

# **Religious School Faculty Handbook**

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**2013-2014**

**5773-5774**

Rabbi Shira H. Joseph  
Cantor Steven I. Weiss  
Michael Teller, President  
Congregation Sha'aray Shalom  
1112 Main Street  
Hingham, MA 02043  
781-749-8103  
781-740-1480 (fax)  
[www.shaaray.org](http://www.shaaray.org)

## **2013 Faculty Handbook**

This handbook is meant to provide you with the goals and objective for our religious school program as well as the guidelines concerning administrative issues, preparation, procedures and professional issues.

# Congregation Sha'aray Shalom

## 2013-2014 / 5774 Religious School Calendar

### September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October

S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### January

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Shabbat L'Kulam Services at 10:30am, Followed by a Kiddush Luncheon

Date	Leading	Assisting
Dec 14th	7th Grade	6th Grade assisting
Jan 11th	6th Grade	5th Grade assisting
Jan 25th	5th Grade	4th Grade assisting
Feb 1st	4th Grade	3rd Grade assisting
*Mar 21st	8-9-10th Grades	7th Grade assisting
Mar 29th	3rd Grade	2nd Grade assisting
Apr 12th	1st & 2nd Gr.	Tot - K Grade assisting

\*7:30pm Friday Night Service

### Class Attendance at Friday Night Services

October 4 <sup>th</sup> – 7 <sup>th</sup> Grade	October 25 <sup>th</sup> – 6 <sup>th</sup> Grade
November 1 <sup>st</sup> – 5 <sup>th</sup> Grade	November 8 <sup>th</sup> – 4 <sup>th</sup> Grade
November 22 <sup>nd</sup> – 3 <sup>rd</sup> Grade	

### KIDushat Shabbat will be held on:

October 5 <sup>th</sup>	November 2 <sup>nd</sup>
December 14 <sup>th</sup>	January 4 <sup>th</sup>
February 1 <sup>st</sup>	March 1st with Pancake Breakfast
April 12 <sup>th</sup>	
May 10 <sup>th</sup> at 5:00 pm KIDushat Pajama Havdalah Services	
May 17 <sup>th</sup> (Teacher Appreciation for Preschool through 2 <sup>nd</sup> Grade Classes)	

### Limud - Parent Education Programs:

Oct 6 <sup>th</sup>	Shabbat (Kindergarten & 1 <sup>st</sup> Grade)
Nov 17 <sup>th</sup>	13 Principles of Faith/Tzedekah Ladder (5 <sup>th</sup> Grade)
Nov 24 <sup>th</sup>	6 <sup>th</sup> Grade Bar/Bat Mitzvah Kallah (9:00-12:45 pm)
Dec 8 <sup>th</sup>	Pathways through the Jewish Calendar (2 <sup>nd</sup> & 3 <sup>rd</sup> Gr.)

Jan 5 <sup>th</sup>	Jewish Ways in Death & Dying (8th-10th Grades)
Feb 2 <sup>nd</sup>	Blessings (4 <sup>th</sup> Grade)
Mar 2 <sup>nd</sup>	Everything you wanted to know about the Passover Seder but were Afraid to Ask
Apr 6 <sup>th</sup>	The Music of Israel

# Religious School Faculty & Administration

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## Administration

### School Director

Cantor Steven Weiss	781-749-8103	Hazzansw@aol.com cantorweiss@shaaray.org
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### School Office:

Annette L'Heureux	781-749-8103	relschool@shaaray.org annetteski3@aol.com
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### Sunday Office Assistant:

Tena Tanderes	508-224-7374	doubletme@hotmail.com
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## Faculty

### Parent-Tot

Anna Shapiro	508-857-1492	laurenszky@aol.com
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### Preschool

Linda Charam	781-803-2411	proteinldyl@aol.com
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### Pre-K

Rhona Maple	781-963-2670	Gtmom913@aol.com
Jenny Fischer	781-337-2356	jfish718@aol.com

