

Temple Shaaray Tefila Religious School

The Rabbi Harvey M. Tattelbaum School of
Judaism

PARENT HANDBOOK

2004-2005 5764-5765

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TABLE OF CONTENTS

Message from the Religious School Director of Education	p. 1
Message from Rabbi Stein	p. 2
Religious School Curriculum and School Goals	p. 3
Primary Grades (K-3)	pp. 4-5
Intermediate Grades (4-6)	pp. 5-7
Upper School (7-12)	pp. 7-8
Special Education	p. 9
Enrichment Program - <i>Keter</i>	p. 9
Hebrew Instruction	p. 10
5 X 5 Hebrew Reading Program.....	p. 10
Prayer Curriculum.....	p. 10
Music Program.....	p.11
Children's Choir.....	p.11
Teaching <i>Tzedakah</i> and <i>Gemilut Chasadim</i>	pp. 11-12
School Policies and Procedures	pp. 12-19
Office Hours, Communication.....	p. 12
Telephones, Cellular Phones, and Beepers	p. 13
Registration and Re-enrollment	p. 13
Arrival and Dismissal	pp. 13-15
Opening Day Information	p. 15
Bus Policy for Grades K-3	p. 15
Health and Safety	p. 16
Parent and Caregiver Identification Cards	p. 16
Dress Code.....	p. 16
Attendance Policy	p. 17
School Guests	p. 17
Student Progress Reports	p. 17
Textbooks and Materials.....	p. 17
Snacks and Festival Foods.....	p. 18
Lost and Found	p. 18
School Trips.....	p. 19
Children's Library.....	p. 19
Emergency School Closing.....	p. 19
Special Events	pp. 19-20
Book Fair	p. 19
Open School.....	p. 20
Purim Carnival.....	p. 20
Passover Candy Sale.....	p. 20
Family Involvement	pp. 20-23
Grade Level Family Programs	p. 20-21
Shabbat Grade Level Dinners	p. 21
Family Services.....	p. 22
Parent Education Opportunities.....	p. 22
Information for Separated or Divorced Parents	p. 22
Religious School Committee	p. 23
Children's Holiday and Shabbat Services	pp. 24-25
Family and Youth Program Calendar at a Glance	p. 26

Dear Parents,

Welcome to the 2004-2005 Religious School Year. Our Religious School strives to inculcate a love and understanding of Judaism in our students. We emphasize a caring environment and programming dedicated to the Jewish educational enrichment of our students and their families.

This booklet contains important information regarding the program, philosophy and policies of our school. We hope this booklet will enable you, our educational partners, to work with us in providing a positive, substantive and enduring Jewish learning experience for our children. No handbook can take the place of regular communication between parents and teachers. Please keep in close touch with us during the year so that together we can provide the best experience possible for your child(ren).

Each family's Jewish journey is unique and special yet made of the same threads of connection. We are partners in the weaving of these threads with your family. Let us work together to achieve all that we can.

Please feel free to call me in the Religious School office if you have any questions or special concerns. I look forward to working with you during the year.

With wishes for a year of blessing, sweetness, learning and growth

L'Shalom

Cheryl Wise
Director of Education

September 2004
Elul 5764

Dear Religious School Families,

Welcome back to another exciting year at Shaaray Tefila's Rabbi Harvey M. Tattelbaum School of Judaism. We look forward to a year of growth and learning and inspiration.

Cheryl Wise and Evita Sokol, along with our administrative staff and faculty, have been hard at work planning an exciting and invigorating curriculum. I know that you will enjoy the fruits of their labors with renewed enthusiasm as our classes begin again.

In our continuing attempt to upgrade and improve the educational quality of our school, the professional staff and lay leadership of Shaaray Tefila spent time last year examining our Religious School programs and structure. As a result of these discussions, we will be making some adjustments that we hope will help us to create a community of learners with increasingly higher levels of Hebrew reading skills and Judaic knowledge.

Our success depends heavily on the commitment and participation of you, our students' parents. We ask each and every one of you to make Judaism and the Jewish education of your children a high priority. With regular attendance and support from home, we will accomplish our goals. I know that you will help us in our joint effort to educate and inspire the young Jews whom you have been entrusted to us.

I wish you and your families and friends a healthy and joyous 5765.

L'shalom,

Jonathan A. Stein, Rabbi

RELIGIOUS SCHOOL CURRICULUM SCHOOL GOALS

The Rabbi Harvey M. Tattelbaum School of Judaism curriculum builds a foundation of knowledge in the areas of Jewish studies, prayer (*tefila*), and Hebrew language. We strongly encourage parents to enroll children in Kindergarten and look forward to students continuing through 12th Grade. High School students may enhance their Jewish learning by participating in our active Temple youth group, serving as teacher assistants in the school, or learning together in our Upper School program.

The Religious School Committee has set the following goals for The Rabbi Harvey M. Tattelbaum School of Judaism:

- To work in partnership with parents and families to create a positive Jewish identity in each child.
- To enable students to see themselves as maturing members of the local, national, and international Jewish communities with all the joys and responsibilities that status implies.
- To introduce students to the wisdom and values contained in our vast Jewish tradition as the foundation for a lifetime of Jewish learning.
- To introduce students to Hebrew as the language of the Jewish people and to develop basic reading and comprehension skills.

CURRICULUM

PRIMARY GRADES

Primary grade students are introduced to the Hebrew language, holidays, prayer (*tefila*), Bible, and Jewish values. Using stories, songs, games, conversation, puppets, arts and crafts, and many hands-on activities, children gain confidence in their knowledge of basic Jewish life skills and cultivate their Jewish identities. Monthly family services, holiday celebrations, grade-level family programs, and Shabbat dinners help parents support Jewish learning in these early years.

