

FREEHOLD JEWISH CENTER RELIGIOUS SCHOOL

HANDBOOK FOR PARENTS/GUARDIANS



Dear Parents,

Thank you for the privilege of educating your child(ren) at Freehold Jewish Center. We hope that you will find the information included in our Religious School Handbook will be helpful to you.

Our Religious School is divided into three levels – primary I and II, elementary (aleph-hey) and high school (vav-het).

- The gan class (kindergarten) meets on Thursdays from 4:30 p.m. – 6:30 p.m.
- The primary I and primary II classes (first and second grade) meet on Mondays from 4:30 p.m. – 6:30 p.m.
- The elementary classes (third grade through seventh grade) meet on Mondays from 4:30 p.m. – 6:30 p.m. and on Thursdays from 4:30 p.m. - 6:30 p.m.
- The high school classes (eighth grade through tenth grade) meet 2 Mondays a month from 6:30 p.m. – 8:00 p.m.

Please feel free to contact me in the School Office with any questions or concerns. I can be reached at (732) 462-0254 or principal@freeholdjc.org.

Sincerely,

Ann Ruth Nimberg
Principal

STUDENT REGISTRATION

A School Registration Form must be completed in its entirety every year for each student prior to the first day of school.

On the first day of school, each student must be escorted into the building. The parent(s) must update all contact information by that day.

DROP OFF AND PICK UP

On the first day of classes, all children will report to the Sanctuary. All outstanding balances must be paid prior to the first day of class. Please do not let your child(ren) miss this important first day. To insure a smooth and safe dismissal, there will be absolutely no lobby pick-ups until the carpool procedure is completed. We strongly discourage crossing Broad Street to pick your child(ren). Every car is assigned a carpool number. Your car pool number will be issued prior to opening of school. Students not picked up on time are required to stay in the building with supervision until picked up. Please call the office as soon as you know that you may be arriving late to pick up your child(ren).

PARKING LOT PROCEDURES

As the safety of our children comes first, it is of the utmost importance that the carpool procedure be followed in order to effectively and securely dismiss the children. This procedure has been instituted and approved by the Freehold Boro Town Council. The carpool line-up will begin on Broad Street. The first car will park at the synagogue driveway entrance. You will be directed to pull into the parking lot and your child(ren) will be escorted to your car. Once your carpool is completed, you will exit through the Club Place gate. You must make a left turn onto Club Place and return to Broad Street. **Right turns are prohibited.**

ALTERNATE PICK UP

If someone other than you is picking up your child, her/his name and information must be on your child's Pick Up Permission Form. This form is included in the school packet mailed to each family at the beginning of the school year. Blank forms are available in the office as well. If the person(s) on your child's form is unable to pick up your child, you must call the school that day with the name of the person who will be picking up her/him.

LATE ARRIVAL/EARLY DISMISSAL

A parent of a student arriving late must sign in with the office before the student can go to class. An adult must come into the office and sign out any student who is leaving early. The sign-out sheet is directly under the window in the office. The child will be called to the office for dismissal.

ABSENCES

If your child is going to be absent, please call the school office (732) 462-0254 prior to the start of class. If you get the voice mail, leave a message. Please contact the school to find out what work your child missed.

CELL PHONES

Cell phones have proven to be disruptive in class. Cell phones cannot be on during class time.

BREAKS/SNACKS

All students have a scheduled 10-minute break. If you are sending snacks with your child, please make sure that all food products brought into the synagogue are kosher.

FIRE DRILLS

There are two fire drills scheduled per year. The first takes place in the fall and the second takes place in the spring.

PARENT VISITATION

Parents are always welcome and encouraged to visit their child's class. Please inform us ahead of time if you wish to visit the classroom. Any parent visiting a classroom is asked to sign in at the office prior to going to the class. A scheduled visitation will be held in the fall. Please check your calendar for the date(s).

SNOW CLOSING

We announce the closing of school due to inclement weather as follows:

- When public schools are closed or announce an early dismissal.
- Call the school (732)462-0254. A message announces the closing.
- Go to www.cancellations.com.
- Calendar may be adjusted for snow days.

HEBREW SCHOOL TUTORS

The Religious School provides a Hebrew tutor on Mondays and Thursdays from 4:30 am to 6:00 pm. The role of the tutor is to:

- Work with students who have special learning needs. (Please submit your child's I.E.P. so that, whenever possible, we may be able to follow the plan already established.)
- Work with students who have started religious school late and need to catch up to their peers.
- Work with students who, due to illness, have missed school and require tutoring to catch up.
- Provide remedial instruction for those students who need tutoring to perform at grade level.

Please note: Tutoring does not replace home practice and class work. Tutoring acts as a supplement to these.

ART/MUSIC

Art and music are part of the curriculum in grades Primary-Hey (K-7).

