



# **Temple Beth El**

## **2017-2018**

# **School Handbook**

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# TEMPLE BETH EL SCHOOL HANDBOOK

## Table of Contents

INTRODUCTION .....	Page 3
PARENTAL RESPONSIBILITY .....	Page 4
Attendance	
CLASS HOURS .....	Page 5
Religious School	Hebrew School
Midrasha	Confirmation
FEES AND REGISTRATION .....	Page 6
Prayer Book Replacement	Cancellations/Withdraw
Tuition Refunds	
PROCEDURES .....	Page 7-8
Calendars	Permission Slips
Traffic	Confidential Information Forms
Emergencies	First Aid
Safety Drills	Inclement Weather
Early Dismissal	
B'NAI MITZVAH/HEBREW AND PRAYER TUTORS.....	Page 8-9
School Enrollment	Preparation
Continued Learning	B'nai Mitzvah Tutors
SPECIAL PROGRAMMING .....	Page 10
Tzedakah	Music
<i>Yom Tarbut</i> (Day of Culture)	Kindergarten Orientation
Consecration	School Wide Services
Grade Led Shabbat Services	
EDUCATIONAL EXPERIENCES FOR 8 <sup>th</sup> – 12 <sup>th</sup> GRADES. ....	Page 11-12
<i>Madrichim</i> (Teacher Assistants)	Madrichim Leadership Training Course (MLTC)
MLTC Track Choices	Confirmation
Midrasha	Midrasha Hebrew
YOUTH ENGAGEMENT OPPORTUNITIES.....	Page 13
MaTTY	JEWniors
MuTTY	Mishpacha Moments
PARENT PROGRAMING AND COMMUNITY BUILDING .....	Page 14
Café Panim	Beit Café Panim
Volunteer Opportunities	

## INTRODUCTION

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Jewish education at Temple Beth El reflects the philosophy of the congregation and the principles of the Reform movement of which it is a part. The goal of Jewish education at Temple Beth El is to provide a program that will enable children, youth and adults to become:

1. Jews who affirm their Jewish identity and bind themselves inseparably to our people by word and by deed.
2. Jews who bear witness to the *brit* (the covenant between God and the Jewish people) by embracing Torah through the study and observance of *mitzvot* (commandments) as interpreted in the light of historic development and contemporary liberal thought.
3. Jews who affirm their historic bond to *Eretz Yisrael*, the Land of Israel.
4. Jews who cherish and study Hebrew, the language of the Jewish people.
5. Jews who value and practice *t'filah* (prayer).
6. Jews who further the causes of justice, freedom, and peace by pursuing *tzedek* (righteousness), *mishpat* (justice), and *chesed* (loving deeds).
7. Jews who celebrate Shabbat and the festivals and observe the Jewish ceremonies marking significant occasions in their lives.
8. Jews who express their kinship with *k'lal Yisrael* (the whole of Israel) by actively seeking the welfare of Jews throughout the world.
9. Jews who support and participate in the life of the synagogue.
10. Jews who have the tools and support to live Jewishly in a non-Jewish world.



## **PARENTAL RESPONSIBILITY**

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Parents play an essential role in helping to fulfill the dictum of our tradition: “You shall teach them diligently unto your children.” This line is taken from our prayer service liturgy in the *V’ahavta*. The *V’ahavta* is a call to action; we must not only remember God’s *mitzvot* (commandments), but we must teach them diligently to future generations.

Parents engage in a partnership with our teachers to provide a Jewish education. We can only achieve our goals with home and Temple Beth El working together. We can do this by:

- Conveying meaningful lessons in class and reviewing school work at home
- Teaching Jewish traditions in the Temple and exploring the traditions out of the classroom

We remind parents of the following tips to assist with our educational program:

- Upper grades are occasionally asked to take some action or complete a task outside of the classroom and share/report on it back in the classroom
- Regular and prompt attendance is essential to create relationships and connections
- Punctual pick up time after sessions gives children a sense of security and comfort

### **Attendance**

Regular attendance at Religious School, Hebrew School and programs or services outside of the school session\* is necessary if the children are to benefit from our program of instruction.

