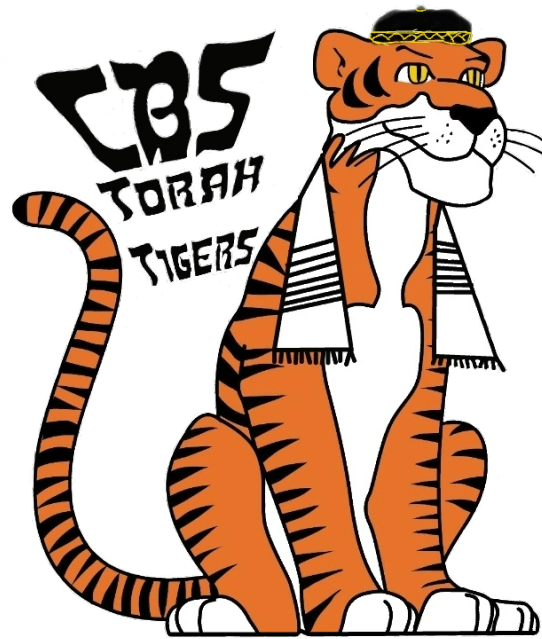


CONGREGATION BETH SHALOM
Information Handbook and Registration Packet



Our Mission

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

Welcome!

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

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

Contact Information

Marci Rouman– Education Director – 951-733-3980

Schedule

PreK/ K:	8:30 am to 11:00 pm (First and Third Sunday of each month)*
Alef:	8:30 am to 11:00 pm weekly – Sunday*
Bet, Gimmel And Dalet:	8:30 am to 12:30 pm weekly - Sunday*
Confirmation:	10:30 pm to 12:30 pm (2 nd and 4 th Sunday of each month)*

** Due to the continuing growth of our synagogue, these classes and times may be changed as needed.*

Attendance Policy

Throughout the course of a year, it is expected that very rarely, a student will need to miss school. Whether it is a special family function, an illness, or other unpredictable event, we understand that there are times when your student will need to miss school. However, in order for your child to get the most out of their limited time here at Congregation Beth Shalom, we expect that regular attendance to religious school will be just as important as the attendance of your student in secular school. Our expectation for students in our school is, at a *minimum, attendance at 80%* of their class sessions per year. Without this minimum standard of attendance, it is difficult for us to give your student credit for completing the course requirements. Should your child need to miss a session, we would appreciate you letting us know in advance.

For both Religious and Hebrew School, an alternative assignment and/or make up work will be required to be completed by the student within two weeks of the absence. Upon satisfactory completion of this work, a full absence will be reduced to half an absence.

Shabbat Service Attendance

As part of our model for Jewish education, it is critical that students attend services on a **regular** basis. Attendance on the first Friday of the month (Family Service) is required and is part of the curriculum. The first Friday night service of the month is earlier to accommodate families with smaller children, although all are encouraged to come as often as possible. If your child cannot attend the Family Service, he/she will need to attend one of the other Friday night Shabbat Services throughout the month.

In addition, there will be two Saturday morning services required; one each semester. It is the responsibility of the parent and student to select a Saturday service and notify both the Education Director and Teacher of his/her attendance at that service. These *Shabbat* services will give your child an opportunity to become fluent in prayer and worship. Religious school students should attend 9-12 *Shabbat* services each year.

