



Temple Emanuel Religious School Parents' Handbook

School Year 2010-2011/5771

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0032 (Fax)

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BACK TO SCHOOL SUNDAY SEPTEMBER 12 ALTERED SCHEDULE

First Session — 9 -10:30am

Second Session — 11-12:30pm

Parents — Please join your child, the synagogue's clergy & the school faculty in the sanctuary for a welcome orientation at 9am for first session & 11am for second session.

Students will then go to class and you are invited to our Back-to-School Sunday event in the Social Hall.

Temple Emanuel Religious School Office Hours
M-Wednesday & Friday 9-5 pm
Thursday 9-1pm
Sunday 8:45 am – 12:30 pm

If you want to meet with a particular staff person, please call first to find out his or her availability.

Religious School Mission Statement

We aspire to:

- ❖ Educate our students in the spirit of Jewish tradition and the practice of Judaism.
- ❖ Impart the basic knowledge of Torah and instill in the student an awareness of the significance of the Torah as the foundation of the religious and ethical tradition of Jews.
- ❖ Instill a belief in one God through *tefillah* (prayer), the celebration of Shabbat, the festivals and the Jewish life cycle.
- ❖ Impart knowledge of the Hebrew language and understanding of its importance as a key to Jewish sources in order to create a strong living bond with the Jewish People.
- ❖ Develop in the child a sense of COMMUNITY RESPONSIBILITY through *tzedakah* and *tikun olam* and an appreciation of the commandment that “all Israel is responsible for one another.”
- ❖ Implant in the child a deep love for and knowledge about the LAND OF ISRAEL.
- ❖ Enhance and to foster a positive Jewish identity and a commitment to synagogue and Jewish communal life.

JUDAIC STUDIES

Pre-School Sundays

One Sunday a Month

9-11am

K-Grade 6

Sundays 9-11am or 10:30 -12:30pm

Grade 7

Wednesday, 7-8:30pm & a Monthly Trip

Grades 8-10

Tuesdays 7-9pm

Grades 11-12

Tuesdays 7-8:30pm

HEBREW STUDIES

HeadStart Hebrew

Wednesday 4:15-6:15pm

Hebrew I

Sundays 9-11am or 10:30-12:30pm
Tuesdays or Wednesdays 4:15-6:15pm

Hebrew II & Hebrew III

Tuesdays or Wednesdays 4:15-6:15pm

Grade 6

Hebrew IV

Tuesdays 4:15-6:15pm or Wednesdays 7-8:30 pm

Early Dismissal Policy

If your child must be dismissed early, please make a request in writing to the Religious School office. The child should first show it to his or her teacher and, then, bring it to the front office. Please do not ask your child to wait in the parking lot for your arrival. Please come to the school office to sign out your child. We will get your child from his or her classroom. **If someone other than a family member is sent to pick up your child, please make sure to include this person's name on your note to the school. The Religious School does not dismiss students to minors.**



Meet the Religious School Staff

Dr. Rena Alpert, Director Of Lifelong Education Rena holds a B.A. in Elementary Education, an M.A. in Early Childhood Education and an Ed.D. in Curriculum and Supervision. She has over 40 years experience teaching in public school, at Rowan University as an Adjunct Professor, working with Rutgers University as a Student Teaching Supervisor and working as Director of Camp Hilltop, part of the JCC Camps at Medford. Rena is extremely organized, a team player, leader and mentor. She has creative talent and expertise in curriculum when planning, organizing and evaluating programs for all age levels. She is looking forward to developing programs that will promote Temple Emanuel's visions, goals and values.

Ken VanDyk, Judaic/Family Life Coordinator Ken holds a B.A. in Hebraic Studies and an M.Ed. In Elementary Education,. He has worked in the Monroe Township School District since 2005 and has taught music and music appreciation to 5th-8th grade students at Kellman Brown Academy. Ken will bring his passion for both music and musical theater with children to enhance the educational experience at Temple Emanuel. Ken has been teaching at Temple Emanuel since 1993. He will continue to teach Holocaust studies to 8th and 9th graders and has taught varied ages from 8 years old through adults throughout his career. Ken's creativity and knowledge will help to enhance our children's educational experience.

