



**Community
Hebrew School**
of Bergen County

**Family Handbook
2021-2022
5782**

Marcia Kagedan – Educational Director

201-815-8136

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www.CHSBC.org

Welcome to the newly created

Community Hebrew School

of Bergen County

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MISSION STATEMENT

The Community Hebrew School's mission is to provide our children with the knowledge, skills, and confidence to promote Jewish identity and values, to understand and appreciate the meaning of the Torah, and to love and support Israel. We strive to instill in our students the ability to take pride in their Jewish heritage and to give them the confidence to function as Jews in the synagogue, in the Jewish community, and in the world.

With a variety of religious, educational, experiential and social activities, involving both the professional and lay leadership, we prepare our youth for life as responsible Jews as well as a curiosity to continue life-long Jewish learning. Our school's curriculum aims to promote an appreciation and understanding of our Jewish cultural and religious heritage through instruction in Jewish liturgy and prayer, Hebrew reading and writing, Torah studies, the Jewish life cycle, the geography of Israel, and Jewish history and traditions. This program supports our students' desires to take part in synagogue services, rituals, and celebrations of the Jewish holidays throughout the year. We strongly encourage regular family attendance at Shabbat services, School on Shabbat, and welcome our students' active participation in all aspects of davening and Torah reading.

HOURS OF INSTRUCTION

Pre-kindergarten – Monthly programming
Kindergarten (*Gan*), First Grade (*Aleph*)
Sunday 9:30-12:30 a.m.

Second (*Bet*), Third (*Gimmel*), Fourth (*Daled*), Fifth (*Hey*),
Sixth (*Vav*), and Seventh (*Zayin*) Grades:
Sunday 9:30 a.m.- 12:30 p.m. and Tuesday 4:00 -6:00 p.m.

ATTENDANCE POLICY

The Community Hebrew School tries to offer a “maximum” educational and spiritual experience for our students. Therefore, regular attendance and participation is crucial for your child to succeed in our program.

- Please inform the school office of all absences and planned late arrivals.
 - School office telephone 201-815-8136 or e-mail: edudirector@chsbc.org
- The Educational Director should be informed of any long-term absence so that appropriate work can be assigned.
- **WE ASK THAT CHILDREN ARRIVE PUNCTUALLY SO THAT CLASS CAN START WITH ALL CHILDREN PRESENT.**
- On Sundays, supervision is offered from 9:20 a.m. If you arrive earlier, please accompany your child to the classroom and remain until a faculty member is available.
- On Tuesdays, supervision is available starting at 3:30. Likewise, students are permitted to enter their classrooms **ONLY** when a teacher is present.

SCHOOL ENTRANCE

In both locations students should enter the school through the main doors of the synagogue.

DISMISSAL PROCEDURES

In order to safely and efficiently dismiss the students, we ask parents to PLEASE adhere to the following guidelines.

NO STUDENT WILL BE DISMISSED WITHOUT AN ACCOMPANYING ADULT!

- Supervised carpool dismissal will be through the main doors of the synagogue. To utilize the supervised carpool dismissal, drivers have **two choices**:
 1. Enter the synagogue grounds, forming a single line along the driveway. The children will be dismissed by the faculty directly to the car when the car is adjacent to the school door.
 2. Cars may enter the main parking lot and PARK. The driver must then walk to the main doors of the school and a faculty member will dismiss the children to the parent. For your child's safety, **NO CHILD** will be allowed to go into any parking lot without an adult.

If someone other than the regularly assigned adult is going to be picking up your children or car pool, please make sure they are listed on the registration form as a person authorized to pick up your child, that they are aware of our dismissal procedures. They might be asked to show identification.

NO CHILD WILL BE ALLOWED TO LEAVE THE BUILDING WITHOUT AN ADULT. PLEASE DO NOT ASK YOUR CHILD TO COME OUT TO YOUR CAR UNSUPERVISED.

EARLY DISMISSAL

We are aware that occasionally it is necessary for you to pick up your child before the regular dismissal time. Since this most definitely disrupts the class, we appreciate that you will keep early dismissals to a minimum.

