

Youth-School Community Handbook 5770 2009-10

Table of Contents

For All Families	Page 1
Communication	Page 2
Shabbat	Page 4
Bar/ Bat Mitzvah	Page 7
Committees and Parent Association	Page 9
Youth Department	Page 10
Day School Families	Page 12
Religious School	Page 14
Religious School Attendace, Arrival, and Dismissal	Page 17
Behavior in the School and Synagogue	Page 19
Parent involvement in Religious School	Page 22
The Collaborative High School of TBH-BE and Adath Israel	Page 26
Confirmation	Page 27

For All Families: *Did you know?*

- ◆ In January 2002, our school was honored with the Blue Ribbon of Excellence from the United Synagogue, the organization of nearly 800 Conservative congregations. As a **Framework for Excellence** School, we have demonstrated standards in a variety of areas, as well as fulfilled hours per week according to one of the models. Temple Beth Hillel-Beth El was the first synagogue in Philadelphia's western suburbs to receive this recognition!
- ◆ Temple Beth Hillel-Beth El is a **Project Etgar** pilot school, since 2003 utilizing the cutting edge curriculum for our middle school, grades 6-8, developed by the Melton Research Center of the Jewish Theological Seminary of America in partnership with the Department of Education of the United Synagogue of Conservative Judaism.
- ◆ **Temple Beth Hillel-Beth El Youth** has been honored for both our USY and Kadima youth groups by Hagesher Delaware Valley Region of United Synagogue.

All parents of children ages 5-18 are encouraged to read through this handbook and discover a world of exciting opportunities for formal and informal Jewish education for your children, yourselves, and your families. Come be a part of the finest synagogue educational program in the area!

Mission Statement

EMUNAH - to nurture a belief in God.

AHAVAT TORAH - to foster a love of learning and a positive Jewish identity.

TALMUD TORAH/SH'MIRAT MITZVOT -to cultivate literate, knowledgeable and observant Conservative Jews.

ERETZ YISRAEL - to foster a love of and commitment to the Land and People of Israel.

AHAVAT YISRAEL/AHAVAT HAB'RIOT -to instill a sense of love, commitment, obligation and responsibility to the Jewish people and to the larger community.

BEIT HAKNESSET - to foster participation in the programs & identification with the values of our synagogue.

Communication

Education Office Administrative Office Hours

Sunday	8:30 AM-12:30 PM
Monday	9:00 AM- 9:00 PM
Tuesday, Thursday	9:00 AM- 5:00 PM
Wednesday	9:00 AM- 6:30 PM
Friday	9:00 AM- 3:00 PM



The office is generally open and staffed during these hours. If you call and no one is available, you may leave a message in the voicemail system, and your call will be returned as soon as possible. It is always best to call ahead to make an appointment if you need to see any of the school administrators to be sure they are available.

Pharisee

Read the *Pharisee* each month for articles about the schools and youth programs. Watch for Calendar updates!



E-Mail



We have been attempting to streamline our communication system and save on very expensive paper and postage costs by emailing notices and letters whenever possible. Please be sure you have an updated e-mail address in our file so you can receive accurate and timely information. You will receive a weekly e- newsletter highlighting events in our Youth-School Community, including special programs and activities.

BaKita



To make any partnership work properly, good communication is essential. For our Religious School families, your child's teacher will send home a monthly edition of *BaKita* (In the Classroom). *BaKita* will contain a summary of class activities and learning so that you can get a sense of what your child has been learning.

Website

Don't forget our website! Log onto www.tbhbe.org regularly for updates about many important synagogue, youth and school programs and announcements.



Shabbat at TBHBE



Shabbat morning is a time for community gathering and fellowship for our entire Temple Beth Hillel-Beth El family. Parents and children are always welcome in all of our services.

Main Sanctuary

Our traditional main service begins at 9:30 a.m. each Shabbat and lasts until about 12:15 p.m. The service is led by Rabbi Cooper and Hazzan Rosner, and often features our celebration of life cycle events in the congregation, such as B'nai Mitzvah, Aufrufs, and baby namings. Hazzan Rosner also coordinates a team of outstanding Torah readers.

Havurah

This group of synagogue members and families come together for Shabbat services three times a month and on holidays. The service also begins at 9:30 AM. It is traditional, egalitarian, highly participatory and rather informal. Everyone is welcome to attend.

Tot Shabbat

This service generally meets the 2nd and 4th Saturdays of the month from 11:00 a.m. - 12:15 p.m. in the Community Room, and is led cooperatively by parents. It engages parents and young children, ages 2-5 in an interactive and child-centered prayer and Shabbat experience.

Gesher Minyan

This new minyan, led by Rabbi Todd Zeff, is a place for families with children ages 5-8 to daven together. It generally meets on the third Shabbat of each month, in the Coslov Auditorium. The service includes traditional prayers, learning, Torah study, and stories and songs.

Family Minyan

This is a monthly alternative service in which parents and children are encouraged to daven together. Beginning at 10:00 a.m. in the Coslov Auditorium on the first Shabbat of each month, the full parashah is read in this service, and volunteers organize children's programming for part of this time.

