



Koolanu Handbook

For School Year 2009-2010



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THE GOALS OF KOOLANU

Koolanu is the High School (grades 8-12) division of the Temple Beth El Education Department. As such, it is a continuation of our Religious School for grades K-7 (although Religious School is not a prerequisite for Koolanu). While our methodologies are different and geared towards more mature and independent students, we share the same basic missions and objectives as the Religious School. These are:

1. To make our students feel pride in being Jewish.
2. To give our students the ability, confidence, and understanding to participate in Jewish rituals in both Synagogue and the home
3. To instill in our students a love and sense of responsibility for Israel (the land and its people) and for the Jewish community at large.
4. To transmit Jewish values, ethics, and morals to our students.
5. To generate in our students the interest and curiosity that may stimulate a desire for life-long Jewish learning.

ORGANIZATION OF KOOLANU

Components of the Program

There are 4 parts to each Sunday at Koolanu:

- Part 1: 45 minute classes for all grade levels
- Part 2: “Kool Down time” - 20 minutes of socialization
- Part 3: Core Groups, divided by grade level (Each core group will choose four 3 week modules as their semesters’ core curriculum)
- Part 4: 30 minute classes for all grade levels

For a much more detailed look at how the program works, please refer to this year’s catalog.

Length and Time of Classes

Koolanu is held on Sundays between 9 AM and 12:30 PM. This schedule allows families that also have children in Religious School to coordinate their driving and/or carpools. The schedule on Sunday mornings is as follows:

- Part 1: 9:00 - 9:45
- Part 2: 9:45 - 10:08
- Part 3: 10:10 - 12:00
- Part 4: 12:00 - 12:30

Registration for Classes

Registration is completed either by mail or in person. The course catalogue for the school year, along with this handbook and registration forms, are mailed to continuing and potential students by the middle of July. To register by mail, the forms must be completed and received prior to September 1. To register in person, simply drop by the school office on Monday-Thursday between 10 AM and noon, or from 2 PM until 5 PM. We highly recommend you call first (473-1190) to make sure the Director or his/her Administrative Assistant will be in the office - our summer schedule is not quite as consistent as during the school year!

Please be aware that there is a maximum enrollment for each class. Registration forms will be marked (by us) with the date and time received in the office. Classes will be filled on a “first registered, first served” basis. The earlier you register, the greater the chance of getting the courses you desire.

However you register, you must also pay tuition when you register. See page 8 for more information.

Adding, Changing, or Dropping Courses After Registration

Adding or changing a course may be done during the first three weeks of school if there is room in the course and the new teacher approves. In order to add or change a course, the student should stop in the school office to complete a request form. The office will then check with the teacher to see whether or not the student will be able to catch up with the material already covered. If there is the space and if the teacher approves, the student will be notified prior to the following week's classes.

Students may drop a class at any time, of course. However, if a class is dropped after the first three weeks of school, tuition will not be refunded. If it is dropped during the first three weeks, a pro-rated amount of tuition will be refunded. Dropping a course also requires stopping in the office to complete a short form.

The Credit System

Students earn credits for the courses they take. The Koolanu catalog lists the number of credits that each part of the program is worth. Part 1 courses are worth 1 credit per semester, part 3 courses are worth 2 credits per semester, and part 4 courses are worth 1/2 credit.

The credit system is only used to determine student eligibility for graduation (see below). However, it may be possible to have some credits applied to high school requirements. Students should speak to their school guidance counselors to pursue this option. Koolanu will provide transcripts to students upon request.

Graduation

Students are not required to graduate from Koolanu. We welcome anyone who wishes to take even one of the 4 parts of the program. However, many students do choose to graduate. Graduating gives students a sense of pride and accomplishment, and is an official recognition and acknowledgement of students' commitment to the understanding and practice of their religion. To graduate, students must meet the following requirements:

- They must be in tenth grade or higher
- They must have earned at least 20 credits

Post-Graduate Education

Students who graduate Koolanu before graduating high school are encouraged to return through 12th grade to earn a post-graduate certificate. Students must take at least 2 credits a semester to earn this certificate.

School and Office Hours

The office is open on Sundays from 9 AM until 12:30 PM. In addition, the school office is open from 10:00 AM until 6:15 PM Mondays through Thursdays. Generally, these are the hours that the school administrative and support staff are available.

On Sundays, we also operate our Religious School (grades K-7) at the same time as Koolanu. This means the office can get quite hectic on Sundays. Should you need to speak with or meet with school staff, it may be easier and less frustrating for you to do so during the week, rather than on Sundays.

KOOLANU POLICIES

Attendance

In order to truly learn and get a grasp on the material, students need to attend classes. Therefore, we expect our students to be in school at least $\frac{2}{3}$ (66%) of the time.