Note: Kindergarten through Third Grade students register to meet weekly. Kindergarten students will meet either on Sunday mornings from 10-11:45 AM or on Thursdays from 4:00-5:30 PM. Grades 1-3 meet either on Sunday mornings from 10-12:15 or on Thursdays from 4:00-6:00 PM.

KINDERGARTEN

The Kindergarten Program provides students with a joyful introduction to the Jewish holidays and Shabbat, Bible Stories, and Hebrew language. Students meet weekly either on Sunday mornings from 10-11:45 AM or on Thursdays from 4:00-5:30 PM. The program provides students with a strong sense of class camaraderie and weekly reinforcement of Jewish concepts.

Each session includes a series of activities designed to teach basic Jewish concepts at an age-appropriate level. A monthly Friday evening young children's services at 5:15 PM, holiday celebrations, and family programs reinforce Jewish learning.

GRADE ONE

Grade One students continue to deepen their knowledge of basic Jewish symbols, and the celebration of the holidays. Students will also study eight ethical mitzvot using BJL Mitzvot folders. These folders turn the doing of mitzvot into concepts that students will embrace. They are introduced to prayer (*tefila*) through music and movement activities. Hebrew language is introduced through games, songs and conversation.

There are family programs during the year that give students the opportunity to study with their families. Students pray each week with their peers in a spiritual environment. Sunday 1st Graders pray together on Sundays from 11:45-12:15 and Thursday 1st Graders pray together from 5:30-6:00. We invite parents to join us for this meaningful worship experience.

GRADE TWO

Grade Two students learn about the major cities and extraordinary sites of Israel, the diversity of Israel's people and cultures, our biblical and modern ties with Jewish homeland, and the geography of Israel. They continue to study Hebrew language and prayer (*tefila*) traditions through music, movement, art, and active learning games. Students begin their formal learning of the Hebrew language through a Hebrew primer program. There are family programs during the year that give students the opportunity to study with their families. Students pray each week with their peers in a spiritual environment. Sunday 2nd Graders pray together on Sundays from 11:45-12:15 and Thursday 2nd Graders pray together from 5:30-6:00. We invite parents to join us for this meaningful worship experience.

GRADE THREE

Grade Three students study the book of Genesis from Creation through the Joseph story and highlights of the Exodus story. Students continue to perfect their Hebrew reading skills by using an innovative Hebrew primer that teaches Hebrew decoding skills by maintaining and building an active Jewish and modern Hebrew vocabulary by playing games and singing songs. Prayer (*tefila*) skills are developed through music and discussion. Art and music activities round out the students' day. There are family programs during the year that give students the opportunity to study with their families. Students pray each week with their peers in a spiritual environment. Sunday 3rd Graders pray together on Sundays from 11:45-12:15 and Thursday 3rd Graders pray together from 5:30-6:00. We invite parents to join us for this meaningful worship experience.

INTERMEDIATE GRADES

The Intermediate Grades focus on our students' developing Hebrew and prayer (*tefila*) skills. Students deepen their understanding of the Torah, Israel, Lifecycle, Mitzvot, Jewish History, and Reform Judaism. Family services, family programs, Junior Congregation and Shabbat dinners provide opportunities to reinforce and support your child's Jewish education. Each week, students pray with their peers in a spiritual environment. Sunday/Tuesday 4th-6th Graders pray together on Tuesdays from 5:30-6:00 and Monday/Wednesday 4th-6th Graders pray together on Mondays from 5:30-6:00. We invite parents to join us for this meaningful worship experience.

Note: Grades 4-6 meet twice per week (either on Sunday and Tuesday or Monday and Wednesday afternoons).

GRADE FOUR

Grade Four students develop their Hebrew language skills with a focus on the Hebrew used in the prayer book. Understanding the themes of our prayers, translating terms that reappear in many prayers, and gaining fluency in reading are goals of our program. Ongoing assessments will assist teachers in helping students master basic prayer literacy and understanding. Israel and Torah (Exodus and Leviticus) are the key themes in the fourth grade. In order to ease students' transition in attending twice each week, teachers take special care to focus on the joy in learning about our Jewish heritage. Students write their own skits and plays for *Tu B'shvat* and *Purim*. There are family programs during the year that give students the opportunity to study with their families.

GRADE FIVE

Grade Five students focus on the prayer book, and study Prophets and Writings. Hebrew language classes continue to reinforce students' Hebrew language and prayer skills as well as building students' appreciation of Hebrew as a modern language. Ongoing assessments will assist teachers in helping students master basic prayer literacy and understanding. Classes are designed to build students' confidence in their ability to participate actively and knowledgeably in religious services. There are family programs during the year that give students the opportunity to study with their families.

GRADE SIX

Grade Six families will participate in a *B'nai Mitzvah* Family Seminar designed to deepen and enrich the months of preparation leading up to the *Bar/Bat Mitzvah* celebration. Parents can choose either Sunday, December 5 or Sunday, March 6 to participate in a day of learning with their sixth grade child. In the classroom, students will take a voyage through Jewish History and will learn about the history, beliefs, and goals of Reform Judaism. Hebrew language and prayer skills continue to be reinforced through the study of the prayers surrounding the reading of Torah. Ongoing assessments will assist teachers in helping student's master basic prayer literacy and understanding.

Programs for 3rd and 4th Graders – Sunday Family Fun Day

3rd and 4th Graders have the opportunity to participate in two Fun Day programs with their families. On Sunday, September 19 families can enjoy an afternoon of apple picking and on Sunday, May 22 an outing to Coney Island.

