

# **PARENT HANDBOOK**

**2010 – 2011**

**BETH TIKVAH-B'NAI JESHURUN RELIGIOUS SCHOOL**



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**Beth Tikvah-B'nai Jeshurun provides a religious school curriculum for children who are five years old through approximately 13 years of age. We require students to complete 6 years of formal education, beginning with the Mechina year (7 years of age and/or 2nd grade).**

## **GOALS**

1. To develop in students a positive Jewish identity and a sense of responsibility for the State of Israel and the worldwide Jewish community.
2. To teach the students the skills necessary to practice Judaism according to the Conservative Movement.
3. To familiarize the students with the prayer book and the Conservative prayer service.
4. To expose students to Shabbat observance as a central element of Jewish life.
5. To impart to the students knowledge of our heritage and tradition through Torah/Bible study. Torah will be understood as the living blueprint for the foundation of the Jewish people.
6. To develop the skills necessary for Siddur reading fluency.
7. To educate and sensitize students to the experience and impact of the Holocaust.
8. To foster the celebration of students' Jewish identity at home with their families.
9. To develop in students a positive attitude towards the Religious School experience, and to familiarize them with Jewish moral values and ethics, encouraging them to treat others with *Derech Eretz* (basic courtesy and respect).
10. To build community within our religious school classes and among our BTBJ families.

BTBJ Religious School is a special community whose members come together to be educated and to build our identity as committed Jews. In the same way that other communities form in society, common bonds and special relationships form among students, families and the faculty. In our community, we expect all members to treat each other with thoughtful consideration, fairness, generosity, tolerance and decency.

# ATTENDANCE POLICY

## GENERAL REQUIREMENTS

A successful religious school experience relies on the partnership of family and school. Together we can ensure that our children learn, thrive, and grow in our supportive Jewish environment. Regular class attendance and participation in school programs is critical to achieve our aims.

Because we care so much about the success of our learners, ***students must attend a minimum of 80% of religious school classes on each day that the student attends.*** A student in the Lower School (Mechina – Gimel) must attend 80% of the total number of Sunday classes AND 80% of the total number of Tuesday sessions. A student in the Upper School (Dalet and Hay) must be present for 80% of the Wednesday sessions AND 80% of the Saturday classes. Early dismissals and late arrivals will be tracked. If excessive, appropriate steps will be taken to make up the lost learning time.

If a student's absences exceed 20% of all classes and/or if a student arrives late or leaves early excessively, he/she will be required to attend tutoring sessions at the parents' expense, under the supervision of the Educational Director. Additionally, students who are absent are expected to complete all course materials covered during class time, as well as homework assignments. Parents should make every effort to make the necessary arrangements. Wherever possible, teachers may choose to send make-up assignments home via e-mail, therefore it is important to keep your e-mail information up-to-date.

***Failure to meet any of these requirements may result in the student not being promoted to the next school grade.***

Our goal is to work together to help each student reach her/his fullest potential in our school. We will provide the students' families with the class and event schedule of the Religious School before the start of the school year so that family activities can be planned to avoid conflicts with the Religious School schedule.

**ATTENDANCE REQUIREMENTS AT A GLANCE**

GRADE	CLASSROOM	SHABBAT SERVICES
Gan & Nitzanim (PRIMARY)	Sunday 9:30 am-12:30 pm	Encouraged but not mandatory
Mechina, Aleph, Bet, Gimel	Sunday 9:30 am-12:30 pm  Tuesday 4:00-6:00 pm	Minimum of 10 – 5 Jr. Congs. + any five other Shabbat services
Dalet, Hay	Saturday 9:00 am-Noon  Wednesday 6:45-8:45 pm	Shabbat attendance requirement is met through regular Saturday class attendance. Hay has a specific Bar/Bat Mitzvah services requirement

**WE APPRECIATE YOUR COOPERATION IN NOT SCHEDULING ANY OTHER ACTIVITIES DURING YOUR CHILD’S REGULARLY SCHEDULED CLASS TIME.**

## SHABBAT ATTENDANCE REQUIREMENT

- Students from Mechina through Gimel are expected to attend at least ten Shabbat services during the year.
- A minimum of five of these services must be attended at our BTBJ Junior Congregation program. These services are clearly listed on the back page.
- The remaining five services can be any Shabbat (Friday evening or Saturday morning) services at any synagogue.
- **If your child attends at another synagogue, please keep us informed by using the computer-friendly Shabbat service attendance form which will be supplied to make it easier for you to keep track of your child/ren's status.**

When your child attends a BTBJ non-Junior Congregation service, please use the following system so that your child will receive the proper credit:

- Upon arriving in the sanctuary, look for an **index card file near the back door.**
- Please locate your child's card (cards are alphabetized by grade), remove it and then place it in the additional container.

