



# ADAT SHALOM TORAH SCHOOL

*"Take these words that I command you now to heart.  
Teach them intently to your children."  
(Deuteronomy 6:6-7)*

## **Statement of Purpose**

The Adat Shalom Torah School is committed to instilling a love of Judaism and Jewish learning in our children. The Torah School staff work to convey a sense of joy and celebration of Judaism, rigor in learning, and openness to questioning. The learning process focuses on developing an appreciation of Jewish history, customs, beliefs, language, ritual, and other teachings within a Reconstructionist context.

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## **Torah School Education Board – 2007-08**

The Torah School Education Board is the governing body for the Torah School. In addition to setting School Policy, the Board provides support in a variety of ways, ranging from staffing the Torah School Office during class sessions to fundraising to coordinating the Tikkun Olam and Ozrim (School Volunteer program). If you would like to be involved in the work of the Education Board, please contact Jerry Kickenson at [jerry.kickenson@verizon.net](mailto:jerry.kickenson@verizon.net).

The following people will serve on the Education Board for this school year: Jerry Kickenson (Chair); Sharon Hellman (Co-Chair), Debbie Bluestein, Alysa Dortort, Lora Griff, Debbi Lindenberg and Kim Redlich.

## **Staff and Officers of Adat Shalom Reconstructionist Congregation**

Rabbi:	Fred Scherlinder Dobb
Assistant Rabbi	George Driesen
Founding Rabbi:	Sid Schwarz
Cantor and Music Director:	Rachel Hersh Epstein
Executive Director:	Sheila Feldman
Admin Asst to Executive Director:	Eva Settle
Director of Education/Youth:	Chava Gal-Or
Asst to Director of Education/Youth:	Jenifer Levenson
Co-Presidents:	Loren Amdursky, Carol Feder
Vice Presidents:	Clint Wolcott (VP-Programming), Hannah Lipman (VP-Membership Services), Scott Lessne (VP-Administration), Ruth Spodak (VP-Personnel)
Treasurer:	Victor Rezmovic
Secretary:	William Halpern
General Counsel:	Garry Grossman
Torah School Board Chair:	Jerry Kickenson
Torah School Board Co-Chair:	Sharon Hellman (Co-Chair)

## **Contact Information**

Synagogue and School Address:	7727 Persimmon Tree Lane; Bethesda, MD 20817
Main Phone Number:	301-767-3333
Fax Number:	301-767-3340

Director of Education, Chava Gal-Or, ext. 105, [CoachChava@adatshalom.net](mailto:CoachChava@adatshalom.net)  
Admin Asst, Jenifer Levenson, ext. 101, [TSinfo@adatshalom.net](mailto:TSinfo@adatshalom.net)

## Teachers

### JUDAICS

Ganon (Preschool)	Judy Ehrenstein Jenn Deutsch
Gan (Kindergarten)	Donna Berry
Aleph (1 <sup>st</sup> Grade)	Laura Marlin Rose Albert/Laura Epstein
Bet (2 <sup>nd</sup> Grade)	Eileen Brandy Alex Burness/Saul Leiken
Gimmel (3 <sup>rd</sup> Grade)	Omri Arens Heather Gordon
Daled (4 <sup>th</sup> Grade)	Bob Fuhrman Aaron Greengard
Hey (5 <sup>th</sup> Grade)	Jon Simon David November Joel Schwarz/Ryan Barinbaum
Vav (6 <sup>th</sup> Grade)	David Silberman Deborah Lessne Rose Sadler
Zayin (7 <sup>th</sup> Grade)	Debra Fried Levin Melissa Waksman
K'nafayim ("wings"; 8 <sup>th</sup> - 12 <sup>th</sup> Grades)	Rabbi Fred Scherlinder Dobb

### Specialists

Art	Debbie Kopp
Music	To be Determined

### Youth Minyan Leaders

Shabbat	Sue Marx
Sunday	David Silberman
Wednesday	Cantor Rachel, Rabbi Fred, and friends

### HEBREW

#### At Adat Shalom

Gimmel (3 <sup>rd</sup> Grade)	Peggy Davidson Laura Marlin
Daled (4 <sup>th</sup> Grade)	Jay Brill David November
Hey (5 <sup>th</sup> Grade)-Vav (6 <sup>th</sup> Grade)	Ulpan (Modern Hebrew) - Omri Arens; Stephanie Firestone Tefillah (Prayer) - Aaron Greengard; Alyssa Samet
Zayin (7 <sup>th</sup> Grade)	Rose Sadler

#### At Adat East

Gimmel (3 <sup>rd</sup> Grade)	Debbie Kopp
Daled (4 <sup>th</sup> Grade)/Hey (5 <sup>th</sup> grade) Vav (6 <sup>th</sup> Grade)/Zayin (7 <sup>th</sup> grade)	Ulpan (Modern Hebrew) – Rose Sadler Tefillah (Prayer) – Alyssa Samet

## Sunday

### September 2007

2  
 9 TS  
 16 TS  
 23 No School-Day after Yom Kippur  
 30 TS

### October 2007

7 TS  
 14 TS  
 21 TS; **Parent Classroom Visit**  
 28 TS; 7<sup>th</sup> grade – Parents welcome for discussion with Kindertransport survivor Joel Darmstadter TS

### November 2007

4 6<sup>th</sup>-7<sup>th</sup> grade Parent -Child Workshop w/Clergy; Professional Development Day for TS teachers  
 11 TS  
 18 TS; 6<sup>th</sup> grade Ellis Island trip; 7<sup>th</sup> grade trip to Gan HaZikaron with Rabbi Fred  
 25 No School; Thanksgiving Break

### December 2007

2 TS; **Israel U** - for all ages-Attendance Expected  
 9 TS; Hanukkah  
 16 TS  
 23 No School; Winter Break  
 30 No School; Winter Break

### January 2008

6 TS; 7<sup>th</sup> Grade Trip to the Holocaust Museum  
 13 TS  
 20 No School; MLK Jr. Weekend  
 27 TS; Chagigat Halvrit (Grades 3-5); 6<sup>th</sup> Grade Families study Torah with Rabbi Fred

