

# TOURO SYNAGOGUE RELIGIOUS SCHOOL



## TEACHERS' MANUAL

SCHOOL YEAR  
2011-2012



Ben Bag Bag said:

“Turn the Torah over and over  
for everything is in it.

Look into it,  
grow old and worn over it,  
and never move away from it,

for you will find  
no better portion than it.”

RELIGIOUS SCHOOL WEB PAGE  
for calendars, schedules, and grade level curricula  
<http://www.tourosynagogue.com>  
Select Education then Religious School

# CONTRACTUAL OBLIGATIONS

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## TIME

- Teacher check-in begins at 8:00 a.m. and extends to 8:30 a.m. During this time the mailbox can be emptied and supplies picked up.
- A short meeting will be held from 8:30-8:50 a.m. to go over the details of the day.
- Teachers will greet students, personally, by being in their classrooms no later than 8:50 a.m.
- Religious School begins at 9:00 a.m. for all students. Begin your classes at that time no matter how many students are present. Those students who arrive on time should be rewarded with the maximum time to which they are entitled.
- During the morning as the classes change rooms, please be on time for all scheduled activities. Our schedule is pre-planned for the convenience of all groups. Arriving too early or too late for activities can cause disruption.
- Dismissal is at 11:30 a.m. If a student needs to leave early, a note must be sent from home. The following are guidelines for students leaving the school:
  - ◇ **No student is to be dismissed to meet a parent outside. Therefore, parents must come into the building to pick up their children.**
  - ◇ **If a note has not been sent from home the morning of the requested early dismissal, forms are available in the office for the parent to conveniently fill out consenting to the removal of the child from our care and responsibility.**
  - ◇ **All notes and release forms must be forwarded to the Religious School office for our records.**

**Please be aware of the situation and try to explain to the parents that this is a precautionary measure to ensure the safety of all children while in the building.**

## ABSENCES/PERSONAL LEAVE

- Full-time teachers are entitled to one paid sick and/or personal day per school year. For more than one (1) absence, no pay will be received for the missed day(s).
- Once a teacher is aware of the need to be absent, please contact the Religious School office or the Educator as soon as possible. A substitute list is available. Please refer to this Official Substitute List when arranging your class coverage.
- Please do not assume the Educator knows you are going to be out unless you have received a return call within 24 hours of your request, you have spoken to the Educator personally, and/or you or your substitute have delivered a lesson plan to the Religious School.

(CONTINUED OVER)

- **A complete and thorough lesson plan is required from teachers in the event of a planned or unplanned absence. Fax: 504-897-0237; Call 504-895-4843; [direduc@tourosynagogue.com](mailto:direduc@tourosynagogue.com)**

#### LESSON PLANS

- A blank Lesson Plan is available on the Teacher Resources Page on the Touro Synagogue website: <http://tourosynagogue.com> select **Education** and then **Teacher Resources**
- Lesson plans are to be turned in to the Educator every week. A lesson plan template will be emailed to you. You can email or hand in a completed lesson plan before or after class.
- Failure to submit lesson plans is a breach of your employment contract, and reflects your unpreparedness as a teacher.

#### ATTENDANCE AT SPECIAL EVENTS

- Teachers are contracted for Sunday mornings. However, periodically there will be special events that involve your Religious School students throughout the year. You may find that you, too, would enjoy attending some of these events. You will also be serving as an excellent role model for your students and their families.
- Please check your contract for required attendance at these special events.