Youth Services

On most Shabbatot when Religious School will meet the following Sunday, several different Youth Services are offered in various parts of our building. These services are designed to be age appropriate and to give children the opportunity to practice skills learned in Religious School or Day School. Parents are always welcome to join too! Parts will be assigned to children in grades 3-6. Perelman fourth and fifth graders who have Torah parts on a Monday morning are welcome to read their part on the following Shabbat.

JUNIOR CONGREGATION

Gan -Bet (Grades K-2)

Room 102

YOUTH SERVICE

Gimel-Vav (Grades 3-6)

Chapel or Coslov

TEEN MINYAN (1 x per month)

Grades 8-12

Youth Activity Center

Pre and Post B'nai Mitzvah seventh graders are encouraged to attend the Main Sanctuary service.

All students in grades 2-7, including those in our Religious School as well as those who attend Perelman Jewish Day School, who will become B'nai Mitzvah at the synagogue, must fulfill the Shabbat service attendance requirement **each year** at Temple Beth Hillel-Beth El. Younger students and teens are encouraged to attend as well. Attendance records are maintained and this policy is strictly adhered to.

Shabbat Requirements By Secular School Grade

Grade 2

5 Shabbat morning services at Temple Beth Hillel-Beth El

Grades 3 - 6

10 Shabbat morning services at Temple Beth Hillel-Beth El

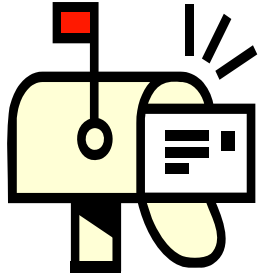
Grade 7

10 Shabbat morning services.

Six must be Shabbat morning at Temple Beth Hillel-Beth El, while the others may be Shabbat afternoon (minha) or Shabbat morning at other synagogues. Further, it is recommended that 7th graders attend the Main Sanctuary service.

Youth Services Dates and Info

Make sure you receive credit for attendance! To receive credit, students may attend any Shabbat morning service at **Temple Beth Hillel Beth El**.



Students (grades K-7) who attend eighteen services or more will receive a special gift at the end of the year.

You will find included in the packet of information **Shabbat Services postcards**. If your child attends Shabbat services, after Shabbat, please mail the completed and signed postcard to the synagogue indicating the date(s) attended. For your convenience, we have included postcards for each family. Please

keep track of your child's Shabbat attendance and return the card to the school office in December and May. Alternately, you may email the information contained on the card to skallin@tbhbe.org or call. A gift card will be awarded to each child who attends 18 (or more) times.

In order to maintain the *ruach* (spirit) of Shabbat, please be sure your child is dressed appropriately. Please do not pick your child up early from Youth Services. Parents are encouraged to attend services in the Sanctuary, Havurah, or join their children in Youth Services on Shabbat.

Shabbat Services Dates 5770

Don't forget to send in your Shabbat Service Attendance !!

* **NO YOUTH SERVICES ON THESE DATES but you may receive credit for attending services in either the Sanctuary, Havurah or Family Minyan.**

- | | | |
|--|---|--|
| <input type="checkbox"/> September 5 | <input type="checkbox"/> December 12 | <input type="checkbox"/> March 27 |
| <input type="checkbox"/> September 12 | <input type="checkbox"/> December 19 | <input type="checkbox"/> March 30* Pesach |
| <input type="checkbox"/> September 26 | <input type="checkbox"/> December 26* Winter Break | <input type="checkbox"/> March 31* Pesach |
| <input type="checkbox"/> October 3 Sukkot | <input type="checkbox"/> January 2* Winter Break | <input type="checkbox"/> April 3* Spring Break |
| <input type="checkbox"/> October 4 Sukkot | <input type="checkbox"/> January 9 | <input type="checkbox"/> April 5* Pesach |
| <input type="checkbox"/> October 10 Shemini Atzeret | <input type="checkbox"/> January 16* MLK Weekend | <input type="checkbox"/> April 6* Pesach |
| <input type="checkbox"/> October 11 Simchat Torah | <input type="checkbox"/> January 23 | <input type="checkbox"/> April 10 |
| <input type="checkbox"/> October 17 | <input type="checkbox"/> January 30 | <input type="checkbox"/> April 17 |
| <input type="checkbox"/> October 24 | <input type="checkbox"/> February 6 | <input type="checkbox"/> April 24 |
| <input type="checkbox"/> October 31 | <input type="checkbox"/> February 13* President's Wknd | <input type="checkbox"/> May 1 |
| <input type="checkbox"/> November 7 | <input type="checkbox"/> February 20 | <input type="checkbox"/> May 8 |
| <input type="checkbox"/> November 14 | <input type="checkbox"/> February 27 | <input type="checkbox"/> May 15 |
| <input type="checkbox"/> November 21 | <input type="checkbox"/> March 6 | <input type="checkbox"/> May 19* Shavuot |
| <input type="checkbox"/> November 28* Thanksgiving Wknd | <input type="checkbox"/> March 13 | <input type="checkbox"/> May 20* Shavuot |
| <input type="checkbox"/> December 5 | <input type="checkbox"/> March 20 | <input type="checkbox"/> May 29* Memorial Day Wkd |
| | | <input type="checkbox"/> June 5 |

Bar/Bat Mitzvah

Our synagogue community celebrates the milestones of life together on a regular basis. Nearly weekly our sanctuary is filled with B'nai and B'not Mitzvah, new babies being named, and brides and grooms coming for an aliyah as an "aufruf" prior to their wedding. It is important to mark life's milestones within the synagogue in a religious and spiritual way.