### Gan/K

Stephanie Gertz	617-515-5556	stephjlga@aol.com
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### Aleph/1

Lesley Sullivan	784-447-5497	lesleysull3@verizon.net
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### Bet/2

Jannette Furman	781-986-6046	janfur5@hotmail.com
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### Gimel/3

Toby Wolk	781-740-4545	toby@tobywolkdesign.com
Suzanne Rubenstein	781-545-0347	sbeaudinr@aol.com

### Dalet/4

Sara Zwicker	781-848-8962	smz53@yahoo.com
Nancy Rotman	508-224-4340	nkr1209@aol.com

### Hey/5

Charlotte Gruber	781-925-5751	charlottegruber@comcast.net
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### Vav/6

Toby Wolk	781-740-4545	toby@tobywolkdesign.com
Jannette Furman	781-986-6046	janfur5@hotmail.com

**Zayin/7**

Liat Leibovici	781-424-3641	liatml@comcast.net
Leah Shafritz	610-850-1313	leah.shafritz@verizon.net
David & Renee Rudolph	781-749-6237	drudi@verizon.net

**Chet/8**

Barbara Aharoni	508-747-0805	ahaba@juno.com
Linda Myer	617-697-0385	linda.myer@comcast.net

**Tet/9**

Leah Shafritz	610-850-1313	leah.shafritz@verizon.net
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**Yud/10**

Rabbi Shira Joseph	781-749-8103	rabbijoseph@aol.com rabbijoseph@shaaray.org
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**Special Needs**

Linda Myer	617-697-0385	linda.myer@comcast.net
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## **Class Room Assignments 2013-2014**

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### **Sunday: Early session - 9am to 10:45am**

Parent Tot. . . . . Room 8 - Anna Shapiro  
Pre School . . . . . Room 7 - Linda Charam & Jenny Fischer  
Pre K. . . . . Room 6 - Rhona Maple  
Kindergarten . . . . . Room 4 - Stephanie Gertz  
1st Grade . . . . . Room 9 - Lesley Sullivan  
2nd Grade . . . . . Room 5 - Jannette Furman  
3rd Grade. . . . . Room 1 - Toby Wolk & Suzanne Rubenstein

### **Sunday: Late session - 11am to 12:45 pm**

4th Grade. . . . . Room 2 & 3 - Sara Zwicker & Nancy Rotman  
5th Grade. . . . . Room 4 - Charlotte Gruber  
6th grade . . . . . Room 1 - Toby Wolk  
6th grade . . . . . Room 5 - Jannette Furman

### **Monday: 4 pm to 6 pm**

3rd Grade. . . . . Room 1 - Toby Wolk  
3rd Grade. . . . . Room 4 - Suzanne Rubenstein  
4th Grade. . . . . Room 2 - Sara Zwicker  
6th Grade. . . . . Room 5 - Jannette Furman

### **Monday: 6pm to 7:30pm**

7th Grade. . . . . Room 2 - Renee & David Rudolph  
8th Grade. . . . . Room 6 - Barbara Aharoni & Linda Myer  
9th Grade. . . . . Room 1 - Leah Shafritz  
10th Grade. . . . . Library - Rabbi Joseph

### **Thursday: 4 pm to 6 pm**

4th Grade. . . . . Room 2 - Nancy Rotman  
5th Grade. . . . . Room 4 - Charlotte Gruber  
6th Grade. . . . . Room 1 - Toby Wolk  
7th Grade. . . . . Room 9 & Youth Room - Liat Moore & Leah Shafritz

## **Educational Mission**

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### **The Mission Of Education At Congregation Sha'aray Shalom Is:**

To enable children and adults to affirm and strengthen Jewish identity by promoting the goal of Jewish education within the Reform Movement.

To deepen Jewish experience and knowledge in order to strengthen faith in God, love of Torah, and identification with the Jewish people throughout the world.

