

Temple Kehillat Chaim
Mitzner Family Religious School
Parent Handbook



2015-2016
5776

1145 Green Street
Roswell, GA 30075
(770) 641-8630

religiousschool@kehillatchaim.org

August 2015

Dear Religious School Families,

Our tradition implores us to "teach them diligently to your children". At Temple Kehillat Chaim, we endeavor to do just that. Our task is not an easy one when you consider that our school only has your children for approximately 60 hours of Judaica and an additional 45 hours of Hebrew, compared to the 1235 hours of secular school per year.

Jewish education is an awesome responsibility. The challenge is to make the teaching of a four thousand-year old tradition that is both, ancient and modern, relevant and exciting for our students. Through a carefully selected curriculum for the classroom and opportunities for enrichment and worship, we hope to accomplish the following goals:

- *Enculturating Jewish children – transmitting to the next generation our people's history, rituals, practices, and values*
- *Teaching basic Jewish skills, such as lighting Hanukkah candles, reciting Kiddush, and preparing for the Passover seder*
- *Providing Jewish students with the experience of actively participating in the Jewish community.*

(The Teacher Training Manual by Lisa Bob Howard)

You, as parents, are the most important link in the chain of your child's Jewish education. Whatever we do in the religious school classroom and in the sanctuary must be reinforced in the home. You and our synagogue must be partners if Judaism is to continue as a vibrant active faith for our children.

Our Religious School Committee, faculty and the three of us take our responsibilities very seriously and invite your questions and concerns. We look forward to sharing the coming year with your family.

B'Shalom,

Sara Polikou
School Administrator

Harvey J. Winokur
Rabbi

Temple Kehillat Chaim
Mitzner Family Religious School
Contact Information

<u>Name</u>	<u>Title</u>	<u>E-mail</u>	<u>Phone</u>
Sara Polikov	Interim School Administrator	religiousschool@kehillatchaim.org	770-641-8630
Harvey J. Winokur	Rabbi	rabbi@kehillatchaim.org	770-641-8630
Caroline Figiel	Education Consultant	carolinefigiel@yahoo.com	770-365-3763
Kim Laidhold	Religious School Committee Chair	kimbahon@gmail.com	770-329-2713

Religious School Committee Meeting Dates for 2015-2016

August 3, 2015 at 7:00 PM
 October 5, 2015 at 7:00 PM
 January 18, 2016 at 7:00 PM
 March 21, 2016 at 7:00 PM
 May 2, 2016 at 7:00 PM

Get Involved!

MISSION STATEMENT

To enhance the experience of the religious education of the youth at Temple Kehillat Chaim.

GOALS OF REFORM JEWISH EDUCATION FOR OUR RELIGIOUS SCHOOL

The goals of Reform Jewish education for Temple Kehillat Chaim's Religious School are to educate students who:

1. Affirm Jewish identity and unite themselves to the Jewish people by their words and deeds.
2. Affirm the covenant between God and the Jewish peoples (the *brit*) by *mitzvot* (commandments).
3. Affirm their bond to Eretz Yisrael, the land of Israel.
4. Cherish and study Hebrew, the language of the Jewish people.
5. Value and practice prayer (*t'filah*).
6. Further the causes of justice, freedom and peace by pursuing lives of righteousness (*tzedek*), justice (*mishpat*), and loving deeds (*chesed*).
7. Celebrate Shabbat and the festivals, and observe the Jewish ceremonies that mark significant occasions in their lives.
8. Value and respect themselves, others, their family and their community.
9. Express their kinship with the Jewish people (*K'lal Yisrael*) by actively seeking to improve the welfare of Jews throughout the world.
10. Support and participate in the life of the synagogue.

