

June 2009 / Sivan 5769

Dear Families,

It has been a whirlwind year, filled with many highlights, and although it may seem a bit soon, we are already in planning mode for the 2009-2010 school year. We're doing things a bit differently this year, so please read this letter carefully and completely. If you have any question, don't hesitate to call us for clarification (408-292-3223).

Before settling into your summer routine, please consider taking care of your Religious School enrollment for next year to ensure that you beat the deadline of August 15th, when late fees accrue, and also perhaps to **take advantage of the Early Bird Tuition rates, available now through July 1st.**

We will not be mailing out enrollment packets this year; all required forms for the 2009-2010 school year are now available online at www.templestanjose.org. Look under the "Education menu," chose "Religious School," look for "Additional Information" and then finally, select "2009/2010 Enrollment Packet."

Download* the required forms that are listed at the bottom of this letter and marked with asterisks. Write legibly, carefully filling in all of the information on each page. Make certain each section requesting a signature is signed. Please take note of the items listed below:

- ***To ensure the Early Bird rate, your completed application packet must be postmarked by July 1, 2009.*** After July 1, the Temple Subsidized Tuition rate (as noted on the enclosed tuition information sheet) applies.
- ***NOTE: A late fee of 10% of the Temple Subsidized Tuition rate will be assessed for any enrollment form that is not postmarked by/or accurately completed and signed by August 15, 2009.***
- ***Students will not be admitted to class on the first day of school without prior registration.***
- In order to complete the enrollment process for your children:
 - a. You must submit a payment of one-half of your total tuition along with your completed paperwork (all forms clearly filled-in and signed where indicated).
 - ***Note: Temple Emanu-El would like to make it possible for each child to receive a Jewish education. If you require information on making alternate payment arrangements, or would like to apply for a scholarship, please contact Beth Roellig at school@templestanjose.org or 408-292-3223. Families who have received scholarships in the past must reapply each year.***
 - b. Return the completed and signed **Enrollment and Family Information Form** (both pages), and a **Student Information Form** for each child.
 - c. A **Parent Participation Opportunities Form** is included in this packet. Be sure to complete this form and return it with the **Enrollment and Family Information Form** and **Student Information Form**.
 - d. **Your Temple account must be current** (i.e., no outstanding financial obligations to the Temple).

Be sure to review the **Classroom Visitation, Code of Conduct, and Late Pick-Up Fee Policies** with your children before signing the Brit (Covenant). This information should be kept for future reference; it does not get returned to us.

The **Bagel Order Form** is also available to download. Kindergarten and First Grade are the only classes that will have snack rotations on Sundays. **Students in Second Grade and above may choose to purchase a bagel or bring a snack from home.** You may fill out the bagel order form and return it with the enrollment packet. It is acceptable to write one check for both bagel payment and your child's tuition payment.

Wednesday Hebrew Studies students will not have an option to purchase snacks. Please give your child a snack before coming to Hebrew Studies or send a snack to eat at recess.

The first day of both Hebrew and Jewish Studies will be on **Sunday, September 13, 2009**. We will begin with Brotherhood's famous Pancake Breakfast (always a great way to start off the year) and a mandatory parent meeting in the Temple House. Our first day of Wednesday classes will be **September 16, 2009**.

A parent from each family will be required to attend **ONE** of the parent meetings. There will be three meeting times to choose from (**ONLY ONE IS REQUIRED**):

- a. Sunday, September 13, either at 9:00 AM or at 10:30 AM
- b. Wednesday, September 16 at 7:15 PM

Each meeting lasts one hour and covers the same material. Attendance at a meeting will earn you one hour of credit towards the required six hours of your annual parent participation.

The new Moving On! Program (for Grade 11th and Grade 12th) is open to the community. If you know of any teens who are eligible for this program, please call or e-mail the Religious School office. You may read more about this program, and about all of our class offerings, in the Class Description sheet.

We look forward to having your children join us in the upcoming school year (although we know you are all more focused on summer at this point!). We welcome you to call the Religious School Office (408-292-3223) anytime you have a question or just want to say "Hi." Leave a message if we're not in and we'll return your call.