Programs for 5th and 6th Graders- Junior Youth Group

Fifth and sixth graders have the exciting opportunity to participate in a junior youth group, J.J.s, Jewish Journeys @ Shaaray. One Sunday each month following Religious School, students and their advisor explore aspects of Torah, Avodah, and Gemilut Chasadim (TAG) with field trips to Chelsea Piers, Jewish Home and Hospital, the zoo and other informal and social activities.

Bar/Bat Mitzvah Program

The *Bar/Bat Mitzvah* training program is administered through the office of Cantor Bruce Ruben. All students completing at least three years of study and able to successfully complete grade level clergy-led assessments regarding basic prayers and having attended at least 75% of class sessions are eligible to be called to the *bimah* to celebrate their achieving the status of *Bar/Bat Mitzvah*.

Preparation takes place under the supervision of Cantor Ruben and his staff of tutors and begins approximately twelve months before the ceremony. Generally, students receive dates for the celebration two years prior to the date of their thirteenth birthday. There may be several students celebrating on the same *Shabbat*, depending on the date. A handbook of *Bar/Bat Mitzvah* guidelines is sent to you when your child's date is assigned. If parents have questions regarding the Bar or Bat Mitzvah experience at Shaaray Tefila, please be in touch with Cantor Bruce Ruben.

UPPER SCHOOL (Grades 7-12)

All students in Grades 7-12 meet on Tuesday evenings from 5:30-7:30. The evening begins with dinner and is followed by two 45-minute classes. Students can choose from a variety of courses such as Jews and Entertainment, Zionism and Israel, Jewish Identity, Yiddish, Confronting Anti-Semitism, Introduction to Jewish Teaching, Modern Hebrew, Holocaust Studies and many more. 7th Graders are required to take Modern Hebrew. 7th Grade students who sign up for the Holocaust Studies class play an important role in our congregation's commemoration of *Yom HaShoah* at an evening service on Thursday, May 5.

A quiet study hall room is available each Tuesday afternoon for our upper school students who desire a suitable environment for completing their secular schoolwork. This room will be available beginning at 3 PM each Tuesday.

Programs for 7th and 8th Graders- Junior Youth Group

Seventh and eighth graders have a youth group of their own, J3O (Jewish Journeys Just Older). One Sunday each month students and their advisors explore the books of the Bible with field trips, social action based activities, and other informal learning events.

“Warwick” Weekend: October 22-24, 2004

Each year, students in Grades 8 and 9 attend a weekend retreat program with our Rabbis, Cantor, Religious School Director of Education and Assistant Director of Education, Youth Group Advisor, youth group board, teachers, and specially selected staff. Students engage in a variety of informal learning activities and social programs that provide them with a memorable Jewish educational experience in the important post-Bar/Bat Mitzvah years. Because Warwick Weekend is an integral part of our school program, every student is required to attend.

YOUTH GROUP

Temple Shaaray Tefila sponsors an active Senior Youth Group for students in grades 9-12. Affiliated with the New York City region of the North American Federation of Temple Youth (NFTY), our Youth Group members plan and participate in a variety of cultural, social, social action and educational programs each month. Lounge nights are held on Wednesday evenings once a month. Students also work with the Genesis Shelter, a facility that provides aid, shelter and rehabilitation to victims of domestic violence. Students lead a Shabbat service for the congregation near the year’s end and have 3 other Youth Group Shabbat Services throughout the year as well. Board positions of president and a number of vice-presidential posts (for communication, finances, education, etc.) provide meaningful opportunities for leadership development. For more information, contact Rabbi Sharon Forman.

SPECIAL PROGRAMS FOR SPECIAL NEEDS

Temple Shaaray Tefila's Religious School is dedicated to meeting the needs of each one of our students, including those children with learning challenges. In our tradition, Moses experienced difficulties with speech and language production, Isaac had visual challenges, and Jacob had emotional issues regarding his family. We welcome all students to learn in our religious school and will work to provide a nurturing place for them here at Shaaray Tefila. Parents are urged to work closely with the Special Needs Educator and the school staff to make the learning experience a positive one for all involved.

SPECIAL EDUCATION: *K'TANIM* PROGRAM Children in grades 1-3 with identified learning challenges have an opportunity to study in a tailor-made Jewish learning environment. The class meets on Thursdays from 4:00-5:30 PM.

SPECIAL EDUCATION: *CHAVERIM* PROGRAM Students in grades 4-6 who are enrolled in Special Education programs at their secular schools are invited to apply for admission to our *Chaverim* class. Class size is limited. The class meets on Wednesdays from 4:00 to 6:00 PM.

SPECIAL EDUCATION: *AMITIM* PROGRAM Students preparing for their Bar and Bat Mitzvah ceremonies participate in this specialized program for students with special learning issues. The class meets on Tuesdays from 4:00-5:30

SPECIAL EDUCATION: *UPPER SCHOOL* PROGRAM

Students who have recently reached the milestone of Bar and Bat Mitzvah are invited to participate in this advanced program for students with special learning issues. The class meets once each week on Tuesdays, from 5:30 to 7:00 PM. Students will enjoy dinner from 5:30-6 with all 7-12 Graders. Dinner will be followed by a specialized one-hour class session

ENRICHMENT PROGRAM- *KETER*

Translated from the Hebrew as "crown," *Keter* is the name of our enrichment program for students in grades 5 and 6. *Keter* classes will offer students a more rigorous approach to subject matter and review assignments. Each grade level will have its own *Keter* class or two grade levels will be combined depending on enrollment. We are delighted to be able to bring the level of study to a deeper level for those students who thirst for even more substantive learning. Any student in grades 5 and 6 who have demonstrated a high level of attendance and commitment to learning may register for the *Keter* class in his or her grade level.

