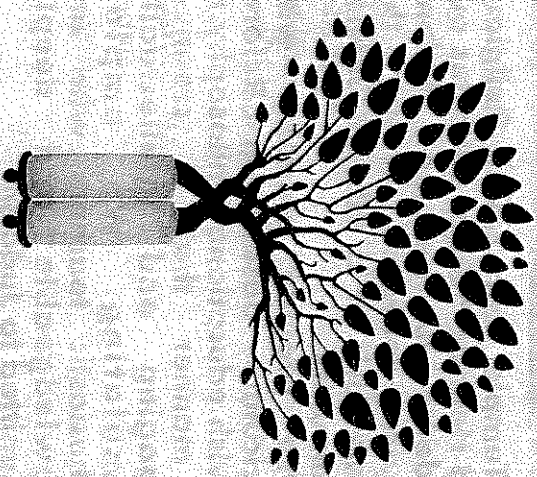


Temple Beth Emeth  
Religious and  
Hebrew School



The Year of Torah

תּוֹרָה

**Teacher Handbook**

2011-2012

**תורה** **עושה**  
AND YOU SHALL TEACH THEM DILIGENTLY

Temple Beth Emeth Religious and Hebrew School educates our students to become life-long Jewish learners within the framework of a vibrant Jewish community.

We provide students with curriculum based on Reform Jewish educational philosophy in a manner that is creative, engaging and intellectually stimulating. We employ enthusiastic teachers who are knowledgeable and deeply committed to Judaism.

We acknowledge and are grateful for the commitment and involvement shown by the families of our students.

Religious School begins on  
Saturday, September 10 and Sunday, September 11

Hebrew School begins on

Monday, September 19 / Wednesday, September 21

**Teacher Handbook**  
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This booklet is designed to inform you of our school policies and is full of important school information. Please keep it handy as a reference throughout the year.



# The Year of Torah

Dear Teachers,

*Be a disciple of Aaron, loving peace and pursuing it, loving people and bringing them to Torah.*  
- Pirkei Avot 1:12

The Year of Torah is TBE's theme for the upcoming year. Several of our Torah scrolls are in need of repair and the congregation is having the repairs done on site so that congregants will have the chance to see the *sofer* (scribe) as he works and to use this as a learning opportunity. The school will participate in The Year of Torah in a variety of ways and I am looking forward to expanding participation in this theme through your creative ideas and familiarity with Torah, on its many levels.

Students in Hebrew School and Sunday evening Religious School will meet with the *sofer* and learn about the art of Jewish calligraphy and related topics. On October 23, students in grades 6-12 will listen to Allison Downey, nationally-known storyteller, speak about how our individual stories connect with the Torah. Younger students are invited to join their parents for a special program for families with young children about the Torah and the work of a *sofer*. Saturday morning families will be participating in a Whole Family Program "Celebration of the Year of Torah" and each class will develop an area of expertise related to the Torah which they will share during the program.

We invite all teachers to participate in the **Torah-thon, on Saturday, Nov 5<sup>th</sup>**. We will be reading a selection from each parsha in the Torah and all congregants and teachers are invited to have an aliyah or chant from the Torah. Saturday morning classes will be visiting the sanctuary during this special event and many of our post-b'nai mitzvah students will be reading Torah. Contact Cantor Annie Rose to select your portion at [canforannie@gmail.com](mailto:canforannie@gmail.com) and encourage students in grades 7-12 to participate.

As you plan your lessons, keep in your mind the many definitions of Torah and point out to your students the ways in which Torah is integral to the Jewish people and so many aspects of our lives. It contains the origins of our holidays, religious beliefs, rituals, ethical values, social action and of course, our stories.

We want our students to feel ownership of the Torah and to be able to love and struggle with the contents throughout their lives.

Looking forward to a wonderful year of learning and teaching together!

## Teacher Handbook

### Temple Beth Emeth Education Program

Temple Beth Emeth offers quality Judaic education for ages three through eighteen. Classes are held in our building from September to April, with private tutoring available during the summer.

