

# Chabad Hebrew School Handbook



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13079 Chandler Blvd. Sherman Oaks, CA 91401  
Tel: 818 - 989 - 9539  
[www.ValleyHebrewSchool.com](http://www.ValleyHebrewSchool.com)

## **Introduction**

This booklet is designed to encourage your input and participation in our program by sharing with you our goals, and the steps we plan to take to meet them.

Our Hebrew School is part of Chabad of North Hollywood and thus utilizes some of the very positive points of the Chabad ideology in educating your child. A fresh and positive approach and lots of enthusiasm is the hallmark of Chabad and will be prevalent in our school.

The goal of the Chabad Hebrew School is to deepen Jewish experience and knowledge so as to strengthen our children's understanding of G-d's works and wonders, their identification with the Jewish People, their involvement in the synagogue, their participation in Jewish life and their determination to live as Jews.

Our Hebrew School is dedicated to providing a Jewish education, which will enable our children to secure the knowledge and understanding to permit them to be Jews who are proud of their Jewish identity.

So much of what we do depends on you. Please view this booklet as an ongoing invitation to pursue actively the goals we share, at home and within your congregational setting.

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### School Calendar

A school year calendar listing dates on which there will be Hebrew School classes is available. Please keep it and place it somewhere you can easily refer to it during the year.

### Confidential Information

It is of great importance for the teacher to have any information, which can provide for the optimum learning situation. Information of a physical, social and psychological nature can aid a teacher in planning instruction for each child. Without this knowledge, teachers are handicapped and may be unable to provide the kind of support needed.

Such information should be transmitted either in writing to, or by a private conference with, the teacher.

### Parent/School Communication

Communication between parents and school is very important to insure that Hebrew School be a meaningful and pleasant experience for your child.

Please note that some of our school notices will be sent home with your child. Please check his/her school bag for these notices, and call us if you have any concerns regarding your child's performance and/or progress.

### General Concerns

Should you have any questions or concerns regarding your child's class, we expect that you will contact your child's teacher.

### Behavioral Expectations

At Chabad Hebrew School we strive to create an atmosphere that reflects our lofty Jewish values. We take pride in our student body that understands that respect for teachers, respect for each other and each other's property, and respect for ourselves are essential for a successful learning environment.

We expect:

1. Every student to treat fellow students and staff members with courtesy.
2. That classroom directions be followed promptly and quietly.
3. Books and materials handed out to be handled with care and kept neatly organized.
4. Proper decorum to be maintained in the classroom.
5. Each student to cooperate at all times.
6. Homework and assignments to be completed, signed and submitted when due.
7. During school functions all rules and regulations for student behavior to be complied with.
8. Students to avoid loud, abusive or demeaning language.
9. All students to come to school prepared with folders, books, pen, notebook and homework.
10. All students to act responsibly and with caution e.g. no running or jumping in the center or classroom, exercising care in the parking lot and playground.

### Parent's Responsibilities

Parents have the responsibility to:

1. Bring and pick up the children on time
2. Contact their teacher regarding a classroom concern
3. Be supportive and positive of Hebrew School programming
4. Take an active part in the child's Jewish Education
5. Attend parent meetings and conferences.
7. **Never drop off and leave children unless certain their teacher is present.**
8. Make certain children come to school prepared.
9. Regularly check children's homework book and school bags for important notices, missing supplies and neatness.

### Hebrew School Responsibilities

You should expect the School to fulfill the following:

1. Provide a positive and warm environment for your child.
2. Give your child a viable knowledge of Hebrew, Jewish Holidays, History, Customs and Traditions, Torah, Israel and Jewish Heroes and Heroines.
3. Keep you informed of your child's progress and class activities.
4. Provide your child with a certified, knowledgeable teacher who is dedicated and concerned about your child's Jewish Education.
5. To provide your family with opportunities to learn experience and enjoy our Jewish Heritage

## Supplies

All textbooks and workbooks will be supplied by the school at the beginning of the school year. All books are to be treated with care and respect. Textbooks are to be returned at the end of the school year in good condition.

## Tzedakah

Tzedakah (charity) is a concept, which is basic to Judaism. Our school attempts to develop a commitment among our students to share with others less fortunate than themselves by donating a few pennies a day to charity. Parents are asked to provide young children with a coin for Tzedakah. Older children should give Tzedakah from their allowance money.

## Mitzvah Note

For the younger children, teachers may ask to send in a Mitzvah note. This is a note that tells something special that the child has done. Children really look forward to hearing what their parents have to say. So please be sure to send one if it's requested.

## Homework/Homework Book

Students are encouraged to practice their reading at home. Parents should listen to their child's songs, stories and Hebrew reading, as this will reinforce your involvement in your child's Jewish education.

At the beginning of the school year students will receive a "Homework Bag". All assignments, projects and any comments or requests the teacher wishes to pass on will be written in these Booklets. Parents are to check the Homework Books on a regular basis. Teachers will request these books be signed by a parent after each assignment is completed. It goes without saying children should practice reading on a regular basis from texts or other material used in class. Homework will only consist of review, reinforcement or completion of classroom assignments. Exceptions will be with assigned projects. Your positive reinforcement will be of great assistance in making the homework experience a positive one. Students are expected to complete all homework assignments accurately and promptly and have a parent sign their Homework Book.

