

# ***THE JEWISH CENTER***

## ***RELIGIOUS SCHOOL HANDBOOK***

**2008 - 2009**  
**5769**



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## THE RELIGIOUS SCHOOL HANDBOOK

### The Princeton Jewish Center

Dear Religious School Families and Students,

After what was hopefully a great summer for you and your family, it is my pleasure to welcome you back for another great year in our Religious School. I am very excited to be a part of the school and I look forward to seeing you at one of our programs or classes during the year. We are about to embark on a journey together again this year and I am excited to participate with you.

According to the Rabbis, the mitzvah of Torah study is put on a high level. In fact, there are those who say that the study of Torah supersedes all other mitzvot. I believe that our study of our Torah and our ancient traditions should be used to affect our lives and our decisions that we make today. Being comfortable with Jewish values and understanding Jewish traditions can inform our contemporary lives in very important ways. That is why we have created many opportunities for our young people to learn, as well as families and adults. At The Jewish Center, we view Jewish education as an example of life-long learning and we hope that you and your family will be a part of many of the classes and programs we offer.

I know that I will see you in the classrooms and in the hallways of the Religious School and I hope that I will see you on Shabbat and holidays as well. In between, feel free to contact me by calling me, sending me an e-mail or stopping me in the building.

I wish you and your family a Shanah Tovah – May it be a good, sweet, productive New Year for all of us. I look forward to seeing you soon in shul.

B'shalom,

Rabbi Adam Feldman  
afeldman@thejewishcenter.org  
609-921-0100 ext. 203

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Dear Parents,

Shalom! Welcome to the Religious School at The Jewish Center.

In Deuteronomy it is written, "Teach them diligently to your children..." This command, to teach love of God and words of Torah to the next generation, is so important that it is also recited in every prayer service. Our school is dedicated to fulfilling this mitzvah.

Our goal is to develop in our students a sense of pride in our heritage and a commitment to the Jewish people. We strive not only to teach Jewish ideas and values but also to ensure that children learn the skills necessary to function effectively as members of the Jewish community.

We hope that this handbook will give you an in-depth look at the Religious School and will serve to inform you as to the policies, practices, standards and goals of the Religious School.

We welcome your participation in school activities and your input in matters concerning the religious education of your children. Together we can make Judaism an integral and important part of your children's lives and make their education a rewarding experience.

If you have any questions or concerns, please do not hesitate to call me in the School Office at 609-921-7207.

B'Shalom,

Fran Amir, Religious School Principal

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## The Princeton Jewish Center

### 1. The School Office

The school office is located on the first floor of the school building, up the stairs to the left, at the end of the hall.

Hours:	Monday	9:00 a.m. - 4:00 p.m.
	Tues. and Thurs.	9:00 a.m. - 6:00 p.m.
	Wednesday	9:00 a.m.- 8:00 p.m.
	Friday	9:00 a.m. - 3:00 p.m.
	Sunday	8:30 a.m. - 1:00 p.m.

### 2. Jewish Center Personnel

The School Office Staff (609-921-7207)

Religious School Principal	Fran Amir
Nursery Director	Gayle Wagner
Administrative Assistant	Alisa Odrechowski

Jewish Center Staff Members in the Sanctuary Building (609-921-0100)

Rabbi	Adam Feldman
Cantor	Murray Simon
Rabbi	Anne E. Tucker
Rabbi Emeritus	Dr. Dov Peretz Elkins
Youth and Family Coordinator	Neil Wise
Bar/Bat Mitzvah Coordinator	Gila Levin
Administrative Assistants	Maryann Yarin
Finance Department	Judy Gottfried and Alan Hofmann
Custodians	Will Bynes, Mark Meyers, Randy Kelly and Collins Butler

### 3. Religious School Staff

The Religious School staff is extremely professional and well qualified. Most are licensed teaching professionals in either elementary school, secondary school or Jewish education. Many have Masters Degrees or post-graduate credits. They have been selected for their knowledge and love of Judaism and Hebrew language and for their ability to communicate with children. Staff biographies are available and will be distributed in the Religious School August mailing.

Primary Classes and some Hebrew sections are also staffed with student-aides. These are students in, or graduates from, our Tichon High School Program and their function is to assist the classroom teacher. The youth to youth connection provides wonderful role models for the children.

### 4. Registration

Registration information is sent to parents of enrolled students in March. Registration forms and a non-refundable deposit are due in the office in April. Class assignments are made on a first-come basis. Families who register late will be guaranteed a place in the Religious School but may not necessarily get the mid-week day requested or in the primary grades, the session requested. Registration Fees are:

- Up to April 7th: \$50 deposit per child (credited towards tuition).

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- After April 7th and through June 1st: \$100 registration fee per child (not credited towards tuition).
- After June 1st: \$200 registration fee per child (not credited towards tuition).
- Families new to our community: \$50 deposit per child (credited towards tuition).

Applications are stamped with the date of receipt, processed and sent to the Financial Office. School information packets and class assignments will be mailed in the last week in August. Families who are not registered or who are not current in their Jewish Center or School accounts will not receive packets or class assignment information. Their packets and class assignments will be given to the Financial Office and may be picked up there upon registration and/or settlement of accounts.

Only children of congregants may enroll in the Religious School. To be eligible for a Bar or Bat Mitzvah at The Jewish Center, all Religious School and Jewish Center accounts must be paid in full, and students must be enrolled in the Religious School from the third grade (Gimmel).