For this reason, we have established guidelines for attendance:

1. Please notify the office when student is absent before the session begins. This can be done with a phone call to 238-3123 or an email to [school@tbemadison.org](mailto:school@tbemadison.org).
2. Teachers will phone the parent of a child absent after two consecutive sessions to ascertain the reasons for the absences.
3. The teacher will inform the parent of the work the child has missed and will ask the parents’ cooperation in helping the child make up any necessary work.

\*Grade-led Shabbat services, school-wide services, Consecration, Simchat Torah and Purim Family Education Days – see calendar for all dates.

## **CLASS HOURS**

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Classes meet at the times listed below. Parents are asked to have their children at Temple early enough for them to be in the building before the start of the session.

### **Religious School (4K – 7<sup>th</sup> Grade)**

Sundays 9:30am – 11:30am

Religious School begins with an all-school song circle. Students will be led by our song leading team through songs and *ruach* (spirit) to kick-off the school day as a community. Parents are invited and encouraged to attend with their child and younger siblings.

Extended School Day 9:30am – 12noon

Four times a year, our Religious School **begins** with a school wide service which is part of the Religious School curriculum. The school wide service promotes familiarity with liturgy, customs and behaviors in the sanctuary. Parents are invited and encouraged to attend the school-wide services with their child and younger siblings. School wide services are on the first and last day of each semester.

### **Hebrew School (4<sup>th</sup> – 7<sup>th</sup> Grade)**

Wednesdays 4:30pm – 6:15pm

Hebrew school ends with Community Time where the entire student body gathers in their assigned ‘house’. Our 7<sup>th</sup> graders prepare a mini-lesson to teach the younger students. Parents are welcome to come and observe.

**Midrasha** (8<sup>th</sup> – 12<sup>th</sup> Grade) a Jewish Federation of Madison program, jointly sponsored by TBE and Beth Israel Center.

Hebrew (Sundays) 12noon – 1pm

Hebrew (Wednesdays) 6:30pm – 7:15 pm

Students have the option to take Midrasha Hebrew for public high school foreign language credit.

Regular Class (Wednesdays) 7:15pm – 9:15pm

Fall semester classes will be held at Beth Israel Center located at 1406 Mound St.

Spring semester classes will be held at Temple Beth El.

### **Confirmation (10<sup>th</sup> grade)**

All Temple Beth El 10<sup>th</sup> graders are encouraged to participate in confirmation, a Jewish lifecycle *simcha* (joyful event). Dates for confirmation are listed on the school calendar. Preparation for confirmation may involve a retreat, three rehearsals, worship service and L’Taken Social Action Seminar in Washington, D.C.

## **FEES AND REGISTRATION**

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In order to register your child(ren) in our school, a family must be:

- A. A member of good standing
- B. Up to date on school tuition

We practice all-inclusive Religious School fees. Rather than asking a family to pay for books and materials separately, payment for all these items is included in the fees. Religious School bills are mailed and balances can be checked on ShulCloud. Prompt payment, in full, after the first billing is encouraged. **Any financial concerns or difficulties should be discussed with the Executive Director.**

The fees per semester are:

Religious School 4K-7 <sup>th</sup>	\$105.00
Hebrew School 4 <sup>th</sup> -7 <sup>th</sup>	\$115.00
Midrasha 8 <sup>th</sup> -12 <sup>th</sup>	\$160.00
MLTC (Madrichim Leadership Training Course)	\$75.00

One-time fee:

Confirmation 10 <sup>th</sup>	\$150.00
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### **Prayer Book Replacement**

At the beginning of the 6<sup>th</sup> grade students are given a *siddur* (prayer book) which is included in the cost of tuition. Parents and the student will sign an acknowledgement form stating that they have received the *siddur* and agree to a fee of \$40 if the *siddur* needs to be replaced.

### **Cancellations/Withdraw**

You are required to inform the school if you wish to withdrawal your student from school. Your request must explicitly state that you are withdrawing your student. We must have this in writing via e-mail or a note.

### **Tuition Refunds**

If you withdraw your student from school prior to the fourth day of school, you will receive a full refund. If the withdrawal request is received after the fourth day of school, you will be billed for the entire semester. Withdraw and tuition refund must be put in writing and the refund will be based on the date the request is received.

