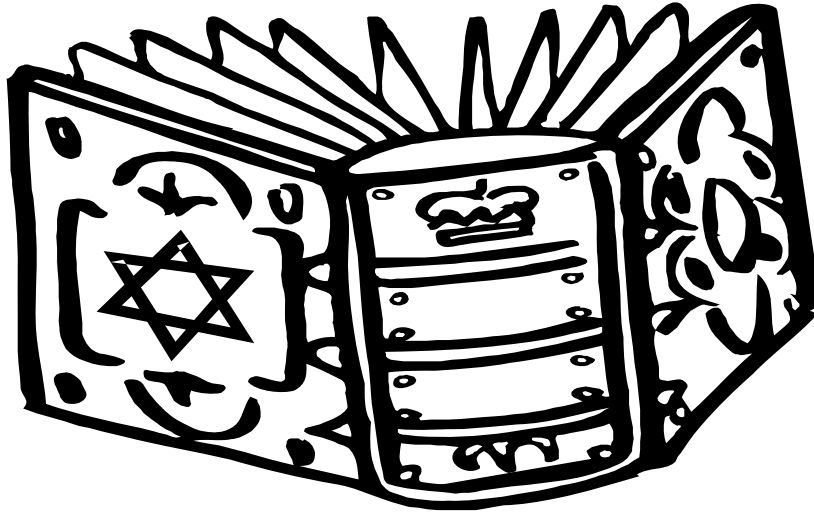




Mispallelim Religious School



CONGREGATION OHEV SHALOM



Guidebook

**School Year
2009 - 2010
5770**

**Cantor Steven Friedrich, Education Director
2 Chester Road Wallingford, PA 19086
(610) 874-1465
Fax: (610) 874-1466**

Mispallelim School

2009 - 2010

GENERAL INFORMATION

Tuition, Activity & Book Fees

Tuition and Fees for the current school year can be found on the registration form. Tuition includes regular class projects and family education programs. Tuition does NOT include books, special activities, class services, youth group membership, or *bar/bat mitzvah* fees.

Full tuition and book/activity fees must be paid when registration forms are completed and handed in to the school office. Payment is due on or before September 16, 2009.

Financial Assistance

The Jewish education of our children is one of the highest priorities in our community. Children of temple members are guaranteed a Jewish religious education and no child will be denied instruction because of inability of the parents to pay School fees. If personal finances are better served by a more flexible payment schedule, speak with our treasurer, Mr. Henry Dickson. Scholarships are also available for families in need. Mr. Dickson is also the contact for more information about this.

Several of our families find tuition to be a financial hardship. If you are fortunate enough to have extra funds, please make a donation to one of our several Scholarship Funds. Details are available from the office, Cantor Friedrich or Rabbi Gerber.

School Hours

Sundays: 9:00 AM – 12:15 PM (all grades)

9:00-9:30AM – minyan (families welcome)

9:30-10:45AM – 1st session

10:45-11:00AM – Recess

11:00AM – 12:15PM – 2nd session

Wednesdays: 4 PM- 6:15 PM (grades 3-7)

4:00-4:30PM – minyan and assembly

4:30-5:15PM – 1st session

5:15-5:30PM – recess

5:30-6:15PM – 2nd session

Assignment to Classrooms

Class placement typically corresponds to the child's public school grade.

School Grade	Mispallelim Class
Kindergarten	Gan
1 st Grade	Aleph
2 nd Grade	Bet
3 rd Grade	Gimel
4 th Grade	Daled
5 th Grade	Hey
6 th Grade	Vav
7 th Grade	Zayin

Parents of children with "Readiness" problems need to make a decision with the Education Director about the appropriate grade level in Hebrew School

Students entering the Hebrew School program for the first time after 1st or 2nd grade may need special arrangements and tutoring.

Students will receive their classroom assignments before the opening day of school. Parents concerned about classroom placement, teachers or classmates, should discuss these matters with the Education Director.

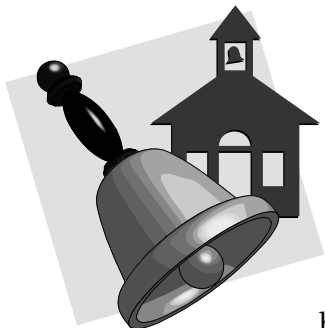
Attendance

Students are required to attend 75% of their classes. This is a minimum requirement. If a student misses a class session, parents must arrange for the student to make-up the work. In cases of more than one absence per month, the student may be required to receive tutoring at the parent's expense.

There are a total of 16 Junior Congregation services scheduled this year (see calendar). All Religious School students (grades K-7) are expected to attend Shabbat services a minimum of once each month from September through May, and at least 10 services during the school year. Attendance at the adult service (when there is no Jr. Cong.) or at

other synagogues will count for the Shabbat attendance requirement.

Pick-Up and Drop-Off



In order to maintain the safety of each child in the Religious School, strict adherence to rules on pick-up and drop-off of students is appreciated.

