICY: For children who have already been identified by their public/private school to have Attention Deficit- (Hyperactivity) Disorder (AD(H)D) or specific learning disabilities (LD), the Religious School of Beth El Temple will develop and implement, based on the available resources of the synagogue, an individualized intervention plan in conjunction with its professional staff, outside consultants and the family.

PROCEDURE:

1. Specific concern is expressed by the parent, teacher, Educational Director or synagogue professional staff regarding the student's ability to interact successfully with the curriculum and structure of the classroom.
2. An initial conference is held with the Educational Director, family and school staff, as appropriate, to gather information/ data clarifying the situation and share current formal written documentation of AD(H)D/ LD as well as recommendations which have already been made. Written permission is requested to contact public/private school teachers.
3. An individualized intervention plan is formulated using the resources and facilities available at Beth El Temple in conjunction with the professional staff of Beth El Temple, the parents and an outside consultant, as needed.
4. The individualized intervention plan is implemented by the school staff, faculty and parents.
5. Evaluation is done by means of regular report by school faculty and staff as well as bi-monthly conference with parents to review progress and the individualized intervention plan.
6. All information collected will become part of the student's confidential file.
7. Should the needs of a student be greater than that which the staff and resources of

Beth El Temple can provide, as determined by the Educational Director, an alternate education plan will be recommended, either in addition to or in place of the regular Religious School program, in order to meet the educational standards of the United Synagogue of Conservative Judaism and Beth El Temple and the needs of the child. It is understood that limited tutoring can be provided by Beth El Temple within the context of our Religious School program. Additional tutoring, either in support of the classroom experience or in place of the classroom experience, will be at the parents' expense.

8. Should parents and/or student be unwilling or unable to fully participate with any stage of the process outlined above, determination will be made by the Educational Director, in consultation with the Education Committee, that we are unable to educate the child as part of the Beth El Temple Religious School. Should circumstances change, this decision may be reviewed and changed at any time.

Shabbat Programs

An important aspect of our school program is participation in Shabbat services at Beth El Temple. **Mishpacha Minyan**, a family prayer and learning experience led by Rabbi Garber, meets on the first Shabbat of each month in the Chapel from 10:30 AM to 12:00 PM, and is geared to families with children in grades K through 6. At the conclusion of the service, all children are invited onto the bimah in the Sanctuary for Kiddush. Students and families will have the opportunity to sign up in advance for parts in the service, including opportunities to read from the Torah for those who have acquired this skill. **Junior Congregation** programs, led by Rabbi Rosenbaum and Mrs. Sperling, meet on the third Shabbat of each month as follows:

Shabbat Experience (Grades N-2)..... 10:45 - 11:45 AM
Junior Congregation (Grades 3-6)..... 10:30 - 11:45 AM

Junior Congregation is geared to our students and aims to familiarize them with the content and order of the service. The students learn certain prayers in their Religious School classes, but only in services do they put them to use. Students are called upon to lead the congregation in prayer. On Shabbatot on which Mishpacha Minyan and Junior Congregation are not scheduled, families are encouraged to attend services together in the Sanctuary. It cannot be emphasized enough that the best way for a child to learn prayer is to participate in services regularly. On days when Junior Congregation programs take place, we encourage parents to accompany their children to synagogue and attend the adult congregation.

Elementary families (Gr. 3-7) are expected to attend nine (9) Shabbat services during the school year, at least six (6) at Beth El Temple. It is recommended that students attend Junior Congregation or Mishpacha Minyan when they are offered. Credit will also be given for attendance at Friday night services or Shabbat afternoon Mincha/Maariv/Havdallah.

Students must be up-to-date in their Shabbat service attendance in order to serve as *shaliach tsibbur* (leading the congregation in prayer, e.g., *pesukei d'zimra*, *shacharit*, Torah service) at their Bar/Bat Mitzvahs. Serving as *shaliach tsibbur* is a cherished tradition in Jewish life, acting as facilitator for the congregation's deepest wishes and prayers. As such, we feel that this individual should be thoroughly familiar with the service.

When attending services, students should remember to 'turn up' their cards, located in the attendance boxes located on the table outside the Sanctuary. For students attending Friday night or Shabbat afternoon services in the Chapel, attendance boxes are also located on the table outside the Chapel.

School Cancellation Due to Inclement Weather

Whenever the West Hartford Public Schools are closed or dismissed early due to inclement weather, the Beth El Temple Religious School will be closed for the day. At other times, please listen to radio stations WTIC (1080 AM/96.5 FM) or WDRC (1360 AM/102.9 FM) or watch TV stations WVIT-30 or WFSB-3 for announcements of school closing. If in doubt, call the school office. When school is to be cancelled on Sunday mornings, every effort will also be made to contact you by e-mail.

Tsedakah

It is important to impress upon children when they are young their responsibility for helping less fortunate fellow Jews. With this philosophy in mind, it is suggested that students make daily/weekly contributions to tsedakah. The amount of the donation is left to the discretion of the parents. Thus they fulfill the prescription: "All Israel is responsible for one another." On a regular basis, as well as when special circumstances warrant it, we will participate as a school in other acts of 'gemilut chassadim' (deeds of lovingkindness). Every school family is urged to participate in order to achieve the maximum impact.

Field Trips

Occasionally during the school year, field trips will be taken by the school in its entirety or by individual classes. Please keep in mind that these activities are an important part of our school curriculum and that we expect all students to attend. Your cooperation is appreciated in returning signed permission slips for these trips to the school office as well as in volunteering to drive when car-pooling is necessary.