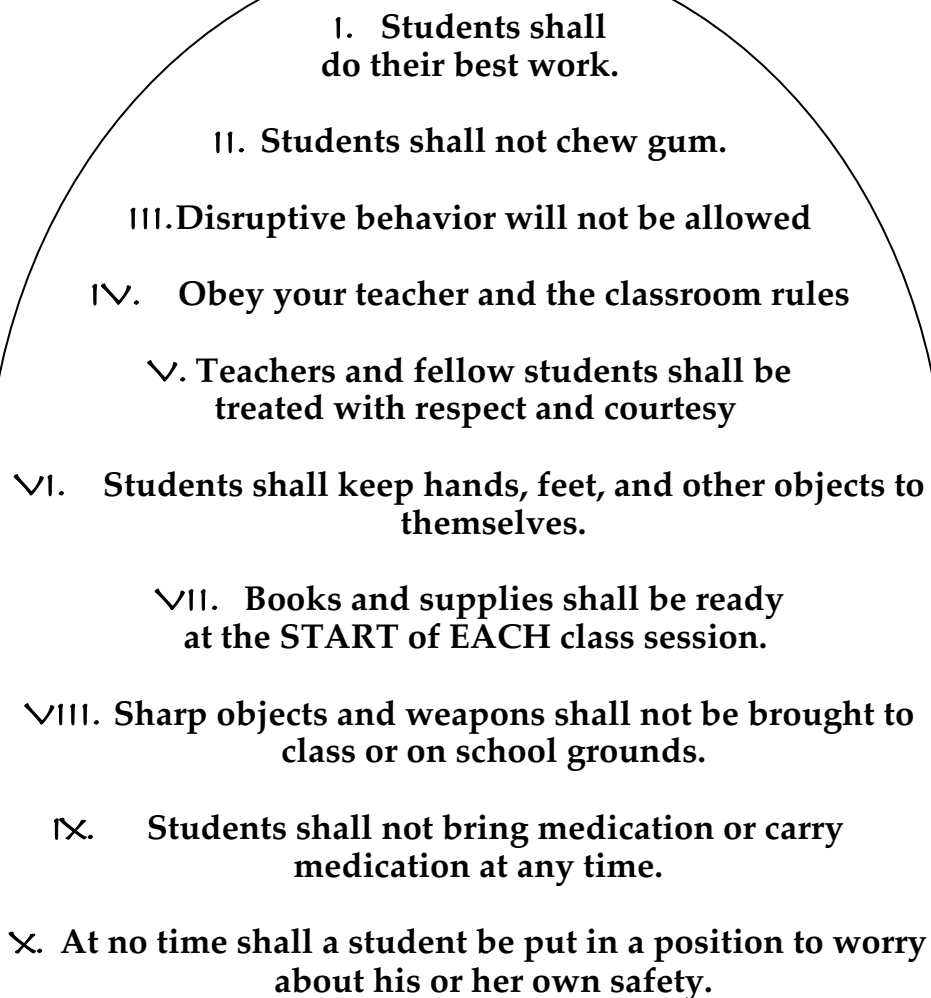
Arrival, Pick Up, and Early Dismissal Policy

Late arrivals and early pick-ups are discouraged; however, we understand that sometimes it is unavoidable. It is disruptive to a class when a student arrives late or leaves early. In order to ensure prompt starting of school, parents should have their student at school at least 5 minutes prior to start time. Parents are also expected to pick their students up in a timely manner. Teachers and staff cannot baby-sit. Please contact your child's teacher in advance to ensure that they do not miss essential teaching. Any combination of four tardies or early departures will be considered the equivalent of one absence. As with a full absence, make up work will be available to reduce the impact by 50%.

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

Student Behavior Expectations

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

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

Tzedakah and Loving Acts of Kindness

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

Disruptive Behavior Policy

We have high expectations for student behavior. Students should wait their turn to speak. They should also raise their hand or provide the appropriate cue from their teacher as to when they are allowed to participate in discussion. When students become disruptive, not only do they miss out in learning, but also often they take learning away from others. To protect those students who have come to learn, disruptive behavior will not be tolerated.

Students who continually disrupt during school hours will receive a verbal warning from the teacher. If the behavior continues, he/she will be sent out of class and to the Education Director for a brief “time-out” to reflect on the poor behavior choice(s) made. He/she will then be given one last chance to return to the classroom so learning can continue. If after upon returning the behavior does not improve, parents will be contacted and asked to pick up their child. A parent/teacher/administrator conference will then be held to discuss a solution. Anytime the disruptive behavior causes concern for the student, teacher, or others’ safety, the student will be removed from the situation immediately.