L'shalom (to peace),

Paula Marsh
Principal

Beth Roellig
Administrative Assistant

****If you are unable to download or print the forms, and would like us to send them to you by mail, please call or email the Religious School office.***

*****To complete your child's registration for Religious School, these forms must accompany your payment.***

- ***Class Descriptions***
- ***Tuition/Fee Schedule***
- ***Enrollment and Family Information (2 pages)*****
- ***Student Information (one per child)*****
- ***Parent Participation Opportunities*****
- ***Classroom Visitation, Code of Conduct and Late Pick-up Fee Policies***
- ***Bagels Orders (optional)*****

Jewish Studies

The Jewish Studies program is offered for children of all ages during the school year. There are several components to the Jewish Studies Program in the Religious School. Some subjects are studied every year with increasing depth based on the student's grade and level of understanding. In addition to general Jewish studies, each grade generally focuses on a specific subject as appropriate to the grade level. Jewish Studies include:

- *Holidays*
- *Jewish Values*
- *Torah/Mitzvot/Ritual*
- *Jewish History*
- *Israel*
- *Tzedakah*

One of the added benefits expressed by many of our students of being a part of Temple Emanu-El's Religious School programs throughout the years is the sense of community that is created. Students progress through the curriculum with the same children each year and share the common experience of learning about Judaism and learning about their role in the broader Jewish community. By the time they are ready to become Bar/Bat (B'nai) Mitzvah, their friendships and support are firmly grounded.

Kindergarten

Sunday 10:15 a.m. – 12:30 p.m.

(Students must be 5 yrs. old by 12/2/09)

The core Jewish Studies program begins in the Kindergarten class, where students enrich their understanding of the Jewish holidays and the meaning of T'fillah (prayers). In addition, they are introduced to the world of Torah, mitzvot, ritual practices, tzedakah, and Jewish ethical values. Kindergarten has a special focus on Shabbat.

Grade 1 through Grade 7

Sunday 10:15 a.m. – 12:30 p.m.

As the students grow and mature, they will revisit some of the same topics each year, with an increasing depth of understanding. Additionally, each grade will focus on a particular subject as is appropriate to their age level. For example, the 3rd grade concentrates on the 10 Commandments; the 5th grade class spends a good portion of class learning about the history of the land of Israel; and the 6th grade focuses on Jewish life cycle events and rituals from brit (covenant) to burial.

B'nai Mitzvah Program

Wednesday 5:00 – 6:00 p.m.

To become Bar/Bat (B'nai) Mitzvah at Temple Emanu-El, students must be concurrently enrolled in our Jewish Studies program and the B'nai Mitzvah preparatory class during the year of their B'nai Mitzvah and have successfully completed four years of Hebrew and Jewish Studies or its equivalent, as determined by the Rabbi and/or the Religious School Principal. This class meets for approximately two thirds of the school year. The Rabbi will send a syllabus to students before the first class meets. Four mandatory parent sessions, which meet on Saturdays, take place during the course of this program. For further information, please contact the Religious School office or the Rabbi.

Teen Jewish Studies (TJS) – Grade 8 through Grade 12* **(Includes dinner)**

Wednesday 6:15 – 8:15 p.m.

Keeping our youth involved in active Jewish learning after B'nai Mitzvah has always been a challenge. We offer an exciting educational program on Wednesday evenings (6:15 pm – 8:15 pm) for students in 8th grade and above. Our TJS program includes core classes and elective-style classes that rotate throughout the year, along with special one-time activities. Dinner is served each week.

*Please note there are special programs for students in 10th, 11th, and 12th grades, in addition to TJS.

Confirmation – Grade 10

Sunday 9:00 – 10 a.m.

This course, taught by Rabbi Dana Magat, explores the essence of what it means to be a Reform Jew. Confirmation students explore the depths of Judaism. They write and lead a prayer service that expresses their hopes, fears, and discoveries. A confirmation ceremony takes place on Erev Shavuot after a year of meaningful study with the Rabbi. The tuition includes a trip to Sacramento, along with other California synagogue youth. A Confirmation syllabus and course schedule will be passed out during the first class on September 13, 2009. Students are also encouraged to participate in Wednesday's Teen Jewish Studies (TJS) classes (no additional cost for TJS, however there is a charge for dinner).

