



Temple B'rith Kodesh Religious School
FAMILY HANDBOOK
2019-2020/5779-5780

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INTRODUCTION

Welcome to Temple B'rith Kodesh Religious School!

It is our pleasure to welcome you to a new school year!

Please find below a comprehensive list of everything you will need to know about our school as we begin a new year. If there is anything you need further clarification about, please feel free to contact us at the following email addresses or phone numbers:

RELIGIOUS SCHOOL STAFF

Jacqui Lipschitz, *Director of Education*
jlipschitz@tbk.org 244-7060 ext. 235
Cell phone: 354-1510

Shelly Stam, *School Administrator*
ssam@tbk.org 244-7060 ext. 252

Attendance

In order for our children to benefit from the Jewish educational opportunities offered in our school, it is essential that students attend regularly.

In the event of a necessary absence for Sunday Religious School or midweek Hebrew school sessions, please notify us by calling 244-7060, ext. 252 or by emailing Shelly Stam at ssam@tbk.org

Bar/Bat Mitzvah

A student wishing to become Bar/Bat Mitzvah must be enrolled and regularly attending both Religious School on Sundays and midweek Hebrew beginning in 3rd grade through to the end of 7th grade. Approximately three years prior to a student becoming Bar/Bat Mitzvah, dates are assigned and a more detailed explanation of family and Temple responsibilities surrounding this important transition to adulthood is discussed. You are strongly encouraged to attend worship services on a regular basis. For more information, please contact either Rabbi Stein or Rabbi Tulik through the rabbi's study at **244-7060, ext 227**.

Canteen

On **Tuesdays** before midweek Hebrew School lessons begin at 4PM, students are able to hang out, schmooze, do homework, buy snacks, or relax in our supervised Canteen room (105). Each snack item costs 50 cents. Children may also bring snacks from home which need to be kosher style (see our explanation under Food/Kashrut in this handbook) and **NUT FREE**. Snacks will be sold from **3:15 to 4:00PM**. Please note that any children arriving at school prior to 3:15 will only have supervision from 3:15PM on.

There are two options for buying snack:

- Send money with your child/children each Tuesday.
- Bring cash to or send the school office a check (made out to Temple B'rith Kodesh with "Canteen" noted) at the beginning of the school year. We will keep a running account of the money spent and alert you once the balance goes below \$2.00.

Code of Conduct

Our Temple community is a **kehilah kedoshah (sacred community)**. Our facility is an area of sacred space. As such, great emphasis is placed on respect for everyone in our community. Defining respectful behavior is a topic of discussion in our classrooms and our hallways. If anyone in your family has an experience within our sacred space that falls outside of the parameters of respect, we encourage you to speak with a member of our administration team. By the same token, if we feel your child has behaved outside of the parameters of respect, we will be in close touch with you to work together to ensure that our standards for respectful behavior are met.

Our entire school community works to ensure that everyone in our school building stays safe.

Communication

We encourage regular two-way communication with our school office. Communication from our school via the education director (Jacqui Lipschitz), school administrator (Shelly Stam) and your child/children's teacher(s) will be timely and relevant. As email is our primary method of communication, please provide the school office with any updated email addresses.

Food/Kashrut Policy

As stated in our Temple by-laws, "The Board of Trustees of Temple B'rith Kodesh hereby reaffirms the congregation's policy that all food served on Temple property shall be Kosher style. This policy prohibits the service of any food that contains pork or

shellfish products. Dairy and meat products shall not be served together.” In order to ensure that we follow Temple policy, all food brought from home must be either dairy-based or pareve (non-meat, non-dairy / “neutral” foods). TBK Religious School has a **NO NUT** policy. No nuts may be brought from home and no nuts will be served at Religious School events.

In addition, we recognize that there are children with a variety of food needs. We therefore ask that prior to bringing in any food for a birthday or other special occasion, you check with the teacher to make sure your choice is appropriate for the entire class. If you have any questions, please contact our office.

Electronic Devices

Parents needing to contact their child/children during class time may call the school office (244-7060, ext. 252) and the message will be relayed to your child/children. Personal electronic devices are not to be used during school hours.

As we cannot be held responsible for students’ possessions, we strongly recommend that students not bring unnecessary valuables to school.

Emergency/Snow School Closings

During midweek school, Temple B’rith Kodesh follows the Brighton School District decisions on whether classes should be held on days of inclement weather. On Sundays, we will make our own decision based on local conditions. Announcements of cancellations will be made on local radio WXXI (1370AM), WHAM (1180AM), and television stations WHAM TV (Channel 13), WHEC-TV (Channel 10), WROC (Channel 8), and RNews (Cable Channel 9). Announcement of such closings will also be recorded on the Religious School phone line (244-7060, ext. 252) and e-mailed to families whose e-mail addresses we have on file.

