

May, 2011

**To: RELIGIOUS SCHOOL FAMILIES,**

**From: FELICIA LEV, Director of Education**

Below is general information regarding our Religious School, including important dates, school supplies, attendance, special requests, registration, class schedules, and parental involvement. Please review and if you have any questions, feel free to call the office at 945-0470.

### **A. IMPORTANT DATES**

<b>SUN., SEPT. 11</b>	<b>FIRST DAY FOR GRADES K, 1, 2, 3, 4, &amp; 5 – 9:00 am</b> Students and parents are to proceed to the Main Sanctuary Parents are invited for a short meeting at 9:00 AM.
<b>TUES., SEPT. 13</b>	<b>FIRST WEEKDAY FOR GRADES 3 &amp; 5 – 4:30 pm</b>
<b>WED., SEPT. 14</b>	<b>FIRST WEEKDAY FOR GRADES 4 &amp; 6 – 4:30 pm</b>
<b>WED., SEPT. 21</b>	<b>FIRST WEEKDAY CLASS FOR GRADE 7, 6:00 pm – 8:15 pm</b> Parent meeting 7:45 pm
<b>SAT., SEPT. 17</b>	<b>FIRST SHABBAT SERVICE FOR GRADE 6, 10:00 am – 12:00 pm</b>
<b>SUN., SEPT. 25</b>	<b>FIRST SUNDAY SESSION FOR GRADE 7 STUDENTS AND THEIR PARENTS – 9:30 am</b>

### **B. ATTENDANCE AND TARDINESS**

**Excused Absences:** If you know that your child will be absent, please advise the school office, so the teacher will not expect your child in class.

**Early Pick Up:** If you have to pick up your children early from class, you must send them with a note to that effect and **come into the office to get them**. As soon as you come into the office, we will send for your child. Please do not call from the parking lot. Thank you.

**Excessive Absences:** The professional staff of B'nai Tikvah Religious School is very concerned about excessive absences. Regular attendance is very important, especially when studying a foreign language, as new concepts are learned daily and students must practice often the ones already learned. The policy that we are enforcing this year is as follows:

1. When a student is absent from class three times during the semester, parents will be notified.
2. When a student is absent from class five times during the semester, he/she will be required to do make up work in order to continue in the class. The assignment will be given to the student.
3. When a student's absences become excessive, his/her grade in "class participation" will reflect the lack of attendance, and it will be necessary to schedule a conference with the

parents, teacher, and Director of Education in order for the student to be allowed to continue in religious school.

**Tardiness:** It is very important that students arrive on time for class, as they are at Religious School for a very short time, and there is a great deal of information that the teacher needs to impart to them. Parents will be notified of tardiness. After a student is tardy three times, the student will lose his/her “break” privileges for the day.

### C. CLASS PLACEMENT

Please do not request a specific teacher for your child. If you would like for your child to be with a friend, **you must indicate it on the top of the Registration Form by July 20. Please limit your request to one friend only and inform the parents that they must request your child as well. If we do not receive your request by July 20, we will not be able to honor it.** Careful consideration is taken in placing students in classes. Particular attention is given to the individual needs of each child as well as to the group dynamics to create a positive learning environment in each classroom.

### D. REGISTRATION PROCEDURES

**PLEASE REGISTER YOUR CHILD by JULY 20, as it will enable us to plan ahead and advise teachers far in advance regarding their class assignments.**

[Religious School Registration Form](#)

### E. CLASS SCHEDULE FOR 2011-2012

<b>KINDERGARTEN CLASSES</b>	Sun., 9:00 am–12:00 pm
<b>1<sup>th</sup> GRADE (ALEPH) CLASSES</b>	Sun., 9:00 am–12:00 pm
<b>2<sup>th</sup> GRADE (BET) CLASSES</b>	Sun., 9:00 am–12:00 pm
<b>3<sup>th</sup> GRADE (GIMEL) CLASSES</b>	Sun., 9:00 am–12:00 pm; and Tues. 4:30–6:30 pm
<b>4<sup>th</sup> GRADE (DALET) CLASSES</b>	Sun., 9:00 am–12:00 pm; and Wed. 4:30–6:30 pm
<b>5<sup>th</sup> GRADE (HEH) CLASSES</b>	Sun., 9:00 am – 12:00 pm; and Tues. 4:30–6:30 pm
<b>6<sup>th</sup> GRADE (VAV) CLASSES</b>	Sat., 10:00 am– 12:00 pm; and Wed. 4:30–6:30 pm
<b>7<sup>th</sup> GRADE (ZAYIN) CLASSES</b>	Sun., 9:30–11:00 am; and Wed. 6:00–8:15 pm
<b>ETZ CHAIM GRADES 8, 9, 10, 11, &amp; 12</b>	(Exact days and times TBA in Aug.)

### F. [RELIGIOUS SCHOOL CALENDAR](#)

**Please Note: The calendar is tentative and the dates are subject to change.**

## G. SCHOOL SUPPLIES

Instead of asking each child to bring his/her own supplies, the school will provide all the necessary materials. The cost for these supplies, which will be **\$20** per student, **will be included in the tuition charges on your dues statement.**

## H. TREATS AND SNACKS

In order to maintain our Synagogue policy of Kashrut, we would greatly appreciate your sending your children to Religious School with **Kosher snacks only**. These products can be identified by *K, U, CRC*, or other Kashrut symbols. The same rule holds true for any class treat sent to our school for birthday celebrations or class parties. **Please note that many packaged snacks such as cheese popcorn, Doritos, and Cheetos do not have any of the above symbols, and are, therefore, NOT KOSHER. Also note, we are a nut free environment.**

## I. DRESS CODE

While there is no formal policy regarding a dress code, we would appreciate students dressing respectfully for classes, as proper attire helps create a positive learning atmosphere. **Ripped clothing, shirts without sleeves, torn shoes, or shoes without backs are not acceptable.** Parents will be called to bring a change of clothes if a student's dress is inappropriate.

## J. PARENTAL INVOLVEMENT

As you are probably aware, we depend a great deal on parental involvement in our school and class programs, and your help is always greatly appreciated.

## K. E-MAIL ADDRESSES

This year we will try to send out most information by e-mail. Therefore, we will need your **updated e-mail information** on the Registration Form. **PLEASE PRINT.**

## L. NO CELLPHONES IN SCHOOL

Students are **not allowed to bring cell-phones to school.** If we see one, it will be taken away and only returned to a parent.

If you have any questions regarding any of the above,  
please feel free to contact the office, 945-0470.