

PARENT HANDBOOK

2018 – 2019

BETH TIKVAH-B'NAI JESHURUN RELIGIOUS SCHOOL

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Beth Tikvah-B'nai Jeshurun provides a religious school program for children ages five through approximately 13 years of age. We require students to complete 6 years of formal education, beginning with the Mechina (7 years of age and/or 2nd grade).

BTBJ RELIGIOUS SCHOOL MISSION

BTBJ Religious School enables K-7 learners to experience the richness, joy and wonder of Judaism, inspiring learners to develop a life-long commitment to living Jewish values and traditions, promoting social justice and supporting the State of Israel. Through time-tested and innovative pedagogies employed within and beyond the classroom, BTBJ Religious School deepens learner's knowledge of Jewish text, tradition and culture in order to strengthen faith in G-d, love of Torah, and identification with the Jewish people.

BTBJ RELIGIOUS PHILOSOPHY & APPROACH

We believe that Judaism contains answers to the challenges and questions that confront us every day. Through study, prayer and acts of loving kindness, we strive to empower our students with the positive Jewish memories, skills and tools necessary to successfully navigate Jewish life today and see Jewish life as an indispensable part of their futures. BTBJ Religious School is deeply invested in Jewish community and Jewish peoplehood as a source of strength, support and nourishment for our students. As a result, we work to model our congregation's motto "BTBJ...a place where you belong," in ways that fill our students' hearts and inspire our students' minds. Finally, BTBJ Religious School believes that learning environments filled with warmth, joy, positivity and the nurturing embrace of Jewish community are critical to the success of our school.

BTBJ RELIGIOUS SCHOOL GOALS

1. Create a sense of positive connection to the class, to the BTBJ synagogue community and to the wider Jewish community.
2. Build strong Jewish identities in the minds and hearts of our students with an emphasis on finding their own voices and connections with Jewish tradition.
3. Cultivate Jewish literacy, focusing on: Jewish year cycle, Jewish life cycle, Mitzvot (Kashrut, Shabbat, Jewish Values & Ethics), Israel, History, Tanach, Hebrew, Prayer & Ritual
4. Inspire families to embrace Judaism and provide tools to deepen their Jewish engagement and life-long Jewish learning.

ATTENDANCE REQUIREMENTS

A successful religious school experience relies on the partnership of family and school. Together we can ensure that our children learn, thrive, and grow in our supportive Jewish environment. Regular class attendance and participation in school programs is critical to achieve our goals.

Because we care so much about the success of our learners, **students must attend a minimum of 80% of religious school classes on each day that the student attends.** For example, a student in Mechina – Gimel) must attend 80% of the total number of Sunday classes AND 80% of the total number of Tuesday sessions. A student in the Dalet class **must be present for 80% of the Wednesday sessions AND 80% of the Saturday** classes. Early dismissals and late arrivals will be tracked. If absences becomes excessive, appropriate steps will be taken to make-up the lost learning time.

If a student's absences exceed 20% of all classes and/or if a student arrives late or leaves early equal to or great than that amount, he/she will be required to attend tutoring sessions at the parents' expense and under the supervision of the Director of Congregational Learning. Additionally, students who are absent are expected to complete all course materials covered during class time, as well as homework assignments. Parents should make every effort to make the necessary arrangements. Wherever possible, teachers may choose to send make-up assignments home via email.

Failure to meet any of these requirements may result in the student not being promoted to the next school grade.

ATTENDANCE REQUIREMENTS AT A GLANCE

GRADE	CLASSROOM	SHABBAT SERVICES
Gan, Nitzanim	Sunday 9:30 AM-12:30 PM	Encouraged but not mandatory
Mechina, Aleph, Bet, Gimel	Sunday 9:30 AM-12:30 PM Tuesday 4:15-6:15 PM	Minimum of 10 – 3 Jr. Congs. + any 7 other Shabbat services
Dalet	Saturday 9:00 AM-12:00 PM Wednesday 6:30-8:30 PM	Shabbat attendance requirement is met through regular Saturday class attendance
Hay	Wednesday 6:30-8:30 PM	Once per month Sunday 9:30 AM -12:30 PM

SHABBAT ATTENDANCE REQUIREMENT

- Mechina – Gimel students are expected to attend at least 10 Shabbat services during the year.
- A minimum of three of these services must be attended as part of our BTBJ Junior Congregation program. These services are listed on the Junior Congregation Calendar (see attached)
- The remaining seven services can be any Shabbat (Friday evening or Saturday morning) service at BTBJ.

Please be sure your child pulls their index card (located in the lobby) so that we will be able to track their attendance. Feel free to check-in any time should you have questions about how many services your child has attended.

We recognize that sports and other extra-curricular activities may prevent regular attendance, so we encourage you to plan your child's Shabbat attendance schedule in advance to be able to complete the requirement before the end of the year.

If your child is encountering trouble fulfilling this requirement, please be sure to reach out to the Director of Congregational Learning.

