

HAVURAH SHALOM SHABBAT SCHOOL

5772 / 2011 - 2012

HANDBOOK



HAVURAH SHALOM
SHABBAT SCHOOL 5772/2011-12

THE SHABBAT SCHOOL COMMUNITY

Havurah Shalom is a participatory community. We value the contributions of each of our members. 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. There are a wide array of resources and professional consultation to assist us as we teach and model Jewish life for our children.

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 the attachment to our community.

It is our hope that the Shabbat School experience, in concert with home and community Jewish involvement, will facilitate the following 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.

REGISTRATION AND TUITION

The annual tuition is \$85 per child with a maximum registration fee of \$160 per family. Registration materials are available in the Havurah office or on the Havurah website: www.havurahshalom.org. Send payment and registration forms to Havurah Shalom, 825 NW 18th Ave. Portland, OR 97209 by Sept. 1, 2011.

SHABBAT SCHOOL LOCATIONS

Classes will meet at:

Havurah Shalom, 825 NW 18th Ave. (grade K-3 classes)

or at:

First Immanuel Lutheran Church, 1816 NW Irving (grade 4-6 classes)

(2 blocks south of our *Bet Knesset*)

SHABBAT SCHOOL SCHEDULE

Shabbat School class sessions are 3:00 - 5:15, held 17 times a year. Each session includes a 20-minute Kehillah (community) time, when the entire Shabbat School community gathers together in the Havurah Bet Kneset (sanctuary) for Havdallah, with singing, storytelling, holiday celebrations, or a special program.

Parents are highly encouraged to join their children for Kehillah time. All parents, children, class groups are invited to help by telling a story, leading singing, teaching a dance, sharing what their group has been making or doing. Please contact one of the Shabbat School co-chairs with ideas.

For the 2011 - 2012 calendar of Shabbat School dates and family Shabbat and holiday celebrations, please see pages 7-8 of this document.

INCLEMENT WEATHER POLICY

In the event of snow or other difficult weather in Portland, the Shabbat School committee will decide by 1:00 p.m. on Saturday whether Hebrew classes and Shabbat School will be cancelled. Please call Havurah at (503) 248-4662 to hear a recorded message that will tell you if there has been a cancellation for that day.

TEACHING

The school year is generally divided into 4 quarters, composed of 4 classes each. Each quarter will be taught by a teaching team of 2-4 parents, depending on your class size. Efforts are made to have diverse representation on each team, to mix those with more and less experience and/or comfort with classroom situations, and those with more or less Jewish knowledge. Individuals with other interests and talents, such as art, music, cooking, or dance also enhance the mix.

Each team will meet at least once with our Education Director, Deborah Eisenbach-Budner, who will help parent-teachers understand the content for themselves, discuss philosophical issues with the grade's curricular content, find resources, narrow the focus and develop the most appropriate teaching methods to engage the students in each of the specific sessions.

Each team has a designated Rosh/Rosha (initiator, head) who will coordinate a planning meeting with the teaching team and Deborah at least six weeks in advance of the teaching sessions. The Rosh/Rosha will also assure that all members of the teaching team have an appropriate role to play and generally keep his/her team organized.

Each team has a designated Keshet (link, communicator) to ensure continuity between quarters about ongoing themes, projects and community building among students. The Keshet also makes sure that there is ample communication amongst the team members and to the other parents in the grade.

Approximately two months before the teaching quarter begins, Debby Nadell, Shabbat School Assistant, will contact teaching team members with available meeting dates and times. The team Rosh/Rosha will work with Debby to arrange the teaching team meeting with Deborah.

All requests for help finding resources need to be made at least one week before the teaching date.

Resources for parent-teachers include:

- Curriculum files specific to the grade and subject (available from Education Director and Shabbat School Assistant)
- Resources for check-out that correspond with activities in the curriculum file
- Havurah members with expertise in specific areas (dance, arts, social action, etc.)
- Library (see page 13)
- www.Havurahshalom.org – links found on our website

Parent-teachers should arrive at least 15 minutes early to set up so that classes can begin promptly at 3:00. Parent-teachers should also be sure that they and/or their students clean up the classrooms at the end of each session. After the end of the class, blackboards, tables, chairs, and floors should look as they did before the session began. Windows must be closed.

Parent-teachers are responsible for supervision of the children during the entire class session. Please show appropriate respect for the classroom space at the synagogue and at the church, as well as for those sharing the space.

CURRICULUM

The 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 at the end of this document.

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 curriculum framework as a guide, and with the assistance of our Education Director, you will create goals and activities specifically for your class.