### **Goals Of The Religious School**

The Religious School program at Congregation Sha'aray Shalom is an integrated program of Hebrew Prayer and Judaic study both on Sunday as well as mid-week. In addition, participation in the life of the synagogue community including worship, mitzvah and programming outside of the walls of the congregation are essential elements of our program.

The purpose of our Judaic curriculum is to promote a positive Jewish identity through the study of Jewish beliefs, ideals and history, and the performance of Mitzvot. Our goal is to have students think and act in a Jewish way. The Hebrew curriculum is a Siddur program, designed to enable students to become proficient in reading the Hebrew prayers, and to gain an understanding of both the prayers and the service. Students surpassing these goals will have an opportunity to learn the rudiments of conversational Hebrew.

## **2013-2014 Curriculum Additions and Changes:**

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### **New Hebrew Program**

Starting this year, we will introduce a New Hebrew program the goal of which is to help each student reach his or her full potential in Hebrew prayer fluency and literacy.

All students' in grades 5th and 6th will be placed in ungraded small group instruction beginning in November 2013 in which benchmark prayers will be reviewed. With the acquisition of V'ahavta, Avot, Gevurot, Chatzi Kaddish, additional prayers will be taught. Students who wish to move ahead in their prayer literacy are welcome to study these prayers through use of an on-line guided prayer program accessible through our website [www.shaaray.org](http://www.shaaray.org).

### **Objectives for the program:**

1. Students are responsible for completing the basic prayers on his or her grade level. The expectation is that it will take 2 years to fully implement this objective.
2. The student will demonstrate competency in individual prayers by being able to read them with complete accuracy and have a basic understanding of their content, including where in the liturgical structure of Shabbat Evening or Shabbat Morning Service, these prayers occur.

### **Format:**

In order to facilitate the progression of prayers and of students being able to successfully master a particular prayer and then move on, Hebrew instruction will now be taught for 5th and 6th grade on Sundays from 12:00 until 12:45. During the week, prayer Hebrew will be taught for grades 5th and 6th from 4:30-5:15 following our regularly scheduled student worship service. 3rd and 4th grade will remain intact this year.

### **Text:**

A new instructional prayer book entitled Kavannah Complete will be used by students in grades 4 through 6. This book will follow them through the upcoming years of Hebrew study. Prayers are now on-line ([www.shaaray.org](http://www.shaaray.org)) for additional practice during the summer and throughout the year.



**Note:**

This is a two year pilot program. Additional standard prayers are now being added to the regular curriculum following the structure below. Each grade assumes the prayers from the previous level. This is an ongoing curriculum project in which changes will inevitably be made.

At the conclusion of two year, it is our expectation that student's will be able to make these prayer benchmarks.

Kindergarten

Shema, Shabbat blessings (by rote)

1st grade

Modeh Ani, Barchu (by rote)

2nd grade

Morning blessings, Oseh shalom (phonetic decoding of prayers; assumes aleph bet acquisition)

3rd grade

V'ahavta, Adon Olam, Kiddush

4th grade

Avot, Gevurot, V'Shamru, Mi Chamocha, Ahavat Olam

5th grade

Torah blessings, Haftarah blessings, Chatzi Kaddish, Mourners Kaddish, Ein Keloheinu, Shalom Aleichem

6th grade

Kedushah, Yismechu, Sim Shalom, Shalom Rav, Mah Tov

7th grade

Ashrei, Yotzeir, Ma'ariv Aravim

For the coming 2013-2014 school year, first semester, the following competencies will be shown as follows:

It is assumed that all incoming 4-6th grade students are already proficient in the V'ahavta, Avot & Givurot. These prayers will be reviewed from the start of school in September through the beginning of November.

New prayers will be taught at the beginning of the year while the assumed proficient prayers are reviewed.

