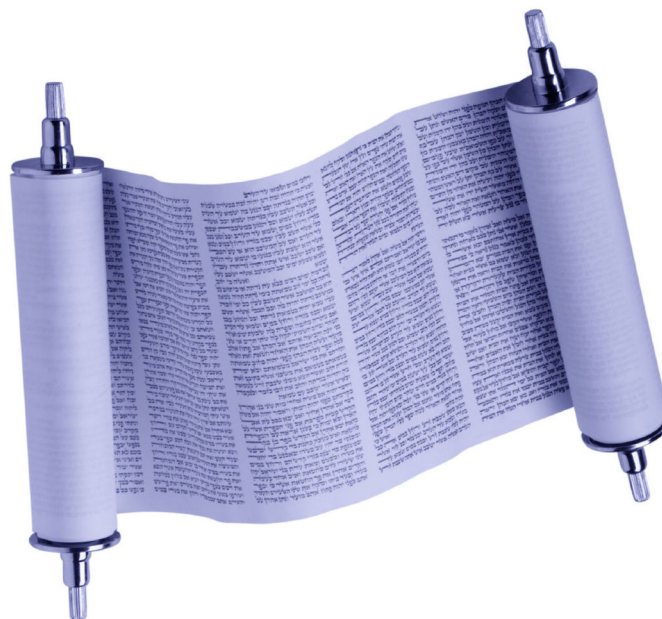


# CONGREGATION BETH SHALOM

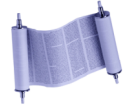
## Information Handbook and Registration Packet

### 2011 – 2012 School Year



### Our Mission

*To build on the past, educate in the present, and set the foundation for the future of a meaningful Jewish life by focusing on the spiritual, ethical, and practical aspects of our rich heritage.*



## **Welcome!**

We have a long tradition at our religious school of preparing young Jewish children for the challenges and triumphs of their future. Historical, religious, and ethical foundations will be taught to your children so that they can enhance their experiences with the strength, knowledge, and confidence necessary to excel in their community and in their lives.

The following handbook is a guide for all participants to refer to along the journey of your student's education at Congregation Beth Shalom. Questions will be answered, policies will be stated, and general expectations will be addressed in this handbook. It is, by no means, a complete, static document that is carved in stone or sent down from the mountains. Communication between all parties is necessary to ensure that there are no assumed or misunderstood situations while your child is attending the school. Should the situation arise in which you would like to contact anyone at the school, the following list gives contact information for almost all of the staff involved at the school.

## **Contact Information**

Pete D'Agostino – VP of Education – 951.531.3812

Marci Rouman – Education Chair

## **Schedule**

Gan 9 am to 12 pm weekly – Sunday\*

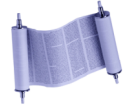
**Alef 9 am to 12 pm weekly – Sunday\***

Bet 9 am to 12 pm weekly - Sunday\* **and**  
4:30 to 6:30 pm weekly – Wednesday \*

**Gimmel 9 am to 12 pm weekly - Sunday\* and**  
**4:30 to 6:30 pm weekly – Wednesday \***

Hebrew High/ Confirmation 6:30 to 8 pm twice a month – Wednesday\*

*\* = Due to the continuing growth of our synagogue, these classes and times may be changed as needed. We are contemplating a change in the Hebrew classes and the Hebrew High classes.*



## **Attendance Policy**

Throughout the course of a year, it is expected that very rarely, a student will need to miss school. Whether it is a special family function, an illness, or other unpredictable event, we understand that there are times when your student will need to miss school. However, in order for your child to get the most out of their limited time here at Congregation Beth Shalom, we expect that regular attendance to religious school will be just as important as the attendance of your student in secular school. Our expectation for students in our school is, at a *minimum*, 75% of their class sessions per year. Without this minimum standard of attendance, it is difficult for us to give your student credit for completing the course requirements. Should your child need to miss a session, we would appreciate you letting us know in advance and ensure the student makes up any work that he or she may have missed.

## **Shabbat Service Attendance**

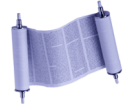
As part of our model for Jewish education, it is critical that students attend services on a regular basis. Most weekends will have both Friday night and Saturday morning services. These *Shabbat* services will give your child an opportunity to become fluent in prayer and worship. The first Friday night service of the month is earlier to accommodate families with smaller children, although all are encouraged to come as often as possible. Religious school students should attend 12-15 *Shabbat* services each year.