## Tuesday

4  
 11 **First Day Adat East**  
 18 AE  
 25 AE

2 AE  
 9 AE  
 16 AE; TS Open House at 7:30  
 23 AE; **Parent Classroom Visit**  
 30 AE

6 AE  
 13 AE  
 20 AE  
 27 AE

4 AE; Hanukkah  
 11 AE  
 18 AE  
 25 No School; Winter Break

1 **New Year's Day**  
 8 AE  
 15 AE  
 22 No School; MCPS Teacher Day; Tu B'Shevat  
 29 AE

## Wednesday

5  
 12 **Erev Rosh HaShana**  
 19 **First Day Hebrew School**  
 26 HS, **Pre-Sukkot Celebration-Sukkah dinner/dessert**

3 **No School, but Simchat Torah in the PM**  
 10 HS, K'nafayim & All Teens  
 17 HS  
 24 HS, K'nafayim; **Parent Classroom Visit**  
 31 HS

7 HS  
 14 HS, K'nafayim  
 21 **No School; Thanksgiving Break**  
 28 HS, K'nafayim

5 HS, Hanukkah  
 12 HS, K'nafayim  
 19 HS  
 26 **No School; Winter Break**

2 HS  
 9 HS, K'nafayim  
 16 HS  
 23 HS, K'nafayim & All Teens  
 30 HS

## Saturday

1  
 8 **First Day Torah School**  
 15 TS; Ganon  
 22 **No School; Yom Kippur**  
 29 TS; Ganon

6 TS  
 13 TS; Ganon  
 20 TS; **Parent Classroom Visit**  
 27 TS; Ganon

3 TS; **Camp Ruach Shabbat for all; Chagigat HaLimudim for 3<sup>rd</sup> grade**  
 10 TS; Ganon

17 TS; 6<sup>th</sup> grade Ellis Island trip; Ganon  
 24 **No School; Thanksgiving Break**

1 No TS; **Israel University Program on Sunday;**  
 8 TS; Ganon; Hanukkah  
 15 TS; Ganon  
 22 **No School; Winter Break**  
 29 **No School; Winter Break**

5 TS; Ganon; 6<sup>th</sup> grade Chumash Presentation at Ratner Mus.  
 12 TS  
 19 **No School; MLK Jr. Weekend**  
 26 TS; Ganon; Gan Oneg

In the event that TS is cancelled an excessive number of times; we will add make-up days.

**KEY:** TS - Torah School; Kindergarten – 7<sup>th</sup> Grade  
 HS - Hebrew School  
 AE - Adat East  
 KF - K'nafayim – High School

Chagigat HaLimudim – Festival of Learning (Grade 3)  
 Chagigat Halvrit – Hebrew Festival (Grades 3-5)  
 \* Panim - Retreat for High School Students

Ganon: Preschool  
 Gan: Kindergarten  
 Aleph: 1<sup>st</sup> Grade  
 Bet: 2<sup>nd</sup> Grade  
 Gimmel: 3<sup>rd</sup> Grade  
 Daled: 4<sup>th</sup> Grade  
 Hey: 5<sup>th</sup> Grade  
 Vav: 6<sup>th</sup> Grade  
 Zayin: 7<sup>th</sup> Grade  
 K'nafayim: 8<sup>th</sup> - 12<sup>th</sup> Grades

## Sunday

## Tuesday

## Wednesday

## Saturday

### February 2008

3 TS; 6<sup>th</sup> Grade Family Chevruta\*  
10 TS; 6<sup>th</sup> Grade Family Chevruta\*  
17 No School; Presidents' Day Weekend; PANIM  
24 TS

5 AE  
12 AE  
19 AE  
26 AE

6 HS  
13 HS, K'nafayim  
20 HS  
27 No HS; MCPS Early Release Day

2 TS; Ganon; Bet Oneg  
9 TS; 5<sup>th</sup> grade retreat  
16 No School; Presidents' Day Weekend  
23 TS; Ganon; Daled Oneg

### March 2008

2 TS; 6<sup>th</sup> Grade Chevruta Culmination\*  
9 TS  
16 TS  
23 No School; Spring Break  
30 No School; Spring Break

4 No School; Presidential Primary Election  
11 AE  
18 AE  
25 No School; Spring Break

5 HS  
12 HS, K'nafayim  
19 HS  
26 No School; Spring Break

1 TS; Ganon; Hey Oneg  
8 TS; Gimmel Oneg  
15 TS; Ganon; Alef Oneg  
22 No School; Spring Break  
29 No School; Spring Break

### April 2008

6 TS; Pesach U for all ages-Attendance Expected  
13 TS  
20 No School; Pesach  
27 TS

1 AE  
8 AE  
15 No AE; Chocolate Seder @ AS on Wed  
22 AE; Pesach  
29 AE

2 HS  
9 HS, K'nafayim  
16 HS; Chocolate Seder for all AS youth  
23 HS, K'nafayim; Pesach  
30 HS

5 No TS - Pesach University Program on Sunday  
12 TS; Ganon; Ganon Oneg  
19 No School; First Seder  
26 TS - Torah School Pesach Celebration; Ganon

### May 2008

4 TS  
11 TS  
18 Last Day TS  
25 Memorial Day weekend

6 AE  
13 Last Day AE  
20  
27

7 HS  
14 HS, K'nafayim & All Teens  
21 Hebrew Celebration for all Hebrew students!  
28

3 TS; Ganon  
10 TS; Ganon  
17 Last Day TS  
24  
31

In the event that TS is cancelled an excessive number of times; we will add make-up days.

**KEY:** TS - Torah School; Kindergarten – 7<sup>th</sup> Grade  
HS - Hebrew School  
AE = Adat East  
KF = K'nafayim – High School  
Chagigat HaLimudim – Festival of Learning (Grade 3)  
Chagigat Halvrit – Hebrew Festival (Grades 3-5)  
\* Panim - Retreat for High School Students

#### \*Chevruta: "Small group learning":

- On January 27<sup>th</sup> Parents study Torah with Rabbi Fred, students have regular class.
  - While Chevruta are meeting there will be no Sunday school classes for Kitah Vav.
  - March 2<sup>nd</sup> is the culminating activity of the 6<sup>th</sup> Grade Family Chevruta Learning Program for parents and students
- More information will be available prior to January 27<sup>th</sup>.

