

# Talmud Torah & TBI Youth Programs Policies

## 2014-15 \* 5774-75

The following policies are designed to keep our community safe, happy, effective, and respectful. We appreciate your and your child's cooperation. If you have questions about these policies, please contact the school administrator, Gretchen Lieberman at 541-485-1898.

## HEALTH & SAFETY

1. **Elevator**: the elevator is off limits to students except for individuals with disabilities or temporary injuries whose parents make special arrangements with the school. In the event that a student(s) uses the elevator without prior authorization, the office will call their parent/guardian to inform them of this rule violation.
2. **Courtyard**: Due to low height of the courtyard outer wall, no student will be allowed to be in the courtyard during Talmud Torah hours without a supervising adult. There is a dangerous drop to the parking lot below. In the event that a student is found in the courtyard, the office will call his/her parent/guardian to inform them of this rule violation.
3. **Playground**: The preschool playground is designed for children ages 2-5. Students are not allowed to use the preschool playground unless participating in a supervised activity with a teacher. In the event that a student is found on the preschool playground, the office will call his/her parent/guardian to inform them of this rule violation.
4. **Stairway**: For their own safety, children will be required to walk at all times when using the stairs; they will walk up and down the stairs on the right side at all times. At no time will horseplay be tolerated. In the event that a student engages in horseplay the office will call his/her parent/guardian and ask them to pick up the child as soon as possible. The student will not be allowed to return to his/her class that day.
5. **Safe Behavior**: Students are expected to demonstrate safe behavior and to alert the nearest staff adult when an unsafe activity is evident, **especially during break**. Students are expected to remain on TBI grounds unless accompanied by an adult, and to move about the building in a calm and respectful manner. **No running** is allowed in the temple building or in the parking areas.
6. **Food**:
  - a. **Peanut-Free Zone**: We have a life-threatening peanut allergy amongst our student population. No foods with peanut ingredients may be served or present in the Talmud Torah area or in conjunction with a Talmud Torah event.
  - b. **Snacks** will be available on Wednesdays 15minutes before the start of class (3:30). Please make every effort to have your child arrive early on these days in

order for him/her to have time for snacks. Snacks usually consist of bagel & cream cheese and juice. There may be some additional snacks available for purchase. Dietary restrictions or food allergies will be accommodated to the best of our ability. Notify the Talmud Torah office if your child has a special dietary needs or allergies.

7. **Pick-up:** Please make sure that your student is picked up **on time** (no later than 5 minutes after class). If a parent/guardian anticipates being late for a student pick-up, the office should be notified and the student will be asked to wait in the office until he/she is picked up.
  - a. **PreK through 2<sup>nd</sup> Grade:** Students in PreK-2<sup>nd</sup> Grade will be released individually by their teachers to their parents/guardians only unless a note has been received from a parent/guardian authorizing release to another individual. We request that parents make every effort to come on time to ensure a smooth transition to the second session.
  - b. **3<sup>rd</sup> Grade and Above:** All students in Grade 3 and above are responsible for knowing who will be picking them up from Talmud Torah. Parents/guardians should make sure that students know who is authorized to pick them up.
8. **Parking Lot Safety:** In order to keep our parking lot safe, please follow these rules:
  - Enter from E. 29<sup>th</sup> St. and exit on University St. and form a line of cars flowing in the same direction. Only drop off or pick up your child once your car has reached the side entrance.
  - If you park in the lot, please be extra careful when you exit.
  - Please do not have conversations in the middle of the parking lot and/or when you roll down your car window.
  - The students (3<sup>rd</sup> -7<sup>th</sup>) will wait in the TT side entrance and/or the hallway next to it.

## **ATTENDANCE/PARTICIPATION:**

1. **Absences/Tardiness:** Good attendance and participation is crucial to the success of our students. We strive to have every child attend regularly and feel connected to their classmates, teachers, and our TBI community. Just as in public/private school, when children miss many classes, they regress in their academic performance, feel less confident in their ability to master instructional material, and feel less connected to their peer group and school. Likewise, tardiness is not only disruptive to the class, but makes it difficult for late-comers to follow the day's lesson when they have missed the introduction. Please make efforts to see that your child arrives before class begins.