Margery Ann Ross, Linguistics Director of Hebrew Margery holds a B.A. in Linguistics emphasizing foreign language acquisition. She has also completed post graduate studies (master's equivalency) in special education, psychology and languages-including studying Hebrew in Israel. She is a certified foreign language teacher who has served as Department Chairman and was awarded "Teacher of the Year" at the Main Line Day Special Education School. Her teaching experience included pre-K through High School, adult education, special needs teaching and tutoring, gifted programs and working as Assistant Director of Camp Hilltop, JCC Camps. She and her family have been members of our synagogue for over 30 years and Margery, who has dedicated the past 10 years to our Religious School as a Hebrew teacher and Co-coordinator of the Resource Room is now committed to introducing a fun, innovative, linguistic approach to our Hebrew language acquisition program.

Cindy Schiffman, Education Administrative Assistant Cindy holds a B.A. in Sociology from CUNY at Queens College and holds a certification in Early Childhood Education. Cindy was a teacher at the Pre-School at Temple Emanuel prior to moving to her current position at the Religious School. Both her organizational and operational skills, plus artistic talent make her a great resource at the Religious School. She is looking forward to working with Rena, Ken and Margery for what promises to be a productive school year.

Jean Klein, Ritual Administrative Assistant Jean is the Ritual Administrative Assistant, she assists Cantor Schnitzer in the coordination of the B'nai Mitzvah program. She is proud of her 26 years of service at Temple Emanuel. She also work closely with Rabbi David & Rabbi Newburge in various aspects of Temple life.

Check out our web-site for updates, reminders & homework information! www.Templemanuel.org

The Religious School regularly sends home homework assignments. If you are not getting these e-mails, please make sure that we have your correct e-mail addresses.

Progress Reports

Reports on your child's progress will be issued twice a year. The purpose of these reports is to give students feedback about how they are learning and to inform parents of their children's strengths and weaknesses. Parents are free to ask for a

teacher conference at any time during the school year. The first report card for Religious School and Hebrew School issued in mid-January. The second report card will be issued in mid-June.



Get Involved in Your Child's Education

We welcome parent input and participation in our Religious School. Parents are essential partners in the process of Jewish education.

Volunteer: We encourage you to get involved by coming to special programs and family education workshops, volunteering as a class parent or joining our Religious School Sub-Committee. Sisterhood and Men's Club plan many wonderful programs in the Religious School and would welcome your involvement in planning and running these activities.

Be a Role Model:

Children learn by example. Consider taking an adult education class or volunteering for a committee at the congregation. Your child will learn the value of Jewish learning and involvement most effectively from you.

Bring Judaism

Home: Reinforce your child's classroom learning at home. At home, you can listen to your child read Hebrew, encourage them to use their Hebrew CD-Rom, discuss what they learned in school and consider adding more Jewish customs and practices to your normal routine.

Religious School Transition Team

Our Religious School Sub-Committee works in partnership with the Director of Lifelong Education to set policy, evaluate programming and promote the highest standard of Jewish learning for our congregation.

If you are interested in becoming a member of this committee, please contact the Religious School Sub-Committee Chairperson, Michele Susson, msusson@comcast.net or call the Religious School office, 856-489-0035.

Become a Class Parent — Join the PTO

Class Parents are a tremendous help to our teachers and help to better link home and school. Class parents serve in Grades K-7 for both Judaic and Hebrew classes. If you want more information or would like to volunteer, please call the Religious School office, 489-0035.



Families Study Together at Temple Emanuel

Learning and experiencing Judaism together with your children is an excellent way to show them how important their Jewish identity will be throughout their lives. There are many opportunities for you to learn along with your child. Each class from Kindergarten through Grade 4 will have a family education days during the school year.

There are also many family education plans scheduled for the whole congregation. Look for the dates in the annual congregational brochure and on notices sent home during the coming year. Please make time to be part of these very special experiences for your whole family.

Kindergarten - November 21

1st Grade - October 24

2nd Grade - April 3

3rd Grade— September 26

4th Grade - March 27

The B'nai Mitzvah Experience at Temple Emanuel

At Temple Emanuel, we emphasize families working together through the B'nai Mitzvah program. It is truly a family process as well as a family celebration. A series of family education workshops and meetings are planned throughout the B'nai Mitzvah program.

The B'nai Mitzvah program is directed by Cantor Neil Schnitzer. If you have questions about the program, please contact him at 489-0035, extension 21.

Our mission is to provide our youth and their families with knowledge and education to support and promote a meaningful Bar/Bat Mitzvah experience that creates and reinforces their foundation for lifelong Jewish education, connection and commitment.