#### SERVING AS A ROLE MODEL

- While you are in the presence of the students, you are a role model. Students watch your actions, **YOUR BEHAVIOR, YOUR ATTITUDE, AND YOUR DRESS**. Please consider the following as solid guidelines while serving as a teacher:
  - ◇ Think before you speak.
  - ◇ Be courteous to your students, just as you expect them to be to you.
  - ◇ Be open to students' ideas — even ones you had hoped not to elicit. Everyone has his/her own ideas.
  - ◇ Keep in good spirits — positive attitudes are contagious.
  - ◇ Dress like a teacher. All clothes must be clean and presentable and must differentiate you from your students. **No shorts**. Shirts with collars are requested.
  - ◇ Use your good judgment in all circumstances.
  - ◇ Please defer to the **Code of Kavod** as you manage your class. (See p.6)

# ADMINISTRATIVE DUTIES

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## TEACHER CHECK-IN AND MAILBOXES

- Each teacher has a mailbox that should be checked promptly for any important information about Religious School for that day, and for information about upcoming events. Paychecks and personal messages will be put in your mailbox.
- **Be sure to leave your attendance book in your box during the week.**
- **Teacher payroll cannot be processed without a completed: W4, I9, and Direct Deposit form.** A **returning teacher** need only complete these forms IF there has been any change of marital status, bank account, address etc. **These forms are available for download on the Teacher Resource page on our website.**

**<http://touroynagogue.com> select **Education** and then **Teacher Resources****

## ATTENDANCE PROCEDURES

- Attendance is an important task at Religious School. It is crucial that we know who is in the building at all times. At the beginning of the day, please record neatly and clearly on the attendance sheets (one sheet is for your records, the other should be handed in to the Religious School Office) all students who are present, absent, or who have arrived late.
- It is vital that you **maintain your own records** as well as submitting one to the office so that you can accurately respond to queries from parents regarding semester attendance.
- Your roll book should remain with you all morning in case of emergency.
- Along with the attendance sheet, Tzedakah and all other notes, forms, etc., should be placed outside of your classroom door for collection by 9:30 a.m.

## CONSECUTIVE ABSENCES

- If a student is absent three (3) consecutive times, please note this on your attendance sheet. It is the teacher's responsibility to notify the Religious School when this occurs.
- Some parents request make-up work for their children who miss Religious School for an extended period of time. Please be aware of this need and have some extra activities on hand. All make-up work will be mailed from the Religious School office.
- It is the teacher's responsibility to call parents after three (3) consecutive absences have occurred. Use as your guideline the *Script for Calling Parents* that is provided.

## JUDAIC ABSENCES

- Judaic absences are recorded throughout the year by the Religious School office. Careful attention to these absences during the year will eliminate many problems at the close of school.
- No teacher may grant any student a Judaic Absence. All requests for an excused absence must be in writing from the parent and directed to the Religious School office. Once an excused absence is recorded, the teacher will be notified to mark the absence in his/her roll book.

## GUEST POLICY

- We do not encourage guests at Religious School because it can be disruptive to our program. However, we do recognize that there are occasions when out of town friends and relatives may want to accompany a student to Religious School.
- Touro Synagogue Religious School is able to welcome guests under the following conditions:
  - ◇ **The Religious School family notifies the Educator in ADVANCE of Sunday morning with the guest's name and other pertinent information in case of emergency.**
  - ◇ The classroom teacher will be notified of a guest for that day and will expect the named guest only. This will allow the teacher to prepare accordingly.
  - ◇ Guests are asked to participate in our program with respect.
  - ◇ Unannounced guests may be turned away at the door.
  - ◇ **No guests are permitted to attend field trips.**

## MEDICINE

- Touro Synagogue is not authorized to give out any medication. If students must take medication during school hours, a note must be sent from home with detailed instructions and be given directly to the Educator.

## **SUPPLIES**

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- Each teacher will receive basic supplies at the beginning of the year for classroom use. All supplies must be returned at the end of the year.
- School supplies are available in the supply room by request, and may be picked up in the morning before school begins. Please plan ahead for all necessary supplies because of the following reasons: supply availability, restocking, and the time it takes for the preparation of supplies.
- All supplies borrowed from the supply room should be returned after use. No extra supplies in usable condition should remain in the classroom. Remember, others may need those supplies.
- Creative projects are encouraged. Please request in advance any unusual or special supplies needed for such a project. Also, please check with the Educator before purchasing any supplies for which you hope to be reimbursed.

