

# HAR HASHEM YOUTH EDUCATION



## POLICIES & PROCEDURES

## TABLE OF CONTENTS

<b>I. Overview</b>		
A. Mission		page 4
B. Vision		page 4
<b>II. Administration</b>		
A. Education Office Contact Information		page 5
B. School Calendar		page 5
C. Enrollment Policy		page 6
D. Financial Assistance Policy		page 6
E. Request for Financial Assistance		page 6
F. Enrollment Procedures		page 6
G. Withdrawal Procedures		page 7
H. Attendance Policy		page 7
I. Absence Procedures		page 7
J. Dress Code Policy		page 8
K. Failure to Comply with Dress Code		page 8
L. Behavior Policy		page 8
M. Behavior Procedure		page 8
<b>III. Community</b>		
A. Students Who Receive Special Education Services Policy		page 9
B. Students Who Receive Special Education Services Procedure		page 9
C. Children of Interfaith Families		page 10
D. Classroom Guests Policy and Procedure		page 10
E. Parent Involvement		page 10-11
F. Informal Youth Education Programs: Tzofim, JYG, BTY, KHHS, OSRUI, URJ		page 11-12
<b>IV. B'nai Mitzvah Program</b>		
A. B'nai Mitzvah Policy		page 12
B. Educational Requirements		page 12
C. B'nai Mitzvah Scheduling Policy		page 12-13
D. Student Expectations		page 13-14
E. Preparation Process: Tutoring		page 14
F. Prayer Requirements		page 14
G. Torah/Haftarah Chanting		page 15
H. D'var Torah/Haftarah		page 15

<b>V.</b>	<b>Beyond B'nai Mitzvah</b>	
	A. Youth Group	page 16
	B. Madrichim Program	page 16
	C. 8 <sup>th</sup> – 12 <sup>th</sup> Grade Classes	page 17
	D. Confirmation	page 17
	E. Israel Study Tour (IST)	page 17
<b>VI.</b>	<b>Communication</b>	
	A. School-Parent Communications	page 18
	B. Teacher-Parent Communications	page 18
<b>VII.</b>	<b>Health and Safety</b>	
	A. Drop Off and Pick Up Policy	page 19
	B. Drop Off Procedure	page 19
	C. Pick Up Procedure	page 19
	D. Inclement Weather	page 20
	E. Medical Policy	page 20
	F. Medical Procedure	page 20-21
	G. Immunization Policy	page 21
	H. Proof of Immunization Procedure	page 21
	I. Food and Snack Policy	page 21
	J. Middle School Cell Phone Policy	page 21-22
	K. Youth Group Driving Policy	page 22
	L. Procedure for Written Consent to Drive One's Self or Other Participant	page 22
<b>VIII</b>	<b>Glossary</b>	page 23-25

## **OVERVIEW**



### **HAR HASHEM SCHOOL MISSION**

Building Jewish community and identity for today's world through the teaching and learning of Torah.

### **HAR HASHEM SCHOOL VISION**

Fostering lifelong learners who seek a Jewish identity based on Torah (our sacred texts), Avodah (service to God) and G'milut Chasadim (acts of loving kindness).

*Adopted Spring 2009*

# **ADMINISTRATION**

## **EDUCATION OFFICE CONTACT INFORMATION**

Phone: 303-499-7077 ext. 113

Email: [dl@harhashem.org](mailto:dl@harhashem.org)

Website: [www.harhashem.org](http://www.harhashem.org) please visit the Learning/Youth Tab

Office hours will be posted on the website.

## **SCHOOL CALENDAR**

Har HaShem's school calendars take into account the schedules of both the Boulder Valley School District in which many of our students are enrolled and the University of Colorado at Boulder at which many of our teachers are students. Wherever possible, we try to align vacation days with those of these institutions. In addition, we do not hold school on Jewish holidays. Calendars will be available on our website prior to the start of school.

## **ENROLLMENT POLICY**

Har HaShem values each individual student and strives to provide a consistent learning environment. Therefore, we strongly encourage families to enroll their child beginning in Kindergarten. A student's grade at Har HaShem will be consistent with the child's secular school grade.

## **FINANCIAL ASSISTANCE POLICY**

We believe our children should have access to a Jewish education. As such, all of our members support our school through their fair share dues. In addition, we ask each family to pay a per-child registration fee. We do not turn any child away because a family is not able to afford the school fees, but it is the responsibility of the family to initiate the conversation.

### **REQUEST FOR FINANCIAL ASSISTANCE PROCEDURES**

1. Any family requesting financial assistance must complete both the registration form and a financial aid request prior to the registration due date.
2. All financial awards will be given on a need basis.
3. Families will be notified in the order the requests are received. Registration is not considered complete until financial issues are resolved.