- Proper notification must be given to the teacher or educational director with the name of the person that will be picking up the student and the time
- Please report directly to the Hebrew School office and wait for the student to meet you there. The parent or authorized adult must enter building to pick up the child.
- **DURING COVID TIME, CALL THE SCHOOL OFFICE FROM YOUR CAR AND YOUR CHILD WILL BE BROUGHT OUT TO YOU.**
- No child is permitted to wait outside the building unattended.
- In the event of an emergency or if you forget to send a note about an early pick-up, please go directly to the Hebrew School office and we will retrieve your child from class.

SCHOOL CLOSING/SNOW DAYS

- All scheduled closings are listed on the school calendar.
- If Paramus or Fair Lawn Public Schools are closed or let out early during the day due to inclement weather, the Hebrew School is automatically closed for the day.
- If the Hebrew School needs to cancel school during the school day, when public school is in session, we will reach out:
 - Email and Remind notification
 - School closures will be noted on the school office answering machine message, 201-815-8136

MISCELLANEOUS INFORMATION

FACEBOOK PAGE and WEBSITE:

Please 'like' our school Facebook Page [facebook.com/CHSBC](https://www.facebook.com/CHSBC). There will be pictures, upcoming event notices, school closings and other information posted. Please also visit our school website, www.chsbc.org and each synagogue's individual websites for information about general programming: www.jccparamus.org and www.fljc.com

REMIND:

Please sign up to receive text messages from our school through **Remind App**. Enter 81010 in a new text message and text @shalom2021. Again, there will be upcoming event notices, school closings, and other important notifications.

Remind is a free, safe, and easy way for us to reach you with important information.

CELL PHONES:

- All students must turn off their cell phones completely during school hours.
- Texting, reading messages and receiving or making phone calls is not acceptable and will not be tolerated.
- Consequences of cell phone use is as follows:
 - Cell phones will be confiscated & given to the principal.
 - Cell phones will be returned to child at the end of class.
- Please do not text your child during school hours. If you must reach him/her, please call the school office.

HOMEWORK:

Regular Hebrew reading practice at home is an excellent way to reinforce the materials covered in our classrooms. Teachers will sometimes assign specific reading practice. Please encourage your child to complete the

assignment in a timely fashion, as this will greatly enhance the educational experience and individual learning. Students might also be asked to research topics on line and perhaps prepare a written assignment or project.

EXTRA HEBREW READING ASSISTANCE:

The school will do its best to provide extra assistance to those needing help with their Hebrew reading. If a parent feels their child is having difficulty, and it has not yet been recognized by the school, please contact the Educational Director.

HEBREW NAMES:

Hebrew names are used in the classrooms. If you are unsure of your child's Hebrew name, either see the Rabbi or the Educational Director.

DRESS CODE

While the Community Hebrew School does not maintain a formal dress code, we encourage modesty in all fashion choices.

AT HEBREW SCHOOL

- All boys are required to wear KIPPOT during school hours and anyone else who wishes to may do so as well.
- Hats/baseball caps are NOT acceptable as a substitute for KIPPOT.
- T-shirts with inappropriate slogans or designs should not be worn.
- Students are asked not to wear short shorts or spaghetti strap tops.

If you have questions about appropriate synagogue attire, please contact Marcia Kagedan, Rabbi Arthur Weiner, or Rabbi Rachel Salston

THE HEBREW SCHOOL CODE OF CONDUCT

THE GOAL

- To provide a safe and comfortable environment where learning can take place.
- A pleasant, warm, friendly, and inviting atmosphere of mutual understanding.
- To create an environment of respect for self, respect for others and respect for authority.
- To establish a community where the home and school work together to produce responsible students who are accountable for their actions.

RULES OF CONDUCT

- Speak and act respectfully at all times, towards both their peers and teachers.
- Follow instructions.
- Conduct themselves with self-control - not touching or pushing another student inappropriately.
- BULLYING of any type is unacceptable and will not be tolerated– no teasing or name calling either in person or on social media.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

- Class teacher will remind student of established code of conduct.
- If the problem persists, teacher will call home and may request an in-person conference.
- If despite the above, the child's behavior does not improve, the parents, teacher and Educational Director will meet to discuss next steps.
- As a last resort, a meeting will be held with the Rabbi, Educational Director, Board of Education President, parents and child to discuss alternate learning program. In extreme cases, it will be the responsibility of the parents to provide private tutoring for their child.