In order for your child to receive the proper credit for Junior Congregation attendance:

- Students are expected to arrive on time and remain for the entire program.
- Students are encouraged to attend at least one Shabbat morning service per month so as to distribute attendance throughout the year.
- The **deadline for accumulating Jr. Cong.& Non-Jr. Cong. credit is; May 20, 2011.**

We recognize that sports and other extra-curricular activities may prevent regular attendance, so we encourage you to plan out your child's Junior Congregation schedule in advance in order to complete the requirement before the deadline.

- Dalet and Hay must attend the 80% minimum attendance requirement on Saturdays.
- If a Hay student is invited to attend a Bar/Bat Mitzvah service at BTBJ, he/she is **expected to attend class first from 9:00-10:15**, and then will join the formal services as a guest of the celebrant.
- Hay students have additional service requirements as described in the Bar/Bat Mitzvah materials provided by the Rabbi.
- Primary students are encouraged to attend the Junior Congregation 1 Service.

Regular Junior Congregation attendance is an integral part of our school program.

***Students failing to attend the minimum number of required services will need to meet in special sessions with the Educational Director in addition to their regular religious school class time.*** Additional service attendance may also be required. **Failure to meet these expectations may result in the student not being advanced to the next grade.**

Extenuating circumstances will only be considered by the Religious School Committee for the most extreme cases.

## SHABBAT CHILDREN'S SERVICES

- Approximately two Shabbat mornings each month, there will be two children's services offered under the direction of the religious school:
- There are two Junior Congregation Services; 1 and 2
- **Mechina** and **Aleph** students will attend **JC-1** services
- **Bet** and **Gimel** students will attend **JC-2** services
- **Dalet** will hold their own services as part of their Shabbat experience  
Additionally Dalet will attend adult services at arranged intervals
- **Hay** students will attend the adult service as part of their Shabbat experience
- **Gan** and **Nitzanim** students are welcome to join the JC-1 service
- **There are a total of 16 service dates during the course of the school year, as well as one Shabbat morning Family Service that counts for Junior Congregation credit, a TuB'Shevat Service & Seder and a Shabbaton weekend with options for different Jr. Cong. credit amounts during those services.**
- **Jr. Congregation services are held from 10:30 a.m. to Noon which includes time for Kiddush**

Parents are encouraged to attend the adult congregation services while their Junior Congregation children are in the appropriate service. Parents of children in JC-1 are welcome to attend the Junior Congregation service with their children.

## CURRICULUM

### CURRICULUM INTRODUCTION

We offer a program for students who are five years old through approximately thirteen years of age. The curriculum is designed to be developmentally appropriate with a focus on integrated learning, so that each year students build on prior knowledge. We provide a well-structured Torah/Bible curriculum, providing a continuous and connected overview of the Five Books of Moses as well as an introduction to selected books in the Prophets and Writings of the Bible. There are areas of Torah study which overlap at different grade levels; however the focus and concentration is grade-appropriate and taught from a different perspective. Additionally, the entire school will study short passages of the weekly Torah portion every day in creative and relevant ways. All grade levels will learn about Jewish holidays, blessings and prayers on their own grade level. This program provides for concentrated Hebrew decoding activities, which are further reinforced by regular home practice. A parental signature sheet found in the homework folder will enable the parents and teachers to work together as a team to provide the best possible opportunities for the student. Grades Bet & Gimel will experience regular Minha (afternoon) or Ma'ariv (evening) services. Additionally, all grades, Mechina through Gimel will participate in Sunday morning Shacharit Services. Dalet and Hay classes will experience Shabbat morning services as part of their regular class schedule, as well as occasional Wednesday evening Ma'ariv Services. The older students themselves lead these services under the supervision of the Hazzan, Assistant Educational Director, and qualified teachers. These prayer opportunities will further strengthen Hebrew skills, prayer familiarity as well as provide the environment for spiritual growth within the child and community-building within the class.