Moving On! College-Bound and Confident Grade 11 - Grade 12 (Includes dinner)

Wednesday 6:15– 8:15 p.m.

Moving On! is a program designed to help students transition from high school to college with confidence in their Jewish identity. It incorporates the URJ's acclaimed Packing for College curriculum (including parent sessions) and our multigenerational Beit Midrash classes. Cults on college campuses and comparative religions will be among the topics of discussion as students prepare for the challenges of campus life. The cost of tuition includes dinner.

Hebrew Studies

Hebrew Studies is a four-year program, beginning with the Aleph class and continuing through the Dalet class. Classes meet on Wednesday afternoons and Sunday mornings, and are in addition to, and separate from, the Jewish Studies curriculum. While there are some variations, students typically take the Aleph class beginning in 3rd grade. Please contact the Religious School Principal if you have any questions about whether Hebrew Studies are appropriate for your child.

Aleph through Dalet focuses on prayer book Hebrew (reading and meaning). Prayer book Hebrew is taught through increasing exposure to letters, vowel sounds, reading, prayer vocabulary and meaning, as well as prayer chanting. It is augmented with studying Hebrew words and blessings associated with Jewish holidays and life-cycle events. T'fillah is a central part of our Hebrew studies and is incorporated in our Sunday and Wednesday Hebrew classes. Students are given the opportunity to lead a Family Shabbat service and a Saturday morning Minyan service.

Aleph

Wednesday 4:00 – 6:00 p.m. and Sunday 9:00 – 10:00 a.m.

The first year of Hebrew Studies is critical in building a foundation for a lifetime of engagement with the Hebrew language. In recognizing this, we keep our student to teacher ratio very low for the Aleph class. The cost of tuition includes the child's own siddur (prayer book), which will be presented to him/her in a special ceremony. Parents are also encouraged to enroll, at no additional charge, in the adult Aleph class.

Bet (Year 2), Gimel (Year 3), and Dalet (Year 4)

Wednesday 4:00 – 6:00 p.m. and Sunday 9:00 – 10:00 a.m.

The completion of the four year (Aleph-Dalet) Hebrew program (Or its equivalent) is required for becoming a Bar or Bat Mitzvah at Temple Emanu-El. The focus of the program is the use of Hebrew in services, holidays and other rituals. Our Hebrew students have T'fillah together weekly; each class leads an Erev Shabbat service and Minyan during the year. Gimel students begin to learn Torah Trope.

Intro to Modern Hebrew

Sunday 9:00 – 10:00 a.m.

Pre-requisite: Completion of the Hebrew program (described above) or its equivalent. Our students will enhance their basic Hebrew vocabulary, conversational skills, as well as introductory grammar and reading comprehension in a fun and interactive classroom setting.

TUITION/FEE SCHEDULE

2009/2010 – 5769/5770

	<u>Tuition</u> *	<u>Early Bird Tuition</u> (postmarked by 7/1/09)**
JEWISH STUDIES		
Kindergarten through Grade 7	\$650	\$590
Teen Jewish Studies (TJS) (Includes dinner)	\$750	\$675
Confirmation (Grade 10 – includes Sacramento trip)	\$775	\$700
Dinner Options on Wednesdays (For Confirmation students also participating in Teen Jewish Studies)	\$200	\$180
Moving On! (Grades 11 & 12 – includes dinner)	\$600	\$550
HEBREW STUDIES (Sunday and Wednesday)		
Aleph	\$550	\$500
Bet, Gimel, Dalet	\$425	\$385
Intro to Modern Hebrew (Sunday only)	\$250	\$225
B'nai Mitzvah	\$850	

Note: For planning purposes, fees for becoming a Bar or Bat Mitzvah are billed directly by the Temple Emanu-El office (not Religious School) after scheduling a date, and are assessed over a two-year period.

*Temple dues subsidize approximately 45% of the cost of tuition. **Please consider paying an amount above the tuition to cover the actual cost of educating your children.**

****Early Bird** discount represents approximately 10% off subsidized tuition.

Late Fee: A late fee of 10% will be assessed for any registration postmarked after August 15, 2009.

Refund Policy: A full tuition refund is available, less an administrative fee of \$50, if written notification of withdrawal is made before classes begin. A 50% tuition refund is available if written withdrawal is made after classes begin but before December 14, 2009. No refund is available for withdrawals on or after December 14, 2009.