## Attendance

Regular attendance is crucial in accomplishing the goals of our educational program. There is direct correlation between attendance and achievement, interest and attitude. Furthermore, coming late and leaving early disrupts the entire class and disrupts your child's classroom routine. Your support of our attendance policy will be greatly appreciated.

### Disciplinary Action

1. Teacher will make all classroom rules clear to students.
2. Teacher will invoke disciplinary methods in classroom.
3. If a child continues to be disruptive, the teacher will ask the student to leave the classroom.
5. If a child continues to be disruptive, a conference will be set up between child, parent and teacher.
7. If a child continues to be disruptive, the teacher in conjunction with advice from the Rabbi will suspend student. The child may only be readmitted by agreement of teacher and Rabbi.
8. Final step is expulsion. Appeals may be made to the Hebrew School by the parent and student. The school will make a final decision, after all sides have been represented.

### Student Absence

Students are responsible for the material covered in class which can be obtained from a friend.

In case of a student's absence for any length of time due to illness or vacation, the teacher should be notified and arrangements should be made for obtaining the material covered in class as well as class homework.

### Illness

Please notify us in case of contagious disease so that we may notify the parents of other children in the class to be aware of the symptoms. Please let us also know if there are any changes in your child's health during the year e.g. vision, hearing etc. This will help us understand and cater to his/her needs.

### First Aid

The teacher will see to minor injuries. Should something more serious occur, G-d forbid, the parents will be contacted immediately. Should the parents be unavailable, the child will be taken to the nearest hospital.

### Parent Absence

If, for any reason, parents will be away from home for any length of time, please advise the school. This is especially important if the absence is due to special conditions, such as hospitalization, which may be upsetting to the child. When teachers are aware of such conditions, they often can be of great help in alleviating the child's distress.

### School Records

Parents should notify the school promptly, in writing, of any change in address, telephone number, as well as any change regarding emergency situations. Promptness and accuracy are necessary to keep records up to date and to communicate with the home when necessary.

### Refund Policy

Registration fees are non-refundable. Should you decide to withdraw your child from Hebrew School, your refund will be pro-rated up to April 1. After that date no refund will be allowed for school tuition.

There are no refunds or credits for days missed due to illness, holidays or family vacations.

### Miscellaneous rules for Hebrew School

1. Parents wishing to visit the classrooms must obtain permission from the teacher. Teachers are not permitted to converse with parents while the class is in progress. They will be pleased to arrange an appointment or telephone conference.
2. **Students who wish to bring a guest to school should obtain permission from the teacher.**
3. Any student found guilty of conduct dangerous to himself or others or destructive of property will immediately be suspended pending a conference between the teacher and the parents.
3. Students should be prepared with textbooks, notebook and pen or pencil at each session unless otherwise instructed by the teacher. All worksheets and class material are to be kept neat and organized by placing them in a section binder or folder. Homework books are to be checked and signed by a parent and brought to class each day.
4. Parents are to arrange pick up of children on time.

### How to help your Child

In order for our Hebrew School program to be most effective, the home and school must work hand in hand and promote a close partnership. The following are a few suggestions.

1. A growing child needs plenty of rest. Teachers report that often a sluggish, indifferent child in the classroom on Sunday will have been up late the night before. Please set a reasonable bedtime for Saturday night and be consistent.
2. Please provide your child with breakfast and/or a light snack before Hebrew School begins.
3. Many of our students are involved in other extra curricular activities, i.e. sports, music lessons etc. All these are important, however, please place priority on your child's Jewish education.



4. There is a direct correlation between a student's attendance and their achievement, interest and attitude. Every time your child is absent, there is a loss of continuity to the program. Please keep your child in school regularly.
5. It is unfair to your child and classmates to always be late. Please help your child be on time for Hebrew School.
6. The place to voice your concerns of the school is with the Rabbi, and teachers. Please do not discuss school issues in the presence of your child.
7. Participation in Synagogue service and celebration of Jewish Holidays will greatly enhance your child's interest in Judaism and strengthen the Jewish identity.
8. Show your child that you are interested in his/her Jewish education by making a habit of asking your children how their day was, what they have learnt, have they any homework, checking and signing their Homework Book. This will greatly encourage and help foster a strong and positive attitude.
9. Parents should certainly go through their child\ren's Homework Book and book bag on a regular basis to:
  - Find important notices
  - Check if supplies are low or missing, i.e.: pens, pencils, Tzedakah, etc.
  - Ensure that they keep it neat and tidy.

#### Drop off and Pick up

To ensure the safety of our students, we ask that each parent walks their child into the building at drop off and comes in to get them at pick up. Please park in a legal parking space when getting out of your car. We do offer drop off and pick up thru the parking lot. Please be careful when driving in and out of the lot.