We offer a Reform Jewish education which will provide the religious and cultural background necessary for children's ongoing participation in Jewish life.

#### The Basics: Religious School

The objective of Temple Beth Emeth's Religious School Program is to educate students about Jewish history, holidays, ethics and traditions while offering a positive cultural experience. Our program is sensitive to the needs of children of interfaith families.

##### Lower School (Preschool -5<sup>th</sup> grade)

Religious School meets Saturday mornings. There are two sessions, the first from **8:30 am to 10:15 am**, and the second from **10:45 am to 12:30 pm**. There is a 15-minute service led by Rabbi Levy at the beginning or end of each session, then students divide into classes by grade.

Curricula for the younger children includes Jewish holidays, mitzvot, Israel, prayers, Bible stories, songs and customs. Curricula for the older students includes Jewish history, current events, Bible, prayers, ethics, Israel, Reform Judaism and the life cycle.

##### Upper School (6<sup>th</sup> - 12<sup>th</sup> Grades)

Upper school meets Sunday evenings from **6 - 7:30 pm**. The students enjoy studying in a relaxed atmosphere where pizza is served at the beginning of each class.

Curricula includes Life Cycle, Torah Study, Mitzvot, Modern Jewish History, Ethical dilemmas, Modern Israel History, 10th Grade Confirmation, & 11/12th grade seminar topics that change each semester.

## The Basics: Hebrew School

The objective of Temple Beth Emeth's Hebrew School Program is to educate the students to participate more fully in services as well as prepare them for the B'nai Mitzvah experience. Students are instructed in both written and spoken Hebrew language and prayers.

Hebrew School meets once per week on Monday or Wednesday afternoons from 4:15 pm to 6:00 pm. Students divide into grade-specific classrooms where they study Hebrew.

## Teaching Schedule

Hebrew and Sunday evening Teachers are expected to arrive at least 15 minutes before classes begin. Saturday morning Teachers must arrive by 8:00am.

	Teacher Arrival	Class Times
<b>Saturday Religious School</b>		
1st Session	8:00	8:30 -10:15
2nd Session	10:30	10:45 -12:30
<b>Sunday Religious School</b>		
	5:45	6:00 -7:30
<b>Mon/Wed Hebrew School</b>	4:00	4:15 - 6:00

## Attendance of Teachers & Aides

- TEACHERS AND AIDES MUST SIGN IN WHEN THEY ARRIVE.

*The sign-in sheet is used to calculate payroll*, so be sure to sign in each day that you work or you may not be paid!

- Contact Terri at 665-5817, at home 971-2315, or on her cell 323-2598 as soon as you know that you'll be absent.
- Saturday Teachers** – Contact Viki Shayna at home: 665-3421 or cell 734-646-8196 regarding absences
- Make sure that your supervisor (Viki or Terri) has your lesson plan.

## Lesson Plans

Quality teaching requires a well-organized lesson plan.

- All lesson plans must be submitted to the Director or Assistant Principal at least 3 days before class.
  - Lesson plans for Saturday should be e-mailed to: [tginsburg@templebethemeth.org](mailto:tginsburg@templebethemeth.org) AND also to: [vshayna@templebethemeth.org](mailto:vshayna@templebethemeth.org) and your Madrichim.
  - Hebrew and Sunday lesson plans should be emailed to: [tginsburg@templebethemeth.org](mailto:tginsburg@templebethemeth.org) and [Hebrew School Madrichim](mailto:Hebrew School Madrichim).
  - The supervisor may make suggestions on the lesson plan or e-mail/call the teacher with questions.
  - Use the lesson plan form as a model for your lesson plan.
- Be specific** regarding all aspects of the lesson - what are your education goals, what questions will you ask, what art project will children do, etc.
- Special supplies needed can be listed on the lesson plan and will be purchased for you if we have your request at least 2 days in advance.