GENERAL HEBREW SCHOOL REGULATIONS

We ask for you and your child's cooperation in complying with the following school regulations, which have been established to insure efficient and organized procedures for the benefit of all of our children.

CHILDREN SHOULD COME PREPARED TO LEARN

- Children should have:
 - Necessary books and supplies
 - A siddur
 - notebook
 - homework assignments
 - Boys must wear a kippah.
 - Coins for Tzedakah

SUPPLIES: Please supply your children with the following items:

- two pencils or pens
- one box of markers
- a pair of scissors
- one glue stick
- two *Kippot* (only required by boys)
- one box of tissues
- hand sanitizer
- additional grade specific supplies may be requested by teacher

FOOD AND KASHRUT

- All food given to our children is certified Kosher to the standard designated by Rabbi Arthur Weiner and Rabbi Rachel Salston and the Religious Committees at both synagogues.
- Children will receive snacks in school. Parents should **NOT** send additional snacks. Children should eat breakfast on Sundays before school.
- **Any known allergy/dietary specific needs will be accommodated.**

- **To the best of our ability, we maintain a nut free environment.**
- If you wish to celebrate your child's birthday in Hebrew School, please speak with Marcia Kagedan, who will guide you as to what food would be appropriate and when the celebration should take place. Thank you for your cooperation.

TZEDAKAH: MAKING "CHANGE"

One of the most fundamental teachings of Judaism is the giving of Tzedakah. This means more than pledging or offering money, but also giving of oneself for the sake of others.

Tzedakah is collected regularly in school. Please have your child bring loose change each time they enter the synagogue.

SHABBAT ATTENDANCE

Your child has the opportunity to experience meaningful and enjoyable *Shabbat* activities on a weekly basis at their respective synagogues. They also should be participating in our Community Hebrew School Family Shabbat Services (check the Community Hebrew School calendar for dates and locations).

Shabbat will be filled with prayer, learning, *ruach* (spirit) and *chevra* (community and friendship) so that *Shabbat* becomes a special day of joy and sanctity in your child's life.

THE PARENT AND THE SCHOOL

PARENTAL INVOLVEMENT IN THE LEARNING PROCESS

The Board of Education, the Educational Director, and the faculty strongly support parental involvement in the school.

- Parents are asked to call the school office if there are questions, suggestions, or concerns.
- Please inform the educational director of any personal situation that you feel will affect your child's performance in the Hebrew School. All such information is strictly confidential.
- A MEET THE TEACHER MORNING is planned early in the school year for an opportunity to meet the child's teachers, hear about the Hebrew School curriculum and engage in fun activities.
- Communications from the school office will be primarily through **EMAIL** and the **REMIND** App.

FAMILY PROGRAMS

Parents and families are invited to participate in various activities in the Hebrew School during the school year. This includes trips, family education programs during class time, and other special events. It is important that each child participate in these events with their families.

Learning alongside your children can be a phenomenal experience for the entire family. Across the country, the most consistent learning initiatives involve innovations and implementation of intergenerational learning.

Specifically, we believe that being together in a synagogue and school setting strengthens family ties and solidifies the very fabric of Jewish life. Please take advantage of the expanded offerings when we present our Family Education Days and special Shabbat Programs. These programs enhance the Jewish educational experience for the whole family, as a family.

