



# CONGREGATION KOL TIKVAH

## RELIGIOUS SCHOOL

6750 University Drive

Parkland, FL 33067

Parents Handbook

**Yael Hurwitz-Lange**

(954)-346-7878

[yael@koltikvah.net](mailto:yael@koltikvah.net)

# **RELIGIOUS SCHOOL GOALS**

Our goal is to provide our students a safe and nurturing environment to explore their Judaism and to deepen their Jewish knowledge and to take pride in their Jewish identity and heritage and transfer what they learn to their families, their homes and their lives. We educate our students in order to assist them in developing their own individual sense of spirituality. In our youth, we promote Jewish Ideals and traditions in order to foster a commitment to Jewish Ethics and a lifelong bond with the Jewish community locally, in Israel, and worldwide.

## **Lower School Program**

### **Grades K-2**

The students in grades K-2 will meet on Sundays from 9:00am-11:30am.

Students in Kindergarten and 1st grade will experience a hands-on experiential introduction to the Jewish holidays, Shabbat, and Bible stories with crafts, singing and story-telling. Our 2nd graders will explore different Jewish values as they continue to enjoy hands-on and experiential learning. All the students will also begin to learn the Hebrew alphabet.

### **Grades 3-6 Program**

When students enter the third grade, they will join our Tuesday Hebrew school in addition to the Sunday morning. All of this is in preparation for their Bar/Bat/B'nei Mitzvah. This will also prepare students for a future in their Jewish education past the 7th and 8th grade including BBYO, our teenage youth group "PARTY" and being confirmed alongside their peers.

Religious School will continue Sunday mornings from 9:00am-11:30am and students in grades 3-6 will also be expected to attend Hebrew School on Tuesdays from 4:15pm-5:45pm. If your child has a conflict on a Tuesday evening, please contact Yael.

From grades 3-6, students will learn Hebrew letters and vowels and begin to decode and read Hebrew formally, pray and sing together as a community as they explore the meaning of the prayers and expand their vocabulary of blessings.

# 7<sup>TH</sup> GRADE AND BEYOND

As these students begin their journey to Jewish adulthood, they will also begin their journey through young adulthood. We place these students in an experiential youth program known as “TNT” (Teen Night at the Temple).

TNT takes place every Monday from 6:00pm-8:30pm. From 6:00pm-6:30pm the students will eat dinner with teens from grades 7-12. At 6:30pm-7:30pm everyone will go to their classes and/or electives.

## **For students in 7<sup>th</sup> grade:**

Students in 7<sup>th</sup> grade will no longer participate in the religious school program on Sundays and Tuesdays.

For 7<sup>th</sup> graders from 6:30pm-7:30pm the class will further their studies as they delve into exploring the world of prophets and Jewish life cycles. This is a full year program and is intended for all 7<sup>th</sup> graders regardless of when they celebrate their Bar or Bat Mitzvah. From 7:30pm – 8:00pm any student who has not yet had their Bar or Bat Mitzvah, will have the opportunity to train and practice for their upcoming simcha.

## **For students in 8<sup>th</sup> – 12<sup>th</sup> grade:**

6:00pm - 6:30pm - dinner for all grades

6:30pm - 7:30pm:

- BBYO - CKT has paid for any student interested to attend BBYO.
- Electives for students who are not a part of BBYO

From 7:30pm – 8:30pm:

- Youth group PARTY activities for students in 9th - 12th grade - details TBD

## **For students in 10<sup>th</sup> grade:**

All 10<sup>th</sup> graders are encouraged to be a part of our temple's confirmation class, which includes confirmation lessons with Rabbi Boxman, the possibility of a trip to New York City, and the chance to help write the Confirmation service that they participate in to deepen their Jewish identity. The time of the class TBD.

**For students in 10<sup>th</sup> – 12<sup>th</sup> grade:**

When the students reach **10<sup>th</sup> through 12<sup>th</sup>** grade they have the option to take dual enrollment courses that can provide them with up to 12 college credits and help boost their high school GPA. If you would like more information on this please contact Jen Levin.

**ARRIVAL AND DISMISSAL PROCEDURES**

**ARRIVAL TIMES**

<b><u>Sunday</u></b>	<b><u>Monday</u></b>	<b><u>Tuesday</u></b>
9:00am	6:00pm	4:15pm

**DISMISSAL TIMES**

<b><u>Sunday</u></b>	<b><u>Monday</u></b>	<b><u>Tuesday</u></b>
11:30am	7:30 pm and 8:30pm	5:45 pm

The safety of our children is of utmost importance to us all. Congregation Kol Tikvah, in partnership with our security firm, has adopted the following guidelines for pick-up and dismissal of our Religious School children. You will notice on Sunday mornings and Tuesday afternoons we have teachers and a security guard who will watch your children as they exit your vehicle and enter the building for drop-off, as well as enter your car for dismissal. They will help to move traffic along in a safe manner. They will also help walk children to their cars when classes are dismissed. Please follow their instructions when in the carpool line.

