



# **THE ANSCHE CHESED HEBREW SCHOOL**

**Parent Handbook**

**2017-2018 ~ 5778**

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## Ansche Chesed Staff Directory

**All extensions can be reached by calling 212-865-0600**

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Security: Sylvia Ortiz & Erik DeJesus .....	x203

# The Vision of the Ansche Chesed Hebrew School

At the Ansche Chesed Hebrew School, we –

**Build a Spiritual Home:** Fostering an intimate sense of connection in our classrooms, among our families, and within the greater Ansche Chesed community.

**Live the rhythms of Jewish life:** Engaging in the spiritual practice of *Tefillah* (Prayer); developing familiarity and comfort with the Hebrew language; and celebrating our sacred times as we gain the competence and skills to participate in Jewish community.

**Recognize ourselves in the ongoing story of the Jewish people:** inspiring curiosity and joy in our study of Torah and connecting to the people and land of Israel across time.

**Become *Ansche Chesed* (People of Kindness):** Acquiring *Middot* (Jewish virtues and values) and internalizing a commitment to our Jewish responsibilities toward ourselves, others, and the world.

## Priority Goal

In order to put our vision into practice, we need to express it in terms of a goal statement, which will enable us to focus our efforts toward a particular component of our vision. This goal statement is known as a Priority Goal. A Priority Goal serves as a ‘north star’ for our school, guiding our focus onto long-term lived outcomes for our learning.

Our chosen Priority Goal is: **Learners will be on a journey of applying Torah to daily life.**

Through their experience at ACHS, our learners will develop the knowledge, the sense of belonging, the values, and the skills and habits to make daily decisions guided by Jewish teaching, Torah understood in its broadest sense. These decisions can be interpersonal, ethical, and/or ritual in nature. At ACHS, our learners discover how to lead lives steeped in the ideas, practices, and community that make up the Jewish Tradition.

## Curriculum

In keeping with the aims of our Priority Goal of applying Torah to daily life, each grade level takes a different approach to that goal.

<b>Nitzanim (PreK)</b>	Celebrations
<b>Gan (K)</b>	A Hands-On Introduction to Sacred Time and Sacred Objects
<b>Alef (1<sup>st</sup>)</b>	Sacred Stories & Sacred Language
<b>Bet (2<sup>nd</sup>)</b>	Cycles of Discovery - Torah Study, Hebrew Language, and the Jewish Calendar
<b>Gimel (3<sup>rd</sup>)</b>	Mitzvot and Middot - Tools for Jewish Living
<b>Dalet (4<sup>th</sup>)</b>	Jewish Citizenship - <i>Menschlichkeit</i> and Modern Israel
<b>Hey (5<sup>th</sup>)</b>	Living a Jewish Life - Text and Tradition
<b>Vav (6<sup>th</sup>)</b>	Jewish Identity - Self and Community
<b>Zayin (7<sup>th</sup>)</b>	Growing Up Jewish - Identity, Rights, and Responsibilities
<b>Halutzim (8<sup>th</sup>):</b>	<i>Gemilut Chesed</i> : Study and Practice
<b>MATAN</b>	Torah, <i>Ivrit</i> , and the Jewish Community

## Methodology

With our priority goal, “Learners will be on a journey of applying Torah to daily life,” in mind, we see our role as nurturing our students, so that they grow into adulthood rooting their personal journeys in the lessons of Judaism. Our approach to education at ACHS is known as Whole Person Learning.

Whole Person Learning understands learning as taking place in four distinct domains:

- **Knowing:** the essential knowledge and skills learners will acquire so they can participate in a real-life Jewish experience or practice.
- **Doing:** the authentic Jewish experience or practice that learners will actively participate in and shape.
- **Believing:** the core beliefs and values learners will be able to explore and articulate according to their own perspectives and understandings.
- **Belonging:** the opportunities for caring, purposeful connections to other, to God, and to the worldwide Jewish community.

In addition, our teachers consider the following questions and needs when developing their lessons and class activities:

- *Multiple Intelligences*: How will this lesson reach students who are auditory learners? Creative writers? Dramatists? Artistic? Kinesthetic learners? Is there a balance in the types of activities and projects offered?
- *Joy*: How will students have fun and feel satisfaction from this material/activity?
- *Meaning*: How will students connect to this material and make personal meaning of it?
- *Family Involvement*: How can students take their learning home with them, bringing their parents and siblings into the experience?

We encourage our teachers to think creatively, collaborate often, and be flexible so that students can maximize their experience at ACHS.