SHABBAT CHILDREN'S SERVICES

- There are typically two Junior Congregation Services: **Mechina** and **Aleph** service (Room 5), **Bet** and **Gimel** service (Room 7)
- Junior Congregation services are held from 10:30 AM to 12:00 PM, which includes time for *Kiddush*/snack.
- **Gan and Nitzanim** students are welcome to join the **Mechina** and **Aleph** service, if they would like. Gan and Nitzanim students may also wish to attend the Tot Shabbat services.
- **Shabbat Family Services** count for one Junior Congregation credit and include programming for students from pre-school through Dalet.
- Additional opportunities for earning junior congregation credits, including: Tu b'Shevat Seder, Shabbaton weekend (3 credits total), and Shabbat Camp (2 credits total)

BTBJ RELIGIOUS SCHOOL OBJECTIVES

The objectives for each year of religious school contribute to the achievement of the overall goals of the BTBJ Religious School. Through in-class learning, all-school programming, junior congregation and Shabbat programming, and other family education opportunities, students will be able to realize and integrate each objective in order to build on their learning from one year to the next.

GAN

Jewish Year Cycle:

- Be exposed to Hebrew months and days of the week
- Be exposed to and able to identify key symbols associated with major holidays
- Learn and be able to sing first line of 4 Questions (through oral/aural learning)

Mitzvot (Jewish values and ethics):

- Be exposed to the concept of Mitzvot as ethical principles and actions that teach us how to be good people
- Understand and gain practice with the mitzvah of lovingkindness

Israel:

- Celebrate Israel's birthday / Yom HaAtzmaut
- Be more interested in learning about and engaging with Israel

Tanach:

- Be exposed to age appropriate versions of bible stories from the Book of Genesis.

Hebrew:

- Be exposed to Hebrew letters through encountering the shapes and sounds of each letter
- Able to count (through oral/aural learning) 10 in Hebrew

Prayer & Ritual:

- Be able to sing the first line of the Shema (through oral/aural learning)
- Be able to make key blessings over food (motzi and borei pri hagafen)
- Be able to make blessing over shabbat candles (through oral/aural learning)
- Be exposed to blessings for Havdalah

NITZANIM

Jewish Year Cycle:

- Be exposed to Hebrew months and days of the week
- Be exposed to and able to identify key symbols associated with major holidays
- Learn and be able to sing at least the first line of 4 Questions (through oral/aural learning)

Mitzvot (Jewish values and ethics):

- Build on the concept of Mitzvot as ethical principles and actions that teach us how to be good people
- Deepen engagement with and practice of mitzvah of lovingkindness

Israel:

- Celebrate Israel's birthday / Yom HaAtzmaut
- Be more interested in learning about and engaging with Israel

Tanach:

- Be exposed to age appropriate versions of bible stories from the Book of Genesis.
- Be able to identify key biblical figures who appear in age appropriate stories in the Book of Genesis

Hebrew:

- Identify Hebrew letters in block print
- Be exposed to basic Hebrew words that begin with each letter
- Be able to count (through oral/aural learning) to 20 in Hebrew

Prayer & Ritual:

- Be able to identify parts of the sanctuary
- Be able to sing the first line of the Shema (through oral/aural learning)
- Be able to make key blessings over food (motzi and borei pri hagafen)
- Be able to make blessing over shabbat candles (through oral/aural learning)
- Be able to actively participate in blessings for Havdalah

MECHINA

Jewish Year Cycle:

- Be able to identify key rituals associated with each holiday (both home and synagogue)
- Be able to make key blessings (through oral/aural learning and by use of transliteration) including:
 - Borei pri hagafen
 - Shabbat candle lighting
 - Motzi
- Be able to participate in core traditions associated with major holidays
- Be exposed to the full Jewish calendar

Mitzvot (Jewish values and ethics):

- Be exposed to at least 30 mitzvot including their Hebrew names, their meanings and how they apply to their lives.

Israel:

- Be exposed to the geography of the state of Israel
- Be able to identify key cities and regions in Israel

Tanach:

- Be exposed to the concept of Parshat Hashavua
- Be exposed to short, age appropriate summaries of each parsha

Hebrew:

- Be able to read and pronounce vowel sounds
- Be able to decode 1-3 syllable words based on the letter and vowel combinations found in the first half of *Shalom U'Vracha*.
- Able to count (through oral/aural learning) to 30 in Hebrew
- Be exposed to and gain practice with Modern Hebrew phrases related to:
 - Weather
 - Body parts
 - Vocabulary list connected to daily classroom routine provided at your request

Prayer & Ritual:

- Receive Personal "Siddur"
- Be able to participate in singing (through oral/aural learning and by use of transliteration):
 - modeh ani
 - ma tovu
 - Barchu
 - shema/baruch shem kavod
 - mi chamochah
 - oseh shalom
 - eyn keloheinu
 - beginning of aleinu
 - Beginning of adon olam
 - shalom aleichem
 - lecha dodi chorus and 1st stanza
 - V'shamru
- Know literal meaning of and begin to engage with personal relevance of the following prayers:
 - Modeh ani
 - Aleynu
- Be able to make blessing over Torah study (through oral/aural learning and by use of transliteration)
- Be able to make food blessings (motzi, she'hakol, mizonot, ha'etz, ha'adamah, shehecheyanu)

ALEPH

Jewish Year Cycle:

- Discover how holidays are celebrated in Israel and around the world (and how that is similar and different from our own celebrations)
- Be able to make key blessings (through oral/aural learning and by use of transliteration) and participate in core traditions associated with major holidays

Mitzvot:

