

HAVURAH SHALOM SHABBAT SCHOOL

5781/ 2020-2021

PARENT HANDBOOK



5781/ 2020-2021 HOLIDAYS AND VACATIONS

Labor Day-- Sept 7

Erev RH-- Sept. 18

Rosh Hashanah – Sept. 19-20

Tashlich—Sept. 24

Erev Yom Kippur—Sept. 27

Yom Kippur – Sept. 28

Erev Sukkot - Oct. 2

Sukkot—Oct. 3-10

Columbus Day— Oct. 12

Erev Simchat Torah— Oct. 10

Simchat Torah—Oct. 11

Veteran's Day – Nov 11

Thanksgiving – Nov 26

Erev Chanukah - Dec. 10

Chanukah –Dec. 11-18

Winter Break—Dec. 20—Jan. 4

MLK – Jan. 18

Erev Tu B'Shevat— Jan. 27

Tu B'Shevat – Jan. 28

President's Day – Feb. 15

Erev Purim - Feb. 25

Purim—Feb. 26

Spring Break – March 20-28

Erev Passover - March 26

Passover—March 27—April 4

Erev Shavuot - May 16

Shavuot—May 17—18

Memorial Day - May 31

Tis Bav—7/18

Selichot—8/28

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HAVURAH SHALOM SHABBAT SCHOOL 5781/ 2020-2021

THE SHABBAT SCHOOL COMMUNITY

Havurah Shalom is a participatory community. Communities grow closer by working together towards a common goal. Raising our children to live a life rich in Jewish community and spirit is one of our greatest goals. We believe that our children benefit from having the adult members of their own community teach and learn alongside them. As Shabbat School parents, we have many opportunities to deepen our own knowledge and connection to Judaism, and to share this with our children. As we teach and model Jewish life for our children, we can draw on a wide array of resources and professional consultation to assist us.

GOALS OF HAVURAH SHALOM SHABBAT SCHOOL

The Shabbat School is one component of the Havurah Shalom community and of Jewish living. Over time, our experiences in Shabbat School are complemented by celebrating holidays and lifecycle milestones, Tikkun Olam (Repair of the World), Tefillah (Prayer/Reflection), and by bringing Jewish values into our daily life.

The goals of the Havurah Shalom Shabbat School are to:

- Develop and/or deepen our enthusiasm for Jewish learning and living.
- Embrace the Jewish values of study, social justice, celebration in home and synagogue, and participation in life cycle events.
- Appreciate and rely upon Jewish values as a guide to moral and responsible decision making for ourselves and our community.
- Engage substantively with Jewish tradition and deepen our attachment to our community.

It is our hope that the Shabbat School experience, in concert with home and community Jewish involvement, will facilitate these long-term outcomes:

- Children will build the beginning of a foundation for lifelong Jewish learning and engagement.
- Parents and children will be drawn into a warm and caring Jewish community that will enhance our Jewish living.

GENERAL INFORMATION

Enrollment Policy. To preserve the integrity of our parent-taught model, families must be Havurah Shalom members, and register their children for Shabbat School by May 1, to ensure a spot for the 2020-21 year. After May 1, enrollment is subject to space availability. If a grade is too full, students will be placed on a wait list and/or wait until the following year. This timing is based on the Shabbat School Summit (May 16), which is really the beginning of our school year.

Registration and Tuition. Tuition is \$128 per child with a maximum fee of \$256 per family for Shabbat School, grades K-6. Go to the Havurah website: www.havurahshalom.org to register. You may pay online, or mail payment to Havurah Shalom.

Shabbat School. Shabbat School meets 16 times a year. Students spend an hour and forty-five minutes in class with their grade, then gather in the Bet Knesset (sanctuary) for Havdallah (community singing and sharing) from 4:45-5:10.

For the dates of Shabbat School classes, parent-teacher workshops, and family Shabbat and holiday celebrations, please refer to your Shabbat School Family Calendar (separate handout).

Hebrew Classes. The Shabbat School Committee coordinates optional Hebrew classes for families interested in developing their children's Hebrew reading competency. Students typically begin Hebrew in Grade 3, and must be enrolled in Shabbat School to take Hebrew classes, which are held from 1:30 to 2:40 on Shabbat School days. There is an additional tuition fee for Hebrew of \$180.00.

Inclement Weather Policy. In the event of snow or other difficult weather, classes will be cancelled by 12:30 p.m. on Saturday. Please look for an e-mail.