### ***Chagim (the Jewish holidays) at ACHS***

The Jewish holidays are essential mile-markers through our year. They allow us to celebrate different aspects of our biblical history, bring families together, and infuse joy into our daily experience. Our students, particularly in the younger grades, spend time in class learning about the history, rituals, and themes of the holidays. However, our holidays cannot be experienced through classroom learning alone. Our goal at ACHS is to contextualize our learning through lived experience. Toward that end, holidays will be celebrated in community, in two distinct ways:

#### ***Mesibot: Nitzanim, Gan, Alef, Bet***

As each holiday approaches, our youngest students will celebrate with a *mesibah*, a special holiday party. These *mesibot* will enable us to experience various aspects of each holiday as a community and also to encourage socializing among children from different grades. Emphasis will be placed on connecting the themes of each holiday to students' lives.

#### ***Ivrit (Hebrew) at ACHS***

Hebrew is a key component of the Anshe Chesed Hebrew School curriculum, an aspect of ACHS that distinguishes us from many other Jewish educational programs in New York City. Our Nitzanim and Gan students primarily focus on hearing and using Hebrew conversationally. In Kitah Alef, students learn the letters of the Alef-Bet, and by the end of Kitah Bet, students are reading multi-syllabic words with vowels. In Kitah Gimel, when classes go to two afternoons a week, and moving forward through Kitah Vav, the focus in our Hebrew learning shifts to prayer. Students in these grades use a curricular program called *Pirkei Tefillah*, which allows for highly individualized learning, while keeping a sense of class cohesion. Students in Kitah Hey and Kitah Vav will also devote time to learning aspects of modern conversational Hebrew.

## **Experiential Education at ACHS**

While the learning that takes place in our classrooms is rooted in experience, we also find many opportunities to extend our learning through special programs that take place both regularly in our week and scattered throughout the year.

### ***Kehillah (Community) Time – Gimel, Dalet, Hey***

ACHS is more than a school for our students – it is a community. Our students thrive when they have the opportunity to interact with each other outside the typical classroom experience. For our 3<sup>rd</sup>-5<sup>th</sup> graders, we have *Kehillah* time each week, on Tuesdays from 4:00-4:30. During this time, our students will participate in a variety of activities that put experience at the fore. *Kehillah* time feels more like youth group, and less like school.

### ***Tefillah – All Grades***

*Tefillah* (prayer) offers us an opportunity to connect with ourselves, with the community, and with the Divine. Each grade will have an opportunity to participate in communal *Tefillah* each week. Our goal is to offer students the experience of prayer both as *keva* (the established prayers of our tradition) and *kavanah* (the personal, spontaneous character of prayer). The *Tefillah* experience will also provide opportunities for our students to practice and experiment with the prayers they are mastering in the classroom.

### ***Gemilut Chesed (Acts of Loving Kindness)***

The Ansche Chesed community is tremendously committed to acts of *Chesed*, and our school is no different. As part of our *Kehillah* time, ACHS will undertake a school-wide *Tzedakah* project. Our students will determine our priorities in giving; choose a recipient for our project; conceive of the various aspects of the project; advertise and recruit for participation; supervise gathering and distribution to our recipient; and share the results of our *Tzedakah* giving with the broader community. Guided by our faculty, Education Director, and clergy, our students will truly experience what it is to participate in an ongoing act of *Chesed*. In addition, different classes will have opportunities over the course of the year to cook a meal for the Ansche Chesed Homeless Shelter.

### ***Kippot/Kissui Rosh (ritual head coverings)***

Starting in the Gan year all male students, and females who choose, are asked to cover their heads during Hebrew School. Gan students will learn about the practice of covering our heads and decorate their own *kippot* or head-coverings that they can wear each class. In addition, students are invited to bring favorite *kippot* from home.

## Arrival & Dismissal

### **Snack**

We provide a small snack and water to all of our students each day. Snacks are enjoyed together in class, either at the beginning of class time or in the middle, as part of our *Hafsakah* (break time). Students will learn and say the appropriate blessings for their snacks. We do our best to accommodate all allergies and food sensitivities, as well as to provide a kosher snack within the confines of our budget. Students are also welcome to bring their own snacks with them to school. If your child brings snack to eat at Ansche Chesed, please make sure that the snack has a kosher symbol and is nut-free. (Additionally, if you do send a snack with your child, please make sure to avoid candy and other high-sugar 'junk' foods.) Students are permitted to bring their own water bottles but are not permitted to eat during class. Students are also not permitted to eat candy or chew gum in class.

If you would like to provide snacks for your child's class for a special occasion or on a regular basis, please contact the Hebrew School office.