## **ENROLLMENT PROCEDURES**

1. To enroll, you must complete the registration forms prior to being in attendance at school.
2. For the form to be processed and student enrolled, families must be in good financial standing. If you are unable to fulfill your financial obligations to Har HaShem, please contact our Executive Director. We never turn anyone away because of a financial hardship, but the responsibility is yours to initiate this conversation.
3. Students may enter Youth Education Programming up to and including the fourth class of the school year. Students will also be accepted within the first two class sessions at the beginning of the January semester.
4. Families of students enrolling at the beginning of the January semester will be responsible for 75% of the yearly tuition to cover instruction and materials.
5. There may be exceptions made at staff discretion for students who have attended another Judaica or Hebrew program elsewhere.

## **WITHDRAWAL PROCEDURES**

The family must notify the school administration of the child's withdrawal from the program **in writing**. Tuition will be refunded IN FULL minus a \$150.00 processing fee if done prior to the 4th class session. After the 4th week, there will be no refund. Please check school registration for date.

## **ATTENDANCE POLICY**

Regular attendance at school programs is necessary for the continuity and progression of learning. Our program is designed to have students' experiences build by session and as such we count on each student being knowledgeable of the learning and activities of the prior session. We recognize that occasionally students may become ill or family needs may require students to miss class. Any prolonged absences due to student or family issues should be discussed with the Director of Lifelong Learning prior to the absences.

## **ABSENCES PROCEDURES**

1. Please notify your child's teacher and the school office when your child will be absent from school. Teacher emails can be found from the link in the Youth Ed Weekly Email.  
Email: [dl@harhashem.org](mailto:dl@harhashem.org)  
Phone: 303-499-7077 ext. 113
2. If your child is absent, please contact another student or the teacher to find out what your child has missed or check the teacher notes from the link in the Weekly Parent E-Notes.

## **DRESS CODE POLICY**

Students attending Youth Education classes and services should dress modestly and in a manner that is respectful of the synagogue environment.

### **FAILURE TO COMPLY WITH DRESS CODE PROCEDURE**

If an education staff member or clergy determines that a student has violated the spirit of this policy, the student's parents will be notified, and the student may be sent home.

## **BEHAVIOR POLICY**

We expect our youth community to be one in which we treat one another with *kavod* (honor and respect) because we are created *b'tzelem elohim* (in the image of God). Our students have created a Chesed policy, which we ask every student to sign at the beginning of the school year. In addition to the Chesed policy, the students and faculty in individual classrooms determine the rules that will foster this type of environment. In addition to the classroom experiences, we expect students to treat our sanctuary as sacred space, as a place in which we help communicate with our community and God.

### **BEHAVIOR PROCEDURE**

Classroom discipline problems will be handled at the discretion of the classroom teacher. When a situation arises with an individual student that can no longer be handled within the classroom, the Director of Lifelong Learning will become involved. We will attempt to find a solution that is amenable to teacher, students and parent. On occasion, however, after we have worked with a student and his or her family without success and to the point where the student's behavior is not improving, consistently preventing the other students in his or her class from learning, that student will be asked to leave our program for the remainder of the school year.

# COMMUNITY

## STUDENTS WHO RECEIVE SPECIAL EDUCATION SERVICES POLICY

Har HaShem recognizes that every individual is created in the image of God. We read in Torah that we “should not insult a person who is deaf or put a stumbling block in front of someone who is blind.” (Leviticus 19:14). We therefore believe that every child should have access to a Jewish education without being forced to confront stumbling blocks, regardless of their own unique needs. To meet this goal, our school is committed to working with any family whose child requires a specialized Jewish education program so that child can have the opportunity to fully experience the richness of Jewish life.

In addition, our school has adopted the People First Language that encourages us not to define a child by his or her diagnosis.

[http://www.inclusionproject.org/nip\\_userfiles/file/People%20First%20Chart.pdf](http://www.inclusionproject.org/nip_userfiles/file/People%20First%20Chart.pdf)

## STUDENTS WHO RECEIVE SPECIAL EDUCATION SERVICES PROCEDURE

1. Parents are encouraged to discuss any learning styles or needs with a member of the education staff. We encourage parents to inform us of any concerns that may affect a student’s learning in the classroom so that we may provide an appropriate learning environment for the student.
2. A family requesting a specialized program must schedule a meeting with the Director of Lifelong Learning prior to the start of the school year.
3. Every effort will be made to provide accommodations for the child within the classroom.
4. In certain circumstances, the Director of Lifelong Learning and the faculty may determine our formal school program does not best meet a child’s a child’s needs and an alternative course will be determined. An individualized learning program may be deemed necessary to educate and connect the child to the Har HaShem community.
5. Har HaShem employs a Special Education consultant. This individual may be involved during any step of this planning and implementation of a plan.

## **CHILDREN OF INTERFAITH FAMILIES**

At Har HaShem, we welcome interfaith families. In accordance with the policies of the Reform Movement, we recognize a child as Jewish who has a Jewish mother or a Jewish father and is raised in a Jewish home. A child's experience at Har HaShem is aimed at fostering a Jewish identity through his or her Jewish learning. We also recognize that children of interfaith families may celebrate non-Jewish religious holidays with extended family and encourage these students to embrace all parts of their cultural heritage. We are grateful to the non-Jewish parents who have committed to raising their children in Judaism and consider them to be a vital part of our synagogue community.