Sisterhood -An Active Supporter of Religious School

Our Sisterhood is a very active supporter of our Religious School helping our students celebrate at holiday and festival times. Sisterhood's extensive programs include implementing and planning the model Seder at Passover, providing a small Hanukkah gift for each child in addition to the Maccabee Mart, and other activities. Sisterhood, along with Men's Club, provides our B'nai Mitzvah students with their

very own Kiddush Cup. You will receive a sign-up sheet from Sisterhood at the beginning of the school year. Please volunteer for at least one activity or holiday. For more information, please contact Deb Berger, Sisterhood President, through the Religious School Office, 489-0035.

Textbooks & Supplies

TEXTBOOKS

Your child will be provided textbooks in most classes. During the course of the school year students may need to bring these books home in order to do homework. Please make sure to send the textbooks back to class the next time they are in school. If a textbook is lost, a fee of \$5.00 will be charged to replace the book.

Many of the textbooks are on loan to your child and will be collected at the end of the year. Hebrew books and other workbooks will be given to the students at the end of the year.

SUPPLIES

Students should come to school equipped to do their work. Your child should bring a notebook, pen, pencil and any textbooks that he or she brought home. Individual teachers might request additional supplies.

Attendance

Kehillah (community) is central to Judaism and the learning process in our school. Regular attendance is one of the most important elements of a successful educational program.

We realize that your child may be involved in other extra-curricular activities and these activities may sometimes conflict with Religious School sessions. We urge you, however, to remember the commitment you have made to your child's spiritual and moral education. The Religious School Sub-Committee has an established attendance policy. Students are required to attend 75% of the class sessions for each of the days that they attend and must make up the work missed during absences. Students, whose attendance falls below 75% and who do not make up the missed work, will receive a grade of incomplete. (A full copy of the Attendance Policy can be found in Appendix A to this handbook.)

HEBREW READING HOMEWORK

Languages are learned through repetition. It is important Hebrew students practice reading out loud at home. Children who read at home for only 20 minutes a day, 3 times a week, almost always progress more rapidly than children who do not practice. Even if you do not read Hebrew, please listen to your child each week. We will be sending home parent and child Hebrew reading packets. The parent packets will have the Hebrew both in the traditional characters and transliteration. You will also be receiving the homework assignment via e-mail each week. If you have questions about how to best support your child's Hebrew studies, please contact Margery Ann Ross. She would be happy to give you suggestions.

Hebrew Homework assignments are e-mailed home and listed on www.templemanuel.org.

Class Shabbat Services

Students and their families are always encouraged to attend Shabbat and Festival Services on a regular basis. This helps to strengthen the students' prayer skills, making them more comfortable in our sanctuary and with prayer. Attending services helps children utilize their hard-earned Hebrew skills.

Throughout the year, each grade from First to Fifth, has a Shabbat Service dedicated to the students in that grade. The students participate in the service, leading a section or sharing a special project. Please make every effort to attend your child's class Shabbat Service. It is an important part of our curriculum and helps your child become increasingly comfortable leading services.

October 1
Presentation of Siddurim
Fifth grade 7:30pm

October 1
Consecration
Kindergarten 7:00pm

December 3
First grade 7:30pm

February 4
Second grade 7:30pm

March 4
3rd grade 7:30pm

April 1
Fourth Grade 7:30pm

May 6
Shabbat Morim

**We have a Shabbat
dinner before Shabbat Services
for 1st-4th Grades**

Please note: In keeping with the sanctity of Shabbat and the holidays, we respectfully request that there be no video or flash photography during services.

Food & Snacks

**Snack Room Hours: Tues/Weds
3:45-4:10**

A great way to start off your Religious School day is with a healthy snack, which Temple Emanuel will now be providing during Snack Room hours. In addition, soft pretzels and juice boxes will also be available and can be purchased from the teachers that monitor the room. Students are highly encouraged to eat their snacks during this period, as eating in class can be disruptive. For those students who will bring a snack, we do not have a requirement for having Kosher food, please do not send children in with an obviously unsuitable snack, for example: a cheeseburger or ham sandwich.

**Please note the food policy
in this handbook.**

Shabbat Service Attendance

Students and their families are encouraged to attend services frequently. The congregation has passed guidelines for minimum service attendance from 1st grade until preparations for B'nai Mitzvah begin. This guideline asks that students attend their class Shabbat service plus one more service for each year of their grade level. Students in Grade 1 should attend at least one more service in addition to their class Shabbat, students in Grade 2 should attend at least two more services in addition to their class Shabbat and so on. Teachers in these grade levels will ask weekly about service attendance & children who have attended services will be recognized.