- 1) All students should be dropped off and picked-up at the side entrance of the synagogue (the door closest to the rear parking lot).
- 2) Students will be escorted outside by teachers (weather permitting) to wait near the parking lot for pick-up by parents. (Grade 3-7)
- 3) **Parents must come in to the Director's office to sign out children who are leaving the building early.**
- 4) K-2 students should be picked up by parents at the classroom door. Please don't wait in your car.

Textbooks

Your child needs to remember to bring the appropriate textbooks, notebooks, folders, pens or pencils to class. If your child is confused about homework, or if parents are not seeing homework, please contact the teacher at school.

Communications

The School sends home flyers with students and many e-mail notices. Please pay careful attention to written communications because they contain important information regarding school events and calendar changes. Our synagogue newsletter, [The Honey Jar](#), is also a resource for reminders of school events and celebrations.

The e-mail address for the Mispallelim Religious School is school@ohev.net. Please feel free to contact Cantor Friedrich in the school office with questions that you may have pertaining to the school.

Homework Policy

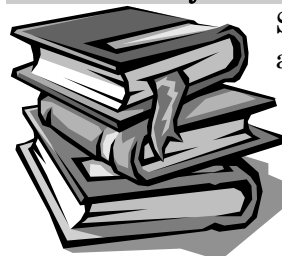
The formation of good study habits is essential to success in learning.

Homework is therefore an integral part of that experience. In order to create proficiency in



Hebrew reading, teachers will be assigning 10 minutes of Hebrew reading daily along with a few extra minutes of supplementary reading in other subjects. We request that parents support this effort by working with their child(ren) whenever possible. All homework assignments support clearly defined school and classroom objectives and will reinforce or enhance the school experience. When homework is assigned, there will be timely and meaningful follow-up and feedback by the teacher. Parents need to help in this process. Please be a part of your child's assignments. If you have any questions, feel free to contact the teacher or Director.

Library & Reference Material



Students and parents are urged to browse the school library and check books out from the School office.

The library often adds new titles. In addition, we have a large selection of videos available to borrow. Donations of books, videos or reference material that pertain to Jewish content are always welcome.

Headcovering/Yarmulka/Kippot

It is customary for all Jews, male and female, to wear a head covering when studying religious subjects or saying God's name during classes. Teachers will require male students to wear a *kippah* during class. Please supply one or two in your child's book bag daily. (This is optional, but encouraged, for female students.)

Student Dress Code

Modesty in attire should always be emphasized to our students as a Jewish value. During school time students need to dress appropriately. Please do not permit your child to arrive wearing short skirts or short shorts (showing the stomach or back area) or with bared shoulders. In addition, caps or shirts with inappropriate language or symbols are not allowed. Students may be asked to change if this occurs.

Appropriate Behavior

A few basic rules guide us and help promote a respectful school environment. At the beginning of the year, teachers will describe and emphasize the expectations for appropriate classroom behavior and discuss the rights and responsibilities of the students and teacher. A written discipline/rewards policy will be available in the office. Any questions about a rule may be discussed with the teacher or Director. Some basic rules include:

- “The Golden Rule” – Respect yourself and others by doing your best and treating others the way you want to be treated.
- Don’t disrupt the class. You are there to learn.
- Arrive on time and come prepared!

It is important that parents send their child(ren) to school assuming a positive attitude toward being Jewish and learning about Judaism. Also refer to “The Ten Commandments” of the Mispallelim Religious School attached.

School Discipline

Please read the Discipline Policy attached on a separate page.

Student Progress Reports

Written student progress reports will be sent home 2 times a year. Please call the teacher with your questions and concerns. Parents are responsible to sign up for conferences with teachers. Teachers may also request a conference when needed.

Tzedakah

Parents need to provide a means for all students, grades *Gar Zayin* (kindergarten through 7th), to bring in loose change to give to *tzedakah* (charitable giving). The amount given is not significant. It is the principle of the sharing of resources with the disadvantaged that we are trying to teach the children.

One of the first things we do in the classroom while attendance is being taken is giving of *tzedakah*. Students are encouraged and expected to bring in coins at least once a week for *tzedakah*. The routine practice of regular giving to others is a pillar of Judaism and one of the main Jewish values we wish to teach.

Snacks

Wednesday: Nutritious snacks will be sold to students from 3:30 to 4:00 p.m. in the Reception Room. Snack cards (\$15) will be available for purchase for afternoon snacks.

Sundays: Snacks will be provided to all students by the school on Sundays during recess period.

The school maintains the rules of *Kashrut*, as established by Rabbi Gerber and the local Rabbinic leadership. This applies to all foods and processed food products. **No food may be brought into the synagogue without a *heksher* (kosher symbol).** No meats or meat products are permitted. No homemade foods are permitted. All questions pertaining to *kashrut* should be addressed to Rabbi Gerber.

