

**TEMPLE SHALOM RELIGIOUS SCHOOL
PARENT HANDBOOK**

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ALPHABETICAL INDEX OF TOPICS

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GOALS OF JEWISH EDUCATION

The goal of Jewish education within the Reform movement is the deepening of Jewish experience and knowledge for all Jews in order to strengthen faith in God, love of Torah, and identification with the Jewish people through involvement in the synagogue and participation in Jewish life. We believe that Judaism contains answers to the challenges and questions confronting the human spirit, and that only a knowledgeable Jew can successfully discover these answers.

The URJ (Union for Reform Judaism) Commission on Jewish Education calls upon every synagogue to provide a program of Jewish education that will enable children, youth, and adults to become:

1. Jews who affirm their Jewish identity and bind themselves inseparably to their people by word and deed.
2. Jews who bear witness to the *brit* (the covenant between God and the Jewish people) through the practice of *mitzvot* (commandments) as studied in Torah and the classic Jewish literature it has generated, and interpreted in light of historic development and contemporary liberal thought.
3. Jews who affirm their historic bond to *Eretz Yisrael*, the Land of Israel.
4. Jews who cherish and study Hebrew, the language of the Jewish people.
5. Jews who value and practice *tefillah* (prayer).
6. Jews who further the causes of justice, freedom and peace by pursuing *tzedek* (righteousness), *mishpat* (justice), and *chesed* (loving deeds).
7. Jews who celebrate Shabbat and the festivals and observe the Jewish ceremonies marking the significant occasions of their lives.
8. Jews who esteem their own person and the person of others; their own family and the family of others; their own community and the community of others.
9. Jews who express kinship with *K'lal Yisrael* (community of Jewish Peoplehood) by actively seeking the welfare of Jews throughout the world.
10. Jews who support and participate in the life of the synagogue.

Such Jews will strengthen the fabric of Jewish life, ensure the future of Judaism and the Jewish people, and approach the realization of their divine potential.

Temple Shalom's Religious School Objectives for Students are:

- Find joy in living a Jewish life
- Identify with the greater Temple Shalom Jewish community here, in Israel and throughout the world
- Develop a stronger integration between home and synagogue
- Understand Jewish holidays and the calendar
- Learn biblical stories and interpretative literature about Jewish values and history
- Learn Hebrew as a living language including conversational terms, blessings and songs
- Create familiarity with the prayers in the *Siddur* in order to participate in religious services
- Learn to put Jewish values into actions and decisions which promote justice, freedom and peace

EXPECTATIONS

SCHOLARSHIP:

The curriculum of Temple Shalom Religious School is structured to provide students with a variety of experiences to reach all types of learners. Our dedicated teachers make every effort to recognize individual abilities and to offer additional help whenever required. The Temple encourages parents and students to seek help and support when needed.

SPECIAL NEEDS ACCOMMODATIONS:

We are aware that some students may have either an IEP or 504 plan in their secular schools. If your child has either an IEP or 504 plan, please submit a copy to the Director of Temple Shalom Schools. The plan will only be shared with your child's classroom teachers. Upon receipt, the Director will contact you to discuss how we can work together to accommodate his/her needs.

HOMEWORK:

It is the policy of our school that homework may, but is not required to, be given by any teacher who feels that it is meaningful to his/her students.

In order for a student to learn how to read Hebrew proficiently, he/she needs to practice regularly at home. Therefore, all students in grades 3 – 6 are expected to practice their Hebrew recognition, vocabulary and/or reading skills at least 10 minutes a day. In 7th grade, a student will be expected to practice at least 15 minutes a day or more. Teachers may or may not give specific assignments to fulfill this requirement.

The completion of class assignments and homework is the responsibility of every student. If it becomes evident that assignments are not being done or submitted, the student's parents will be notified. Arrangements will be made for the student to make up the missing work. If this becomes a frequent occurrence a conference may be arranged between the student, teacher, parents, and the Director of Temple Shalom Schools to try to determine what can be done to complete assignments.

DISCIPLINE POLICY

An important concern of our school is the behavior of children and their attitude toward religious studies. Every thing and action that occurs in the Religious School, from the posters on the walls to the way in which a problem is handled, is part of our children's Jewish education. Thus, when a child behaves inappropriately, we must deal with the situation in a manner that is in keeping with Jewish values. Respect for students, teacher, and parent, respect for synagogue and school, and respect for all living creatures are just some of the traditional values stressed.