Financial Assistance: If you are requesting Financial Assistance, please do so as possible. You must complete the enrollment forms and check the box on the first page of the "Enrollment and Family Information" form. **Families must re-apply each year.**

Rabbi Joseph & Rosalie Gitin Religious School
2009/2010 – 5769/5770
-Enrollment and Family Information-

1. CONTACT INFORMATION

<i>Name</i> Parent 1	<i>Parent 2</i>
<i>Address</i>	
<i>City, State, Zip</i>	
<i>Home Phone</i>	
<i>Cell Phone</i>	
<i>Work Phone</i>	
<i>E-mail</i>	

2. STUDENT ENROLLMENT

In order to complete the enrollment process you must be current in your dues payments. **No registration will be accepted on the first day of school, which is September 13, 2009.**

Student's Name	Jewish Studies:		Hebrew Studies:		Subtotal
	Grade	Tuition*	Grade	Tuition*	
Subtotal for family					
Suggested Donation					\$200.00
Other Donation Amount					
Total for family					
Check #					

Please designate where you would like your tax-deductible contribution to go. Any donation not specifically designated will be used for Religious School Enrichment.

Youth Enrichment Funds (camps, Israel trips, Maccabiah)

Temple Emanu-El General Fund

Goldeen Library Fund

Religious School Scholarship Fund

Religious School Enrichment
 (defrays the cost of special projects)

* To ensure the Early Bird Rate, your application must be postmarked by July 1, 2009. After July 1, calculate your payment from the "Temple Subsidized Tuition" column. In order for your children to be registered, you must submit a payment of one-half of your total tuition along with this application and be current on your dues. The balance of tuition will be billed in September and November.

Please send me a scholarship form. (Note: All financial aid requests are due by July 15, 2009; families must reapply each year.)

Late Fee: A late fee of 10% of the Temple Subsidized Tuition will be assessed for any registration postmarked after August 15, 2009.

Refund Policy: A full tuition refund is available, less an administrative fee of \$50, if written notification of withdrawal is made before classes begin. A 50% tuition refund is available if written withdrawal is made after classes begin but before December 14, 2009. No refund is available for withdrawals on or after December 14, 2009.

3. EMERGENCY CONTACT INFORMATION

If I cannot be reached in case of an emergency, please try to reach either of the two names given below:

Emergency contact names must be different from the parents listed above; make sure both contacts have means of transportation and are reachable during religious school hours.

Name:	Name:
Phone:	Phone:

Be sure to fill out a Student Information form for each child and return it with this form.

OFFICE USE ONLY: () RAKEFET () ADMIN () BOOKKEEPER () SCHOOL () POSTMARK DATE

Rabbi Joseph & Rosalie Gitin Religious School
2009/2010 – 5769/5770

-Enrollment and Family Information-

4. PHOTO PERMISSION

By my signature below, I agree to allow the use of my image and/or that of the named minor(s), which may be captured through video, photo, digital camera or other media, for Temple Emanu-El materials and publications, including print and online (e.g., *Connections* newsletter and Temple website).

Note: Please provide a parent/guardian signature for each child enrolled.

Name of Enrolled Child

Parent/Guardian Signature

Name of Enrolled Child

Parent/Guardian Signature

Name of Enrolled Child

Parent/Guardian Signature

5. PARENT PARTICIPATION

To enhance the educational opportunities afforded our children, the Religious School has a policy **requiring at least 6 participation hours per family over the course of the school year**. Taking into consideration your preferences on the Parent Participation Opportunities form, we will pre-assign volunteer jobs and notify you of your assignments at the start of the school year (Sept, 2009). Modifications may be made at any time. Consider volunteering in one of these high needs areas:

Religious School Committee Member

Teacher Appreciation Chair

Purim Carnival Silent Auction Chair

Religious School Volunteer Coordinator

Room Parent
Grade _____

Purim Carnival Food Chair

6. PARENTS' BRIT (COVENANT)

We have read and understand the Code of Conduct, which includes the Dress Code, and the Classroom Visitation and Late Pick-Up Fee Policies and agree to this Brit (Covenant). We understand that the Religious School commits to provide a proper learning environment, and we will abide by the rules established by the Religious School and the Religious School Committee.