Bar/Bat Mitzvah Requirements:

All children who will celebrate Bar or Bat Mitzvah at Temple Beth Hillel-Beth El must be enrolled in our Religious School and fulfill its requirements satisfactorily beginning in our Aleph Class, and continuing at least through the year when they become Bar/ Bat Mitzvah. Alternately, students may be enrolled in a Jewish Day School. Families who join Temple Beth Hillel-Beth El after their children are past the age of the Aleph class may consult Rabbi Richman for details.

All children also must make the **Shabbat attendance requirement** each year beginning in second grade (Bet) through seventh grade (Zayin).

Students must complete a 13 hour minimum **Mitzvah Project**.

Families must be in good financial standing with the congregation prior to the Bar/ Bat Mitzvah celebration.

Bar/Bat Mitzvah Process:

The Bar/ Bat Mitzvah Committee holds a meeting in the winter each year to explain the Bar/ Bat Mitzvah process to parents prior to the assignment of dates. Dates are assigned three years ahead, so usually this meeting is for parents of fourth graders. The Bar/ Bat Mitzvah Handbook is distributed at this time.

Through a program called "Journey to Bar and Bat Mitzvah and Beyond, several programs are held for parents and B'nai Mitzvah youngsters. These programs are designed to bring various elements of the Bar/ Bat Mitzvah process to the forefront and to prepare the young people and their parents for this important milestone. The following is a sample of some of the programs:

Mitzvah Project Orientation

This meeting is held in the spring of fifth grade. Students and their parents are introduced to the concept of becoming "B'nai Mitzvah" and the implications of being "commanded". We hand out the Mitzvah Project requirements, which essentially ask B'nai Mitzvah to take on a particular mitzvah as a project a year prior to becoming B'nai Mitzvah. Often we have service providers and older teens present various options.

Tefillin Workshop



In the winter of the sixth grade, we begin to introduce the mitzvah of tefillin to our Religious School students by showing a video produced by the Conservative Movement, and then in January by having the students practice putting on tefillin on Sunday mornings.

In late January, in a project of the Men's Club, families of students in both Religious School and Day School gather for the World Wide Wrap minyan and breakfast. By the fall of seventh grade, all boys are expected to own their own tefillin.

Students at Saligman Middle School have an opportunity to learn about tefillin in school. Students at Akiba Hebrew Academy should consult Rabbi Cooper, Hazzan Rosner, or Rabbi Richman.

At Temple Beth Hillel-Beth El we encourage young women to try out the mitzvah of tefillin and to take on this as an obligation if they so choose.



D'var Torah Workshop

In February of the sixth grade, Rabbi Cooper leads a session with parents and students about preparing the "D'var Torah"- the lesson that each child will give as a part of his/ her service.

Individual instruction

Approximately 8-10 months prior to the actual event, Hazzan Rosner's office will contact families to arrange individual tutoring. These weekly $\frac{1}{2}$ hour meetings are planned to teach particular Torah and Haftarah parts and other prayers that the child will lead.

Committees and Parent Association

Youth-School Community Parent Association

The Youth-School Community Parent Association is a collaborative of Day School and Religious School parents. We welcome your input and participation. Parents are essential partners in the process of Jewish education. We encourage you to get involved by accompanying children on field trips, coming to special programs and family education workshops and volunteering to help the Parent Association raise funds to support our programs.

Education Committee

Our Education Committee works in partnership with the Educational Director to set policy, evaluate programming and promote the highest standard of Jewish learning for our congregation. The Education Committee encompasses Religious School, Youth Services, and Midrasha High School within its purview. If you are interested in becoming a member of this committee or any of the subcommittees, please contact the Education Committee Chairpeople through the School Office.



Adult Education

The Adult Education Committee offers a multitude of learning opportunities for all members of the congregation. Some classes are held on Sunday mornings or Wednesday afternoons, coinciding with Religious School. A great way to show your child the importance of Torah study is to engage in it yourself!

Youth Committee

The Beth Hillel-Beth El Youth Committee oversees Youth Department activities. It sets policy and provides guidance to the Youth Director and Advisors. Youth Committee members help to supervise and facilitate activities. *Our children need you!*

Youth Department at TBHBE

The Youth Department at Temple Beth Hillel-Beth El includes overall programming for all of the youth of our congregation, as well as activities for four age-specific groups. Activities for all youth and teens are planned by our **Youth Director**, under the supervision of the Educational Director, and are overseen by our Youth Committee.

Boatnim (Grades 1-2)

This group, whose name means "peanuts," offers one activity per month for our youngest children to become involved in our Youth Department. Activities may include lunch and a program or a trip on a Sunday afternoon or a holiday celebration.

Portzim (Grades 3-4)

This group for our third and fourth graders also meets one time per month. Past activities have included pottery painting, outings to movies, shows, and museums, and a "shabbaton"- a Shabbat sleepover in the synagogue!