We do not accept into our program a child that is simultaneously being raised in Judaism and another faith. Often, it is believed that this will give the child the ability to choose when he or she is older. We believe this causes confusion for the child and asks the child to choose one parent over the other, particularly when the parents are divorced.

## **CLASSROOM GUEST POLICY**

On occasion, a student may bring a guest to class so as to share this special part of the child's life with a friend. Guests must be approved by the school office in advance.

## **CLASSROOM GUESTS PROCEDURE**

1. Students who wish to bring a guest to class may request to do so by contacting the school office at least three days prior to the class so that we may give the teacher ample notice.
2. Parents of the guest student must complete a medical form prior to the guest being present in case of an emergency.

## **PARENT INVOLVEMENT**

We ask for your assistance with school related projects and activities during the registration process and in individual classrooms at Back to School Morning. Helping us with these activities not only fills needs of our program, but also helps us build a community among parents and indicates to your child that their Jewish education is a priority.

We hope that Har HaShem will become your family's Jewish home away from home. Through your participation in synagogue life you can help establish Har HaShem as a place of joy, comfort and belonging. Participation is a great way to role model for students the power of a sacred community. We expect that you will connect yourself to the synagogue and our school through one of the many volunteer opportunities as well as through Jewish learning and worship at Har HaShem.

For those of you willing to take a more significant leadership role, we invite you to join our Youth Education Committee that oversees the formal and informal youth

programming for our school age children. The committee both plans events such as Back to School Morning and Teacher Appreciation and assists the Director of Lifelong Learning with setting policy and direction for the school. For more information about the committee, please contact the Director of Lifelong Learning.

## INFORMAL YOUTH EDUCATION PROGRAMS

Our many informal education programs support the learning that is done in our classrooms and aid in building community for your child. Youth Education Programming is only one avenue by which our youth develop their Jewish identity. Often, those experiences outside of the classroom have a larger, more lasting impact. This is especially true in the middle and high school years and can help bridge post-bar mitzvah transition into a vibrant teen community. We encourage you to have your child participate in one of our youth groups or one of our summer camp programs.

**Tzofim:** Our youngest youth group for 3-5<sup>th</sup> graders introduces the children to the youth group experience focusing on fun, community and social action. Most programs are held once a month on Sundays directly following Sunday Youth Education Programming. Tzofim is open to Har HaShem members only.

**JYG:** Our Junior Youth Group, open to 6<sup>th</sup>-8<sup>th</sup> graders, includes monthly social activities, as well as the chance to attend a regional NFTY (North American Federation of Temple Youth) event (7<sup>th</sup> and 8<sup>th</sup> grade only) with hundreds of other JYGers from all over our region. JYG programs happen monthly at various times. JYG is open to all 6<sup>th</sup>-8<sup>th</sup> graders in the Boulder area. Additional fees are required of all non-Har HaShem members.

**BTY:** Boulder Temple Youth is Boulder's largest high school youth group, and a member of the North American Federation of Temple Youth. All programs are planned by a student-run BTY Board including social, cultural, educational and social action events. In addition, there are several regional weekends that BTY members may attend. BTY is open to all 9<sup>th</sup>-12<sup>th</sup> graders in the Boulder area. Additional fees may be required of all non-Har HaShem members.

**Keitanat Har HaShem:** KHHS is our summer camp for students entering 1<sup>st</sup>-5<sup>th</sup> grades. KHHS is divided into 1-week sessions and includes field trips, art activities, songs, social action and prayer experiences and good old camp fun. KHHS is a terrific way to expand your child's Jewish community during the summer months.

**Olin Sang Ruby Union Institute:** OSRUI is our regional Reform Movement overnight camp on Lake Lac La Belle in Oconomowoc, WI. At OSRUI, our students are enveloped in an organic Jewish experience full of adventure, friendship and joy. OSRUI is open to campers entering grades 2-12. To learn more about OSRUI, please visit their website <http://osrui.uricamps.org/>.

**URJ Specialty Camps:** The Union for Reform Judaism (URJ) has provided you people with immersive Jewish experiences in North America and Israel for more

than 75 years. These programs have been notoriously known to enrich and transform the young minds of the Jewish community by focusing on the arts, science and sports. For more information, visit <https://uriyouth.org/programdirectory-type/specialty-camp/>.

## **B'NAI MITZVAH**

### **B'NAI MITZVAH POLICY**

We believe that Bar Mitzvah/Bat Mitzvah, along with Confirmation, are key components of our education program. We look forward to working with you and your child.

A family must be in good financial standing for their child to be eligible for Bar/Bat Mitzvah. If you have any concerns or questions, please contact our executive director to make any necessary arrangements.