## Snow Days

Inevitably there will be days where, because of inclement weather, school will be canceled. If we choose to cancel school, we follow a set of procedures in order to inform everyone who is enrolled.

### Religious School

For school cancellations see our website: [www.templebethemeth.org](http://www.templebethemeth.org). Teachers will receive an email and phone call if school is cancelled.

### Hebrew School

If there is inclement weather on a Hebrew School day, we will make a decision about canceling by noon, and send out an email to teachers and parents. We will also announce this on our website. There may be days that the public schools have canceled school, but Hebrew School will meet if the roads are clear.

**\*\*All teachers will be called at their cell phone or local home numbers.** Please check your messages or call the school office.

## Teacher Supervision

Teacher supervision takes place on both formal and informal levels. The goal of supervision is to maintain a high degree of professionalism on the part of our staff.

- Teachers meet with the Director or Assistant Principal before school begins, to set goals for the year.
- Teachers receive frequent feedback on their lesson plans.
- Director and Assistant Principal visit classes regularly. The length of visits will vary.
- Teachers meet with the Director or Assistant Principal for supervision at least twice a year.
- Director & Assistant Principal are readily available by phone, e-mail, or to meet individually with teachers for advice, support and resources.

## Code of Behavior

We hope to create an environment in our school which is safe, conducive to learning and which reflects Jewish values. The children are expected to treat each other, their teachers and Temple property with respect.

Behavioral expectations and rules will be discussed and made clear in each classroom at the beginning of the school year. In the event that a student is having difficulty maintaining proper behavior during class, the teacher will give the student two warnings. If the negative behavior continues, the students will be sent to the office to meet with the Director of Education or the Assistant Principal.



The Director of Education will meet with the student to discuss the situation and possible solutions. The child will either return to class or be given class work to complete in the office. If the situation does not improve, parents will be notified and possibly called in for a meeting with the teacher and/or the Director of Education.

## The First Day of School

*These procedures are very important to ensure a smooth beginning to our school year!*

1. Students report to their classrooms.
2. Parents should accompany children for the first few minutes of class if they are attending Religious School for the first time or are in Pre-school, Kindergarten or First Grade.
3. At dismissal, *teachers wait with students* at the circle driveway. They **MUST** wait until their ride pulls to the curb, and are **NOT** permitted to cross the driveway. PS4 students and some Kindergartners will be picked up from their classroom.

## Attendance of Students

- Attendance sheets will be in your box when you arrive at school.
- Take attendance by putting a check mark  (present) or an A (absent) by each student's name. 
- An aide will come into the room to pick up the attendance sheet. *If you don't want to be disturbed, have the attendance sheet ready early and placed outside your door.*
- If a student is absent more than 2 weeks in a row, notify your supervisor.

Regular attendance is crucial so that students can benefit from both the educational and social aspects of our school. When attendance falls below 75%, the Director of Education will contact the family. In the event of extended illness or other extenuating circumstances, parents should speak to the teacher and the Director of Education.

## Report Cards

- Report cards are issued twice per year and teachers complete them on-line.
- Teachers are expected to write accurate, positive report cards. Any problem area should be brought to the attention of the parents and director *before* report cards are sent.