# Torah School Special Dates

2007-2008 / 5767-5768

- Saturday, September 8→ Shabbat Torah School Classes begin
- Sunday, September 9→ Sunday Torah School Classes begin
- Tuesday, September 11→ Adat East Classes begin
- Wednesday, September 19→ Hebrew School Classes begin
- Wednesday, September 26→ **Pre-Sukkot Celebration** during Hebrew School hours (all invited), with 6 PM Dinner/Dessert in the Sukkah
- Wednesday, October 3→ No TS at 4:15, but **Simchat Torah Services** at 6 PM
- Wednesday, October 10→ K'nafayim begins
- Tuesday, October 16→ Torah School Open House at 7:30 PM
- Saturday, October 20-Saturday, October 24→ Parent Classroom Visit - details to be determined
- Sunday, October 28→ 7<sup>th</sup> grade – Parents welcome for discussion with Kindertransport survivor Joel Darmstadter
- Friday, November 2→ 3<sup>rd</sup> grade Chagigat HaLimudim and Camp Reunion Dinner with Rabbi Jeff Eisenstat (JRF) at 6:30 PM
- Saturday, November 3→ **Camp Ruach Shabbat for all; "Shabbat Hafookh"; 3<sup>rd</sup> grade Chagigat HaLimudim** Celebration in services
- Sunday, November 4→ 6<sup>th</sup> & 7<sup>th</sup> Grade Parent-Child Workshop with Rabbi Fred
- Saturday, November 17 - Sunday, Nov. 18→ 6<sup>th</sup> grade class trip to Ellis Island
- Sunday, November 18→ 7<sup>th</sup> grade Gan HaZikaron visit with Rabbi Fred – Meet in Clarksburg
- Friday, November 30-Saturday, December 1→ Teen/Parent Shabbat Retreat with Rabbi Sid Schwarz
- Saturday, December 1→ No TS; "**Shabbat Hafookh**"; **Israel University Program on Sunday**
- Sunday, December 2→ **Israel University** - for all; Attendance Expected for Students and Parents
- Saturday, January 5→ 6<sup>th</sup> grade Chumash Presentation at Ratner Museum, 5 PM
- Sunday, January 6→ 7<sup>th</sup> grade trip to Holocaust Museum, 10:30 AM
- Saturday, January 26→ Gan Oneg
- Sunday, January 27→ 3<sup>rd</sup>-5<sup>th</sup> grade. Chagigat HaIvrit; 6<sup>th</sup> Grade Families study Torah with Rabbi Fred
- Saturday, February 2→ Bet Oneg
- Sunday, February 3→ 6<sup>th</sup> Grade Family Chevruta Begins - See Yearly Calendar for more info
- Saturday, February 9→ 5<sup>th</sup> Grade Retreat
- Saturday, February 23→ Daled Oneg
- Saturday, March 1→ Hey Oneg
- Saturday, March 8→ Gimmel Oneg
- Saturday, March 15→ Alef Oneg
- Saturday, April 5→ No TS; "**Shabbat Hafookh**"; **Pesach University Program on Sunday**
- Sunday, April 6→ **Pesach University** – for all; Attendance Expected for Students and Parents
- Saturday, April 12→ Ganon Oneg
- Tuesday, April 15→ No AE, Chocolate Seder at AS on Wednesday
- Wednesday, April 16→ Chocolate Seder for Adat Shalom, Adat East, and all
- Saturday, April 26→ "**Shabbat Hafookh**"; TS and Community Pesach Celebration
- Tuesday, May 13→ Last Day Adat East

- Wednesday, May 14→ Last Day K'nafayim
- Saturday, May 17→ Last Day Shabbat Torah School
- Sunday, May 18→ Last Day Torah School
- Wednesday, May 21→ Last Day Hebrew School *Siyum* (Celebration) for all

## ***"Shabbat Hafookh"*** **Upside-Down-Shabbat**

A special name for a special type of Shabbat service at Adat Shalom, when the Torah discussion will be first, beginning promptly at 9:30am. On these days, the regular service will begin at 10:15 and continue directly through the Torah reading. All ages are welcome to any and all parts of the service, but the most accessible parts for families with school aged children will be the melodious Shacharit followed by the visually and aurally rich Torah service. As with the 2nd day of Rosh HaShana, please join us on these dates:

☆ **November 3**

☆ **December 2**

☆ **April 5**

☆ **April 26**

# ***CRISIS MANAGEMENT***

Adat Shalom has recently updated its Crisis Management Plan to better prepare the school for any emergency that may occur.

The safety of all children and staff within the Torah School is our highest priority. Please review the following information carefully. If you have any questions, please contact Chava Gal-Or, Director of Education and Youth, or come to one of the information sessions that will soon be scheduled.

Emergencies may require one of the following two distinct procedures: evacuation and shelter-in-place.

## **Evacuation**

Evacuation procedures are followed when children and staff must leave the building to be safe. The most likely cause of an evacuation procedure is fire. Whatever the cause, the fire alarm will sound if evacuation is called for.

Teachers will account for, and then lead, all students outside the building and gather at the evacuation assembly area on Kachina Lane, just beyond the culvert next to the parking lot.

Please do not attempt to retrieve your child from his or her classroom during an evacuation emergency. Teachers and staff will be guiding children through the halls and outside to the assembly area. We must minimize any interference that might impede a quick and orderly evacuation. You are welcome to meet your child at the assembly area, outside the building on Kachina Lane.

If evacuation occurs within 30 minutes of dismissal (12:00 pm on Saturdays and Sundays, 5:45 pm on Wednesdays), please pick up your child at the evacuation assembly point. Otherwise, pickup will occur as usual in the classrooms. It will be clear when you come to pickup your child whether we are in the building or the evacuation emergency is still in progress. Adat Shalom staff will be on duty to help you.

Evacuation drills will take place throughout the year, at dates to be determined.

## **Shelter-In-Place**

Some emergencies require children and staff to remain indoors. This would be the case if the threat is in the area of the school. We distinguish this type of emergency based on its immediacy, and respond as either a Code Blue or a Code Red.