Mitzner Family Religious School Policies and Procedures

1. Schedule:

Religious School - Sunday:	PreK – 2	Shift B	10:50am-12:20pm
	Grades 3 – 7	Judaica/Hebrew	8:45am - 12:30pm
		T'filah	10:20am - 10:40am
		Snack	10:45am - 11:00am
Road To Confirmation – Wednesday:	8 th , 9 th and 10 th Grades		7:00pm – 9:00pm

2. Attendance

Regular attendance is essential to a quality Jewish education. Please bring your child on time as tardiness disrupts class activity. If your child is 10 or more minutes late they will be marked as tardy. If your child must be absent, please notify the religious school teacher(s) in advance so your child can obtain the assignments.

3. Admission Standards

PreK: Students should be four by September 1st.

Kindergarten: Children admitted to kindergarten must be five by September 1st of the year of admission, and also be enrolled in secular kindergarten.

Grades 1-7: Children will be placed into the same Judaica classes as their secular school grades. Hebrew students will be placed at the level closest to their abilities.

4. Communications

Continuous communications are a vital part of successful education. Communications from the Mitzner Family Religious School will be done primarily by e-mail. It is imperative that parents read the weekly e-mail from the Kehillah as well as watch their e-mail daily for information that affects your child.

5. Payments/Refunds

Religious School fees are non-refundable.

6. Visitors/Guests in Classroom

Visitors are permitted in the classroom with prior approval of the Interim School Administrator.

7. Educational Challenges

It is necessary that parents inform the Rabbi and teacher(s) of students with special learning challenges. We have an Educational Consultant on staff to assist students, teachers and parents in the religious school setting.

Please understand that there may be times when we will not be able to accommodate a child's specific needs and we will make recommendations for programs or alternative sources for education.

8. Signing Out

If it is necessary for your child to leave before class is dismissed, please send an email ahead of time or a written note that morning. If someone other than a parent will be picking up the student, please indicate that person's name and relationship to the child (friend, relative). **Parents will pick up their child from the classroom.**

9. Electronic Devices

Electronic devices are used at the Mitzner Family Religious School for educational purposes only. Students using a device inappropriately will be warned once to put it away. For a second infraction, the device will be confiscated and given to the Interim School Administrator to return to the parents.

10. Dress Code

Since the Mitzner Family Religious School is a special place requiring a certain respect, we encourage each student to have a clean and neat appearance. Appropriate and respectful dress is necessary since the students will be in the sanctuary for t'filah each week. For the safety of our students, flip flops are not permitted at Religious School.

11. School Property

The Mitzner Family Religious School is proud of our facilities. We ask that each student respect the property of the school and its contents, *both inside the building and out*. Students and parents will be held accountable for *any damage they cause*.

Students are to remain with their classes at all times. They are not allowed into the Administration Building or Sanctuary Building unless accompanied by an adult, *nor are they allowed to wander around the grounds*. No one under 18 years old is allowed into the kitchen during school hours without supervision.

No child is permitted to leave the school grounds during school hours for any reason other than a scheduled trip. A child found away from the school grounds during school hours will be suspended.

12. School Closings - Inclement Weather

If religious school is cancelled due to inclement weather, a notice will be sent to Channel 11 (WXIA). Please watch/listen for the announcement. We will also utilize a group text message to notify families.

13. Food and Drinks

Food and drinks are only permitted for medical or curriculum purposes.

14. Lost and Found

A box is kept in the Education Office for jackets, hats, etc. that are left behind. Periodically (after ample time has passed with notice), items not retrieved will be donated to the North Fulton Charities.

Additional Information

1. Traffic Safety

All families will come into the building to pick up their students. We ask that everyone exercise courtesy and restraint when exiting or entering the parking lot. All families are asked to help with dismissal and will be assigned at least one Sunday during the year to help.

2. Religious School Committee

The Religious School Committee works in conjunction with the Interim School Administrator, Rabbi and Cantor to develop the policies for our religious school. If you are interested in serving on the committee, contact the Religious School Committee Chair.

3. Parent Volunteer Program

Parents are encouraged to become involved with the religious school. A Volunteer Sign-up Form is included with this handbook. You are asked to sign up for at least one volunteer position. Parent volunteers will be asked to wear nametags and check in at the school office.