Each teacher in our Religious School has developed a classroom management plan, which includes rules or guidelines for behavior, consequences if the rule is violated, and recognition for positive attitude, good behavior, and extra effort. Whenever possible, the teacher will include his/her students in developing this plan. If, after the teacher has followed his or her management plan, a student's behavior is still not acceptable, the following procedure will be used:

- 1) The child will be removed from the classroom and sent to the school office.
- 2) The Director of Temple Shalom Schools and the child will discuss the situation, and ways in which it can be changed or improved. A record of the meeting will be kept by the Director.
- 3) The student will return to class having acknowledged her/his understanding of what the next "disciplinary step" will be.
- 4) After school, the teacher and the Director will discuss the situation.
- 5) If the child is sent to the office a second time, the Director will call home to discuss the situation with the child's parent. A follow-up letter will be sent to the parents within two weeks of the discussion.
- 6) If the situation cannot be remedied in this manner, a conference will be set between the student, his/her parent, the teacher, and the Director of Temple Shalom Schools. Depending on the situation, the Rabbi and/or the Education Committee Chairperson may be called on to attend this meeting.
- 7) If, after conferences and follow-up actions do not resolve the problem, the child will be placed on an in-school suspension. During this time, the length of which will be determined by the Director of Temple Shalom Schools, the student is expected to work on his/her assignments. A parent may be called in to supervise if there is no teacher's aide or tutor available
- 8) If the above steps do not resolve the discipline problem, the child will be removed from school for the remainder of the year. Any child wishing to return to the Religious School will have to meet with the Rabbi, the Director of Temple Shalom Schools, and the Education Committee Chairperson along with his/her parent to discuss terms of re-enrollment.
- 9) A record of disciplinary infractions and of conferences related to them will be maintained in the student's file.

REQUIREMENTS

PROMOTION

In order to be promoted to the next grade a student must:

- Attend at minimum of 75% of scheduled classes.
- Participate in class activities and discussion.
- Complete all assigned classwork and homework.
- Complete the worship service requirement (see below).

Students who fail to meet these requirements and their parent/guardian must meet with the Director of Temple Shalom Schools to discuss ways in which the missing assignments, days, or services can be made up.

WORSHIP SERVICE ATTENDANCE

“If It’s On Shabbat – IT COUNTS!”

Kindergarten Through Fifth Grade

To enhance understanding and comfort with Jewish liturgy, we strongly encourage students (Kindergarten through Fifth Grade) to strive for a level of service attendance with their families. Students may count only Shabbat services (including Holy Day Services and Festival Services that occur on Shabbat – TOT SHABBAT IS EXCLUDED) toward their totals. Students and their families who reach these goals will be honored at the end of the school year. The recognition levels are:

Five (5) Worship Services:	Ice Cream Sundae Oneg
Ten (10) Worship Services:	Same as above and recognized in the Temple Newsletter or Mitt’n Drinen
Fifteen (15) Worship Services:	Same as above and awarded a certificate of recognition at a special Shabbat service.
Twenty (20) Worship Services:	Same as above and receive a special gift from the Rabbi
Twenty-Five Plus (25+) Services:	Same as above and honored on a special plaque, “Member of Rabbi’s Roll”

We anticipate that your child may be invited to services at synagogues other than Temple Shalom; however, they **will not count** towards his/her attendance levels. This is the best possible way for students and families to internalize the order, purpose, and spirit of our Temple Shalom Worship Services. This also fosters the feeling of community within all of us. The Rabbi, Cantor or the guest service leader will sign attendance cards following the service. Each student is responsible for signing in following each service.

Sixth & Seventh Grade

Bar/Bat Mitzvah students are expected to attend eighteen (18) services – six (6) Shabbat Morning Services and twelve (12) other Shabbat services (including High Holy Day Services and Festival Services that occur on Shabbat - TOT SHABBAT IS EXCLUDED) during the Sixth and Seventh Grade years prior to their ceremony. We anticipate that your child may be invited to services at synagogues other than Temple Shalom; however, they **will not count** towards his/her attendance requirement. This is the best possible way for students to internalize the order, purpose, and spirit of the Shabbat service. This also fosters the feeling of community within the child. The Rabbi, Cantor or the guest service leader will sign attendance cards following the service. Each student is responsible for signing in following each service.