Shelter-in-place drills will take place during the year. You will be informed of upcoming drills, so you do not worry unnecessarily. However, even during a drill we ask that you conform to the guidelines below.

## **Code Blue**

Code Blue is used to alert staff that an emergency/crisis exists at or near Adat Shalom. It requires all students to be accounted for and under supervision, but normal classroom instruction can proceed. Any classes that happen to be outdoors will be brought inside, and the exterior doors will be locked.

A Code Blue will be announced over the internal Adat Shalom PA system. A notice of Code Blue will also be posted on the outside administrative doors and internal doors next to the coat room, as soon as is practical. The Adat Shalom phone message line (301-767-3333) will also be updated as soon as is practical. During a Code Blue emergency, parents may pick up their children from classrooms as usual,

except that children must be signed out. Children will not be permitted to leave classrooms to meet their parents in the circle or parking lot. This is necessary to ensure all children are accounted for.

## Code Red

Code Red is used to describe an emergency/crisis in which imminent danger exists inside or outside the building, and which requires moving to an immediate lockdown mode. It requires all students to be accounted for and under supervision.

All children will be accounted for and kept inside classrooms under teacher supervision. Classroom doors will be locked, and normal instruction will be interrupted. Outside doors may also be locked, if appropriate and safe to do so.

A Code Red will be announced over the internal Adat Shalom PA system. A notice of Code Red also will be posted on the outside administrative doors and internal doors next to the coat room, as soon as is practical and safe to do so. The Adat Shalom phone message line (301-767-3333) will also be updated as soon as is practical. During a Code Red emergency, parents may not pick up their children from classrooms as usual.

Children will not be permitted to leave classrooms under any circumstances until official emergency authorities (police or homeland security) give permission. This is necessary to ensure all children are accounted for and safe.

During a Code Red, please do not attempt to enter the Torah School area of the building until notified that it is safe to do so. We appreciate your concern for your children. However, during a Code Red hallways must be cleared. Teachers will not unlock or open their doors without authorization. Adat Shalom staff, authorized volunteers and police on the scene will block all access to the school. Your cooperation during such a stressful situation will be very much appreciated.

Once a Code Red is cleared, you may proceed to pick up your children. If school dismissal has not yet been reached, teachers and staff will remain with children until they are picked up. All children must be signed out by their parents or responsible adult, even if the Code Red has been cleared. Children will not be permitted to leave classrooms to meet their parents in the circle or parking lot. This is necessary to ensure all children are accounted for during and immediately after such a situation.

## Conclusion

We hope there is never a need for us to activate these emergency procedures. However, we must be prepared even for unlikely events. The safety of our children and staff depends on our preparedness.

## ***Open House/Parent Visit Day***

Open House will be held Tuesday, October 16, 2007, at 7:30 pm. Parents are encouraged to attend and meet many of the teachers, the Director of Education, and the Chairman of the Torah School Board. You will have the opportunity to learn more about the programs and ask questions in this informal setting.

This year Parent Visit Days will take place on Saturday, October 20, Sunday, October 21, Tuesday, October 23 and Wednesday, October 24. This will be a great opportunity to see what is going on in your child's classroom. Please watch for details in upcoming emails and flyers.

## ***Student Minyanim (Services)***

### **Student Minyan**

Students participate in several different prayer services during the course of the week. Parents are encouraged to participate with their children in any or all of these services.

1. Our Shabbat morning, Sue Marx will lead a *Shacharit* (morning) service for three different groupings.

**Minyan Katan** – Grades K/1 from 11:45AM–12:30PM. The Minyan Katan will:

1. Learn basic Shabbat *tefilot* (prayers) and *shirim* (songs) and explore some of the stories, history, and legends associated with those *tefilot* and *shirim*
2. Encourage beginnings of Hebrew letter recognition and understand that the Hebrew language moves from right to left through following and tracking *tefilot* and *shirim* in Hebrew only (without transliteration)
3. Encourage understanding of Hebrew *tefilot* and *shirim* through a variety of methods, including hand motions and sign language, direct translation, and the use of Hebrew words and phrases during the *minyan*
4. Learn that Jews read the *Torah* throughout the year, from start to finish and then start over again
5. Read and discuss basic stories and precepts from *Parashat haShavuah* (the weekly Torah portion)

**Gesher Minyan** – Grades 2/3 from 10:30AM–11:15AM —*Gesher* means bridge and this minyan will connect the students' new knowledge of Hebrew to their *tefilot*. The Gesher minyan will:

1. Encourage Hebrew literacy through following and reading *tefilot* (prayers) and *shirim* (songs) in Hebrew only (without transliteration)
2. Encourage understanding of Hebrew *tefilot* and *shirim* through a variety of methods, including hand motions and sign language, direct translation, and the use of Hebrew words and phrases during the minyan
3. Conduct a *Torah* service and read and discuss the weekly *Torah parsha* (every other shabbat)

4. Learn the pre-haftarah reading blessing and the first post-haftarah reading blessing (every other week)
5. Read and discuss an adapted haftarah reading, corresponding to the introduction of major prophet figures throughout the school year (every other week)
6. Participate in the *Rosh Minyan* program, allowing for a student leader for each weekly *Gesher Minyan*

**Minyan Dor Chadash (New Generation Service)** – Grades 4/5 from 9:30AM–10:15AM —This minyan will more closely follow the traditional minyan of our congregation. Students will take more of a leadership role and they integrate what they are learning in their Hebrew classes. The Dor Chadash Minyan will:

1. Encourage Hebrew literacy through following and reading *tefilot* (prayers) and *shirim* (songs) in Hebrew only (without transliteration)
2. Introduce and instill confidence in use of a *siddur* during *tefilah* with the introduction of the “Gesher” *siddur* used in the *Minyan Dor Chadash* (although wall and flip chart visuals will still be used to aid those who struggle with the use of the *siddur*)
3. Foster understanding of Hebrew words in *tefilot* and *shirim* through the teaching and reinforcing of *shorashim* (Hebrew word roots) and key words
4. Learn to recognize and sing *t’ameem* (melody patterns for chanting *Torah*)
5. Explore meaning and implications *Parshat HaShavua* (weekly Torah portion)
6. Learn the story of major prayers and understand their significance as reenactments of critical moments in the spiritual history of the Jewish people, with an emphasis on *tefilot* associated with the *Torah* service
7. Participate in the “*Rosh Minyan*” program, which enlists one student, each Shabbat, to lead the *minyan* (assigned in advance to allow for preparation)
8. Participate in the “*Torah reader*” program which allows one student, each Shabbat, to chant *Torah* for the *minyan* (assigned in advance to allow for preparation)

