

Congregation Gates of Heaven
FAMILY HANDBOOK
2019-2020



Golub Family Education Center
Congregation Gates of Heaven

852 Ashmore Ave.

Schenectady, NY 12309-6409

TEL: (518) 374-8173

www.cgoh.org

Rabbi Matthew Cutler

Arnold Rotenberg, Director of Congregational Jewish Living

Laura Ehrich, Executive Director

INTRODUCTION

In a world of intense specialization and personalization, it is most important to establish a learning environment that nourishes every facet of a child's development. Being able to reach one's full intellectual, social and emotional potential depends to a large extent on the atmosphere in the school and the rapport between the school and the home. Jewish children have particular needs within a learning environment. They must recognize and understand that their Jewish heritage is an organic part of their total being. They must have academic, social and creative channels through which they can gain appreciation of their identity as members of the community of Gates of Heaven.

For decades the Golub Family Education Center has established an environment that supports and develops each child's potential and ensures that they develop a positive self-image. Our curriculum permits sufficient flexibility and stimulation to foster an individualized, creative approach to learning. We are committed to establishing state-of-the-art learning environments that utilize the most current pedagogic approaches.

Best wishes for a successful school year.
Arnie Rotenberg

Lifelong Learning at Gates of Heaven

The mission of the Lifelong Learning Program at Congregation Gates of Heaven is to share Jewish knowledge, cultivate Jewish identity, embrace Jewish values, and build an inclusive community in order to support members of all ages as they make mindful choices, find meaning, and do good in the world.

School Mission Statement

To develop and deliver a dynamic and engaging educational program that provides a strong foundation, a sense of community, and the tools to make decisions through a Jewish lens.



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 is 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>
Sunday Religious School—Gan – 7	9:30 AM	12:00 Noon
Sunday Hebrew School—4 -7	8:15 AM	
Tuesday Hebrew School—4 – 7	4:30 PM	6:00 PM
Wednesday Hebrew School—4 – 7	4:15 PM	5:45 PM
Chai School—8 – 12	Check our catalog for the times of our classes	

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 in the children and also impacts our staff.

- *Gan and Gan Yeladim* (Preschool; Room 8 – Kindergarten; Room 12)—Please meet your children outside their classroom at 11:55 AM. This will provide sufficient time to get older children immediately afterward.
- *Kitot Alef – Bet* (1st – 2nd)— Please meet your children outside their classroom (room 1 or 16) at 12:00 PM.
- *Kitot Gimel – Zayin* (3rd – 7th)—Meet your children in foyer, or at pick up in front of the building. Children should be escorted by an adult through the parking lot for safety reasons. Feel free to come into the foyer before pick-up for coffee, meet other parents or shop at our Gift Shop.

During special events including Mitzvah Day and the Jewish Food Festival there will be special drop-off and dismissal instructions. Parents will need to enter the building to pick their children up on those days.

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 Jewish Living to discuss the issue and the 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 student 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 building is nut conscious.**

Any foods brought into the school must be **prepackaged and peanut and tree-nut free**. *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. For older grades, many assignments are in the form of Hebrew reading. Help your child to structure homework time so they can practice their Hebrew reading 2-3 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 or call the teacher explaining that the assignment was too difficult.

PARENT/TEACHER COMMUNICATION

All families will receive a weekly email from your child's teacher which affords 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 COMMUNICATIONS AND CLOSING

This year we are again asking parents to sign up to receive text emails in real time when there is a school closing or emergency through Remind.

If you have a smartphone and want to receive push notifications: On your iPhone or Android phone, open your web browser and go to the following link: rmd.at/8b3e7a. Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

If you would prefer to receive get text notifications: Text the message @8b3e7a to the number **81010**. If you're having trouble with 81010, try texting @8b3e7a to **(315) 675-4277**. Standard text message rates apply

We will continue to send out an email blast, but by using Remind, messages will be received faster and with greater accuracy. A *No School* message will be posted on the School Closing network where it will be broadcast on local TV and radio stations.

We 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 if supplies last at the Gates Café.

Snacks are given to students Sunday mornings. All snacks are **peanut and tree-nut free** based on the Snack Safety Guide and supervised by Arnie.



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

Bringing your child to our school demonstrates your commitment to her/his Jewish education. There are also other ways to be involved in our school:

- Volunteer to help your child's class for a day, or help organize social activities with other parents
- Attend a meeting of the Lifelong Learning Committee, advising on programs and policies for our school.
- Help facilitate an extra-curricular class (Chug) from 9:30-10:00.

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.

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 Etsar..... Challenge Gan..... Preschool (3 & 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.....1st Grade Kitah Bet.....2nd Grade Kitah Gimel.....3rd Grade Kitah Daled.....4th Grade Kitah Hey.....5th Grade Kitah Vav.....6th Grade Kitah Zayin.....7th Grade Kitah Chet.....8th Grade Kitah Tet.....9th Grade Kitah Yud.....10th Grade Kitah Yud Alef.....11th Grade Kitah Yud Bet.....12th Grade Kotel..... Western Wall Lo Titen Mikhshol.... lit. Do not place an obstacle before the blind; providing access and fostering sensitivity to the handicapped.</p>
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Ma'aseh.....Action, deed
 Madrikh..... One who shows the way (m, s)
 Madrikhah.... One who shows the way (f, s)
 Madrikhim....One who shows the way (m, p)
 Madrikhot....One who shows the way (f, p)
 Makhberot.....Notebooks
 Machshev.....Computer
 Makhela..... Choir
 Malbish Arumim..... Clothing the naked
 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
 Tefillot..... Prayers, worship services
 Terumah..... Donation
 Teshuvah...Atonement, correcting behavior
 Tikkun Olam..... Repairing the World
 Tokhnit..... Program
 Tokhnit Limudim..... Curriculum
 Tzedakah...Charity, Justice, Righteousness
 Yisrael.....Israel