- Be able to identify what a mitzvah is
- Be exposed to the difference between mitzvot *ben adam l'chavero* and *ben adam l'makom*
- Be exposed to the difference between mitzvah and minhag
- Be exposed to the 10 Commandments
- Build connections between what a mitzvah is and their purpose(s) in our lives (be able to answer "why do mitzvot?")
- Be able to identify what a blessing is
- Be able to distinguish between kinds of blessings (commanded vs. volitional, different blessing formulas, different purposes for blessings)

Tanach:

- Be exposed to both biblical and midrashic stories associated with key biblical figures from Genesis and Exodus
- Be able to identify key figures, values and symbols from Biblical stories associated with central biblical figures from Genesis through Exodus

Hebrew:

- Decode 1-4 syllable words based on the letter and vowel combinations found in the 2nd half of *Shalom U'Vracha*.
- Be exposed to and gain practice with Modern Hebrew phrases related to (list available by request):
 - Modern Hebrew words
 - Jewish symbols

Prayer & Ritual:

- Be able to participate in singing (transitioning to use of Hebrew) of, know literal meaning of, and begin to engage with personal relevance of the following prayers:
 - Birchot Hashachar
 - Ma Tovu
 - Shema
- Be able to actively participate in singing (through oral/aural learning and by use of transliteration):
 - L'dor Vador
 - Adon Olam
 - Oseh Shalom
 - Hatikvah
- Know the meaning of, be able to make and be able to distinguish between when to use *sh'hakol*, *motzi* and *mizonot* blessings
- Be able to make the handwashing blessing and know its meaning

BET

Jewish Year Cycle:

- Build connections between core Jewish values and each major Jewish holiday
- Be able to identify the elements of the Haggadah
- Be able to tell the basic story of Passover.
- Know the meaning of, be able to make blessings for (singing where appropriate), and be able to decode the Hebrew of:
 - Blessing for lighting menorah
 - Blessings for reading megillah
 - 4 questions
 - Order of the seder

Mitzvot:

- Be able to distinguish between mitzvot *ben adam l'chavero* and *ben adam l'makom*
- Be able to distinguish between mitzvah and minhag
- Know the biblical source of the mitzvah of kashrut
- Be exposed to how kashrut evolved from biblical origins to current understanding/practice.
- Know the basic elements of contemporary halakhic kashrut
- Be able to reflect on similarities and differences between personal ethical/healthy eating practices and kashrut.

Israel

- Be able to identify the journey of Israelites in the bible and compare to map of contemporary Israel.

Tanach:

- Be exposed to stories of judges and kings from prophets and writings.

Hebrew:

- Be able to decode 1-5 syllable words based on letter and vowel combinations in *Hineni 1*.
- Hebrew Boot Camp: set and work on individual hebrew learning goals in small groups.

Prayer & Ritual:

- Be able to decode the hebrew of, actively participate in singing of, know literal meaning of, and begin to engage with personal relevance of the following prayers:
 - Barchu
 - Yotzer or/or chadash (peticha, chatima)
 - Ahavah rabba (v'havieinu through the end)
 - V'ahavata
 - Mi chamocha
 - Adonai sfatai tiftach
- Be able to actively participate in singing (through oral/aural learning and by use of transliteration, if necessary):
 - Birkat hamazon (shortened version)

GIMEL

Jewish Year Cycle:

- Build connections between core Jewish values and each major Jewish holiday
- Know the mitzvot connected to various holidays
- Be able to identify the 4 species associated with sukkot
- Be exposed to the halakhot of building a sukkah
- Know the meaning of, be able to make blessings for (singing where appropriate), and be able to decode the Hebrew of:
 - Blessing over waving the lulav
 - Blessing for sitting in a sukkah

Jewish Life Cycle:

- Be exposed to Jewish rituals and teachings related to:
 - Pregnancy/Birth
 - Brit Milah/Simchat Bat
 - Bar/Bat Mitzvah
 - Weddings
- Be able to recognize role of Jewish ritual in transitioning from one state to another.

Mitzvot:

- Be able to reflect on what makes a strong community (Sanhedrin 17b)
- Be exposed to mitzvot that help build strong communities
 - Hachnasat Orchim
 - Bikkur Cholim
 - Leket & Peah
 - Tzedakah
 - V'ahavta l'reacha kamocho and other commandments concerning the treatment of our neighbors
- Come to value Jewish approaches to building strong communities

Israel:

- Know the geography of the state of Israel
- Identify major cities and regions in Israel and know unique characteristics of each city/region, and the various people/populations in the land.

Torah:

- Know most common Torah trope phrases
- Be exposed to Torah stories that highlight elements of Jewish life cycle.

Hebrew:

- Decode and encode 1-5 syllable words based on the letter and vowel combinations found in prayers and by sounding out english words in Hebrew.
- Hebrew Boot Camp: Set and work on individual hebrew learning goals in small groups.