4th grade

V'ahavta, Avot & Givurot, V'shamru

5th grade

V'ahavta, Avot & Givurot, V'Shamru, Torah Blessings, Haftarah Blessings

6th grade

V'ahavta, Avot & Givurot, V'Shamru, Torah Blessings, Haftarah Blessings, Chazi Kaddish, Kedusha, Yismechu

## **January 2014**

Ungraded Pods:

Adom – V'ahavta, Avot & Givurot, Modeh Ani, Morning Blessings

Kachol – Avot, Givurot, V'shamru, Adon Olam, Ahavat Olam

Lavan – Haftarah Blessing, Chazi Kaddish, Mourners Kaddish, Shalom Alechem

Segol – Kedusha, Yismechu, Sim Shalom, Shalom Rav, Ma Tov

## **Modern Hebrew**

Another new addition to our Hebrew curriculum will be the addition of a Modern Hebrew component for students in grades 5 and 7. Students will have the opportunity to learn about Hebrew as a vibrant living language. This program will supplement the prescribed Prayer curriculum outlined above.

## **Mystery Reader**

With the completion of our new Yaschik Library, students in our preschool through 2nd grades will have the opportunity to visit the children's section of the library and have story time led by guest parent readers. Parents are invited to sign up for this fun activity to read a Jewish Holiday book to their child's class.

We will put together a schedule and then you can invite parents from your class to sign up.

# Overview Religious School Curriculum

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We are extremely excited to have some new and innovative programs and curriculum as part of our school. A brief outline of the curriculum topics for each grade is listed below.

## Parent-Tot/Pre-School & Pre-K

Three distinct weekly programs for children ages 15 months and older. Each one focusing on the following subjects:

Introduction to the synagogue, Shabbat, and the holidays

Introduction to the Hebrew Letters and Shabbat Prayers

Parashat Ha'shavua - a study of the Torah Portion of the week

## Gan/Kindergarten

Introduction to Hebrew letters

Continued study of Shabbat and daily blessings

The synagogue building, the Torah, the Ark, the Rabbi, the Cantor, the service, bar/bat mitzvah, weddings.

Major Holidays

### Texts:

*Let's Discover the Alef-Bet*

*Jewish and Me – Holidays*

*Jewish and Me - Mitzvot*

*Shalom Sesame DVD & Magazine Series*

## Aleph/First Grade

With comprehension of the Alef/Bet, Introduction to basic Jewish words

Learning of basic Shabbat Prayers

Shabbat, Havdalah, the Sh'ma, God, Jewish Community

Introduction to Israel

Introduction to Torah Stories

### Texts:

*Sam the Detective*

*I can Celebrate the Jewish Holidays*

*Teach Me Torah*

*Let's Discover Israel*

## **Bet/Second Grade**

Review of the Aleph Bet

Continued learning of prayers and an introduction of Hebrew Vowels

Study of Jewish Holidays throughout the year

Chai Curriculum – Level 1

### **Texts:**

*Ready, Set...Go Alef Bet*

*The Jewish Holiday Treasure Hunt*

*Chai Curriculum – Level 1 Workbooks*

## **Gimel/Third Grade**

Aleph bet with an introduction to block writing

Introduction to the prayer book and word roots

*Bible* from Moses through Exodus and Deuteronomy

The Great Scavenger Hunt – An introduction to the sites and cities of Israel

Study of the Jewish Holidays

### **Texts:**

*Alef-Bet Quest (On-Line Edition)*

*Alef-Bet Quest Workbook*

*The Great Israel Scavenger Hunt*

*Chai Curriculum – Level 2 Workbook Set*

## **Dalet/Fourth Grade**

Major prayers from the Shabbat Morning Service

Improved reading comprehension and a better understanding of the prayers

People and events from Prophets and Writings

Study of God in our lives

A study of Jewish Values and how they relate to our daily lives

### **Texts:**

*Kavannah Complete*

*Artzeinu – An Israel Encounter*

*Living Jewish Values – Best Self, Family Connections, Be a Good Friend, Our Shared World*

*Bible Stories*

## **Hay/Fifth Grade**

Prayers from the Shabbat morning liturgy, blessings, understanding of structure of the service, key words, and concepts of prayers as well as learning about Jewish Values.