Absences

If your child will be absent, it is crucial that you notify the school office before the start of school. Our teachers take attendance at each class. The office lets teachers know when we have been notified of an absence by a parent. If a student is absent several times without notification by the parent, we will call you to make sure you know your child has not been coming to class. Students attending other educational events rather than Koolanu (e.g., a USY convention) will receive an excused absence.

Therefore, we ask that you remember to let the office know when your child will be absent. This will save both staff and parents from a great deal of work and frustration.

Tardiness

It is important that each part of Koolanu starts precisely on time. If a student is even a few minutes late, he/she may miss important information. **Students are therefore requested to make every effort to arrive at each part in which they are enrolled on time.** Teachers may, at their discretion, refuse admission to class to any student arriving more than ten minutes late and mark them as absent.

Leaving the Beth El Campus

In order to facilitate the safety and well-being of our students, we expect them to remain within the temple campus once they arrive. Even when they have free or down time, they must stay on campus, including during our Kool Down time (Part 2 of the program).

If you would like your child to be able to leave the campus during free periods, we must have a letter, signed and dated by at least one parent, giving your child permission to do so. The letter must be sent to the school office.

Discipline

We generally do not have disciplinary problems here at Machon. Since the program is voluntary and students pick their own classes, most students want to be here and in their classes learning. We expect a higher degree of maturity from our Machon students, as well. After all, they are in high school. However, on the rare occasion when there is a disciplinary issue, we have the following policy:

1. If a student is disrupting the class by disturbing the teacher and/or fellow students, the teacher will respectfully ask the student to stop, without embarrassing the student.
2. If the behavior continues, the teacher will make another attempt at dealing with the student, by either respectfully asking them once again, or by briefly stepping out of the classroom for a short but more detailed discussion.
3. If it is clear that the behavior will not or still has not changed, the student will be sent to the principal's office with a written referral by the teacher.
4. The principal will meet with the student to discuss the behavior, and to determine what steps should be taken, if any, in order to return to the classroom.

5. The Principal will call the parents, and let them know that the student was sent to the office with a written referral. Depending on the outcome of the meeting with the student held in step 4, the Principal will either inform the parents that the issue has been resolved, or will develop a plan with the parents on the phone or at a conference. The plan may include suspension or expulsion if warranted.
6. A student may be sent to the principal's office at any time if a gross act of disrespect occurs, including such things as swearing, name calling, or physical contact or the threat of physical contact. Incidents involving these types of acts will require a parent conference (whether by phone or in person) with the principal to determine the appropriate plan of action.
7. Students who feel they are being treated unfairly, or who feel they are being embarrassed or shown disrespect, should be encouraged to speak with the teacher or the principal, so that the issues can be resolved appropriately. Everyone deserves the right to be heard and to have their issues and feelings taken seriously. Parents, of course, should also feel free to speak with the principal about their concerns.

Kashrut, Snacks and Drinks

Please remember that as a Conservative Congregation, our policy is adherence to Kashrut. We ask that you not send or bring any homemade items (including restaurant food) into the school building. If you do bring in food or beverage, please make certain that you send only manufactured, packaged items that bear a Kashrut label, or baked goods that come from places under Kashrut supervision.

For the convenience of our students and their parents, our Parent-Teacher Organization (PTO) operates a snack cart when school is in session. There are several varieties of healthy snacks and drinks, as well as donuts and bagels on Sundays. The snack cart, usually in the hall, will be moved into the Youth Lounge for Koolanu's Kool Down time.

Tuition

Tuition for the year is due upon registration. If tuition is a financial issue for your family, scholarships are available, but you must have at least applied for the scholarship by the time you register. Applications are available through the main office (473-1770) or the school office (473-1190).

Koolanu is a program operated under the umbrella of the JERNY program, which is funded by the Jewish Community Federation. Although run by Beth El, the program is open to any 8th-12th graders in our community, and we certainly welcome non-members to take advantage of our great program.

JERNY sets the tuition for the programs under its auspices. Temple Beth El is allowed to, and in fact does, subsidize the majority of the tuition for its own members. The chart on the next page shows the tuition schedule for the 2009-2010 school year. For students enrolling in art or sculpture classes, there is also a \$25 fee to cover the costs of the specialty materials and supplies that are used.

Synagogue Affiliation	Cost for 1 period per week	Cost for 2 periods per week	Cost for each additional period per week
Temple Beth El	\$180	\$180	No charge
Other Synagogue <i>If enrolled in own school too</i> <i>If not enrolled in own school</i>	\$150 \$300	\$300 \$300	\$150 \$150
Unaffiliated	\$400	\$400	\$150

Books, Materials, and Supplies

Koolanu supplies all the necessary textbooks and/or other instructional materials. Textbooks are only loaned to the students - when the course is over, they remain the property of Koolanu.