Brit (Covenant) for Good Behavior

Behavior in the Temple and Religious School should reflect Jewish values. It says in the Talmud "Where there is no *Derech Eretz* there is no *Torah*." "*Derech Eretz*" refers to good manners and proper behavior towards others. We intend to set the tone at the beginning of the school year and to continue with ongoing programs that encourage students to show respect to teachers, parents and to each other.

We have created a Code of Behavior, BRIT EMANUEL, which will be posted in all of the classrooms and explained at the beginning of the year.

The Religious School Sub-Committee has established a discipline policy for students who break the Emanuel, Code of Behavior. A copy of the discipline policy can be found in Appendix B of this handbook.

As a member of the learning *Kehilla* (community) at Temple Emanuel, I promise to observe the following rules. I will:

1. Students should come to class prepared to learn, bringing books, pens, pencils and other necessary supplies.
2. Perform to the best of my ability.
3. Use an appropriate voice and appropriate language.
4. Be respectful of others belongings.
5. Raise my hand when I have something to say and not interrupt another person.
6. Respect my Teachers – **Kavod Morim**.
7. Respect my fellow students and their beliefs – **Derech Eretz**.
8. Treat our classroom and school building with respect.
9. Take responsibility for my own actions.
10. Be a helpful member of the whole community.

Tzedakah

"Tzedakah" is the Hebrew word for the acts that we call "charity" in English: giving aid, assistance and money to the poor and needy or to other worthy causes. However, the nature of tzedakah is very different from the idea of charity. The word "charity" suggests benevolence and generosity, a voluntary act by the wealthy and powerful for the benefit of the poor and needy. The word "tzedakah" is derived from the Hebrew root meaning righteousness, justice or fairness. In Judaism, giving to the poor is not viewed as a generous act; it is simply an act of justice and righteousness, the performance of a duty, giving the poor their due.

In our Religious School, teachers collect tzedakah money each week from the students. Students vote on where to send the money.

Temple Emanuel Religious School prides itself on meeting the educational needs of all its students – from pre-schoolers to 12th graders. Our goals are to instill within our students a love for our heritage and traditions and a sense of spirituality and ethical living. We strive to teach our students the skills and knowledge to be active Jewish adults.

Torah, Holidays, Values & Jewish Symbols

Texts: Let's Discover Bible
Let's Discover Mitzvot

Texts: Let's Discover Holidays
My Synagogue Scrapbook

Third & Fourth Grade

Torah, Spirituality, Life-Cycle & Being a Mensch

THIRD GRADE

The third grade curriculum is based on learning about Biblical stories and the values that they teach. The third graders also discuss ethics and morals for daily living. The students learn about the holidays through studying the Biblical text.

Texts: **A Child's Bible**
 To Be a Mensch

FOURTH GRADE

Our fourth grade students study the Jewish life-cycle – from birth to death. In an age appropriate manner, the students learn about the different traditions that they will encounter as they journey through life. They also focus on learning about the customs and rituals of each holiday.

Texts: **The Jewish Holiday Book**

MAKING SUNDAY LEARNING FUN!

All of our Sunday students are involved in art projects, Jewish music, and special holiday celebrations. Our rabbis and other guest teachers regularly visit class. One curricular based Jewish Family Life Education program is scheduled on Sunday mornings in each of the grades. Parents should plan on attending these programs with their children. Our older students on Sunday mornings have weekly sanctuary time with the congregation's cantor and rabbis.

Hebrew Study for Second to Fifth Grades

Hebrew study begins in the second grade. Students are urged to enroll in Head-Start Hebrew, which includes letter recognition and elementary modern spoken vocabulary. In 3rd, 4th, & 5th, grades the students are taught to read with accuracy and fluency, as well as studying the meaning of prayers in the Shabbat service. Students continue with learning concepts of Hebrew grammar and prayer book vocabulary.

The curriculum also includes familiarization of specific prayers from the *siddur*, or prayer book, enabling students to participate and eventually lead a prayer service.

The Hebrew program for 2nd-5th grade includes a reinforcement of classroom lessons through a weekly prayer service with Rabbi Cohen and Cantor Schnitzer.

Note: Sixth Graders study Hebrew on Wednesday evenings or Sunday mornings. See page 12.