The overall objectives for All Shabbat Morning *Minyanim* with Sue Marx:

1. Strengthen each individual child’s confidence in order to participate and to lead in the *minyan*, including the roles of *p’teecha* (“ark opener”), *gabbai* (“caller”), *Torah* and *haftarah* readers, *magbiyah* (“lifter” of the *Torah*) and *golel* (“wrapper” of the *Torah*) and *tefilah* (prayer) and *shir* (song) leader.
  2. Develop a sense of *ruach* (spirit/enthusiasm/feeling) and *kavanah* (meaning/intention) during *tefilah* (prayer) with the *minyan*.
  3. Increase breadth, fluency, and understanding of Shabbat *tefilot* (prayers) and *shirim* (songs)
2. On Sunday, David Silberman will lead a *Shacharit* (morning) service from 10:00AM–10:30AM. This service will provide older students and adults the opportunity to pray together. At 10:30, students will be dismissed to attend class.

The Sunday morning *minyan* provides students with the opportunity to experience the major elements and structure of the weekday *shachrit* (morning) liturgy, integrating melodies that are used at Adat Shalom during Shabbat morning services. During the course of the two years that students attend these *minyanim*, we will discuss the meaning of each of the major prayers. Students will also be

exposed to special liturgical elements that are added at particular times during the year, such as between *Rosh Hashanah* and *Yom Kippur* or on *Rosh Hodesh*.

At the end of two years of attending the minyan, each student should be able to:

1. Provide the English translation for the Hebrew name for the major prayers that comprise the *Shachrit* service
  2. Provide his or her own explanation or interpretation as to (a) why we use a fixed liturgy when we pray; (b) why the basic unit of prayer is a *brachah* (blessing); and (c) what constitutes an appropriate *brachah*
  3. Provide the Hebrew name for the eternal light and ark, and list the unique design elements of the Adat Shalom sanctuary
  4. Use predicate theology to restate a traditional *brachah*
  5. Provide his or her own explanation or interpretation as to why the liturgy includes a set of “warm ups” in the form of psalms prior to the call to worship
  6. List the themes of the three *brachot* that surround the *Shema* and list the major *mitzvot* that are derived from the first paragraph of the *Shema*
  7. Provide his or her own explanation or interpretation as to why we wear tallit when we pray
  8. Explain the difference between the weekday *Amidah* and Shabbat *Amidah* and list the three types of *brachot* that make up the weekday *Amidah*
  9. Tell how the *Alenu* and the *Kaddish* came to be part of the liturgy
3. Each Wednesday:
- Hazzan Rachel Hersh Epstein, Rabbi Fred Schlinder Dobb, or Chava Gal-Or will lead a *Minchah* (afternoon) service or Maariv (evening) service for all students in Gimmel through Zayin at 5:45PM each week. Students will be dismissed to go home immediately following that service at 6:15PM. In this minyan, we will:
    1. Develop familiarity with the weekday afternoon and evening liturgy.
    2. Learn basic prayers that are specific to these services such as Ashrei, Hashkivenu and the *Amidah*.
    3. Encourage student leadership of the prayers.
    4. Share in brief discussion about the weekly parasha, holiday or season.

**OTHER****Chagigat Halvrit**

On January 27, 2008 from 10:30AM–12:00PM we will have a Hebrew Festival. The *Chagigat Halvrit* is a Hebrew enrichment program that we continue to develop for families of children in the Torah School. This modern Hebrew program will be an enriched, voluntary, self-contained program of Hebrew games, songs and reading practice for all ages. We plan to use games to teach colors, simple phrases, and other basic words. We will work with children individually or in small groups on their reading fluency with fun books such as Dr. Seuss books in Hebrew.

**Art Specialist**

We have a great art specialist, Deborah Kopp, who is in her fifth year with us. We are grateful to the Jewish Federation of Greater Washington that initially helped to make this happen through a special grant.

**Ozrim (Volunteers/Helpers)**

Each parent will be responsible for committing to and completing at least one task in support of the Torah School during the course of the year. As explained in the registration forms, we are asking that each parent choose as many tasks as they are willing to do during the year with a minimum one per parent. There are many tasks to choose from and more will certainly be found during the course of the school year. The tasks may take various amounts of time—some can be done from home, others not; some are a single event, some are ongoing, some are on Shabbat while others are not.

***(Note: Even when parents of students volunteer as Teachers and Madrichim [teaching assistants], they are not considered to be Ozrim. Teachers and Madrichim are considered to be Torah School Staff.)***

# Torah School Policies and Procedures

## Arrival/Dismissal Procedures

**Shabbat**, classes begin at **9:30AM**. Times for davening (praying) have been arranged according to age groups (see p. 9).

**Whether your children are scheduled to begin their learning in Services or in the classroom, please have your children in their Torah School program by 9:30AM. Each part of our Shabbat Curriculum is an integral part of their Torah School experience. Late arrivals are disruptive to the class.**

Ganon (Preschool) classes begin at **10:15AM** in Room 2.

Classes end at **12:30PM**. Students in Ganon through Hey are to be picked up by their parents at the end of class. In grades 4 and up, the children can meet their parents at a previously arranged destination or in the child's classroom.

**Sundays**, the morning begins at **10:00AM** with a Shacharit (morning) service for students in Vav and Zayin (6<sup>th</sup> & 7<sup>th</sup> grades), as well as any adults participating in Adult Education. **Morning Services are not optional; they are an integral part of the Torah School experience.** Classes will begin immediately after the services at 10:30 and end at **12:30**.