HEBREW INSTRUCTION

The Hebrew language has carried the hopes, prayers, and ideas of the Jewish people for centuries. Students will formally begin Hebrew studies in the Second Grade. If students enroll after the Second Grade, they are given individualized tutoring by our Hebrew Reading Specialists.

HEBREW SPECIALISTS

Within our regularly scheduled school program for Grades 2-6, the Hebrew Specialists provide small group and one-on-one support to develop Hebrew language skills. Students new to our school in Grades Three and above will begin their Hebrew studies with a Hebrew Specialist.

If your child's teacher recommends that he or she spend some class time with a Hebrew Specialist, please know that the one-on-one support and nurturing given by these teachers will not only strengthen your child's reading skills, but also ultimately bolster his or her self-esteem. We encourage parents and students to view these specialists as the supportive resource that they are rather than as a punitive consequence for limited reading skills.

5 X (by) 5 HEBREW READING PROGRAM

5 X (by) 5 is an elective home Hebrew reading program for students in 2nd through 6th Grade. Students can choose to participate in this home Hebrew reading program by agreeing to read their assigned grade-level prayers for five minutes a day five days a week. Students will receive a five by five reading card that will need to be signed by a parent on each reading day and returned to your child's teacher at the end of each week. Each month, students who complete the five by five program will be recognized in the Temple Messenger and will be awarded with a special gift. All 5x5 participants will be recognized at our end of year assembly.

PRAYER CURRICULUM

The name of our Temple is Shaaray Tefila, which means "gates of prayer." As Reform Jews, we may struggle to find our way through these gates and the prayer book as we hope to find meaning, comfort, and inspiration through the words of our liturgy. One of our goals is to teach Jewish prayer skills to students in a manner which reinforces and develops Jewish ethical insights and knowledge. Once a week, students in grades 1-6 will meet together in the Sanctuary to supplement their classroom learning and worship together.

MUSIC PROGRAM

“Sing joyfully to God.... Take up the song, sound the timbrel, the melodious lyre and harp” (Psalm 81:2). Religious school can be a joyful experience filled with singing and music. Through music, our students find another way to connect to their Jewish heritage as they learn about the holidays, the Jewish life cycle, the liturgy, and Jewish texts. Children in Kindergarten and 1st Grade sing together as a group during each class session. 2nd -6th Grade students sing together every other week with an enthusiastic and knowledgeable teacher.

CHILDREN’S CHOIR

Students in grades 3-6 are invited to come and sing with our exciting new Children’s Choir. Led by our Cantorial Intern, Jen Roher, the Children’s Choir will be learning traditional Jewish melodies as well as contemporary Jewish music in a fun atmosphere. Students who participate in this ensemble will have the choice to rehearse on Mondays from 5:45-6:15 or Tuesdays from 5:45-6:15.

TEACHING TZEDAKAH AND GEMILUT CHASADIM

An integral aspect of our curriculum is teaching the values of *Tzedakah* (giving money to those in need out of a sense of justice) and *Gemilut Chasadim* (performing deeds of loving-kindness with a spirit of good will). We ask parents to assist their children in learning about *Tzedakah* and *Gemilut Chasadim* by encouraging involvement in these important programs.

DAILY TZEDAKAH

Each day at school, students are asked to give from their own money to *Tzedakah* projects chosen by their class (at least half of these funds will go to a Jewish organization). Each class studies the organization and if possible, meets with representatives from the institution or program which will receive their dollars.

KESHER PROGRAMS IN THE SCHOOL

“Keshet” at Shaaray Tefila is a year-round outreach program for elderly members of the Jewish community in our neighborhood. Three times a year, food and gift packages are prepared by Temple members on a Friday evening after Shabbat services. Temple members distribute the packages on Sunday to grateful recipients. Dates for “Keshet” packaging are always listed in the Temple *Messenger*. Students in the younger grades make cards that are stapled onto the Keshet packages. Parents are asked to help our students learn about the Jewish value of honoring the elderly among us (*Kavod P'nai Zaken*) by supporting Keshet Programs in our school.

SANDWICH SATURDAY

Our Temple Social Action Committee sponsors a monthly Saturday afternoon (from 3-4:30 PM) of bagged lunch preparation for City Harvest. All members of the Shaaray Tefila community are invited to bring two loaves of bread and some fruit to assist in making these lunches. Children under *Bar* and *Bat Mitzvah* age are invited to decorate the lunch bags, while older students and adults create hundreds of lunches. At the end of the afternoon, participants join together for a brief *havdalah* service, bidding the Sabbath farewell and voicing hopes for a sweet week for everyone.

This year, our 6th through 12^h graders will take responsibility for attending at least one Sandwich Saturday and leading Sandwich Saturday participants in the *havdalah* ceremony.

JEWISH NATIONAL FUND AND TREES FOR ISRAEL

Each year the Religious School sponsors a special campaign at *Tu B'Shevat*, The New Year of the Trees, to plant trees and support reforestation efforts in Israel. Our congregation maintains the Rabbi Harvey M. Tattelbaum Forest where our trees are planted.



SCHOOL POLICIES AND PROCEDURES

OFFICE HOURS/COMMUNICATION

The Religious School office is located on the Temple's third floor. Religious School Office hours are 10:45 AM - 6:45 PM, Monday through Thursday; and 9:00 AM - 12:45 PM on Sundays. After hours, parents may leave messages on our voice mail system. Our phone number is 535-0912. Parents can leave messages for teachers with the school secretary, as needed.