FAMILY EDUCATION

Family programs are part of our elementary curriculum in grades Primary-Hey. Your child's teacher sends home additional information prior to the program, so that you can plan to attend. Dates for the programs are also in the synagogue calendar and on our web site. You can also call the school office if you need additional information. The programs are as follows:

- **Primary I and Primary II** – The students in grades 1-2 have a Shabbat Service in May.
- **Aleph classes** – The students in grade 3 have a Kabbalat Siddur Program, a Friday night ceremony during Shabbat Services at which time each child receives her/his own Siddur. During a class prior to this program, parents help their children make Siddur covers.
- **Bet classes** – The students in grade 4 take parting a Friday night service. During a class prior to this program, parents help their children make a challah cover or a challah tray for Shabbat.
- **Gimmel classes** – The students in grade 5 take part of a Friday evening service. The project for this program varies from year to year.
- **Daled classes** – The students in grade 6 take part of a Friday evening service. The parents and their children participate in family education programs throughout the school year. These programs are the beginning of preparation for their Bar/Bat Mitzvah. The project for this program varies from year to year.
- **Hey classes** – The students participate in a Havdalah service and a Friday evening service.
- **High School programs**- Each high school student must give an oral presentation during the school year. Parents are encouraged to attend. Confirmation pictures are taken in the spring.

SERVICE ATTENDANCE REQUIREMENTS

Jr. Congregation

In order for FJC to maintain its excellence status, and for students in grades Aleph-Hey to move on to their next grade, they are required to attend a specified amount of synagogue services (primarily Shabbat services) within the school year. Jr. Congregation leaders give attendance to the Principal after each session. Credit for Bar/Bat Mitzvah services at another synagogue will be limited to 2. The Hey class credit for services at another synagogue will remain at 3.

After you have reached your Junior Congregation obligation for the year, you may use additional credits from another synagogue (up to a total of 3) to count towards the 7 extra credits needed for the \$18.00 scholarship given at the awards assembly.

Double Junior Congregation credit will be given for the following Family Shabbat Programs

- ◆ After Thanksgiving and Passover dinners
- ◆ Shabbat Across America
- ◆ Hey class Havdalah
- ◆ Your own class service

Double credits will also be given for the Yom Hashoah service.

Jr. Congregation services on Shabbat morning are from 10:30a.m–11:45 a.m. If there is no Junior Congregation and your child (ren) comes to services in the Main Sanctuary, Junior Congregation credit is given.

JR. CONGREGATION REQUIREMENTS:

- **PRIMARY I & PRIMARY II – Total of 5 services**
- **ALEPH CLASSES – Total of 10 services**
- **BET CLASSES – Total of 12 services**
- **GIMMEL CLASSES- 5 FRIDAYS, 8 SATURDAYS, 1 HAVDALAH**
- **DALET CLASSES – 5 FRIDAYS, 10 SATURDAYS, 1 HAVDALAH**
- **HEY CLASSES – 5 FRIDAYS, 12 SATURDAYS, 1 HAVDALAH**

Attire

Children are requested to dress in respectful and modest attire.

SHABBAT CLASS SERVICES

Please see the synagogue calendar or call the school office for specific dates.

- Primary I and Primary II (grades 1- 2) – During the Primary Graduation students sing Shabbat songs. This program takes place during a Friday evening service.
- Aleph (grade 3) – At the Kabbalat Siddur Program each aleph student receives a Siddur. This program takes place during a Friday evening service.
- Bet (grade 4) – The Bet Service allows bet students to participate and lead part of the Friday evening service.
- Gimmel (grade 5) - The Gimmel Service allows the gimmel students to participate and lead part of the Friday evening service.
- Dalet (grade 6) - The Dalet Service allows the students to participate and lead part of the Friday evening service.
- Hey (grade 7) - The Hey Service allows the students to participate and lead part of the Friday evening service and a Havdalah Service in addition to graduation from the elementary program.

CONFIRMATION

Confirmation takes place on the first night of Shavuot.

TRIPS

Parents are notified in advance of any trips taken out of the building. Parents must sign a permission slip before any student is permitted to leave the building. Parent chaperones are welcome on trips.

STUDENT PROGRESS ASSESSMENT

Teachers privately assess each student's Hebrew reading and comprehension progress during the month of November. Parents are notified of the assessment. The parent(s) of any child not meeting the standards is contacted within two weeks to discuss an educational plan. A second assessment occurs in April.

SPECIAL EVENTS

Freehold Boro Candle Lighting Ceremony
Hannukah Assembly
Purim Party
Model Seder
Yom Haatzmaut
Lag B'Omer

REPORT CARDS

Report Cards are issued two times a year for the gan (kindergarten), primary and elementary students. The objective of the report card is to keep parents informed about the progress their child is making, and to note any areas of concern. Parents are asked to sign and return the report card to the teacher to signify that they have received and reviewed it. High School students receive an interim report only if deemed necessary by the teacher.

BRING YOUR PARENT TO CLASS DAY

Two dates will be scheduled in the year for parents to select from to visit and participate in their child's class.

ADVANCEMENT POLICY

1. All students must receive a satisfactory in all subjects.
2. Elementary students in grades Aleph-Hey must complete their synagogue service requirements by the end of the current school year.
3. If a student does not meet the minimum requirements, he/she is expected to do remedial work over the summer to be prepared for the next grade.
4. Parents are notified if a student is in jeopardy of not moving to the next grade level.
5. Please see the absentee policy in the next section for the allotted absences per year.
6. It is expected that the school and family will work closely together to insure success!