Each student must complete nine (9) services which includes four (4) Shabbat morning services before their b’nai mitzvah lessons can begin. B’nai Mitzvah lessons will not be started until a student has met the required service attendance.

We must emphasize how important it is that you not merely drop off your child for services, but that you attend with him/her. If this is to be a meaningful experience for both the student and parent(s), it must be accomplished together as a family. This is a marvelous opportunity to model Shabbat behavior, if you have not done so before. It will help your child learn what it means to become a ritually responsible adult, and will make the weekend of the ceremony more comfortable for both you

and your child.

Students who will be having a Fall Bar or Bat Mitzvah in their Seventh Grade year are strongly encouraged to complete as many of their service requirements as possible during the Sixth Grade.

During the 6th grade year, students must complete the required nine (9) worship services before becoming eligible to qualify for Levels of Recognition. During the 7th grade year, students must complete eighteen (18) worship services before becoming eligible to qualify for Levels of Recognition. Upon completion of those requirements, students may achieve the following:

Completion of Required Sixth & Seventh Grade Requirements as listed above plus:

Five (5) Worship Services:	Ice Cream Sundae Oneg
Ten (10) Worship Services:	Same as above and recognized in the Temple Newsletter or Mitt'n Drinen
Fifteen (15) Worship Services:	Same as above and awarded a certificate of recognition at a special Shabbat service.
Twenty (20) Worship Services:	Same as above and receive a special gift from the Rabbi
Twenty-Five Plus (25+) Services:	Same as above and honored on a special plaque, "Member of Rabbi's Roll"

8th – 10th Grades

Students in grades 8-10 are required to earn worship and/or community service credits each year. Students who attend at least five (5) worship services will receive the four (4) credits required for the year. Upon completion of those requirements, students may achieve the following:

Completion of five (5) worship services plus:

Five (5) Worship Services:	Ice Cream Sundae Oneg
Ten (10) Worship Services:	Same as above and recognized in the Temple Newsletter or Mitt'n Drinen
Fifteen (15) Worship Services:	Same as above and awarded a certificate of recognition at a special Shabbat service.
Twenty (20) Worship Services:	Same as above and receive a special gift from the Rabbi
Twenty-Five Plus (25+) Services:	Same as above and honored on a special plaque, "Member of Rabbi's Roll"

PLEASE NOTE THAT WORSHIP SERVICE ATTENDANCE COUNTS FOR THE CURRENT SCHOOL YEAR'S REQUIREMENTS UNTIL THE LAST SATURDAY IN MAY. BEGINNING THE FIRST WEEKEND IN JUNE, ATTENDANCE COUNTS TOWARD THE NEXT SCHOOL YEAR.

BAR/BAT MITZVAH REQUIREMENTS

B'nai Mitzvah Student Booklet and Project Mitzvot:

Temple Shalom offers many opportunities for families to become involved in the Bar/Bat Mitzvah process, including family educational programs, meetings, and classes. A separate manual for parents, and booklet for students, will be distributed at an orientation meeting sometime during your child's Sixth Grade year.

The Student Booklet has been incorporated into our 6th Grade curriculum as a mini unit on B'nai Mitzvah. The booklet helps students review the history and purpose of Bar/Bat Mitzvah; reviews

important rituals, Jewish holidays and parts of the Torah; and helps students remember key Jewish terms.

Project Mitzvot is a program that involves our students in doing Mitzvot. Each student is to complete 12 hours of community service Mitzvot prior to becoming Bar/Bat Mitzvah. The Religious School may offer a class or classes that help to fulfill this requirement.

Requirements:

A student must satisfactorily complete a minimum of five consecutive years of study at Temple Shalom and be at least in the Seventh Grade at Temple Shalom Religious School in order to celebrate their Bar or Bat Mitzvah with our congregation. (Therefore, even children who turn 13 in their Sixth Grade year will have to wait until they are in Seventh Grade to become Bar/Bat Mitzvah at Temple Shalom.)

Children who cannot fulfill this requirement either due to physical or learning disabilities, or because they are new to our congregation, will have to be evaluated by the Director of Temple Shalom Schools, the Cantor, and/or the Rabbi. Placement in a lower grade and/or private tutoring may be recommended for students who have transferred to our school, or as a supplement to the child's regular class.