Modern Hebrew Component

### **Texts:**

*Kavannah Complete*

*Building Jewish Identity Program – Our Community, Sacred Time, People of the Book & Jewish History & Heritage*

*Chai Curriculum – Level 4 Workbook*

## **Vav/Sixth Grade**

The Shabbat morning service with a focus on the Torah service

American Jewish history, focusing on the colonial, Civil War, settling of the West, and the immigration periods

Detailed study of the Jewish Life Cycle

### **Texts:**

*Kavannah Complete*

*America: The Jewish Experience*

*The Melting Pot*

*The Time of Our Lives*

*Chai Curriculum – Level 5 Workbook*

## **Zayin/Seventh Grade**

Review of the Shabbat morning service

Introduction to Modern Hebrew

Major emphasis on values and ethics, including the importance of performing mitzvot in our daily lives

A study of Jewish Wisdom in Action

Jewish Heroes

### **Texts:**

*Jewish Heroes/Jewish Values*

*A Life of Heschel*

*Great Jewish Debates*

*Let's Talk*

*Night*

*Chai Curriculum – Level 7 Workbook Set*

## **Chet/Eighth Grade**

Anti-Semitism

Holocaust

Ethics

Sacred Choices

### **Texts:**

*Sacred Choices*

## **Tet/Ninth Grade**

This year's Curriculum for our 9th grade students will be based on the TELEM Program which is a program of the Jewish Community Relations Council (JCRC). TELEM is a Jewish service learning program which integrates community service with learning, reflection, and opportunities to effect real change. Along with engaging in action, our students will learn about Jewish values and social justice issues connected with their volunteer work. Our focus for this year will be Connecting Generations.

By the end of this year long program, our 9th grade students will:

- Understand that honoring seniors and engaging in community service are both key Jewish values
- Understand Jewish texts and values as a lens through which to understand their service experience with seniors
- Apply Jewish learning to real life situations and choices
- View service as a vehicle for positive contributions to the Jewish and general communities
- Challenge problematic societal perceptions of seniors
- Confidently employ skills to work with the elderly and engage in community service
- Experience Judaism as a tradition committed to social justice.

In addition to the TELEM program, ninth grade students will focus on studying Hot Topics...Jewish responses to current social justice issues.

## **Yud/Confirmation**

Confirmation students will study the 10 Commandments and apply these ancient laws to today's world. The students will also create a modern set of commandments by which they wish to live.

Ninth and Tenth grade students will join us for our trip to the L'taken Seminar in Washington D.C. February 7-10, 2014. In the weeks prior to the trip, ninth and tenth grade students will study the current issues that will be covered during the seminar.

The 9th and 10th grade year concludes with the Service of Confirmation, a creative service written by our confirmation students on the evening of Shavuot (Tuesday, June 3, 2014 at 7:00 pm), the holiday which celebrates the receiving of the 10 commandments. 9th grade students will participate as the service leaders.

# **Administrative Issues**

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## **Arrival And Departure Times**

In order to give yourself time to prepare your room and to greet your students, you are expected to arrive at least 10 minutes prior to the start of class.

You should plan to be in your room at least five minutes before class begins.

## **Attendance Records**

Teachers are expected to keep accurate records of your student's attendance. You will be provided with an attendance folder. This folder should be returned to the main office each week.

If a child misses two consecutive class sessions and there has been no communication from the parents regarding these absences, the family should be contacted by you either through phone or e-mail. Please inform Cantor Weiss as well.

Students with excessive absences should be reported to Cantor Weiss for follow up.

## **Teacher Mailboxes**

All teachers have a mailbox in the main office. Please check your box when you come in and leave for the day.