## **Late Arrival/Early Dismissal Policy**

In order to insure prompt starting of school, parents should have their student at school at least 5 minutes prior to start time. It is disruptive to a class when a student is late. Parents are also expected to pick their students up in a timely manner. Teachers and staff cannot baby-sit. Parents, who are continually late, in picking their students up after school, will be asked to arrange carpool with other parents who can make it on time. Late arrivals and early pick-ups are discouraged; however, we understand that sometimes it is unavoidable. Please contact your child's teacher in advance to ensure that they do not miss essential teaching.

## **Parent – Student – Teacher Conferences**

Twice every year, you, your student, and your teacher will be invited to a conference to help build greater communication concerning the student's progress. This is the perfect time for parents to get information about students in specific. Parents, students, and teachers work together to reach learning goals. Individual circumstances always arise and it is important that these are also addressed in a more formal setting. Including the student is critical to maintain open avenues of communication throughout the year. Having the student present also removes the he said/she said element of two-person communication.



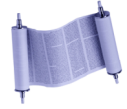
## **Student Behavior Expectations**

As Moses descended from Mt. Sinai with the guidelines for Jewish living, so schools have guidelines for students in classrooms and at Shabbat services. Our “commandments” for student behavior are:

- I. Students shall do their best work.
- II. Students shall not chew gum.
- III. Disruptive behavior will not be allowed
- IV. Obey your teacher and the classroom rules
- V. Teachers and fellow students shall be treated with respect and courtesy
- VI. Students shall keep hands, feet, and other objects to themselves.
- VII. Books and supplies shall be ready at the START of EACH class session.
- VIII. Sharp objects and weapons shall not be brought to class or on school grounds.
- IX. Students shall not bring medication or carry medication at any time.
- X. At no time shall a student be put in a position to worry about his or her own safety.

## **Tzedakah and Loving Acts of Kindness**

A cornerstone of our religious school experience is to engage our students in being a part of the larger Jewish community through giving and caring. *Tzedakah*, in the form of small bills, is collected in class daily. At the end of the year, each class selects how their funds will be used. Acts of *Gemilut Hasidim* (loving kindness) is encouraged in our program through many special projects.



## **Disruptive Behavior Policy**

We have high expectations for student behavior. Students should wait their turn to speak. They should also raise their hand or provide the appropriate cue from their teacher as to when they are allowed to participate in discussion. When students become disruptive, not only do they miss out in learning, but also often they take learning away from others. To protect those students who have come to learn, disruptive behavior will not be tolerated. Students who continually disrupt will receive a warning. After a warning, parents will be contacted. After parent contact has been made, the parent, teacher, and student will sit together and come up with a solution. Should this solution still not work, the student will be removed from class at the discretion of the teacher and the VP of Education or Education Committee Chair. Anytime the disruptive behavior causes concern for the student, teacher, or others' safety, the student may be removed from the situation immediately and parent will come pick student up early.

## **Academic Expectations**

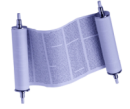
Due to the limited amount of time students have in our classes, some teachers may assign homework. This homework is important as it reinforces and enhances the learning experience that occurs in the classroom. It is also a simple way to communicate to parents about the specific learning that takes place in the classroom. Another benefit is that it creates opportunity for you and your students to dialogue about the topics explored in class, allowing you to learn and shape learning for your family. When students are assigned homework, it is not optional. Students are expected to do homework at the best of their abilities.

## **Report Cards**

Two times a year, the religious school will issue report cards. At this time, a Parent/Teacher/Student conference will be held to discuss the level of mastery of the material presented during that semester. Comments will be provided to parents for both academics and behavior. These report cards become part of the students' permanent Religious School record.

## **Students in Conversion Process**

Our school is primarily designed to provide Jewish children with the knowledge they will need to be educated Jewish adults. However, we are aware that we have some students who were not born Jewish according to Jewish law and will need to convert in order to fully participate in Jewish rituals and community. If you have questions about this, please contact the Rabbi for further explanation. These students' participation in our school functions is the education component of their conversion.