LOCATIONS

Grades K,1,2 and 6 meet at 3:00pm at Havurah

Grades 3, 4, 5 meet at 2:40 at Havurah (after Hebrew Classes) and walk to The First Immanuel Lutheran Church at 1816 NW Irving for their classes. At 4:40 those grades walk back to Havurah for Havdallah at 4:45.

ORGANIZATIONAL LEADERSHIP

Shabbat School is organized, led, and delivered by the parents of Shabbat School students, with the guidance and support of staff. For names and contact information of the positions listed below, please consult your Shabbat School Family Calendar (separate handout).

The Shabbat School Committee. The Shabbat School Committee is comprised of 3 Co-Chairs, who oversee the organization and direction of Shabbat School. They address policy issues, improvement of our program, and help plan for Havdallah. In addition, the Co-Chairs are available during Shabbat School to help things run smoothly, provide security and assist with any concerns that may arise.

Class Representatives. Each family is expected to serve as Class Representative at some time during each child's Shabbat School experience. Each grade has 1-2 Class Representatives, who serve as the primary communicators for their class. They make sure class members are aware of class activities; welcome new families into the class; ensure their class group gathers for Tikkun Olam and social activities; and provide a link between the classes and the Co-Chairs. See the Roles and Organization of Havurah Shalom Shabbat School handout.

Education Director (ED), staff. Deborah Eisenbach-Budner attends to the overall quality, organization, and development of Shabbat School as well as all other Havurah Shalom youth and adult educational programming, in addition to other roles at Havurah Shalom. She works with the Shabbat School Co-chairs, Class Reps, ACE and all parents on teaching, curriculum, community building amongst families, and classroom management. She meets with teaching teams to help develop specific curricular goals and classroom activities, and is available during the quarter to consult with teams who need additional guidance. Deborah is present for most Shabbat School sessions, and facilitates parent workshops on teaching, Jewish parenting, Hebrew, and basic Judaism. Additionally, she is available for consultations on family matters, education, spirituality, finding ones place in Havurah and Jewish identity.

Assistant Coordinator of Education (ACE), ¼ staff. Carrie Kirschner helps coordinate the logistical and administrative aspects of Shabbat School and other educational programs, including scheduling teaching team meetings, managing curriculum and teaching resources, tracking registration, overall communication, and finances. The ACE is onsite during Shabbat School to assist Parent Teachers.

ORGANIZATIONAL LEADERSHIP (continued)

Program Director (roles that specifically pertain to Shabbat School). Adela Basayne coordinates calendars and programs for all of Havurah community, including education programs. She is your link to Tikkun Olam committees and integration of Tikkun Olam with families and education programs. She oversees Shabbat School associated space, enrollment, registration, fees, budget tracking, and manages Holiday celebration and Special Events.

CURRICULUM

Our curriculum is theme-based, with each year focusing on one or more core areas of Jewish living: Jewish time, Jewish space, Jewish stories (texts) and Jewish community. The curriculum has an open structure to allow for creativity on the part of you, the parent-teachers, who will plan according to your own strengths and the children's interests. Details for each grade are on the following pages.

The focus is on experience -- to give the children tools and knowledge so that they can engage meaningfully in the activities of Jewish living. Using the curricular framework as a guide, and with the assistance of our Education Director, you will create goals and activities specifically for your grade group.

HAVDALLAH

After grade-level classes end, the entire Shabbat School community gathers in the Bet Kneset (sanctuary) to celebrate Havdallah with singing, storytelling, and sharing of their learning from 4:45-5:10.

SOCIAL ACTIVITIES and TIKKUN OLAM

Students and parents benefit greatly from involvement in activities outside the classroom; our 16 class sessions can only accomplish limited community building. All grade groups meet at least once during the summer for an informal gathering. We also meet for one or two social activities, including a pre-scheduled Kehillah Night, during the course of the school year. Groups that make an effort to gather outside the classroom find that their connections are strengthened and that their Shabbat School experience is more enjoyable for all members of the family.

Each grade is also expected to participate in at least one Tikkun Olam (Repair of the World) activity during the school year. Grades 2-6 participate in the mitzvah of Feeding the Hungry, by serving a meal at Transition Projects, on a pre-determined Sunday evening. Grade K-1 will design an age appropriate project with the Program Director.