## CURRICULUM OVERVIEW BY GRADE

Kindergarten -	Gan	<ul style="list-style-type: none"><li>- Jewish Holiday Symbols</li><li>- Hebrew Reading Readiness</li><li>- Basic Hebrew Vocabulary</li><li>- Torah Stories: Creation story through the Abraham/Sarah narratives</li><li>- Shabbat and Havdalah</li></ul>
1 <sup>st</sup> grade	- Nitzanim	<ul style="list-style-type: none"><li>- The Synagogue</li><li>- Hebrew Reading Readiness and Sight Words</li><li>- Basic Hebrew Vocabulary</li><li>- Torah Stories: Jacob through Joseph narratives</li><li>- Mitzvot</li><li>- Shabbat and Havdalah</li></ul>
2 <sup>nd</sup> grade	- Mechina	<ul style="list-style-type: none"><li>- Jewish Community</li><li>- Jewish Calendar</li><li>- Torah: focus on Exodus narratives</li><li>- Beginning Hebrew Reading</li><li>- Jewish Value Concepts and God Concepts</li></ul>
3 <sup>rd</sup> grade	- Aleph	<ul style="list-style-type: none"><li>- Hebrew Reading Skills and Prayer Concepts</li><li>- Torah: A focused study of the Book of Genesis</li><li>- Mitzvot</li><li>- Hebrew Reading Fluency</li></ul>
4 <sup>th</sup> grade	- Bet	<ul style="list-style-type: none"><li>- Hebrew and Prayer Concepts</li><li>- Torah: Selections from Exodus through Deuteronomy</li><li>- Bible: an Introduction to Prophets and Writings</li><li>- Hebrew Reading Fluency and Cursive Hebrew Writing</li><li>- Jewish Values and Morals</li></ul>
5 <sup>th</sup> grade	- Gimel	<ul style="list-style-type: none"><li>- Hebrew and Prayer Concepts</li><li>- Torah: Highlights of Exodus and Leviticus</li><li>- Israel and Jewish Peoplehood Concepts</li><li>- Mitzvah and Creating Community</li><li>- Israel studies</li><li>- Hebrew Reading Fluency</li></ul>
6 <sup>th</sup> grade	- Dalet	<ul style="list-style-type: none"><li>- Hebrew and Prayer Concepts</li><li>- Torah: Highlights of Numbers and Deuteronomy</li><li>- Prophets</li><li>- Life Cycles</li><li>- Hebrew Reading Fluency</li><li>- Jewish Values and Current Events</li></ul>

- 7<sup>th</sup> grade - Hay
- Hebrew and Prayer Concepts
  - God/Mitzvot
  - Torah: In-depth study of the weekly portion
  - Holocaust Studies
  - Hebrew Reading Fluency
  - Jewish Identity, Ethics and Values, Current Events
  - Pirkei Avot (Ethics of the Fathers)
  - American Jewish History

## **MUSIC**

Music is an important component of our curriculum. Our students will meet regularly to learn songs related to the holidays, prayer melodies and fun Jewish songs that they will enjoy. Moreover, students are encouraged to participate in the bi-yearly Hazzan's Music Program, which integrates a musical theme for the year with classroom learning.

## **PRAYER GOALS**

In addition to developing the skills necessary for Siddur reading fluency, we want our students to be comfortable in our BTBJ services, and to feel a connection to the concept of prayer and to the prayer service. To this end, we have developed a graduated system of prayer goals for each grade in our school.

### **Gan**

The emphasis in the Gan year is on basic home rituals. Students become exposed to the daily and Shabbat blessings by regular use during snack time and a weekly simulated Shabbat experience. They become familiar with the Havdalah ritual through continued repetition in preparation for the joint Havdalah program with the Nitzanim students.

### **Nitzanim**

The emphasis in the Nitzanim year continues to be on basic home rituals, but students are exposed to a greater number of prayers. Snack time continues to be an important opportunity for using *b'rachot* (blessings). The students' exposure to the Havdalah ritual is further strengthened by a greater role in the preparations for the family Havdalah program.

### **Mechina**

Although the blessings for the basic home ritual will continue to be important at this level, the Mechina students will be more intensively exposed to the concept of a formal prayer service. This approach will be reinforced through regular Junior Congregation attendance and by participation in a Mechina-led Friday evening service.

The Mechina students work actively on the following prayers:

Modeh Ani, Ma Tovu, Barchu, Shema (first two lines), Ose Shalom, Ein Keloheinu, Beginning of Aleinu and Adon Olam, Four Questions of the Pesach Seder, Hanukkah blessings, Shalom Alecihem, Lecha Dodi: refrain and first stanza, V'Shamru.

## **Aleph**

Aleph students continue to practice the basic home rituals with accompanying *b'rachot* (blessings). However, there is a much more intensive exposure to the formal synagogue prayer service. Aleph students become more familiar with the Friday evening service as they enjoy their special goal of participating in their Aleph Consecration service.

