

Temple Emmanuel CHAI School Policy and Procedures

The **CHAI School Committee** sets policy and provides feedback and guidance to the Director of Education on how the school is run. The School Committee meets monthly and helps out at Religious School events as required.

ATTENDANCE

Regular attendance is vital to the process of Jewish education. Our educational goals and our goal of creating a cohesive community can only be accomplished through consistent participation in the program. Caregivers play a major role in ensuring that students attend regularly, are prepared for class and keep up with any necessary make-up work. Our best chance of success depends on students' ability to view religious school as a serious and worthwhile commitment. Your support in creating this attitude is crucial and greatly appreciated.

CURRICULUM

The detailed CHAI School curriculum is provided at the beginning of the school year and is available upon request.

COMMUNICATION/EVALUATION

We hope that communication between teachers and caregivers will be ongoing. We encourage our teachers to email you about the class and your child. Teachers will keep you up-to-date about what is happening in the classroom with regular emails or newsletters. Please look for them!

CHAI SCHOOL FOOD

Temple Emmanuel practices biblical kashrut (avoiding all pork and shellfish and mixing dairy with meat products). We will occasionally offer food or snacks during class to celebrate special holidays. Please notify teachers if your child has any food allergies. Meals should be eaten

before or after class. Please do not send an entire meal with your child to class. It isn't easy to participate and focus in class while eating.

MEDICATION AND ALLERGY POLICY

Please list the medications your child is taking on the school registration form. We will not administer any medications (including aspirin, ibuprofen, or acetaminophen) unless we receive written permission from a parent. If a child needs to take a prescription drug during class, please send it with a note to the school.

- Please indicate known food allergies on the school registration form. If your child has a known food allergy, which you have indicated on the registration form, the teacher will contact you before any class activity involving food. Parents are responsible for ensuring that our records on food allergies and other critical medical issues are updated, both when registering students annually for school and throughout the year, as they become aware of any changes in a student's medical status.
- ***In a classroom where there is a child with a life-threatening food allergy, there must be no food containing that allergen in the classroom.***
- When a food label states "may contain.." or "processed in a facility that also processes...", it is assumed that the allergen is present.

PARENT FEEDBACK

We'd love to hear if you are particularly pleased with how something is going and if you have a problem or suggestion for improvement. Please e-mail us at hebrewschool@wakefieldtemple.org or stop by the temple before or after class.

BULLYING POLICY

Definition: Bullying is a type of aggression in which the behavior is intended to harm, humiliate, or disturb another person. There is an imbalance of power with a more powerful person or group attacking a less powerful person or group. Bullying can be written, verbal, electronic, physical, or any combination thereof.

Because the CHAI School greatly values our positive, inclusive, and caring learning environment, we treat bullying as a serious offense. Students have the right to learn in a safe and sensitive environment at all times. Bullying in all its forms, whether verbal, physical, or psychological, is completely unacceptable. We encourage parents and students to speak with us anytime concerning bullying issues.

EMERGENCIES

Working in conjunction with the Wakefield Police Department, Wakefield Fire Department, the Temple Emmanuel Buildings and Grounds Committee, the Religious School has developed emergency protocols for fire, natural disasters, hazardous leaks, or the presence of an intruder in the building. Each classroom has a practiced response plan and steps to take in the case of each specific type of emergency.

HOMEWORK

We realize that students have demanding schedules. While teachers limit the amount of homework, some work time out of class is necessary. This is particularly true for the acquisition of Hebrew language skills. Hebrew School students are expected to practice reading for 10 minutes each night. When homework is given in Hebrew School, teachers are encouraged to give creative assignments that involve parents -- with the goal of enhancing family connections through Jewish learning. Please check with your child regarding assignments and help to see that they are completed. Your assistance is greatly appreciated. Homework will not be assigned during school vacation weeks (December, February, and April).

SCHOOL CLOSINGS

In case of inclement weather or other potential reasons to cancel Hebrew School, please look for an email and listen to announcements made over local news outlets. There will be no Hebrew School if the Wakefield public schools are closed or have an early dismissal due to inclement weather.