Cheryl Wise, Director of Education, and Evita Sokol, Assistant Director of Education, are available to meet with parents, by appointment. Please do not hesitate to call or schedule a meeting to discuss your child's progress. Elizabeth Gross, School Secretary and Registrar, is also available to assist parents and students during office hours.

TELEPHONES, CELLULAR PHONES, AND BEEPERS

A telephone is available in the Religious School office for students who need to call parents during study hall and school hours. If you wish to be assured that your child has arrived safely, your child may make a quick call to inform you of his or her arrival.

In order to maintain an environment conducive to learning, students are not permitted to use cell phones or beepers in their classrooms. Parents may always contact students by calling the school office and are asked not to page their children when they are in this building. We do ask students to turn off and put away any beepers or cellular phones during Religious School.

REGISTRATION

Temple membership is a prerequisite for registration in our religious school. School registration for new members is accepted at any time after June 1. Some grade levels may have limited spaces available. To ensure that your child attends on the day of his or her choice, please register as early as possible.

RE-ENROLLMENT

The re-enrollment period for children continuing in the Religious School begins in April and continues through May 31 for the following fall semester. Parents contemplating a move or unsure of fall plans should notify the school office by the May 31 deadline and request an extension. Due to limited space, choices of school day are honored on a first-come, first-served basis.

ARRIVAL

Students are expected to arrive on time unless prior arrangements have been made with the school office. Students who arrive 15 or more minutes late are to check in at the School Office on the 3rd floor before going to class, in order to be marked present and to gain assistance in finding their class.

Because of the varied schedules and locations of area schools, some students arrive well before class begins. Supervised study halls, which open at 3:00 PM are provided Monday through Thursday. In the study halls, students can relax, do their homework, read, draw, play quiet games, or visit quietly with their friends. Certain study hall teachers will be available to assist children with their Hebrew reading. All students who

arrive prior to 3:55 PM must come directly to one of the designated study hall rooms (all are on the third floor). Students are only permitted to sit in classrooms that are being monitored by a study hall teacher from Shaaray Tefila. *This means that there are no students in second or fourth floor classrooms prior to 3:55 PM.* Students will be sent to their classrooms five minutes before class begins at the sound of the early bell.

DISMISSAL

Parents in automobiles who wish to pick up children should wait on the 79th Street side of the Temple. On Second Avenue, outside of the Temple entrance, there is a bus stop, and it is illegal and dangerous to stop there. The Transit Police issue tickets to parents waiting in the bus lane.

Parents picking up children in the lobby should determine a specific spot where they will meet each week.

It is our assumption that parents will discuss travel arrangements carefully with their children. Each child must know with whom he/she can travel. If you have particular concerns regarding who can and cannot pick up your child, please be sure to speak with the Religious School Office.

It is strongly recommended by the New York Police that parents should discuss which streets and modes of transportation they expect their children to use when traveling to and from the Temple. Practicing these routes with children is strongly advised.

THURSDAY DISMISSAL POLICY FOR GRADES K-3

Kindergarten - Thursday parents may pick up students in the Davis Auditorium at 5:30 PM. Students will not be dismissed until parents or caregivers who have been listed on a dismissal form check in with the teacher. Parents must call the school to give permission for another adult (not mentioned on their form) to pick up their child.

Grades 1-3 Thursday parents are expected to pick up students in the Davis Auditorium at 6:00 PM. Students will be dismissed through the *bimah* door in the Sanctuary and into the Davis Auditorium. Students will wait with their teachers until parents, authorized adults, or older siblings arrive. No student

will be dismissed from the Davis without a caregiver or parent accompanying them.

SUNDAY DISMISSAL

Kindergarten Students will not be dismissed until they are picked up by a parent from their classroom.

Grade 1-3 parents are expected to pick their children up in the Sanctuary on the first floor at 12:15 PM.

Grades 4-6 will be dismissed at 12:15 PM and should meet their parents in the lobby. We recommend determining with your child a specific place in the lobby where you will meet each week.

MONDAY, TUESDAY, WEDNESDAY DISMISSAL

All students will be dismissed from their classrooms at the end of the school day.

EARLY DISMISSAL

If a child must leave school early for any reason, a parent must notify the School Office to inform us about who will pick up the child and where he/she should wait. The parent may do this in person, by note, or by telephone. *For safety reasons, students will not be dismissed early unless such arrangements have been made.*

OPENING DAY INFORMATION

On the first day of school all students should proceed directly to the Sanctuary or Chapel (depending on grade level) for an opening assembly. All classes and teachers will be called out at this time.

BUS POLICY FOR GRADES K-3 ON THURSDAYS

By prior arrangement, students in grades K-3 arriving by private bus from their schools on Thursday afternoons will be met by bus monitors and ushered into the Temple building. Parents must sign up for this service each year with the School Office and make the arrangements with their child's school for bus service. On a day when a child *will not* arrive by bus, parents are required to call the school office no later than noon of that day. We care deeply about your child's safety and are assisted greatly when we know whether or not to expect your child on the bus.

HEALTH AND SAFETY

If a child is not feeling well during school hours, every effort will be made to contact a parent. Please be sure we have your most up-to-date cell phone and work phone numbers so that we may always reach you. No medication will be dispensed without the direct permission of a parent or other authorized adult. If a child needs prescribed medication during school hours, parents are expected to advise the School Office.



PARENT AND CAREGIVER IDENTIFICATION CARDS

An additional security measure to ensure the safety of our students involves the distribution of parent and caregiver identification cards to school parents. No one will be allowed to enter the building without an identification card. Please be in touch if you should need additional cards. Each family is sent three at the beginning of the year.