Our parent-teachers have been creating and recording curriculum goals and activities over the years. All parent-teachers are requested to contribute their lesson plans to this rich communal resource.

Parent-teachers can check out a wide variety of books, articles, activities, games and other materials from our resource closet. Many activities are also available in electronic form from the Shabbat School Assistant. These resources represent a significant investment of time and cost. Please use them carefully so they may also be available for future parent-teachers to use. Most importantly, all Shabbat School resources need to be returned to the Shabbat School Assistant by the end of your teaching quarter.

FIELD TRIPS

Our curriculum encourages taking field trips that add value to the focus of study for a particular quarter. Parent-teachers work with the Education Director and Shabbat School Assistant to identify and arrange field trips so that the optimal educational value is derived. Parent-teachers will need to coordinate with other parents in the class for logistics, as well as notifying the Shabbat School Committee that their class will be meeting in another location.

SUPPLIES and REIMBURSEMENTS

Individual class boxes are stocked with basic supplies. Grades K-3 boxes include crayons, markers, scissors, tape, staplers, pencils, glue and glue sticks. Grades 4-6 boxes include pencils, markers, colored pencils, scissors, tape, glue sticks and chart pads. Supply boxes are stored in the classrooms where the class meets. For fourth through sixth grades, we have a storage location available at the church.

Classes often create items such as name tags or signs that they want to keep with them from year to year. The class reps are responsible for cleaning out supply boxes at the end of each Shabbat School year, and will move items up to the next year's supply box to make them available the following fall.

A small amount of additional supplies, including butcher paper, construction paper, glue, yarn, fabric, glue guns and some miscellaneous items, is available in the supply closet on the south wall of Pardes. We ask that only adults enter and/or remove supplies from the storeroom. If you take supplies from the closet and notice that items are running low, please inform the Shabbat School Committee so they can make arrangements to replenish the materials.

If you buy additional 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 the amounts that are purchased to accommodate only what is needed for your group.

SPECIAL PROJECTS

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

SNACKS FOR SHABBAT SCHOOL

Please be sure that 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. The Shabbat School Committee will communicate about food allergies to parents from each grade so that snacks can be planned to accommodate special food needs.

SOCIAL ACTIVITIES and TIKKUN OLAM

While the Shabbat School year is primarily based around the 17 regular sessions, classes benefit greatly from involvement in additional activities throughout the year. Each grade is expected to participate in at least one Tikkun Olam activity during the school year. Third through sixth grades also participate in the mitzvah of Feeding the Hungry by serving a meal at Transition Projects on a pre-determined Sunday evening. All classes meet once during the summer for an informal gathering. We also strongly recommend one to two community building/social activities (potluck Shabbat dinners, roller skating, picnics, etc.) scattered throughout the calendar. Shabbat School class groups that make an effort to gather outside of the classroom find their connections as a community are strengthened and their complete Shabbat School experience is more enjoyable for all members of the family. The Shabbat School Committee can help with suggestions for both Tikkun Olam and social activities.

HEBREW CLASSES

The Shabbat School Committee coordinates Hebrew classes for those families interested in developing their children's Hebrew literacy. We generally recommend students begin Hebrew class in the 3rd grade. Hebrew classes meet from 1:45 to 2:45 on Shabbat School days. There is an additional tuition fee for Hebrew. For further information, contact Amanda Coffey, (503) 234-0506.

HAVURAH LIBRARY

The Havurah Library is filled with valuable resources:

- Adult reading and background materials to expand your own Judaic knowledge and confidence in teaching.
- Children's fiction and non-fiction on selected topics to use in sessions
- Pedagogic, Jewish educational resources- "how to teach" certain subjects in a Jewish context.

All members are encouraged to check out books. Havurah members can check out up to three books at a time. Books are due one month from the date of checkout. Contact Miryam Brewer at with any questions about the library.

To check the Havurah Library catalog online, follow these steps:

- Go to www.havurahshalom.org
- Choose 'Torah and Learning'
- Choose 'Library'
- Choose 'Download Library Catalog'
- Scroll through the .pdf file to find the topic, title, or author you need.