4. Library

We are proud of our library and are grateful for the volunteer staff. Students in all grades will have an opportunity to use this facility. We encourage families to supplement their learning by utilizing the library.

5. Tzedakah

The opportunity to observe the mitzvah of Tzedakah will take place each week. Students should be encouraged to give their own money so they can learn to understand the experience of sharing with others. Past recipients of these funds include Mazon, Jewish National Fund, North Fulton Charities, and The Drake House.

6. Snacks

Kindergarten - 2nd grades are invited to partake of snacks in the Social Hall before or after class with their parents present.

3rd-7th grade students are given a fifteen-minute break after T'filah and before their second class. During this time, our Senior Youth Group and the Brotherhood sell snacks and drinks. All students will remain in the Social Hall during this break time. We ask students to be neat with their snacks and to dispose of the trash properly.

7. Youth Groups

We encourage all of our Religious School students to participate in youth group activities. Kehillah Youth Groups are a part of the international youth program of NFTY (North American Federation of Temple Youth). TKC has 3 youth groups: KLUB 345 for our 3rd, 4th and 5th grades, Junior Youth Group for grades 6-8, and RAFTY (Roswell Area Federation of Temple Youth) for 9th-12th grades. Youth groups meet regularly for *Kehillah* events and program activities, as well as for citywide and regional events. See notices in the *Kol Kehillah* or in your e-mail for specific dates.

Curriculum Information

1. Class Preparation

Students are expected to come prepared and equipped to class. Writing and reading assignments should be complete. Pencil, pen, paper and books should be brought to all class sessions.

2. Homework

Homework serves as a bridge between the home and the school. It is the policy of the MFRS that meaningful homework assignments may be given in Judaica classes.

All Hebrew Students will have homework each week. Each student is expected to read aloud and practice multiple times per week according to the schedule below.

Level 1 through 5 students should practice a minimum of 5 times a week for 10 minutes each time

Students will be given a Parent Sign-Off sheet in the student's Hebrew book. Parents are asked to initial the sheet acknowledging that the student has completed the homework assignment.

3. Student Evaluations

Progress reports will be e-mailed twice during the school year. This will be a general overview of how your child is doing. Hebrew teachers will also send home mid-term reports. Parents are asked to review these reports with their children.

4. Communication

During the school year, our main source of communication will be through email. At different times during the school year, notices may be sent home with the students. Please be sure to ask your student if he/she has received any notices. If you need to speak to a teacher, you may call the office (770-641-8630) and leave a message. The teacher will return your call.

If you need to speak with your child during class time, please call the office (770-641-8630), and we will see that your child gets the message.

Please make sure the Religious School has your correct email address.

5. Teacher Conferences

If desired, conferences can be scheduled with your child's teacher outside of Religious School hours. It is important that conferences not be held in hallways, outside the buildings, or in front of other children. Arrangements can be made for use of space in the office for a conference if requested. Please contact the Rabbi if you would like the Rabbi and/or Interim School Administrator to attend the conference. If there is a discipline problem requiring action, the teacher will call and discuss the problem with you. Our goal is to have open communication between parents and teachers at all times.

6. Consecration

Consecration marks the beginning of formal Jewish study. All Kindergarten students and any student enrolled in MFRS who is entering for the first time will be consecrated at Temple Kehillat Chaim. Please be sure to inform the office if your 1st-4th grade child is new to our school and has not previously been consecrated.

7. T'filah

3rd-7th grade students will have prayer time (T'filah) every Sunday from 10:20 – 10:40. Rabbi Winokur, Caroline Figiel and Shim Gartner will lead T'filah. At times upper level students will be assigned prayers to read from the bima.

8. Shabbat Service Attendance

Part of Jewish life is praying together at communal worship services. All students who attend Shabbat services regularly with their families experience this important part of Jewish life and become more familiar with the prayers taught in their Hebrew classes. Third through seventh grade students have minimum Shabbat service attendance requirements.