### ACHS 2017-2018 Session Start and Dismissal Times

#### **Wednesdays**

NITZANIM	3:45-5:00 PM
GAN	3:45-5:00 PM
ALEF	3:45-5:30 PM
BET	3:45-5:30 PM

#### **Tuesdays/Thursdays**

GIMEL, DALET, HEY	4:00-6:00 PM
VAV	4:00-5:30 PM
ZAYIN (TUES ONLY)	4:00-5:30 PM
MATAN (THURS ONLY)	5:00-6:00 PM
HALUTZIM (TUES ONLY)	6:15-7:45 PM

### **Attendance & Tardiness**

Regular attendance at Hebrew School is imperative for a meaningful education. Teachers take attendance daily. Students who are absent for any reason are responsible for making up classwork that they might miss. **Having than four absences during a semester is considered excessive.**

It is important that students arrive on time to class. **If your child will be coming late on a given day, please call the Hebrew School office.** The teacher will be notified in turn.



If a student is absent or tardy for two (2) sessions in a row, the teacher is asked to contact the parent to inquire after the child's well-being, and the Education Director may also contact the family.

### **Dismissal Procedures and Times**

At the end of class, students are escorted to the 100<sup>th</sup> Street lobby for dismissal. Students must be picked up by authorized adults. If you have a new caregiver or a friend doing pickup, please write a note or e-mail to the school in advance. Only students who have been given permission by their parents to walk home alone may do so.

**Students may not wait outside or in the breezeway of the lobby. If you pick up your child in a car, you must double park and come inside and get your child.**

### **Early Dismissal Policy**

Early dismissal from class requires a note from the parent. Parents picking up their children early may do so directly from the classroom.

## **Shabbat Attendance**

Since participation in synagogue life both supports and enriches a child's learning in the Ansche Chesed Hebrew School, all students are expected to attend adult or children's services on a Friday night or Saturday morning. This can be either at Ansche Chesed or at another synagogue. **Students are expected to attend services at least as often as their grade number (e.g., 3rd grade, 3x/ year; 6th grade, 6x/year).** In your Hebrew School application, you signed a commitment for your child to attend synagogue services.

For your convenience, below please find a list of service times and options at Ansche Chesed:

### **Friday Evening Kabbalat Shabbat Services:**

5:30 pm Daylight Savings Time; 6:30 pm Eastern Standard Time

### **Shabbat Morning Services:**

Sanctuary Service: 9:45am every Shabbat morning (Sanctuary)

Minyan M'at: 10:00am every Shabbat morning (5<sup>th</sup> Floor North)

Minyan Rimonim: 10:00am, 1<sup>st</sup> and 3<sup>rd</sup> Shabbat each month (6<sup>th</sup> floor)

West Side Minyan: 10:00am, 2<sup>nd</sup> and 4<sup>th</sup> Shabbat each month (6<sup>th</sup> floor)

### **Shabbat Morning Family Services**

11:15am every Shabbat morning

- Mishpacha Service – Parents and children, Preschool age and younger (2 North)
- Minyan Yigdal – Parents and children, Kindergarten-Grade 2 (2 South)

11:00am every Shabbat morning

- Big Kids' Minyan - Children only, Grade 3 and up (Chapel)

## **Health & Safety**

### **Discipline**

We believe that discipline is a skill that students develop from within, rather than something that is enforced from outside. At the beginning of the year, each class develops a *Brit*, a set of class rules and expected behaviors. Additionally, teachers will employ a number of different positive reinforcement techniques to ensure that the class environment remains supportive, calm, and orderly. If a child is disruptive in class, the teacher will first refer to the classroom rules generated by the class and speak with the student directly and privately about his/her behavior. A child who continues to be disruptive will speak with the Education Director, after which point the child's parent/s might be called. The goal of this call is to allow teacher and parents to best respond to a child's needs.

### **Damage**

Students who damage property will be held responsible for the cost of repair or replacement. **Please note that balls (footballs, soccer balls, basketballs, etc.) are not to be brought to school.**

### **Injury & Sickness**

If your child sustains a minor injury while at school, appropriate first aid treatment will be administered. In a case of a more serious injury, parents and the child's physician and/or dentist will be notified immediately. If we feel it is necessary for the child to have immediate medical attention, the paramedics will be called. If your child becomes ill at school, we will contact you or the emergency contact/s listed on your Hebrew School application. Please notify the school if your child contracts any contagious diseases, especially chicken pox or head lice. If your child has, or develops, any unique health requirements, it is your responsibility to inform the Hebrew School office.

We do not dispense medications (including aspirin or ibuprofen) without the explicit permission of a parent or designated childcare provider.