Additionally, they continue learning the Shabbat morning and weekday morning service at Junior Congregation and in Sunday morning prayer services.

They work actively on the following prayers:

Birchot HaShachar (Morning Blessings), Ma Tovu, , Psalm 150, Shema/V'Ahavta, Blessings (food, Shabbat and Hanukkah blessings, etc.), HaTikvah, Shalom Aleichem, Lecha Dodi: refrain and first two stanzas, V'Shamru.

## **Bet**

In the Bet year, the students are strengthening their reading/decoding skills. They are encouraged to use their Siddurim in order to read or follow each word of prayer. The emphasis in the study of Hebrew language is on prayer vocabulary and concepts, with a more intensive focus on the prayers of the Shacharit service, especially the texts surrounding the Shema. Bet students continue to master Friday night prayers in preparation for the Friday night service they lead.

They work actively on the following prayers:

Barchu, Yotzer Or/Or Chadash, Ahava Rabba, V'Havieinu, Shema/V'Ahavta, Mi Chamocha, HaTikvah.

## **Gimel**

In the Gimel year, students are encouraged to take more of a leadership role in services. They are exposed to the concept of Torah Trop, and the Hazzan works with interested students on preparing an actual Torah reading for an adult Shabbat morning service. The emphasis in the study of Hebrew language continues to be on prayer vocabulary and concepts, with a more intensive focus on the blessings of the Amidah, and the Ashrei text.

They work actively on the following prayers:

Adonai S'fatai Tiftach (opening verse of the Amidah), the first two blessings of the Amidah, Kedusha, Sim Shalom, Ose Shalom, Ashrei, HaTikvah.

## **Dalet**

Dalet students will have a regular Shabbat morning service as part of their Shabbat school, and frequently will have the opportunity to attend the main service. The class service is structured in such a way to enable the teachers to cover all the major parts of the service by the close of the year. Students will have regular practice in leading the basic Shabbat morning prayers. They will also receive further exposure to Torah Trop and the Hazzan works with interested students on preparing an actual Torah reading for an adult Shabbat morning service.

They work actively on the following prayers: Hatzi Kaddish, Friday Kiddush, Vayomer, Ashrei, Torah Blessings, Haftarah Blessings, HaTikvah.

# PREPARATION AND SCHOOL EXPECTATIONS

## ABSENCE AND MAKE-UP WORK

Missed class work must be made up so that the student does not fall behind. This is especially important with a two-day per week classroom schedule. Parents must ensure that their children get the work they missed by contacting another class member or the teacher. Make-up time may be scheduled for those children who are not working at grade or class level, or for those children with a pattern of missed class time that becomes challenging for successful learning. If a student significantly falls behind, parents will be encouraged to hire a private tutor at their own expense.

## HOMEWORK

Despite limited hours, one of our goals is for students to become successful and confident Hebrew readers. In order to accomplish this, it is essential to have repetition and reinforcement. **Therefore, there is a required Hebrew assignment for each student in Mechina through Gimel to be completed between Tuesday and Sunday of each week, and from Wednesday to Wednesday for Dalet.** We are appealing to our parents to work with the faculty as a team for the benefit of our children. ***Every student in Mechina through Dalet will receive a special homework folder.*** This folder will contain the weekly assignment on a special form that also asks for a parent signature. The folder will also include resource materials to give parents some of the basic Hebrew tools to work with their children. We ask you to support our efforts by encouraging your child to complete all work in a timely fashion, by listening to your child practice Hebrew reading, and by regularly signing the homework sheet. We encourage you to empower your children to keep track of their books, supplies, and special folder, and help them to remember to bring these materials to school with them. This simple act will show that you place a high priority on religious school preparation and work habits.

Please report lost assignments and books immediately to the teachers via phone call or a note sent in with your child. This way the situation can be handled immediately, and your child will feel positively about the outcome.

Teachers will be in contact with the home if a student misses several assignments.

Additionally, there will be positive incentives given to students who regularly complete their assignments, at the discretion of each teacher.

**We expect our students to regularly complete their homework assignments in order to advance to the next grade level.**

Hay students will receive regular short assignments to complement their in-depth class discussions. Dalet and Hay will be assigned research projects to be presented in class as an important part of the learning program.

## CELL PHONES

Cell phones must be out of sight and turned off, or they will be taken away until the end of the day. Please discuss this policy with your child and thank you in advance for your support of our educational environment.