### 5. Payment Of Tuition And Fees

1. Tuition is billed in two installments. The first installment is due by August 1st, the second by December 1st. If a child is withdrawn from the school within the first two weeks of class, a refund is given. After the two-week period, parents are responsible for payment of the first installment. If withdrawal is made after December 31st, parents are responsible for the full year's tuition. Zayin parents are responsible for payment of tuition for the entire Zayin year.
2. Tuition and activity fees are established at the annual Congregational meeting in late May. The school's budget is covered by the general budget of The Jewish Center and by students' tuition.
3. Siyyum Tichon expenses are determined by the Siyyum Tichon class parents at a meeting held in the spring of the Siyyum Tichon year.
4. Current Religious School fees per year are as follows:

Gan, Alef and Bet	\$ 570.00
Mechinah – Primary Hebrew Enrichment	\$ 310.00
Gimmel, Dalet, Heh, Vav – 2 Day	\$ 880.00
Gimmel, Dalet, Heh, Vav – 3 Day	\$ 1010.00
All Zayin Classes	1030.00
Tichon I, II, III	\$ 800.00
Gesher L'Keshet	\$ 180.00
Bar/Bat Mitzvah Preparation	\$ 1400.00
Activity Fee Gan, Alef, Bet	\$ 60.00
Gimmel - Tichon	\$ 95.00

### 6. Financial Aid

Financial aid is available for Religious School tuition from The Jewish Center. The Jewish Federation of Princeton Mercer Bucks also funds tuition scholarships that are administered by The Jewish Center. To request financial aid, call The Finance Office at The Jewish Center at 921-0100. **An application is required and must be renewed each year.** Applications are also available in the Religious School Office.

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### 7. Class Assignments

Class assignments will be made by the Principal, in consultation with the teaching staff, to ensure that each class makeup is conducive to optimum learning/teaching conditions. Adding a new section or combining classes in response to enrollment and the class mix will be at the discretion of the Principal.

All students will be sent a class assignment in the last week of August. New students or late registrants, who do not have a class assignment sheet, should go to the school office. There will be School Committee volunteers to help students find their classes and/or rooms.

### 8. Books, School Supplies and Kippot

All children are required to come to school prepared with pencils, books and other materials necessary for class.

Boys are required to wear Kippot in both buildings and girls may do so as well. All other hats or head coverings are not appropriate. Children are advised to have their own Kippot, clearly labeled.

Textbooks, machberot and folders will be distributed on the first day of school. Students will take texts home for practice in Hebrew reading and/or prayer, as well as for homework assignments. Any student who wishes to take a particular book home will be allowed to do so. Books that do not need to be sent home will be kept in the classroom avoiding damage, loss and extra "schlepping" for those who come directly from secular school. Children who lose textbooks and receive a replacement will be charged for the replacement.

At the end of the year, students are to take their consumable textbooks and workbooks home. These books provide excellent review material for the summer. Copies of all texts are available in the school office.

### 9. Attendance

Students are expected to attend classes regularly and to make up any work missed during absences. In the event of an extended absence, parents are asked to telephone the school office and request that the teacher(s) supply missing assignments.

In cases of chronic absenteeism, the Principal may ask to meet with the parents. If the problem persists, the School Committee may decide not to promote the child or to request outside tutoring. A student must attend a minimum of three quarters of the classes to be considered eligible for promotion. Students must also fulfill their Shabbat Services requirement. The Shabbat Services requirement will accumulate each year that it is not fulfilled and must be completed before Bar/Bat Mitzvah.

Tichon students have three excused absences per semester. After that, they must make up missed classes, using written assignments or attendance at approved events. Students who do not fulfill the attendance requirement may continue to attend but will not have the honor of having a Siyyum Tichon with their class.

### 10. School Programs

The Religious School program begins in Gan (Kindergarten) and continues through a three-year post Bar\Bat Mitzvah program called Tichon, which culminates in 10th grade with Siyyum Tichon. For 11th and 12th graders, there is a monthly discussion group with the Rabbis. There is also a community peer leadership program called Gesher L'Keshet for students who have completed Tichon.

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Our Primary classes, Gan, Alef, and Bet, meet once a week on Sunday mornings. From Gimmel to Vav, we offer two tracks of study, one for two days per week and one for three days per week. Our program provides all students with Hebrew reading and prayer skills and a foundation in Torah, history, Israel, Jewish holidays, values, and current events. The basic difference between the two-day and the three-day programs is an extra hour of Hebrew instruction in prayer, vocabulary and language and an extra hour of Judaic Studies per week. All Zayin students meet two days a week on Thursday and Sunday, and Tichon meets once a week on Wednesday evenings. Students may transfer from the two-day to the three-day program but may need private tutoring to bring them up to grade level. If extensive tutoring is required, it will be outside The Jewish Center at the parent's expense.

### 11. Schedule Of Classes

#### **PRIMARY GRADES:**

##### **Gan (K), Alef (1st grade) Bet (2nd grade)**

Sunday Early Session	8:30 a.m. - 10:30 a.m.
Sunday Late Session	11:00 a.m. - 1:00 p.m.
Mechina (Day to be announced)	4:00 p.m. - 6:00 p.m.

#### **MIDDLE GRADES:**

##### **Gimmel (3rd grade), Dalet (4th grade), Heh (5th grade), Vav (6th grade)**

##### **3-Day Program**

Sunday Early Session	8:30 a.m. - 10:30 a.m.
Tuesday	4:00 p.m. - 6:00 p.m.
Thursday	4:00 p.m. - 6:00 p.m.

##### **2-Day Program**

Sunday Early Session	8:30 a.m. - 10:30 a.m.
Tuesday	4:00 p.m. - 6:00 p.m.

##### **2-Day Program**

Sunday Late Session	11:00 a.m. - 1:00 p.m.
Tuesday	4:00 p.m. - 6:00 p.m.

##### **2-Day Program**

Sunday Late Session	11:00 a.m. - 1:00 p.m.
Wednesday	4:00 p.m. - 6:00 p.m.

#### **UPPER GRADES**

##### **Zayin (7th grade)**

Sunday Early Session	8:30 a.m. - 10:30 a.m.
Thursday	4:00 p.m. - 6:00 p.m.
Saturday Class and Services (18 times)	9:30 a.m. - 12:30 p.m.