If your child has a medical condition or allergy that requires them to have medicine on-hand (such as Benadryl or an Epi Pen), please notify the Hebrew School office before the beginning of the school year. Please deliver the medicine in a sealed, labeled, plastic bag, with clear instructions for use and signed parental permission for Hebrew School staff to administer as needed. Parent and head teacher must discuss the medical protocol for your child during the first week of Hebrew School. If medicine needs to be "on-hand" – it will be stored safely in the portable "Teacher Box." Otherwise it will be stored in the Hebrew School office.

### **Cell Phones & Valuables**

We understand that many students carry cell phones. However, cell phones must be off during class. If you must reach your child during class hours, call 212-865-0600 x216 or x208.

The Hebrew School does not take responsibility for the loss of valuables. In the event that a child brings a valuable item to school, he or she may leave it in the Hebrew School office for safekeeping.

## **Drills**

We take safety and security matters seriously at Anshe Chesed, while also striving to live our values of being welcoming and building a strong community. We hold various drills throughout the school year, including Fire Drill Evacuations and Safety Drills (commonly called “Lockdown Drills”). The Safety Drill is designed to shelter children and adults within a locked space should there be an intruder or immediate threat to the safety of building occupants. Prior to the drill, I will tell the children it is coming later in the day, and we will review the procedures in an age-appropriate way. Despite the implications of potential danger, it is our goal to normalize safety practice drills so that our community is well prepared should we ever be faced with a true emergency.

## **Communication**

### **Parent-Teacher Communication**

Your child's teacher(s) will contact you in the beginning of the year to introduce him/herself and to learn more about your child. A teacher might also call during the year if he or she believes more frequent or direct communication is needed.

Teachers write two student evaluations, called *ha'arachot*, which are sent home at the end of each semester. These evaluations are for the purpose of communicating the class goals and student progress in class.

Parents are always welcome to contact the teacher(s) directly with any concerns, suggestions, or questions.

### **School-Parent Communication**

Each week, we send a weekly email newsletter to families. This allows us to save paper and ensure that information gets to parents. The weekly newsletter arrives on Friday before Shabbat. Reading it will allow you to better understand what your child is learning and allow you to engage him/her in conversation about his/her studies. We will also offer your family relevant questions or activities designed to extend your child's learning together as a family.

### **Contacting the School Office**

Rabbi Yael Hammerman is always happy to hear from parents. Please feel free to be in touch, either through e-mail: [rabbiyael@anschechesed.org](mailto:rabbiyael@anschechesed.org), or by phone: (212)865-0600 x208.

### **Visits to the Classroom**

You are invited to visit your child's classroom at any time. Please inform the Education Director prior to your visit.

## Tuition Policies

### **Tuition**

#### *Returning Families: Outstanding Balances*

Outstanding balances on tuition from previous years must be paid in full or otherwise addressed with our Executive Director before reenrollment. To discuss any outstanding balances, please contact Josh Hanft, Executive Director, at 212-865-0600 x 209 or [JHanft@AnsheChesed.org](mailto:JHanft@AnsheChesed.org).

#### *Non-Refundable Deposit*

A non-refundable deposit of \$200 per student is required to hold your child/ren's space for the school year.

#### *Tuition Due Date*

Tuition is due in full by December 15, 2015. If tuition is not paid in full before the start of school, post-dated checks are required for the remainder, which must be paid in equal monthly installments. Checks must be dated September 1, October 1, November 1, and December 1. Bounced checks are subject to a \$25 penalty.

#### *Financial Need*

The Anshe Chesed Hebrew School will not turn away any student due to financial need. Contact Josh Hanft, Executive Director, at 212-865-0600 x209 or at [JHanft@AnsheChesed.org](mailto:JHanft@AnsheChesed.org) for confidential discussion about scholarships.

### **Membership**

By the time students are in Kitah Gimel (3<sup>rd</sup> grade), families are expected to be dues-paying members of Anshe Chesed. For more information about membership, please contact Anshe Chesed's Executive Director, Josh Hanft, at 212-865-0600 x209.

## **Getting Involved**

### **ACHS Parent Committee**

Our Parent Committee meets regularly to discuss our vision as well as practical elements that make our school run. Contact Rabbi Yael or Parent Committee Chair Jessica Friedman ([jessicamfriedman@yahoo.com](mailto:jessicamfriedman@yahoo.com)) if you are interested in joining us.

### **Class Parents**

Class Parents are responsible for communicating important information to parents, through phone or email communication. Although requiring minimal time, this role is very important to building community at the Ansche Chesed Hebrew School. Class parent contact information will be listed on your child's class roster. If you'd like to be a class parent, please contact Rabbi Yael.