## PROCEDURES

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- **Calendars** – Tentative calendars are posted on the Temple website ([www.tbemadison.org](http://www.tbemadison.org)) as early as August. Final school calendars are updated on the Temple website two weeks before the start of school. If you need a calendar to be mailed, notify the office. Please note school dates, school-wide services and grade level Shabbat service dates. Also be sure to check the Temple website, read the weekly family updates that are sent by email and browse the Shabbat Happenings email for time or date changes and other updated information.
- **Permission Slips** – Each outing, retreat, field trip, etc. will have its own permission slip. Please return these on or before the dates requested.
- **Traffic (Student Drop Off & Pick Up)** – Please to discuss traffic safety with your children. There will be significant traffic in front of the Temple before and after each session. The children should be aware of potential danger getting out of or into cars. Pick up and drop off is in the front of the building. Please do not encourage your child to meet you at the side parking lot door. If you make arrangements to meet your child(ren) at an offsite location, please notify the office.
- **Confidential Information Forms** – It is our goal to provide the best educational atmosphere and experience for every child. Completing the Confidential Information Form will allow us to understand and prepare for medical or educational concerns. Temple Beth El Jewish educational program conducts classes and develops relationships with your child which are very similar to their secular school experience. What you can share about your student's experiences, modifications and attitudes about school will help us provide a quality experience for you and your child. Confidential Information Forms are part of the registration process and can be found online. This information can be changed at anytime through ShulCloud. Please contact the Director of Lifelong Learning to discuss the details on this important form. This information will be shared only with staff directly related to the education of your child.
- **Emergencies** – Each student must have an emergency form onfile so the appropriate person can be reached immediately should a situation arise. EpiPens can be stored in the school office, in the classroom or on the person. If an EpiPen is discharged, 911 will be called first, then followed by a call to the parents or emergency contact if a parent cannot be reached.
- **First Aid** – AED, fire extinguishers, procedural materials and first aid kits have been placed strategically throughout the entire building; staff is aware of locations.
- **Safety Drills** – Drills or walk-throughs will be conducted periodically to practice intruder, fire and tornado situations.
- **Inclement Weather** – In the event of inclement weather resulting in school closing, an email will be sent to all school families, posted on the Temple website and on TBE's Facebook page. It is our policy to call a school closing at least two hours before the start of the session.
- **Early Dismissal (\*NEW\*)**  
We recognize that there are some instances where students will have to leave school early. If a student needs to leave early, parents must communicate with the office prior to the student

departing the building. The reason for these procedures maximize student learning and safety.

#### For Students in 4K, K and 1<sup>st</sup> Grades

Parents are kindly requested to notify the office at the start of the school session to complete an early release form. School staff will deliver this form to the teacher. Notifying the office can be done in person, by phone or email. At the time of pick up, parents can go directly to the classroom to pick up their child. Please allow extra time to be on time for your commitment.

#### For Students in 2<sup>nd</sup> – 8<sup>th</sup> Grades

Parents are kindly requested to notify the office prior to or at the start of the school session to complete an early release form. School staff will deliver this form to the teacher. Notifying the office can be done in person, by phone or email. At the time of pick up, school staff will get the student out of the class and escort them to the front door. Student will wait with the door person inside the building. We also realize that sometimes plans change or situations arise where advance notice is not always possible, in which case parents can call ahead on their way to Temple asking for an early dismissal. School staff will get the student out of the class and escort them to the front door. Student will wait with the door person inside the building. Please allow extra time to be on time for your commitment.

## **B'NAI MITZVAH**

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### **School Enrollment**

A child must be enrolled in Hebrew School at Temple Beth El to become a B'nai Mitzvah. Hebrew school begins in 4<sup>th</sup> grade. Attendance in Religious School is strongly encouraged to support the preparation of becoming a B'nai Mitzvah. B'nai Mitzvah dates are assigned and families are notified in the middle of the 5<sup>th</sup> grade school year. Parents of B'nai Mitzvah candidates meet with the Rabbi, Cantor, Director of Lifelong Learning and Executive Director in the fall of 6<sup>th</sup> grade to discuss the details of B'nai Mitzvah preparation at the B'nai Mitzvah Orientation. B'nai Mitzvah dates are assigned based on the child's birthday.