Sunday Late Session	11:00 a.m. - 1:00 p.m.
Thursday	4:00 p.m. - 6:00 p.m.
Saturday Class and Services (18 times)	9:30 a.m. - 12:30 p.m.

##### **Grades 8-10**

Tichon	Wednesday	5:45 p.m. - 8:00 p.m.
Hebrew Language	Sunday	11:00 p.m. - 1:00 p.m.

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### **Grades 11 and 12**

Gesher L'Kesher Conversations with the Rabbis	Monday	6:30 p.m. - 8:30 p.m.
	Thursday (monthly)	7:00 p.m. - 8:30 p.m.

## 12. Curriculum

The Religious School provides a rich and varied curriculum in all areas of Jewish Studies. Beginning in Gan, children are exposed to Hebrew through letter recognition, vocabulary and t'filot. The program accelerates as they move through the grades so that by the time they reach B'nai Mitzvah, students are expected to be proficient readers who are able to chant Torah and Haftarah portions. Our program also includes the study of Torah, history, prophets, Israel, Jewish holidays, values, prayer and current events.

**Gan (Kindergarten):** Children are introduced to Jewish experiences through holiday and Bible stories, prayers, music and art. They are also introduced to the Hebrew alphabet and Hebrew vocabulary related to school, synagogue, prayer and holidays, and they begin to learn to read Hebrew. Kitah Gan classes share a Friday night Shabbat with Kitah Alef and Kitah Bet, which is followed by a Shabbat dinner.

**Alef (Grade 1):** Children continue with holidays, Torah and prayers as we build on past learning. Hebrew studies continue with letter and vowel recognition as children continue reading letter and vowel combinations, and vocabulary is increased. Kitah Alef has a Friday night Shabbat Service with Kitah Gan and Kitah Bet, followed by a Shabbat dinner.

**Bet (Grade 2):** Kitah Bet continues to practice Hebrew reading and add vocabulary. The children study about the holidays, Torah and learn more prayers. They share a Friday night Shabbat Service followed by a Shabbat dinner with Kitah Gan and Kitah Alef.

**Mechinah (Hebrew Enrichment):** This program is available for students enrolled in grades Gan, Alef or Bet. The three year rotated curriculum includes Israel, Jewish Heroes, and Myself, My Synagogue and My Jewish Community. There is also enrichment in Hebrew reading and language.

**Gimmel (Grade 3):** Our midweek program begins with Kitah Gimmel. In Hebrew, children expand their vocabulary, continue reading and study prayer. They have a class in Torah and a class in Holidays. Three-day students also have a class in Modern Hebrew which includes vocabulary, reading and conversation and a class in Israel and Jewish Culture. In the fall, Kitah Gimmel students learn the Friday Night Shabbat Service as they practice for their Kabbalat Torah, which is a special service welcoming them to the weekday program. It is followed by a traditional Shabbat dinner.

**Dalet (Grade 4):** Students continue to improve in Hebrew reading and learn more of the prayers of the Friday Night Shabbat Service. They also have classes in Prophets and Life Cycles. Three-day students have a class in Theology and Mitzvot and a Modern Hebrew class which includes vocabulary, reading and conversation. Kitah Dalet students lead a Friday Evening Service, followed by a Shabbat dinner.

**Heh (Grade 5):** Kitah Heh students learn portions of the Shabbat morning service and Havdalah. They begin a three-year program in history, emphasizing Biblical times. They also take an extensive course about Israel which includes its geography, history, symbols and institutions. Three-day students have added classes in Theology and Values as well as Modern Hebrew which includes vocabulary, reading and conversation. Their special activity is the Heh Havdalah, which is traditionally followed by a potluck supper.

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**Vav (Grade 6):** Kitah Vav students begin preparation for their Bar/Bat Mitzvah year. In Hebrew, they learn the prayers of the Torah and Mussaf services. They continue with history, concentrating on life in the Diaspora in Europe. They also have a class in Torah. Three-day students have a Modern Hebrew language class. The Vav program culminates in the Vav Shabbaton, where the Vav students lead the Shabbat Morning Service. This is followed by a potluck luncheon. A highlight of the Vav year is a trip to "Jewish Philadelphia" or the Lower East Side of New York.

**Zayin (Grade 7):** Kitah Zayin students attend 2 days a week, Thursday and Sunday. In addition, there is a Shabbat morning Torah class, followed by Services, which students must attend a minimum of 18 times. The history curriculum continues with a course in the development of Judaism in America. Other Zayin subjects include Values, Tikun Olam and The Holocaust. For Hebrew studies, there is a language class for students with advanced skills. There is also a reading workshop for students to practice reading and review prayers in small groups. In addition, all students have a 10 week tropes class to learn to chant the Torah and Haftarah melodies. Students meet with the Cantor and other tutors for Bar/Bat Mitzvah tutoring. This tutoring is not done during class time. Zayin special activities include the Zayin Museum, a parent-student brunch and a trip to the Lower East Side or "Jewish Philadelphia."

**Tichon:** Tichon is a post Bar/Bat Mitzvah program for students who have had a Bar or Bat Mitzvah and who have completed the Zayin year. It is a three-year program for 8th, 9th and 10th graders that meets for two hours on Wednesday evenings. Students take two courses per semester. One is a required core course and one is an elective. Wednesday evening includes a light supper and two 45-minute classes. There is a strict attendance requirement. Tichon culminates in Siyyum Tichon for 10th graders who have fulfilled the program course and attendance requirements.

**Hebrew Language Program:** Advanced Hebrew language is offered to students who have completed the Tichon program or have reached a comparable level of proficiency in Hebrew language. This course expands the student's vocabulary and knowledge of the Hebrew language. Course credit is often given by local public and private schools. Students may continue with this program throughout their high school years. The advanced Hebrew course will be offered only if there is sufficient enrollment.