*Third Grade – 2 Friday & 1 Saturday Services/year
Fourth Grade – 3 Friday & 1 Saturday Services/year
Fifth Grade – 4 Friday & 1 Saturday Services/year
Sixth Grade – 4 Friday & 4 Saturday Services/year
Seventh Grade – 6 Friday & 6 Saturday Services/year*

Shabbat attendance cards are kept in a box in the lobby of the Sanctuary. It is the students'/parents' responsibility to fill out the cards.

9. Family Shabbat Worship Service

At Temple Kehillat Chaim it is customary to have a Family Shabbat worship service for Grades K-4. Each class will participate in the Friday evening service with a special class presentation. Please check the Religious School calendar for your child's date. The teacher will notify you concerning your involvement. Students are expected to attend their grade level service with their family. Students are also expected to dress appropriately for Shabbat services.

In addition, the 5th, 6th and 7th grade classes will lead Shabbat morning services. Students and their parents are expected to attend. A light Kiddush will follow. Dates of these services are listed on the Religious School calendar.

10. Field Trips

We will try to arrange field trips for classes as appropriate for the curriculum. Parents will transport small groups, or if possible, we will hire buses. Parents are asked to cover the cost of their child's field trip. Funds are available for those unable to pay. We appreciate your support for these trips.

11. Family Programming

Temple Kehillat Chaim is a family-oriented synagogue and Religious School. There are many opportunities for parents and children to come together in prayer, for social times and for learning. Each Judaics class has at least one parent-child participation program (Family Education) planned for the year. See the Religious School calendar for applicable dates.

12. Special Holiday Celebrations

There will be school-wide holiday celebrations. Parents will be encouraged to help in the planning and implementing of these programs.

13. Road to Confirmation (RTC)

Road to Confirmation is our supplementary high school program for students in 8th–10th grades. Students meet on Wednesday nights at the Kehillah from 7:00 - 9:00 p.m. RTC gives the students an opportunity to interact with Jewish peers to enhance the Jewish learning experience during the program. The Confirmation ceremony is at the end of 10th grade. Arrangements can be made to “catch up” for students who have been inactive in Jewish education for a year or more; contact Rabbi for more information.

14. Student Assistants/Madrachim

9th-12th graders who are enrolled in, or have completed, our *Road to Confirmation* program are eligible to assist on Sunday mornings as Madrachim and Teaching Assistants. Program Guidelines are available in the school office. Madrachim are great assets to our religious school, as helpers as well as role models for our students.

Religious School Curriculum

Kindergarten through 2nd grade students have a full program of Jewish studies. This program includes art, music, library, visits with the Rabbi and T'filah.

The program for 3rd through 7th grade students is an integrated program consisting of Hebrew and Judaica. All 3rd through 7th grade students are expected to be enrolled in both. During Hebrew, our students learn prayer reading skills that will allow them to participate in Jewish worship at any synagogue. During Judaica class, students learn about our rich Jewish history and culture. Art, music, and visits with the Rabbi are also part of the curriculum. Students participate in T'filah in the sanctuary.

Judaica

PreK

Theme: Holidays and Jewish Identity

Text: Jewish and Me

Goal: To learn about Jewish holidays and the traditions associated with them.

Kindergarten

Theme: Holidays and Ritual

Text: Let's Celebrate & Let's Discover the Bible (Activity Books)

Goal: To familiarize students with basic Jewish concepts including Shabbat and holiday celebrations, and classic Bible stories.

First Grade

Theme: Bible Stories, Synagogue, Holidays

Text: My Book of Hebrew Letters, Let's Discover the Bible

Goal: To familiarize students with Bible stories and to explore Jewish ritual by learning basic prayers and blessings we recite to communicate with God in our everyday life. The students will be introduced to the Hebrew Alphabet.

Second Grade

Theme: Jewish Awareness

Text: Jewish Holiday Treasure Trail & Let's Discover Aleph Bet (Activity Books)

Goal: To have the students explore core areas of Jewish life - Mitzvot, Bible, Israel, Synagogue, Jewish Symbols and Life Cycles. The students will expand on their knowledge of the Hebrew alphabet.