Fifth & Sixth Grade History & Values

FIFTH GRADE

The fifth grade students learn about the land of Israel on Sunday mornings. The class strives to present an overview of the history of Israel, including key events and people and to educate about the geography and key places in Israel. Students are introduced to the diverse cultures and peoples of Israel. Our hope is that the students will develop a sense of both curiosity and connection to Israel.

Text:

Our Land of Israel



SIXTH GRADE

Sixth grade students study American Jewish History on Sunday mornings and Hebrew on Wednesday evenings or Tuesday afternoons. On Sundays, they study American Jewish history from the time from the colonial period through our own day. In the Spring, the students create their own museum, with family artifacts brought from home.

On Wednesday evenings, the students focus on building the Hebrew skills for Bar or Bat Mitzvah. They learn the prayers of the Torah service and learn Torah chanting with Cantor Schnitzer. Each session includes drills of the other prayers that B'nai Mitzvah students typically lead at their ceremonies. The students also study the concluding prayers of the service, including the Kaddish.

Texts:

**America: The Jewish Experience
Jewish Heros, Jewish Values**

Seventh Grade — S.T.A.R. Program

The **S**eventh grade **T**ikun Olam, **A**cademics and **R**uach program combines a weekly classroom learning on Wednesdays with a monthly trip component on the weekends. Our program is aimed at making the year a very special one. Rabbi Newburge, along with other experienced teachers, lead this program.

The theme of the year is “What it Means to be a Jewish Adult.” The students will discuss Jewish adulthood from different perspectives. We will use methods of experiential learning, guest speakers and group process. Students will explore their own relationship to Judaism and important questions they have about the relevance of Judaism to today’s world. Students may elect to take Conversation Hebrew as part of the program.

These weekend programs include Mitzvah projects and other trips of Jewish interest. These programs complement and reinforce the students’ mid-week studies.

Text: Making A Difference

Eighth & Ninth Grades

In 8th & 9th grade, our students have many options for their course of study. Our school year is divided into semesters. Each student takes 2 courses each semester, or 4 courses during the school year.

Students have one required course; the other three courses are electives. Eighth graders are required to take a Holocaust class and 9th graders are required to take an Israel class. For example, a 9th grade student might take the Israel course and an elective in the fall and, then, two electives in the spring.



Please
No cell phones in class.

8th & 9th Grade Course Options will Include

Art
Jewish History
Jewish Cooking
Holocaust
Jewish Journaling
Modern Hebrew
J Vibe— Jewish Teens Today

Madrachim Program
Students in 6th-12th grade are urged to apply to work in the Religious School in either a classroom or the office. These positions serve as community service credit or, in the older grades, have an honorium. It is great way to give back to the congregation and serve as a role model for kids.

Tenth Grade — Confirmation Year

The Tenth grade class is taught by Rabbi David , Cantor Schnitzer and Stephanie Ross. A syllabus is given out to the students each year. The students study Judaism & sexuality with Rabbi Cohen, Dr. Susan Kaufman and Dr. David Chasen during the first part of the year for an hour each week. In the Spring, student go on field trips exploring aspects of the Jewish community and will prepare for the Confirmation service on Shavuot.

A Confirmation Class trip to Israel is offered over Spring Break.

A.H.L. - ASSOCIATE OF HEBREW LETTERS

Our Confirmation Academy students have the option of completing a project known as the A.H.L. in the 10th grade. The A.H.L. is a home research project that focuses on in-depth Jewish knowledge and thought. It requires students to think and study on a college-oriented level. Stu-

E.L.I.T.E.

Eleventh & Twelfth Grades

The ELITE (Extended Learning Institute at Temple Emanuel) Program continues to offer our students the necessary information and experiences to enable them to become responsible Jews in the 21st century. Through lively class discussion and reading of texts and articles, students explore contemporary issues through a Jewish lens. The students also discuss Jewish life on college campuses. As an option, 11th and 12th graders may take classes in methodology and complete student teaching to achieve a teaching certificate.

Special Needs Program

Temple Emanuel takes a great deal of care to make sure every Jewish child feels welcome at our Temple and Religious School. If your child has a special learning need, please contact Dr. Rena Alpert, so that we can meet that need most appropriately.

Hebrew Learning Resource Room

Temple Emanuel offers an extensive program for students who need extra help learning Hebrew. Margery Ann Ross coordinates a Hebrew Learning Resource Room and oversees a staff of tutors who work one-on-one or in small groups with students. In consultation with parents and, at times, a student's secular school teacher, a personalized program is designed for each student. Some students spend part of Hebrew study in the regular classroom with other students and part of the time with the tutor. Others study only with the tutor.