**Conversations with the Rabbis:** This is an informal gathering of 11th and 12th graders and our Rabbis that meets periodically.

**Gesher L'Keshet Peer Leadership Program:** This is a community-wide program for 11<sup>th</sup> and 12<sup>th</sup> graders who have completed Tichon. Students from local congregations attend classes and learn to be peer teachers. They then use these skills to conduct monthly outreach sessions for the 8<sup>th</sup>-10<sup>th</sup> graders in the participating congregations.

**Yachdav:** This program for students with special needs includes a resource room, one-to-one tutoring and in-class assistance. Students will have individualized education plans created for them in consultation with parents, teachers and a special needs coordinator. Those interested in partaking of any of these services should contact the Principal.

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**Curriculum At A Glance**

<b>Gan, Alef and Bet</b>	Hebrew/Prayers Torah Holidays Israel Shira (Music) Library	
	<b>2-DAY PROGRAM</b>	<b>3-DAY PROGRAM</b>
<b>Gimmel</b>	Hebrew and Prayer: 2 periods Torah Holidays	Hebrew and Prayer: 3 periods Modern Hebrew/Enrichment Torah Holidays Israel
<b>Dalet</b>	Hebrew and Prayer: 2 periods Life Cycles Prophets	Hebrew and Prayer: 3 periods Modern Hebrew/Enrichment Life Cycles Mitzvot and Values Prophets
<b>Heh</b>	Hebrew and Prayer: 2 periods History (Biblical) Israel	Hebrew and Prayer: 3 periods Modern Hebrew/Enrichment Mitzvot and Values History (Biblical) Israel
<b>Vav</b>	Hebrew and Prayer: 2 periods Torah History (European Diaspora)	Hebrew and Prayer: 3 periods Modern Hebrew/Enrichment Mitzvot and Values History (European Diaspora) Torah
<b>Zayin</b>	<u>2 Days Plus Shabbat Morning</u> Hebrew Language Reading Tutorials Values/Tikun Olam Being a Jewish Teen Holocaust Parashat HaShavuah History (American Jewish)	
<b>Tichon</b>	Required and elective courses leading to Siyyum Tichon Confirmation) Hebrew Language (on Sunday)	
<b>Hebrew Language</b>	Hebrew Language/Conversation for Teens	
<b>11th and 12th graders</b>	Conversations with the Rabbis on contemporary issues Hebrew Language Geshet L'Keshet	

Note: All classes have music, library and art.  
Mifgash: Tuesday in the Sanctuary.

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Shabbat requirement: See pages 17-18.

### 13. Special Activities

In addition to providing continuing classroom instruction in Hebrew and Judaic studies, the school offers a wide variety of special programs and activities that are age appropriate for youngsters. Some of these programs include:

- A Shabbat event for each grade, either Friday night or Saturday, followed by a dinner or lunch
- Family programs for each grade on mitzvot and content-related themes
- Fall Holiday Craft Round Robin for Primary grades
- School wide Zimriyot (singing) for Hanukkah and Yom HaAztmaut
- Pesach S'darim
- TuB'Shevat S'darim
- Purim Concert and Carnival; Megillah reading and dress-up parade
- Yom HaShoah Memorial Service
- Yom HaAztmaut school wide program
- Zayin Museum Day
- Community Programs with the area Synagogues
- Field Trips: Holocaust Museum (Washington, D.C.), the Lower East Side "Jewish Philadelphia", Ellis Island, Museum of Jewish Heritage, The Jewish Museum, theaters and museums.
- Inter-generational programs with Greenwood House, Hi Gate and Princeton Nursing Home
- Social Action programs with Homefront, Crisis Ministry, Womenspace, Jewish Family and Children's Service and United Jewish Federation of Princeton, Mercer, Bucks
- School-wide Mifgash (Prayer Service) on Tuesday with the Rabbis
- Specials in Art, Music, Library and Computers
- Individual remedial tutoring in Hebrew
- Yachdav Special Needs Program
- Mitzvah Mall

### 14. Bar\Bat Mitzvah Program

In order to participate in a Bar\Bat Mitzvah, a student is required to attend The Jewish Center's Religious School from grades Gimmel through Zayin (3 - 7). During these years, school attendance

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requirements for promotion must be met. Private tutoring or attendance at another area Religious School in lieu of participation in The Jewish Center Religious School do not meet The Jewish Center's requirement. Any request for deviation from this policy must be presented in writing to the Religious School Committee, whose decision shall be final. This does not apply to those who are new to the community and who have attended Religious School elsewhere. Such students will be appropriately placed. If a student's skills are not adequate, private tutoring may be required at the parent's expense. **Students must be enrolled in The Jewish Center Religious School to have a Bar or Bat Mitzvah at The Jewish Center.**

### 1. Eligibility for Bar/Bat Mitzvah

It is important for everyone to understand that only children who are considered to be Jewish by the Conservative movement's standards may become a Bar or Bat Mitzvah at The Jewish Center. The Conservative movement defines a Jew as a person born to a Jewish mother or converted to Judaism. If anyone has any questions or concerns about converting to Judaism please contact Rabbi Feldman or Rabbi Tucker.

### 2. Specific Jewish Center Requirements

- Religious School enrollment and attendance from Gimmel through Zayin.
- Attendance at a minimum of 10 Shabbat morning services in the Vav year and 18 Shabbat morning classes and services in the Zayin year.
- Individual tutoring for Bar/Bat Mitzvah scheduled by the Cantor or Bar/Bat Mitzvah tutors. Placement in the Tropes class will be dependent on the Bar/Bat Mitzvah date and placement will be either in the spring of the Vav year or in the Zayin year.
- Completion of a Hesed Project and D'var Torah.

For a more complete explanation of the Bar/Bat Mitzvah process, please consult the Bar/Bat Mitzvah Handbook. Copies are available on-line, in the School Office, or from Gila Levin, the Bar/Bat Mitzvah Coordinator, who can be reached at 609-921-0100, extension 208.

