



# Parent Handbook 2024-2025

**Dr. Gaby Rascovsky**  
Lifelong Learning Director

**Tsippy Calloway**  
Executive Assistant

## Table of Contents

Shalom	3
Philosophy and Goals	4
Non-Discrimination Policy	5
Our Staff	5
Arrival and Dismissal	5
Late drop off	6
Early pick up	6
Security Procedures	6
Communication	7
Policy for Student Placement	8
Curriculum	8
Dress Code Policies	10
Snacks and supplies	10
Policy for the exclusion of Children	11
Discipline Policy	12
Parent Involvement	13
Child Custody Policy	13

Dear Parents,  
Shalom,

I would like to take this opportunity to extend a warm welcome to the Scheck Family Religious School at Beth Torah Benny Rok Campus. Our Scheck Family Religious School team looks forward to an exciting educational journey.

Our goal is to provide a program of excellence in a safe, loving, and nurturing environment where your child will blossom.

We hope this handbook is helpful in addressing questions about supplementary Jewish education in our Beth Torah Family

We thank you for entrusting us with your children!

Looking forward to a year of new learning experiences to treasure in our hearts new discoveries, learning and growth,

Sincerely,

**Dr. Gaby Rascovsky**

Lifelong Learning Director

## Philosophy

- Beth Torah strives to help our children develop positive attitudes toward their Judaism, to give them a sense of commitment to their tradition and to the practices of American Conservative Judaism.
- Our school wants to work with your entire family. We see our task as empowering you to help your children live more meaningful Jewish lives.
- We believe that both school and home should create positive Jewish memories and meaningful Jewish experiences for your children and by working together, our school is better able to provide those experiences which will positively affect your child's life.
- Through cooperation, family supporting school and school supporting family, we can teach our children that Jewish living is an important part of all of our lives, and that we want Jewish values to be an important part of theirs as well.
- Ours is not only a school; it is a congregation and, as such, we are interested in the entire family. We care about you and try to be sensitive to your needs and desires. We encourage your involvement and your feedback. We need your constant support in this important and holy task.

## Goals

- At the end of their Jewish education, students should be able to enter any synagogue and participate in the services and understand and read the prayers. Our hope is that students will begin the curriculum in Kindergarten and remain in school through its completion. Becoming a Bar/Bat Mitzvah does not mark the conclusion of one's studies, rather it indicates acceptance of the adult responsibility of continued study. Talmud Torah, the study of Torah, is a goal that we hope our students will begin here at Beth Torah and continue throughout their lives.
- Students should be able at the end of their educational process to feel connected to "Klal Israel "(Jewish People), American Society and the State of Israel as entities that require their love and commitment.
- It is our goal that through activities, students will create their own social Jewish network that will enable them to widen their existent social network from school.
- Culturally we strive to infuse art, music, celebration, food, and terminology that are common in Jewish Culture.

We encourage you to take the time to attend the above-described events with your child- and know that parents are always welcomed to attend Shabbat with their children. The best way to instill the love of Judaism in your child, is to do Jewish things with your child that they will enjoy. These Jewish memories will last a lifetime and bring Judaism to the next generation.

## Non- Discrimination Policy

Scheck Family Religious School does not discriminate based on race, color, creed, religion, sex, national origin, citizenship status, marital status, disability, or any other protected status.

## Our Staff

Our nurturing staff promotes an environment that encourages to seamlessly transition from home to school.

Our teachers are certified by the Center of Advancement of Jewish Education (CAJE) OR by the State of Florida, and/or have credentials, and degrees, training in Jewish education. All staff members participate in continuous education for professional advancement in order to remain current in the field of Jewish education.

All staff undergo screening and background checks in compliance with DCF regulations.

We are proud to employ teachers who are native Hebrew speakers, and or fluent in other languages and who can ease the transition into school.

## Arrival and Dismissal

### Arrival: 4:30PM

Wednesday afternoon (4:30PM) drop-off will take place in front of the building entrance, staggered between 4:30 and 4:45PM (Steiner Education Building). Our staff will be at the entrance to welcome your child/ren.

Please note: Scheck Family Religious School Does Not provide supervision for your child at the Steiner Educational Complex before or after school hours. Do not drop off your child/ren before 4:30PM

### Dismissal: 6:30PM

- All children will be dismissed from the main carpool lane.
- No parking and walking will be permitted.
- Children will be grouped by family or carpool arrangement staggered in the outdoor areas.
- Children will be brought to the front of the school for pick up.
- It is imperative that you arrive on time.
- The school will provide you with a carpool pass to be displayed on your dashboard.
- **Please always remain in your car.** A staff member will bring your child to you.  
**Please notify the office if you are carpooling with other families for drop off or pick up.**

- If someone other than the parent is going to pick up a child, the school office MUST be notified in advance. That person must carry a photo ID.