DRESS CODE

We ask that all students dress appropriately for Religious School. Students may wear clothes that are acceptable in their secular schools. Please keep in mind that children will be spending time in the sanctuary. Their dress should reflect their respect for the Temple and for learning. When students attend Shabbat dinners and services at the Temple, we ask that girls wear dresses, skirts, or nice slacks. Boys are encouraged to wear nice slacks and a shirt, tie, and jacket or sweater.

Religious School is a place of learning. In order to honor the atmosphere at the Temple, we ask that students do not bring in-line skates or scooters into the building. Students will be asked to bring these in the School Office during school hours, if they bring these items with them.

ATTENDANCE POLICY

Regular attendance is the basis of a successful learning experience. If parents anticipate that their child will miss more than two consecutive class sessions, they should inform the school. *All students are required to attend a minimum of 75% of scheduled class sessions.* Parents should contact the Director of Education if children will not be able to fulfill this minimum requirement so that other acceptable arrangements can be made.

Please note the changes to the attendance policy: For more details please see the Attendance Policy insert.

- 1) *All students are required to attend a minimum of 75% of scheduled class sessions.*
- 2) *Students who miss 40-50% of scheduled class sessions will not be allowed to enroll in the same day they were enrolled in during the previous school year.*
- 3) *If the student does not meet the 75% attendance requirement once they have switched days the student and family will be required to meet with Rabbi Stein to discuss the future of the student's Jewish Education and Bar/Bat Mitzvah celebration.*

GUESTS

By prior arrangement with the School Office, guests of students are welcome to visit classes with our enrolled students. Please call the school office 24 hours in advance so that teachers may be notified if your child is bringing a non-enrolled friend to class or study hall.

STUDENT PROGRESS REPORTS

Each school year, written progress reports are mailed twice: once at mid-year and then again at the end of the school year. Parents are encouraged to discuss a student's progress at any time throughout the year. Appointments may be arranged with the Director of Education, Assistant Director, and teachers through the school office.

TEXTBOOKS AND MATERIALS

Textbooks and special curricular materials are chosen for use with each grade. A textbook and materials fee is included in each student's tuition fee. Should a student, for any reason, need to replace a book, it may be purchased at cost through the school office.

SNACKS AND FESTIVAL FOODS (OUR SCHOOL IS A PEANUT AND NUT FREE SCHOOL)

Due to the rising number of students coming to our school with dangerous nut allergies, our school is peanut and nut free. We ask families to be careful with the types of foods brought into our classrooms for snacks or birthday treats.

Water, pretzels, and graham crackers, are provided at each class for students in grades K-6. Students in grades K-12 receive festival foods in honor of *Rosh Ha Shanah, Chanukah, Tu B'shvat, Purim, and Yom Ha'atzmaut*.

Students may purchase snacks outside of the school office on Monday-Thursday afternoons between 3:00 and 3:55. Once students are in the building, however, we do not permit them to exit the building until the end of the school day. Therefore, all food purchases should be made prior to entering the building. A soda machine with caffeine-free choices is available to students on the third floor. If students need change for the machine, they will be instructed to go to the school office and ask for the person who is responsible for making change.

Parents are strongly urged to monitor the choices children make when purchasing snacks. Excessive amounts of sugared drinks and treats may affect a student's ability to concentrate in class. Parents will be notified if this becomes a concern for their child. Additionally, out of respect for the synagogue, students are asked not to bring in foods containing pork products (e.g. sausage pizza, ham sandwiches, etc.) or shellfish.

Students are not permitted to eat or drink in the classroom as snacking is an unnecessary distraction to learning. All teachers will give students a 5-10 minute snack time either during or at the beginning of a class session.

LOST AND FOUND

While the Temple cannot be held responsible for items left behind or lost at school, we make every effort to return items to their rightful owners. Parents are asked to label clothing and school items with their child's name. A lost and found box is located in the school office.

SCHOOL TRIPS

Throughout the school year, field trips are scheduled to sites throughout the city. Parents and students will be notified of such trips in advance, and permission forms will be mailed or sent home. Parents may be requested to cover the costs of transportation or entrance fees.

CHILDREN'S LIBRARY

Reading Jewish books is the cornerstone of a solid Jewish education. The Children's Library is located in Room 41 on the fourth floor. Children are welcome to enjoy selections from our growing collection of Jewish children's books. Books are checked out by signing out a card on an "honor system." The library is available whenever the Temple is open. Contributions to the Children's Library Fund are always welcome.

EMERGENCY SCHOOL CLOSING

The Religious School follows the inclement weather school closing decisions of the New York City Public Schools. While our school remains open in almost all weather situations, parents should, of course, use their best judgment in deciding whether or not to send children. Please do not hesitate to call the school office if you have a question regarding whether or not school is open.

SPECIAL EVENTS

BOOK FAIR 2004-- Sunday, November 14

A tremendous variety of wonderful Jewish books for readers of all ages have become available in recent years. Each November, the Nursery School Book Fair Committee sponsors an annual Jewish Book Fair providing Temple families with a convenient way to build their own Jewish libraries. Parents are invited to shop any time during that Sunday and to volunteer as Book Fair assistants. All proceeds from the Book Fair are donated to the Children's Library Fund.



OPEN SCHOOL—Tuesday, Nov. 16; Thursday, Nov. 18; Sunday, Nov. 21; Monday, Nov. 22

Throughout the year, opportunities are available that enable parents, students, and school staff to meet and learn more about our school program. Parents are cordially invited to meet the teachers and visit classes on the dates listed above. K-6 Grade parents will visit their children's classes and worship together at the day's end. 7-12 Grade parents will be invited to attend elective courses with their child on Tuesday, Nov 16. Details regarding which day parents are invited to attend will be sent later in the fall.