Special Needs Coordinator

Dr. Rena Alpert, serves at Temple Emanuel Religious School's special Needs Coordinator. She works with each family with a special needs student individually to make sure that we are best meeting their needs.

Temple Emanuel B'nai Mitzvah Requirements

Requirements for celebrating *Bar/Bat Mitzvah* at Temple Emanuel set by our Education Council and board of Trustees:

Students become eligible for *Bar/Bat Mitzvah* upon:

1. reaching their 13th birthday according to the secular calendar
2. studying Hebrew for four years
3. be currently registered and attending our Religious School or Confirmation Academy at the time of their *Bar/Bat Mitzvah*. In addition, students reaching B'nai Mitzvah in 6th or 7th grade, commit to being registered and attending classes to the end of their 7th grade year. It is the hope at Temple Emanuel that all B'nai Mitzvah students will continue their religious education through Confirmation in 10th grade.
4. having a satisfactory work and attendance record from the Religious School.
5. attendance by students and their parents at two or three special *B'nai Mitzvah* Family Education programs during 6th grade, designed to get to know our clergy and one another.
6. attendance by students and their parents to a minimum of 12 *Shabbat* services at Temple Emanuel in the year prior to celebrating *Bar/Bat Mitzvah*. At least 5 services must be on *Shabbat* mornings, the rest can be *erev Shabbat* (Friday night) or Havdalah, including Junior Congregation.
7. upon completion of 12 Mitzvah hours at least 6 weeks prior to the *Bar/Bat Mitzvah* celebration.

Food Policy

Goals

At Temple Emanuel Religious School, we want to provide a warm, safe and nurturing environment for Jewish learning. We also want to instill in our children a love of Jewish traditions and values, including those related to food. Judaism teaches us to respect our bodies, appreciate food as God's gift and enjoy the pleasures of the world without excess. Aware of students with food allergies and other food-related health concerns, we recommend the following guidelines for food within our Religious School.

Families of students with food allergies or other food concerns will be informed that the Religious School is sensitive to providing as safe environment as possible for their child. Each family that reports a food allergy or other food-related health concern on their registration form will be contacted for more information. An action plan will be written up and distributed to the family, teacher and administration. This action plan will address the type of allergy or other health issues, its severity, signs of a possible reaction and treatment if a reaction occurs. The action plan will also address any accommodations that need to be made in the classroom to provide a safe environment, i.e. no nut snacks in the classroom or no nut snacks for the particular child. Families with children who have severe nut allergies will be informed that the Religious School can not claim to be "nut-free" as different groups use our facility and we do not want to provide a false sense of security. We can work to make a particular classroom environment nut-free during the time that their child comes to school.

Class Parties

The Teacher and Class Parent (when applicable) will plan class parties together. When planning, they should keep moderation in mind. An appropriate class party might be two bags of sweets or cookies, a bag of chips and dip, fresh fruit or vegetables and one or two liters of soda. Water should also be provided. The party should begin with the proper blessing over food.

Food Allergies/Health Concerns

If a class includes a student with a particular allergy or health concern, then, the class should attempt to make the party conform to their needs. For example, if there is a child who is diabetic in the classroom, foods that he or she can eat should be included. The parents of this child should be contacted first to send an appropriate snack to share.

If the presence of a type of food (nuts, for example) poses a severe threat to a child, it should not be served as part of class celebration. Homemade snacks only from this family should be served in the classroom. In such a case, the class should be educated from the beginning of the year about the reasons for these health concerns and should be provided with a list of "safe snacks."

Food as Rewards

Teachers are urged not to use food as a reward for good learning. Other rewards should be considered – stickers, small gifts, a motivation chart, phone calls, notes or e-mails to parents, special small privileges in the class, i.e. being the person to write on the board or the team captain. If a teacher feels compelled to use food as a reward, then, it should be done in moderation (one or two cookies or pieces of candy per class period). All food allergies and health issues in the classroom should be considered.

Ritual Foods

The following ritual foods are distributed to the students during the year or eaten as part of a class party. The following guidelines will be maintained.

Latkas and Hamantashen– In case of a food allergy, the parent of the affected child should be asked to make these items at home for this student or the entire class. Alternatively, a parent with a nut-free school could make these items for all children with nut allergies in the school. Then, they will be shared with all affected children.

Gelt – Sisterhood provides gelt for our students. A substitute type of nut-free gelt or chocolate should be provided for students with nut allergies.