JEWISH LIVING: TIME, SPACE

GRADE	K (Aleph)	1 (Bet)	2 (Gimel)
THEME	Jewish Time	Making Time Sacred	Jewish Community
<i>Quarter 1</i>	Rosh HaShanah Yom Kippur Sukkot Simchat Torah	Shabbat - Why? Creation and Rest	Mitzvot: responsibilities to others and to the world
<i>Quarter 2</i>	Shabbat Chanukah Rosh Hodesh	Shabbat - How? Shabbat at Home	Mitzvot: responsibilities to others and to the world
<i>Quarter 3</i>	Tu B'Shevat (Purim)	Havdallah Goodbye to Shabbat, Honoring Difference	Jewish Community & Identity, Beit Knesset (synagogue)
<i>Quarter 4</i>	(Purim) Pesach Shavuot Spring Holidays	Adonai & Spirituality: First Questions	Introducing the Shabbat Morning Service
<i>Special Projects, Fieldtrips, Tikkun Olam Focus</i>	*Shalach Manot for Purim *Chanukivot *Matzah covers *Other Holiday crafts	*Protecting Animals and/or Appreciating Nature *Shabbat/Havdallah ritual objects *Shema Project	*Food Equity and/or Environmental Justice *Mezuzah *Yad

ol Curriculum

E, STORY, AND COMMUNITY

	3 (Dalet)	4 (Hey)	5 (Vav)	6 (Zayin)
	Jewish Story	Jewish Story and Community	Jewish Time and Community	Jewish Text and Community
	Torah Overview Creation First Family	Joseph Narratives	Lifecycle: Birth, B'nai Mitzvah	Torah: Text Study and Midrash
	Noah Tower of Babel Abram, Sarai, Covenant	Exodus- What is Freedom For?	Lifecycle: Creating Family, Death	Torah and Midrash
	Abraham and Sarah's Journey continues	Pesach in Context	Two Thousand Years of Jewish History	Tefillah: How and Why of The Shema
	Rebekah and Isaac and beyond	Biblical Israel, Jews Dispersed	Modern Israel & World Jewry	Tefillah: How and Why of the Amidah
	*Hachnasat Orchim – Welcoming Guests *Cooking Biblical Foods *Biblical Crafts	*Biblical Crafts *Seder Plate or other Seder Objects	*Biography Reports *Learner's Minyan *Discovering Shabbat *Lifecycle Interviews *Havurah Cemetery Visit/Clean-up	*Book Chats *Learner's Minyan *Discovering Shabbat *Creating Prayers

TEACHING

Teaching Teams. The school year is divided into 4 quarters, composed of 4 sessions each. Each quarter is taught by a team of 3-5 parents, with a diverse range of classroom experience, Jewish knowledge, and special interests and talents, such as art, music, cooking, or dance. Each team consists of a:

- Rosh/a (initiator, head), who keeps his/her team organized and facilitates communication amongst the teaching team members and ensures all followup team meetings.
- Keshet (link or communicator), who helps facilitate communication with the other parents in the grade and with previous and future teaching teams for the grade.
- Shira helps lead music during the quarter that s/he is teaching.

Teaching Team Meetings. About 6-8 weeks before your teaching quarter begins, the ACE contacts team members to schedule a teaching team meeting with the Education Director who helps parent-teachers understand their grade's curriculum and facilitates discussion of any philosophical issues surrounding its content. She also guides teams to narrow their curricular focus and develop ideas for engaging students. Team members generally emerge from the meeting with a clear sense of what they want to accomplish in class, as well as an outline of specific activities for each of the class sessions. Teams also discuss group dynamics and classroom management strategies. Teaching teams typically meet on their own again during the session before their teaching quarter begins, to continue lesson planning, observe class for a short time and introduce themselves to the students.

Lesson Planning. Over the years, parent-teachers have developed a wealth of creative activities that have been incorporated into each grade's curriculum. You can use these suggested activities, as well as lesson plans from previous years, in your planning. Generally, each parent will take home resources and do the initial planning for a particular lesson, taking into account how to utilize the strengths of the other parent teachers. You don't need to plan your lessons alone—your teaching team members can help you brainstorm and develop ideas.

Lesson Plans. Lesson Plans need to be clearly articulated so that all the teachers on your team can fulfill their roles. Prepare and share your Lesson Plan at least one week before the class. This will allow adequate time for refinement, feedback with your teaching team and the ACE, as well as time to track down any additional teaching materials you may require. Also, be sure to share your Lesson Plans and any materials that you develop with the ACE so that your good work can be passed on to the parent-teachers who follow you.

Learning Notes. Please consult the Learning Notes given to you at each Teaching Team meeting.

Teaching Materials and Resources. Parent-teachers can check out a wide variety of books, articles, and other materials from the Shabbat School Resource Material archive. These will be made available at your teaching team meeting. Also available in electronic form are:

- Curriculum files, including suggested goals and activities
- Lesson plans from previous years

If you need help finding resources after your teaching team meeting, please contact the ACE at least one week before your teaching date. As these resources represent a significant investment of time and money, please use them carefully and be sure to return them by the end of your teaching quarter.