Kadima (Grades 5-7)

The theme of our middle-school group is building friendships. This is the age when developmentally children begin to rely more and more on their peers for support and approval. We attempt to encourage healthy peer relationships within a Jewish context. Many of the activities of the Kadima will support the activities of the religious school and Perelman Jewish Day School, and will give our children the opportunity to mix and socialize with each other. Kadima may participate in activities with other Jewish middle-schoolers from around the Main Line and the greater Philadelphia area through Hagesher Region Kadima.

USY (Grades 8-12)

USY is a great way for our teens to connect socially with others in the congregation and beyond. Our chapter does many programs with the other chapters in the region. Each month there is a chapter program, a regional program, a religious service, and a board meeting. Being a member of the USY board is a fabulous way to develop leadership skills. Help build our chapter and encourage your teen to be active in USY.

Affiliations

Our Kadima and USY chapters are affiliated with the Hagesher Delaware Valley Region of the United Synagogue of Conservative Judaism. This is a network of over 20 Conservative synagogue youth programs that allow our middle and high school children to meet hundreds of Jewish youth through regional programming. Additionally, United Synagogue's Youth Department provides guidance to us for our programs.

**Make sure your children are involved
in this outstanding, award winning program!**

Membership

Membership in all of our youth groups is open to any Jewish child, whether they attend our religious school, a Day School, or are members of other synagogues. **Members** receive discounts to all activities, receive phone chain notification about programs, and in the case of Kadima and USY, only Members may attend regional activities and summer programs. Not every child will be able to participate in every activity of his/her age-appropriate youth group. However, it is imperative that parents meet us part way in engaging children in the program by registering!

How To Register

All TBHBE families with children in grades 1 - 12 have the option of joining a youth group. Youth Department dues were included as an option on your synagogue bill. If you did not choose this option at the time you paid your bill, you may call the Youth-School office and request a membership form.

Dues:

**\$40/ child for grades 1-12
(Grade 8 is a gift from the Parent Association
and parents do not need to pay during the 8th
grade year)**

Scholarship and Subsidy

Families who have a hardship paying Youth Department dues should contact Rabbi Richman. Financial aid requests may be made in writing to the Youth Scholarship Committee for help in paying for USY and Kadima regional conventions and summer programs. The Youth Department also subsidizes children of Beth Hillel-Beth El members who attend regional

conventions. USYers must give certain hours of service to the synagogue to qualify for subsidy, which is available to all members regardless of need. We want you to participate!

**Join our
Youth Groups!**

Our Day School Families

Temple Beth Hillel-Beth El is an ardent supporter of Perelman Jewish Day School and Barrack Hebrew Academy. We have had the largest student contingent from any synagogue to each of these schools for many years. Though a Day School education alone can not replace active synagogue life and a committed Jewish home in transmitting Jewish values, combined with these elements Day School is a fabulous opportunity to enrich children's Jewish education.

There are many programs described in this handbook that pertain to children in day school as well as those in the religious school of Temple Beth Hillel-Beth El. Please take note of the following, and consult the appropriate section.

Youth Department

Our informal education programs, including youth groups, Rosh Hodesh, choir, and teen activities are appropriate activities for all of our children, and provide a venue for the day school students to interact with the children in the religious school, in order to create a "Temple Beth Hillel-Beth El Youth -School Community" in its truest sense.

Shabbat at Temple Beth Hillel-Beth El

Our youth services, *Gesher* Minyan, Family Minyan, and special Carlebach services and Shabbat dinners are open to Day School families as well as religious school, and again participation helps to create the community that we all strive for.

Family Education

Many of the Family Education activities are connected to the religious school curriculum; however others are geared to the whole community.

For example:

- Welcome Back Picnic
- World Wide Wrap
- Purim events
- Tzedakah-thon
- JRA Family Days
- Journey to Bar and Bat Mitzvah and Beyond
- Hanukkah Party

Bar/Bat Mitzvah and Confirmation

All Bar/ Bat Mitzvah preparation programs and requirements apply equally to day school and religious school families.

Confirmation is open to students who are in tenth grade in Religious School and day school. This class offers an opportunity for students to study regularly with Rabbi Richman and Rabbi Cooper, and to cover material particular to our synagogue and the Conservative Movement in a way that the day school does not provide. We welcome our day school students to Confirmation! For additional information about Bar/Bat Mitzvah and Confirmation, please refer to page 10.

Withdrawal from Day School

A note about students who leave the day school system at various points:

- Families make the decision to withdraw their children from day school for many reasons and at many different junctures. Generally, the following recommendations apply, but if you find yourself in this situation please feel free to consult Rabbi Richman or Rabbi Cooper.
- Leaving day school between grades 1-4: generally, the child can adjust to a religious school classroom with little cause for worry of repetition. Advanced Hebrew students might be able to take an enrichment section in the school, or in years when this is not offered, might need an outside tutor for Hebrew enrichment.
- Leaving day school after grade 5: the Etgar Middle School, offered at Temple Beth Hillel-Beth El, is a cutting edge curriculum developed by the Melton Research Center of JTS. Temple Beth Hillel-Beth El is a pilot school and has been using the curriculum since 2003. It is a thematic-approach program, enough different from both elementary religious school and elementary day school that day school students are not repeating anything. Day school graduates are assigned to a Hebrew language enrichment section as a part of the regular Middle School program.