## **Early-Care - After-Care**

Not offered for Religious School

## **Late Drop off**

Please, notify the office if a student is running late. A staff member will assist you in the drop off area with the check in upon arrival.

## **Early pick up**

The early release of a student causes disruption to the experience and performance of all students. We will be unable to assist you with permanent early pick-up arrangements. In case of an occasional need, we will try our best to accommodate you, but you must call the school office.

## **Security Procedures**

The safety and security of your child is our priority. All individuals entering the buildings must wear a Beth Torah Benny Rok Campus badge. Our campus is gated and monitored by cameras and our security director.

## **Security at Dismissal**

No individual, other than the parent or guardian, may pick up a child from school unless they are listed on the pick-up list located on the child's emergency card. Please advise the designated person that they must show a valid picture ID. Children will not be released unless the school has written permission from the parent.

If someone not listed on the Carpool Pick-Up Form is picking up your child, you must notify the school by one of the following ways:

1. By calling the school office at 305. 932. 2829 x 7821 (Morah Gaby) or x 7836 Tsippy Calloway
2. Informing the teacher in writing or via email is a must if the person is not on the authorization for release.

Students will not be released without presenting a government-issued photo ID and has not otherwise been authorized by the parent or guardian in the manner set forth herein.

## Emergency Weather Closing Procedures

Emergency and notification information will be sent out by email messages.

Scheck Family Religious School will follow Miami-Dade County Public School closings for weather emergencies. Re-opening of school is at the discretion of Scheck Family Religious School. If dangerous weather conditions develop during school hours, it may be necessary to dismiss classes early, without advance notice. If the weather appears threatening, you will be notified via email. In the event that there is a power outage which precludes our ability to contact parents, we will do our best to make those contacts as soon as we have a way to communicate.

## Emergency Procedures/ Drills

Fire Drills and Emergency Procedures are essential for ensuring the safety of all students, faculty and staff. All Scheck Family Religious School students are required to follow the instructions and guidelines for the numerous types of emergency procedures. Students are required to follow directions at all times, walk silently and orderly in a timely manner, remain quiet and calm, go to their assigned waiting area, line up quietly, stay with their teacher and class, and listen for further directions.

## Communication

Scheck Family Religious School uses several platforms of communication (Emails, Constant Contact, Outlook, Shulcloud) to communicate and share images from your child's day to always keep you connected. Room parents administer the class chat to communicate amongst them.

**We encourage parents and staff to communicate primarily with Morah Gaby and or the teacher for any concerns, keeping in mind the following:**

- Teachers will check emails daily, but not on Wednesday between 3:00PM to 6:00PM, so please refrain from sending last minute emails to for special arrangements.
  - Beth Torah does not communicate during Shabbat or Jewish Holidays, so we kindly ask you to refrain from any communication with teachers or the school.
  - If you would like to communicate a message immediately, please call the school office at 305 932 2929 (x 7821 or 7836) or email an Administrator.
1. On our website, [www.btbrc.org](http://www.btbrc.org) (Scheck Family Religious School tab). You will find important information such as Admin Information, Parent Manuals, school calendar and more.
  2. School-Parent Communication will take many forms:
    - a. Weekly emails. (Koleynu)
    - b. Flyers, invitations and announcements.

- c. We have an open-door policy for communication, if you need to speak with your child's teacher, or to an administrator feel free to contact us.

## Parent-School Communication

Please notify us at 305. 932. 2829 x 7821 or 7836 if:

- Your child is sick or will be absent.
- Your child or anyone you have been in contact with has developed a communicable disease.
- Your contact information has changed.
- You wish to change or add emergency contact numbers.
- Your pick-up person has changed - even for one (1) day. We will not release your child to anyone (other than the parent) without written permission.

## Policy for Student Placement

The Religious School weekday classes will be assigned at the discretion of the Director. Please contact the school administration if special circumstances exist.

We take many factors into consideration. We strive to create classroom communities that promote the growth and development of each child. When assigning children to a specific classroom, the Administration considers the following: recommendations of the current classroom teacher, class size, child to teacher and boy- girl ratios, birth date, social/ emotional/ cognitive development, and cultural diversity.