## 15. Discipline

Students are expected to behave in a manner consistent with a good learning environment. Each class and teacher will create a contract to establish a set of class rules for behavior which will be posted in the classroom. If a student's behavior interferes with learning in the classroom, the following steps may be taken:

- The teacher will contact the parent by phone, email or by mail
- The Principal will contact the parent by phone, email, or by mail. A conference with the Principal and/or representative of the School Committee will be held
- The student may be suspended from one or more classes (can be in-school or at home)
- The student may be expelled from the Religious School. Final decisions concerning such disciplinary actions are at the discretion of the Principal and School Committee.
- **IF A CHILD IS SENT TO THE OFFICE THREE TIMES, A PARENT WILL HAVE TO COME AND SIT IN THAT CLASS FOR THE NEXT THREE SESSIONS. IF A PARENT DOES NOT COME, THE CHILD WILL NOT BE ALLOWED TO RETURN TO CLASS.**
- **IF A STUDENT REQUIRES TUTORING TO MAKE UP WORK DUE TO A DISCIPLINARY SUSPENSION, SUCH TUTORING WILL BE DETERMINED BY THE PRINCIPAL AND WILL BE AT THE PARENT'S EXPENSE.**

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Students are not allowed to leave The Jewish Center grounds during school hours. Violation of this rule will result in an automatic suspension.

A student will also automatically incur a suspension if he/she causes physical harm to someone at school or destroys school property, including nursery school toys and work. Bullying or harassing other students will not be tolerated. In the event physical damage is done to any school or synagogue property, the parent of the responsible student will be billed for repair of the damage. This includes equipment inside as well as outside, including the playgrounds and landscaping.

### 16. Tutoring

When a student is not on grade level, parents will be advised. There are three options:

1. The student can be tutored during class time by a volunteer in 15-20 minute sessions depending upon availability and timing. There is no charge for this service.
2. Parents can arrange for private tutoring at their own expense. The school will provide names of approved tutors and will discuss a study program with the selected tutor.
3. STUDENTS WHO ARE ABSENT 20% OF THE CLASS TIME WILL NOT BE ELIGIBLE FOR IN-SCHOOL TUTORING. PARENTS OF THOSE STUDENTS WILL HAVE TO ARRANGE FOR PRIVATE TUTORING AT THEIR COST. Fees are paid directly to the tutor. If a student falls behind and is not tutored, he/she will be required to repeat the Hebrew grade.

### 17. Arrival Procedures

Students are expected to arrive on time and remain in class until dismissal.

All cars must proceed to the rear parking lot. Cars must be parked in a lined parking space. **STOPPING IN THE MIDDLE OF THE PARKING LOT TO LET CHILDREN OUT IS PROHIBITED.** This can cause congestion and traffic backups on Nassau Street. It is also dangerous for youngsters to walk across the parking lot. Parents or older siblings are expected to escort young children to their classrooms.

Bicycle racks are located in the courtyard for use by children who bike to school. Walkers/Bikers must have a signed permission form on file in the school office.

For early arrivals on Tuesday, Wednesday and Thursday, there is free supervised care. Students coming prior to 3:50 p.m. should report to the Youth Lounge in the Sanctuary building. The playgrounds are unsupervised and students may not use them.

### 18. Dismissal Procedures

Dismissal is from the Sanctuary building only. On Sunday, teachers will escort their classes to the **Lobby** and remain with them until a parent or carpool person arrives. During the week, dismissal is from t'fillah. Parents should enter the Sanctuary through the Lobby, pick up their children and exit via the Parking Lot Lobby.

**FOR THE SAFETY OF ALL CHILDREN, PARENTS ARE REQUIRED TO PARK THEIR CARS, COME INTO THE SANCTUARY OR LOBBY AND ESCORT THEIR CHILDREN TO THE PARKING LOT.**

**CHILDREN MAY NOT WAIT OUTSIDE IN THE COURTYARD, PARKING LOT OR ON NASSAU STREET FOR PARENTS OR CARPOOLS.**

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The courtyard circle is for handicapped only and may not be used for drop-off or pick-up from school.

Early Dismissal: A parent must come into the school office to pick his/her child up and sign him/her out in the sign-out book. The parent will then receive a "pass" to give to the teacher. Teachers will not release a child without this pass from the office. For the protection of the child, if someone other than a parent is picking a child up, the parent must send a note and indicate who that adult is in his/her note. **NO CHILD MAY WAIT IN THE PARKING LOT OR COURTYARD FOR AN EARLY PICK-UP.**

Late Pick-up Fee: Children must be picked up no later than 6:10 p.m. on Tuesday, Wednesday and Thursday, and no later than 1:10 p.m. on Sunday. After the first incidence of late pick up, parents will receive a warning notice and thereafter, billed \$25 for each late pick up. This late pick-up fee was designed and voted upon by the School Committee of The Jewish Center to discourage habitual parental lateness at pick-up time. It is in fairness to our staff, all of whom have other responsibilities after school. Many have appointments, young children of their own to be picked up and families waiting at home. However, we do realize that emergency situations sometimes occur which is why a fee will only be charged after the first incidence. If you do have an emergency, please phone the school office at 609-921-7207 or The Jewish Center office at 609-921-0100 so that proper care arrangements can be made for your child.

### 19. Illness And Medical Emergencies

If a child becomes ill in school, a parent will be phoned and asked to take the child home. If a parent is not available, the person listed on the emergency contact form will be phoned. Therefore, it is crucial for parents to list only local people on the emergency contact card (i.e., someone who could be at The Jewish Center within 20 minutes of being phoned) to come to pick up an ill child. It is the parent's responsibility to update the emergency card and medical insurance form in the case of job changes, a new phone number or a new emergency contact. Please notify the school office about any changes. If we cannot reach a parent or your contact person and it is an emergency situation, we will seek medical treatment for the child. In a non-emergency situation, a sick student will be kept in the school office until the parent or contact person arrives.