## **Bar/Bat Mitzvah**

Congregation Beth Shalom takes great pride in the quality of students who prepare for their *Bar/Bat Mitzvah* with our religious school. It is expected that the students have a basic Jewish education and the necessary Hebrew skills before formal instruction can begin. If remedial or tutorial work is needed, it is the responsibility of the parent(s) to secure someone to provide this service. The VP of Ritual and VP of Education should approve the tutor. All financial obligations to the synagogue and religious school must be met prior to the *Simchah*.

It is the Congregation's policy that a child be 13 at the time of his or her *Bar/Bat Mitzvah*. The child is expected to be in good standing in both Religious and Hebrew school and must attend services regularly. The family should contact the VP of Ritual a minimum of 18 months in advance of the proposed *Bar/Bat Mitzvah* to complete a Calendar Request Form.

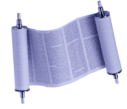
We have recently completed a comprehensive *B'nai Mitzvah* Handbook with answers to many questions that parents may have.

## **Hebrew High/Confirmation**

Jewish education does not end at the *Bar/Bat Mitzvah*. Rather, it continues on a different level. As such, students are expected to attend Hebrew High classes after their *Bar/Bat Mitzvah*. These classes meet twice a month. Confirmation is a milestone that students reach at age 16 or at the end of tenth grade. Here in Hebrew High, the students get to apply the fruits of their advanced learning at a Friday night service or on *Shavuot*. Hebrew High classes are the setting for contextual application of relevant and timely topics from the Jewish perspective. Ethics, morality, decision-making, and Midrash are sources for complex argument and discussion for our Hebrew High students.

## **Cell Phone Policy**

While we understand the need for students and teachers to carry cell phones in case of emergency, we ask that phones be turned off upon entry to the synagogue. Cell phones often are disruptive and a detriment to learning situations. Text messaging and other forms of communication during class will not be tolerated. Parents, we appreciate your support and ask that you enforce this with your students. Should a phone go off or if a student is caught using their phones; the teacher will confiscate the phone and return it at the end of the class session with a warning. The next time the phone is used, the teacher will hold the phone until the parent can come and pick the phone up in person. The third time, we will ask that the student leaves their cell phone at home and will be able to use the building phone after class if necessary.



## **Computer Use**

Although we have limited computer use in our school, it is still important to communicate some important basic information about the use of the computers. Students cannot use the computers in a reckless or inconsiderate manner. We do not have any filter running on these computers and expect that when students enter the building they are conscious of their location and will act accordingly. The teacher that allows the students to use the computers will set the standard for appropriateness. Should a student decide to use the computers inappropriately, they will not be allowed to use the computer in the class setting, however will be responsible for any assignments that may be given electronically at home.

## **Dress Code**

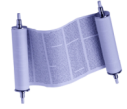
What follows below are the expectation for student dress while at the synagogue, whether it is for school or at services. Boys are expected to wear pants that stay up without a belt, shirts with collars, and shoes with hard soles. Girls are expected to wear skirts or dresses of appropriate length or pants, tops that have sleeves and do not show midriffs, and shoes with hard soles. We ask that boys refrain from wearing shirts with obscene or offensive logos, language, or pictures. We also ask that boys wear a *kippah* once entering the building. Girls should refrain from wearing tank tops, strapless, halter, or tube tops. Shirts and sweaters should also remain buttoned to appropriate places. There is a section of California Education code that says “A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school or shall be required to prepare himself or herself for the schoolroom before entering.” Please bring your students to school ready to learn. Please do not make dress an issue.

## **Care of School Materials**

Our religious school has limited resources for the purchase of both consumable and non-consumable materials. Students are expected to take extremely good care of the books that are used during class. Students who decide to damage or take books will be charged for a replacement book. During the time that it takes to replace the book, the student will still be expected to complete the work assigned.

## **Illness**

We ask that you keep your child home if he or she is ill. A minor illness to one child may result in a serious illness in another. If a child becomes ill during class, the parent(s) will be called to pick up their student. We are not able to keep the child in a “nurse’s” office to rest until class is over. Children with a contagious condition should be kept home and notice given to teacher.



## **First Aid**

Minor first aid will be administered by the teacher for cuts and scratches. In serious matters the parent(s) will be phoned. If we are unable to reach the parent or guardian, or emergency contact person, the child will be taken to the nearest hospital. Please be sure to complete the authorization form in the registration packet.