Third Grade

Theme: Bible Stories and their Moral teachings, Exploring our Jewish World

Text: The Explorer's Bible, Vol 1 & Vol. 2, My Jewish World, Sedra Scenes

Goal: To learn the great bible stories and their moral and spiritual teachings and explore the application of the ethical lessons to everyday life, to explore key Jewish concepts.

Fourth Grade

Theme: Torah studies and its teaching of values, Life Cycle rituals
Text: Let's Learn Prophets and Writings, Journey of a Lifetime
Goal: To learn about the prophet and their moral and spiritual teachings and explore the application of the ethical lessons to everyday life. Students also study life cycle events.

Fifth Grade

Theme: American Jewish History
Text: Center for Israel Education Curriculum on Israel
Goal: To explore Jewish life throughout American history, to tie personal family roots to their studies. Students also study famous Jews and are taught a unit on Israel.

Sixth Grade

Theme: Reform Judaism, Torah and Midrash, Mitzvot
Text: Count Me In, Jewish Wisdom in Action, Explaining Reform Judaism (with Workbook)
Goal: To begin to understand Reform Judaism and what it means to be Jewish, in-depth tzedakah segment, understand ritual of Bar/Bat Mitzvah, learn about types of mitzvot and identify mitzvah project for Bar/Bat Mitzvah.

Seventh Grade

Theme: History of the Jewish People, from the Responsa (after destruction of the Temple) to modern day, Tzedakah in Action (Jewish Philanthropy), Holocaust
Text: The History of the Jewish People, Holocaust: History of Courage and Resistance
Goal: To explore Jewish history with the sense of continuity of Jewish values and the role they play in the survival of the Jewish people.

Eighth Grade

Theme: Comparative Judaism and Relationship Skills
Goal: To further understand the different branches of Judaism. To learn the Jewish approach to relationships of all kinds beginning with knowing ourselves then family, friends, synagogue community and environment.

Ninth Grade

Theme: Comparative Religions and God, Responsibility with Driving and Connecting with Israel.
Goal: To explore and learn about other religions. To discuss Jewish belief of God. Rabbinic concepts as relates to driving.

Tenth Grade

Theme: Confirmation. To connect Judaism to current ethical issues and create Confirmation service.
Goal: To continue to discuss Judaism, Jewish belief, tradition and ritual.

Elective topics to include Jewish culture (includes cooking), film, ethics, morality, current events, Israel.

Hebrew

Kindergarten through Second Grade

Hebrew is taught as part of the Judaica curriculum. The goal is to expose the students to the Hebrew language as the language of the Jewish people, Israel, and the language we use for prayer. Students by the end of second grade will be exposed to the names of the Hebrew letters and the sounds they make as well as basic Hebrew prayers and prayer vocabulary.

Third Grade through Seventh Grade

Beginning in the 3rd grade, Hebrew becomes a stand-alone session that is part of the curriculum. Our formal Hebrew program teaches our students to read liturgical Hebrew fluently and to recognize key prayer vocabulary words in order to develop our students' ability to pray in Hebrew at any service and have a basic understanding of the prayers. Children who become a Bar/Bat Mitzvah will be able to lead our congregation in prayer and read from the Torah and Haftarah.

Homework:

All students will supplement weekly Hebrew lessons with at-home practice.

To accomplish our goals with a once-a-week Hebrew program, it is essential that students commit to practicing during the week.

**Level 1 through 5 students should practice a minimum of 5 times a week
for 10 minutes each time**

Students will keep a sign-off sheet in the front of their books, and parents need to initial the reading times. Teachers will use positive reinforcement to encourage homework completion.

Our Philosophy

In addition to preparing for the reading of Torah and Haftarah, the goal of the Hebrew program at Temple Kehillat Chaim is proficiency in Jewish liturgy (the Hebrew prayer service). The privilege bestowed upon a Bar/Bat Mitzvah is the honor to lead a worship service. Hence our curriculum places a strong emphasis on a step-by-step development toward Hebrew prayer proficiency. Students will also be taught prayer vocabulary to assist in understanding the meaning of the prayers.