The Rabbi and Cantorial Soloist and m'ameinim have the primary responsibility for overseeing and training of the Bar/Bat Mitzvah students. The Rabbi and Cantorial Soloist will determine the readiness for each Bar/Bat Mitzvah and the specifics of the Bar/Bat Mitzvah service. Any issues that need to be addressed will be communicated to the appropriate adult involved, possibly requiring the adult to attend an evaluation. Those responsible for preparing the student as well as the student and their parents and Director of Lifelong Learning are part of a team who will work closely together during the preparation for the Bar/Bat Mitzvah. It is important that b'nai mitzvah is within the reach of every child and this team will work with families to address any particularly needs that will make this experience one of meaning and appropriate challenge. We ask that you let the Director of Lifelong Learning know of any learning or other needs that are important to be considered in the preparation process and ceremony.

### **EDUCATIONAL REQUIREMENTS**

Students must be enrolled and attend Youth Education Programming at Har HaShem. Additional requirements include our Individualized Hebrew Program for students 3<sup>rd</sup> – B'nai Mitzvah as of Fall 2019 and all Family Education Programs.

### **B'NAI MITZVAH SCHEDULING POLICY**

Bar Mitzvah is traditionally held on or after the 13<sup>th</sup> birthday. In conjunction with our egalitarian philosophy, Bat Mitzvah is also held on or after the 13<sup>th</sup> birthday. The earliest date for which a child can be assigned is his or her 13<sup>th</sup> birthday. Dates can be assigned any time after the 13<sup>th</sup> birthday. B'nai Mitzvah are held on Saturday mornings. Scheduling for B'nai Mitzvah will be the fall (after Simchat Torah), 2-3 years prior to the child's 13 birthday, (or the equivalent for special circumstances at discretion of the Director of Lifelong Learning), based on children's birth dates. A

letter verifying each child's birthday will be sent to each student in the start of the academic year 2-3 years prior to his or her 13<sup>th</sup> birthday (or equivalent for special circumstances). After Simchat Torah letters will be mailed to each family notifying them of their child's date and with whom their child is paired (if the child will be sharing the date with another child). As part of the individualized Hebrew program, the Director of Lifelong Learning will meet with each family to determine the appropriate tutoring start date and recommend a m'amein (tutor/mentor) for the child. All other requirements and a time line will be given to each family in the fall of the student's fifth grade year.

## STUDENT EXPECTATIONS

1. *Youth Education Program Attendance:* All students who are preparing for Bar/Bat Mitzvah are expected to attend Youth Education classes and services.

2. *Hebrew:*

In our individualized Hebrew program, families take ownership over their child's Hebrew journey, creating a learning plan in partnership with Har HaShem staff. In an initial meeting with the Director of Lifelong Learning, families discuss goals, the child's learning style, and the role that they hope Hebrew and prayer will have in their child and family's life. Families choose from a spectrum of options which include (but are not limited to): comfort in Shabbat and holiday worship services, ability to participate in and lead home rituals and prayer (such as reciting the four questions or being able to say the blessing for hanging a mezuzah), obtaining the skill of chanting Torah through the learning of Torah trope, and b'nai mitzvah preparation. Once the goal is determined, the Director of Lifelong Learning will help the family engage a tutor to work with each child. The more expansive the family goals, the more tutoring time will be needed. A minimum plan, focusing mainly on b'nai mitzvah preparation, will require most students a minimum of 65 weekly one hour tutoring sessions, which includes Hebrew decoding (the process of reading Hebrew by sounding out letters and vowels). Saturday morning prayer preparation, and preparation of Torah and Haftarah portions.

All of our families are required to attend at **least 7 Friday night or Saturday AM Shabbat services at Har HaShem over the course of the year (may include summer)**. This individualized program asks families to make prayer a regular part of their synagogue experience, creating an authentic context in which the child incorporates prayer into his or her Jewish experiences. This program is also suited to help families navigate their busy schedules, allowing them to determine the time frame in which their child learns Hebrew.

3. *Behavioral Expectations:* Now that students are preparing to enter the adult community, they are expected to model responsible behavior in our sanctuary, in our synagogue and in our wider community. Students are expected to work together, respectfully and cooperatively.

4. *Basic Requirements for Bar/Bat Mitzvah:*

- A. Regular attendance at Religious.
- B. Attendance at the B'nai Mitzvah preparation programs.

- C. Attendance at a minimum of seven Har HaShem adult Shabbat worship services each year between 3<sup>rd</sup> grade and the B'nai Mitzvah.
- D. Showing up prepared to all of appointments with clergy and tutors.
- E. Fluent and accurate reading and chanting of required prayers.
- F. Fluent and accurate chanting of the Torah portion.
- G. Fluent and accurate chanting of the Haftarah.
- H. Writing and delivering a D'var Torah.

5. *B'nai Mitzvah Attendance*: Each Bar or Bat Mitzvah is encouraged to attend his or her Youth Education classmates' B'nai Mitzvah.

6. *Continuing your Jewish Education*: As Bar or Bat Mitzvah is only one marker in the journey towards Jewish adulthood; we ask that each student continue his or her Jewish education through Har HaShem's educational offerings and youth group and through BJTI, the community – wide post-b'nai program. Please see the section on Beyond B'nai Mitzvah for more information.