Tutoring

When a student is having particular difficulty learning to read Hebrew, (s)he will be enrolled in our Remedial Reading Program. For 10-20 minutes each week, a tutor will work privately with this child, at no extra cost to the parents, toward fluency in reading. In cases where students need remedial help in another subject, with advanced studies or need more than the time allotted within our program, tutoring can be arranged, at the expense of the parents, by contacting the Educational Director. Please be advised that tutoring in no case should be looked upon as a substitute for consistent good attendance, hard work and effort by the student.

Food

Food and drink is NOT permitted into class from outside except for class arranged Shabbat, holiday or special celebrations. In such cases, all food must be kosher and bear on its packaging one of the recognized symbols of kashrut or come from an approved kosher bakery. Parents are urged to give children a snack before bringing them to Religious School to tide them over until dinner and give them a little extra energy to get through a long day.

Important Allergy Alert

A number of students in our school have severe allergies to nuts, including peanuts, peanut butter, peanut oil and any products containing these ingredients. When sending any group snacks to school, whether for birthdays or other class celebrations, your cooperation is appreciated in avoiding products that contain these ingredients. For the safety of all our students, please be sure to send in the ingredient label with snacks. The label indicates the presence of peanuts or traces of peanuts and will allow the teacher to take all possible precautions. Thank you very much for your cooperation in this matter.

Back-to-School Day/Parent-Teacher Conferences

Back-to-School Day will take place on the first Sunday of the school year. This special program will give parents the opportunity to attend classes with their children, meet the teachers and learn about curricula for the year. The orientation held as part of the day will allow parents to study with our Rabbis and learn more about the many programs and special activities that will occur during the course of the year. Parents are encouraged to contact teachers with concerns at any time of the school year and may arrange a meeting with a teacher at any time by contacting the Educational Director or by speaking with the teacher directly.

Books and Supplies

All books given to students at the beginning of the year are the property of Beth El Temple and reusable texts are to be returned at the conclusion of the school year. In the event that books are lost or destroyed during the course of the year, or that books are needed by individual students for remedial work, parents will be responsible for paying for such additional purchases. Any text may be purchased for home use by inquiring in the school office. Students are expected to take care of their books and give them the respect due them.

On the first day of school, each student in grades Nursery through Gimel is asked to bring the following supplies in a shoebox (or plastic ziplock bag for Bet and Gimel) labeled with his/her name:

- Scissors - 1 pair
- Crayons - 1 box of 12
- Glue Sticks- 2
- Glue – 8 oz. squeeze bottle
- Markers - 8 non-toxic, washable

Students in grades Aleph through Hai are asked to bring the following: a dozen pencils and pencil case, a pencil sharpener, a couple of pens, colored pencils, a 1” binder with dividers and notebook paper and a small pack of tissues. This system will help us maintain a high level of operating efficiency within our school and will, hopefully, result in supplies being treated with increased respect by students. The school will provide other supplies and craft materials, as they are needed.

Passport to Israel

“Passport to Israel” is a cooperative incentive savings program in which families join together with the synagogue and the Jewish Federation of Greater Hartford, each contributing funds toward an educational program in Israel for participating students. Federation and the synagogue each contribute \$50 per year, beginning as early as Kindergarten, while families contribute a minimum of \$200 each year to the Hartford Passport to Israel Fund, with an account maintained in the child’s name. Students in grades Kindergarten through ten may enroll in Passport to Israel. For more information, or to enroll your child, please contact the school office.

Holiday Celebrations/Services

The High Holidays (Rosh Hashannah and Yom Kippur) and the three Pilgrimage Festivals (Passover, Shavuot and Sukkot) are days of which it is written in the Torah that we "should do no manner of work". Students are urged to stay out of school on these days and attend holiday services. Public schools will permit students to make up any work missed and teachers should not penalize them in any way. We understand the burden that this places upon our students and respect the effort that they make in this regard. Any questions or problems should be directed to Rabbi Rosen or Rabbi Rosenbaum. These holidays are times of great joy in our tradition and we call upon you to allow your children to participate in their observance in the manner in which they have been trained in our Religious School.

Family Education

The family is the key to the survival of the Jewish people and parental involvement is a crucial element in the development of Jewish family life. Guided by these principles, the Beth El Temple Religious School makes available many opportunities for family experience and Jewish learning. Family learning opportunities are scheduled for each grade level, giving families the opportunity to explore together topics contained within our school curriculum. These programs take place on Sunday mornings during the context of regular classes and it is our hope that parents will join their children for these important experiences. Parents are also encouraged to participate in serious adult learning through classes offered on Sunday mornings, providing the opportunity to study as adults what the children are learning in Religious School classes. Throughout the year, Shabbat and holiday times are highlighted by special family experiences for all. They include participation in our Mishpacha Minyan and Shabbat LIVE! programs and provide the opportunity for families to share Shabbat dinner and interact socially with other families in our school. When a RSVP is called for, we ask that you respond promptly in order that we are able to plan appropriately.

Education Committee

The Education Committee is the policy-making board of the Religious School. It meets monthly to consider all issues which are relevant to the school. Parents who are interested in sharing their views with this group may contact one of the Education Committee chairs or Rabbi Howard Rosenbaum.

Parental participation plays a significant role in enhancing your child's experience here at Beth El Temple. We welcome your involvement.