Parent/Guardian's Signature/Date

Please read the Code of Conduct with your children and together sign this Brit. A child under the age of six need not sign.

Child 1 Signature/Date

Child 2 Signature/Date

Child 3 Signature/Date

Child 4 Signature/Date

7. CERTIFICATION OF ACCURACY

I certify that all information I have provided is accurate and up-to-date. Additionally, I acknowledge that it is my responsibility to inform the staff of Temple Emanu-El's Religious School if any of this information changes during the course of the school year.

Parent/Guardian Signature/Date

**Rabbi Joseph and Rosalie Gitin Religious School
Student Information
2009/2010 – 5769/5770**

Fill out a separate student information form for each child you are enrolling.

GENERAL INFORMATION

Student Name:	Gender:
Date of Birth:	Jewish Studies Grade:
Bar/Bat Mitzvah Date (If Applicable):	Hebrew Studies Grade:

MEDICAL & EDUCATIONAL INFORMATION (Confidential)

Physician:	Phone:
Dentist/Orthodontist:	Phone:
Medical Insurance Carrier:	Policy Number:
Allergies:	
Medications (Please note that for legal reasons, staff cannot dispense medications):	
Learning Disabilities:	
Behavioral Concerns:	
Tell Us Something You'd Like Us To Know About Your Child (e.g., a favorite pastime, a hobby, a dislike, etc.):	

CONSENT TO EMERGENCY TREATMENT (Effective September 2009 thru June 2010)

I have verified that all the information about my child is correct to the best of my knowledge. In case of an emergency and in the event that I am not immediately available, I, _____, the parent/legal guardian of _____, give permission to the staff of Temple Emanu-El to take the appropriate measures including contacting the emergency medical services system.

Parent/Guardian Signature: _____ Date: _____

Please return this form to the Religious School office with the Enrollment and Family Information Form.

Parent Participation Opportunities 2009/2010 – 5769/5770

Family Name _____

Children's Names _____

To enhance the educational opportunities afforded our children, the Religious School has a policy **requiring at least 6 participation hours per family over the course of the school year**. We will take note of your preferences when assigning volunteer jobs and notify you of your assignments at the start of the school year (Sept. 2009). Changes may be made, if necessary.

Consider volunteering in one of these high needs areas:

- Religious School Committee Member
- Teacher Appreciation Chair
- Purim Carnival Silent Auction Chair
- Purim Carnival Food Chair
- Room Parent
- Religious School Volunteer Coordinator

A mandatory “Back to School” parent meeting will be held on the first day of Religious School, Sunday, September 13, 2009. You may attend this meeting either at 9:00 am or 10:30 am. Attendance is required during only one of these meeting times. If you cannot make either meeting on Sunday, you may attend the Wednesday, September 16, 2009 meeting, at 7:15 pm. You will earn *one* of your required *six* participation hours by attending this meeting.

Activity	Interest	Minimum hours earned for doing this activity
Classroom		
Jewish Studies Class Parent or Co-Parent, specify class Kindergarten through Grade 7 _____		6 hours for one parent, 3 hours each for co-parents
Aleph Hebrew Class Parent		
Confirmation Class Parent		
B'nai Mitzvah Class Parent		
Photograph Classroom Activities		
Other? Please specify.		
Religious School		
Religious School Committee Member		6 hours
Adult Education Class, attending during Religious School hours		Up to 4 hours total earned for the school year
Bagel Schmearing Coordinator		
Bagel Schmearing on Sunday mornings		
Selling Bagels on Sundays mornings		
Grant Writing		
Photograph Religious School events		
Social Activities Coordinator for parents during Religious School Hours		2.5 hours per activity
Social Activities Coordinator for students and families outside of Religious School hours (pizza, bowling, etc.)		2.5 hours per activity
Traffic Monitor, weekly, during drop-off and pick-up		6 hours
Teacher Recognition Coordinator		
Teacher Recognition Committee member		
Religious School Volunteer Coordinator		
Library		
Library Assistant		
Cataloging and shelving books		
Library computer support		