### **PREPARATION PROCESS: TUTORING \***

Tutoring generally happens once a week for an hour at the family's home, the synagogue or a place mutually determined by a m'amein (tutor) and parent. A parent or other adult in addition to the m'amein must be present during sessions that are in a non-public location. Occasionally, if a child is not making sufficient progress, the m'amein will suggest that the child be tutored twice a week. M'ameinim will assign homework to be completed between each tutoring session which usually requires students to practice reading or chanting several times an evening. The expense of tutoring is the responsibility of the parent, though limited scholarships are available for families who are struggling financially. Families in need of financial assistance should contact the Director of Lifelong Learning prior to when the child begins his/her tutoring. The Cantorial Soloist also oversees a child's progress during tutoring. Three months prior to the bar or bat mitzvah, at which point the child should have completed all the prayers required for the service, the Cantorial Soloist will evaluate the child's progress, determining any additional steps if the child is not ready.

### **PRAYER REQUIREMENTS**

Our students begin their Hebrew preparation in kindergarten when they learn oral Hebrew in our Sunday Program. Their preparation continues through the Individualized Hebrew Program where at a minimum, they will learn to chant the majority of prayers that are part of the Saturday morning service. Students 3<sup>rd</sup> grade and above are expected to attend Friday Night or Saturday Morning Services. Our students lead the bulk of our Saturday morning worship service, learning a significant number of prayers. We ask our students to learn a large number of prayers in Hebrew because we want to give them the tools to feel comfortable in any worship they might choose to attend anywhere in the world.

## **TORAH/HAFTARAH CHANTING**

At Har HaShem, our tradition is that we chant from Torah according to trope, the melodies that help the words of the text come alive through music. Our students chant from the Torah and the Haftarah. For some students who want to challenge themselves, we can expand the level of prayers, Torah reading or Haftarah reading for them to lead.

## **D'VAR TORAH/HAFTARAH**

Our B'nai Mitzvah students have the honor and responsibility of teaching the congregation through the D'var Torah on the morning of their Bar or bat mitzvah. At Har HaShem, the D'var Torah is not an opportunity to thank people or give a speech, but rather for the student to share an insight about the Torah portion and teach or challenge us as to how it can apply to our lives. The D'var Torah will be written by the student, but will be prepared with the Rabbi after the student, rabbi, and parent(s) study the text together.

## **BEYOND B'NAI MITZVAH**

B'nai Mitzvah is a milestone in a child's Jewish education, not a conclusion. While at age thirteen a child takes responsibility for the sacred obligations of our people, the parental role is essential in encouraging a child to continue their Jewish learning and involvement beyond thirteen. At Har HaShem, we have many opportunities for every child to deepen their learning and connections to the synagogue and peer group. It is in the teen years that a child really develops their attitudes, beliefs and identity, formulating the kind of Jewish adult he or she will become. Our hope is that these students continue their studies through Confirmation in tenth grade with the rabbi.

### **YOUTH GROUP**

Youth group is one of our most powerful tools in developing Jewish leadership, peer community and a strong Jewish identity. We have two youth groups for post-b'nai mitzvah students: JYG, or junior youth group, which is for 6<sup>th</sup>-8<sup>th</sup> graders, helps students bridge the transition between Youth Education Programming and Hebrew High, and BTY, for high school students. JYG events happen monthly and are advisor-planned and lead. There is an opportunity for the 7<sup>th</sup> and 8<sup>th</sup> grade students to meet other teens in our region at the weekend long JYG chavurah (loosely translated as "gathering of friends). Our senior youth group, BTY, Boulder Temple Youth, is student planned and led with advisor assistance. In BTY, our teens take responsibility for their own learning, social justice, worship and social experiences, defining for themselves the meaning of Jewish community. BTY is lead by the BTY board officers who are elected in the Spring and installed along with the Har HaShem Board of Trustees. BTYers also have the opportunity to join together with teens from our region several times a year at regional chavurot (plural of chavurah) through the North American Federation of Temple Youth – Missouri Valley Region (<http://missourivalley.nfty.org/>). We look to BTYers as the current and future leaders of our community.

### **MADRICHIM**

Literally, a "madrich," is one who leads. In our Youth Education Programming we employ madrichim (plural of madrich) as members of our faculty who assist our teachers in the classroom. They are trained along with our teachers and participate as full members of the faculty along with our teachers. We give madrichim the opportunity to practice their own teaching skills throughout the year. Many of our madrichim go on to become teachers in our school. The madrichim program is open to any student who has become bar or bat mitzvah, have completed the Machon (Madrich-In-Training) Program and demonstrate a continued commitment to Jewish learning. Positions are paid unless a student chooses to use the position for secular school community service hours or his/her bar/bat mitzvah project. Applications for the coming year are distributed and accepted in the spring of the prior year. Priority is given to returning madrichim.

## **8<sup>th</sup> – 12<sup>th</sup> GRADE CLASSES**

Beginning in 8<sup>th</sup> grader, our students have the opportunity to take semester and year long classes that are held on Wednesday evenings. The topics change annually for 8<sup>th</sup> and 9<sup>th</sup> grade, 10<sup>th</sup> Grade is Confirmation and 11<sup>th</sup>/12<sup>th</sup> grade is a seminar year which is dependent on students' interests and includes a travel seminar.