PURIM CARNIVAL

On Sunday, March 27, our Temple Youth Group will once again sponsor a festive Purim Carnival. The Purim Carnival is open to all Temple families and friends. Join us for this special celebration! The Youth Group donates proceeds from the carnival to a *tzedakah* project of their choice.

PASSOVER CANDY SALE

Each year in January we begin our Passover candy sale by distributing sales packets and information to each student in our school. This year, all candies will be Barton's products, and are certified kosher and made fresh for each year's sale. Funds raised are used to subsidize special purchases and programs. While participation is voluntary, family support is greatly appreciated. Students receive prizes for selling various amounts of candy.

FAMILY INVOLVEMENT

GRADE LEVEL FAMILY PROGRAMS

“To educate a child without educating and involving the parents and the entire family can be compared to heating a house while leaving the window open.”- Mordecai Kaplan

All of our students and families from K-6 will come together on a Friday evening, Saturday morning, and/ or Sunday morning to explore different facets of Judaism using informal educational methods. Grandparents and other adult family members are invited to attend should parents be unavailable to participate. For your convenience, a detailed family program schedule is printed in the back of this handbook.

KiSS Program- Kabbalat Shabbat @ Shaaray Programs will take place on a Friday prior to the Family Shabbat Service from 5:00-6:00 PM and all members of the family are cordially invited to participate.

In-House Family Program- These programs will be held on Sunday mornings from 10:00 AM- 12:15 PM. Even though the program meets on Sunday, students from both Sunday and weekday class sections and their families are invited to participate.

Out of Temple Family Program- Some classes will take field trips on Sunday mornings from 10:00AM-12:15 PM (although times may vary depending on destinations). Out of Temple family programs give families the opportunity to have a Jewish adventure outside of the walls of the Temple.

FAMILY SHABBAT DINNERS

All school families are invited to join us for special family Shabbat dinners held on the second Friday of each month. Join us as we welcome Shabbat with traditional blessings, songs, and foods. All family members are invited to attend. The dinner will be open to families with students in all grade levels. Specific grades will be invited to lead us in singing after the meal.

The 2004 - 2005 dinner schedule is outlined below and noted on the annual calendar. A flyer will be mailed to your home one month before the dinner. Reservations are due one week before the dinner. Cost this year will be \$16 for adults, \$12 for children ages 5-12, and \$6 for children ages 4 years old and under. A 3% portion of this fee will be contributed to MAZON, an international Jewish organization dedicated to feeding the hungry.

2004-2005 Dinner Dates

Friday, October 8, 2004
Friday, November 12, 2004
Friday, December 10, 2004
Friday, January 14, 2005
Friday, February 11, 2005
Friday, March 11, 2005
Friday, April 8, 2005
Friday, May 13, 2005

FAMILY SERVICES

Students and their families will have an opportunity to participate in family *Shabbat* services, scheduled at 6:00 PM, the second Friday of every month. Family services include a story rather than a sermon and plenty of opportunity for participation.

Preschoolers and their families are invited to attend Shabbat services designed especially for very young worshipers at 5:15 PM on the first Friday night of each month before the regular service, and on certain Saturday mornings.

4th – 6th Grade families are invited to join us on Saturday mornings at 10:30 AM for Junior Congregation. These services include a Torah reading as well as a family activity rather than a sermon. Students will be participating in the service. The dates for Junior Congregation are: *Oct. 16, Nov. 13, Dec. 11, Jan. 29, Feb. 26, Mar. 19, Apr. 16, May 7.*

PARENT EDUCATION OPPORTUNITIES

This year the Religious School will be offering opportunities for parents to study with our clergy while their child is in class. These classes will be offered during the last 30 minutes of the Religious School day and will cover topics from God to questions about B'nai Mitzvah celebration. A topic suggestion box can be found on the guard's desk for parents to submit topics that they would like to learn about. More information of specific dates and topics will follow.

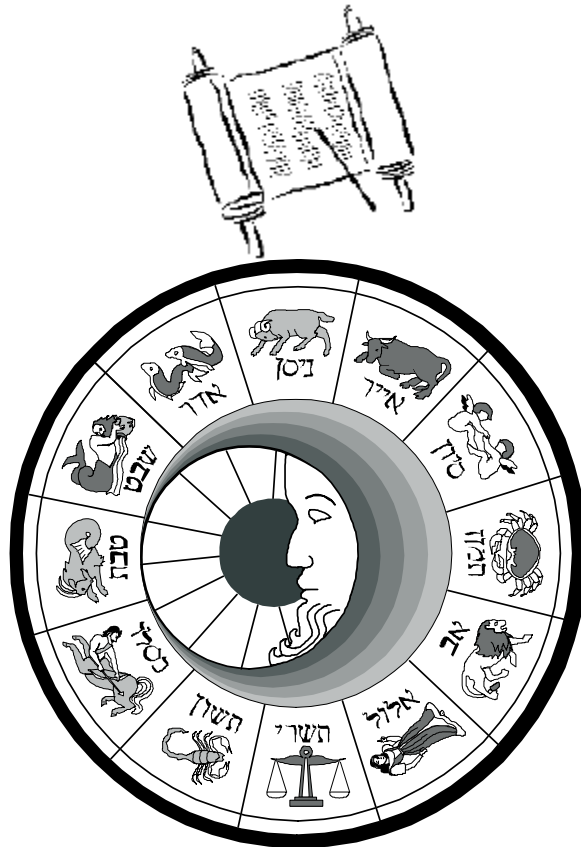
INFORMATION FOR SEPARATED OR DIVORCED PARENTS

Our students grow up in a variety of family constellations. When children have parents who are separated or divorced, it is the policy of the school to provide both parents with information regarding the child, including progress reports, parent handbooks, information about Shabbat dinners, and family program dates and times. Unless the school office is given explicit directions from a judge or family court advising otherwise, we will include both parents in mailings regarding their child's progress and learning. We make every attempt for religious school to be a place where parents (in spite of their conflicts elsewhere) come together for the mutual support of the growth and religious development of their children.