Students are expected to supply writing implements and any notebooks that they may need. **All male students are required to wear a Kippah whenever and wherever they are in the Synagogue building**, preferably of their own. If necessary, students may borrow Kippot from the school office.

Cell Phones

The use of cell phones in class in any way (calls, games, text messaging) is not allowed, unless they are part of the lesson plan. Cell phones must be turned off prior to entering the classroom. Students who do not follow this policy may have their phones confiscated until the end of the class, at the teacher's discretion.

In between classes, if a student absolutely must use his/her phone, we ask that it be done quietly and in a relatively private place. Students in the religious school (K-7th) are not allowed use of their phones at all during school time, and seeing older students openly using theirs may confuse them.

We ask your cooperation with these policies. Please do not call or text your child during school hours, unless you are absolutely certain that it will go right into voice mail where your child can retrieve it during break or after school. If you need to contact your child for a true emergency, please call the office, 473-1190, and we will have your child call you back from the office, so that class is not disrupted.

SAFETY OF STUDENTS

Medical Emergencies/Services

If a student becomes ill or is injured, staff will use reasonable judgment in determining what first aid measures can be administered. Every effort will be made to contact parents. The school cannot dispense even over-the-counter medication - Tylenol, aspirin, etc..., without the express written consent of a parent. Therefore, please note on your annual registration form whether we may give your child (ren) Tylenol, ibuprofen, or naproxen and what dosage. If your child needs to take prescription medicine during school, we need both the signature of the parent and the physician.

Finally, if your child has a medical condition that may require attention or special consideration, please note this on your annual registration form as well.

Fire Safety/Building Evacuation

The school and Synagogue are equipped with fire detection and alarm systems. Each classroom is provided with a map that shows the appropriate exit for that class to use in the event of fire or other emergency situations. A fire drill will be conducted during the first month of school, to make certain everyone knows the proper evacuation procedures early in the year. At least one more drill will be held during the course of the school year.

Parking or Drop-Off and Pickup Of Students

Koolanu students who already have their licenses are, of course, welcome to drive themselves to school and to park in the Synagogue parking lot. If, however, students will be dropped off or picked up, please be aware that we have a very large number of children in our Kindergarten through 7th grade program, all of whom start classes at 9 AM and are dismissed at 12:30 PM.

Because the safety of our students is our utmost concern, we have carefully devised a specific plan/route for *all* people dropping off and picking up any age student on Sunday mornings. Orange safety cones will be set up in the parking lot to form a single lane immediately next to the curb in front of the school building. We ask that you enter the parking lot and follow the arrows to the single one way lane created by the cones. When you reach the curb, you may discharge or pick up passengers.

Since traffic is generally heavy at drop-off and pick-up times, please do not hold up traffic. Once you have your child(ren) in the car, please drive beyond the cones as quickly as you can.

School Closings Due To Weather Or Other Emergencies

If Koolanu is being cancelled due to a weather-related or other emergency, we will have it broadcast over as many radio stations as possible, but for certain we will have it announced on WHAM radio (1180 on the AM dial). If the weather conditions are such that you suspect school may have been cancelled, please feel free to call the school office. If school has been cancelled and no one is in the school office, we will leave a message on the Synagogue and school telephone system. In addition, you can always check the Temple Beth El web site at www.tberochester.org

KOOLANU - PARENT PARTNERSHIP

Communication Between Koolanu And Parents

It is our sincere belief that parents are our partners in the education of their children. A successful partnership has many elements, but among the most important is excellent communication. Only by communicating openly and freely can we achieve our mutual goals.

The school communicates with parents through phone calls from teachers or other staff (as needed); fliers sent home with students; letters from teachers or administration; and other means, both formal and informal.

Parents are strongly encouraged to communicate with the school staff and faculty. We are available and eager to answer any questions you might have, listen to concerns and develop solutions together, hear any suggestions you might have, and to celebrate any of our successes together.

Teachers/facilitators may be contacted by calling the school office. The office will inform the teacher of the call, and the teacher will call the parent back when he/she is able.

Teachers/facilitators are also available for face-to-face conferences at a mutually agreeable time. These conferences should be arranged directly between the parent and the teacher. Parents should notify the office if they wish to set up a conference with the teacher. We will contact the teacher, and the teacher will call back the parents.

The principal is also available, and in fact, welcomes the opportunity to meet each family and student, and to work with them to ensure their teen's Koolanu experience is a meaningful one. Meetings with the principal can be arranged by calling the school office.

In addition, leadership of the Temple Beth El Education Committee, a standing committee of the Board of Trustees, would be happy to answer questions and listen to your concerns, suggestions, and comments.