CALENDAR for 2011-12

	<i>Dates</i>	<i>Parent Workshops and Other Info</i>
1st Quarter	September 24	1 st Day of Shabbat School; New Family Orientation
	October 15	Parent-Teacher Workshop: Creating Great Learning Sessions
	October 29	Parent-Teacher Workshop: Community Building and Classroom Management
	November 5	2 nd Quarter teams meet to plan
2nd Quarter	November 19	Creating a Culture of Chesed (Kindness) with Deborah Eisenbach-Budner
	December 3	The Oys and Joys of Parenting with Allan Cordova
	December 10	The Oys and Joys of Parenting with Allan Cordova
	January 7	3 rd Quarter teams meet to plan
3rd Quarter	January 21	Family Education Program for Grades 3-6 students and parents
	February 4	Creating a Culture of Chesed (Kindness) with Deborah Eisenbach-Budner
	February 11	Jewish Parenting Workshop with Rabbi Joey
	February 25	Family Education Program for Grades K-2 students and parents
	March 10	4 th Quarter teams meet to plan

**CALENDAR for 2011-12
(cont'd)**

	Dates	Parent Workshops and Other Info
4th Quarter	March 17	Creating a Culture of Chesed (Kindness) with Deborah Eisenbach-Budner
	April 14	
	April 28	Mindful Parenting with Scholar in Residence Sheila Peltz Weinberg
	May 12	
	May 19, 2012	Shabbat School Summit

HOLIDAY CELEBRATIONS:

- Thursday, September 29, 2011 – Rosh Hashanah Family Service, 9:30 – 10:30 am at Tiffany Center
- Saturday, October 8, 2011 – Yom Kippur Family Service, 9:30 – 10:30 am at Tiffany Center
- Thursday, October 20, 2011 – Simchat Torah Celebration, evening, time tba
- Friday, December 23, 2011 – Chanukah Celebration, 5:00 pm
- Sunday, February 5, 2012 – Tu B'Shevat Hike, 10:30 am, Macleay Park
- Wednesday, March 7, 2012 – Purim Celebration and Megillah Reading, 5:30 pm

SHABBAT SCHOOL COMMITTEE

The Shabbat School Committee oversees the organization, activities and direction of Shabbat School. With the help of the Shabbat School Assistant and Educator, the committee coordinates all logistics related to registration, classroom space, supplies and equipment, and schedule changes. They also help plan Kehillah, Community Building Time. They address policy issues and evaluation and improvement of our program. The Shabbat School Committee is available to assist with any problems that arise during classes in terms of classroom management, community building issues, or group dynamics.

Shabbat School Committee Members and Staff

Title	Name	Phone
Chair	Gabriela Goldfarb	503-238-8010
Co-Chair	Aaron Pearlman	503-810-1208
Education Director	Deborah Eisenbach-Budner	503-248-4662 Ext.6
Shabbat School Assistant	Debbi Nadell	503-260-8135

CLASS REPRESENTATIVES

The class reps are the primary conduits for communication in the class. They make sure class members are aware of all class activities, changes in schedule, and special learning opportunities for the children. The class reps develop e-mail and phone trees to make sure communication happens in a timely manner. If you are unsure about times or dates for activities, your class rep will have the answer. The class reps also provide a link between the classes and the Shabbat School committee. Class reps also welcome new families into the class and ensure that their class group gathers for selected Tikkun Olam and social activities. If you have any concerns or issues involving Shabbat School, your class rep can communicate that to the appropriate party, or assist you in finding a resource to help solve the problem. Every family is expected to take a turn as the class representative for their child's class at some time during their child's Shabbat School experience.

CLASS REPRESENTATIVES – 2011-12

Grade	Class Rep	Phone
K	Carrie Kirschner Beth Shreve	503-646-5097 503-641-2544
1 st	Keren McCord Abigail Webb	503-234-8769 503-740-1939
2 nd	Rosanne Marmor Sacha Reich	503-936-1924 503-810-5408
3 rd	Mat and Amanda Coffey David Frost	503-234-0506 503-238-4017
4 th	Len Neiberg Colleen Naughtin and Ron Turker	503-701-1971 503-699-6518

5th	Amy Weissfeld	503-516-1800
6th	Jeff Gold Debbi Nadell	503-297-2131 503-260-8135

CLASSROOM MANAGEMENT

Our Shabbat School emphasizes community building within each grade level class and within the Shabbat School, as a whole. We encourage collaborative and cooperative learning methods, utilizing small groups as much as possible to give students the opportunity to take some of the responsibility for their own learning. Working together encourages students to be active rather than passive learners, thinking for themselves and relying less on the parent-teacher. When students are actively engaged in the learning process, problems tend to be greatly reduced. Parent-teachers need to plan accordingly, while also being sensitive to the range of learning styles and abilities in each class.