### **CONFIRMATION**

Confirmation occurs in 10<sup>th</sup> grade. In Confirmation, which is taught by our rabbi, students grapple with issues important to them, delve into the lessons of our tradition and apply them to their lives. The curriculum includes conversations about God, Torah in our lives, Israel, and living as a Jewish teen (discussing healthy relationships and sexual ethics). The Confirmation students have a special opportunity to travel to Washington D.C. for the L'taken Social Justice Seminar sponsored by the Religious Action Center of Reform Judaism, the Reform Movement's lobbying arm. (More info can be found here: <http://www.rac.org/ltaken-social-justice-seminars>.) As part of the trip, they meet with our representatives and lobby on issues that are important to them. The Confirmation year culminates with the students preparing and leading a special Confirmation service for the congregation. The service differs from the b'nai mitzvah worship experience in that as a group they share their talents, experiences and words about what it is about Judaism that they confirm.

### **ISRAEL EXPERIENCES**

There are many opportunities for our high school students to go to Israel. We encourage them to explore [NFTY in Israel](#), [The Eisendrath International Experience](#) (EIE), The Israel Study Tour (IST), and others. IST is the joint Boulder-Denver Israel Study Tour of CAJE. Students travel to Israel and Poland for 5 ½ weeks between their junior and senior high school year. The program's goal of building a connection to Israel and exploring one's Jewish identity is reached through traveling the land, encountering the people and engaging in the ongoing history of the State of Israel. In the Poland portion of the trip, students explore the communities of Poland that were lost in the Holocaust, visiting towns and Concentration Camps. Synagogue funds are available to help offset the cost of Israel experiences. Har HaShem students who have been confirmed are eligible to receive those funds.

# **COMMUNICATION**

## **SCHOOL-PARENT COMMUNICATIONS**

School communications will go out on a regular basis to parents. The majority of school communications will be sent electronically. The school expects parents to read the weekly emails and yearly calendars, taking responsibility for knowing about important dates, events and homework. When parents have a concern to share, if it involves a classroom situation, we encourage them to have a conversation with their child's classroom teacher first. Other concerns should be shared with the Director of Lifelong Learning.

## **TEACHER-PARENT COMMUNICATIONS**

Teachers will communicate with parents about students' individual progress as needed. Parents are encouraged to communicate directly with teachers about any tools that will help the teacher interact with their child or about any concerns they have.

# **HEALTH AND SAFETY**

## **DROP OFF AND PICK UP POLICY**

Parents are asked to adhere to the drop off and pick up procedures to ensure the safety of our students. We ask parents to come inside to pick up their children at the end of class. We do not want our students walking unattended in our campus parking lots.

Students will only be released to a custodial guardian or designee. If the custodial guardian designates someone else to pick up the child, this shall be done in writing and given to the teacher. Students will not be released until the teacher acknowledges the custodial guardian or designee. Any student being picked up prior to the school end time must have written permission and be picked up by a custodial guardian or designee from the child's classroom.

### **DROP OFF PROCEDURE**

#### Sunday Youth Education:

- Students should be brought into the sanctuary at drop-off time. Parents are asked to remain for the half hour family service/music. Students may follow their teachers to the classroom or parents may walk with them.

### **PICK UP PROCEDURE**

#### Sunday Youth Education:

- All students must be picked up in the South Bldg. Event Room at noon except in the case of special programs.

## **INCLEMENT WEATHER**

For the safety of our students, when the weather makes transportation dangerous for the majority of our school families, we will cancel school. Our policies by program are below.

### **Confirmation/Afternoon Classes:**

- If Boulder Valley School District cancels school completely, Youth Education Programming and Confirmation is automatically cancelled.
- If Boulder Valley School District releases students early due to inclement weather and/or cancels after-school activities, Youth Education Programming and Confirmation is automatically cancelled.
- If Boulder Valley School District does not cancel school and does not let students leave early, but weather is still bad enough to question if Youth Education Programming and Confirmation is still in session, we will post notification of Youth Education Programming and Confirmation cancellation on the main page of the Har HaShem website ([www.harhashem.org](http://www.harhashem.org)) by 2:00 pm. We will also send this information to 9 News to be posted on their website and news updates.

### **Sunday Youth Education Programming:**

- If weather on Sunday is bad enough to question whether Youth Education Programming will still be in session, we will post notification of cancellation on the main page of the Har HaShem website ([www.harhashem.org](http://www.harhashem.org)), the Har Hashem Facebook page and twitter by 7:00 am.

## **MEDICAL POLICY**

Har HaShem Staff will not administer medication to students at school and at off-site events/retreats without proper release; nor may students carry or self-administer medication without the proper release. Use the following links to access required medical documents. Please note that both of these documents require a signature from your child's doctor.