Hebrew Promotion Policy

Hebrew education is a joint effort between parents, teacher and child. To this end, we must have options to ensure a child's continued progress towards Bar/Bat Mitzvah. Sometimes students are not ready to move on to the next level of Hebrew. The deficiencies need to be addressed before the child progresses to the next level. Therefore, we are providing options for those children so they can remain successful in our program.

Students need to pass the class requirements specified each year and demonstrate mastery of the aleph-bet and vowels before they will be passed onto the next level.

If, after an evaluation by the Rabbi or Rabbi designee, a student has not met these requirements, there are two options available:

1. Tutorials with an approved TKC tutor (to be paid by parents). Attendance with the tutor will be documented and the student must pass off on the required prayers.
2. Repetition of the current Hebrew level, perhaps leading to a later Bar/Bat Mitzvah date.

Special Learners

Recognizing that students in our Hebrew program will have different abilities, accommodations will be made for those students with special learning needs.

CHECKLIST OF HEBREW PRAYERS 2015-2016

Students will be able to read (chant) each prayer fluently and will understand key vocabulary at each level. Each level will also review letter/vowel combinations, and work on developing reading fluency. (Levels 2 – 5 should continuously review previously learned prayers. Prayers are listed in order of teaching.)

Level One (*Berhman Online Learning*)

Reads consonants and vowels
Kiddush (short)
Shabbat Candle Blessing
Hamotzi
Bar'chu
Sh'ma
Introduce Avot (read)

Level Two (*Hineini Prayer Pamphlets*)

Review consonants and vowels
Review Level 1 Prayers
Torah Blessings (read and chant)
Avot (read and chant)
G'vurot
Atah Kadosh
Tallit Blessing
Shalom Rav
Sim Shalom

Level Three (*Hineini Prayer Pamphlets*)

Review Levels 1 and 2 Prayers
Ma'ariv Aravim
Yotzer
Eloheinu R'tzey
Avodah (AM & PM)
V'ahavta (Read and Chant)

Level Four

(*White Binder and Hineini Pamphlets*)

Review Levels 1,2 and 3 Prayers
Chatsi Kaddish (read and chant)
Haftarah Blessings (read and chant)
Aleinu / Va'anachnu (read and chant)
L'dor Vador (read)
Shabbat Evening Kiddush (read and chant)
Ahavah Rabah

Level Five

(*White Binder and Hineini Pamphlets*)

Review Levels 1,2,3 and 4 Prayers
Ahavat Olam
Hoda'ah
Hashkiveinu
Torat Adonai
Shabbat Morning Kiddush
Shehu Noteh Shamayim (read and chant)

Tutorials

Torah Portion
Haftarah Portion
Morning Blessings
Emet V'yatsiv

All students will become familiar with the Chanukah Blessings and Four Questions at the appropriate holiday times. No testing will be required of students for these prayers

2015-2016

MFRS Hebrew Class Practice Sign Off Sheet

Parents: Please initial each time your child has practiced his/her Hebrew.
Level 1 through 5 students should practice a minimum of 5 times a week
for 10 minutes each time

****Students should practice even during weeks when there is no school****

SUN **MON** **TUE** **WED** **THUR** **FRI** **SAT**

Week bg.

08/23							
08/30							
09/06							
09/13							
09/20							
09/27							
10/04							
10/11							
10/18							
10/25							
11/01							
11/08							
11/15							
11/22							
11/29							
12/06							
12/13							
12/20							
12/27							
01/03							
01/10							
01/17							
01/24							
01/31							
02/07							
02/14							
02/21							
02/28							
03/06							
03/13							
03/20							
03/27							
04/03							
04/10							
04/17							
04/24							
05/01							
05/08							
05/15							