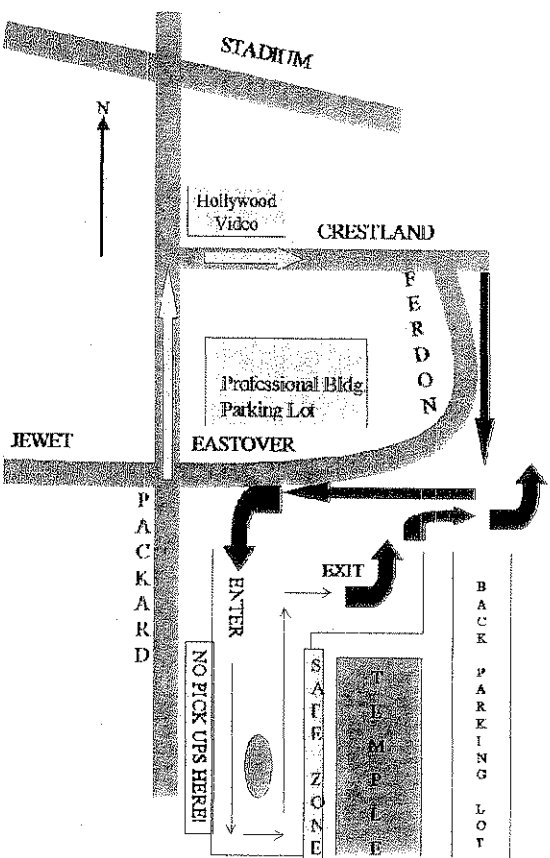
**Dismissal**

In order to assure the safety of our students, when leaving the building on Mondays, Wednesdays and Sundays, we will dismiss all students onto the circle drive area from the main doors. On Saturdays, first session children enter from the doors closest to the Social Hall; at dismissal, all PS4 children and any child needing assistance being fastened into a car seat must be picked up in the classroom by the parent.

The teacher should **always accompany students outside** to their rides, should walk the student to the car, greet the parents briefly, and remain outside until all of their students are picked up by parents. Please remain attentive until all your students are gone.

**Before leaving** teachers must return to their classrooms and check to make sure:

- **Return all supplies and posters to cabinet or Ed Office.**
- **Floor & tables clean**
- **Blackboards erased and clean & nothing left hanging on walls!**
- **Books & supplies returned to the cart outside the TBE closet.**
- **Windows closed and locked.**
- **Lights off.**



**Music Schedule**



	<b>Time</b>	<b>Class</b>
First Session	8:30-8:50	Sanctuary
	8:55-9:15	PS4 & K
	9:20-9:35	3rd Grade
	9:40-9:55	1st & 2nd Grades
	10:00-10:15	4th & 5th Grades (alternating weeks)
Second Session	10:50-11:10	PS4 & K
	11:15-11:30	3rd Grade
	11:35-11:50	1st & 2nd Grades
	11:55-12:10	4th & 5th Grades (alternating weeks)
	12:10-12:30	Sanctuary

Israeli Dance: Sept. 24, Oct. 22, Dec. 10  
Feb. 4, March 24, April 14

**Fees and Scholarships**

Temple Beth Emeth Religious School PS3 meets once a month and costs \$150. PS4-5th grade meet weekly and cost \$350 for the year; grades 6-12 meet weekly at \$380 per student which includes pizza. Temple Beth Emeth Hebrew School is \$360 per child for the year. This fee is subsidized by the Temple; and includes the cost of books. Scholarships are available by request to:

*Terri Ginsburg at [tginsburg@templebethemeth.org](mailto:tginsburg@templebethemeth.org)*

## Tzedakah

Tzedakah is a central value of Judaism and of our educational program. Students are encouraged to bring in money to contribute to Tzedakah each week. Teachers collect money and turn it in to the office each week. Teachers should keep track of the money turned in by their class each week so that students can see how much money they've collected.

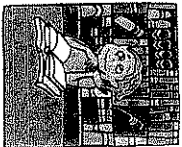
Our *Mitzot and Tzedakah curriculum* has a focus for each grade.

Kindergarten: *Tzedakah, 1st: Honoring your parents, 2nd: Preserving the environment, 3rd: Compassion toward animals, 4th: Feeding the Hungry, 5th: Gimilut Chasidim.*

Each teacher will present a brief introduction to the mitzvah being studied and follow up with activities in the curriculum. Money collected during part of the year will go to an organization related to the mitzvah topic.

Teachers may have their class select a particular organization to which they will donate money or goods. The students can learn about the organization and the type of tzedakah work that it performs. The school office has information about different tzedakah organizations.