- Leaving day school at any later point: The new Collaborative Hebrew High School is a great way to be involved in the exciting teen community within the synagogue! Other day school graduates may enroll at the Jewish Community High School of Gratz College, which maintains a 2 day branch in Lower Merion. JCHS students are encouraged to stay involved in our USY chapter and to participate in Confirmation class!

SYLVIA F. LODISH RELIGIOUS SCHOOL

Schedule

Gan-Aleph (Kindergarten - 1 st Grade)	Sunday	9:00 - 12:20 PM
Ha'Asharah - Hebrew enrichment	Monday	6:30 - 8:00 PM
Bet-Zayin (2 nd - 6 th Grades)	Sunday	9:00 - 12:20 PM
	Wednesday	4:10 - 6:20 PM

Inclement Weather

Our school closing number is **#273**.

Information about school closing or youth group activity cancellations will be available **ONLY** on the radio on **KYW 1060**. Efforts will be made to post the announcement on the synagogue voicemail system, but do not rely on this as it is unpredictable. The decision to close school will be based on the status of the parking lot, our teachers' or staff's ability to get here, and Lower Merion School closing status. Sunday mornings the announcement will be made by 7:30 and on weekdays by 1:00 p.m.

Kippot



All boys are required to have their heads covered with a kippah at all times when in the synagogue. Girls are invited to wear kippot if they so choose.

A kippah is worn in recognition of the holiness of Torah study and religious devotion.

Each student should have his or her own kippah. Hats are distracting and are "outside" attire. We expect students to wear kippot, not hats, when in the synagogue and school buildings.

Cell Phone and Electronic Devices




Electronic devices such as personal stereos and games are not permitted in Religious School or Collaborative Hebrew High at any time. Cell phones are not permitted to be used during school. Students who carry cell phones must keep them off and put away during Religious School. Parents who need to contact their children should call the school office, and every effort will be made to get the message to the child. In the event of an emergency, students will be permitted to use the office phone, or the office staff will call for them.

This policy also applies to times spent in youth or teen activities where the use of the cell phone or other electronic device is deemed inappropriate and/or disruptive.

The TBHBE staff reserves the right to confiscate cell phones because of inappropriate use, returning them from the office at the end of the day.

Snacks, Food and Kashrut

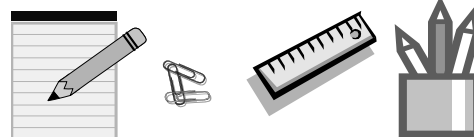


The laws of Kashrut represent an important means of sanctifying the act of eating. As a Conservative synagogue, Temple Beth Hillel-Beth El abides by the guidelines on Kashrut as interpreted by the Rabbinical Assembly Committee on Jewish Law and Standards. All food supplied by the school must have acceptable Kashrut certification. The letter **K** by itself does not indicate a reliable standard of Kashrut. The symbols **Ko** and  are also not acceptable.

If you provide food for a youth group activity, class event or party, it must be packaged, be either dairy or parve, **and** have a kosher symbol (see above for examples) on it. Baked items may be purchased from a local kosher bakery or come packaged from the supermarket. Bestcake, Viking, Buy the Dozen, New York Bagels, and Narberth Acme are all Kosher, as are Entenmanns and Tastycake. No home cooked/prepared food (even if the home is kosher) is permitted in the school.

Supplies

Students are expected to come to school equipped to do their work. This means that they are to have books, a notebook for class work, pen, and pencil for each class. A supply list for your child's class may be handed out the first day of class. Please make arrangements to provide these basic school supplies.



Homework

Homework assigned within the context of a supplementary religious school is an integral part of the student's total educational experience. Hebrew reading and prayer fluency cannot be achieved without regular reinforcement. Teachers will assign prayer goals, Hebrew reading reinforcement, and other exercises designed to complement the classroom curriculum. Additional projects may also be assigned. Please help us by making time to encourage your child to complete assignments. You can listen to your child read Hebrew even if you are not a Hebrew reader! Most of our *Hineni: Hebrew Through Prayer* series comes with a partner CD Rom, which can be used as a self-paced supplement to the classroom. It's also lots of fun! Encourage your child to use this great tool.



Use of Hebrew

As our "l'shon Kodesh"- Holy language of prayer and Torah, and as the



historical and universal language of the Jewish People, Hebrew plays a very prominent role in our school. We teach decoding skills and reading in our school. We teach script writing by Kitah Gimel. We teach root words and basic prayer vocabulary to enable our children to understand our prayers. We offer a HaAsharah Hebrew language class on Monday Evenings for our students as well as a Hebrew enrichment pull-out class during regular class time. Our teachers are expected to call children by their Hebrew names. Please make sure that your child knows what her/his Hebrew name is. If he or she doesn't have one, please call Rabbi Richman or Rabbi Cooper to choose one.

Prayer Goals

Each class, Gimel-Vav, has a list of specific prayers which must be read fluently. These will be worked on in class, and students will have the ongoing assignment of practicing them at home. Even when a specific homework assignment isn't given, Prayer Goals are always expected to be practiced.

Snacks

The Youth Department sells snacks on Wednesdays. In the younger grades, a teacher may provide snacks or ask the parents to take turns bringing it. Kosher* snacks may also be sent from home, and students will be allowed to eat at the beginning of school, but will be asked to put the snack away at 4:20 p.m. on Wednesdays or 9:10 a.m.