We are committed to provide the best learning experiences for each space. **We value your opinion and will work with you and or with your concerns.**

## Curriculum

At our Scheck Family Religious School, we teach our children to understand and revere the wisdom in our heritage, letting it shape the children's hearts, minds, morals, and values. We strive to develop positive attitudes toward their Judaism, to give them a sense of commitment to their tradition, Ahavat Eretz Israel and to the practices of American Conservative Judaism. Our school boasts children as young as Kindergarten through Bar/Bat Mitzvah.

Our students learn everything from Hebrew reading and Jewish Holidays to Bar and Bat Mitzvah preparation with a curriculum specially designed to be age appropriate. We are proud to have the Beth Torah clergy playing an integral role in the school, enriching our children's spiritual and educational experiences with more than 80 years of combined Rabbinical and Cantorial knowledge.

The curriculum is designed to integrate the family in the learning process while providing meaningful learning opportunities to the individual students and to the families as a collective.

Our curriculum is guided by seven pillars of Jewish education:

- **Hebrew language**

Hebrew sits at the core of our instruction as the main connector to our heritage, identity and to the Jewish People. Students begin Hebrew instruction in Kindergarten by learning to decode the Aleph Bet and progress through the elementary school years to gain fluency in reading and basic writing skills. Modern technology plays a major role to reinforce Hebrew skills aimed toward prayers and liturgy to enhance the B'nai Mitzvah experience.

- **Jewish Traditions**

Students in grade K-6 are exposed to experiential learning about holidays and traditions.

- **Jewish Values**

The Scheck Family Religious School is highly committed to Tikkun Olam on an individual and collective basis. Each grade level is responsible for an exciting Tikkun Olam Project. These activities are integrated with the different arms of the synagogue such as the Social Action Volunteers, Sisterhood, Men's club or other committees.

- **Torah Study**

In the Religious School we expand our students' Jewish textual learning by delving deeper into Torah Study and including texts found throughout our tradition, inspiring our students to find their own voices in our eternal conversation.

- **Israel**

Students are exposed to Israel studies, connections and actuality while developing an emotional and intellectual attachment with our homeland, the land of our ancestors.

- **Music & Arts**

Music is an integral part of Judaism. In music classes with Cantor G, students learn the traditional songs for the Jewish holidays, blessings and prayers.

**Arts** and crafts are integrated in class by the homeroom teacher. Our students get acquainted with Jewish art in its many creative expressions. We strive to give our students many opportunities to express their feelings and connections to Judaism, ritual objects and to Israel through art enrichment, music, literature and arts and crafts.

- **T'filah**

The prayer curriculum focuses on Friday Night service and Shabbat morning while including prayers and rituals to the corresponding Jewish holidays.

### **Shabbat and Celebrations at School**

We enjoy celebrating all holidays and milestones with you in school.

## **Family engagement programs**

“Family” plays an important role in the school. The Scheck Family Religious School integrates its families as our partners in Jewish education. As such, during the year every grade level multiple has opportunities to engage with their families in experiential programs to enhance the journey, as well as to bond with the community, clergy and staff.

Our program will provide your child with many early learning experiences and will bridge the gap between home and school. Your child will blossom and develop socially, emotionally, and cognitively through our creative, “hands on” learning activities and sensory exploration.

## **Dress Code Policies**

### **SCHOOL/SYNAGOGUE ATTIRE**

During the week, we request that students come to school neatly attired. No t-shirts with offensive wording, tank tops, tube tops, short-shorts, or baseball caps.

Synagogue services or other synagogue events:

- On Shabbat, girls are expected to wear either a skirt or a dress. Boys are expected to wear pants and a collared shirt. No sneakers, flip flops or blue jeans.

## **Snacks and Supplies**

Please be aware that we are a Kosher campus. All food items we serve are Kosher.

- Snacks will be distributed individually upon arrival to the classroom.  
We are kindly asking parents not to send any snacks unless there is a severe allergic case. In that case items must be in a sealed package and display the Kosher certification.
- If students bring his/her own reusable water bottle with his/her name clearly displayed. The bottle must be taken home to be washed every day.
- Water fountains will not be in use.
- If children bring any personal item, please make sure is labeled with their names.

## **Students will receive.**

- Personal supplies and materials will be kept in school.

## **Back to school packet**

Our School requires that certain forms are read and signed by you, the parent (these will be sent to you via e-mail and are on the website). You will be able to fill the documents electronically and email them back to the school office all properly signed.

**Children may not attend school unless these forms are in your child's folder by the first day of school.**

## **Immunization Policy**

Scheck Family Religious School is mindful about the health of all members of our community. Immunizations are required in order for your child to attend our school and we must receive all up-to-date forms before August 28th. Any student who is unable to be immunized for any medical reason must provide the school with a permanent medical exemption by the State of Florida.