**Tuesdays**, Adat East begins at **4:00PM**, and is held at Sligo Creek Elementary School in Silver Spring. Students will begin with a regular *Minchah* (afternoon) or *Ma'ariv* (evening) service, and will then be dismissed to their respective classes. These services are not optional; they are an integral part of the Torah School experience. At **6:00PM**, classes will be dismissed.

**Wednesdays**, Hebrew classes will begin promptly at **4:15PM**. Students should enter through the administrative wing of Adat Shalom and proceed directly to classes. At 5:55PM, Hazzan Rachel Hersh Epstein, Rabbi Schlinder Dobb or Chava Gal-Or will lead a regular *Minchah* (afternoon) or *Ma'ariv* (evening) service in the Sanctuary for all Torah School students. At **6:15**, students will be dismissed from the social hall. During carpool pickup, parents are expected to remain in their vehicles facing the social hall and students will be dismissed to the carpool line. Those parents who prefer to pick their children up inside the building should park in the parking lot and then enter/exit through the main synagogue doors. **Under no circumstances** should a parent drive into the circle in front of the main sanctuary to pick up their child. If you require an exception, please make prior arrangements with the Torah School Assistant. Your cooperation will help ensure the safety of all our children.

**Wednesday evenings**, K'nafayim (Wings), our Upper School program for students in 8<sup>th</sup>–12<sup>th</sup> grades, will begin at **6:45PM** in the library or youth lounge. Your children should be picked up at the door closest to the administrative wing at **8:30PM**.

**Parents are welcome to attend any and all of the childrens' services, but can only attend the classroom portion of the Torah School by special arrangement with the Director of Education.**

## ***Discipline Policy***

The Adat Shalom Torah School is a place where students are consistently expected to demonstrate positive and productive behavior. This high standard is a result of a commitment by students, parents, staff and the Jewish community to the value of “*ben adam l’chavero*,” loosely translated as “people treat others as they would like to be treated.” Discipline is an integral part of Jewish values. The purpose of the discipline policy is to help insure that every Torah School student has the benefit of learning in an environment free of distraction.

Adat Shalom Torah School has adopted a zero tolerance policy for misbehavior. The school will not tolerate abuse, intimidation, theft, property damage, fighting, unwanted physical contact, and **continual disrespect** such as talking out of turn. All students are expected to maintain respect toward their teachers and classmates at all times.

In an effort to positively re-direct the student’s misbehavior, the following steps will be taken:

- 1) For an initial or isolated act of misconduct, the teacher will warn the child.
- 2) If improper behavior continues to occur, the teacher will notify the parents via telephone.
- 3) If the problem persists after an initial parent phone conversation, the following process will be followed:
  - a. The Director of Education will schedule a meeting with the parent(s), child, and teacher and an action plan will be implemented.
  - b. If the student does not change their behavior, Torah School suspension or in-school suspension (parents required to attend class with the child) will be initiated by the Director of Education.
  - c. If inappropriate behaviors continue and interfere with the student’s ability to learn or prohibit their classmates’ ability to learn, then action will be taken to remove the child from the school permanently.

## ***Kavod (Honor) Code***

All classes will implement a Kavod (honor) code to create a more positive learning environment. Each class will discuss the code in an age-appropriate manner. The code is as follows:

1. Respect each other
2. Listen to your Morim and Chaverim (teachers and friends)
3. Be partners in creating a positive and safe learning environment.

## ***Attendance Policy***

The Adat Shalom Congregation is committed to providing high quality education for its youth, and the Torah School is committed to fostering the most positive and educational learning environment possible for its students.

Torah School requires students to participate fully in school activities. There are a limited number of hours within which students must learn the information needed to successfully complete a grade. For this reason, parents and students are asked to avoid unnecessary absences from the Torah School.

In the case of absence due to illness or an unavoidable conflict, students are expected to make up missed work. The nature of the make-up assignment will be determined by the teacher.

Out of respect for other students, and in recognition of the disruption caused by late arrivals and early departures, students are expected to make every effort to arrive on time and stay until the class is over.

If a student's attendance falls to a level at which his or her ability to successfully complete the year will be compromised, the teacher and the Director of Education will meet with the parent(s), and student (at the parent's discretion) for the purpose of arriving at a mutually satisfactory resolution to the problem. If further absences occur, the Director of Education and the Torah School Board (if appropriate) will determine a resolution to the problem, up to and including dismissal from the school.

- 1) Students in grades **Ganon through Bet** (Preschool 3s through grade 2) are expected to attend the Adat Shalom Torah School program on Shabbat mornings, as scheduled.
- 2) Students in grades **Gimmel through Hey** (grades 3 through 5) are expected to attend on both Shabbat morning and Wednesday afternoons.
- 3) Students in grades **Vav and Zayin** (grades 6 and 7) are expected to attend on both Sunday morning and Wednesday afternoons.
- 4) Students in the **8<sup>th</sup>–12<sup>th</sup> grades, K'nafayim** (Wings) program meet on approximately two Wednesdays a month.
- 5) **Jewish Day School students** are invited to enroll in our weekend programs at the appropriate age level. If they choose to enroll, they are expected to attend on a regular basis. They are not expected to participate in the Wednesday Hebrew program.
- 6) The **Wednesday Hebrew** program is an integral part of the Torah School Curriculum for all non-day school students in grades Gimmel (third) through Zayin (seventh). In situations involving students with learning differences whose needs will be best served by an alternative Hebrew program, or in extraordinary cases where it is not practical for a student to attend the Wednesday program, the Director of Education may exempt the student from attending the mid-week Hebrew program. For students exempt from mid-week attendance, a fee of \$38 will be charged to cover the costs of books, consultation, and assessment. Exemptions must be renewed on an annual basis. (Approved by the Education Board; February 2007).

### ***Hebrew Tutoring Information***

**Tutored students** are expected to fulfill the *tefillah* (prayer) portion of the Wednesday curriculum and be tutored a minimum of 45 minutes one day a week. The Director of Education and the Torah School Assistant need to be notified of the name and phone number of the Hebrew tutor. The Director of Education will attempt to meet with each tutored student in February to assess their progress and provide feedback as necessary.