## BEHAVIOR GUIDELINES

The BTBJ Religious School prides itself on offering a caring and warm learning environment for all of our students. To ensure the success of our learning process, it is important that all students and their parents understand and support our behavior policy. Our teachers strive to recognize and reward positive behavior wherever possible, and they use negative consequences only when necessary. We also understand that within the general community, there are students with different learning and behavior needs. Therefore, we make accommodations for individual students when appropriate.

In order to create the most effective learning environment possible, **the students will:**

- Show *Derekh Eretz*, respectful behavior at all times to their teachers, fellow classmates and synagogue staff.
- Speak in appropriate tones and volume, and listen respectfully when others speak.
- Raise hands, wait to be called on, and remain in their seats as directed.
- Bring the necessary books and materials, pencils, kippot to class and complete assignments as directed.
- Use the bathroom and get drinks at appropriate break times.

**The students will not:**

- Use disrespectful language or engage in inappropriate and/or aggressive physical behavior.
- Chew gum in class or in the sanctuary, eat during non-designated times, or bring in food/drink items on Shabbat morning.
- Bring personal electronic equipment or toys/collectables to class. Cell phones are not to be used during school hours. If a student fails to follow this rule, the item will be placed in a communal bin and returned to a parent at dismissal.

If students do not follow the rules we have established, the resulting consequences will follow this order:

- 1) Verbal warning from the teacher.
- 2) Student's seat will be moved when appropriate.
- 3) The teacher will call home and send the "Office Discipline Form" to Hazzan.
- 4) The student will be sent to the office and Hazzan will contact a parent.
- 5) In the case of repeated offenses, a student will face additional consequences that may include parent conferences, suspension from school with make-up assignments and/or make-up classes, and in the most serious cases, referral to the Religious School Committee and possible expulsion from school.

Promotion from one grade to the next is **NOT** automatic. To earn promotion, students must:

- Receive satisfactory marks in academic areas
- Receive satisfactory marks in behavioral areas
- Fulfill the attendance requirement
- Fulfill the Junior Congregation or other Service requirement

If a student does not fulfill these obligations, the situation will be brought to the attention of the Religious School Committee and Administration of the Religious School for further action.

### **DRESS CODE ON SHABBAT**

The Shabbat School and Junior Congregation program are based on the concept of sacred time and sacred space. Out of respect for the subjects we study here, and because we do hold formal Shabbat services for our classes, or will be joining the main congregation, students should dress appropriately. If a student comes to Shabbat School inappropriately dressed, a parent will be called after Shabbat.

**Students will be permitted time to change into sports uniforms if needed.**

## ETHICS AND VALUES

*"People do not naturally or spontaneously grow up to be morally excellent or practically wise. They become so, if at all, only as a result of a lifelong personal and community effort."*  
- Aristotle

We at BTBJ are committed to working with our families to help ensure that each child becomes a "mensch," that is, a good and caring human being and Jew. Through stories, classroom discussion, group projects, and family involvement, we will work together to instill in our children a clear sense of Jewish values. An especially important part of the BTBJ experience is "Mitzvah Day," in which every class from Mechina-Hay will have the opportunity to study and perform specific Mitzvot. Additionally, several classes and their parents will participate in the Jewish Relief Fund's Food Distribution Project. We emphasize the concept "Kol Yisrael Arevim Zeh BaZeh," "All of Israel is responsible for each other," teaching respectful interactions with others, as well as include a "doing" component so that the students' actions will be integrated with the school lessons.

## SCHOOL SUPPLIES

Your child will be provided with a new binder, pencil case, homework folder and special Kipah and kipah clip on the first day of religious school. Included is also helpful information to assist parents and students in the completion of successful homework assignments. Please see that your children come to class prepared thereafter by bringing the binder, a pen, 2 pencils, an eraser, textbooks if needed, and the homework folder provided with their assignments. Boys and girls are encouraged to bring their own kippot to school should they have personal preferences beyond the provided one. Our gift shop offers many gender appropriate styles for purchase. If a child does not have his/her own kipa or the special provided kipah, we will provide a new inexpensive one which should be stored in the homework folder and brought to school each session. Teachers may have additional school supply requirements.

**Dalet and Hay students should not bring writing implements or money to Shabbat School. Post B'nai Mitzvah students should bring their Tallit to wear in services.**

## TEXT BOOKS

Students will receive the new text books on the first day of class. Lost or misplaced textbooks are the responsibility of the parents. Teachers should be notified immediately if this is the case.

## TZEDAKAH

In our school we try to help our students to understand the importance of Tzedakah, both in its broader sense as the "Righteous Way to Live" as well as its less general sense of charity. To this end we maintain an ongoing Keren Ami Fund to which all of our students are urged to contribute each week, and in whose distribution they are encouraged to participate.