## **School Closings**

In the event of a force majeure, hurricane or other natural disaster we follow Miami Dade County procedures.

## **Medication**

If you need the school to dispense medication to your child, you must sign a release form authorizing the school to administer the medication. Medicine must be in a pre-measured container with your child's name written on the original package.

Your child has to be able to self-administer the medication under a staff member supervision.

## **Policy for the Exclusion of Children**

All children exhibiting one or more of the following symptoms must stay home:

1. A fever of a 100 or above
2. Cough
3. Shortness of breath
4. Stomach cramping
5. Diarrhea
6. Fatigue
7. Nausea
8. A family member living within your home displays the above symptoms.

**Re-admittance to school for the following communicable diseases (other than COVID- 19) shall be:**

- a) If antibiotics have been prescribed for your child, please allow at least 24 hours for the drug to take effect before sending him/her back to school.
- b) Chickenpox - all lesions are dry and crusted.

- c) Impetigo (blisters covered with honey-colored crust) - at least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the physician.
- d) Conjunctivitis (pink eye) - redness of eye with burning and thick purulent discharge at least 24 hours after the start of medication **and** no drainage present.
- e) Lice and Scabies - following medical treatment.
- f) Pinworms - no restrictions following the start of treatment.
- g) Hepatitis - physician statement required for remittance.
- h) Strep Throat - 24 hours after the start of antibiotics. A doctor's note is needed to return to school.

## Discipline Policy

Our policy is to reinforce positive behavior, not negative behavior.

Teachers facilitate the development of self-control in children by using positive guidance techniques, such as modeling and encouraging expected behavior, redirecting children to more acceptable activity and setting clear limits. Teachers' expectations match and respect children's developing capabilities to elevate interpersonal problems.

Children are provided many opportunities to develop social skills, such as cooperating, helping, negotiating, and talking with the person involved to solve interpersonal problems. Teachers always facilitate the development of these positive social skills.

We do not believe in punishment, but rather in modeling and redirecting children's behavior.

The following policy applies to all the Scheck Family Religious School:

Every child is entitled to a safe, peaceful environment in which they are assured the opportunity to learn and thrive. Any individual who disrupts this environment infringes upon the rights of other students and is in violation of the following discipline code:

## Classroom Rules

1. All students will come to class on time, prepared.
2. Students will show respect for peers and teachers, their person and their possessions and for school property.
3. Students will not get out of their seat or leave the room without permission.
4. Raise your hand to speak and wait to be called on.
5. No food or gum may be brought into the Religious School classroom (unless it is part of a planned class activity).

## Discipline Procedures

Both staff and students will be treated with respect at Beth Torah. Students are expected to be courteous to their teachers and fellow students and follow the classroom rules.

### Disruptive behavior in class will result in

- 1) Warning
- 2) Parent contact
- 3) Parent/ teacher conference
- 4) Assignment of specific duties as consequences
- 5) Parent/ teacher/director conference
- 6) Parent/ director/teacher/Rabbi conference
- 7) Suspension - Make up assignments or outside tutoring at the family's expense will be necessary during the time of suspension.
- 8) Expulsion

## Vandalism

We request that students remember that they are attending Religious School at a Synagogue and conduct themselves accordingly. Parents will be charged for any vandalism to school property by their child.

## Parent Involvement

Parents play a very important role at the Scheck Family Religious School.

We encourage parent involvement in our School, including attendance at special events. Hineynu, our parent association, is an integral component of our school.

### Room Parent Program

We have a very active Room Parent Program. Our Head Room Parent will coordinate all Room Parents and serve as a liaison between parents and administration. Our volunteers serve as Friend Raisers, Fund Raisers and Liaisons to new and prospective parents in our community.

## Child Custody Policy for Parents Experiencing Divorce, Separation or Child Custody Disputes

- 1) Parents should be reminded that upon registering their child for School, both parents **must** be listed along with all appropriate information for **each parent**.

- 2) In the event that either parent wishes to preclude the other from contact with the child, or from picking the child up at the school, a legal court order must be procured by one (1) of the parents, and a copy of said document provided to the School Office.
- 3) In the absence of a court order specifically prohibiting one parent contact and/or custody of a child, the school must release a child to either parent upon demand, along with all information relating to the child.
- 4) Under no circumstances will the school be considered as a place where visitation of a child may take place by a parent under restrictions of a court order.
- 5) The school will do its best to adhere to aspects of a court order that directly require the school's action. The school will not go beyond what is required in a court order.