[Staff-Administered Medicine Form](#)

or

[Self-Administered Medicine Form](#)

## **MEDICAL PROCEDURES**

1. Parents must complete the medical forms in the school registration packet for any medications a student may take. (See above for required medical documents)
2. If your child requires medication during a special event or off-site program that is not covered on the medical release form, a new one must be completed

reflecting the needed medication. This form with the medication requirement must be given to the supervisor of the event.

## **IMMUNIZATION POLICY**

Har HaShem requires proof of immunization or an immunization medical exemption form for participation in any youth education program or event (school, youth group, camp, etc.). This requirement aligns with the [Youth & Camping Programs of the Reform Movement](#).

We consider vaccination to be a public health issue. Especially in the confined environment of a many of our programs, vaccination contributes to the safety of all participants. [Because the Reform Movement specifically rejects vaccination deferral on religious grounds](#), we do not accept a religious deferral. We only accept medical exemptions. All students and staff are required to have received all age-appropriate vaccines recommended by the [Colorado Department of Public Health and Environment](#), [American Academy of Pediatrics \(AAP\)](#), and the [Center for Disease Control \(CDC\)](#) unless they have a doctor-approved medical exemption.

## **PROOF OF IMMUNIZATION PROCEDURE**

Proof of immunization from a doctor or an [Immunization Medical Exemption Form](#) is submitted during registration. Either form must be completed and signed by the child's physician.

## **FOOD AND SNACK POLICY**

Judaism demands that we consider the food that we eat. In accordance with the synagogue's kashrut policy, at youth education programs and events, we do not serve food that is a mixture of meat and dairy products or contains any pork or shellfish. This is also true for events in which families bring food into the building. Each event or program which is potluck or a bring your own meal event shall be designated as either meat or dairy.

In addition, due to the many food allergies in the youth population, we do not allow nuts of any kind to be present in any food that is provided or is brought into the building for any youth education event or program.

## **MIDDLE SCHOOL CELL PHONE POLICY**

In order to focus on the learning and social time together during our programs, all middle school students will be asked to give their cell phones to the teacher/advisor/chaperone at the beginning of a class and event. Phones will be returned at the end of the class/event. If the teen needs his or her phone in the case of an emergency, the teacher/advisor/chaperone will give the phone to the

student. There may be cases in which the teacher/advisor/chaperone asks the teens to utilize their phones for a program/class in which case the teacher/advisor/chaperone will distribute them.

### **YOUTH GROUP DRIVING POLICY**

After the start of any Youth Group event that involves transportation, all JYG or BTY participants must be driven by an adult who is age 21 years or older and who has been authorized to provide transportation by the Youth Group Advisor (an “authorized driver”), unless the participant’s parent or legal guardian has given prior written consent to the Advisor.

This means that if participants assemble at Har HaShem or another designated meeting place, and are then being driven to an event, they must be driven to and from Har HaShem or the designated meeting place by an authorized driver and not by another youth group participant. Prior to the end of an event (i.e. when the participants have returned to Har HaShem or another designated meeting location), no participants shall leave that event with anyone other than his or her parent or guardian or an authorized driver, unless that member’s parent/legal guardian has made advanced arrangements in writing with the Advisor.

If a participant drives him or herself or rides in an automobile driven by another participant without the proper written consent, that participant will not be admitted to the event.

### **PROCEDURE FOR WRITTEN CONSENT TO DRIVE ONE’S SELF OR OTHER PARTICIPANT**

If a parent/guardian wishes to give written consent, a form, determined by the advisor and in consultation with the region’s youth professionals and Har HaShem staff, must be requested from the advisor, completed and returned to the advisor prior to the event.

## GLOSSARY

**Avodah:** *Avodah is Hebrew word for work or service. As Jews, we understand that it requires effort to build a relationship with God and our community. Prayer assists us in linking ourselves to others and the Divine.*

**B'nai Mitzvah:** *Literally, "son/daughter of the commandments." B'nai Mitzvah is the coming of age ceremony at age 13 or older that marks a child's responsibility for observing the commandments. The child leads the congregation in worship and teaches the congregation about his/her Torah or Haftarah portion as two of the first acts as a Jewish adult. B'nai Mitzvah is the plural of Bar Mitzvah when a least one student is male. B'not Mitzvah is the plural when all the students are female.*

**Brit:** *Literally, "covenant." Brit refers to the covenant, the special relationship the Jewish people has committed to having with God and God with the Jewish people.*

**BTY:** *BTY is the acronym for Boulder Temple Youth, our 9<sup>th</sup>-12<sup>th</sup> grade Youth Group. BTY events are teen planned and executed with the assistance of the Youth Advisor.*

**Confirmation:** *Confirmation is the 10<sup>th</sup> grade Hebrew High class taught by our clergy. Students look in depth at the serious issues facing teens and Jewish life. At the conclusion of their study, students prepare for and lead the congregation's Shavuot service. The service reflects what students confirm about Judaism.*