### ***Withdrawal of Registration***

In the event that a student needs to be withdrawn from the Torah School, the following **reimbursement policy** is followed: Written notification is required should you decide to withdraw your child from Torah/Hebrew School. Please take note of the following schedule regarding refunds. No exceptions will

be made. Note that LATE FEES and REGISTRATION FEES are NOT REFUNDABLE. Send notice of withdrawal to: Adat Shalom Accounts Manager, 7727 Persimmon Tree Lane, Bethesda, MD 20817.

If letter is received by:

<b>September 1<sup>st</sup></b>	<b>total tuition refunded</b>
<b>September 30<sup>th</sup></b>	<b>75% of tuition refunded</b>
<b>October 31<sup>st</sup></b>	<b>50% of tuition refunded</b>
<b>November 30<sup>th</sup></b>	<b>25% of tuition refunded</b>
<b>After December 1<sup>st</sup></b>	<b>0% of tuition refunded</b>

### ***Homework Policy***

Homework for Hebrew students is critical in order to make steady progress through the material. Students should be practicing their reading a *minimum* of 3–4 times a week, in addition to the homework the teacher assigns. Families are expected to keep a reading log for each of their children; parents will receive a letter during the first weeks of school describing how to keep track of their children's reading.

Homework in Judaics is at the teacher's discretion. If a student misses a class, the work missed should be completed at home. Parents may contact the teacher (or have their child contact a classmate) to determine the missed work.

### ***Kippot Policy***

Students (male and female) are very much encouraged to wear kippot during services. Kippot may be borrowed to wear during services and then returned afterwards.

### ***Snack Time***

Weekend morning snacks are at the discretion of the teacher. In those cases, a sign up sheet is often posted for families to take turns providing challah and juice, or other appropriate snacks.

On Wednesday, break time should not exceed 10 minutes. Haya Laufer and Israel Connection will be providing snacks for students to purchase, or you may choose to send your own. We will need Ozrim, parent volunteers, to sell the snacks. If you are able to do so please contact Jenifer Levenson in the Torah School office.

***Please be advised that Adat Shalom Congregation has adopted a "NO PEANUT/PEANUT BUTTER POLICY" due to the presence of peanut allergies in some of our students. Please read labels before you send in anything for class consumption: peanuts, peanut butter, and peanut oil are all banned in this policy.***

### ***Snow/Inclement Weather Policy***

On Tuesdays and Wednesdays, the Torah School will automatically close if Montgomery County Public Schools are closed, dismiss early, or cancel evening events. On Saturday and Sunday, listen to WTOF 1500 AM radio for an announcement of Torah School closing, call the Torah School office at 301-767-3333 x 105 or call Program Update line at 301.767.3333 x 502. If at all possible, an email notice will also be sent to all Torah School families and put on the listserve as soon as the decision is made.

(Please note: WTOP does not consistently mention all closings on the radio, but you can go on to their website at [www.wtop.com](http://www.wtop.com) and the closings will be listed under Maryland closings.)

### ***Special Needs Policy***

It is the goal of the Adat Shalom Torah School to provide a classroom environment in which children with differing learning styles can achieve success as they progress through the curriculum. The Torah School is committed to working in partnership with any family with a child requiring special accommodations or modifications within the regular Jewish educational program.

Towards these ends, it is the policy of the Torah School to sensitize teachers to special-needs issues and to provide teachers with strategies for teaching to different learning styles. The Torah School will employ, as part of the staff for the Hebrew program, a Special Education teacher as a resource teacher for the Hebrew program. In addition, the Torah School will utilize the special education resources available through the Board of Jewish Education.

At the same time, the Torah School is committed to and responsible for providing a classroom environment in which all children and teachers feel safe and respected, and one in which teaching and learning can occur. Regrettably, in the context of a school which meets only a few hours per week, is largely staffed by lay educators, and is subsidized by the congregation, there are limits as to how much special accommodation can be provided for individual children. As a result, while the Torah School will be able to serve most students, it may not be possible to accommodate every child or to provide all the accommodations that might be specified in an Individual Education Plan (IEP).

In recognition of our goals and our constraints, the Adat Shalom Board of Education has adopted the following policy guidelines and procedures in order to foster a positive and productive environment for all our students:

**Information Sharing and Confidentiality** - Information about individual needs is critical to best serve children with differing learning styles. Accordingly, parents of children who are entering the Torah School with special needs should, prior to the start of the school year, familiarize the Director of Education with the child's needs and share relevant information such as a child's IEP and/or reports written by professionals working with the child. We recognize that confidentiality is of utmost importance. Therefore, the information provided to the Director of Education will be kept strictly confidential and with the parent's permission, will be shared only with the child's teacher(s).

**Remedial Assistance** - For some students to experience success in Torah School it will require more, or more individualized instruction, than the School can provide. If the Director of Education determines that a student needs remedial assistance, the Director of Education will notify the parents and, on request, provide referrals to tutors.

**Accommodations** - For some students, modifications in schedule, program, materials and/or expectations may be appropriate to best meet the needs of those children. Where the parents or the Director of Education believe that such accommodations are appropriate, parents should be prepared to meet with the Director of Education to consider modifications that are responsive to the child's needs and that, in the Director of Education's judgment, are viable.

If a student can function in a regular classroom setting only with the help of a personal aide and the Director of Education concludes that the presence of such an aide is a viable alternative, the Director of Education will endeavor to assign a madriach/a (teaching assistant) or other appropriate aide to the child.

If concerns arise as to whether a student can be accommodated in a Torah School classroom, the Director of Education will promptly notify the parents and will request an immediate meeting to discuss the situation. The results of this meeting will be documented and shared with the parents. If the concerns persist following such a meeting, the Director of Education shall convene a committee of

three persons, including the Director of Education and the classroom teacher, to determine whether the student can continue to be accommodated. The parents of the child will be invited to meet with the committee. If the committee concludes that accommodation is no longer possible, the Director of Education will so notify the parents and will, on request, assist the parents in finding an alternative means of Jewish education for the child elsewhere.

**Review Procedures** - Parents who disagree with a decision by the Director of Education in carrying out this policy have the opportunity to raise their concerns with the congregational leadership. Accordingly, at the request of a parent, a sub-committee of the Board of Education, consisting of the Chair, Vice-Chair, and President of the Congregation, shall meet with the parent and the Director of Education to review a decision by the Director of Education under this policy.