Attendance at worship services is an integral part of Bar/Bat Mitzvah preparation. (See preceding page for the number of services required per grade.) **Parents are strongly encouraged to accompany their children, making Shabbat and holiday services a "family affair."**

CONFIRMATION REQUIREMENTS

Post-B'nai Mitzvah students who have completed the 8th -10th grade of Hebrew High School are eligible for Confirmation within our synagogue. The Confirmation class, Tenth grade, is taught by the Rabbi. Curriculum and specific requirements are reviewed yearly by the Rabbi and the Director of Temple Shalom Schools, and are communicated to both parents and students. A meeting will take place during the school year to plan Confirmation. Parents are asked, during this meeting, to serve on one or more committees to help make the Confirmation year special for our students.

Each year the Confirmation class participates in a mandatory trip to the Religious Action Center of the Reform Movement in Washington, D.C. Students are exposed to the political process. They meet with lobbyists for Jewish causes, senators and congressmen. The trip includes visits to such landmarks as the National Holocaust Memorial Museum and the U. S. Capitol.

All 8th -10th grade students are expected to complete 4 worship and/or community credits per year and to attend a minimum of 70% of scheduled classes each year. Students must meet this requirement in order to qualify for Confirmation.

The Confirmation year ends with a special service, traditionally held on the spring festival of *Shavuot*. The service is written and conducted by our Confirmands.

POST CONFIRMATION CLASS AND HIGH SCHOOL GRADUATION

Students in Grades 11 and 12 meet monthly to discuss topics of relevance to modern Jewish teens. The class culminates with a spring Graduation ceremony for students in Grade 12.

POLICIES

ADMISSION, REGISTRATION, and TUITION

The Religious School welcomes all children, including any child of an interfaith marriage, provided the student does not receive concurrent education in a faith other than Judaism. Temple Shalom regards the enrollment of a child as an expression of intent to raise that child solely in the Jewish religion. Any questions regarding this policy should be directed to the Rabbi before registering a child for school.

Members are entitled to enroll their children in our Religious School. Non-members may enroll their children in Grades Pre-K (Camp Shalom classes) through grade 2. Our program begins with Camp Shalom (PreK-grade 2), and continues through High School Graduation at the end of the Twelfth Grade. In order to become Bar/Bat Mitzvah at Temple Shalom, a student must be enrolled in our Religious School, and begin attending by the 3rd grade.

All new students to our Religious School in Grades PreK - 3 are welcomed in a special Consecration ceremony, traditionally held on the festival of Simchat Torah.

STUDENT INFORMATION FORMS:

All families must complete a Student Information Form in order to register their child every year. Classroom assignments will only be determined for families who have submitted their Student Information Form to the Religious School office.

For the safety of all of our students, we request a copy of your child's immunization record. If an immunization record is not provided, it will be assumed that your child is not vaccinated. In the event of an outbreak, students who are not immunized or cannot provide record of immunization may be excluded from classes at the discretion of Temple Shalom of Aberdeen.

TUITION:

The Board of Trustees of Temple Shalom sets tuition and fees. Tuition is non-refundable once the Religious School year commences.

We are pleased to be able to offer our parents the option of paying for Religious School in 5 payments beginning in May or paying in full anytime prior to the beginning of the school year. All tuition and fees must be paid in full prior to the beginning of the school year.

Families of all currently enrolled students will automatically be billed for the new school year beginning in May.

Non-Temple members with children entering 3rd grade will be provided with a membership packet

prior to the May billing period. Billing can begin when the Temple Membership Application has been processed. Tuition must be paid in full prior to the beginning of the Religious School year.

Families with two or more children in Religious School will receive a reduction in tuition for the second and third child.

