



Temple Shalom Learning Center

300 East Putnam Avenue, Greenwich, Connecticut

Parent & Student Handbook 2019-2020

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The Mission and Goals of The Temple Sholom Learning Center

The Temple Sholom Learning Center (TSLC) engages students in a well-rounded Jewish education. Our curriculum has been designed so that students gain the knowledge and experience they need in order to:

- Take pride in being Jewish and develop a strong Jewish identity
- Participate in and perform rituals and traditions in a synagogue and at home
- Feel a connection and sense of responsibility to *Klal Yisrael* (the Jewish people)
- Live their lives according to Jewish ethics and values
- Have a deep love for and connection to the land of Israel
- Be inspired to pursue life-long Jewish learning, and possess the basic skills to do so

TSLC Policies

Attendance and Service Requirements

Pre-K

- Students attend school for 2½ hours, one Sunday per month, from 9:00 am to 11:30 am.

Grades K–2

- Students attend school for 2 ½ hours on Sundays from 9:00 am to 11:30 am. There are no weekday classes for these grades.
- Families of students in grades K-2 are invited to experience a Shabbat dinner together. This “Erev Shabbat Experience” is meant to provide exposure to Shabbat as well as help build a sense of community among our Learning Center families.

Grades 3–6

- Students attend school for a total of four hours per week, from 9:00 am to 11:30 am on Sundays, and **EITHER** Tuesdays from 4:30 pm to 6:00 pm **OR** Wednesdays from 4:15 pm to 5:45 pm.
- Students are invited and encouraged to come as early as 45 minutes before the start of school on weekdays. We will have supervised time in the Library (second floor), where students are able to socialize or work on school work.
- Students **in grades 3 & 4** are invited and encouraged to attend their Erev Shabbat Experience. Students in **grade 4** are also expected to participate in their one grade level Shabbat.
- Students **in grades 5 & 6** are required to attend two out of three Saturday morning Learners Minyan as well as their one grade level Shabbat. Attendance is taken.

Grade 7

- Students attend school only one weekday evening per week, **EITHER** Tuesdays from 4:30 pm to 6:00 pm **OR** Wednesdays from 4:15 pm to 5:45 PM.
- 7th graders are required to attend two Saturday morning Learners Minyans as well as two grade level Shabbats where they will help lead the congregational service. Attendance is taken.

Grade 8

- Students attend as scheduled. This will consist of special classes, service learning and field trips that will deepen young adults’ connections to Jewish customs and values.

Absences

- Parents are expected to notify the school in advance when a student will be absent from class. This may be done by calling the school office, **203-542-7161**, or by sending an email to Alice Schoen, TSLC Office Manager, at alice.schoen@templesholom.com.

Early Departure

- If a student needs to leave early, the office must be notified in advance. This may be done by calling the school office, **203-542-7161** or sending an email to Alice Schoen, TSLC Office Manager, at alice.schoen@templesholom.com. The office will then notify the appropriate teacher(s). For more information about picking up your student early, please see the section on **Drop Off and Pick up Policies** (page 6).

Student Code of Conduct

As a school community, we strive to create an atmosphere that promotes the Jewish values we teach and cherish. In order to do so in a positive and growth-oriented manner, we have developed a set of guidelines for behavioral expectations for students at TSLC.

לתורה קדמה ארץ דרך

PROPER RESPECT PRECEDES THE STUDY OF TORAH

כמוך לרעך ואהבת

TREAT OTHERS WITH RESPECT

תורה בדברי לעסוק

THE MITZVAH OF STUDYING TORAH:

TREAT LEARNING WITH RESPECT

תשחית בל

**TREAT PROPERTY (PHYSICAL AND INTELLECTUAL)
WITH RESPECT**

נפש פיקוח

TREAT PEOPLE'S SAFETY WITH RESPECT

Disciplinary Policy: Behavioral issues will be considered on an individualized basis. This begins with clear expectations. When issues arise, TSLC will attempt to resolve them through conversations amongst students, teachers and administration. If issues continue, or are serious in nature, parents will be notified and involved. Based on the level of the offense, TSLC reserves the right to determine which of the above steps to take, including the right to suspend or expel the student. Should this occur, tuition will not be refunded. Students and parents will be held financially responsible for any property damage which a student may cause. Students who feel they are being treated unfairly or with disrespect are encouraged to speak with their teacher(s), or have their parent(s) do so, in order to resolve the issue appropriately. The administrators are available to any student and/or parent.

Food and Beverages

Food brought into Temple Shalom for personal consumption must be nut-free and must be dairy or vegetarian. Food brought into Temple Shalom to share (e.g. birthday celebration) must be nut-free and must have a Kosher certification on the label. No foods may be prepared at home or at a non-certified kitchen (e.g. baked goods or cut fruit). For students who are hungry and thirsty, TSLC sells a variety of snacks and beverages that are certified Kosher and nut-free.