**Please note that children are only to be dropped off or picked up on the West Side of the building by the main sanctuary entrance. We have a single point of entry into the building from the breezeway.** Please do not drop off students on the side of the building as there is no staff member present to ensure your child's safety.

- Enter Kol Tikvah from University Drive where the main sign for the building is located. Do not enter from the side located by the Parkland municipal buildings unless expressly told to do so due to a special event taking place.
- Upon entry turn left into the parking lot and drive around the perimeter of the sanctuary and school buildings back towards the front of the sanctuary building. The cars will line up for dismissal there.

- When dropping your child off, or picking up, please drive through the semi-circle in the front of the sanctuary building, pulling all the way up to the next available cone. This is so that we can unload and load 4 cars at a time.
- Your child should exit and enter the car on the PASSENGER SIDE only.
- When you drop off or pick up your child proceed cautiously to the next available orange cone.
- Do not leave your car unattended or parked anywhere other than a true parking spot. If you are picking up early and need to go inside, please park in a true parking space by the sanctuary building, and not by the school building or in the semi-circle as carpools begin to line up there. This way you will avoid the need to dart between cars.
- **EARLY DISMISSAL:** If you need to pick your child up early, phone (954-346-7878) or email ([jenlevin@koltikvah.net](mailto:jenlevin@koltikvah.net)) Or Yael ([yael@koltikvah.net](mailto:yael@koltikvah.net)) I in advance. Please pick him or her up no later than 10 minutes before dismissal (by 11:20 am on Sundays; by 5:35 pm on Tuesdays for grades 3-6). You must walk in and speak to office staff. Your child will be called down to the office. If you arrive less than 10 minutes before dismissal, we cannot release your child early.
- Please end all phone calls before you are in line. Do **not** use your cell phone to text or make a call, even if on speaker, while carpool is in progress.
- Each family must submit a list of who is allowed to take home their child. Otherwise, the child will not be released and the parent will be called. Those picking up your child will be asked for identification.
- Pick up is only via carpool, and car signs must be displayed on your dashboard. We do not allow parents to walk up to get their children from the lobby or outside.
- If you know you are going to be late for pickup, please notify the office.

To protect everyone's safety parents cannot walk children to their classrooms on Tuesdays when preschool is still in session.

#### **RAINY DAY CAR LINE PROCEDURE:**

In the event that it is raining at the time of arrival or dismissal, we will create two car lines underneath the sanctuary building portico.

#### **SECURITY**

Congregation Kol Tikvah has a security guard on site at all times in addition to the installed security system that will ensure the safety of the children within our care. Access to the main building is through the main lobby only; all other doors are locked at all times and all visitors are being observed (directly or indirectly) and approved. Anyone who enters the building must come to the front window to check in. Visitors are not permitted to roam through the building or surrounding property. All employees are assigned an identification badge/swipe card. These cards are worn at all times.

## **ATTENDANCE**

Congregation Kol Tikvah is committed to a program of excellence for our students. It is therefore expected that students will attend Religious and Hebrew school regularly. This will help to guarantee continuity of learning and solid integration into the classroom and religious school environment. Prompt and regular attendance is essential to the proper education of your child and effective operations of the school. Parents are asked to have their child in class on time and to pick him or her up promptly at the conclusion of class. If your child will be absent, please contact the teacher and Director of EYE. Students are responsible for making up work missed due to absence.

If your child is absent for two or more consecutive sessions, please contact your child's teacher to arrange to make up the work that has been missed. If your child must leave early regularly or arrive late due to other activities please make the Director of EYE along with your child's teacher aware.

### **EMERGENCY SCHOOL CLOSING**

In the event of inclement weather (hurricanes, flooding, or other emergencies), the Religious School will follow the recommendation of the Broward County School District. Should the need arise to close the school early, parents will be notified by phone and asked to pick up their child as soon as possible. PLEASE BE SURE THAT ALL EMERGENCY CONTACT INFORMATION IS KEPT CURRENT. We will determine when it is safe to re-open the school following the end of a weather emergency. Parents will be notified via email, our webpage and/or phone calls with up-to-date information.

### **BEHAVIOR EXPECTATIONS**

#### **Discipline**

The safety of the students in the classroom is always the most important consideration. Any student that exhibits a disciplinary concern needs to be treated with kavod/respect. Teachers will work with students, the EYE director and parents to ensure that issues are resolved in a respectful and confidential manner.

