

Congregation Gates of Heaven  
**FAMILY HANDBOOK**  
**2017-2018**



Golub Family Education Center  
Congregation Gates of Heaven  
852 Ashmore Ave.  
Schenectady, NY 12309-6409  
TEL: (518) 374-8173  
[www.cgoh.org](http://www.cgoh.org)

Rabbi Matthew Cutler  
Arnold Rotenberg, Director of Congregational Jewish Living  
Sue Litynsky, Executive Director



## ATTENDANCE AND SCHEDULES

Our policies are designed to ensure each and every student can get the most out of their religious education. Participation in the school community is a crucial element both in Jewish life and in academic progress. Arriving late and leaving early can be disruptive to class. Tardy students disrupt the learning process and make it difficult for teachers and students to meet our educational goals. We ask all parents to make every effort to be on time for class.

***Important for Tuesday Hebrew School Families: We meet at Congregation Beth Shalom, 688 Clifton Park Center Road, Clifton Park, NY 12065***

	<u>Arrival</u>	<u>Dismissal</u>
<b>Sunday Religious School—Gan – 7</b>	<b>9:30 AM</b>	<b>12:00 Noon</b>
<b>Sunday Hebrew School—4 -7</b>	<b>8:15 AM</b>	
<b>Tuesday Hebrew School—4 – 7</b>	<b>4:30 PM</b>	<b>6:00 PM</b>
<b>Wednesday Hebrew School—4 – 7</b>	<b>4:15 PM</b>	<b>5:45 PM</b>
<b>Wednesday: Kolel—8 – 12</b>	<b>6:00 PM</b>	<b>8:00 PM</b>

**Early Dismissal**—Should you need to pick up your child early, please provide a note to your child’s teacher. Do not ask your child to meet you in the parking lot, please come directly to your child’s class to pick him/her up.

**Pick-Up**—Your child’s safety is paramount, so it’s important to be mindful in the parking lot. Please observe the traffic cones and parent-volunteer instructions and do not exceed 5 mph in the parking lot.

It is important not only to the school but also to your children they be picked up **on time**. Late pick-up can cause a variety of feelings by the children and also impacts our staff.

- *Gan and Gan Yeladim* (Nursery School – Kindergarten)—Please meet your children outside their classroom door at 11:55 AM. This will provide sufficient time to get older children immediately afterward.
- *Kitot Alef – Gimel* (1<sup>st</sup> – 3<sup>rd</sup>)—Please meet your children in the foyer of the building at noon. Feel free to meet in the foyer early, have some coffee and meet other parents prior to meeting your children.
- *Kitot Dalet – Zayin*—Meet your children on the sidewalk in front of the building. Children should be escorted by an adult through the parking lot for safety reasons. Again, please feel free to come into the foyer before pick-up for coffee and to meet other parents.

*During special events including the Jewish Food Festival and the Cherry Blossom Festival there will be special drop-off and dismissal instructions and all parents will need to enter the building to pick their children up.*

## BEHAVIOR

We seek to create a warm, secure and joyful learning environment for our students so they can develop a sense of love and identification with Judaism and Congregation Gates of Heaven. To maintain a positive atmosphere, we expect mutual respect and understanding among the teachers, students and parents as well as **dignity and clarity of expectations** for classroom behavior between teachers and students.

Should disruptive or disrespectful behavior occur, they will be handled in the classroom whenever possible. Parent(s) and/or guardian(s) will be notified if a student's behavior becomes inappropriate. Should a student need to be removed from the classroom due to inappropriate behavior he/she will be taken to the Director of Congregational Living to discuss the issue and incident will be recorded on the student's record. If a student is sent to the office a second time, the parents will be notified and the students cannot return to the class until a conference is held with the parents, teacher and Director.

If continued behavior problems persist, a meeting with the Rabbi and Director of Congregational Jewish Living will occur. In addition, the situation may require removal of the student from the school which can jeopardize a Bar/Bat Mitzvah ceremony or participation in Confirmation.