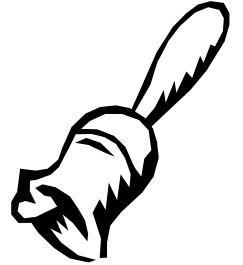
on Sundays. We have found that salty, sugary snacks and drinks can sometimes detract from a learning environment. Please keep this in mind if your child is easily distracted, and consider healthy snacks and drinks of water.

GUM CHEWING IS NOT ALLOWED IN CLASS! * See page 4 for Kashrut Policy.

Religious School Attendance, Arrival, and Dismissal

Attendance

Regular and prompt attendance is essential for successful work in school. Please use the school calendar so that vacations, medical appointments, and other activities are not scheduled during Religious School. Students who do not attend at least 75% of all class sessions must make arrangements to make up work during the summer in order to be promoted to the next grade. If your child will be absent for a week or more, please contact the office to make arrangements to help your child keep up with the class.



School Arrival and Dismissal

The teachers, administration, and Religious Education Committee have been concerned about maximizing time devoted to instruction during our school week. Outside activities should be scheduled for times other than regular Religious School hours. Sometimes, though, absences, lateness, and early dismissals are unavoidable.



Please review the following.

- Students must attend 75% of the sessions in a given school year.
- School begins with students expected in the classrooms at 4:10 on Wednesdays and 9:00 on Sundays. School ends at 6:20 on Wednesdays and 12:20 on Sundays.
- On Wednesday afternoons, students who aren't dismissed from public school in enough time to get to Religious School on time should make every effort to arrive as soon as possible. We understand that traffic and distance sometimes makes a 4:10 arrival impossible. Class will start at 4:10, however, and we ask parent cooperation in making a timely arrival a priority.
- On Sundays, **there is absolutely no reason to be late to school other than illness or emergency, or an unusual traffic situation.**
- Late arrivals and early dismissals will be recorded on the report cards and **4 late arrivals or early dismissals, no matter how late or early, will equal one absence.**

Early Dismissal

Students who need to leave early for special circumstances should bring a written note, signed by the parent, to the teacher at the beginning of school, indicating the dismissal time. The teacher will send the child to the school office, where the parent can meet them and sign them out. (This applies to High School as well! High School students who drive should bring a note to the office and sign themselves out). Children should not be instructed to meet parents anywhere but the school office. If a note is forgotten, or in the event of an unusual situation, the parent may request the child be called by the office when no note has been given. Early dismissals will not be accommodated after 6:00 or 12:00.

Behavior in the Synagogue and School

Behavior in the synagogue and Religious School should reflect the Jewish values we are teaching and imparting to our youngsters. It says in the Talmud "Where there is no *Derech Eretz* there is no *Torah*." "*Derech* (path) *Eretz* (land)" usually refers to good manners and proper behavior towards others. "*K'vod HaB'riot*" (respect for all human beings) refers to not being rude or not embarrassing others. These and other Jewish values should be reflected in the way the students behave towards their teachers and other students in the synagogue, in class and in the hallways. We are very proud of the kind and caring behavior exhibited by all of our students. Nonetheless, our "Code of Behavior" outlined below, is a reminder of our behavior expectations.

Code of Behavior

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

- ◆ If enrolled in a class, come prepared to learn, bringing materials, books, and pens/pencils.
- ◆ Do my work to the best of my ability.
- ◆ Speak in an appropriate voice with appropriate words.
- ◆ Touch only my own belongings.
- ◆ Raise my hands to speak and not interrupt another person.
- ◆ Respect my teachers - *Kavod Morim*.
- ◆ Respect my fellow students and their beliefs - *Derech Eretz*.
- ◆ Not chew gum in class or eat during instructional time.
- ◆ Treat our classroom and school building with respect.
- ◆ Take responsibility for my own actions.
- ◆ Be a helpful member of the whole community.

Discipline

Outside of special situations we have very few discipline problems in our school. Nonetheless, the following policy was adopted by our Education Committee several years ago and functions as the official protocol for discipline issues.

1. The teachers will set down class rules at the very beginning of the year. **The Code of Behavior** will be presented and posted in the classroom. The teacher may choose to add additional rules specific to their class and grade and those will be presented at that time. Some teachers may choose to allow students to participate in the making of class rules.
2. The teachers will use acceptable methods of classroom management when behavior is disruptive, treating students fairly and with respect. Teachers may choose to establish assigned seating to prevent problems from arising. Teachers may use methods including rewarding the class with a future benefit (pizza or ice cream party) for continued good behavior. Under no circumstances will physical force be used.

Step One: Formal Warning

When a student repeatedly disrupts the class and the teacher has exhausted normal classroom management methods, s/he will fill out an **incident report**, informing the student that s/he has a formal warning. This will be submitted to the Educational Director by the end of school that day and filed. The teacher must call the parent prior to the next school session and discuss the problem with the hope of working cooperatively to assure common goals between home and school.