Kol Tikvah believes optimum growth for your children can only be accomplished by students, parents and teachers working closely together in full cooperation according to the following guidelines.

#### **Student Responsibilities:**

- Arrive on time for class, with all necessary materials and prepared to learn

- Make every effort to attend all school sessions
- Show proper respect for teachers, administrators, clergy, fellow students and their belongings.
- Do not leave the classroom without the teacher's permission
- Complete all assigned work and make up missed work
- Respect the sacred space within the Religious School, Temple facility and Sanctuary

**Unacceptable Behaviors:**

- Use of any electronics other than for educational purposes, condoned by the teacher
- Physical or verbal harassment
- Physical activity such as fighting, pushing, hitting, bullying and teasing
- Possession of alcohol, tobacco, drugs or weapons
- Any form of defacement or destruction of synagogue property

In extreme circumstances, the family and student will meet with the Director of EYE, the Rabbi and/or the School Committee Chair to determine next steps that may include but are not limited to suspension or expulsion from attending Religious and Hebrew School classes.

**PREPARATION FOR SCHOOL**

Students should arrive to class prepared to learn. Students are to have all of their Religious School books, paper, pens, pencils, school bags, and other needed supplies with them for every session.

**TUTORING POLICY**

For those students who are in need of extra assistance with Hebrew, tutoring is provided during class time. However, for those students who fall behind due to poor attendance, lack of effort, or discipline issues, parents may be required to pay for private tutoring. Students' Hebrew reading progress will be monitored regularly and parents will be notified in the event that additional assistance is required.

**Sick Policy**

If your child is not feeling well, please do not send them to school. This protects the other children and the staff. For this reason, any child appearing ill will not be admitted to school. If your child should become ill while in school, your child will be isolated under adult supervision. You will be called to pick up your child or send someone to pick up your child. Children who are sick must be picked up within 30 minutes of notification. If you will be further than 30 minutes away on a given day you will need to make sure you have designated people who are available

to pick your child up should the need arise. If we cannot reach either parent, then emergency contacts will be called.

Any child displaying the following symptoms is not allowed to come to school and will be sent home if symptoms arise while at school:

- Severe pain or discomfort
- Loose bowels (for any reason including food or medication)
- Vomiting
- Fever of 100.0 or above taken by the school thermometer
- Sore throat or coughing
- Lethargy
- Red eyes with or without discharge
- Yellow eyes or jaundiced skin
- Change in temperament (a normally active child becomes lethargic)
- Uncontrolled cold symptoms (runny nose with clear/ yellow/green discharge)
- Head lice

Children who exhibit any of the above listed symptoms should be kept home or they will be sent home from school. Keep in mind the 48 hour rule: A CHILD NEEDS TO BE SYMPTOM FREE, INCLUDING FEVER, FOR 48 HOURS WITHOUT FEVER REDUCING MEDICINE BEFORE RETURNING TO SCHOOL. ALL RASHES OR OTHERWISE CONTAGIOUS VIRUS WILL NEED A DOCTOR'S NOTE PERMITTING THEM TO RETURN TO SCHOOL.

Please notify the school immediately in writing or by phone if your child develops a contagious illness or head lice. We will then notify the other families (without using any names) so proper precautions can be taken. Please remember that if your child needs an antibiotic, they should not come back to school until 24 hours after starting the medication. We do not administer any medications.

See addendum for Covid protocols.

## **SHABBAT ATTENDANCE REQUIREMENT**

One of the goals of our school is to prepare the children to participate comfortably in temple life. This includes worship. By attending services, our children are able to utilize the skills they learn in class. This will prepare them for “real life” encounters with prayer. We find that students who attend services on a regular basis are more comfortable at Shabbat Services, able to follow along, and in many instances, are able to contribute greatly to the service itself with prayers and songs.

GRADE	MINIMUM ATTENDANCE
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<b>K-2</b>	2 services/Jewish activities per year
<b>Third</b>	3 services/Jewish activities per year
<b>Fourth</b>	4 services/Jewish activities per year
<b>Fifth</b>	5 services/Jewish activities per year
<b>Sixth</b>	6 services/Jewish activities per year
<b>Students who will become Bar/Bat/B'nei Mitzvah this year</b>	12 Shabbat morning Services

**TZEDAKAH**

Each year, the Religious School will pick a *Tzedakah* project to support. This *mitzvah*/good deed, helps our students understand that we need to not just learn about doing good things in the world but we need to attach our learning to doing of good deeds. Please remind your child to bring in *Tzedakah* every week