Our goal is to create an environment that will enable each child to enjoy his/her experience in the Shabbat School and to become a respected, effective member of the Havurah community. Recognizing that some children may engage in inappropriate behavior during Shabbat school classes that will need to be addressed by parent-teachers, we have developed the steps below. **Communication is the key ingredient. If parent teachers are concerned about behavior or group dynamics, they should inform the Education Director of a Shabbat School Committee member immediately. Do not let problems fester!**

Classroom Management Steps:

- Before the Shabbat School year begins, parent-teachers need to discuss and agree upon the guidelines or rules and consequences they will implement with their class. To maintain consistency, select 3-5 rules or guidelines and create a poster that can be used at the beginning of each session and/or whenever needed.
- Set the stage. Begin each class by going over the schedule for the session (so children know what to expect) and by directly addressing the groups' rules/guidelines. Once adult should be designated as the Shalom Monitor for each session to help individuals and groups of children stay focused.
- Give positive attention to students when they are actively and positively involved in the learning process.
- If a student(s) is not positively involved in the learning process, remind student(s) of group rules and consequences for breaking them.
- Shalom Monitor redirects or removes student(s) from the activity, if he/she is impeding the learning of others. Implement consequences.
- If behavior problems continue, the parent-teacher should contact a Shabbat School Committee co-chair or the Education Director after the session and describe the issues. The Shabbat School Committee or Education Director will contact the student's parent and discuss the situation. A meeting with parents and student in some cases may be scheduled to develop a plan to help the child. The student's parent may be asked to attend subsequent classes to help direct the child. If disruptive behavior continues, or escalates, a *bet din* will be convened comprised of the student, his/her parents, a staff member, a Shabbat School Committee member, and two mature students from another class to discuss role of the student(s) in the class and appropriate steps for follow-up.

SHABBAT SCHOOL CURRICULUM

JEWISH LIVING: TIME, SPACE, STORY AND COMMUNITY

GRADE	K	1	2	3	4	5	6
THEME	Jewish Time A Year of Holidays	Jewish Time and Community Shabbat	Jewish Space and Community What Jews Do in Community	Jewish Story Genesis of the Jewish Family	Jewish Story and Community Peoplehood	Jewish Time, Space and Community Personal History & Community History	Jewish Text and Community Understanding Torah & Tefillah (Prayer)
Quarter 1	Rosh HaShanah Yom Kippur Sukkot Simchat Torah	Shabbat - Why? Creation and Rest	Mitzvot	Torah Overview Creation First Family	Joseph Stories	Lifecycle: Birth B'nai Mitzvah	Torah: Text Study and Midrash
Quarter 2	Shabbat Chanukah Rosh Hodesh	Shabbat-How? Shabbat at Home	Mitzvot	Noah Babel Abram, Sarai, Covenant	Exodus- What is Freedom For?	Lifecycle: Creating Family Death	Torah and Midrash
Quarter 3	Tu B'Shevat Purim	Havdallah	Jewish Community and Identity/ In the Beit Kneset (synagogue)	Abraham and Sarah	Pesach in Context	Two Thousand Years of Jewish History	Tefillah: How and Why of The Shema
Quarter 4	Pesach Yom HaAtzmaut Shavuot	Adonai & Spirituality	Introducing the Shabbat Service (how and why)	Rebekah and Isaac and beyond	Biblical Israel Jews Dispersed	Modern Israel World Jewry	Tefillah: How and Why of the Amidah
Curriculum Based Tikkun Olam	Shalach Manot for Purim	Protecting Animals	Feeding the Hungry Recycling	Hachnasat Orechim – Welcoming Guests	Maot Chitin – Matzah Tax Food Drive	Havurah Shalom Cemetery Visit/Clean-up	Varies each year
Special Project Examples	Chanukiyot Matzah Covers Other Holiday Crafts	Shabbat and Havdallah Ritual Objects	Mezuzot Yad - Torah pointer	Miniature Torah Cooking Biblical Foods	Seder Plate or other Pesach objects	Lifecycle Interviews Biography Reports	Tallit design and creation

JEWISH HOLIDAYS 5772

2011

Erev Rosh Hashanah	Sept. 28
Rosh Hashanah	Sept. 29 - 30
Kol Nidre	Oct. 7
Yom Kippur	Oct. 8
Erev Sukkot	Oct. 12
Sukkot	Sept. 13 - 19
Shemini Atzeret	Sept. 20
Erev Simchat Torah	Sept. 20
Chanukah-1 st Candle	Dec. 20
Chanukah	Dec. 21 - 8

2012

TuB'Shevat	Feb. 8
Erev Purim	Mar. 7
Purim	Mar. 8
Erev Pesach, 1st Seder	Apr. 6
Pesach	Apr. 7 - 14
Yom Hashoah	Apr. 19
(Holocaust Remembrance)	
Yom Ha'Atzmaut	Apr. 26
(Israel Independence Day)	
Shavuot	May 26 - 28