CLASS MEETING TIMES

Camp Shalom Jr (Monthly 3-4 yr old Class)	One Sunday per month Dates TBA	9:30 am – 11:30 am
Camp Shalom (Monthly K-2 Class)	One Sunday per month Dates TBA	9:30 am - 11:30 am
Grade 3	Sundays	9:30 am - 11:30 am
Grades 4 thru 7	Mon. & Wed.	4:00 pm - 6:00 pm
Pre-Confirmation (Grades 8 - 10)	Once per week (Mon or Wed as per calendar)	7:00-9:00 pm
Post Confirmation (Grades 11 & 12)	One Sunday per month Dates TBA	7:00 pm - 8:30 pm

ATTENDANCE & VISITOR POLICIES

ATTENDANCE:

In order to gain credit for a course, the student **MUST BE PRESENT FOR A MINIMUM OF 75% OF SCHEDULED SESSIONS. (Sundays = 21 sessions, Monday/Wednesday = 45 sessions).**

In the limited time, which is at our disposal, we can accomplish our goals and maintain our high standards only when a student attends classes regularly. Children who are frequently absent are affected academically as well as socially. When absence occurs, it is the responsibility of the student to inquire of a classmate, or the teacher, concerning work to be made up. **A phone call or email from you alerting the school office of your child's absence will ease our concern for your child's well-being.**

Parents may be contacted personally by the Director of Schools in the event of absence(s). If a child must miss Religious School because of an occasional conflict with secular school activity, a note must be presented in advance for an excuse from class. If the conflict will be on a continuing basis, a conference must be held with the Director of Temple Shalom Schools. Each situation will be considered on an individual basis with a final decision regarding continuation in our school being made by the Director of Temple Shalom Schools, Rabbi and Education Committee.

If at the end of the academic year a student has not met the attendance requirements, he or she will not be promoted to the next grade until a make up assignment has been completed to the satisfaction of the Director of Temple Shalom Schools.

7TH GRADE ATTENDANCE REQUIREMENT & CURRICULUM TRANSITION TO HEBREW HIGH SCHOOL

The transition to a Hebrew High School curriculum structure will begin in the 3rd quarter of the Religious School year. Prior to the beginning of the transition period, parents will be notified of the

subject matter and scheduling. During this 3rd & 4th quarter transition period, students in the 7th grade will be required to attend Religious School classes a minimum of 1 day per week in order to continue Bar/Bat Mitzvah lessons and rehearsals. Students are encouraged, of course, to attend both Monday and Wednesday.

TARDINESS:

Please make every effort to ensure your child's arrival before class begins. If you are aware of a problem with tardiness, the office would appreciate being notified.

EARLY DISMISSAL:

Students in 4th-7th grade who need to leave before 6:00 pm will be paged via our school-wide PA system according to the schedule listed below. To minimize disruption to classes & worship and have an orderly dismissal procedure, parents must arrive before the announcement times to sign their child(ren) out on an Early Dismissal Log found in the school office. That log will be used to announce student names. Students will only be paged if their parent/guardian is present. Students are not permitted to wait for parents/guardians in the lobby. They will be instructed to go to class until they are signed out in the Religious School office.

- Mondays & Wednesdays: Announcements for the dismissal of students to their parent/guardian will be made at 5:30 pm and 5:45 pm only.

Parents of students in all grades must report directly to the Religious School office to sign students out of class early. Students will be excused from class by the Director of Schools, Administrative Assistant or designated faculty member. Any other person designated to dismiss a student from class will be given a note from the Religious School office with instructions to the classroom teacher.

Please note that 4th-7th grade students are strongly discouraged from leaving Religious School for special activities before 5:30 p.m. Students who are dismissed early will be responsible for all work missed.

PARENT VISITATION:

You are welcome to visit our school and your child's class. Please let your child's teacher and the religious school office know, prior to your visit, that you will be joining us. **Upon arrival, please report to the Religious School office. For security reasons, visitors will be given a note indicating to the classroom teacher that the visitor has checked in with the Religious School office.**

In addition to classroom visits, we hope that you will participate in our scheduled Family Education programs. Parental support is extremely important to the success of our Religious School.

VISITORS:

Guests to the Religious School are welcome with **prior** permission from the school office. If your child wishes to bring a friend to class, please make your arrangements with the Director of Temple Shalom Schools ahead of class time so that your child's teacher can be prepared. **Upon arrival, please report to the Religious School office. For security reasons, visitors will be given a note indicating to the classroom teacher that the visitor has checked in with the Religious School office.**

STUDENT EVALUATION

Children differ greatly from one another in their abilities and rates of growth. Teachers will evaluate progress in an ongoing basis during class time. Parents will be informed if small group tutoring is recommended by the classroom teacher (see TUTORING section below). Parents will be informed of any other recommendations regarding such needs as outside tutoring. Parents will receive summaries of classroom learning and activities via email.