## **Progress Reports**

Progress reports are sent to families twice a year, at the end of January and at the end of school in May. You will receive the forms in hard copy and e-mail approximately three weeks before they are due. Should you have questions regarding how individual students are doing, please contact Cantor Weiss prior to completing the report card.

## **Materials And Supplies**

The congregation has a specific education budget line which guides our material purchases

Books and teachers guides are provided for each teacher for each grade that you are teaching.

Please do not purchase any materials on your own without approval by Cantor Weiss. Approved purchases will be reimbursed to you as soon as possible after a completed voucher is received.

## **Records**

Records are maintained in the main office on all students in the religious school. The files contain progress reports as well as any communication between the school and parents.



## **Photocopying**

Whenever possible, please arrange to have copies made in our office prior to the day on which you need them.

You may leave materials to be copied in the office if done in advance.

## **Sign-In**

There is a sign in sheet on a clipboard located by the mailboxes in the main office. Please sign in for each day you are at work. The procedure makes it easier to maintain the correct payroll records.

## **Teacher Absences**

In the event, you are going to be absent from school on a particular day, please arrange for a substitute to cover your class. A list of available subs. will be compiled and distributed to you.

Please let Cantor Weiss and Annette know so that your salary can be adjusted accordingly and the substitute played promptly.

Should there be a reason that you are not able to teach on your assigned day and you are unable to find a substitute, please contact Cantor Weiss ( 7801-724-4001 and arrangements will be made to cover the class for you.

## **Supplies**

Materials which are requested will be provided for you. The supply closet near room 6 contains a full array of materials for use in your classroom including:

Pencils	Pens
Markers	Crayons
Fabric Markers	Glitter Glue
Scissors	Tape
Glue Sticks	Elmer's Glue
Colored Paper in various sizes	

These materials must be returned after use to the closet. Please inform Cantor Weiss if any of these materials are running short or if you need anything that we do not normally stock.

# **Preparation And Procedures**

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## **Accidents & Illnesses**

Any accident or injury involving a member of the synagogue staff or student body must be reported to Cantor Weiss immediately. Please complete an accident report following the conclusion of an event.

No member of the faculty may dispense medication. If a child does not feel well and cannot remain in class, please bring him or have another student accompany him to the office.

## **Bathroom Visits**

Students should be encouraged to use the bathroom before class begins. If they need to use the facilities during class, please excuse only one student at a time. They should be using the bathrooms in the school wing.

Bathroom breaks during class must be supervised by the classroom teacher.

## **Bulletin Boards**

Our classrooms are often shared with the JCC Early Learning Center so it is important that they look neat and clean always.

Please make sure that your classroom decorations and bulletin boards are kept up to date. Some items which are good for the entire year may be left on the walls, but "out of season" decorations or decorations for holidays which have already occurred should be taken down.

## **Condition Of Classroom**

Many of our classrooms are now shared with the JCC Early Learning Center. As such, utmost care should be taken to make sure that the rooms are neat and clean at the end of your session.

Please allow time before the end of class for students to pick up papers on the floors or tables and to push chairs under the desks or tables as they leave.

If you are the last teacher using your room each day, please make sure that the windows are closed and locked and that the lights are turned off.

If food or drink are served in your room, everything must be cleaned up and thrown away before class is over.

Parents should be given notice in advance of food being served to make sure there are no allergy issues.

Please let Cantor Weiss know if there are any issues with your classroom or if you notice anything else in the school wing that needs to be addressed.

## **Student Behavior**

All students are expected to be respectful and considerate of others, to follow school rules, and to dress in an appropriate manner; typical of everyday school dress. For service attendance, students should be dressed in a manner befitting the sanctuary (No jeans, tee-shirts, sneakers, bare shoulders, sneakers or flip flops etc).