### **Preparation**

Temple Beth El works with every individual student to ensure that becoming a B'nai Mitzvah is attainable and successful. Postponement may be recommended if a student is not properly prepared through poor attendance or if requiring additional sessions. Students who have a B'nai Mitzvah service at Temple Beth El are urged to pursue additional Jewish education including Madrichim Leadership Training in 8<sup>th</sup> grade, Confirmation in 10<sup>th</sup> grade and attend Midrasha through 12<sup>th</sup> grade.

### **Continued Learning**

Students are expected to continue attending 7<sup>th</sup> grade classes on Sundays and Wednesdays all year even after a B'nai Mitzvah service and celebration as part of their 7<sup>th</sup> grade paid tuition. A post-B'nai 7<sup>th</sup> grader on Sundays, automatically joins the Mitzvah Core (the center of something important) the session following their simcha. The Mitzvah Core assists with many social action projects throughout the school year while pre-B'nai Mitzvah students work on their B'nai Mitzvah preparations. On Wednesdays, a post-B'nai 7<sup>th</sup> grader joins our Mitkedem program learning higher level Hebrew at their own pace. They continue to lead mini-lessons for younger students at Community Time as well as have the option to tutor 4<sup>th</sup> – 6<sup>th</sup> graders if the need arises.



### **B'nai Mitzvah Tutors**

Tutors are assigned to a student six months before tutoring begins. B'nai Mitzvah tutoring begins four months before the service date. B'nai Mitzvah fees include 16 hours of tutoring, check in sessions and a 'bima check' with Cantor and a final rehearsal with the Director of Lifelong Learning.

### **HEBREW AND PRAYER TUTORS**

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If a student is in need of tutoring for Hebrew and/or prayer acquisition for any reason, the Director of Lifelong Learning will recommend a Hebrew or prayer tutor. A list of approved tutors will be provided to the family. The family is responsible for setting up sessions and providing payment directly to the tutor.

## **SPECIAL PROGRAMMING**

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### **Tzedakah**

Each week, children from every class are asked to contribute funds to *Tzedakah*, charity. The contributions are collected throughout the year and then distributed to charitable organizations based on a school-wide vote.

### **Music**

Music is a significant piece of our Religious School program. Children in kindergarten through 7<sup>th</sup> grade participate in a school-wide Song Circle at the beginning of every Religious School session. The Song Circle is led by our song leaders. Our music curriculum includes holiday songs, prayer melodies in the worship service, Israeli and Jewish folk songs. Classes preparing for Shabbat or special services will also meet with the song leaders for additional preparation three weeks before their service.

### **Yom Tarbut (Day of Culture)**

Kindergarten through seventh graders will experience Yom Tarbut. Students will choose two activities at each of the two Yom Tarbut days. Israeli dancing, art, literature/drama, cooking/baking, and music is offered. This is an opportunity for our students to learn more about Jewish culture in different parts of the world and distinguish between Ashkenazic and Sphardic cultures.

### **Kindergarten Orientation**

Kindergartners and their families will have an opportunity in August before school starts to meet the kindergarten teacher, Rabbi, Cantor, Director of Lifelong Learning and learn about Café Panim (a parent group during religious school) and more.

### **Consecration**

Kindergartners and new 1<sup>st</sup> through 3<sup>rd</sup> grade students will have a special service as they are consecrated to the Jewish way of lifelong learning. This service will happen in the fall during a Shabbat Starts Here service followed by a congregational dinner.

### **School Wide Services**

Religious School classes come together for school wide services twice a semester, led by our clergy and staff, extending the school day by 30 minutes. This experience is an integral part of our educational program and attendance is expected. On days that we will be holding a school wide service, school will begin with the service starting at 9:30 am and the dismissal time will be 12 noon. Parents and younger siblings are always invited and encouraged to join us for this worship experience. Please see the school calendar for dates.

### **Grade Level Shabbat Services**

Students in first, third, fifth, sixth and eighth grades participate in leading services once a year on either a Friday evening or a Shabbat morning. The objective of each service is to familiarize the children with the Shabbat worship service and to give students an opportunity to lead an adult worship service. Dinners, oneg or a kiddush precede and/or follow these services. Please see the school calendar for dates.