## **Special Needs Students**

Parents should discuss special needs of their children with the teacher, VP of Education or Education Committee Chair before the beginning of the school year. We will do our best to accommodate the student and their needs. All information will be kept confidential.

## **Medications/Allergies**

If your child requires medication during school hours, you must furnish a written note attached to the medication and coordinate with the teacher before the beginning of class. This includes both prescription and over the counter medications. Also, we ask that you let us know of any allergies your student may have. Please furnish this information with the Medication release form in the registration packet.

## **Parent Visits**

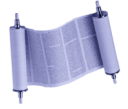
Parents are more than welcome to share in the educational process of their child. We ask that if you plan to visit, that you give our teachers advance notice. We also ask that you do not bring additional siblings or friends to the visit.

## **Volunteer Commitment**

Often times throughout the year, teachers need some help in the classroom. We are asking that each parent make a commitment to assist the teacher in what they need help with at least once a semester. Teachers will have sign up sheets for you to sign up for particular dates.

## **Late Pick-up Policy**

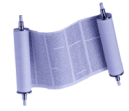
Our staff prides itself at getting classes wrapped up and finished on time for parent pick up. We appreciate your promptness at picking your children up on time. We understand that sometimes a parent may be a couple of minutes late in picking up their children and one of our staff members will wait with your child until they are picked up. However, this should not be taken advantage of and we require all children be picked up within ten minutes after the school session ends. If a teacher must wait for more than ten minutes after the end of the school day, you will be charged \$10 for every 20 minutes afterward.



## **Lost and Found**

Any items that have been found during the school day will be kept in the synagogue for two months. Please ask the VP of Education or the Education Committee Chair if you think something has been lost. Any unclaimed items will be donated to the Settlement House of Corona, a non-profit organization that helps less fortunate people in our community.

**Education Fee Schedule**



Registration 2011-2012

NAME		GRADE	ATTENDING	
Last	First		Circle	
_____	_____	_____	Sunday	Wednesday
_____	_____	_____	Sunday	Wednesday
_____	_____	_____	Sunday	Wednesday
_____	_____	_____	Sunday	Wednesday

Member Fees:		Fee	Total
Kita Gan (Preschool)	_____	X \$550	= _____
Additional Child	_____	X \$525	= _____
Kita Alef (Grades 1 & 2)	_____	X \$550	= _____
Additional Child	_____	X \$525	= _____
Kita Bet (Grades 3 & 4)	_____	X \$750	= _____
Additional Child	_____	X \$700	= _____
Kita Gimmel (Grades 5, 6, 7, & 8)	_____	X \$750	= _____
Additional Child	_____	X \$700	= _____
Confirmation (Post Bar/Bat Mitzvah)	_____	X \$100	= _____

**TOTAL TUITION**

\_\_\_\_\_

Siddur Fee (Students in Kita Bet and Gimmel) \_\_\_\_\_ X \$50 = \_\_\_\_\_

**TOTAL EDUCATION FEE**

\_\_\_\_\_

**DEPOSIT**

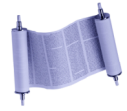
\_\_\_\_\_

Balance of Tuition Due (total Tuition – Deposit) \_\_\_\_\_

**EDUCATION COMMITTEE USE ONLY**

Received: \_\_\_\_\_ Check # \_\_\_\_\_ By Ed Committee Member \_\_\_\_\_

Information Handbook and Registration Packet  
2011 - 2012 School Year  
Religious School Registration



**Student Name (Please Print)**

Date \_\_\_\_\_

Last

First

Hebrew

Date of Birth

**Student Address**

**Student Phone Number** \_\_\_\_\_

Number

Street

City

Zip

**Parent or Guardian Name(s)**

Last

First

Relationship

Phone

Last

First

Relationship

Phone

**In Case of Emergency: (other than parent listed above)**

Last

First

Relationship

Phone

Last

First

Relationship

Phone

**Student lives with**  
Other

Mother

Father

Both

Father's Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Mother's Employer \_\_\_\_\_

Work Phone \_\_\_\_\_

Has student previously attended religious school? \_\_\_\_\_

Secular Grade For Fall 2011