Kippot/Head Covering

The wearing of a head covering reminds us that God is always with us. Our tradition also requires us to cover our heads while praying or studying sacred texts. In addition, the wearing of a kippah also shows respect for one's studies, and for the sacredness of space. Therefore, boys are required to wear kippot while at TSLC, and girls are strongly encouraged to do so as well. Teachers may, at their discretion, allow alternative forms of head covering during certain studies, but only kippot may be worn during prayer, sacred studies, assemblies and in Temple Shalom's Sanctuary and Chapel.

Books and Supplies

TSLC will supply all necessary textbooks, workbooks and worksheets to each student.

Technology/Hand-held Electronic Devices

The use of technology of any kind (cell phones, MP3 players, any type or size of computer or internet browser, cameras, etc.) is not allowed in class except at the explicit invitation of the teacher. Teachers may choose to have the students deposit their devices in a box at the start of class. If teachers allow the students

to retain their devices during class, phones must be kept in a backpack, purse or pocket, NOT visible to the student or others. **Parents should avoid calling and texting while their student is in class.** If a parent needs to contact a student during school hours, please contact the school office, 203-542-7161, and we will get your message to your child.

Graduation/Commencement

At TSLC, we celebrate the completion of our official program at the end of 7th grade, and our students' ability to read Hebrew at the end of 3rd grade.

- **7th Grade:** In order to graduate from TSLC, students must be able to show good comprehension of the curriculum content.
- **3rd Grade:** During the last month of school, our 3rd graders participate in Friday night services, join together for a Shabbat dinner, and are gifted their own inscribed siddur (prayer book)

Student Safety

Medical Emergencies and Services

If a student becomes ill or is injured, staff will use reasonable judgment in determining what first aid measures can be administered. Every effort will be made to contact parents. The school cannot dispense medication, except for emergency medications (e.g. EpiPen).

Safety Related to the Building

The school building is equipped with fire detection and alarm systems. Each classroom has a map that shows the appropriate evacuation route to use in the event of fire or other emergency situations. Fire drills and lockdown drills will be held each year to make certain that everyone knows and follows the proper procedures.

Dropping Off and Picking Up Students

The safety of our students is of great importance to us. In order to be certain that students do not cross lanes of traffic to get to or from cars, especially during busy times and in the dark, we ask that you follow each of these steps.

Drop-Off Procedures (Sundays and Weekdays):

- Please drop your student(s) off in the circle at the front entrance to the building.
- If you would like to accompany your student(s) into the building, please park in a Temple Sholom space and make sure you are with your student(s) as they walk across the parking lot.

Sunday Pick-Up Procedures (For Regular Ending Time)

- Drivers have two pickup options:
 - *Use the pickup line and your student will come to your car (accompanied by staff).*
 - Students who use this option will wait outside or in the lobby so they can see your car as it pulls to the curb.
 - Drivers must join the end of the pickup line of cars, stay in their cars and keep moving up as the cars ahead get their students and leave.
 - *Park your car and come inside to get your student and bring him/her to your car.*
 - Please park your car in a legitimate Temple Shalom space or in the YWCA parking lot across the street. If you park in our lot you may be blocked in for several minutes by the cars moving through the pickup line. In fact, you may not move a parked car until the pickup line is over, usually by 11:40 am at the latest.
 - Your children will be waiting for you inside the lobby.
 - Make sure you accompany your child through the parking lot.

Weekday Pick-Up Procedures (For Regular Ending Time)

- Park your car and come inside to get your student from the lobby. No student will be allowed out of the building without an accompanying adult.

Pick-Up Procedures (For Students Who Leave Before The End Of School)

- If you need to pick up your student before the end of school, you must notify the office in advance by calling **203-542-7161** or emailing Alice Schoen, TSLC Office Manager, at **alice.schoen@templesholom.com**.
- Park the car and come into the TSLC office.
- You will be asked to sign your child out, and we will contact the appropriate teacher to send the student down immediately.
- Your student will meet you in the TSLC office.

School Closings Due to Weather or Other Emergencies

- TSLC will send an email to all families in the event of a school closing or emergency.

Field Trips and Special Events

As part of our curriculum, a student's class may be involved in a field trip. Parents will be notified in advance and will be requested to complete and return a permission slip for each field trip. They may also be asked to serve as chaperones or drivers, and we would greatly appreciate a positive response.

TSLC also holds many assemblies, special events and family education programs throughout the year. When parents and others are invited, they will be publicized through flyers, newsletters, website, etc. ***When a program is designed to include parent-child interaction, it is important for parents to make every effort to participate.*** Often, our special programs need the assistance of adult volunteers, so we hope we can count on TSLC parents.

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