## **AUDIO/VISUAL**

- Audio/Visual request forms are available in the teachers' resource room. Requests for the use of Videos or DVDs, either owned by the Religious School or to be rented, should be written on this form. We will attempt to schedule TV and DVD usage time fairly; first requests will get priority.

## **COPYING**

- Request forms for copying are available in the teachers' resource room and on-line
- All copying requests made at least 3 days in advance will be in your box on the date you requested.
- Please fax (897-0237) or email ([direduc@tourosynagogue.com](mailto:direduc@tourosynagogue.com)) your requests if you need some copying done in the middle of the week. If you would like to come in and do any copying related to Religious School, the Synagogue office is open weekdays from 9:00 a.m. to 5:00 p.m.
- Do not wait until Sunday morning to do your copying. Our main office may not be accessible.

**PARENT COMMUNICATION**

- Parents are our partners. They assist us in the educational process. Teachers are expected to write a class overview at mid-semester and at the end of the school year to inform parents about class progress.

**FAMILIES LEARNING TOGETHER**

- There will be a family learning opportunity for each student from Pre-Kindergarten through 6th Grade. Please check your scheduled date and **make preparations** with the Educator in advance for that date.

**PROBLEM AREAS**

- If a problem arises in your classroom, please discuss it with the Educator. These problems may be behavioral, or something personal you are observing about a particular student.

**PROGRESS REPORT**

- Two (2) progress/grade reports are issued throughout the year; one report is due after the fifteenth (15<sup>th</sup>) Sunday, and the other report is due towards the end of the year. Teachers are asked to complete them promptly upon receiving them. Guidelines for completion are available from the Educator.

- It is the philosophy of the Religious School that a student’s valuable learning time should not be interrupted by a disruptive classmate. All students have a right to a good education.

Classroom management is a very individual issue. However, there are some general school policies that must be followed:

- ◊ No physical discipline.
- ◊ No abusive or foul language should ever be used in the building.

**DISCIPLINARY STEPS**

- Attempt to deal with the issue in the classroom. Do not take class time away from other students.
- Send the student out of the classroom if the student is disrupting the learning time of others. Either send the student to the Educator, or to a designated place where the student can reflect on his/her inappropriate conduct.
- If a student is sent out of the room numerous times, the parent will be notified.
- If there are further problems with the student, a parent conference will be called in an attempt to rectify the problem.

**CODE OF KAVOD**

Touro Synagogue Religious School is proud to promote respect - KAVOD - for our school and institution, for Jewish learning, and for ourselves and others.



We show respect and honor to Touro Synagogue - our home.



We show respect and honor to our people, traditions and history, and towards a life-long commitment to Jewish learning.



We show respect to our Morim - teachers, our Chaverim - friends, and to ourselves by our conduct, demeanor and actions.

# CURRICULUM IMPLEMENTATION

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The curriculum of the Touro Synagogue Religious School reflects the philosophy of the Reform Movement and is based on the Union for Reform Judaism published curriculum guidelines and the Chai curriculum. Our curriculum is one that incorporates the changing needs of our classes, and reflects interesting and contemporary courses for our Upper Division students.

The curriculum is designed in a spiral effect. Broad topics are covered each year in each grade, but always at a higher level than in the past.

Each grade-level curriculum contains specific goals and objectives. Teachers are expected to teach towards these goals and objectives. In order to facilitate this process, teachers are responsible for:

- ◇ Preparing lessons thoroughly each week.
- ◇ Having all materials ready for each class session.
- ◇ Incorporating creative methods to present material.
- ◇ Turning in lesson plans every week

During the course of the year, teachers will be asked to evaluate and make grade-level suggestions, changes, and improvements for the coming years.

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The curriculum provides guidelines and content.  
**BUT THE GREATEST CLASSROOM RESOURCE IS**  
***THE TEACHER.***

The teacher incorporates ideas, thoughts,  
creativity, and imagination  
to make each lesson the best lesson possible.

*"It is the personality of the teacher which is  
the text that the pupils read:  
the text they will never forget."*

Rabbi Abraham Joshua Heschel

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Touro Synagogue Religious School  
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