Day of Class. Teaching team should meet at Havurah at least 40 minutes before class to set-up and review that day's lesson plan. Grades meeting at Havurah can set up at 2:45 (when Hebrew classes are dismissed). Classes meeting at First Emmanuel Lutheran Church can set up at 2:20.

Security and Space. For safety reasons, parent-teachers will take attendance and are responsible for supervising students during the entire class session, including transitions between buildings, and until parents meet their children at Havdallah. There are additional safety procedures that parents will hear about at the Summit and be asked to take responsibility for.

- Please show appropriate respect for our spaces and the school by making sure classrooms are clean and orderly, and windows are closed, at the end of each session. Leave your classrooms in even better shape than you found them.
- Please refrain from using cell phones unless related to a Shabbat School activities so as to model full attention for our youth.

SUPPLIES

Each class has a supply box or rolling bag stocked with basic supplies, such as crayons, markers, scissors, tape, staplers, pencils, and glue. Please check your supply box so that you know what is available.

Additional supplies, including special papers, paint, yarn, and other items, are available in the supply closet of Pardes (the large classroom facing the Havurah courtyard). Only adults may remove supplies. If you are planning a special art activity, check the supply closet before buying materials. If you notice that supplies are running low, please inform the ACE.

SNACKS FOR SHABBAT SCHOOL

Please be sure all snacks are vegetarian (in accordance with Havurah's general food policy, to accommodate Kashrut) and low in sugar. Parents need to include information about food allergies on their child's registration form. That information will be passed on to the teaching teams so that snacks can be planned to accommodate food needs.

SPECIAL PROJECTS

The Education Director and parent-teachers may identify special projects that correspond to the curriculum focus for a given quarter. These projects may involve the purchase of craft kits (example – spice boxes for Grade 1), or expensive art supplies (example – ceramic Seder plates for Grade 4). Please consult with the ACE about what amount will be paid from the Shabbat School budget and what amount may need to be funded by Shabbat School parents.

REIMBURSEMENTS

If you buy materials, supplies, or snacks for your class, you may submit a reimbursement form (available from the Havurah office or on the Havurah website). Please conserve resources by recycling materials whenever possible, and limiting your purchases to accommodate only what is needed for your group.

FIELD TRIPS

Field trips that support the curriculum are encouraged. Parent-teachers need to coordinate logistics with other parents in the class, and notify the ACE that their class will be meeting in another location.

HAVURAH LIBRARY

The Havurah Library is filled with valuable resources. All members are encouraged to check out books. A Havurah family can check out up to three books at a time. Books are due one month from the date of checkout. Contact Miryam Brewer at miryameb@comcast.net to renew checked-out books for 1 additional week. Please show your appreciation for our volunteer-led library by returning books on time. To check the Havurah Library catalog online, go to havurahshalom.org and find the Library link under Lifelong Learning.

HAVURAH EMERGENCY PROCEDURES

CALLING 911 – Anyone inside the building can call 911 for assistance. The address of our building is Havurah Shalom, 825 NW 18th Avenue, Portland, OR 97209. The phone number for the Havurah Shalom office is 503-246-4662.

PANIC BUTTONS – At any Havurah event, the leaders of the event should have panic buttons that connect directly with our alarm company. Pressing the panic button will cause the alarm company to summon the police to Havurah on an emergency basis. Panic buttons must be signed in and out before and after use.

FIRE ALARMS – The building has fire alarms located in the foyer, Pardes classroom, social hall, sanctuary, and by the main entrance into the courtyard.

EVACUATING THE BUILDING – There are building exits at the front entrance into the courtyard, from the Pardes classroom, and two doors directly onto NW 18th Avenue.

REMAINING IN THE BUILDING – There are two safe rooms in Havurah. One is located in the kitchen. The other is located in the area outside the bathrooms. In both areas, there is a door that can be bolted shut and a large piece of wood that can be used to barricade the door.

FIRST AID SUPPLIES – These items are located in the hall to the classrooms and in the kitchen, above the small sink.

EARTHQUAKE SUPPLIES – These items are located in the corner of the office, the supply closet in Pardes, under the sink in Kerem, and in the corner of the sound closet in the sanctuary.

QUESTIONS – You should direct questions to any Havurah staff member, any member of Havurah leadership, or the leaders of the event.