# LOGISTICS, SAFETY AND TRANSPORTATION

## COLONIAL SCHOOL DISTRICT BUS

We expect our students who ride the Colonial School District bus to follow our established rules of behavior.

The Sague bus company will be in charge of discipline on the bus. Additionally, a teacher advisor and a parent advisor will be riding the bus. We will contact parents if any problems arise. *The children must be respectful to the bus driver and the other children on the bus at all times, listen to the bus driver the first time and not get out of their seat. Please discuss this with your child/children .*

In order to ensure the safety of all the children on the bus, we may find it necessary to investigate situations and determine what disciplinary measures must be taken. Failure to comply with the rules will result in the following consequences:

- 1<sup>st</sup> incident - a warning will be issued
- 2<sup>nd</sup> incident – the child will be assigned a seat near the bus driver
- 3<sup>rd</sup> incident – the child will be suspended from riding the bus for 2 weeks
- 4<sup>th</sup> incident – the child will not be allowed to ride the bus again

We reserve the right to take other action based upon the seriousness of the incident.

## EARLY DISMISSAL

In the rare instances when you must pick up your child early, you must send a note explaining the reason for early dismissal. **Please come into the synagogue office and sign your child out at the front desk. Please do not go directly to your child's classroom – we will bring your child to you.** This policy is for your child's protection.

**In order to prevent unnecessary disruptions of the learning experience, there will be official early dismissal times. A student will only be dismissed at one of those fixed times. Parents coming at other times will have to wait until the designated time.**

Early pick up times are as follows:

<u>Tuesday</u>	<u>Wednesday</u>
5:00 pm	7:45 pm
5:30 pm	8:15 pm
<u>Sunday</u>	<u>Saturday</u>
11:00 am	11:00 am
11:30 am	11:30 am
Noon	

**PLEASE REMEMBER - STUDENTS WILL NOT BE DISMISSED AT ANY TIMES OTHER THAN THE ABOVE. TO FURTHER FACILITATE THE DISMISSAL PROCESS, A NOTE WITH THE DISMISSAL TIME SHOULD BE SENT IN TO THE TEACHER.**

In the case of Dalet/Hay Saturday school, parents may not come into the building for their child, as this may be disruptive of Shabbat services. It is absolutely essential to send in a note with the time of the early dismissal. In this way, one of the teachers or an aide can be waiting with the student by the downstairs door, and the student will be dismissed to the parent's car while the parent waits in the parking lot. Please note that the office is closed on Shabbat, and unable to receive any phone calls. In the case of an **extreme** emergency, you may call the synagogue number and leave a voice mail message for Janice Jumbo. She will check her voice mails occasionally, but will not return calls unless she deems the circumstance an emergency.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **ARRIVAL:**

#### GAN AND NITZANIM:

**Gan and Nitzanim students should be escorted into the BTBJ building by an adult after the car is parked in the lot.** Under no circumstances should cars be left unattended in the drop-off/pick-up lines. If the child is in Gan, the adult and student should drop off the student's book bag and any outwear downstairs in Room 8, before proceeding upstairs to the library to begin the day with the Nitzanim Class. If the child is in Nitzanim, the adult and student should go directly to the library on the upper floor, which serves as the Nitzanim classroom. A staff member will be on hand to greet them in both locations.

#### MECHINA - GIMEL:

Parents may either park and escort their children into the synagogue or drop them off at the back door. Children should not exit the car until it is directly in front of the door. **Children are not permitted to walk unescorted through the driveway or parking lot.** On Tuesday afternoon, children may be dropped off from 3:45 on; on Sunday morning they should not arrive before 9:20 AM. There will be no supervision available before that time. Colonial School bus students will be escorted into the building upon arrival by an adult. On Saturday mornings, Dalet and Hay students should report directly to their classrooms, unless instructed otherwise.

### **DISMISSAL:**

The following dismissal procedure reflects our deep care for the safety of your children. Additionally, we have found that these procedures speed up the pickup process remarkably! ***Please do not use your cell phone while moving through the carpool line.***

### **Sunday Downstairs Pick-up and Tuesday Pick-up**

1. Please form **three lines** of cars in the parking lot when you arrive to pick up your car pool
2. Car pool children will exit from two locations on the lower level – the back vestibule and the multi-purpose room. This will enable our dismissal process to move more quickly.
3. Car pool children will be escorted from these two exits by the Assistant Educational Director and a supervising teacher. Parents should remain in their cars until their children approach the vehicle.
4. When the children are safely seated in their cars the drivers will be directed to leave.