Prayer & Ritual:

- Know Torah Trope that appears in V'ahavtah.
- Be able to decode the Hebrew of, actively participate in singing of, know literal meaning of, and begin to engage with personal relevance of the following prayers:
 - Amidah (avot/imahot, g'vurot, sim shalom/shalom rav-difference between chol, shacharit, musaf)
 - Vayomer
 - Lecha Dodi (refrain, first 2 and last 2 stanzas)

DALET

Jewish Year Cycle:

- Know the biblical source of Shabbat
- Be exposed to how Shabbat practice has evolved over time to become our current understanding and practice
- Build connections between mitzvot and minhagim of Shabbat and Shabbat practice in own lives
- Know rituals, symbols and meanings of minor holidays:
 - difference between chag and chol
 - minor fast days (particularly Fast of Esther, Fast of the Firstborn)
 - Tu b'Shevat
 - Tisha b'Av
 - Counting the Omer
- Explore non-Ashkenazi holiday customs and traditions for major Jewish holidays

Mitzvot:

- Be exposed to mitzvot and minhagim that pertain to Jewish self-(re)presentation:
 - Talit / Tzitzit
 - Head covering
 - Tzniut
 - L'shon Hara
 - Wearing Jewish symbols
 - Maarit Ayin
- Come to value Jewish approaches to self-(re)presentation

Israel:

- Know pre-state history of Israel up through 1948 and beyond, including an introduction to contemporary Israeli life.
- Know the events and key figures responsible for the creation of the Zionist movement.

Torah:

- Engage with key themes of Parshat Hashavua.
- Identify how these themes relate to students' lives.

Hebrew:

- Decode and encode 1-5 syllable words based on the letter and vowel combinations found in prayers and by sounding out English words in Hebrew.
- Set and work on individual Hebrew learning goals in Bnai Mitzvah tutoring (as applicable)

Prayer & Ritual:

- Be able to decode the Hebrew of, actively participate in singing of, know literal meaning of, and begin to engage with personal relevance of the following prayers:
 - Hatzi Kaddish
 - Friday night Kiddush
 - Aleinu
 - Amidah: Kedusha
 - Ashrei
 - Haftarah Blessings
 - Torah blessings
- Know the themes of Amidah: Bakashot and how these sections vary based on time of year/day: Shabbat, weekday, holidays

HAY

Jewish Life Cycle:

- Be exposed to the mitzvot and minhagim of Jewish death and mourning practices:
 - Tahara
 - Shmira
 - Burial (and cremation)
 - Shiva
 - Sheloshim
 - Yahrtzeit
 - Comforting the mourner
- Come to value Jewish approaches to death, mourning and grieving
- Be exposed to liturgy of death and mourning (know literal meaning of, and begin to engage with personal relevance)
 - El Maleh Rachamim
 - Psalm 23
 - Mourners' Kaddish
- Be exposed to Jewish funeral home through Goldstein's visit or presentation from Goldstein's employee.

Mitzvot:

- Be exposed to mitzvot and minhagim that pertain to responsibilities of Jewish adulthood:
 - Know which mitzvot are only incumbent upon adults
 - Be exposed to difference between hayav, patur and mutar as they relate to mitzvot
 - Understand and reflect (and be able to decode in Hebrew) on "baruch shel petarani"

- Come to see themselves as responsible for their own Jewish choices
- Come to value praying in a minyan
- Know which prayers require a minyan
- Understand and reflect on who counts in a minyan according to different communities / traditions.

History:

- Research their own familial Jewish history
- Be exposed to key historical moments in Eastern European Jewish life pre-WWII
- Be familiar with key historical moments during the Holocaust
- Build connections between key historical moments studied in class and personal/familial Jewish story.

Torah:

- Learn how to craft a d'var torah
- Learn how to deliver a d'var torah

Hebrew:

- Set and work on individual hebrew learning goals in bnai mitzvah tutoring.

Prayer & Ritual:

- Be exposed to weekday nusach in context of Sunday/Wednesday minyan
- Know the blessing for and practice putting on Tefilin
- Be able to decode the hebrew of, actively participate in singing of, know literal meaning of, and begin to engage with personal relevance of the following prayers
 - Full (& Mourners') Kaddish
- Be able to lead individually, all prayers required for Bar/Bat Mitzvah

MUSIC

Music is an important component of our curriculum. Our students meet regularly with a music teacher to learn songs related to holidays and mitzvot, prayer melodies and other Jewish songs. Students in Aleph through Hay also have the option to participate in the BTBJ Youth Chorale with the Cantor.

TRIPS

Each year we plan opportunities for students to take their learning outside of the building. Depending on the grade students might be engaging in tikkun olam activities, visiting museums, or hearing from experts on topics related to the objectives of each grade. Parents must sign a permission slip each time a class goes off-site. Parent volunteers might also be requested to chaperone or drive.

ABSENCE AND MAKE-UP WORK

If a student is going to be absent, whether it is a planned absence or due to illness, please be sure to email the Director of Congregational Learning and the child's teacher to let them know. The teacher may send/email work so that the child can stay caught up with the rest of the class. In the case of several absences in a row, the student will be required to meet with their teacher and complete make-up assignments. If a student falls significantly behind, parents may be encouraged to hire a private tutor at their own expense.

HOMEWORK

One of the goals of the BTBJ Religious School is for students to become successful and confident Hebrew readers. Repetition and reinforcement are a key component to ensuring the success of each child. Please be sure that your child completes all homework assignments in a timely fashion. You may also wish to review prayers, letters and/or vowels at home with your child. The Director of Congregational Learning can also send home materials for review or further enrichment, at your request.