Academic Expectations and Care of School Materials

Homework is important as it reinforces and enhances the learning experience that occurs in the classroom. There are rare instances where a small amount of homework would be assigned in Religious School; however, learning a new language requires students to extend practice outside of the school setting. It is imperative that students complete all assigned Hebrew School homework. When students are assigned homework, it is not optional. Students are expected to do homework at the best of their abilities.

It is also very important that students bring all necessary materials to and from school each and every session. If a student arrives unprepared, a parent will be contacted and asked to return to CBS with the missing materials.

Our religious school has limited resources for the purchase of both consumable and non-consumable materials. Students are expected to take extremely good care of the books that

are used during class. Students who decide to damage or take books will be charged for a replacement book. During the time that it takes to replace the book, the student will still be expected to complete the work assigned.

Report Cards

Two times a year, the religious school will issue report cards. Comments will be provided to parents for both academics and behavior. These report cards become part of the students' permanent Religious School record.

Bar/Bat Mitzvah

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

It is the Congregation's policy that a child be 13 at the time of his or her *Bar/Bat Mitzvah*. The child is expected to be in good standing in both Religious and Hebrew school and must attend services regularly. The family should contact the VP of Ritual a minimum of 12-18 months in advance of the proposed *Bar/Bat Mitzvah* to complete a Calendar Request Form. A comprehensive *B'nai Mitzvah* Handbook with answers to many questions that parents may have will be handed out and reviewed by the VP of Ritual.

Hebrew High/Confirmation

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

Ethics, morality, decision-making, and Midrash are sources for complex argument and discussion for our Hebrew High students.

Students in Conversion Process

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

Cell Phone /Electronics Policy

While we understand the need for students and teachers to carry cell phones in case of emergency, we ask that phones be turned off upon entry to the synagogue. Cell phones often are disruptive and a detriment to learning situations. Text messaging and other forms of communication during class will not be tolerated. Should a phone go off or if a student is caught using their phones, the teacher will confiscate the phone and return it at the end of the class session to the parent. All electronics, such as Ipods, and handheld games are not allowed to be played with during Religious school, Hebrew School, or Services. All students and teachers should refrain from using such devices during these times. Parents, we appreciate your support and ask that you enforce this with your children.

Dress Code

Students are expected to dress appropriately while attending synagogue. We ask that students refrain from wearing shirts with obscene or offensive logos, language, or pictures. We also ask that boys wear a *kippah* once entering the building. Girls should refrain from wearing tank tops, strapless, halter/tube tops, and very short shorts/skirts/dresses. There should also be no rubber flip flops of any kind worn at temple. All sandals should have a strap. Please bring your students to school ready to learn.

When a student attends services, especially if he/she is given the honor to be on the bema, he/she should be dressed in proper attire. Boys are expected to wear nice pants (no blue jeans), shirts with collars, and shoes with hard soles. Girls are expected to wear skirts or dresses of appropriate length, nice slacks, and tops that have sleeves and do not show midriffs. Nice appropriate shoes are recommended.

Illness

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

First Aid

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

Special Needs Students

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

Medications/Allergies

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

Parent Visits and Volunteers

Parents are more than welcome to share in the educational process of their child. We ask that if you plan to visit, that you give our teachers advance notice. We also ask that you do not bring additional siblings or friends to the visit. Often times throughout the year, teachers need some help in the classroom. If parents are willing and available to assist the teacher throughout the year, please contact your child’s teacher.

Lost and Found

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

PLEASE SIGN AND RETURN

I have reviewed and will retain a copy of the Congregation Beth Shalom Parent Handbook.

I understand and will discuss the rules, procedures, and teacher expectations with my child(ren). I expect that my child(ren) will follow the rules, procedures and teacher expectations at all times.

CHILD(REN) NAME(S) _____

SCHOOL YEAR _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