This year, we will have a special opportunity for single parents to participate in Cocktail Party on Thursday, March 3 from 7-9 PM.

RELIGIOUS SCHOOL COMMITTEE

The Religious School Committee meets regularly to assist with general school policy and planning. Co-chairpersons for the 2004-2005 school year are Susan Jacobson and Donna Shelley. Committee members include: Debra Anisman, Karen Blumberg Shaevitz, Nanci Brody, Ruth Holzer Byowitz, Kathy Chazen, Abbie Fuchs, Hal Gutstein, Deborah Lemchen, Nance Liebgott, Rita Marks Lubitz, Lois Nyren, Elena Rothfeld, Steven Shachat, Beth Shaw, Marcia D. Skollar, Joanne Sperling, Susan Steele, Barri Waltcher, Sydelle B. Weinberger and Karen Yaffe. Rabbi Jonathan Stein, Ellen Birnbaum, Michael Laufer, Barbara Rose, and Paula Dvoskin Sitzer also assist the committee in an ex-officio capacity.



CHILDREN'S HOLIDAY AND SHABBAT SERVICES

Rosh Hashanah

Erev Rosh Hashanah, Wednesday, September 15, Grades K-2, 3-4, 5-6, 6:00 PM

Rosh Hashanah, Thursday, September 16, Grades K-2, 3-4, 5-6, 8:45 AM
Youth Group Service for Grades 7-12, 12:15 PM

Young Children's Service for Grades 1 and under, accompanied by a parent, 3:15 PM

Family Service for Grade 1-6, 3:15 PM

Tashlich leaving from the Temple to walk to the East River, 4:15 PM

Yom Kippur

Kol Nidre, Friday, September 24, Grades K-2, 3-4, 5-6, 6:00 PM

Yom Kippur, Saturday, September 25, Grades K-2, 3-4, 5-6, 8:45 AM
Youth Group Service for Grades 7-12, 12:15 PM

Young Children's Service for Pre-School and Kindergarten age children, accompanied by a parent, 3:15 PM

Family Service for Grades 1-6, 3:15 PM

Sukkot

Wednesday, September 29, Young Children's Service, 6:00 PM
6:30-7:30 J.J.s/I3O Dinner and Party
7:30 Adult Service

Simchat Torah

Wednesday, October 6, Young Children's Service, 6:00 PM
7:30 – Adult Service

Chanukah

Chanukah Party, Sunday, December 12, 4:00- 6:00 PM

Purim

Purim Carnival, Sunday, March 27, 10:00 AM - 1:00 PM

Young Children's Celebration for Grades K and under, Thursday, March 24
5:00 - 6:00 PM- Young Children's Purim Activities
6:00 - 6:45 PM- Young Children's Purim Service
6:45 - 7:30 PM- Young Children's Purim Oneg

Purim Activities for 1st through 8th Graders, Thursday, March 24
6:30-7:30 PM – Purim Pandemonium
7:30-9:00 PM – Congregational Megillah Reading and Purim Spiel
9:00-10:00 PM – Purim Oneg

Friday Evening Shabbat Services for Young Children (Ages 6 and under), Fridays, 5:15 PM

Sept. 3, Oct. 1, Nov. 5, Dec. 3, Jan. 7, Feb. 4, March 4, April 1, May 6, June 3

Saturday Morning Shabbat Services for Young Children (Ages 6 and under), Saturdays, 10:30 AM

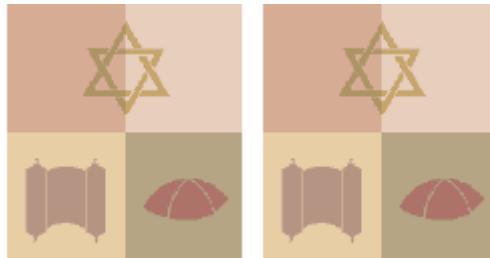
Sept. 11, Oct. 9, Nov. 13, Dec. 18, Jan. 22, Feb. 12, Mar. 19, Apr. 16, May 21

**Friday Evening Family Shabbat Services for 1st – 6th Grade Families
2nd Friday of each month at 6:00 PM**

Sept. 10, Oct. 8, Nov. 12, Dec. 10, Jan. 14, Feb. 11, Mar. 11, Apr. 8, May 13,
June 10

**Saturday Morning Junior Congregation Shabbat Services for Families
with students in 4th-6th Grade
Saturday at 10:30 AM**

Oct. 16, Nov. 13, Dec. 11, Jan. 29, Feb. 26, Mar. 19, Apr. 16, May 7



RABBI HARVEY M. TATTELBAUM SCHOOL OF JUDAISM CALENDAR:

Please note that the following calendar is correct as of the beginning of August. Occasionally, a program date will be changed or new programs added. Dates will be confirmed in correspondence from the Religious School.

In planning school vacations, we considered schedules for both public and private schools, and of course, the Jewish holidays.

*We gratefully acknowledge
the support received from the*

Fund for Jewish Education

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