After each class you will also receive a message through Remind School Communicator. These messages will let you know what topics were covered in class each day, as well as some suggested questions to ask your child. Continuing the conversation at home is a great way to deepen their engagement with this material and help them integrate their learning into their lives. Please contact the Director of Congregational Learning for the codes to sign up for Remind for each grade.

CELL PHONES

Cell phones must be out of sight and turned off during religious school hours, unless they are being utilized as a part of the lesson (i.e. researching a topic, taking videos, etc). If a student has their phone visible or if they are using it a time when they should not be doing so, their phone will be collected by the teacher and returned at the of the day. If the problem persists. the phone will be turned in to the Director of Congregational Learning and will be returned only to a parent or guardian.

BEHAVIOR GUIDELINES

The BTBJ Religious School values the comfort and safety of our classrooms and our students. We strive to ensure that all children and faculty engage in appropriate behavior while at BTBJ, and that everyone is safe from verbal and physical aggression. Our discipline policy reflects mutual respect and responsibility.

In each classroom, it is expected that students will act with *derech erez*, in a manner that is helpful, polite and respectful. This includes:

- ✓ Using appropriate tone of voice and language
- ✓ Taking care of all physical property
- ✓ Following directions and positively contributing to the learning environment
- ✓ Keeping hands and feet to yourself

Problems occasionally arise in the classroom, and teachers are responsible for implementing a management plan that responds appropriately to both positive and negative behavior. If a student is disruptive, the teacher will employ several methods to address the situation in-class. If a student is repeatedly disruptive, the teacher will refer the situation to the Director of Congregational Learning. In the case of repeated or extreme issues, it may be necessary to:

- ✓ Schedule a parent conference
- ✓ Consider suspension from school with make-up assignments and/or make-up classes
- ✓ In the most serious cases, referral to the Religious School Committee and possible expulsion from school will be considered.

HEALTH GUIDELINES

In the interest of looking after the health of your child, the other children in the school, and of the faculty and staff, we recommend the following guidelines.

Please do not bring your child to religious school:

- When any of the following problems are evident: fever, draining eyes, thick yellow or green mucus from the nose, or any wound that is draining pus
- When your child has strep throat until they have been treated with an appropriate antibiotic for at least 24 hours
- During an episode of impetigo until your child has been treated with an appropriate antibiotic for at least 24 hours
- When your child has diarrhea or vomiting (either currently or within the past 24 hours)
- During an episode of any bacterial or parasitic intestinal problem
- Until head lice have been treated with at least one application of a medicated shampoo and the child's hair has been combed carefully to remove nits (eggs)
- During an episode of "coxsackie," until all rash and fever is gone for at least 24 hours

DRESS CODE ON SHABBAT

The Shabbat School and Junior Congregation programs are intended to create sacred community within the sacred time of Shabbat. Students may also join the main service in the sanctuary from time-to-time. We know that many students may be coming from or heading to games or practices on Saturday morning/afternoon. Students may change clothes in the restroom, if necessary, upon arrival or dismissal in order to be able to wear respectful attire during Shabbat programming and also be prepared for their other activities.

ETHICS AND VALUES

At BTBJ we are committed to working with our families to help ensure that each child embodies being a "mensch," that is, a good and caring human being and Jew. Through stories, classroom discussion, group projects, and trips, we will work together to instill in our children a clear sense of Jewish values. An important part of the BTBJ experience is "Mitzvah Day," in which every class from Gan-Hay has the opportunity to study and perform specific Mitzvot, as well as other community events.

SCHOOL SUPPLIES

Teachers will inform parents of the supplies needed for each class. BTBJ Religious School is committed to supplying textbooks and other supplies to support classroom learning and activities. We thank parents for their cooperation to ensure that supplies, homework, and textbooks are brought to class each day. In the event that a textbook is lost or misplaced by the student, parents may be required to replace the textbook at their own expense.

All students are encouraged to wear *kippot* during class, *tefillah* (prayer) and Shabbat services. Teachers will have a supply of extras in their classrooms, but students may also wish to invest in a *kippah* of their own. *Kippot* can be purchased at the BTBJ Sisterhood online store:

<https://btbj.org/community/sisterhood/sisterhood-online-gift-shop>

TZEDAKAH

BTBJ Religious School faculty and staff teach the importance of *tzedakah*, both in its broader sense as the "Righteous Way to Live" as well as its less general sense of charity. To this end we maintain an ongoing Tzedakah Fund to which all of our students are urged to contribute each week, and in whose distribution, they are encouraged to participate.

COLONIAL SCHOOL DISTRICT BUS

Students who ride the Colonial School District bus/van are expected to behave with *derech erez* and to abide by the rules set forth by both the bus/van driver and the BTBJ Teen Bus Captain. This is important to ensure the safety of all those on the bus, and to be sure that they do not distract the bus/van driver while en route. Should a student repeatedly not abide by the rules, parents will be notified. If disruptive behavior continues this may result from suspension or expulsion from the bus for the remainder of the year.

EARLY DISMISSAL

In the rare instance when you must pick up your child early, please notify the Director of Congregational Learning in advance by sending a note, email or phone call explaining the reason for early dismissal and the time you will be picking up your child. At time of dismissal, **please come into the synagogue office and sign your child out at the front desk**. We will bring your child to meet you.

