



Congregation B'nai Tikvah-Beth Israel

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Religious School Handbook

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## **Congregation B'nai Tikvah-Beth Israel Religious School Handbook**

### **WELCOME**

Welcome to CBTBI Religious School! The Rabbi, principal, and teachers look forward to sharing many wonderful and meaningful experiences with you and your children. Our goal is to teach your children Judaism in the most stimulating manner, so that they will be motivated to come to school, Shabbat and holiday services, community activities, and later on live what they have learned.

Our school program encompasses the entire family. We hope to involve you in all aspects of our school. Many opportunities and experiences await your participation. Your help is welcome and greatly appreciated.

Your child's commitment begins with you. Please read this handbook and all correspondence you receive. Check your child's folder. Please be an active, interested, positive parent and help your child learn and experience Judaism with us.

### **VISION**

CBTBI Religious School is a safe and supportive community of learners with students, teachers and families participating actively in the educational process. We are attentive to individual needs of students committed to Jewish values and traditions through the practice of mitzvot and development of critical thinking and ethical character. We encourage students to be creative and rise to new challenges. We strive for personal excellence and to develop a strong sense of Jewish identity.

### **MISSION**

CBTBI is a Kindergarten to Confirmation egalitarian religious school that embraces all Jews and those interested in Jewish heritage in Gloucester and surrounding counties.

We inspire our students to:

- Develop a strong Jewish identity
- Become active members in a community of Jewish learners
- Respect and appreciate diversity
- Love and learn about Torah, Israel, Hebrew and Jewish heritage
- Be contributing, caring, and knowledgeable members of our community, our county, and our world.

## **SCHOOL HOURS**

Classes meet:

Sundays: K-7th grades from 9:15 to noon

Wednesdays: 3rd - 7th grades 4:15pm to 6:15pm

Wednesdays: Confirmation 6:30pm to 8:30pm

Saturdays: 9:30am – Noon - K – 7<sup>th</sup> grades - Shabbat School: There will be 6 Shabbat Schools days. On weekends that we have Shabbat School there will be no Sunday school. Please check the calendar for exact dates. 9:30 to noon

## **ATTENDANCE**

It is very important that your child attends every class. If you enroll your child in our school we expect that he/she will attend at least 75% of our scheduled classes. If your child misses a class, please contact the teacher and/or another classmate for any missed assignment or class work. If you have special circumstances that will make it impossible for you to meet our 75% attendance standard, please discuss your situation with the school director. If attendance is below 75%, your child must be tutored outside of school at your expense to keep him/her at grade level and keep his/her Bar/Bat Mitzvah date. Honor Roll and Principal's List is also only available to those children with at least 75% attendance, even if they have straight A's.

## **SHABBAT SERVICES REQUIREMENTS**

Students must attend a minimum of Shabbat services as follows:

Grades 3, 4, and confirmation: 4 Fridays and 4 Saturdays for each school year

Grades 5 - 7th: 8 Fridays and 8 Saturdays for each school year.

Some holidays or special events will count toward Shabbat requirements.

Parents must accompany any child under age 13 or make arrangements for another adult to be present with him/her, (except during Shabbat School days). The presence of a teacher or the principal or a teen is not permission to leave your child unattended.

Shabbat School will count toward required Shabbat services requirements.

To be eligible for Principal's List and Honor Roll, half of the yearly requirement must be met each semester.

Attendance is given for services at any synagogue or Jewish camp, but a note from that synagogue/camp is required for more than two credits. Please inform the school administrator of the name and location of the synagogue or camp.

## **ABSENCES**

If your child cannot attend class, please notify the school by 4:30 pm on Wednesdays and 9:30 am on Sundays. Please call the office at 856-589-6550.

## **PICK UP AND DROP OFF**

Please be prompt - classes start on time - late arrivals are disruptive. For grades K to 4, please bring your child to the Classroom. Please refrain from bringing issues that should be discussed at another time. This is drop off only time. Grades 5 to 7, please drop off your child to the Oneg room.

Early dismissal must be signed out in the office and your child will meet you there.

Children are dismissed into the oneg room (multi- purpose room). Parents need to come into the building to pick up their children. No child will be allowed to go meet a parent outside in the parking lot.

Always drive slowly and carefully through the parking lot.

## **SCHOOL SAFETY**

We require a completed SCHOOL FORM, each year, for each child attending our school. Please make sure the form is returned by the start of school year.