We will not dispense ANY medication, including ointments, creams and lotions to any children. Please do not send any medication to the school for your child to self-administer.

The following will be done if a child has an open cut that needs attention:

1. The attending person will wash his/her hands with soap and water.
2. The child's cut will be washed with soap and water.
3. If necessary, a band-aid will be put on the cut.

We do not have a nurse or physician on staff. Some of the staff members have CPR certificates.

Please report any contagious condition, such as chicken pox, strep throat, conjunctivitis or head lice, which occurs among all school populations, to the Principal immediately, so that other parents can be informed of possible exposure. Your child's name will not be mentioned.

### 20. Allergies

Because of the limitations already imposed by the necessity of maintaining a Kosher facility, coupled with the possibility of requests for accommodations for children with various food allergies such as milk, fish, chocolate, nuts, peanuts, egg, etc., it is not feasible for The Jewish Center to institute a total ban on a foodstuff to which a child may be allergic. Even if such a ban were promulgated, we

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would not be able to monitor the ban completely, and thus, enforcement could not be guaranteed. There are, for example, products that contain food traces that are not so labeled. Consequently, alternative safeguards must be arranged.

If your child requires the use of an Epipen because of a food or other allergy, please take note of The Jewish Center's policy:

1. The family must provide one Epipen for the First Aid Kit and one for the child's classroom.
2. The family must train or arrange for training for Staff or child in the use of the Epipen.
3. The families must periodically ascertain that the Epipens are in place and currently effective.
4. The family is to provide the child's snack each day or for a special occasion.

The Religious School Staff will try, to the best of their ability, to keep the aforementioned child from ingesting or contacting foods or other substances known to contain any components of the allergen. In the event of an adverse reaction, someone on staff will try to administer the Epipen and summon professional help.

The officers and staff of The Jewish Center disclaim any liability and responsibility for any damages, monetary or otherwise, that could be incurred by the aforementioned child or family if there is an adverse outcome or reaction, as we are not medically equipped to deal with a severe allergy.

The officers and staff of The Jewish Center do not want to exclude your child from our excellent school. However, we trust that you will appreciate that in view of the extraordinary risks that severe allergies impose, as a religious institution running a school, we must try to protect both your child and The Jewish Center, its staff, those who may volunteer their time and energy as officers, class parents, or event helpers who try to be good Samaritans in case of an accident. We will do our best, but we cannot assume the liability for less than perfect results.

### **21. Snacks**

All snacks must be Kosher and dairy. No meat is permitted. Fruits, veggies, juice packs and water are good choices. Please try to avoid sweets and messy snacks such as chips and popcorn.

Children who arrive early during the week may bring a snack. Such snacks must be finished prior to class time, as no snacks are allowed during class.

Snacks for primary grades on Sunday are at the discretion of the teacher. Options include a class schedule for snacks determined by the teacher or parents may send individual snacks.

### **22. Kashrut Regulations for The Jewish Center**

Since Biblical times, the Jewish People have always believed that Kashrut is an important value. The laws of Kashrut were first described in the Torah and then developed in Rabbinic texts. Throughout our history, we Jews have taken one of the most basic things we do as human beings and raised it to a level of sanctity. Just as we begin and end our meals with blessings to remind us that eating is a religious act so, too, we have certain standards of what food is acceptable and what is not acceptable. An equally important standard is that we want everyone to feel comfortable in our community, especially when it comes to eating in our Synagogue. Therefore, the Religious Affairs Committee, in consultation with Rabbi Feldman, has established these regulations for Kashrut at The Jewish Center. We have established these standards as a way of helping people understand the

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importance we give to Kashrut and we do so in a way that helps everyone feel comfortable with our standards.

We also see this as an opportunity to educate members of our community about the laws of Kashrut and the meanings of the laws. We hope that many people will take advantage of the educational opportunities we will all have in the coming months toward that goal. Any questions about these standards should be directed to Rabbi Feldman.

1. Only meat products purchased from and delivered by one of our acceptable kosher caterers may be brought into the building. No other meat products may be brought into the kitchens, social hall, lobby or any other part of either building. This includes individual lunches for our students.
2. All products brought into The Jewish Center must carry a symbol of Kashrut supervision such as U or K. This applies to all dairy products, cake mixes, etc. Major supermarkets in our area have extensive kosher sections including the Kosher Experience at Shop Rite on Rt. 1. There are also many places to buy kosher baked goods including the ACME in East Brunswick. For more information about where such products can be bought, please contact The Jewish Center Main Office.
3. All fresh fruits and vegetables are acceptable in The Jewish Center.
4. Only kosher fish may be brought into the building. Acceptable fish includes tuna, salmon, flounder, lox and sole.
5. When a meal is being prepared in one of the two kitchens, please do not use the other kitchen unless absolutely necessary. It is much safer to do all work for a particular meal in the appropriate kitchen.
6. If you would like to bring baked goods into the building, we ask that you purchase these baked goods at an acceptable bakery. If they have been baked in someone's home, they should either be baked in a kosher oven or in disposable pans using disposable utensils. Please bring these utensils with you to serve them at The Jewish Center. Please do not use our utensils for these baked goods.

These standards apply to the school building and the main building as well as all parts of the building including the kitchens, the social hall, the lobby, the libraries, offices and all classrooms.

All matters of Kashrut at The Jewish Center, including questions, clarifications and other issues should be brought to Rabbi Feldman's attention. More information of Kashrut can be found in such books as Dresner's The Jewish Dietary Laws, or Levi and Kaplan's Guide for the Jewish Homemaker.