## Library



The library is an integral part of the Religious School curriculum, used both by teachers and students. We have computers with Internet access and Judaic programs. Even the youngest children can use the computers. Our computer programs range in level from preschool through adult. Additionally, we have a Judaic Video Collection with 200 titles.

Your class will be scheduled for visits to the library approximately once per month. More time can be arranged for special projects. Please note that books have a two week loan period. Stress that with your students.

Our library is completely automated and you have been entered as a patron as part of employment. If you need books longer than the two week period, please let Terri or Sarah know, or you can call to renew at: 665-4744 x 237. **Stories with Jewish content should be read in your classrooms every week to grades Preschool through Fifth.** Talk with the TBE Library Coordinator, Wendy Holden, Terri or Viki for suggestions.

## Parent Involvement

TBE Parents support the school in the classroom, library and with events during the year. Let Terri or Viki know if you need help, giving as much advance notice as possible. Parents are central to their child's Jewish education. We encourage parents to visit throughout the year after notifying the teacher or office in advance.

## Parent Communication

### Teacher Responsibilities:

- Write a letter of introduction and statement of educational goals which will be emailed to parents.
- Greet parents when they drop off or pick up their child.
- Stay in touch by phone. Call for positive reasons, as well as to discuss concerns.
- E-Mail Contact with Parents
  - ◆ **Hebrew School Teachers...** Send a group e-mail to your students' parents **each week** within 48 hours of class. The e-mail should contain a sentence or two about the content of class and the homework.
  - ◆ **Religious School Teachers ...** Send a group e-mail to your students' parents **once a month** letting them know what you have been studying, questions that have been raised and activities that have taken place. Conclude with a few words about upcoming topics.

### TBE School Wiki

Saturday morning teachers upload materials to a wiki ([theschoolwiki.wikispaces.com](http://theschoolwiki.wikispaces.com)) to give parents access to what the students do each week. Content includes a brief summary of highlights of class, photographs and links to further information on topic studied. Parents are encouraged to go to the wiki with their children to discuss the contents or to simply be more familiar with what their child learns at Religious School. Viki Shayna, Assistant Principal, manages the wiki and Hebrew and Sunday School teachers are encouraged to set up a page for their classes.

**Curriculum Overview 2011-2012**

To enroll a child in TBE's Hebrew or Religious School, the child's family must be a member of Temple Beth Emeth.

\* Students enjoy singing with a music teacher 3 times per month, and Israeli dance once a month in grades Pre-School 3 through 5th.

\*\* We have our own holiday curriculum that focuses on different aspects of the Jewish holidays at each grade level.

**Grades PS3 – 5 Religious School meet Saturday Morning**

**Pre-School 3**

- Parent & Child monthly program designed to allow the parent & child to experience Judaism with a focus on home holiday observance.

**Pre-School 4**

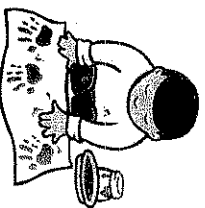
- Holiday Symbols & Shabbat, Jewish Music & Stories

**Kindergarten**

- Bible Stories (Creation through Moses)
- Holiday Symbols & Celebration
- Jewish music & stories

**First Grade**

- Consecration
- Introduction to Tzedakah & Mitzvot
- Bible Stories (Moses through Jonah)
- Jewish Holidays



**Second Grade**

- Introduction to Hebrew Alphabet
- Jewish Vocabulary and Concepts
- The Synagogue: the Place, the People, the Symbols
- Torah: its Creation, its Parts, its Importance
- Jewish Holidays

**Third Grade**

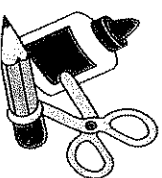
- Israel: Land and People
- Torah: Study Weekly Portion
- Jewish Holidays
- Hebrew School begins with the basic Aleph-Bet, beginning reading, writing & prayers.