Step Two: Removal from class

If disruptive behavior continues or resumes, either that day or another day, the student may be sent to the office **to go home**. Students are not to be sent to the office for babysitting, time-outs, or reprimands by the Educational Director, unless a prior arrangement had been made through the establishment of a behavior contract. The teacher must complete a **second incident report** and send it to the office, detailing the infraction so when the parent is called there are sufficient facts provided to justify removal from school for that day. **The parent is called immediately by office staff and asked to take the student home**. If the parent is unavailable or unreachable, the student will remain in the office for the remainder of the day and will be given a writing assignment. The parent is informed when they come to pick up the student of the incident and about the student's removal from class. The teacher



must call the parent at another time to further discuss the problem and set up a behavior contract.

Step Two-A: Detention

A student who is removed from class in this manner will be issued a detention, to be served in the school office on the next Monday or Thursday afternoon. The teacher will provide an assignment, likely work missed after the student left class. The detention will be from 4:00-5:00 PM. A missed detention for any reason other than illness or emergency will result in a two week suspension from Religious School. Cutting a class will result in an automatic detention.

Step Three: Conference/ parent comes to class/ suspension

If inappropriate behavior continues after the second report and detention, the student will be removed from class and a **third incident report** sent to the office. **The parents will be called in to a meeting with the Educational Director and teacher where possible.** They will be informed that they either must **accompany the student to class for the next two weeks or the student will be suspended for two weeks.** The student must keep up with the classroom work and is responsible for any homework or projects at that time.

Step Four: Expulsion from school

After all other methods have been exhausted, if disruptive behavior persists, the student will be **suspended for the remainder of the school year.** Parents must make alternative arrangements for their child to be tutored privately or to be taught at another school in order to meet the Bar/Bat Mitzvah requirements at Temple Beth Hillel-Beth El.

The Educational Director has the discretion to take alternative actions in the event he feels that unusual circumstances warrant it. The Educational Director will be in contact with the teacher at all stages of the discipline process and will inform the teachers of his actions and the teacher will keep the Education Director apprised of her/his actions and meetings with parents and students.

Summary: For behavior problems beyond the normal course of classroom management.

Step 1: Formal warning. Incident Report #1 is sent to office. Parent called.

Step 2: Removal from class for that day. Parent is called to pick up child.

Incident report #2 is sent to office. Detention. Behavior contract.

Step 3: Removal from class. Conference with parent. Two weeks parent must accompany child to school or child is suspended. Incident report #3 is sent to office.

Step 4: Expulsion for remainder of school year.

Visitors and Friends

Visitors (of the student variety) constitute a disruptive factor in the class. The continued good fun of a "Saturday evening sleep over guest" often causes student hosts unnecessary tension and discomfort and inhibits their participation in the prepared lesson. Therefore, **student visitors are not permitted**.

Parent Involvement in Religious School

Parent Visitation

While we encourage parents to visit their child's Religious School class, we are also committed to providing the safest environment possible for our children and families. In concert with the security regulations at the synagogue, we ask that parents who wish to visit their child's class call the Educational Director in advance to schedule the visit. Upon arrival, parents must check in at the school office and will be escorted to the child's class.

Conferences

If you wish to arrange a private **CONFERENCE** with a teacher or with the Educational Director, please telephone the school office at (610) 896-8507 to make an appointment. This way we can give you our full attention. Teachers will not usually be able to meet with you during times that the class is in session or just prior to the beginning of the class session. Telephone conferences can also be arranged with a teacher. Please call them after class.

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. Attendance and Shabbat participation is indicated on the report as well.

Special Religious School Programs

Tzedakah and Acts of Loving Kindness

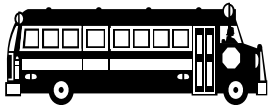
Tzedakah (justice) and *gemilut hasadim* (acts of loving kindness) are two *mitzvot* that are so central to Judaism that we must give them special

attention. *Tzedakah*, in the form of small change, is collected in class daily. At the beginning of the year each class selects where their funds will go. *Gemilut hasadim*, (acts of loving kindness or social action) takes place in various ways. One example is the Zayin class visits to the Abramson Center for Jewish Life. Please remind your children to bring *tzedakah* money to school.

Kehillah - Assemblies

Creating a sense of *Kehilla* (community) among our students is another essential Jewish value we teach at our school. One way to do this is to have a number of special programs or assemblies either with the entire school or part of it. Although you will receive more detailed information about the exact nature of the programs as the year progresses, please check the school calendar for the dates of these special assemblies. These are very special times during the year, so make sure your child does not miss them. Even when not asked to actively participate, parents are invited to attend all special programs.

Field Trips



Many of our classes will be taking field trips to places relevant to class study. You will be notified in advance of any field trip plans and you will be asked to return a permission slip for the activity. Please pay careful attention to the times listed on the permission slip since they might occasionally differ from customary school arrival or dismissal times. Buses will leave the parking lot at the time indicated on the flyer. Sometimes teachers will need to coordinate parent drivers. *Please don't be late. The bus will not wait!*

Class Shabbat Dinners

There are class dinners for Kitah Bet, Kitah Gimel and Kitah Vav. Chairpeople are needed for each dinner to coordinate food, tables, publicity, etc. If you are interested in chairing a Shabbat dinner, contact the school office or the Parent Association.