Books And Supplies

Fees to cover books for all grades are to be paid at the beginning of the school year. All students are expected to come to class with pencil/pen, paper/notebook, and a kippah at all times.

School Closings

Ohev Shalom – Mispallelim
Weather related closing will be broadcast on KYW 1060. Our school is #1218.

Family Education Program

Our staff will be encouraging all children to practice their Jewish skills at home (i.e. lighting *Shabbat* candles, reciting appropriate blessings, etc). In addition, parents and siblings of all students are encouraged to attend the school's own morning *minyan* that will take place every Sunday from 9 – 9:30 AM.



The Mispalleim School will be planning family education programs to provide a wonderful opportunity for students and parents to share in the learning process. Please be sure to read the flyers and informational sheets that will be sent home. We encourage you to attend these programs. Please feel free to contact the Director if you have any suggestions for future family education programs.

Achieving Standards

Teachers will administer tests/projects at the end of each academic subject area. This work is to be completed by the due dates indicated by the teacher. Students who do not receive a passing grade in this subject must continue to take the specific unit test/project until they pass. In addition to the 75% attendance rule requirement, the tests/projects and assignments provide the staff/administration with objective measures to advance students from year to year. It also provides students with an objective means to achieve that end. Progress reports are issued in January and June.

Illness & Medical Information

An Emergency Information sheet is included with your registration packet. Please be sure to indicate all appropriate information (medicines, allergies, etc) and return to the director by September 16.

If your child is ill, please keep him/her at home out of respect to your child, other students and our staff. You are welcome to

call the teacher, through the office, to find out about homework and what your child missed in class. For extended illness, it is important to keep in touch with the School.

If your child should become ill at school, we will call you using the telephone numbers that you provided on the registration form. If there are changes in these numbers during the year, please let us know. In addition, the School must be informed of any significant changes to the medical information that was provided at the time of registration.

In School Health & Safety

If a child should suffer a minor injury at school, first aid will be administered. Please note that we cannot offer children aspirin or other medication. In more serious cases, the parent will be notified immediately. For any injury deemed to need medical attention, paramedics will be called immediately. Each child should have a Consent for Emergency Treatment Care in the school office. Parents, please notify the school if your child contracts any infectious diseases, especially chicken pox or head lice.

Integration

To reinforce and extend the values and skills learned in the school, we offer additional opportunities for Jewish learning and involvement. Please refer to the School Calendar for several programs and events.

Student attendance at these services or programs is mandated by the curriculum and parents are encouraged to attend with their child(ren).

Periodically, special lectures or performances are provided to members of the school community. Review the school calendar and watch for flyers for more information.

Parent Involvement

Teachers will be calling on parents to help out and participate in a variety of ways, including class parents, monitors, holiday help, family education events and more. It is important for parents, especially at the beginning of the year, to let us know what resources you can bring to the School. Parents that are able to volunteer time, skills, ideas and energy for events, and programs are encouraged to reveal themselves!



Where to go if you have a question?

Parents should first speak directly with the classroom teacher about any and all behavioral or curricular issues that happen in the classroom. Issues that cannot be resolved or are not related directly to student-student or student teacher interactions should be addressed to Cantor Friedrich. Rabbi Gerber and the Chairperson of the School Committee handle broader curricular policies with Cantor Friedrich.

The Treasurer and the Education Director oversee the budget and handle scholarship requests.

The Chairperson of the School Committee sets the agenda for the Committee. Meetings are regularly scheduled on the second Tuesday of the month at the School. All requests, concerns or comments should be submitted through the school in writing to be addressed at Committee meetings.

Open Door Policy

Cantor Friedrich has an open door policy. As long as he is not otherwise engaged, please feel free to stop by to talk to him about whatever is on your mind. If he is unavailable, please leave a note and he will follow up with you. If you wish, you may also e-mail the school at

school@ohev.net with any comments or concerns that you may have.

Parents are encouraged to visit their child's class during the year. Your help, praise, reflections, and suggestions are most welcome. Advance notice to the teachers is greatly appreciated. When visiting the classroom, please remember that you are a visitor and the teacher is responsible for teaching the class.

Parent Teacher Conferences

The teaching staff and the Education Director are available for conferences by appointment. As a matter of policy, we recommend that parents who have concerns about their child(ren) first make every effort to contact the **TEACHER** to discuss the situation. Likewise, the teachers are expected to call parents to discuss specific issues.

Interactions, incidents, curriculum, teaching methods or special problems that arise in the classroom on a day-to-day basis need to be communicated directly to the teachers. The Education Director is committed to facilitating communication or making the appropriate adjustments. However, most often teachers have the most immediate and realistic appraisal of what is actually happening in the classroom.

Class Parents

Parents in each class will be asked to serve as Class parents for the year to help plan and organize special events for the class and to serve as phone tree captain for the class. Please call Cantor Friedrich if you would like to be a Class Parent.

The Mispallelim School does not have an active PTA at this time. If any parent is willing to initiate such a group, please contact Education Director, Cantor Friedrich