TUTORING/RESOURCE ROOM

A limited amount of Hebrew tutoring is available through the Religious School for students in the 4th-7th grades. Students who are having difficulty with Hebrew reading or comprehension may be recommended for tutoring by their teacher. Usually, a student is taken by the tutor during their regularly scheduled Hebrew class for a brief, 10-15 minute session. If additional tutoring is deemed necessary, parents will be notified, and a private tutor must be engaged. The parent assumes the cost for the private tutor. All private tutors must be approved of and supervised by the Religious School.

DROP OFF AND PICK UP

DROP OFF

Students attending on Sunday mornings must enter the building through the courtyard doors. Please park your car in a parking space and walk your child into the building.

Students attending Grades 4-7 on Monday and Wednesday may be dropped off at our Ayrmont Lane entrance between 3:45 pm and 4:10 pm. Enter the parking lot from second entrance on Ayrmont Lane (off Church Street). Use left lane to drop off students at front door, or right lane to park cars in parking lot.

DISMISSAL

Please park in the Temple Lot and **MEET** your child or car pool inside the Temple Building. **NO CHILD IN GRADES PREK-7 WILL BE ALLOWED OUTSIDE OF THE BUILDING WITHOUT A PARENT.**

CARS ARE NOT PERMITTED TO STAND OR PARK IN THE FIRE ZONE. YOU ARE REQUIRED TO PARK IN A PARKING SPACE. PLEASE DO NOT LEAVE YOUR CAR IDLING.

Please respect handicap and reserved spaces. **DO NOT STAND OR PARK IN HANDICAP AND RESERVED SPACES, EVEN FOR A MOMENT, UNLESS YOU HAVE THE APPROPRIATE PERMIT.**

During Religious School hours please use the Church Street exit only. **DO NOT TURN YOUR CAR AROUND IN THE MIDDLE OF THE LOT AND EXIT ONTO AYRMONT LANE.** This is extremely dangerous, as children are not expecting you to drive against traffic.

LATE PICK UP

The Education Committee of Temple Shalom has passed a policy regarding late pick up of students who attend our Religious School. Dismissal times are:

- Camp Shalom through 3rd grade: 11:30 am on Sundays
- 4th through 7th Grade: 6:00 pm on Mondays & Wednesdays
- 8th through 10th Grade: 9:00 pm on Mondays indicated on the school calendar

- 11th and 12th Grade: 8:30 pm on Sundays indicated on the school calendar (unless otherwise noted)

The families of any students in our building after a grace period of 15 minutes beyond dismissal time will be billed \$ 50 for every 15 minutes. The grace period ends at 11:45 am on Sundays, 6:15 pm on Mondays and Wednesdays, 9:15 pm during Hebrew High School and 8:45 pm during Post Confirmation classes.

Students who are in the building for youth choir, tutoring, b'nai mitzvah rehearsal or other school event or requirement will be afforded the same 15 minute grace period after the end of the event and then the \$ 50 per 15 minute late fee will apply.

We do not want to charge this fee to our families. Please help us to avoid being in this position by preparing for emergencies in advance. We also encourage you to ensure that all members of your carpool have read this policy.

SCHOOL CLOSING/INCLEMENT WEATHER

If the Matawan/Aberdeen public schools have been closed during the day or if their after-school activities are canceled, Religious School will be canceled. Temple Shalom reserves the right to close the Religious School at other times if conditions are deemed unsafe. Decisions for canceling weekday classes will be made by 2:00 pm. Decisions for canceling Sunday morning classes will be made by 8:00 am.

We will make every effort to communicate an emergency closing to our families and staff via text. Closings will be communicated via the Remind Text Message service. Parents must sign up for texts every year by texting the applicable code(s) to the number 81010:

- Code for Camp Shalom closings (including Camp Shalom Jr): @tsoacamp
- Code for 3rd grade closings: @tsoa3rd
- Code for 4th-7th grade closings: @tsoamonwed
- Code for 8th -10th grade closings: @tsoahs
- Code for 11-12th grade closings: @tsoapost

If you have signed up correctly, you will receive a text message with further instructions. We will also make every attempt to announce a closing on the outgoing message on the school telephone line (732-566-2961) and via email.

ILLNESS

If a child displays symptoms of illness at Temple Shalom Religious School, the Director of Schools will immediately notify the parents. If necessary, the child will be kept separated from the group until taken home.

