

RELIGIOUS SCHOOL STAFF MEMO – OCTOBER 2011

I MADE A MAJOR MISTAKE ON THE ENRICHMENT CALENDAR. OCTOBER 30 IS NOT ON THE ENRICHMENT CALENDAR, BUT THERE IS SCHOOL ON OCTOBER 30, BUT THERE WILL BE NO ENRICHMENT ACTIVITIES ON OCTOBER 30.

Teachers! We had many of our VCD tapes converted to DVD's during the summer. You received a list of the DVD's with your class lists in August. The DVD's are in Shelly's office.

Please check the Enrichment Calendar on the website when you begin to write each lesson plan! The Enrichment Calendar on the web is the most updated copy!

- October 2 – Welcome Calls need to be completed.
- October 2 – 4th-6th grade Camp Day!!
- October 16 – Mishpachah!! K-3 teachers will teach session I students a regular lesson from 8:45-9:55. At 10:00, students will join their parents for two sessions together: 1) Singing with Judy and 2) an assembly with Rabbi Brown in the sukkah. As just mentioned, singing will be part of Mishpachah during Session I. Session II students will attend singing at regular times during session II!
- October 16 – 10:50-11:10 – K-6 Teachers' Meeting to discuss Mitzvah Day
- October 30 – There IS Religious School!!!
- November 5 (Saturday night) – Set clocks back
- November 6 – 1st-3rd grade teachers! You need to get a parent to teach your class for the last 15 minutes of session I and the first 15 minutes of Session II on 11/6. You and your new students will be in the sanctuary at Consecration from 10:30-11:30am that morning.
- November 6 or 13 – Please include the teaching of the Shabbat concepts (15-20 minutes on one of those days).
- November 13 – Temple Solel Retreat takes place from November 11-13. There will be no 5th and 6th grade classes taught at the Temple on November 13. 5th and 6th grade teachers! Please encourage your students to go to the retreat. It's lots of fun!
- K-4 teachers! Many of your ozrim will be on the retreat and will not work on November 13. Ask your ozrim if they will be at the retreat. If you need help, ask a parent to help you on that day!
- December 4 - Fire Drill at 9:45 and 12:45

There is a big box of prizes that you can use as rewards in the Religious School closet upstairs (between rooms 21 and 22). Help yourself!

There are paper plates, napkins, cups and silverware in a cupboard in the photocopy room. Help yourself and let me know when we are "low" on any of the supplies!

An email is going out to all 3-6th graders to explain the make-up work policy. You will receive a copy of this email. Please read the letter, follow the directions when approached by a parent, and keep track of excused absences. Thanks!

If a child in your class has divorced parents and that child visits a second parent every other week, and that parent will not bring the child to class on the weeks he/she has the child, then the child's absences on that week are excused. I still encourage kids who miss because of divorced parents to do the make-up work, but they are not required to do it.

Please turn off the lights and air conditioner/heater in your room when you leave.

Leave your room neat at the end of the day.

If a question comes up in your classroom and you do not feel knowledgeable or comfortable to answer it, tell the students that you need a week to think about it. Then, ask a senior staff member or one of the rabbis to help you, and discuss it the following week.

Please do not have snacks with nuts in your classroom. Some children are allergic to them and can have serious problems if they eat nuts!

Please tell me if there is a student who is attending your class and is not on your class list, or if there is a student who is attending the wrong session.

Please be at Temple early enough on Sundays that you can come to the office, check with me, check the staff memo and be in your classroom ten (preferably fifteen) minutes before class. I need 2-4 minutes of your time each week before class.

Temple Solel will not reimburse you for candy rewards or snacks. You will be reimbursed for any art or cooking supplies you purchase.

We have a laminating machine. If you need something laminated, please give it to me or Shelly, our Religious School Secretary. She will laminate it for you.

We also have a die cut machine with many Jewish die cuts

Please inform me of any conversations with a parent that you feel I should know about.

Thank you for making welcome calls. I know it takes a lot of time. I believe it makes a difference!

When you check out books from the teacher library, please submit both cards to Shelly with your name written on both.

Please write weekly schedule on board.

Keep track of your Professional Development hours throughout the year!