## **EDUCATIONAL EXPERIENCES FOR 8<sup>th</sup> – 12<sup>th</sup> GRADERS**

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### ***Madrichim* (Teacher Assistants)**

All members of Temple Beth El in 9<sup>th</sup> through 12<sup>th</sup> grade are eligible to work as paid Teacher Assistants in Religious School. All madrichim receive a monetary gift for their time. Students with special skills in Hebrew or music (song leading with guitar playing) are encouraged to apply in those areas. Students in 9<sup>th</sup> grade and above who have completed the Madrichim Leadership Training Course or teach Hebrew may be offered a higher monetary gift. If service hours are needed for high school credit, please contact the Director of Lifelong Learning to make arrangements.

### **Madrichim Leadership Training Course (MLTC)**

We strive for every 8<sup>th</sup> grader to continue on Sunday mornings in the Madrichim Leadership Training Course! Students in the MLTC will learn classroom management techniques, role modeling skills, working with learners of all abilities and gaining valuable hands-on experience.

### **MLTC Track Choices**

The Madrichim Leadership Training Course offers choices that provide flexibility for an eighth grade student to continue their Jewish education with Temple Beth El.

Track 1: Students meet with Cantor Sharon to continue the study of Hebrew, learn more about the chanting of prayers and the cantillations of Torah and Haftarah. Students in this track will participate in a Shabbat service during the year, chant Torah and lead parts of the worship service. There is an opportunity to present a D'var torah, with guidance from Rabbi Biatch. Members of this track will also be invited to chant Torah and Haftarah for our High Holy Day Services. This track meets every other week at 10:00 am – 11:30 am. This track is intended for the 8<sup>th</sup> graders who are interested in personal learning for their own continued development.

Track 2: Students will meet with both Cantor Sharon and Rabbi Bonnie to learn important Hebrew skills and teaching methods. The week the student is not in the MLTC class with Rabbi Bonnie, they will be in class with Cantor Sharon. This track meets every week at 9:30 am – 11:30 am. This track is intended for 8<sup>th</sup> graders who are interested in continuing their Hebrew language development and teaching on our Hebrew Review Team the following year. Hebrew proficiency will be tested at the end of the year in order to determine proper placement the following year.

Track 3: Students meet with Rabbi Bonnie to learn important skills for the classroom. Students in this track will learn how to lead by example, become a great role model, learn techniques to enrich young students' Jewish learning, and how to help each child in a classroom feel valued and safe. This track meets every week 9:30 am – 11:30 am. The week the student is not in the MLTC class with Rabbi Bonnie, they will be assigned a classroom or the school office for hands-on experience. This track is intended for 8<sup>th</sup> graders who are interested in working in a classroom or school office setting the following school year.

Track 4: Students in Track 4 will meet every week. The week the student is not in the MLTC class with Rabbi Bonnie, they will be in class with Les Goldsmith, lead song leader. This track meets every week 9:30am – 11:30am. Students in Track 4 are interested in becoming future song leaders. Guitar skills are not mandatory, but preferred. These students co-lead weekly Song Circle, learn how to play the songs and prayers we sing and prepare students for their grade level services.

### **Confirmation (10<sup>th</sup> Grade)**

Judaism guides us through both ordinary and sacred relationships, encouraging us to place holiness in everything we do, and through confirmation, students learn this pathway.

Confirmation responsibilities at Temple Beth El include:

- Participating in a five-hour confirmation retreat (on a Saturday) in the winter
- Attending three rehearsals for the Confirmation service
- Preparing essays and prayers for the Confirmation service
- Participating in a class mitzvah project (one-day commitment, to be arranged for in the spring)
- Parental participation in the preparation for the confirmation ceremony
- (optional) Attending L'Taken Social Justice Seminar in Washington, DC with Rabbi in the winter

Confirmation requirements at Temple Beth El include *one or more* of the following:

- Attend Midrasha in the 10<sup>th</sup> grade
- Work as a Madrich/Madricha in the Religious School
- Hold an office on the MaTTY board
- Independent practice with a *Tikkun Olam* (repairing the world) project

### **Midrasha (8<sup>th</sup> – 12<sup>th</sup> Grades)**

Midrasha is a high school program of the Madison Jewish community. Midrasha is administered through the Jewish Federation of Madison. Participating students are from Temple Beth El, Beth Israel Center, and Congregation Shaarei Shamayim and also include unaffiliated teens. There are a number of required courses and electives available. Courses are offered from 7:15 pm - 9:15 pm Wednesday nights at Beth Israel Center in the fall and at Temple Beth El in the spring.