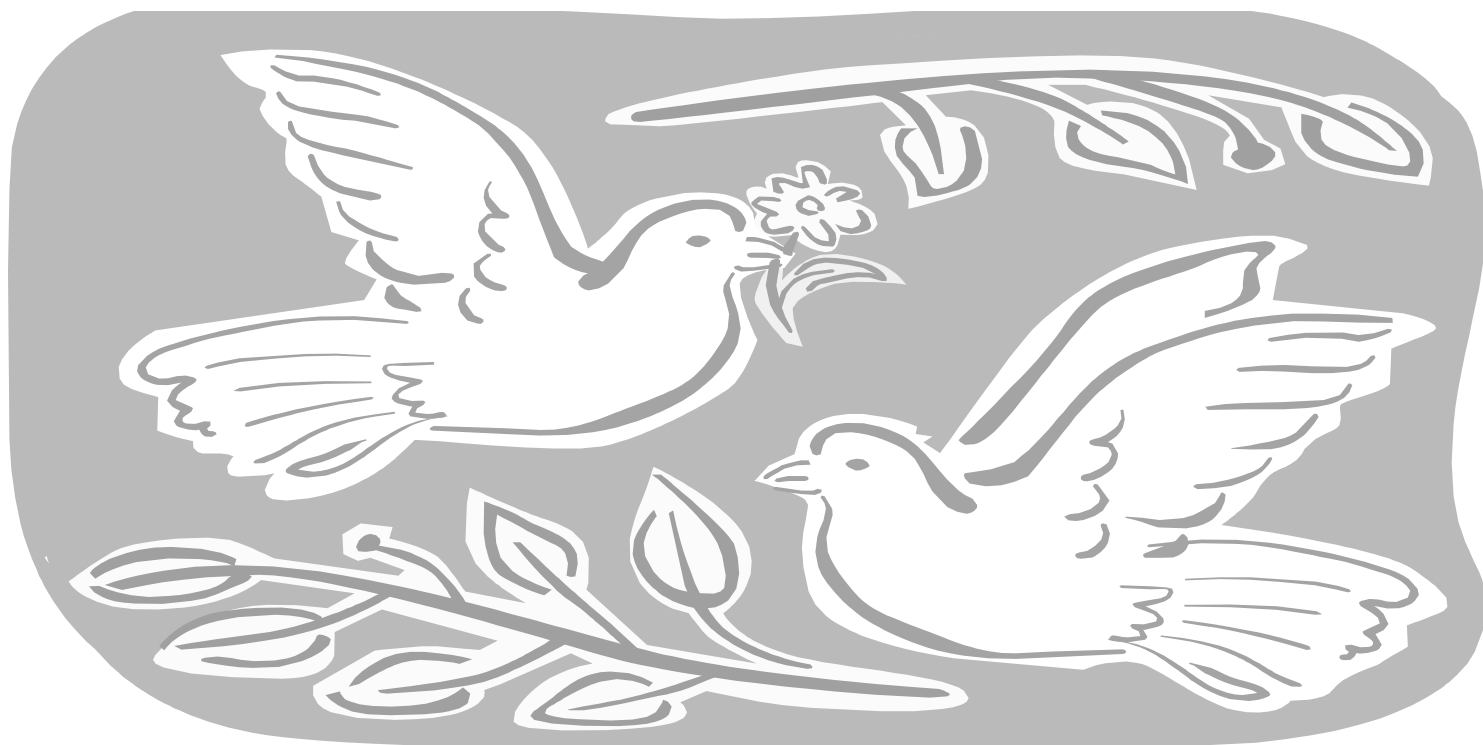
Model Seder – Charoset will be made nut-free for the entire school. All other items (matzah, eggs, horseradish, greens) are usually nut-free. Still, in the case of a severe nut allergy, the affected family will be urged to provide their own mini-seder plate for their child. These families should be informed that the model seder items were prepared in families' homes and, therefore, cooking utensils and knives might have also been used with nut products.