FOR SHABBAT SCHOOL ONLY

Each parent-teaching team checks out a clipboard at the beginning of each session (near the entrance of Havurah), which includes **emergency information** for each child and an **attendance sheet** for the group. One parent-teacher needs to mark attendance for appropriate date, each time.

LOCKED DOORS – During Shabbat School, all doors are locked – at Havurah and at the church where classes are held. A Shabbat School Co-chair is on duty in both spaces to let people in the building. They are also equipped with a walkie-talkie.

DROP OFF CHILDREN ONLY AT HAVURAH (including Late arrivals and Early pick-ups) – for purposes of safety and tracking who is here, parents may only drop off their children at Havurah. Co-chair will ensure that student is escorted to appropriate place.

Last updated – 3/20

CLASSROOM MANAGEMENT

Havurah Shalom's Shabbat School emphasizes community-building within each grade and within the school as a whole. Our goal is to create an environment where each child can enjoy his or her Shabbat School experience and grow into a respected member of the Havurah community, and where parent-teachers can grow and expand their knowledge and connection. To that end, we encourage collaborative learning methods, utilizing small groups and cooperative activities as much as possible. Working together encourages students to be active learners and, when students are actively engaged, behavior problems tend to be greatly reduced. Additionally, careful and comprehensive lesson planning, which provides clear expectations for student behavior and parent-teacher roles, helps diminish the distraction, confusion and/or difficult transitions that may lead to behavioral issues. However, there still may be times when children engage in distracting or inappropriate behavior, individually or in small groups. **Communication is the key. Don't let problems fester. If you are concerned about behavior or group dynamics, please inform the Education Director, the ACE, or a Shabbat School Co Chair right away.**

Classroom Management Steps:

- Agree on Ground Rules. Before the year begins, parent-teachers should agree upon class rules and consequences. To maintain consistency, select 3-5 rules or guidelines and create a poster to review at the beginning of each session or whenever needed.
- Set the stage. Begin each session by going over the class schedule (so children know what to expect) and the groups' rules/guidelines. One adult should be designated the Shalom Monitor for each session.
- Give positive attention to students when they are actively and positively involved in the learning process.
- If students are not positively involved, remind them of group rules and consequences. Be specific about behaviors that need to be stopped or started.
- If necessary, implement agreed-upon consequences. For instance, the Shalom Monitor may redirect or remove students from the activity, if they are impeding the learning of others or themselves.
- If behavior issues continue, contact a Shabbat School co-chair or the Education Director immediately after class (or during class, in a dire situation) with specific examples of problematic behavior. The Education Director will be in touch with the student's parent(s) to plan for future interventions or accommodations and follow up with the teaching team.

SHABBAT SCHOOL PARENTS TOP TEACHING TIPS

When asked for their wisdom, this is what parent-teachers said (number = times this tip was given by different parents); rev. May 2014

PLANNING AND COMMUNICATION

- 37 – Flexibility with lesson plan - end activity early if needed; have a back-up plan if something doesn't work or something takes less time than anticipated; have additional activity for kids who finish quickly
- 19 - Plan for moments of transition; time is highly organized
- 19 - Be prepared with each member of team knowing the plan
- 9 - Less is more- simple activities, bits of information at a time
- 4 - Post schedule /agenda; be clear about goals
- 4 - Try things (art projects, games, directions) at home; do a dry run before
- 3 - Communicate with previous teaching team about routines, dynamics
- 4 – Have clear expectations (Kavod Code); Be firm
- 2 - Teaching in an age appropriate manner
- 2 - Frequent parent check-ins/communicate with parents
- Parental consensus on classroom management, how to get kids' attention
- Reasonable expectations
- Plan snack time well, mindful of rhythm of kids

IN CLASS

- 17 –Students work in small groups
- 16 - Repetition/Consistent schedule throughout all sessions
- 15 – Bring out themes; post learning targets or core message
- 13 - Active learning beats passive time; learn by doing
- 11 - Variety of activities (including cooking, tactile, use all senses); mix it up for different learning styles
- 10 - Have fun
- 9 - Physical activity
- 7 - Community building/ Create a comfortable atmosphere
- 7 - Positive Reinforcement (“ I like how ___ is listening”)
- 6 - Real content, depth, meaning – give chance for expression, intimacy
- 4 – Music, Drama,
- 3 – Strong art projects and cooking projects
- 4 - Enthusiasm/Engagement
- 2 - Children contribute more than adults teaching; allow them to be experts
- 2 - Trivia games
- Connect ideas/themes to their personal experience
- Wait time; let kids think about questions
- Outdoor activities