In order to prevent unnecessary disruptions of the learning experience, there will be specific early dismissal times. Student will be dismissed at one of those fixed times. Parents coming at other times will be asked to wait until the next designated time.

Early pick up times are as follows:

Tuesday	Wednesday	Saturday	Sunday
5:15 PM	7:30 PM	11:00 AM	11:15 AM
5:30 PM	7:45 PM	11:15 AM	11:30 AM
5:45 PM	8:00 PM	11:30 AM	11:45 AM
6:00 PM		11:45 AM	12:00 PM

In the case of **Dalet Saturday school**, parents should come to the door of the multi-purpose room to pick up their child. Please note that the office is closed on Shabbat and unable to receive phone calls.

ARRIVAL AND DISMISSAL PROCEDURE

ARRIVAL:

GAN & NITZANIM:

Gan & Nitzanim students should be escorted into the BTBJ building by an adult and walked to their classroom on the lower floor where a staff member will be on hand to greet them.

MECHINA - HAY:

Parents may either park and escort their children into the synagogue or drop them off at the back door with the blue awning. We ask that children not walk unescorted through the driveway. Please do not drop your child off at the main BTBJ entrance, as this creates a back-up on Paper Mill Road.

DISMISSAL:

The following dismissal procedure reflects our deep care for the safety of your children. Additionally, we have found that these procedures speed up the pickup process remarkably!

Sunday Downstairs Pick-up, Tuesday & Wednesday Pick-up

1. Please form **three lines** of cars in the parking lot when you arrive to pick up your child by the back door with the blue awning
2. Children will be called by a teacher and exit from the back door with the blue awning as the cars pull up to the door
3. Children will be escorted to their cars by a staff or faculty member. Parents, please remain in your cars until your children approach the vehicle.
4. When the children are safely seated in their cars the drivers will be directed to depart. Please take notice of children and staff or faculty who may be walking in the area.

Sunday Upstairs/Lobby Pick-up

For upstairs/lobby dismissal, parents should park off-property and pick up their children in the lobby on the upper floor at 12:30. Please be sure to notify the Director of Congregational Learning that your child will be picked up in the lobby.

Tuesday Bus Pick-up

At dismissal time, students riding the buses will gather in their designated spots and escorted to the buses by BTBJ staff and faculty. No student will be permitted to leave the building unaccompanied.

Saturday Pick-up

Dalet and Hay students will be dismissed at noon from the multi-purpose room door on the lower level. On Shabbat mornings when there is a Junior Congregation service, junior congregation students will also be dismissed from the multi-purpose room door. Parents should form two pick-up lines, and remain in their cars until their child is brought outside, as indicated above.

SCHOOL CLOSING/JUNIOR CONGREGATION CANCELLATION

If religious school needs to be cancelled due to inclement weather, a message will be sent to families through Remind School Communicator. We will also send an email to religious school families. **You will not receive a phone call announcing these cancellations.**

If either Springfield Township (#319) or Colonial School District (#305) closes early on a Tuesday or Wednesday, religious school will automatically be cancelled. Please check the Springfield or Colonial School District websites, or local television and radio broadcasts. Please note the **BTBJ School Closing Number is #277**

Food Allergy Awareness Policy

KASHRUT POLICY

We ask that parents please respect BTBJ's Kashrut policies by only sending kosher products into the synagogue. Any *hekscher* (Kashrut certification) is acceptable, e.g. "K," "Triangle K," Circle around "U." All snacks sent in must be dairy or *pareve*. Our synagogue rules do not permit baked goods prepared at home to be served. Please consult the clergy if you have any further Kashrut questions.

NUT FREE AND FOOD ALLERGY POLICY

BTBJ is committed to providing a safe environment for our congregants and our students. We recognize that food allergies, in some instances, may be severe and even occasionally life-threatening. BTBJ has created an Allergy Awareness Policy to reduce the likelihood of severe allergic reactions in children and adults with known food allergies. The goal is to help our congregation learn how to manage food allergies while providing an environment where the risk of exposure is reduced. We recognize that despite our best efforts, we cannot guarantee an environment that is absolutely food allergen-free.

Our policy is as follows:

1. It is the responsibility of parents and congregants to notify BTBJ if their child or family member has food allergies. For students, parents will be provided with a "Food Allergy Action Plan" to be completed by both parent and physician. This plan will be kept in the child's classroom and in the administrative offices.
2. BTBJ will provide allergy awareness training for faculty and staff.
3. BTBJ recognizes that children and adults with peanut and tree nut allergies are particularly in danger of severe or potentially life-threatening reactions. Some people are so allergic to peanuts and tree nuts that they react to even the smell, airborne particles or residue left on surfaces.
 - Peanut and Tree Nut FREE products include items that DO NOT have the following language on the label:
 - items containing peanuts and tree nuts,
 - items that may contain traces of peanuts and tree nuts,
 - items made on shared equipment with peanuts and tree nuts
 - items manufactured or processed in a facility where peanut and tree nut and related products are manufactured. All BTBJ employees shall make a conscious effort to restrict peanut and tree nut ingredients in all BTBJ on-site programs, menus and events. All food brought into BTBJ must be peanut and tree nut free.