**Fourth Grade**

- Jewish Calendar
- Prophets, Judges, and Kings
- Jewish Holidays
- Hebrew - reading fluency, cursive writing, prayers & some conversational skills

**Fifth Grade**

- Jewish Heroes: Challenges and Choices Our Leaders Made from Ancient Babylonia to Modern Israel
- Tzedakah (Mitzvah heroes and class mitzvah project)
- Jewish Identity
- Hebrew - reading fluency, prayer vocabulary development and understanding, some conversational skills.



**Grades 6-12 Religious School meets Sunday evenings**

**Sixth Grade**

- Jewish Life Cycle & Jewish Ethics
- Weekly Torah Portion
- Bar/Bat Mitzvah Parent & Child Education (2 sessions)
- Hebrew - review prayers, lead standard Shabbat services, study Torah service in depth & learn Torah skills

**Seventh Grade**

- Study of Mitzvot
- Hands-on Social Service & Building Projects
- Hebrew – B'nai Mitzvah Training

**Eighth Grade**

- Modern Jewish History, Life in Eastern Europe, Ashkenazi & Sephardic Cultures, Immigration to America & Jewish Life in America
- Trip to “Jewish New York” in the Spring
- Hebrew – Monday afternoon class focusing on Conversational Hebrew

**Ninth Grade**

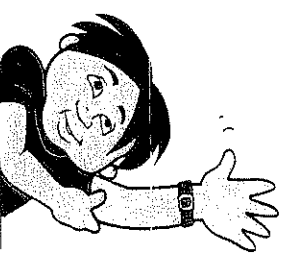
- Ethical Dilemmas: A Jewish Perspective
- Jewish Artistic Responses to the Holocaust
  - \*Trip to Holocaust Memorial in West Bloomfield
- Israel – Modern History
- **Madrichim** (Classroom Aide) Program for 9<sup>th</sup>-12<sup>th</sup> grade
  - 9th Grade Madrichim Training Program meets once a month

**Tenth Grade - Confirmation (Taught by Rabbis Levy & Delson)**

- Spirituality & Kabbalah
- Liturgy & Writing a Service
- Work as Madrichim in School

**Eleventh & Twelfth Grade Seminar**

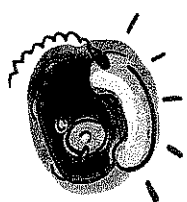
- Classes meet Sunday 6-7:30 pm
- “From Singer to Spielberg: Expressions of Jewish Identity” (first semester)
- “Jews on the Edge” (second semester)
- Work as Madrichim in School



**Teacher Handbook**

**Important Phone Numbers:**

School Office: 734-665-5817  
TBE Office: 734-665-4744  
Terri—Home: 971-2315 / Cell: (734) 323-2598  
Viki—Home: 665-3421 / Cell: (734) 646-8196



Your madrich(a)'s number: \_\_\_\_\_

Your madrich(a)'s e-mail: \_\_\_\_\_

**Important Teacher Dates for 2011-2012**

***Professional Development for Teachers 2011-2012***

9/6 Tuesday: TBE Teacher In-service and Dinner  
The Year of Torah: Helping Students Own the Torah

6:00-All Teachers report to the Core  
Check in and select posters  
Enjoy a delicious vegetarian dinner  
Whole School Meeting followed by smaller group workshops.

8:30-Laila tov to all returning teachers **ביתנו**  
8:30-9:30 *New Teacher Orientation* Room 16 -includes tour of TBE

10/26 Wednesday: All-City Jewish Educators Workshops at the J.C.C.