Synagogue Attendance

What better way to meet the goals of Koolanu than through participation in Synagogue services? Attendance at Shabbat and holiday services, for example, helps our teenagers to feel more at home and comfortable with prayer and Jewish ritual; allows them to learn from the Rabbi through his sermons and Divrei Torah; and gives them an opportunity to participate in and help create a Jewish community. Therefore, we strongly urge you to encourage your teen to attend services as often as possible. Our goal is for students to attend at least ten Shabbat services (Friday night or Saturday morning) a year, either at TBE or elsewhere.

Report Cards

Report cards are mailed twice a year: in mid-January (end of first semester) and in mid-June (end of second semester). If there are educational issues that need to be communicated at other times, the teacher will contact the parents.

Grades are based on a variation of the pass-fail system, and take into account several factors, including attendance, attitude, class participation, etc... Passing grades are as follows:

- P Pass (at least 66% attendance & requirements met)
- P+ Not only passes, but actively participates in class
- PE Not only passes, but excels in all areas of class

Other grades you may see on a report card (although we hope not!) include:

- I Incomplete - required work not completed
- F Fail (attendance < 66%, requirements unmet)

Academic credit will not be granted for courses with grades of "I" or "F."

Parent - Teacher Organization (PTO)

Our schools are fortunate to have a wonderful and very active Parent-Teacher Organization. The PTO serves as one method of making parents' voices heard. More importantly, it provides invaluable and irreplaceable support to the school and its programs, both in terms of time and energy and financial resources. The PTO works diligently to provide volunteers in the schools when they are needed, organizes and supports various educational programs in the schools, and is responsible for several major fundraisers (including the snack cart) which contribute thousands of dollars to the schools' budgets and programs.

Membership in the PTO is available at two levels: \$18 per family for regular membership, or you can give more (amount at your discretion) and become a supporting donor. You do not have to have a child in the school to become a member, and anyone (especially grandparents!) is eligible to join.

We strongly encourage your membership in this worthwhile organization. To join, or to volunteer to assist with one of their programs, please contact the school office.

OTHER PROGRAMS AND RESOURCES

Sterman Multimedia Resource Center

In the spring of 2006, after extensive physical and technological renovations, the Temple Beth El library was rededicated as the Sterman Multimedia Resource Center. As such, it serves to supplement and enrich our school's educational program as well as to make the resources available to others in our community. Located on the second floor of the main building, the center holds a collection of non-fiction books, periodicals, and pamphlets on virtually every aspect of Jewish life. It also houses 2 desktop and 8 laptop computers in a wireless (wi-fi) environment, along with many Jewish educational programs on virtually every topic. There are materials for children, adolescents, and adults.

The center is available during school office hours by stopping in the school office. Books may be checked out for a two week period. There is a late fee of 10 cents per week for overdue items. If a book is lost, parents will be asked to pay for a replacement. The money will be refunded (minus late fees) if the book is later found. The computers and software must be used in the center - they are not available for loan.

Youth Groups

Temple Beth El is extremely proud to be the sponsor of two award-winning youth groups, which have very positive local, regional, and national reputations. While there is clearly an element of socialization within the Koolanu Program, its primary focus is educational, not social. Recognizing the tremendous importance of socializing with Jewish peers, our youth groups serve an important purpose, as the focus is primarily on social activities within a Jewish framework. Obviously, Koolanu and our Youth Groups are complementary parts of a single whole. Therefore, we strongly recommend that our students join the age appropriate youth program and participate to the fullest.

For Koolanu students in the 8th grade, we strongly encourage membership in our Kadimah program, which is designed for students in grades 6 - 8. Our USY program is available for students in grades 9-12. Some of the programs members of both groups have enjoyed in the past include picnics, bowling, skating, trips to amusement parks, Purim carnivals, tie-dye lessons, slumber parties at the Synagogue. There are also many opportunities to participate in regional events and to meet other Jewish teens throughout New York State. We hope your child will join in the fun this year!

We are also proud to be the sponsors of one of the oldest Jewish Boy Scout Troops in the country. We hope all our male teens will consider joining. There is nothing quite like the experience of a boy scout camping weekend where kashrut and Shabbat are observed!

Scholarship Opportunities for Jewish Education/Living

Thanks to the generosity of many contributors over the years, the school and synagogue have a fund earmarked for scholarships. In addition, we can sometimes access community scholarship funds through the Jewish Community Federation.

Students whose families are members may apply for these scholarships to be used for Jewish educational programs. These include such programs as our own TBE educational programs, Camp Ramah, USY and Kadimah regional and national conventions, summer learning programs, Israel programs, and more. Applications are reviewed and scholarships are approved by a Scholarship Committee. For more information, please contact the school office.

Temple Beth El
Koolanu Hebrew High
473-1190

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With very special thanks to Nili Kinel.