In the event that your child is ill and/or has a fever, please **do not** send him/her to Talmud Torah; if your child feels sick while at school, we will call you to arrange a pick up and keep him/her in the office. We appreciate your cooperation.

**If your child is going to be late or absent, please phone call the Talmud Torah office to inform us of your child's absence before class so teachers can be aware of who will be**

**missing.** Class attendance will be taken 5 minutes after the session has begun. In the event a student isn't here when we expect him/her to be, we will contact you. **We want to insure that all students are accounted for.**

**To report absences and late arrivals, call 541-485-1898.**

2. **Classroom Visitation:** Parents/guardians who wish to visit their child's classroom are welcome. Visits should be arranged in advance with your child's teacher. Sometimes teachers have special lessons planned on a given day that might be disrupted by additional adults in the classroom. While we love it that some students want to share their Talmud Torah experience with friends, we generally discourage students from bringing friends to class as it hinders the bonding with the TT peers which is one of our important goals for your child (building a strong Jewish community); in addition, it often distracts your child from concentrating on the material and class activities. Having guests who are not enrolled at Talmud Torah also presents us with a liability issue. In the event that your child wishes to have a friend accompany him or her, please obtain permission from the teacher ahead of time.
  
3. **Inclement Weather Policy:** Talmud Torah follows the 4J School District closure policy on Mondays through Fridays. If 4J closes, you may assume that we are closed, as well. If inclement weather arrives on the weekend, Talmud Torah will make every effort to announce the closure through email and the website. Please do not drive your family if you feel it is unsafe to do so!

## **BEHAVIOR:**

All students in Talmud Torah and Shalhevet have the right to a quality Jewish education. Therefore, students are responsible for conducting themselves in a manner that promotes a positive learning environment and shows respect for themselves, others, and the temple environment. Self-respect is gained through developing one's pride and confidence in one's work and personal relationships. Respect for others includes supporting the feelings and rights of others, respecting individual differences and ideas, and resolving differences and conflicts in a mature manner. Respect for the school environment includes keeping the temple facility tidy, taking good care of school property and equipment, and adhering to the customs pertinent to a synagogue.

1. **Best Self:** Students are expected to pay attention, put forth their best effort, and to ask for help when the assignment is not understood or seems too difficult. They are expected to treat others with courtesy and kindness at all times and to provide encouragement and positive comments to fellow students. All students are expected to help their peers, staff, and guests when appropriate.
  
2. **Religious objects:** Please do not allowing prayer books or other religious items to be placed on the floor.

3. **Religious services:** Please be respectful of people's religious demeanor and needs in the synagogue (sitting quietly during a service, not chewing gum, not using a cell phone).
4. **Kippot:** Students to expected to wear a kippah/yarmulke (head-covering) in the classroom and in the sanctuary. Kippot will be available for students to use or they can bring their own.
5. **Gum:** We request that students refrain from bringing and chewing gum in the temple at any time.
6. **Electronics:** The use of electronic games, phones, or MP3 players is not permitted during class time unless part of a teacher-led activity.

Teachers inform students of their standards and expectations at the beginning of the school year. While our students generally demonstrate appropriate behavior, misbehavior does occasionally occur. When this happens, our goal is to have parents, students, teachers, madrichim, and administration work together in partnership to address the problem.

Whenever possible, discipline is handled in the context of the classroom. However, a student who is unable to respond appropriately to the redirection by the teacher, and whose presence is detrimental to the learning of others, will be removed from the class for a short period of time and be given work to do in a supervised area. If a student is unable to demonstrate appropriate behavior upon returning to the classroom, or is disruptive in the supervised area, the student's parents may be called and asked to take their child home.

If a child's misbehavior continues, parents and child will be asked to meet with the teacher and school administrator (in certain situations, the Rabbi may be present, as well) to discuss the situation and work towards a solution. In severe cases, such as chronic disruption of classes, actions which threaten the safety and well-being of others, or actions detrimental to the school property or morale, suspension or expulsion may be necessary.