**Consecration:** *Consecration is the 1<sup>st</sup> grade ceremony in which we formally welcome our students into Youth Education Programming. At Har HaShem, students new to the synagogue older than 1<sup>st</sup> grade are asked to participate. As a congregation, we witness their formal commitment to Jewish learning and agree to support their learning journeys.*

**D'var Torah:** *"D'var" translates as "words of." A d'var Torah means words that comprise a teaching of Torah. A d'var Haftarah is a teaching on the Haftarah (The Haftarah is a selection from the books of Prophets or Writings that compliments the Torah portion). At Har HaShem, our students teach the congregation as part of their Bar/Bat Mitzvah with their D'var Torah or Haftarah.*

**Family Education:** *Family education programs are those in which at least one parent participates in learning with his or her child. The goal of family education is to give parent and student a learning experience in which the parent gains his or her own knowledge as well as tools to assist the child with his or her Jewish education and bring it home.*

**G'milut Chasadim:** *G'milut Chasadim is the Hebrew phrase for acts of loving kindness. In Judaism, we are commanded to treat one another in a manner that*

*recognizes that each of us contains a spark of God. As such, we have a particular responsibility to pursue justice for all peoples.*

**Har HaShem:** *Our synagogue began as the Boulder Jewish Fellowship. In 1967, we broke ground. Har HaShem translates as “mountain of God” and was chosen in 1967 by our founders as the name of our synagogue.*

**Haftarah:** *The section of the Book of Prophets read after the Torah portion on Shabbat and Festivals. The theme of the Haftarah usually complements the Torah portion.*

**JYG:** *Our 6<sup>th</sup>-8<sup>th</sup> Grade Youth Group. JYG stands for Junior Youth Group. JYG events are planned by the Youth Advisor with teen input.*

**Keitanat Har HaShem:** *Literally, “Har HaShem’s Camp,” is our summer day camp program in which campers have the opportunity to experience joyful Jewish living daily. KHHS is a great way to complement your child’s Youth Education Programming experience. KHHS is open to students entering 1<sup>st</sup>-5<sup>th</sup> grades.*

**Madrich/Madricha/Madrichim:** *Literally, a “madrich,” is one who leads. In our Youth Education Programming we employ madrichim (plural of madrich) as members of our faculty who assist our teachers in the classroom. They are trained along with our teachers and participate as full members of the faculty along with our teachers. We also give them the opportunity to practice their own teaching skills. Many of our madrichim go on to become teachers in our school. The madrichim program is open to any student who has become bar or bat mitzvah and demonstrates a continued commitment to Jewish learning. Madricha is the feminine of madrich.*

**Mitzvah:** *A mitzvah is a commandment. Often, a mitzvah is thought of as a good deed, though in actuality, it is not something we have a choice in doing. It is required of us by God.*

**NFTY:** *NFTY is the acronym for North American Federation of Temple Youth, the umbrella organization for all the North American synagogue based Reform youth groups. BTY is a member of NFTY and of Missouri Valley Federation of Temple Youth, our region of NFTY. NFTY is part of the Union for Reform Judaism.*

**Reform Judaism\*:** *Since its earliest days, Reform Judaism has asserted that a Judaism frozen in time is an heirloom, not a living fountain. The great contribution of Reform Judaism is that it has enabled the Jewish people to introduce innovation while preserving tradition, to embrace diversity while asserting commonality, to affirm beliefs without rejecting those who doubt and to bring faith to sacred texts without sacrificing critical scholarship. In addition to our belief that Judaism must change and adapt to the needs of the day to survive and our firm commitment to Tikkun Olam, the following principles distinguish Reform Jews from other streams of Judaism in North America.*

- *Reform Jews are committed to the principle of inclusion, not exclusion. Since 1978 the Reform Movement has been reaching out to Jews-by-choice and interfaith families, encouraging them to embrace Judaism.*
- *Reform Jews are committed to the absolute equality of women in all areas of Jewish life. We were the first movement to ordain women rabbis, invest women cantors and elect women presidents of our synagogues.*
- *Reform Jews are also committed to the full participation of gays and lesbians in synagogue life as well as society at large.*

**Tzofim:** *Tzofim translates literally as “scouts.” Tzofim is the youngest of our youth groups.*

**T’filah:** *Literally, “prayer,” t’filah is also what we call our school worship services.*

**Torah:** *The Torah is the sacred scroll of the Jewish people comprising the Five Books of Moses. We study the Torah, read from the Torah and live our lives according to Torah.*

**Tzedakah:** *Literally, “righteousness,” tzedakah is the commandment to perform philanthropic acts. Tzedakah is often translated as charity, but unlike the word charity which is a good deed, tzedakah is an action we are required to do as Jews.*

**URJ:** *The URJ, or Union for Reform Judaism, is the umbrella organization of the Reform Movement. Har HaShem is a member of the URJ. Your membership dues support, in part, the URJ, and in turn we have access to the many resources the URJ provides for our staff and our congregants, including our ability to participate in NFTY and OSRUI, our regional over night camp. For more information, please visit the URJ website: [www.urj.org](http://www.urj.org)*

\*From the URJ website: <http://urj.org/about/reform/whatisreform/>