### 23. Children's Services and Attendance Requirement

All children are required to attend Shabbat Services. There is a Mini Minyan for children in Gan, Alef, and Bet (grades K-2) and Jr. Congregation for children in Gimmel - Heh (grades 3-5). These services are every Shabbat from 10:30 a.m. - 11:30 a.m. Vav and Zayin students (grades 6-7) attend services in the Main Sanctuary. The Shabbat Service requirement is:

Gan, Alef	3 times per year	(Mini Minyan - Children's Library)
Bet	3 times per year	(Mini Minyan or Jr. Congregation)
Gimmel	5 times per year	(Jr. Congregation)
Dalet	6 times per year	(Jr. Congregation)
Heh	8 times per year	(Jr. Congregation)
Vav	10 times per year	(Main Sanctuary)

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Zayin	18 times per year	(Shabbat Morning Class and services in the Main Sanctuary)
Tichon	5 times per year	to include Shabbat morning, Friday Night, any morning Minyan or Shiva Minyan and holiday services (except Rosh HaShanah and Yom Kippur).

Attendance will be taken and records kept. There are file boxes with an index card for each student located either in the Bet Midrash or in the Lobby near the door. Students should move their cards from the file box into the attendance box. Mini Minyan file boxes are in the student library. In addition, you can e-mail Ellen Pristach at ebpecteach@aol.com to record attendance. We encourage all students to come as often as they would like, but these minimum requirements must be met. Students who do not meet the minimum requirement will have the missing services added to the following year requirement. Service requirements for all grades must be completed prior to Bar/Bat Mitzvah. Students who attend 10 Services become "Minyanaires" and receive a special certificate.

### 24. Youth Groups

Children in grades 3-12 are encouraged to participate in The Jewish Center Youth Group programs that are affiliated with United Synagogue.

Haverim	Grades 3 and 4
Kadima	Grades 5 - 7
USY	Grades 8 - 12

For more information, please contact the Director of Youth & Family Programming, Neil Wise, at 921-0100, extension 209, or e-mail nwise@thejewishcenter.org.

### 25. The Children's Library

Our Library is an important resource for children both individually and with their classes. Relevant Jewish books are not always available in the community and our library provides a wonderful assortment for children of all ages. Our classes visit the Library on a regular basis and books are used for class work and projects as well as for individual reading.

The Children's Library is located in the Sanctuary building and can be accessed through either the Parking Lot Lobby or through the Social Hall. The Library is open during school hours. Sunday, between sessions (10:30-11:00 a.m.), is a nice time to visit with your child.

New books are purchased through the Religious School Library Fund. Donating a book is a wonderful way to commemorate a child's birthday or special occasion.

The Adult Library is also available for older students and provides a wide range of books for reading and research.

### 26. Tzedakah

Tzedakah means more than just charity. It means justice. In the Religious School, we incorporate Tzedakah as part of our curriculum and encourage children to contribute to worthy causes. Children learn about community needs and worldwide concerns.

Tzedakah is collected on Sunday mornings. Each class has a Tzedakah box and the money is then donated to various charitable organizations on a monthly basis. The recipient organization will be announced in the school newsletter each month.

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The Religious School and the Nursery School support a food drive for the Crisis Ministry in November (Thanksgiving) and for Jewish Family and Children's Service in March (Purim). We will collect items for the needy, coordinated by the Social Concerns Committee. They may be left in a basket located outside the school office.

### 27. Donations

Making a contribution to the Religious School is a meaningful way to honor or memorialize a loved one. There are several funds connected with the Religious School.

- *The Religious School Fund:* This fund aids in the operating costs of the Religious School.
- *The Ruth Miller Religious School Cultural Fund:* This fund was established by Roz and Aaron Familant in memory of Roz's sister, Ruth Miller. This fund provides for events such as musical concerts, puppet shows, storytellers, drama workshops and trips for children.
- *The Tibor and Dorothy Fabian Fund:* This fund provides for educational projects such as curriculum development and seed money for new programs.
- *The Religious School Teachers' Professional Development Fund:* This fund provides for staff development programs and for individuals to take courses and attend conferences at other institutions.
- *The Children's Library Fund:* This fund supports our Children's Library. It may be in the form of a book or cash donation.
- *The Steven Levine Special Needs Fund:* This fund was established by Cheryl Levine in memory of her husband Steven Levine. This fund is for special needs students and the Religious School Yachdav Program.
- *The Irving N. Rabinowitz Computer Fund:* This fund was established by Sandy Rabinowitz in memory of her husband Irving Rabinowitz. This fund provides for computer hardware and software for the Religious School.

### 28. School Closings

All decisions with regard to school closings will be made by the Religious School. Decisions will be made by 1:30 p.m. weekdays and by 7:00 a.m. on Sundays. Announcements of school cancellations are no longer made on radio stations. They will be on the school answering machine, 609-921-7207, and via a school wide e-mail.

### 29. Reports, Parent Conferences and Observations

The Religious School and its staff will provide many opportunities to maintain contact with parents and keep them informed. These activities include:

1. A Back to School Night that will be held early in the fall. Teachers will present an overview of curriculum and expectations for each class.
2. Teachers will send/mail home an overview of curriculum and expectations for each class on the first day of school and an email or letter update once a month.
3. Individual progress reports will be sent home in January and June.

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4. Parent-teacher conferences may be held on request. Call the School Office for an appointment at 609-921-7207 or speak to the individual teacher.
5. *Bring Your Parent to School Week* will be held in January or February. Parents are invited to attend any class session.
6. Parents are most welcome to observe any class in session at any time. Please call the school in advance to make arrangements.
7. A monthly newsletter will be mailed to each family. It includes a page of "notes" from the Religious School and an updated calendar page of important dates and pertinent information.
8. A calendar of events for the year will be sent in the school packet in August. Parents should refer to it on a monthly basis to see what events are taking place. Changes, cancellations or additions will be noted on the calendar page in the monthly Religious School mailing.
9. Parents are encouraged to participate in school/class events. The August mailing will have a "sign-up sheet" for specific events. There will be one or more class parents per class.
10. Parents are also invited to join the School Committee, at which school policy is determined. Meetings are on the first Thursday of each month at 7:30 p.m. in the Adult Library.
11. Parents wishing individual separate mailings should notify the School Office.
12. A school wide e-mail is sent out weekly with events of the week, calendar dates and other pertinent information. Please make sure we have your e-mail address.