Sample

Covenants of Conduct – Brit HaKavod

The Mitzner Family Religious School of Temple Kehillat Chaim has a Covenant of Conduct which will enhance our students' experiences at the Kehillah. We hope to encourage our students to develop the values and behaviors that are important in becoming caring members of our community. Towards that goal, we want our students to understand the Do's and Do Not's of appropriate behavior at the synagogue. The following outlines the code of behavior that we expect from our students:

Respect Your Fellow Classmates

- Keep in your own body space and keep your hands to yourself
- Listen when others speak
- Avoid teasing, interrupting, whispering, and gossiping

Respect Your Teachers

- Listen to your teachers' requests
- Do not interrupt
- Speak to your teachers with appropriate words, tone and volume

Respect Your Environment

- Keep our synagogue (inside and out) neat and clean
- Pick up litter or trash
- Follow the rules for food and drinks
- Treat our synagogue as a home

Learn and Live Jewish Values

- Respect those things that are sacred
- Perform Mitzvot
- Give Tzedakah

These values have helped guard our people and helped us survive as a community.

Student Signature

Date

Procedures for Parents to Address Concerns Related to Your Student's Religious School Education

Occasionally, concerns may arise over a student's placement, curriculum, or relationships with other children or teachers. When this occurs, parents should attempt to resolve problems first with the teacher. If the problem persists or the parent feels that the issue has not been resolved to his/her satisfaction, then the parent should take the problem to the Rabbi. If the issues or concerns cannot be resolved with the Rabbi's assistance, the Rabbi may seek the opinion or guidance of an Education Team, which can include the Educational Consultant, the Rabbi and two members of the Religious School Committee.

The issues that are raised may be important to the education of all of our Religious School children. Hence these issues may be raised with the Religious School Committee, so the committee may adopt policies and programs to best meet the educational needs of the Kehillah children.

The Education Team will be sensitive to the confidentiality/privacy of all involved individuals. Efforts will be made to maintain privacy.

Open dialogue is necessary to continue improving the Jewish education of our children. Your feedback and involvement are always welcome.

Plan of Action for Appropriate Student Behavior

Appropriate behavior and conduct is expected at all times during religious school. Our Rabbi and Interim School Administrator works closely with our staff to develop positive classroom management techniques. If behavioral problems are encountered, the following procedures will be implemented:

Discretion may be used in moving from step to step. More severe problems may warrant skipping steps.

Step I – Teacher handles inappropriate behaviors within the classroom using positive discipline approaches. These approaches may include, but are not limited to, the following classroom management techniques:

- Talking quietly to student
- Rewards for desired behaviors
- Having the student change seats
- Appropriate consequence to behavior (i.e., moving student within room)
- Seeking parental input
- Seeking input from the Education Director

Teachers may use Step I as often as they feel appropriate.

Step II – Student is removed from the classroom and sent to the office (or Education Consultant is sent to the classroom). Education Consultant talks to the student concerning appropriate behaviors and a plan for improvement. Education Consultant documents this visit. Parental contact is at the discretion of the Education Consultant. Education Consultant may confer with Rabbi.

Step III – Student is removed from the classroom and sent to the office. Education Consultant has the student call the parent to discuss the inappropriate behavior. Education Consultant has student write (or draw) a plan of action. Student and Education Consultant sign this plan of action, and a copy is sent home to the parent. Education Consultant also talks to the parent. This visit is documented.

Step IV – Student is removed from the classroom and sent to the office. Parents are contacted. Student may not return to the classroom until the parent meets with Education Consultant, Rabbi and two members of the Religious School Committee. At this time a plan of action is developed jointly with the parents and student.

**** In cases of extreme misbehavior – physical violence, weapons, drugs – suspension or expulsion will be considered by the Religious School Committee.** The TKC Board of Trustees will then consider the Committee's recommendation.

Update to Student Dismissal Pick-Up Procedures

How it Will Work:

For Pre-K-2nd grade:

If your child is in PreK through 2nd grade, at 12:15 pm you will be invited to come to the classroom for a quick recap of the day, collect your children's things and be informed of any information you need to know. You may then leave with your children at 12:20 pm. If you also have a 3rd-7th grader, please pick up your PreK-2nd grade child first, then proceed to the Social Hall to meet the other classes there at 12:30 pm.