## FOOD POLICY AND BIRTHDAY CELEBRATIONS

Celebrating birthdays with Religious School friends can create special bonds Parents who wish to celebrate their child's birthday during Religious School should contact the classroom teacher at least one week before the birthday. Teachers will inform you of any dietary or allergy issues among students. **Remember our school is a nut-free and tree-nut free zone.**

Any foods brought into the school must be **prepackaged and peanut and tree-nut free**. The school will provide special snacks for holiday celebrations and parents will be notified in advance of those dates. ***For prepackaged peanut and tree-nut free snacks: Always Read the Label.*** Manufacturing and packaging practices may change without any warning and a product that was once peanut-free may no longer be. For an up to date list, refer to the safe snack guide website: <http://snacksafely.com/safe-snack-guide/>.

## DRESS CODE

We do not have a formal dress code but weather appropriate dress is required. We do not permit shoes with wheels or athletic cleats inside the building.

## FIELD TRIPS

In order to enhance learning, classes may be scheduled to go on field trips throughout the school year. A permission slip will be sent home describing the trip and requesting your written permission so that your child may attend. Fees for transportation and admission will be listed in the permission slip.

## HOMEWORK

Homework assignments are integral parts of the Hebrew school learning program. Homework is assigned to reinforce concepts developed during the school day. Most assignments are in the form of Hebrew reading. Help your child to structure homework time so they can practice their Hebrew reading 3-4 times per week. Without this home reading time, children will not be able to keep up with their Hebrew reading skills. If you find that your child is having a great difficulty with an assignment, write an email to the teacher explaining that the assignment was too difficult.

## PARENT/TEACHER COMMUNICATION

All families will receive an email from your child's teacher each week which will give you the opportunity to know what is going on in class as well as a direct method to ask teachers questions. You may request a meeting with a teacher throughout the school year by contacting the teacher directly or calling the synagogue office.

## SCHOOL CLOSINGS

In the event of severe inclement weather, an email blast will go out and a NO SCHOOL message will be broadcast by 6:30 AM on Sundays and 2:00 PM on Tuesdays and Wednesdays on:

- Fly 92--<http://fly92.com/common/page.php?id=211>
- 810 WGY-- <http://wgy.iheart.com/articles/closings-delays-465159/capital-region-closings-and-delays-10540737/>
- WGNA-- <http://wgna.com/closings/>
- WNYT TV-- <http://closings.cbs6albany.com/community/schoolwatch/default.asp>
- WTEN TV—<http://news10.com/closings/>
- WYJB-B 95.5-- <http://b95.com/common/page.php?id=121>
- WXXA TV-- <http://www.twcnews.com/nys/capital-region/weather/closings.html>

We will always follow the decision of the Niskayuna School District. Whenever Niskayuna schools are closed, CGOH Hebrew School will be closed. For Tuesdays we will follow the decision of the Shenendehowa Central Schools.

## SCHOOL AND THE TELEPHONE

Please make sure to make all necessary arrangements before your child leaves for school. Please be aware that cell phones or smart phones must be turned off in classrooms, unless they are being used as part of a lesson. **No one should be texting students while they are in class.** Students will not be allowed to accept calls on their cell phones during class.

If an issue arises and a student needs to be contacted, please call/text Arnie Rotenberg's cell at 203-521-4591.

## SNACKS

CGOH will continue to offer students bagels for purchase before class. If your child wants a bagel each week please pre-pay \$45 with your school application. Additional bagels are available as long as supplies last at the Gates Café.



*The world is a work in progress and we are its workers. -Rabbi Matt*

There are many paths to be involved in your child's Jewish education and meet other families. Join the Parent Council, made up of parents from all grade levels seeking ways to help out in classrooms as well as creating moments families can meet and socialize. You could also volunteer to:

- Volunteer to help your child's class for a day, or helping organize social activities with other parents
- Lifelong Learning Committee, advising on programs and policies for the education programs
- Substitute Teacher Sunday classes
- Substitute Teacher Hebrew classes

There are many other means to become involved. Check out our web site:

<http://www.cgoh.org/community/get-involved>

For more information, contact Arnie Rotenberg at [arotenberg@cgoh.org](mailto:arotenberg@cgoh.org).