WHO'S WHO?
COMMUNITY HEBREW SCHOOL OF BERGEN COUNTY

EDUCATIONAL DIRECTOR

Marcia Kagedan edudirector@chsbc.org

HEBREW SCHOOL COMMITTEE/BOARD OF EDUCATION

Jenna Chung jennarchung@gmail.com

Neil Garfinkle finkley@aol.com

Jay Murray jam7nj@aol.com

Eileen Schneider eileenschneid@gmail.com

Amy Tobenkin altoben@aol.com

Jill Wiser gottwiser7@gmail.com

Jewish Community Center of Paramus/Congregation Beth Tikvah

E. 304 Midland Avenue, Paramus, NJ 07652 | 201-262-7691

Rabbi Arthur Weiner rabbi@jccparamus.org

Cantor Sam Weiss cantor@jccparamus.org

Rita Greenberg, Executive Director office@jccparamus.org

Rob Chananie, President – president@jccparamus.org

The Fair Lawn Jewish Center/Congregation B'nai Israel

10-10 Norma Avenue, Fair Lawn, NJ 07410 | 201-796-5040

Rabbi Rachel Salston rabbi@fljc.com

Abe Adler, Executive Director abe@fljc.com

Evan Marcus, President – president@fljc.com

COMMUNITY HEBREW SCHOOL PARENT COMMITTEE

Building the community into our Community Hebrew School

The school is enhanced through the efforts of this committee. They generously help with school trips and enrichment programs. Please reach out if you would like to be involved or if you have any suggestions.

Chair people: Shana Conboy shananurit@optonline.net and

Jessica Tratner Jecasica@yahoo.com

COVID SAFETY PROTOCOLS AND GUIDELINES

The **Community Hebrew School of Bergen County**, along with the Jewish Community Center of Paramus/Congregation Beth Tikvah and Fair Lawn Jewish Center/Congregation B'nai Israel, is committed to protecting the health, welfare and safety of all of our students, staff and families.

Everyone is required to follow the guidelines of the CDC, local and state health organizations and our health-related procedures while on each synagogue's property. These guidelines are mandatory and subject to change at any time.

Parents must sign waivers on behalf of themselves and their children. A copy of your vaccine card (parents and vaccinated children) must be provided to Marcia Kagedan, Educational Director.

Social distancing . . .

- In common areas of each building, floors will be marked with correct social distancing
- Desks will be socially distanced and we will avoid close contact gatherings such as floor activities
- Classes with larger number of students will be assigned to the larger rooms

Stay home . . .

- If a student or anyone in their household has been exposed to someone with COVID in the last 14 days
- **If sick, regardless of the symptoms (COVID or non-COVID related)**

Upon arrival . . .

- No one will be allowed to enter either building without a mask.
 - One will be provided if you do not have.
 - Masks must be worn inside the building at all times!!!

Cooperation in adhering to the following requests . . .

- No loitering in lobby/building.
- Explicit pickup/drop-off procedures to be followed.
- Drop off/Pick up will be done from main door of each respective synagogue. Cars will line up in synagogue parking lot as directed and students will either enter or leave building by carpool. On arrival, they will be greeted at the car by an adult. At the end of the school day, they will be accompanied to their car by an adult.
- Students should have a dedicated Hebrew School bag with their phone, own tissues, and supplies that our educational director and student grade-level teacher deems appropriate.
- Snacks will be provided in individual packages. There will be no sharing of food or drinks. No food is to be brought into the synagogue from home. **Snacks will be eaten outside!**

Additional safety measures . . .

- Whenever possible, classroom windows will be opened (pending on weather conditions), for increased air flow
- HEPA filters have been installed where possible
- Field trips will be scheduled only when they can be done under social distancing guidelines
- Communication of known positive cases within our community as soon as possible, keeping personal information private

High standards for cleaning and sanitizing . . .

- Hand sanitizer will be readily available.
- We will clean and sanitize the classrooms and other student areas before every class.
- Frequent reminders to wash hands and/or use hand sanitizer when student first arrives and before snack at a minimum
- Education and training of staff regarding cleanliness and protocols

You may NOT enter the synagogue if you meet any of these conditions:

- IF YOU HAVE COVID-19.
- IF YOU ARE **UNVACCINATED** AND HAVE BEEN EXPOSED TO COVID-19, CHSBC WILL FOLLOW CURRENT COVID GUIDELINES. CALL MARCIA KAGEDAN, EDUCATIONAL DIRECTOR FOR THE MOST UPDATED INFORMATION.
- IF YOU HAVE A COUGH, SHORTNESS OF BREATH, OR DIFFICULTY BREATHING
- IF YOU HAVE A SORE THROAT, CONGESTION OR RUNNY NOSE
- IF YOU HAVE CHILLS, NAUSEA, VOMITING OR DIARRHEA
- IF YOU HAVE FATIGUE, HEADACHES OR MUSCLE PAIN

Remember – we are all in this together!

Let's help stop the spread of COVID-19.