BEHAVIOR/DISCIPLINE POLICIES

The students attending Freehold Jewish Center Religious School are expected to adhere to the following policies:

Preparation

1. Students are to attend class with all necessary materials, texts and any other supplies required by the teacher.
2. Homework is to be completed and is to be submitted by the assigned due date.

Absentee Policy

1. It is the responsibility of the student to make up any work missed due to absences and/or early dismissals.
2. It is the responsibility of the student/parent to contact the teacher for the assignments.
3. With excessive absences and a lack of work completion, any student is at risk of not moving to the next grade level.
4. A letter is sent home to the parent(s) when the student has been absent **4 times**.

THE MAXIMUM ALLOWANCE FOR ABSENCES DURING THE SCHOOL YEAR IS 8 TIMES. PLEASE INFORM THE PRINCIPAL OF ANY SPECIAL CIRCUMSTANCES.

Behavior

1. Students are expected to demonstrate a positive attitude and respect toward the teacher, fellow students, the synagogue, its activities, facilities and membership.
2. Students are expected to demonstrate appropriate behavior when in the building.

Respect for Physical Building

1. Student must not deface any surface in the building.
2. Lavatories are to be used with proper respect. Flush toilets, use trash receptacles, do not clog toilets intentionally.
3. During break, cups and plates should be placed in the containers provided and any food dropped should be picked and disposed of properly.
4. Food must not be removed from the room where it is being served.

DISCIPLINE PROCEDURE

1. If a child is sent to the office, the teacher will notify the parent.
2. After the third office visit, a parent conference is required with the principal, teacher, parent(s) and student.
3. If inappropriate behavior persists, a parent must attend class with the child.
4. Severe, inappropriate behavior may result in suspension.

THE RELIGIOUS SCHOOL DISCIPLINE CODE IS GIVEN TO THE STUDENTS THE FIRST DAY OF CLASS. THE STUDENTS SIGN THE FORM AND A COPY IS GIVEN TO THE STUDENTS TO TAKE HOME TO THE PARENT(S). SEE ATTACHED SAMPLE.

SNACKS

Any food that is brought into the synagogue must have a kosher symbol. The following is a list of acceptable kosher symbols for packaged foods. Items should have the symbol as part of the packaging and not be stuck or pasted on the label.

- **The Union of Orthodox Jewish Congregations -symbols**
- **The Organized Kashruth Laboratories**
- **KOF-K Kosher Supervision**
- **Rabbinical Council of Bergen County**
- **Vaad Hakrashrus of Massachusetts**
- **Chicago Rabbinical Council**
- **K'hal Adath Jeshurm (Breuer's)**

The Rabbi must check other symbols for clarification.

SCHOLARSHIPS

THE MILTON GOLDSTEIN SCHOLARSHIP AWARD-This scholarship is bestowed for commitment to Jewish observance by excellent attendance at Junior Congregation. Any student that has completed his/her Junior Congregation requirements and has an additional 7 Junior Congregation credits is eligible.

THE HANNAH AND JAKE LOPATIN SCHOLARSHIP AWARD- This scholarship is bestowed for excellence in scholastic and overall achievement.

THE EDITH AND MORRIS DAVIDOFSKY SCHOLARSHIP AWARD- This scholarship is bestowed for excellence in Hebrew School attendance.

GUIDE FOR SUPPORTIVE PARENTS

1. Show your support and enthusiasm for your child's Jewish education. This can be done not only by a positive verbal attitude, but also by making sure your child has all the necessary materials when attending class.
2. Convey to your child that you have confidence in and respect for the teaching staff, principal, and religious leaders at FJC.
3. If there is a classroom concern, always go to the classroom teacher first. If it cannot be resolved, speak to the Principal. Avoid airing your complaints to friends as this just escalates the problem, and does not resolve with a constructive solution.
4. Show interest in what is being taught at school. Do not ask the open-ended question, "What did you do in Hebrew/Religious school today?" Rather ask specific questions about the art project brought home, which songs did you sing today, any new prayers being learned, etc.
5. Visit your child's class and attend school activities, such as family education programs, grade level services, Purim Carnival, Model Seder, Shabbat services while your child is in Jr. Congregation, etc.
6. Go together to the library and check out Jewish books of interest. Use a Jewish theme book from time to time as a bedtime story for the younger children.
7. Make sure you understand the school's rules, discipline policy and guidelines.
8. Discuss Jewish issues at home.
9. Listen to the evaluations of your child's teacher. More often than not, a child acts differently at school than at home.
10. Involve yourself in the school as a volunteer or room parent. Offer to visit the class and share any special talents, chaperone a trip, volunteer to work at the Model Seder or Purim Carnival, and join the School Committee.
11. Purchase a Hebrew & English dictionary for your home. Speak with the Principal and/or the Rabbi for suggestions of literature and guides to help your children at home.

It is probably truer of religion than anything else that the majority of children learn by example. The more a parent actively demonstrates commitment to Jewish values and practices, the more the child is likely to adopt a similar observance pattern.