Teachers will be on duty at the door, and the parking lot, to ensure that things move smoothly and safely. For your children's safety, no car is to pull out of the line at any time! No children will leave the building unless the staff person on duty indicates that it is safe. However, if you are leaving the building and your car is not parked in a pick-up line, you may escort your car pool children to the car. *Please inform the children in the car pool not to cross lines of traffic to reach your car unless directed by the teacher on duty.*

### **Sunday Upstairs Pick-up**

Upstairs dismissal parents should park off property and pick up their children in the lobby on the upper floor at 12:30. (Upstairs-dismissal will take effect as soon as we receive written notification from a specific car pool.)

### **Tuesday Bus Pick-up**

At dismissal time, bus students will gather in the lobby in an orderly fashion until bus attendance has been taken. They will then be escorted to the bus by several BTBJ staff people. No student may leave the building individually.

### **Wednesday Pick-up**

Dalet and Hay students will be dismissed from their downstairs classrooms along with the Teens Together students.

1. Please form **three lines** of cars in the parking lot when you arrive to pick up your carpool.
2. Students will exit from one location on the lower level.
3. Students will be escorted from this exit by the Educational Director, Assistant Educational Director and/or a supervising teacher. Parents should remain in their cars until their children approach the vehicle.
4. When the children are safely seated in their cars the drivers will be directed to leave.

Teachers will be on duty at the door, and the parking lot, to ensure that things move smoothly and safely. For your children's safety, no car is to pull out of the line at any time!

No children will leave the building unless the staff person on duty indicates that it is safe. However, if you are leaving the building and your car is not parked in a pick-up line, you may escort your car pool children to the car. *Please inform the children in the car pool not to cross lines of traffic to reach your car unless directed by the teacher on duty.*

### **Saturday Pick-up**

Dalet and Hay students will be dismissed at noon from the Multipurpose door on the lower level. On Junior Congregation Days, JC 1 and 2 students will be dismissed from the same location at noon as well. Please form two pick-up lines, and remain in your car until your child is brought to you, as indicated above.

### **SCHOOL CLOSING/JUNIOR CONGREGATION CANCELLATION**

For information about religious school cancellation on a Sunday, Tuesday, or Wednesday, please choose from one of the information sources listed below.\* For information about Junior Congregation or Shabbat Dalet/Hay School cancellation, you may call the synagogue for the recorded message. **The school closing number will not be announced on a Saturday. If congregational services are cancelled, Junior Congregation and Dalet/Hay School will automatically be called off.**

***If either Springfield Township (#319) or Colonial School District (#305) closes on a Tuesday or Wednesday, religious school will automatically be cancelled.*** Please check the Springfield or Colonial School District websites, or local television and radio broadcasts.

In the advent of inclement weather during the course of a Tuesday or Wednesday, it is the parents' responsibility to contact the synagogue or to listen to KYW Radio (for #277) to determine the status of religious school. If Springfield Township or Colonial School District decide to dismiss early on a Tuesday or Wednesday due to inclement weather, we will automatically cancel religious school that day. Religious School will not be cancelled on a Tuesday afternoon even if either school district cancels their after-school activities. However, we will cancel Upper School on Wednesday evenings if the area school districts call off their after-school programming.

**You will not receive a phone call announcing any of these cancellations.**

\* You may learn about our school closing on a Sunday, Tuesday, or Wednesday by:

- a) calling the synagogue at (215)836-5677 to hear a recorded message
- b) listening to KYW News Radio for our school closing number (#277)
- c) going online at [kyw1060.com](http://kyw1060.com)
- d) calling directly to the KYW radio station by dialing 1-900-737-1060 (95 cents a call)
- e) watching television on KYW-3 or NBC 10/WCAU \*\*

REMEMBER - FOR ALL KYW OPTIONS YOU MUST KNOW OUR SCHOOL CLOSING NUMBER - #277!

\*\* NBC 10/WCAU - During regular programming there will be a section of the television screen devoted to school closings, listed alphabetically. Look for either Beth Tikvah B'nai Jeshurun, or just Beth Tikvah

## **HOME AND SCHOOL RELATIONS**

### **KASHRUT POLICY**

Please respect our Kashrut values, by only sending kosher products into the synagogue. Any *Hekscher* (Kashrut certification) is acceptable, e.g. "K," "Triangle K," Circle around "U." All snacks sent in must be dairy or pareve. Our synagogue rules do not permit baked goods prepared at home to be served. Please consult Rabbi Grife or Hazzan Unger if you have any further Kashrut questions.