Medical Needs

If a child needs special medication (e.g. Epi-pen) or something that he/she cannot take prior to class, please give written instructions, a doctor’s note, and the medicine to the school office. We do not have a nurse/doctor on staff and are not liable for any dispensing of medication. For the protection and care of students, the school must be advised in writing of all ongoing and new medical conditions. If a student is required to carry an Epi-pen or inhaler, it must remain on the student at all times in a “fanny pack.” Having it in the student’s bag or coat pocket is not sufficient as students move throughout the building during the school day. As well, for your child’s safety, we request an additional Epi-pen which will be safely stored in the school office. If your child requires special snacks due to dietary or medical needs, please feel free to leave a parcel of approved snacks with your child’s teachers and/or in our administration office. And please feel free to stay in close touch with our school office as the need arises.

RSVP's

One of the advantages of being a member of such a large temple is the number of diverse programs, activities, and services in which one may participate. For most of these events, flyers are sent home via your child, the mail, or e-mail, asking for your RSVP. **We ask that you please RSVP on time, telling us whether or not you are not planning on attending.** We often need an accurate count for our set-up and to prepare food and supplies. Returning the RSVP form, sending a quick e-mail, or placing a phone call letting us know your intention will be so appreciated!

Security

We always have your child/children's security at heart. We have installed a new and improved security system in our school. There will always be a security officer on duty during school hours. When attempting access to our school building after school hours, please press the intercom at "door B" to gain entrance.

Snack Policy

Traditionally students in Kindergarten through Second Grade have had time set aside every Sunday morning for snack which is provided by the school (with a gluten free alternative). There has not yet been time assigned for students in grades 3-9 to enjoy a snack at school. I would like to invite all parents to feel free to send in a snack for children in grades 3-9 to combat any morning hunger pangs. The school will always have a snack of animal crackers (and a gluten free alternative) in case students forget to bring something to eat. Teachers will allow a few minutes in between activities for all children to enjoy snack and a drink of water. As always, please avoid sending in any snacks containing NUTS. And please adhere to TBK's food and kashrut policy.

Dismissal/Pick-up Procedures

For any child any day:

- If you are running late, please contact the office at 244-7060 ext. 252 with your expected arrival time.
- If you need to pick up your child early, please go to the office to sign him/her out and we will be happy to retrieve your child from his/her classroom.
- For safety reasons, please **DO NOT** ask your child to meet you in an alternate location. No student will be permitted to exit the building from a door other than the West Portico/Door B unless accompanied by a parent or legal guardian.

Sundays and Midweek

K-10th Grade

Sunday dismissal time is **12:00 PM**

All students will be dismissed at the West Portico (Door I), however parents and legal guardians of these students have the following options:

- The students will be escorted by their teachers to the West Portico. Parents who do not wish to have their child/ren go out to the West Portico may pick up their child/ren IN THE ATRIUM as they pass by with their class. Please enter the school through Door B. Please be sure to tell your child/ren if this is your plan OR
- Drive around the temple and pick up your child/ren at the West Portico. Students will remain in the company of supervisors while waiting for their car. Parents are asked to follow the Temple traffic pattern and drive slowly around the building (in the traffic lane closest to the building).
- If your child/children arrives at Religious/Hebrew School after school has started for the day, please bring your child/ren to the main office to sign your child/ren in. An office assistant will then accompany your child/ren to the relevant classroom(s)

For your child/ren's safety and security, Door B will be the only entrance available

Drop Off

Please use the inner traffic lane and have your child(ren) enter School at the Religious School (Entrance B) door. Parents of children in Kindergarten through 1st grade are welcome to walk children to class.

Textbooks

Textbooks will be provided where appropriate. We'd appreciate the proper care and use of these precious resources!

Tzedakah and Social Action

Tzedakah (charity) and G'milut Chasadim (acts of loving kindness) are discussed throughout the school year. There are many aspects to social action, and we encourage every child to understand the importance of helping those in need and less fortunate than ourselves. Depending upon your child's grade, we arrange volunteer/mitzvah opportunities throughout the year. Tzedakah (charity) is collected from every religious school class every session (Sunday and Tuesday). With guidance from teachers,

students will have the opportunity to choose recipient causes for our Tzedakah funds. We may have opportunities to visit with local charities to distribute the collected money. As our school community works together towards making a true impact in our greater community and the world, please consider sending your child each week with a few coins so that he/she can fulfill this mitzvah.

Volunteering

We love to have volunteers helping and engaging with our students! If you would like to share your talents with our school, please fill out separate sheet included in this mailing. Guest speakers are also always welcome

Guest Policy

Guests to our school are welcome! Please phone or email the school office ahead of time.