Children will not be permitted at Temple Shalom Religious School with any of the following conditions:

1. Severe pain or discomfort
2. Fever of 100.5 degrees under arm (axillary) or higher, and if they also have one or more of the following: diarrhea, earache, shows signs of irritability or confusion, sore throat, rash.
3. Lethargy
4. Severe coughing

5. Yellow eyes or jaundice skin
6. Episodes of acute vomiting
7. Acute diarrhea
8. Infected, untreated skin patches
9. Difficult or rapid breathing
10. Skin rashes in conjunction with fever or behavior changes
11. Red eyes with discharge. Children can be readmitted after: medical diagnosis to rule out bacterial or viral infection or 24 hours on antibiotic treatment.
12. Skin lesions that are weeping or bleeding
13. Mouth sores with drooling
14. Stiff neck

Once the child is symptom-free for 24 hours, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to Religious School.

In case of minor injury or accident, the staff will administer basic first aid. In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

In case of injury or accident, in which 911 is not needed, but immediate professional care is required, the staff will contact the parents. If parents are unavailable, individuals designated as emergency contacts will be notified.

Temple Shalom Religious School staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance.

CHILD ABUSE REPORTING LAW REQUIREMENTS

The Religious School staff is required by New Jersey State law to report immediately any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

The staff may not notify parents when the authorities are called about possible child abuse, neglect, or exploitation.

SNACKS & FOOD

MID-WEEK (Grades 4 through Grade 7):

We understand that many of our students arrive at Religious School directly from their secular school, and are hungry! Students in grades 4-7 will be allowed to bring snacks and eat their snacks quietly during the first **10 minutes** of the first period of Religious School. **Please note that Temple Shalom Religious School does not sell nor provide snacks.**

After the first 10 minutes of class, the teacher will ask all students to put away their snacks. **If you know your child will be coming to school late, please feed him/her a snack in the car prior to coming**

to Religious School. To ensure everyone's health & safety, students are not permitted to share snacks with their classmates.

Occasionally a class may want to include a celebration with food for a *siyyum*, a special party celebrating the end of a unit of study (traditionally a *siyyum* was held when students completed a section of Talmud), or for a holiday. For the health and safety of all of our students, parents will be notified prior to any distribution of food in the school or in a classroom. **Any food brought to class without prior notification to parents will not be distributed.**

FOOD ALLERGIES

Please be advised that Temple Shalom Religious School is sensitive to the needs of those with various food allergies but we are a multi-use building and, therefore, not strictly a "peanut free" environment.

If your child has a food allergy, please make sure to inform the Religious School office and your child's teacher. We will do our best to try to make appropriate accommodations and inform you when food is being brought in or prepared in class. If this is of concern to you, we strongly recommend that a non-perishable snack be left in the Religious School office for your child to have in case of the above circumstance.

If your child has a life threatening allergy for which a physician has prescribed an EpiPen, antihistamine or other medication, it is essential that we have that medication in our school.

This school will not administer non-prescription medication and/or prescription medicine to a student unless it is life-saving, such as an EpiPen prescribed by a doctor. EpiPen and/or other live-saving medication must be in its original container, labeled with the student's name, name and expiration of the medication, directions of administration and written permission from the parents and doctor.

If life-saving medications need to be administered at school, the following conditions must be met:

- ❑ Prescription medication will be accepted only if it is in the original container.
- ❑ Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with orders from a physician.
- ❑ Expired medication must be replaced immediately.
- ❑ All medication must be retrieved at the end of the school year and resubmitted the following year.
- ❑ We know that students in the grades we serve may keep life-saving medication in their backpacks. We require all forms for administration of medication, copies of orders from a physician and written notification that the student will possess the medication. Ensuring that the student is in possession of medication that is transported daily is the responsibility of the parent. Religious School and Temple Shalom staff are not responsible for ensuring that medication in in your child's backpack.

Health forms are required to be completed at the time of enrollment showing any allergies, physical challenges, a statement of general health, and a current immunization history. These must be updated and kept current.

NON-SOLICITATION POLICY/FUND RAISING

In accordance with the policy of Temple Shalom, "...solicitation on Temple grounds for non-approved projects [is] prohibited...". (Reaffirmed, May 13, 1997) All fundraising projects involving students must be submitted to the Temple Shalom Education Committee for approval.