In light of all the above, the following is effective immediately:

- BTBJ shall make a conscious effort to restrict peanut and tree nut ingredients in all BTBJ sponsored programs, menus and events.
- BTBJ cannot achieve this goal alone and student and family involvement is critical. Therefore, we ask that all food brought into BTBJ be peanut and tree nut free. ***This restriction also applies to labels stating: “manufactured in a facility that processes nuts.”*** This includes snacks, lunches, birthday treats, and food for special activities. **We encourage our members and parents to read food labels before sending in food.**

BTBJ appreciates your cooperation and support in implementing this important policy. If you have any questions or need suggestions about acceptable food items, please contact the school office and/or the synagogue office.

For your convenience, we are also including an “Allergy Safe” and Kosher Snack List:

“Allergy Safe” and Kosher Snack List

This is a guide and not an exhaustive list. It is important to check labels, as ingredients/labels may change without notice. Also, in cases when this may be an issue, check labels to see if a product is marked “dairy.”

PEANUT/TREE NUT/EGG FREE SNACKS:

Nabisco Chips Ahoy – Plain (dairy)	Utz Cheese Balls (dairy)
Nabisco Oreos – Plain	Fritos
Nabisco Triscuits	Sunshine Cheez-It Crackers (dairy)
Keebler Fudge Stripe Cookies (dairy)	Kellogg’s Nutri-Grain bars
Ritz Crackers	Marino’s Italian Ices
Herr’s Pretzels and Potato Chips (most – many are dairy)	Twizzler’s Licorice
Bachman Pretzel Sticks	Plain Hershey Kisses (dairy)
Utz Potato Chips (No Kettle Classics)	Hershey Kissables (dairy)
Utz Tortilla Chips (dairy)	Dum Dum Lollipops
Utz Pretzels	Fruit Roll Ups – Betty Crocker only

RELIGIOUS SCHOOL PARENT SUPPORT GROUP

The Religious School Parent Support Group helps to raise money for special projects, events and supplies for the BTBJ Religious School and students, and provide volunteers to ensure the success of the Religious School program. The RSPSG sells snacks Sunday, Tuesday and Wednesday before class. Proceeds of snack sales and other fundraisers go to support the work of the religious school and the greater BTBJ community. No credit will be extended to purchase snacks, but parents may wish to take advantage of the option to prepay for snacks for the entire school year through the RSPSG in order to ensure that students receive a snack each week. Pretzels are available in the office for students who occasionally forget snack money. Students may also bring snacks from home. Please ensure that snacks are kosher and nut and peanut free. Snacks for Dalet on Saturday morning is provided without charge and is served as Kiddush/Oneg Shabbat, an integral Shabbat morning ritual.

The Religious School Parent Support Group welcomes your participation and volunteerism. The 2018-2019 chair person is Robyn Walcoff. Thank you to those who have already volunteered for this school year and please reach out to Robyn, or lookout for future requests, to get involved.

STUDENT EVALUATIONS

Student evaluations for Gan through Hay students are mailed home for each student in January and June. Please reach out to teachers or the Director of Congregational Learning should you have any questions or concerns following the receipt of your child(ren)'s evaluation, or at any time throughout the year. Evaluations will also include updates regarding Shabbat service attendance and religious school attendance.

BTBJ Junior Congregation Schedule 2018-2019

Mechina through Gimel Students are required to attend 10 Shabbat services at BTBJ. At least 3 **MUST** be Junior Congregation services (Column A). Students can fulfill the rest of the requirements from the choices in either Column A or Column B. Please use this schedule to plan your attendance. Any questions please contact Rabbi Roni at rhandler@btbj.org or call the BTBJ office at 215-836-5677.

Shabbat Camp 10AM-1PM, Family Shabbat 10AM-12PM, Junior Congregation 10:30AM-12PM

	Column A Jr. Congregation Services		Column B Other Shabbat Services
	October 27 th		September 28th Shabbat Spirit & Pizza in the Hut
	November 10th (Family Shabbat)		December 1st Shabbat Camp (2 credits)
	December 15th (Family Shabbat)		December 7th Shabbat Spirit & Chanukah Dinner (NOTE: Friday Night)
	January 4th (NOTE: Friday Night!)		January 19th Tu B'Shevat Seder
	January 12th (Family Shabbat)		January 25th Shabbaton Friday Night (1 credit)
	January 19 th		January 26th Shabbaton Saturday (2 credits)
	February 9 th		February 1st Gimel Class Friday Shabbat Service
	February 23rd (Family Shabbat)		February 8th Bet Class Shabbat Service
	March 23rd (Family Shabbat)		March 1st Aleph Consecration Service
	April 13 th		March 8th Mechina Class Shabbat Service
	May 11th		March 9th Shabbat Camp (2 credits)
	May 17th (NOTE: Friday Night!)		March 16th Dalet & Hay Class Services
			May 10th Shabbat Spirit & Dinner
			Any Friday Night or Shabbat morning Service
			Any Friday Night or Shabbat morning Service
			Any Friday Night or Shabbat morning Service
			Any Friday Night or Shabbat morning Service