**Parent Participation Opportunities
2009/2010 – 5769/5770**

Activity	Interest	Minimum hours earned for doing this activity
Mitzvot		
Representative to Temple Wide Mitzvah Day Committee		
Purim Carnival, February 28, 2010		
Chairperson(s)		6 hours
Set-up Coordinator(s)		6 hours
Set-up Crew staff		
Crafts Coordinator(s)		6 hours
Crafts table staff		
Food Coordinator(s)		6 hours
Food service help (preparing or serving)		
Games Coordinator(s)		6 hours
Game booth staff		
Prize Coordinator(s)		6 hours
Prize table staff		
Clean-up Coordinator(s)		6 hours
Clean-up Crew staff		
Signs Coordinator		
Publicity Coordinator (s)		6 hours
Silent Auction Coordinator(s)		6 hours
Silent Auction staff		
Ticket Sales Coordinator(s)		6 hours
Ticket Sales staff		
Volunteer Coordinator(s)		6 hours
Hamentaschen baking at home		
Hamentaschen baking at Temple with Sisterhood		
Other? Please specify.		
Shabbat Family Services		
Family Service Volunteer Coordinator		3 hours
Oneg Set-up/Clean-up		1 hour
Minyan Leader		1 hour
Minyan D'Var Creator		1 hour
Fundraising		
Fundraising Coordinator		
Passover Candy and Haggadah Sales		
Youth Group		
Youth Group Assistant		
Kadima (4 th – 6 th grade parent volunteers)		
Noar (7 th – 8 th grade parent volunteers)		
EESY (9 th – 12 th grade parent volunteers)		

Rabbi Joseph & Rosalie Gitin Religious School
2009/2010 – 5769/5770
CLASSROOM VISITATION, CODE OF CONDUCT
AND LATE PICK-UP FEE POLICIES

CLASSROOM VISITATION POLICY

I. STUDENTS

A student is allowed to bring a friend to class only with advanced permission from the teacher and advanced notification to the Religious School Office. Students must receive permission from the teacher and the Religious School Office a full 48 hours in advance of bringing a guest to school.

II. PARENTS

We are as excited to share what we do in our classrooms with you – the parents – as we are with your children. It is, after all, your support and encouragement of your child's Jewish education that will help ensure life-long Jewish learning. If you would like to set-up an observation, a conference, or volunteer in your child's classroom, your child's teacher will be happy to find a mutually convenient time. Please contact the Religious School Office (408-292-3223) to leave a message for the teacher, and you will receive a call back to schedule a date and time. While in the classroom, please refrain from conferencing with the teacher or chatting with the students. Reserve your comments for after class.

CODE OF CONDUCT POLICY

We love our students and are concerned for their well-being. With this Code of Conduct, we are providing a positive learning experience within a structured environment. As a result, we want students to find our school pleasant, enjoyable, challenging and stimulating.

I. CAMPUS POLICY

We have a **CLOSED CAMPUS POLICY**. Students are **NOT TO LEAVE THE TEMPLE PREMISES DURING SCHOOL HOURS AND ARE NOT PERMITTED ON CAMPUS UNLESS THEY ARE ATTENDING CLASS**. In addition, students are asked to bring to Religious School only items that are to be used in the classroom. It is unacceptable to bring any personal electronic devices such as iPods, MP3 players, cell phones, Game Boys, or anything of this nature since they detract from the Religious School environment.

II. DRESS CODE

1. In order to preserve and uphold the level of propriety in a religious institution, it is important that every effort should be given to send students to school dressed and groomed in an appropriate manner.
2. Students are required to wear shirts and shoes to school.
3. All students should attend school and school functions in clothing that is clean, neat, and not hazardous to their safety or to the safety of others.
4. A special dress code for participating in Family Shabbat services is outlined in the Parent Handbook.

III. ABSENCES

Since class time is extremely limited, when possible, please notify the School Office **before** any impending absence. Regular attendance is defined as missing no more than three (3) sessions. When regular attendance is not achieved, make-up work may be expected. While illness or family issues qualify as excused absences, make-up work may still be required.

IV. TARDINESS

Tardiness affects the student, teacher, and the entire class. Please make an effort to be prompt.