## **Discipline**

Positive behavior should be discussed, encouraged and reinforced in each classroom. Students, parents and teachers must be clear about appropriate behavior which includes the following:

1. Speak respectfully with others
2. Follow Directions
3. Stay in your seat
4. Raise your hand
5. Be in class on time
6. Keep hands, feet and objects to yourself
7. No teasing or swearing
8. Come to class prepared with books and completed homework assignments
9. No electronic devices

If a student fails to meet academic or behavioral standards, the following progression of steps will be taken, as necessary.

The teacher will discuss the problem with the student and develop a plan to resolve the issue.

The teacher will notify the parent(s) of the problem.

The teacher and Cantor Weiss will confer with the parent(s).

A child may be suspended from class and assigned an independent study Mitzvah project at the direction of the Cantor and Rabbi should inappropriate behavior continue.

In extreme circumstances, and with the approval of the Rabbi & Cantor as well as the Education Committee, a child may be expelled from the religious school program. Such expulsion would jeopardize continued opportunities in the Congregation Sha'aray Shalom education program such as Bar/Bat Mitzvah and Confirmation.

## **Parents**

We are partners with parents to promote Jewish Education and Jewish values. A such communication with parents is extremely important. Parents should be communicated with by teachers on a regular basis to let them know what is going on in your class. It is especially helpful to send notes home to parents when it is for positive reasons. Send a note when a child does something particularly interesting in class or when they excel at something.

On occasion, invite parents in to participate in a class or a program you are planning.

## **Dismissal**

We are responsible for the safety and security of the children as long as they are on synagogue property.

When children are dismissed at the regular time, they are to wait in the main lobby until being picked up. Teachers will be assigned to supervise students in the lobby until they leave. No child should be left unattended outside.

## **Emergencies**

In general, if you have a problem in your classroom, you should use the phone and call the office (extension 11 or 16), Cantor Weiss (extension 12) or Rabbi Joseph (extension 14) and ask for assistance. In extreme cases, if you feel you must leave your room, open the door to the adjacent classroom and ask the teacher in that room to assist in supervising your students.

## **Fire Drills:**

Directions for fire drills and exits are posted by the doors in each and every classroom. Please discuss fire procedures with your students on the first day of class.

You will be notified in advance when we have a fire drill. Please take your attendance list with you and check to be sure that everyone is out of the building.

The same procedure will apply if, for any reason, an emergency evacuation of the building ever becomes necessary.

## **Shelter In Place:**

All of the classrooms will have the ability to be locked from the inside in the event of an emergency that requires you to remain secure in your room.

Should it become necessary to shelter in place, you will hear Shabbat Shalom broadcast over the phone system. If you hear the code, calmly lock the doors and move students to the far end of the room and await further instructions.

We will conduct a shelter in place drill at the beginning of the school year.

## **Name Tags**

All members of the Religious School staff must wear their name tags when in the building.

## **Lesson Plans**

All religious school staff are expected to plan out lessons in advance.

Monthly curriculum plans should be e-mailed to Cantor Weiss prior to the start of each month. Detailed plans are not necessary, just the general topics by week.

## **Tzedakah**

Religious School teachers are expected to collect Tzedakah money each morning in a specially designated box.

A list of approved organizations where monies can be donated to will be distributed for discussion by each class.

# **Administration**

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## **Contracts**

All members of the religious school staff will receive a contract for your services through the school year. Salaries are paid monthly through May.

## **Contract Renewal**

Notification of intent to renew contracts will be given by April 1, 2014

Teachers are expected to respond with their good faith intentions as soon as possible but no later than May 1, 2014.

All contract renewals are given in good faith but are subject to approval at the congregation's annual meeting as well as class enrollment.

## **Liability**

The synagogue has extensive insurance coverage which protects the faculty in cases of professional liability

Maintaining accurate and complete records of unusual classroom incidents is crucial. Please be sure that Cantor Weiss is copied on e-mails sent to parents regarding situations or received from parents about a specific situation or incident.