## Glossary—Milon

A word about transliteration (writing one language with the letters of another)—there is no one right way to do it. And it is very hard to be consistent. We strive for consistency and the goal is for the English letters to give us a clue to what the Hebrew letter should be.

Khaf is usually spelled with a kh and Chet is usually spelled with a ch.

<p>Adom..... Red            Agaddah.....Jewish stories, Midrash            Aliya..... Emigrating to Israel            Aliya Bet....Largest pre-state wave of aliyah            Am Yisrael.....The Jewish People            B'tzelem Elohim.....in the image of God            Beit Tefillah.....House of Prayer            Bereshit.....Genesis            Bikur Cholim..... Comforting the sick            Brit Milah.....Ceremony of circumcision            Chagim.....Holidays            Chavurah.....friendship            Chazon..... Vision            Chidush..... A new idea, insight            Da'at.....Knowledge            Dugma Ishit.....personal example            Dugma'ot..... role models            Elul..... Month before Rosh Hashanah            Etdar..... Challenge            Gan..... Nursery School (3 &amp; 4 yr. old's)            Gan Yeladim..... Kindergarten            Gav Yashar.....Straight back            Ha'arkhah.....Evaluation            Hadrakha..... Training            Hakhnasat Orkhim. Welcoming the Stranger            Halakhah..... Jewish Law</p>	<p>Hatikvah..... lit. The Hope, Israeli National Anthem            Hora'ah..... Teaching            Ivrit.....Hebrew            Kavanah.....Intention, focus            Kedushah.....Holiness            Kelev.....dog            Kesher..... Connection            Keshet..... Rainbow            Kibbutz..... Collective community            Kitah.....class or grade level            Kitah Alef.....1<sup>st</sup> Grade            Kitah Bet.....2<sup>nd</sup> Grade            Kitah Gimel.....3<sup>rd</sup> Grade            Kitah Daled.....4<sup>th</sup> Grade            Kitah Hey.....5<sup>th</sup> Grade            Kitah Vav.....6<sup>th</sup> Grade            Kitah Zayin.....7<sup>th</sup> Grade            Kitah Chet.....8<sup>th</sup> Grade            Kitah Tet.....9<sup>th</sup> Grade            Kitah Yud.....10<sup>th</sup> Grade            Kitah Yud Alef.....11<sup>th</sup> Grade            Kitah Yud Bet.....12<sup>th</sup> Grade            Kotel..... Western Wall            Lo Titen Mikhshol.... lit. Do not place an obstacle before the blind; providing access and fostering sensitivity to the handicapped.            Ma'aseh.....Action, deed</p>
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Madrikh.... One who shows the way (m,s)	Tefillot..... Prayers, worship services
Madrikhah.... One who shows the way (f, s)	Terumah..... Donation
Madrikhim....One who shows the way (m,p)	Teshuvah...Atonement, correcting behavior
Madrikhot....One who shows the way (f,p)	Tikkun Olam..... Repairing the World
Makhberot.....Notebooks	Tokhnit..... Program
Machshev.....Computer	Tokhnit Limudim..... Curriculum
Makhela..... Choir	Tzedakah...Charity, Justice, Righteousness
Malbish Arumim..... Clothing the naked	Yisrael.....Israel
Matza Miklat..... Sheltering the Homeless	
Mazon..... Feeding the Hungry	
Merkaz Chinuch..... Education Center	
Midrash.....Stories written to explain the Torah or other teachings; parables	
Milon..... Glossary, dictionary	
Mishnah..... Commentaries on the Torah	
Moadim..... Seasons	
Neshamah.....Soul	
Nishima Amuka.....A deep breath	
Parashah..... Weekly Torah Portion	
Pasukim.....Biblical verses	
Rak siddur b'yad...Only the prayer book in hand	
Seder; sedarim..... Passover service	
Sefer Torah..... Torah Scroll	
Shaliach Tzibor..... Prayer Leader	
Shira..... Music	
Siddur..... Prayer book	
Sifriya.....Library	
Tallit.....Prayer shawl	
Tanakh..... Hebrew Bible	
Tefillah.....Prayer	