### **30. Assessments And Promotions**

Each student will be evaluated in Hebrew in December and in May by a member of the Hebrew Staff, other than his/her own teacher. Those children whose test results are not at the expected level in December will be recommended for in school and/or outside of school private tutoring, as appropriate. Those students who do not pass in May will be referred for private tutoring during the summer. Private tutoring outside of the school is at the parent's expense (see Tutoring).

Students who do not pass will be tested again in September before school starts. Those who do not pass will be promoted in secular studies but will be required to repeat the prior Hebrew grade until they can demonstrate the required Hebrew proficiency.

### **31. Security System**

The doors to the school building are locked at all times except when the Nursery Director or Religious School Principal stands at the door to greet the children. If you wish to enter the building, proceed to the door farthest from the playground: (1) press the beige key pad (the one without numbers); (2) look up at the camera and state your name; (3) listen for a beep and pull the door open. If no one responds, try again. If still no one responds, you will have to go across the courtyard and see one of the Administrative Assistants in the Synagogue Office for assistance.

There is also a keypad entry system that is coded.

### **32. Lost And Found**

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The lost and found box is located in the school office. Please label all clothing, books and personal items so that they can be easily identified and returned.

### **33. Governance**

The Religious School Program is governed by the School Committee. The Committee is responsible for the Religious School's policies, procedures and curriculum. The program is administered by the Religious School Principal under the supervision and guidelines of the School Committee. The Chairpersons of the School Committee are appointed by the President of The Jewish Center and are within the purview of the Vice President for Education and Programs. The current Co-chairs are Randy Hubert and Denise Cheskis. The Vice President for Education and Programs is Susan Falcon. Membership of the School Committee includes the School Chairs, the Rabbi, the Principal, the Nursery Director, a faculty representative from the Religious School, a representative from the Nursery School, and interested Congregants. Parents of school children are welcome and encouraged to join the School Committee. Please call the school office (921-7207), Susan Falcon (609-279-9774), Randy Hubert (609-252-9671) or Denise Cheskis (908-281-9126). Regular meetings are held on the first Thursday of each month at 7:45 p.m. in the Adult Library.

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**APPENDIX**

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### TEXTBOOKS AT A GLANCE

- Gan      A Child's Garden of Torah (Torah Aura)  
Let's Discover the Synagogue (Behrman House)  
Let's Discover the Fall Holidays (Behrman House)  
Let's Discover the Spring Holidays (Behrman House)  
Building Jewish Life - Fall and Spring Series (Torah Aura)
- Alef      Z'man Licro Book 1 (ARE/Behrman House)  
Alef Celebration Series (Torah Aura)  
Let's Discover the Bible 1 (Behrman House)  
Let's Discover the Synagogue (Behrman House)
- Bet      Z'man Licro Book 1 (ARE/Behrman House)  
Z'man Licro Activity Book (ARE/Behrman House)  
Let's Discover the Bible 2 (Behrman House)  
Let's Celebrate (Behrman House)  
Let's Do Mitzvot (Behrman House)
- Gimmel      Z'man Licro Book 2 (ARE/Behrman House)  
Z'man Licro Activity Book (ARE/Behrman House)  
Lets Learn Prayer (KTAV)  
The Book of Jewish Holidays (Behrman House)  
The Explorer Bible - Torah (Behrman House)  
Z'man T'fillah Book 1 (ARE) - 3 day only  
Daber Ivrit (Torah Aura) - 3 day only  
Welcome to Israel (Behrman House) - 3 day only  
Great Israel Scavenger Hunt (Behrman House) (3-day only)  
Journeys Through the Siddur: Shabbat At Home (Torah Aura)  
My Jewish Year (Behrman House)
- Dalet      Hineni: The New Hebrew Through Prayer Book 1 (Behrman House)  
Journey of a Lifetime (Behrman House)  
A Child's Bible 2 - Prophets (Behrman House)  
Partners With God (Behrman House) - 3 day only  
Z'man T'fillah Book 2 (ARE) - 3 day only  
Daber Ivrit (Torah Aura) - 3 day only  
I Have Some Questions About God (Tora Aura)
- Heh      Hineni: The New Hebrew Through Prayer Book 2 (Behrman House)  
Introduction to Jewish History (Behrman House)  
My People (Behrman House)  
Our Land of Israel (UAHC Press)  
All about Israel (Ktav)  
A Young Person's History of Israel (Behrman House)  
Z'man T'fillah Book 3 (ARE) - 3 day only  
Daber Ivrit (Torah Aura) - 3 day only  
Living as Partners with God (Behrman House) - 3 day only
- Vav      Hineni: The New Hebrew Through Prayer Book 3 (Behrman House)  
Siddur Hadash (Media Judaica) - Our Synagogue's Siddur  
Journey Through Jewish History (Behrman House)  
My People (Behrman House)

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Shalom Ivrit (Behrman House) (3-day only)  
Z'man T'fillah Book 4 (ARE) (3 day only)  
Torah: The Growing Gift (URJ)

Zayin Siddur Hadash (Media Judaica) - Our Synagogue's Siddur  
Challenge and Change: The Jews in America (Behrman House)  
This Land of Liberty (Behrman House)  
Let Freedom Ring (Behrman House)  
Jewish Heroes and Jewish Values (Behrman House)  
Instant Lessons (Torah Aura)  
Assorted Pieces of Jewish Literature  
Zayin Prayer Packet (The Jewish Center)  
The Jewish Experience (UAHC Press)  
Making A Difference (Behrman House)  
Babaganews Magazine