BTBJ Religious School Calendar 2018-2019

Gan (Kindergarten) & Nitzanim (1 st)	Sundays 9:30AM-12:30PM
Mechina (2 nd), Aleph (3 rd), Bet (4 th), Gimel (5 th)	Tuesdays 4:15PM-6:15PM & Sundays 9:30AM-12:30PM Plus 10 Junior Congregation/Shabbat Credits (3 Jr Cong/7+Shabbat Credits)
Dalet (6 th)	Wednesdays 6:30PM-8:30PM & Saturday Shabbat School 9:00AM-12PM
Hay (7 th)	Wednesdays 6:30PM-8:30PM & once a month on Sundays

Any questions please contact Rabbi Roni Handler at rhandler@btbj.org or Mindy Davidoff at mdavidoff@btbj.org or call BTBJ Office at 215-836-5677. **NOTE: Family Shabbat 10AM-12PM, Junior Congregation 10:30AM-12PM, Shabbat Camp 10AM-1PM**

September 2018

9/23 – First Day of Sunday Religious School/OPENING PROGRAM/ Sukkah Decorating

9/25 – First Day of Tuesday Religious School

9/26 – First Day of Wednesday Religious School

9/28 – Shabbat Spirit 6PM- 7:15PM & Pizza in the Hut – 7:15- 8:30PM

9/29 – First Day of Saturday Religious School

October 2018

10/7 – CHAI 5 Community Day & 5K (8-10:45AM) - **NOTE** Adjusted Religious School time **11AM-1PM**

10/27 – Junior Congregation

10/28 – No Religious School (Jewish Learning Venture Yom Limmud)

10/31 – No Religious School

November 2018

11/10 – Family Shabbat / Junior Congregation

11/21 – No Religious School

11/24 – No Religious School

11/25 – No Religious School

December 2018

12/1 – Shabbat Camp

12/2 – Chanukah Bazaar/Carnival

12/7 – Shabbat Spirit & Chanukah Dinner (6PM-8:30PM)

12/15 – Family Shabbat / Junior Congregation

12/22 – No Religious School

12/23 – No Religious School

12/25 – No Religious School

12/26 – No Religious School

12/30 – No Religious School

January 2019

1/1 – No Religious School

1/4 – Junior Congregation (note: Friday Night)

1/12 – Family Shabbat / Junior Congregation

1/19 – No Saturday Religious School

1/19 – Junior Congregation 10:30AM & Tu B'Shevat Seder 11:45 AM

1/20 – Mitzvah Day/Gan – Hay Classes

1/25 to 1/27 – BTBJ Shabbaton*

***For those not attending Shabbaton, there will be regular class @BTBJ on 1/26 & 1/27**

Hay Class Schedule
10/21 – First Sunday Hay Class
11/18 – Sunday Hay Class
12/16 – Sunday Hay Class
1/20 – Mitzvah Day
2/3 – Sunday Hay Class- World Wide Tefillin Wrap
3/24 – Hay Class Trip to NYC
4/28 – Last Sunday Hay Class
5/15 – Hay Class Move-Up Day!

BTBJ Religious School Calendar 2018-2019 (Cont.)

February 2019

- 2/1 – Gimel Class Friday Night Dinner & Shabbat Service**
- 2/2 – Primary (Gan & Nitzanim) Dinner & Havdalah**
- 2/3 – World Wide Tefillin Wrap
- 2/8 – Bet Class Dinner & Shabbat Services**
- 2/9 – Junior Congregation
- 2/16 – No Religious School
- 2/17 – No Religious School
- 2/23 – Family Shabbat / Junior Congregation
- 2/24 – *Aleph Class Pre-Consecration 10:15AM (Aleph Parents invited to attend)*

March 2019

- 3/1 – Aleph Class Consecration 6:15PM Dinner/7:15PM Services**
- 3/8 – Mechina Class Friday Night Dinner & Shabbat Services**
- 3/9 – Shabbat Camp
- 3/16 – Dalet & Hay Classes Shabbat Service**
- 3/17 – Purim Carnival
- 3/20 – Purim Megillah Reading (Dalet and Hay students will meet at 6:30)
- 3/23 – Family Shabbat / Junior Congregation
- 3/24 – Hay Class Trip to NYC

April 2019

- 4/7 – Confirmation Trip to NYC
- 4/13 – Junior Congregation
- 4/14 – No Religious School
- 4/16 – No Religious School
- 4/17 – No Religious School
- 4/20 – No Religious School- 1st Day of Pesach
- 4/21 – No Religious School- 2nd Day of Pesach
- 4/27 – No Religious School- 8th Day of Pesach

May 2019

- 5/1 – Cuker Yom Hashoah Holocaust Program
- 5/7 – **BTBJ joins Bux-Mont Kehillah for Israel Games @ Beth Or!** (NOTE: regular Religious School time, buses will return to WES & BTBJ)
- 5/10 – Abraham & Sarah's Tent 6PM-7PM / Shabbat Spirit Dinner 7PM-8PM
- 5/11 – Junior Congregation
- 5/12 – No Religious School/Mother's Day
- 5/14 – Last Tuesday Religious School**
- 5/15 – Last Wednesday Religious School / Hay Class Move-Up Day!**
- 5/17 – Junior Congregation (Note: Friday night!)
- 5/18 – Last Saturday Religious School**
- 5/19 – Last Sunday / Closing Program**

June 2019

- 6/9 – Confirmation Dinner & Service 6PM-8:30PM**