### **Volunteering**

You can contribute to your child's religious education by volunteering during the year, helping in the classroom or with special events. Your volunteering is also important role modeling for your child. Please contact the Hebrew School office if you can volunteer to shop, assist with the Purim Carnival (our annual FUNdraiser!), or wish to serve ACHS in another way.

## **Family Programs**

### **ACHS Programs**

ACHS hosts special programs throughout the year. Each grade level has at least one special event scheduled over the course of the year. Additionally, there are holiday parties, multi-grade programs, and other special events that enhance our learning and our community. Please stay tuned to email for an on-going list of programs and dates.

### **Family Programs**

Ansche Chesed has a wealth of programs and opportunities for our families. Our programs helps build connections between our Jewish learning and our everyday lives.

#### **Parents and kids:**

- Build community with other like-minded families.
- Engage in relevant learning that connects to daily life.
- Explore Jewish ideas and traditions both in the synagogue and out in the world.

## Emergency Procedures

### **School Cancellation**

In the event that school is closed due to inclement weather, the Ansche Chesed Hebrew School follows the New York Public School closings: If the public schools are closed, we are closed. We will send an e-mail notification to alert you of any cancellations.

### **Emergencies**

In case of an emergency, and you are having difficulty reaching the religious school office, please call Martin Sivorinovsky at 212-865-0600 x216 or the security desk at 212-865-0600 x203. They will assist in finding Rabbi Yael.

## **B'nei Mitzvah at Ansche Chesed**

### **Bar/Bat Mitzvah Preparation**

Most families with children approaching the age of *bar* and *bat mitzvah* in the Hebrew School make arrangements for small group or individual lessons with a tutor. The Ansche Chesed Hebrew School can assist families in finding a tutor.

Please note the expectation and courtesy that a student invites all the members of his/her Hebrew School class to his/her *bar/bat mitzvah*.

To schedule a *bar* or *bat mitzvah* at Ansche Chesed, contact Josh Hanft at 212-865-0600 x209. For more information, contact Rabbi Jeremy Kalmanofsky.

### **Project Aliyah**

Project *Aliyah* offers multiple portals through which Ansche Chesed families with *b'nei mitzvah* in the coming year may reflect, learn, and grow. Project *Aliyah* offers chances for families to study together on Shabbat morning, socialize together, and do acts of *Chesed* together. Project *Aliyah* is open to all families in the Ansche Chesed community celebrating *b'nei mitzvah* in the coming year and is part of the Kitah Zayin (7<sup>th</sup> Grade) Family Education curriculum.



## Resources

### **Ansche Chesed Library**

The Ansche Chesed Library is a wonderful resource for parents and children. Please contact Rabbi Yael if you need any further resources to enhance your child's learning.

### **Parent Learning**

Ansche Chesed offers a host of learning opportunities for adults each year, including a beginning Hebrew class and a Talmud class taught by Rabbi Kalmanofsky. You can access a schedule of classes on-line at [www.AnscheChesed.org](http://www.AnscheChesed.org) or by contacting Rabbi Yael to find the right fit for you. If there is any Jewish topic that you are interested in learning more about, please contact Rabbi Yael. She can work with you one-on-one, or if there is greater interest, arrange a class or workshop.

## A Brief Outline of Programs Located at Ansche Chesed

As you know, or will soon discover, Ansche Chesed is a very busy place, teeming with children and adults at all hours of the day. Below is a brief introduction to some of the regularly occurring programs at the synagogue that you might encounter. While these programs are not all formally affiliated with Ansche Chesed, they are part of our communal fabric, and thus being aware of them is important.

**Yaldaynu:** A Jewish preschool that meets on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Ansche Chesed building. Yaldaynu and Ansche Chesed run a number of programs cooperatively.

**Purple Circle:** A preschool located on the 4<sup>th</sup> and 5<sup>th</sup> floors.

**Morningside Montessori:** A preschool located on the 6<sup>th</sup> floor.

**Discovery:** A program run in Hirsch Hall and the Upper Hirsch Hall Lobby during the week offering music, dance, gymnastics, and other activities.

**Havurah School:** An independent, arts-based afternoon religious school program housed at Ansche Chesed on the 2<sup>nd</sup> floor South.

**The Ansche Chesed Homeless Shelter:** Staffed by volunteers, our shelter runs 365 nights a year to provide a hot meal and shelter to 10 homeless men.

**Morning Minyan:** Morning Minyan meets in the chapel throughout the year. On Mondays and Thursdays when Torah is read, services begin at 7:20 am. On Tuesday, Wednesdays and Fridays, services are at 7:30, and on Sundays and national holidays, services begin at 8:30.