Religious School Rikud - Israeli Dancing

We are proud to say that we have Israeli dancing once a month as a formal part of our religious school curriculum. Don Shillinger (Rak Dan) is our instructor and is a favorite of the kids.





Gimel Havdalah Family Program

Gimel students learn the various brachot and songs of the Havdalah service that ends Shabbat each week. They also create original ritual objects, such as a spice box, Kiddush cup, and candle to use. Parents are invited to join us for a special Havdalah service to culminate this unit.

Dalet Birkat HaMazon Family Program

The Dalet class spends a significant amount of class time learning *Birkat HaMazon*, the Grace after Meals. Parents are invited to this special family learning program

Hey Kabbalat Humashim

The Religious School Hey class will demonstrate their knowledge of and love for Torah where, during a brief program, they will be presented with their own personal edition of Etz Hayim Humash. This program serves as the "bridge" between elementary and middle school.

Journey to Bar and Bat Mitzvah and Beyond and Etgar Learning Experiences

The Vav year is a year of preparation for Bar and Bat Mitzvah. Students begin to study Torah cantillation with Hazzan Rosner. Many students will also begin their individual lessons with our B'nai Mitzvah tutors. In addition, there are a series of special programs to which parents are invited in preparation for B'nai Mitzvah. Additionally, there are special programs connected to the Project Etgar middle school curriculum.

D'var Torah Workshop

Rabbi Cooper will teach students and parents about writing the D'var Torah, the short lesson that your child will deliver to the congregation on his/her day.

Kosher Week

Information about Kosher Week and a Bikur Holim visit to the hospital will be sent to parents during the course of the year.

Zayin Class Jewish Ethics Program

The Zayin class continues the Project Etgar curriculum begun in Vav. There are some additional aspects of this program that you should begin to think about and discuss with your child.

Hiddur P'nai Zaken (Honoring the Elderly) Abramson Center for Jewish Life

This is an intergenerational program which includes visits to the Abramson Center for Jewish Life (formerly Philadelphia Geriatric Center).

Weekly Tefillah (Prayer Service)

The Van and Zayin classes will spend a part of each Sunday morning in Tefillat Shaharit where they will learn how to put on tefillin. They also participate in Tefillat Minha on Wednesdays. Tefillin are not worn at Minha. All boys in the Zayin class are required to own tefillin and bring them to class each Sunday. They may bring tefillin already owned by the family, or may purchase them through us. Please contact the school office for information regarding tefillin ordering. Girls are invited to join in this mitzvah as well.

Ma'achal Re'evim (Feeding the Hungry) Jewish Relief Agency

The Zayin and Vav classes will visit the Jewish Relief Agency. They will help pack, carry, load and deliver non-perishable food to 1,500 needy Jewish families. Most food recipients are elderly people who are grateful for the gift of food and a kind smile.



Families are encouraged to participate in this meaningful, hands-on, fun mitzvah and make a difference in the lives of hundreds of low-income Jewish families!

Also plan on attending other programs that are coming up for the Zayin class:

World Wide Wrap (also for Vav Class)

Siyyum Limudim

(Conclusion of Elementary Religious School Studies)

The Collaborative Hebrew High School of Temple Beth Hillel Beth El and Adath Israel

This fall, The Collaborative High School of Adath Israel and Temple Beth Hillel -Beth El kicks off its first year and replaces our earlier program which was called "Midrasha." 8th and 9th grade will meet at Adath Israel on Sundays, and 10th and 11th grade will meet at Temple Beth Hillel- Beth El on Monday nights. Confirmation will now be in 10th grade with this year being a joint confirmation class of 10th and 11th graders. The schedule for the high school can be found in the chart below. If you have any questions about the program, please contact Rabbi Richman.

The Collaborative Hebrew High School

Grade 8 and 9 at Adath Israel	Sunday	10:00 am - 12:30 pm
Grade 10 and 11 at TBHBE	Monday	6:30 pm - 8:30 pm
Optional Dinner		6:00 pm - 6:30 pm

Those students enrolled in the high school will receive a handbook specific to the high school.

Confirmation

While Bar/ Bat Mitzvah marks a personal status in Judaism with an emphasis on the individual, Confirmation marks the completion of a course of study as a class, with a group celebration. Confirmation is celebrated each year on Shavuot with participation in the Main Sanctuary service by the class and sponsorship of a congregational luncheon. Students are assigned parts in the service, teach a lesson to the congregation, and "confirm" their allegiance to Temple Beth Hillel-Beth El and the Jewish People.

Confirmation Requirements

Students who complete grade 10 at TBHBE or an approved once a week Jewish high school program, or those who complete grade 10 in a Jewish Day School may participate in Confirmation.

Confirmation Class meets weekly during the Collaborative High School. Rabbi Cooper, Hazzan Rosner, and Rabbi Richman take different responsibilities in the class. For Day School and Gratz students, two-three separate classes will be held with Rabbi Cooper and Cantor Rosner to prepare students for the service.

The Confirmation Class trip to New York will be in October. Details to follow.

Class Photo

The Class will have a formal photograph taken, will present the Congregation with a gift, and will host a Kiddush Luncheon after services on Shavuot.



Bar/Bat Mitzvah and Confirmation Fees

For both Bar/ Bat Mitzvah and Confirmation, special fees apply. See synagogue or school office for details.