## **Dress Code**

All members of the faculty and staff are expected to dress in an appropriate manner for teaching. In addition, name tags must be worn when teaching.

## **Faculty Meetings**

There will be four full faculty meetings held during the school year in addition to Teacher Orientation which is held in August.

The dates for faculty meetings during the 2013-2014 school year are:

Sunday, November 24, 2013

January 12, 2014

March 9, 2014

May 4, 2014

Faculty meetings will run from 12:45-2:00 pm

Additional short meetings of the mid-week faculty will be held as needed.

Compensation is provided for attendance at these faculty meetings in your contract with the synagogue.

## **Library**

With the completion of our new Yaschik Library and Media Center, classes now have the opportunity to visit the library and for children and adults to check out books. The library contains a full array of children's books for use by classes and by individuals.

Specific instructions regarding the check-in/out of books is pending.

## **Religious School Music**

Regular music sessions will be held on Sunday mornings with Leah Shafritz our new song leader. A schedule will be provided at the start of school.

Music will take place in the sanctuary and teachers are expected to remain with their students and participate.

If you have specific song requests, please let Leah know in advance and she will do her best to accommodate you.

## **Mid-Week Services**

Services will be held on Monday and Thursday afternoons from 4:00-4:30 pm. They will be led by Leah Shafritz and either Rabbi Joseph or Cantor Weiss

# Congregation Sha'aray Shalom

## 2013-2014 / 5774 Religious School Calendar

### September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### October

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Shabbat L'Kulam Services at 10:30am, Followed by a Kiddush Luncheon

Date	Leading	Assisting
Dec 14th	7th Grade	6th Grade assisting
Jan 11th	6th Grade	5th Grade assisting
Jan 25th	5th Grade	4th Grade assisting
Feb 1st	4th Grade	3rd Grade assisting
*Mar 21st	8-9-10th Grades	7th Grade assisting
Mar 29th	3rd Grade	2nd Grade assisting
Apr 12th	1st & 2nd Gr.	Tot - K Grade assisting

\*7:30pm Friday Night Service

### Class Attendance at Friday Night Services

October 4 <sup>th</sup> – 7 <sup>th</sup> Grade	October 25 <sup>th</sup> – 6 <sup>th</sup> Grade
November 1 <sup>st</sup> – 5 <sup>th</sup> Grade	November 8 <sup>th</sup> – 4 <sup>th</sup> Grade
November 22 <sup>nd</sup> – 3 <sup>rd</sup> Grade	

### KIDushat Shabbat will be held on:

October 5 <sup>th</sup>	November 2 <sup>nd</sup>
December 14 <sup>th</sup>	January 4 <sup>th</sup>
February 1 <sup>st</sup>	March 1st with Pancake Breakfast
April 12 <sup>th</sup>	
May 10 <sup>th</sup> at 5:00 pm KIDushat Pajama Havdalah Services	
May 17 <sup>th</sup> (Teacher Appreciation for Preschool through 2 <sup>nd</sup> Grade Classes)	

### Limud - Parent Education Programs:

Oct 6 <sup>th</sup>	Shabbat (Kindergarten & 1 <sup>st</sup> Grade)
Nov 17 <sup>th</sup>	13 Principles of Faith/Tzedekah Ladder (5 <sup>th</sup> Grade)
Nov 24 <sup>th</sup>	6 <sup>th</sup> Grade Bar/Bat Mitzvah Kallah (9:00-12:45 pm)
Dec 8 <sup>th</sup>	Pathways through the Jewish Calendar (2 <sup>nd</sup> & 3 <sup>rd</sup> Gr.)

Jan 5 <sup>th</sup>	Jewish Ways in Death & Dying (8th-10th Grades)
Feb 2 <sup>nd</sup>	Blessings (4 <sup>th</sup> Grade)
Mar 2 <sup>nd</sup>	Everything you wanted to know about the Passover Seder but were Afraid to Ask
Apr 6 <sup>th</sup>	The Music of Israel