## **BEHAVIOR**

All children must exhibit proper behavior at all times in the classroom and throughout the synagogue. Proper behavior includes, but is not limited to: being quiet during class, in the hallways, and the sanctuary, following directions of a teacher/tutor, respecting adults, each other, and synagogue property, and obeying safety rules at all times, especially running inside or outside of the building. Parents will be contacted if any issues cannot be properly resolved between teacher and child and/or if any behavior issue continues. Further action will be taken accordingly.

## **FIELD TRIPS**

We believe that belonging to a larger Jewish community is important and part of our curriculum. Therefore, we strive to provide opportunities for our school to interact with the larger Jewish community as well as other places and groups of interest.

## **SCHOOL CLOSING**

Class cancellation and/or closings due to weather conditions or other issues will be informed via email, text, and a phone chain. If you have questions you can contact the school principal directly.

## **PREPARATION FOR CLASS**

Personal kippah (head covering) is mandatory for all male children. Please put the child's name in the kippah. We also have kippot in the school if your child needs one.

Please dress appropriate for school.

Please bring books, pencil, pen, snack/drink or snack money (all snacks must be kosher), notebook, folder, completed assignments, parents signature in notebook and folder.

## **SNACKS**

Snacks and water bottles are available for purchase from the student council cart for 50 cents each.\*\* The cart is available prior to 4:30pm on Wednesdays and Sundays after 10:00am, at the discretion of the classroom teacher. All snacks that are brought to school must be kosher. We will provide snacks from time to time. Please make sure we are aware of all allergies.

## **SHABBAT SERVICE PARTICIPATION WITH THE RABBI**

In the Shabbat attendance can, 5th-7th grade students have name cards that state the prayers they already know. They can present their card to the Rabbi upon entering the synagogue. This will hopefully encourage students to participate, to study the prayers, and to get comfortable on the bimah. It will also help the Rabbi get to know the children better. The Rabbi will call up the younger children for group songs and prayers, as well.

## **AWARDS**

Awards will be given out each month at our Rosh Chodesh (New Hebrew month) assembly and at the end of the year as follows:

### Mensch of the Month

– Behavior, friendship, helpfulness, kindness toward others

### Birthdays

– Each child's Hebrew birthday is recognized each month

### Principal's List

– Straight A's or Alef's: Students current in service & class attendance and satisfactory behavior (each semester)

### Honor Roll

– A & B (alef & bet): Students current in service & class attendance and satisfactory behavior (each semester)

### Chai Award

– 18 Friday nights or 18 Saturday morning Shabbat service attendance days for 5<sup>th</sup> – 7<sup>th</sup> grades or a combined 18 by the end of the year for 4th grade and below and Confirmation students.

### Attendance

- 100% all year (end of year)

## **PTO AND STUDENT COUNCIL**

Student Council is an organization run by the students with a voluntary parent advisor. PTO is the Parent Teacher Organization run by volunteers. If you would like to volunteer please contact the school director. Please support these organizations by joining PTO and encouraging your child to participate in student council.

## **SCOUTING**

Students have the opportunity to earn badges based on their Jewish living/participation/service in the school and synagogue. Please contact school principal for more information.

## **LIBRARY**

Our school library is part of the CBTBI library. Books, both fiction and non-fiction, are available for all ages. DVDs, videos & CDs are available as well. Some materials can be checked out for a month at a time. Computers are also available. The students will be able to visit the library as part of their activities. The library is staffed by a volunteer. If you are interested in helping please contact the school principal.

## **COMMUNICATION**

Regular communication from the teachers and principal will be shared via email. Please read all emails including the weekly CBTBI announcements to keep informed of all activities and assignments. Check you child's folder weekly and/or book bag for other notices and assignments and reminders about upcoming activities and assignments. Feel free to call or email the office with any questions or concerns. In case of emergency, please make sure we have your current cell phone number and email.

## **TZEDAKAH**

\*Tzedakah (charity or literally "doing what is right") is part of our Jewish heritage. Our school participates in meaningful projects of giving that encompass medical, community, synagogue, Israel, and world-wide needs and emergencies. Our students are encouraged to participate by bringing in a small amount of money each class to put in the tzedakah box to be used for this. \*\*Snack cart profits are donated to tzedakah and also used for special school purchases and events. In addition, CBTBI collects Box Tops for Education, soda tabs, and ink cartridges. Throughout the year, we also collect kosher and non-kosher food, toys and personal items for various organizations. Our B'nai Mitzvah students are responsible for a tzedakah/mitzvah project as well

## **REPORT CARDS**

Report cards are issued twice a year. Grades are based on the course of study and include comments as well as letter grades for Grades 3 - 7 and comments and progress checks from K - 2

Please fill out and sign the form on the following page and return the form to the office. Thank you!