V. APPROPRIATE SCHOOL BEHAVIOR

1. Speak politely and respectfully to adults and each other.
2. Swearing is NOT permitted.
3. Listen to the adults and madrichim (teen assistants) in charge at all times.
4. Fighting, hitting or kicking *even in play* is NOT permitted.
5. Use school facilities and equipment correctly and safely. Defacing school property is grounds for suspension.
6. Go directly to your destination; e.g., office, bathroom, Sanctuary, etc.
7. Except during parties and/or designated snack time, eating and drinking are NOT permitted during class time.

VI. APPROPRIATE RECESS BEHAVIOR

1. Play fairly and safely.
2. No fighting, either in fun or for real.
3. Stay within the designated play areas. The Sanctuary building, Temple House, gift shop, courtyard, and patio are OFF LIMITS during recess.
4. No tennis or other hard balls are permitted. The only acceptable balls are those obtained in the school office. Basketballs may only be used in the basketball hoop area. All balls obtained from the office must be signed out and returned at the end of recess *by the student who signed them out*.
5. Due to a small play yard, kicking balls is prohibited.
6. Classrooms are OFF LIMITS during recess, unless designated otherwise by the classroom teacher or other authorized adult.

VII. DISCIPLINE PROCEDURE

A student who is behaving in a manner that disrupts the class may be sent to the Office. The child will be sent back to class when they are able to control their behavior. When a student repeatedly behaves in ways that interfere with the rights of others, or behaves in a way that threatens the physical safety of another, the teacher will do the following after reporting the behavior to the Principal:

1. The teacher will contact the parent(s), discuss the problem and try to resolve it.
2. If the problem continues, the Principal will speak with the parents in order to resolve the problem.
3. If the behavior persists, the Principal and the Rabbi will meet with the parent(s), teachers and student in order to resolve the issue.

In summary, our Discipline Policy is intended to enhance the learning environment of our school. Students will be most successful in a safe educational setting that is supported equally by parents, teachers and the administration.

LATE PICK-UP FEE POLICY

Late fees for pick-up of your children are charged at \$1 per minute, per child. If children are part of a carpool and the carpool driver is delayed, each family is still financially responsible for the late pick-up fee for each of their own children.

Pick-up policy in a nutshell:

Sundays: Regular pick-up is at 12:30 pm.

- Late fees begin to accrue at 12:35 pm at \$1 per minute, per child thereafter.

Wednesday Hebrew Studies: Regular pick-up is at 6:00 pm.

- Late fees begin to accrue at 6:05 pm at \$1 per minute, per child thereafter.

Wednesday TJS/Moving On: Regular pick-up at 8:15 p.m.

- Late fees begin to accrue at 8:20 pm at \$1 per minute, per child thereafter.

BAGEL ORDERS 2009 - 2010

Pre-ordering bagels for the year guarantees your child will receive the bagel of his/her choice at recess and also saves you money. *The cost of pre-ordering for the whole school year is \$56.00. A cost of \$2.50 will be charged per bagel when pre-ordered for individual weeks. Otherwise, a limited selection of bagels will be available each Sunday and may be purchased for \$3.00 each.*

This form must arrive in the Religious School Office by 12:30 p.m. on the Sunday before you want bagels (one full week's notice).

Mark in the appropriate column: PL – Plain, CR – Cinnamon Raisin, AS – Asiago, ET – Everything, SE – Sesame

Please use this form to pre-order for up to three children. Make checks out to Temple Emanu-El.

Student _____ Student _____ Student _____

<i>Dates</i>	<i>Cream Cheese</i>	<i>Butter</i>	<i>Plain</i>	<i>Cream Cheese</i>	<i>Butter</i>	<i>Plain</i>	<i>Cream Cheese</i>	<i>Butter</i>	<i>Plain</i>
10/04/09									
10/11/09									
10/18/09									
10/25/09									
11/01/09									
11/08/09									
11/15/09									
11/22/09									
12/06/09									
12/13/09									
1/10/10									
1/24/10									
1/31/10									
2/07/10									
2/21/10									
3/07/10									
3/14/10									
3/21/10									
3/28/10									
4/11/10									
4/18/10									
4/25/10									
5/02/10									
5/09/10									

Amount Enclosed: \$ _____

No Bagels: 9/13/09 (Pancake Breakfast - 8:15 a.m.), 2/28/10 (Purim Carnival), 5/16/10 (Last Day of school)