PLEASE DO NOT WAIT AT THE BOTTOM OF THE STAIRWELL OR SCHOOL FOYER. THIS IS A SAFETY HAZARD AND THEREFORE WE ASK THAT YOU BE IN THE MAIN LOBBY IF YOU ARRIVE EARLY.

For 3rd – 7th grade:

Students will be brought to the Social Hall no later than 12:30 pm. Please pick up your child from the social hall.

PLEASE DO NOT WAIT AT THE BOTTOM OF THE STAIRWELL OR SCHOOL FOYER. THIS IS A SAFETY HAZARD AND THEREFORE WE ASK THAT YOU BE IN THE MAIN LOBBY IF YOU ARRIVE EARLY.

- At 12:30 pm the interior doors to the religious school building will be opened and you can pick up your children from their teacher (and those carpooling with you). If you are picking up a Prek-2nd grader, please get them first from their classroom at 12:20 pm, before getting your 3rd-7th grader from the Social hall.

Again, the goal is to improve the safety and efficiency of the student pick-up process. It was a pilot program last year and has been changed based upon parent and teacher feedback that was received.

SAFETY PROCEDURES

Fire Exit Procedures

- 1.** When the alarm sounds, the students should quickly and quietly line up to go outside. Madrichim should be at the end of the line to make sure that everyone gets out safely. No one should take anything with him/her. All possessions should be left inside. When the room is empty, the madrich should close the door.
- 2.** Classes in rooms 201, 202, 203, 204, 205, 206 should go out through the preschool playground doors, down the ramp, and into the parking lot on the Green Street side.
- 3.** Classes in rooms 207, 208, 209, 210, and 211 should go down the stairs at the restroom end of the hall and go out through the parking lot door.
- 4.** The kindergarten class in room 101 should exit through the double doors to the right and go to the parking lot on the Green Street side.
- 5.** The Director or Assistant should bring all roll sheets and emergency cards with her.
- 6.** The Teacher should take a class list with him/her.
- 7.** There should be no running or talking.
- 8.** Students should line up quietly in the parking lot, as far away from the building as possible.
- 9.** Roll should be taken in the parking lot to account for all students.
- 10.** Any students who were away from their classrooms when the alarm sounds should go directly outside by the nearest exit, and rejoin their classes outside.
- 11.** When all students have been accounted for, send a messenger to the Director to report that roll is complete and all students are accounted for.

Fire Exit Procedures in the Sanctuary

If there is a fire drill in the sanctuary, students in the first four rows on the Rabbi's side of the building will exit through the door that is in the front on the right. They will go around the front of the building to the Woodstock Street parking lot.

The students in rows five and up on the right side of the building will split in half. The students toward the center will exit the center aisle and go carefully to the back doors and exit the building towards the parking lot. The students closer to the outer wall should walk down the wall aisle. There should be no running and no talking.

On the other side of the building, the students should split down the middle with the students nearest the aisle forming a line and going down the center aisle while the students nearest the outer aisle should form a line and go down the wall aisle.

All students, teachers and parents should meet in the Woodstock parking lot and reform into classes. Teachers should ascertain that all students are present and accounted for. A messenger should be sent to the Education Director with a report.

Tornado Response Procedures

Each class should follow these steps:

1. All students should be taken out of the room and into the main hall area. If there is a madrich in the room they should lead the students out. Students in Rooms 209, 210, 211, and 212 should proceed down the stairs into the lobby area outside the Social Hall. All other students should remain in the upstairs hall unless otherwise instructed. Students in Room 101 should also go to the hall outside their classroom.
2. The teacher should check to make sure a window is left open and take attendance sheet with her/him.
3. Students should be instructed to sit on the floor, legs crossed with body facing the wall. They should place their heads down in their laps and cover their faces with their hands.
4. Students should remain in the hallway until notified that it is safe to return to the room.