6:00– 7:00- Dinner for all Teachers

7:00– 8:30– Workshop: How to Learn From Our Colleagues:  
Observations and Collaboration  
facilitated by **Jenny Lewis, PhD**

1/26/12: 6- 8:30pm All-City Jewish Educators Workshop & Dinner at the J.C.C. featuring Rabbi Noam Katz, singer, song-writer, and Jewish Educator

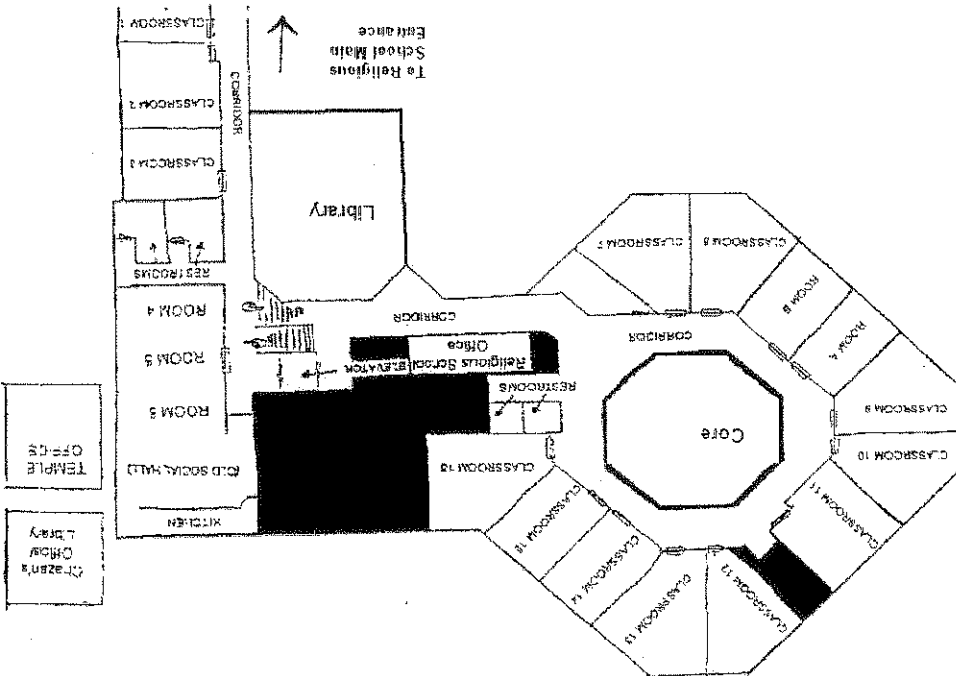
*\* Teachers are paid 1/2 salary for attending any teacher workshop*

## 2011-2012 JEWISH & LEGAL HOLIDAYS

*\*\* Jewish holidays begin at sundown the evening before listed date*

September 5, 2011	Labor Day
September 29, 2011	Rosh Hashanah
October 8, 2011	Yom Kippur
October 13, 2011	Sukkot
October 20, 2011	Simchat Torah
November 24, 2011	Thanksgiving
December 20, 2011	First Night of Chanukah
January 1, 2012	New Year's Day
January 16, 2012	Martin Luther King Day
February 8, 2012	Tu B'Shevat
March 8, 2012	Purim
April 7, 2012	Pesach (Passover)
April 26, 2012	Yom HaAtzma'ut
May 27, 2012	Shavuot
May 28, 2012	Memorial Day

## Map of TBE Religious

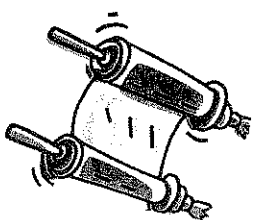


# The Year of Torah

תּוֹרָה



5772



## Teacher Handbook

מִנְחָה מִבְּיַד הַשָּׂרֵף

Temple Beth Emeth Religious & Hebrew School

2309 Packard Street

Ann Arbor, Michigan 48104

Terri Ginsburg: Director of Education

Phone: 734-665-5817 / Fax: 734-665-9237

Email: [tginsburg@templebethemeth.org](mailto:tginsburg@templebethemeth.org)

Viki Shayna: Assistant Principal, Saturdays

[vshayna@templebethemeth.org](mailto:vshayna@templebethemeth.org)

Sarah Krell: Religious School Assistant

[skrell@templebethemeth.org](mailto:skrell@templebethemeth.org)