Temple Emanuel Religious School Attendance Policy

Policy set by the Temple Emanuel Religious School Sub-Committee:

- Students must be enrolled in both Religious School and Hebrew School from 3rd through 7th grades.
- Students are required to attend 75% of the class sessions for each of the days they attend (an average of 22 out of 30 classes).
- Tardiness is disruptive for the teacher and the other students in class. Please make your best efforts to arrive on time, especially on Saturday and Sunday when traffic and school bus arrival are not factors.
- Students are responsible for all of the work missed during their absence.
- Parents will be informed in the fall, winter and spring if their child is falling behind the 75% attendance mark.
- If a student's attendance goes below 75% a student will receive a grade of "incomplete". The parents will be contacted by the Director of Education to arrange independent study or make-up work.
- If a child is ill and will be absent for an extended period of time, parents must inform the Education Director, and make special arrangements.
- If a student cannot attend Hebrew classes on a regular basis the family should meet with the Director of Education and make alternate arrangements, which may include Hebrew tutoring at the family's expense.
- Students who have perfect attendance or miss one class will receive an award at the end of the school year.



Temple Emanuel Religious School Discipline Policy

Policy Set by the Religious School Sub-Committee:

It is our intent to provide a safe, supportive, and effective educational environment for all of our students. To this end we have implemented the following policy set by the Religious School Sub-Committee.

1. The teachers will establish class rules at the beginning of the year. **Brit Emanuel**, the code of behavior, will be posted in the classroom. The teacher may choose to add additional rules specific to his/her class and grade. The teacher will use acceptable methods of disciplining when behavior is disruptive, treating students fairly and with respect. Acceptable methods of classroom management may include assigned seating and rewarding individual students or the entire class for positive behaviors.
 2. When a student repeatedly disrupts the class, he or she will be sent to the Religious School Administrator. Once there, an incident report will be completed. The student will be asked to provide information about the incident, detailing the behavior problem. The teacher will also be contacted that day to add any necessary information for the report. The student will be told that the report will remain on file for that school year only. (At the end of each school year all discipline reports are discarded.)
As part of the report, the student will see that the first outcome will be checked: "Student warned, No parental involvement." (In rare instances the parent will be contacted immediately depending on the nature of the problem). The student will be informed about what will happen next if the he or she is sent to the office a second time.
 3. If disruptive/inappropriate behavior continues or resumes, a second report will be completed, the parent will be contacted immediately and be provided with all reports of the student's behavior. The student may need to remain in the office for the balance of that day's class.
 4. If the disruptive/inappropriate behavior continues after contact with a parent, a subsequent report will be completed and the student will be removed from the class. The Religious School Administrator will arrange for a meeting with the parents/guardians at which time they will agree upon a course of action. The student may not be allowed back into the class until this meeting occurs.
 5. After this meeting has taken place, and disruptive/inappropriate behavior persists, the student may be suspended. Parents/guardians must make alternative arrangements acceptable to Temple Emanuel in order to meet the Bar/Bat Mitzvah requirements at Temple Emanuel.
 6. The Rabbi For Lifelong Learning or School Administrator has the discretion to take alternative actions in the event that s/he feels that circumstances warrant it.
The School Administrator will be in contact with the teacher throughout all stages of the discipline process. All information will be shared regarding, communications and meetings with parents/guardians and students, as well as necessary actions to be taken.
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Temple Emanuel Religious School

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Margery Ann Ross, Linguistics Director of Hebrew
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Temple Emanuel

Rabbi Jerome P. David
Senior Rabbi

Geri Newburge
Associate Rabbi

Cantor Neil Schnitzer

Ken Huffman
President

Mayda Clarke
Executive Director

Education Lay-Leadership

David Chasen
Vice President for Education

Michele Susson
Chair Religious School Sub-Committee

In case of snow:

Our school closing numbers are **#638** (Religious and Hebrew School) & **#2638** (Confirmation Academy & E.L.I.T.E.). Information about school closing will be available on all three major TV stations and KYW radio. Our school name will scroll at the bottom of the screen. The decision to close school will be based on the status of the parking lot, conditions of the roads, and Cherry Hill and other local school district's closing status.

In the Parking Lot

DROP OFF

You may drive on the lane right next to the school building and drop your child off at the school door. Please do not drop off children before you reach the door and drive around the vehicle in front of you. Such driving creates a hazard.

We encourage patience and sensitivity from our parents in the parking lot.

Remember: Our children are watching.

PICK UP

Please park your car in a designated space when visiting the Temple and when picking up your children at school. The lane closest to the school wing will be blocked off at pick up. Your children will be waiting on the sidewalk by the school entrance or on the blocked off lane. For the safety of our children, the Board of Trustees of Temple Emanuel has empowered the **Cherry Hill Police Department** to enforce traffic and parking regulations in our parking lot, and to issue tickets to drivers who do not comply with these regulations. Your cooperation is greatly appreciated and will help us to insure that all of our children will be safe when coming to and leaving our building.