### **Midrasha Hebrew (8<sup>th</sup> – 12<sup>th</sup> Grades)**

This optional Hebrew program requires attendance on Sundays at noon and on Wednesdays at 6:30 pm. Students in Midrasha Hebrew can receive a foreign language high school credit. For more information or to register contact the Jewish Federation of Madison.

## **YOUTH ENGAGEMENT OPPORTUNITIES**

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Our Youth Engagement Coordinator is a resource for Temple Beth El on all youth engagement opportunities. Temple Beth El is affiliated with the Union for Reform Judaism which seeks to inspire young Jews to embrace Jewish life as a path to meaning, purpose and joy. URJ's youth movement, NFTY (North American Federation of Temple Youth), encourages teens to forge Jewish identities consistent with the values of Reform Judaism. Participation in the following opportunities builds confidence, friendships and leadership skills. At Temple Beth El, the Youth Engagement Coordinator will work to engage students in 1<sup>st</sup> through 12<sup>th</sup> grades with the following opportunities:

### **MaTTY – Senior Youth Group (9<sup>th</sup> – 12<sup>th</sup> Graders)**

MaTTY, or Mad Town Temple Youth, welcomes all students in grades 9-12. 8<sup>th</sup> graders are initiated into MaTTY in the middle of their 8<sup>th</sup> grade year. MaTTY members, with the Youth Engagement Coordinator, plan their own programs and choose their own projects, including social action events and trips. MaTTY is a part of NFTY and is in the Northern region (NFTY-NO). Each region coordinates and enriches the work of the groups in its area. *Kallot*, gatherings of all regional youth, are held each season in various locations around the region.

### **MuTTY – Junior Youth Group (6<sup>th</sup> – 8<sup>th</sup> Graders)**

MuTTY welcomes all students in 6<sup>th</sup> – 8<sup>th</sup> grades to participate in youth activities. 5<sup>th</sup> graders join MuTTY in the middle of their 5<sup>th</sup> grade year. Our Youth Engagement Coordinator will connect with and invite all eligible students to come to fun, social events. The goals of MuTTY are to encourage Temple youth to engage in activities that enhance Jewish values.

### **JEWniors – Social get-together group (4<sup>th</sup> & 5<sup>th</sup> Graders)**

The JEWniors group welcomes all 4<sup>th</sup> and 5<sup>th</sup> graders for social gatherings four times a year. Parents coordinate activities that can be in or out of the building!

### **Mishpacha (Family) Moments – Active events for kids and their parents (1<sup>st</sup>-3<sup>rd</sup> Graders)**

This group is parent led and welcomes all 1<sup>st</sup> – 3<sup>rd</sup> graders and a responsible adult to engage in fun activities at Temple which may include anything from ga-ga to art to cooking! This group will gather four times a year.

## **PARENT PROGRAMMING AND COMMUNITY BUILDING**

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Parents who model lifelong Jewish learning enrich the religious education of their children. Jewish adults provide a backbone to building our Temple Beth El community by getting to know other families and facilitating connections among students.

### **Café Panim**

The Café Panim program was developed and is led by parents to create a greater sense of community and involvement among our parents.

Café Panim is open every Sunday that Religious School is in session from 9:30am-11:30am.

Bring a book, a laptop, a notebook, a sketchbook, a game, your knitting, a puzzle... anything that you'd like to 'hang out with at the café'. Share a conversation, a hobby, an idea over coffee, bagels and snacks. Donations are welcome and volunteers are appreciated.

### **Beit Café Panim**

Beit Café Panim is a special session of Café Panim on the first Sunday of each session. All parents, grandparents and family members are welcome to schmooze at Beit Café Panim!

### **Volunteer Opportunities**

We are very excited to offer the following parent volunteer opportunities for the upcoming school year. You may note your interest on the school registration online form or call the school office to volunteer with the following:

- Help out in your child's Religious School classroom
- Serve on the Religious School, Adult Education or Youth Committees
- Bake hamantaschen for Purim
- Help with Café Panim – be a guest barista!
- Be a parent coordinator for JEWniors or Mishpacha (Family) Moments