### **Food Allergy Awareness Policy**

#### **Beth Tikvah B'nai Jeshurun Food Allergy Awareness Policy**

BTBJ is committed to providing a safe environment for our congregants and our students. We recognize that food allergies, in some instances, may be severe and even occasionally life-threatening.

BTBJ has created an Allergy Awareness Policy to reduce the likelihood of severe allergic reactions in children and adults with known food allergies. The goal is to help our population learn how to manage food allergies while providing an environment where the risk of exposure is reduced. We recognize that despite our best efforts, we cannot guarantee an environment that is absolutely food allergen-free.

#### **Our policy is as follows:**

1. It is the responsibility of parents and congregants to notify BTBJ if their child or family member has food allergies. For students, parents will be provided with a "Food Allergy Action Plan" to be completed by both parent and physician. This plan will be kept in the child's classroom and in the administrative offices.
2. BTBJ will provide allergy awareness training for faculty and staff.
3. BTBJ recognizes that children and adults with peanut and tree nut allergies are particularly in danger of severe or potentially life threatening reactions. Some people are so allergic to peanuts and tree nuts that they react to even the smell, airborne particles or residue left on surfaces.

**In light of all the above, the following is effective immediately:**

BTBJ shall make a conscious effort to restrict peanut and tree nut ingredients in all BTBJ sponsored programs, menus and events.

BTBJ cannot achieve this goal alone and student and family involvement is critical. Therefore, we ask that all food brought into BTBJ be peanut and tree nut free. This includes lunches, birthday treats, Shabbat and special snacks. We encourage our members and parents to read food labels before sending in food.

BTBJ appreciates your cooperation and support in implementing this important policy. If you have any questions or need suggestions about acceptable food items, please contact the school office and/or the synagogue office.

**RELIGIOUS SCHOOL PARENT ASSOCIATION**

The Religious School Parent Association helps to raise money for special projects, events and treats for our children and also sells snacks every Tuesday before class and Wednesday during break time. There will also be snacks available for purchase on Sunday mornings for Mechina through Gimel during break time. We encourage you to send a maximum of \$1.00 with your child to purchase snack. The proceeds go to our Religious School for special activities, equipment and supplies. If a student forgets their snack money, a small snack will be provided free of charge. **NO CREDIT WILL BE EXTENDED TO PURCHASE SNACKS.** Students are welcome to bring in snacks from home, but they must be kosher. Snack for Dalet and Hay on Saturday morning is provided without charge, and is served as Kiddush, an integral Shabbat morning ritual.

The Parent Association needs and appreciates your membership and involvement. The Chair people for the Parent Association are Lori Chiara and Michelle Farbstein. They would like to encourage as many parents as possible to get involved on some level in the activities of the Parent Association, thereby benefiting all the students as well as their own child in the process.

**REPORT CARDS**

Report cards for Primary through Hay students will be distributed for each student in February and June. First semester report cards are to be signed by a parent and returned to the classroom teacher. Communication between home and school is essential to each child's success in Religious School. We encourage you to share information about your child with his or her teacher. We welcome your comments in support of our continuing effort to improve our educational program and our Religious School.

**JUNIOR CONGREGATION & SERVICES**  
**2010 – 2011**

**There are 16 regular service dates below that enable you to fulfill your requirement of 5 Jr. Cong. Shabbat mornings, plus several additional services that count toward Jr. Cong. credit**

**(Reminder: Jr. Cong. Services are from 10:30 to noon)**

- Saturday, October 2
- Saturday, October 16\*
- Saturday, October 30
- Saturday, November 13
- Saturday, November 20
- Saturday, December 11\*
- Friday, December 17 – Sunday, December 19 – Shabbaton (attendance for the entire weekend earns 3 Jr. Cong. credits)
- Saturday, December 25 (Special Family Vacation Service for Jr. Cong. credit)
- Saturday, January 8
- Saturday, January 22 (attendance at the Congregational Tu Bishvat Seder at noon is counted as an additional credit)
- Saturday, February 5\*
- Saturday, February 26
- Saturday, March 12
- Saturday, March 26
- Saturday, April 9
- Saturday, April 30
- Saturday, May 7
- Saturday, May 14

The remaining 5 services required can be any Shabbat (Friday evening or Saturday morning) services at any synagogue.

**\*denotes Tot Shabbat service (from 11:00 – noon) is also being held that day**

- **If your child attends services at another synagogue, please keep us informed by using the computer-friendly Shabbat service attendance form which will be supplied to make it easier for you to keep track of your child/ren's credit status.**

