



YORKTOWN JEWISH CENTER

RELIGIOUS SCHOOL POLICIES AND PROCEDURES

TUITION

Tuition is collected from each family for every child who attends our religious school. Payment is calculated and added to your synagogue membership except for non-member primary and high school families, in which case tuition is billed separately.

Registration occurs for the following year in June. At that time a registration fee and Kadima/fee (when applicable) are collected.

BOOKS AND SUPPLIES

Books are provided as part of the tuition. If extra copies are desired for home use, we will be pleased to let you know the cost on a per-book basis. Parents are responsible for paying to replace lost or damaged books.

Teachers will distribute a list of needed supplies before school or during the first week.



EMERGENCY CONTACT INFORMATION

We collect emergency information including contact information when your child first registers. Please inform us of any change in cell phone number, email address, or other emergency information.

ATTENDANCE POLICY



Regular attendance in religious school classes is expected of all students. While we understand that our children have busy lives, attending religious school regularly and for the full session helps to ensure that a student will benefit fully from the program. All students must maintain at least a 75% record of

attendance. If a student fails to attend 75% of class sessions, he/she may be retained at the present grade level or may be required to retain tutoring at the parents' expense. Poor attendance may result in a reevaluation of a student's bar/bat mitzvah schedule.

CLASS SESSIONS

School sessions are as follows:

Kindergarten, P1, P2	Sundays from 10:30 – 12:30
Aleph – Hei	Sundays from 9:00 – 12:30 and Wednesdays from 4:15 – 6:15
Hebrew High school	Sundays from 10:30 – 12:30

A school calendar will be sent home by the first week of school and is available online at our website: www.yorktownjewishcenter.org .

ARRIVAL – DEPARTURE PROCEDURES

All drivers should form a single line to drop off and pick up students. Drop off is at the school entrance. Pick up is in front of the synagogue. Please do not motion to your student to come to your parked car or to your car on line. Safety can best be maintained if no students are walking in the lot unattended.



EARLY DISMISSAL

If you must pick up your student before the regular school dismissal on occasion, please send a note in to school with your student at the beginning of class. When you are ready to pick up your student, please come into the school office to sign him/her out. The school secretary or other designated person will retrieve your student from class. Records are maintained of early dismissals.



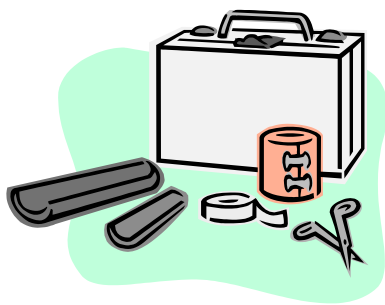
TARDINESS

When a child is late to class, not only is his/her own education diminished, but the other students are also disrupted. If your student is more than 10 minutes late, please send in a note with your student. Records are maintained of tardiness.

SCHOOL CANCELLATION

The Yorktown Jewish Center follows Yorktown School District inclement weather closings. Whenever possible, an email will be sent confirming school closing, and the message on the school phone (245-2663) will indicate the closing as well. Please see the separate school closing policy for more detail.

FIRST AID AND SAFETY



If a child receives a minor injury, we will treat the abrasion with antiseptic and bandage. In all other cases, parents and/or guardians will be contacted immediately. Please make sure we have your current cell phone or emergency contact information.

Please notify us of any medical situation which may affect your child's full participation in Hebrew school. Because there is no nurse on staff, we cannot dispense medication, even over-the-counter medicine. Children are not allowed to bring medicine of any type to school. If your child must take a dose of medicine while he/she is in Hebrew school, we require a parent or guardian to come to school to administer it.

CONDUCT

Teachers and students work together to create an atmosphere of respect and learning.

No gadgets, toys, or iPods should be brought to school without the express permission of the teacher. Cell phones should be turned off and put away out of sight. If you need to contact your child in an emergency, please call the office (245-2663) and we will retrieve your student from class.



If a student is unable to maintain proper discipline and respect, the teacher will attempt to resolve any problems, which may include requesting the help of the principal or head teacher, and/or notifying the parents. Upon repeated incidents, the rabbi and/or principal will hold a conference with the parents to discuss alternatives for improving the situation. If problems continue, the Yorktown Jewish Center retains the right to remove the child from class. During this period of suspension, the student must remain current with class work by working with a tutor approved by the principal and paid for by the parents.

DRESS CODE

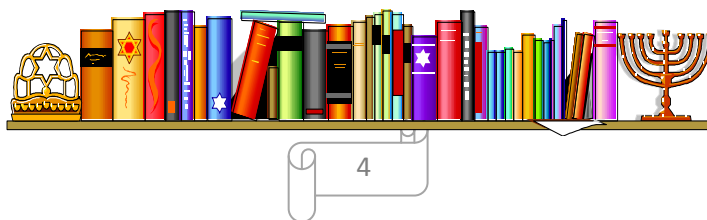
Students should be dressed appropriately for class in a synagogue. Clothes should be clean and comfortable. Boys are required, and girls are welcome, to wear a kippah in the building. At services, dress should be respectful and appropriate. Shoulders and midriffs should be covered.

HOMWORK

Homework may be assigned to reinforce classroom learning and skills. Please make sure your student completes homework as assigned.

LIBRARY

A large collection of children and adult books and media are available for circulation and reference in our library. Students are encouraged to borrow from our library, but parents are responsible for returning what is borrowed in the same condition. Parents will be charged for damaged or lost books and media.



REPORT CARDS

Student progress will be evaluated twice a year. Report cards will be sent home in February and June.



CLASS SERVICES

During the year, each Hebrew school class from aleph through hei will lead a Friday night service. Parents of these students are responsible for hosting the oneg preceding or following services. Students are required to attend their own class service, and are strongly urged to attend the other class services as well. Class service dates are determined at the start of school and are listed on the school calendar. To help our students prepare for this service, a CD of the Friday night service is available at the Hebrew school office.

JUNIOR CONGREGATION

Junior Congregation is an integral part of our religious school program. Attendance is required for students in grades aleph through daled. Please see the Junior Congregation policy on the Religious School page of the Yorktown Jewish Center website (www.yorktownjewishcenter.org).

HEBREW HIGH SCHOOL

After completion of grade hei, students are encouraged to continue their education by attending our community Hebrew High School. Hebrew High includes students from eighth through eleventh grades. While these classes have a more informal structure, we expect students to maintain an atmosphere of respect and learning as models for the rest of the school.