



**Community  
Hebrew School**  
of Bergen County

**Family Handbook  
2023-2024  
5784**

**Marcia Kagedan – Educational Director**

**201-815-8136**

**[edudirector@CHSBC.org](mailto:edudirector@CHSBC.org)**

**[www.CHSBC.org](http://www.CHSBC.org)**



# **Community Hebrew School**

## of Bergen County

### **HANDBOOK CONTENTS**

Mission Statement/Hours of Instruction	3
Attendance Policy/School Entrance	4
Dismissal Procedures	5
School Closing	6
Miscellaneous/General Info/Dress Code	7-8
Code of Conduct	9
General Regulations	10-11
Parent and the School/Family Programs	12
Who's Who	13

## **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 9:00-12 noon

Second (*Bet*), Third (*Gimmel*), Fourth (*Daled*), Fifth (*Hey*),

Sixth (*Vav*), and Seventh (*Zayin*) Grades:

Sunday 9:00-12 noon 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](mailto: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.**
  - SUNDAYS 9-12**
  - TUESDAYS 4-6**
- On Sundays, supervision is offered from 8:45 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**

Entrances and departures of students, parents and faculty will be through the main doors of each 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 synagogue 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
- When you arrive at the synagogue either text the principal and your child will be brought to the car OR enter building and go to the Hebrew School office and wait for the student to meet you there.
- No child will be 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](http://www.chsbc.org) and each synagogue's individual websites for information about general programming: [www.jccparamus.org](http://www.jccparamus.org) and [www.fljc.com](http://www.fljc.com)

### **REMIND:**

Please sign up to receive text messages from our school through the **Remind App**. Enter 81010 in a new text message and text @shalom2021.

Reminders, urgent messages, event notices, school closings, and other important notifications will be sent through REMIND.

*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.
- If a student needs to contact their parent during school hours, they can do this from the school office.

### **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.

## **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.

## **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 in their bookbag:**

- Necessary books and supplies
- A siddur
- Notebook
- Homework assignments
- Boys need a kippah.
- Coins for Tzedakah

#### **Supplies include:**

- Pencils or pens for taking notes
- A notebook
- Box of markers or crayons
- Kippah/yarmulke (only required by boys)
- 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. The students are expected to participate in our Community Hebrew School of Bergen County Family Shabbat services and dinners. Dates are in the school calendar.

*Shabbat* should 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 for Sunday October 22<sup>nd</sup> 2023. This will be an opportunity for parents to meet their 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](mailto:edudirector@chsbc.org)

**HEBREW SCHOOL COMMITTEE/BOARD OF EDUCATION**

Jenna Chung [jennarchung@gmail.com](mailto:jennarchung@gmail.com)

Neil Garfinkle [finkley@aol.com](mailto:finkley@aol.com)

Jay Murray [jam7nj@aol.com](mailto:jam7nj@aol.com)

Eileen Schneider [eileenschneid@gmail.com](mailto:eileenschneid@gmail.com)

Amy Tobenkin [altoben@aol.com](mailto:altoben@aol.com)

Jill Wiser [gottwiser7@gmail.com](mailto: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](mailto:rabbi@jccparamus.org)

Cantor Sam Weiss [cantor@jccparamus.org](mailto:cantor@jccparamus.org)

Rita Greenberg, Executive Director [office@jccparamus.org](mailto:office@jccparamus.org)

Stuart Smith, President – [stuartmarcsmith@gmail.com](mailto:stuartmarcsmith@gmail.com)

**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](mailto:rabbi@fljc.com)

Cantor Yoni Stokar [yonistokar@gmail.com](mailto:yonistokar@gmail.com)

Thorin Tritter, Executive Director [thorin@fljc.com](mailto:thorin@fljc.com)

Steven Montag, President – [president@fljc.com](mailto:president@fljc.com)

**NEW THIS YEAR**  
**COMMUNITY HEBREW SCHOOL PARENT COMMITTEE**

*The school is enhanced through the efforts of our parents. They generously help in so many ways including shopping errands, set up of programs, school trips and enrichment programs. Please contact Marcia Kagedan if you would like to be involved or if you have any suggestions.*