**Financial Responsibility** - In general, it shall be the responsibility of the parents to pay the cost of tutoring or of a personal aide where such an aide is an agreed-upon accommodation. In keeping with Adat Shalom's philosophy, the parents may request the Finance Committee to make an appropriate adjustment in the parents' tuition obligations in cases of financial hardship.

(Approved by the Board of the Adat Shalom Reconstructionist Congregation; January 30, 2001)

### ***Parent and Visitor Policy***

1. Parents are welcome to attend any and all of the childrens' services. In order to maintain continuity, avoid disruption, and acknowledge that the students' education is paramount, the Director of Education shall have the ongoing and sole authority to determine whether or not a parent may observe the classroom. When approved, the classroom visits can last for a maximum of 30 minutes.

2. Students who wish to have friends visit them during Torah School hours must receive approval from both the Director of Education and the classroom teacher a week prior to the visit. This will allow the teacher to adequately prepare for an additional student.

**Please note:** If prior approval is not received, visitors will not be allowed to stay. The student's family will be notified to pick up the visitor. If the family cannot be reached, the visitor will wait in the Torah School office until the end of the session.

3. Potential members who are looking for child care arrangements so that they may attend services without their children will not be accommodated by the Torah School.

4. Potential members who are interested in "checking out the school" are welcome to do so, with one week of advance notice. They should not be accompanied by their children. During their observation, they are encouraged to be as unobtrusive as possible and to save their questions for the Director of Education. The visit may last up to 20 minutes per classroom visited.

## ***The Torah School Curriculum***

### ***Curriculum Development Process***

Each year Chava Gal-Or, the Torah School teachers, and the Torah School Board will review and develop the curriculum, and will make changes where appropriate. The current year's Torah School Curriculum will be available on the synagogue website, [www.adatshalom.net](http://www.adatshalom.net). Please note that this curriculum will always be a "work in progress", as we hope to maintain its currency and flexibility.

## ***Additional Programs***

### ***Kabbalat Shabbat Potluck Dinners***

Coordinated by the Torah School Board, these dinners provide an opportunity for families to gather in grade-level groups to celebrate the beginning of Shabbat. Volunteers are needed to coordinate this program for each grade level and to host the dinners. Please contact the Torah School Board if you'd like to help.

### ***Class Onegs***

The following is the 2007-2008 schedule for class onegs, which will be held in the Multipurpose Room:

Ganon Oneg:	Saturday, April 12, 2008
Gan Oneg:	Saturday, January 1, 2008
Alef Oneg:	Saturday, March 15, 2008
Bet Oneg:	Saturday, February 2, 2008
Gimmel Oneg:	Saturday, March 8, 2008
Daled Oneg:	Saturday, February 23, 2008
Hey Oneg:	Saturday, March 1, 2008

### ***Tikkun Olam Program***

*Tikkun olam* (repair of the world) is a strong value in this community. The Torah School feels *Tikkun Olam* should be an integral part of our children's formal Jewish education.

To this end, *Tikkun Olam* will be integrated into the main Judaics curriculum. Teachers will explain the concept and resulting actions, at an age appropriate level, in each grade. Working with parent volunteers, and with support from the Torah School Board and the Adat Shalom Social Action Committee, each grade will engage in a *Tikkun Olam* project. In the early grades, the project will be a simple, hands-on, guided activity. In the later grades, students will research, plan and execute an activity under the guidance of their teachers.

In all classrooms, an opportunity for *tzedakah* is provided. Students are encouraged to bring money into the classroom on a weekly basis for *tzedakah* collection. The Torah School encourages this money, for older students, to be the child's own money (perhaps a portion of their allowance). In any case, the amount of *tzedakah*, if any, is always up to the student and his or her family.

By seventh grade, students are preparing to become *b'nai mitzvah*. It is appropriate that at this time they begin to take more responsibility and ownership of *Tikkun Olam*. The seventh graders are asked to research and consider recipients of the Torah School *tzedakah* collected by all grades during the year. Subject to review by teachers and the education director, and final approval by the Torah School Board, the *tzedakah* funds are disbursed to the recipients chosen by the seventh grade students.

At the beginning of the following year, a summary of the work done and monies collected will be shared with the rest of the community in the Scroll and/or Torah School Happenings.

## ***Home to School Communication***

The Torah School is committed to working collaboratively with parents to provide a quality educational program. In order to do this effectively, ongoing communication is essential.

### **From the Torah School you can expect the following:**

#### Written communications:

Monthly articles in the *Adat Shalom Scroll*; Monthly Torah School newsletters including articles about school programming, individual classes, and other "need to know" information; grade-specific information from teachers; school or grade-level mailings as necessary; and report cards issued in February and June.

Email and Torah School Happenings (school newsletter) will also be used to communicate as necessary. Please let Jen in the Torah School know if you do not have or check your email, or if your address changes.

#### Face-to-Face Meetings

Conferences with teachers or the Education Director are available as necessary.

### **What we need from you:**

Information regarding your child's learning strengths and areas of difficulty. If there is a change in your child's willingness to participate in Torah School (once the initial adjustment period is over), please let us know. Also let us know if there is a major change in family circumstances (e.g. - new home, new job, or family illness). If so, please contact us so we can be supportive to your child during these transition times.

*Parents of children with special needs should call the Education Director prior to the start of school to discuss their child's specific needs (educationally, physically, medically, emotionally).*

### **Procedures:**

You may call or email the office if you have any concerns, and we will respond as promptly as we can. Office hours are Tuesday through Thursday, 9:00AM to 4PM; Friday by appointment only. If you'd like to speak to your child's teacher, you may call the office and the message will be relayed. If a teacher chooses to give out home phone numbers or emails, you may contact them directly. ***During class sessions, the Education Director is not available for conferences. Most of her time is spent in classrooms with students and teachers.***

And, of course, you may always contact the Torah School Board with questions or concerns (jerry.kickenson@verizon.net).

## ***Parent-Teacher Conferences***

Parent-Teacher conferences will be held on an as-needed basis this year. Please contact your child's teacher (or the Torah School office) if you would like to have a conference about your child.