

Havurah Middle School 2009-2010

The Middle School program at Havurah Shalom is a bridging program between the parent-taught format of Shabbat School and the didactic format of Havurah High. The cooperative and participatory philosophy of Havurah is integrated into the Middle School program. The Middle School program seeks to support the connection of teens to their Havurah peers, to engage teens in interactive Jewish learning, to create opportunities for youth leadership and teen participation within the Havurah community.

Goals:

- Kehillah & Keshet – open a doorway to Community and Connection
 - between and among middle school aged kids
 - between and among families of middle schoolers
 - between middle school aged kids and other adult members of Havurah
- Keep families and students in touch with Havurah during and after their B'nai Mitzvahs
- Offer continuing Jewish education for both students and parents
- Offer a bridge for middle school students to Havurah High
- Offer a program that meets the developmental needs of the students (social & fun)
- Offer a program which acknowledges and supports the effort required for the B'nai Mitzvah year for both students and parents
- Offer a program that connects Shabbat School families and PJA families
- Connects students and families with community service opportunities
- Flexible to meet the needs and interests of our varied population

Registration and Tuition

The annual tuition is \$100 per teen. Registration materials are available in the Havurah office or on the Havurah website: www.havurahshalom.org. Send payment and registration forms to Havurah Shalom, 825 NW 18th Ave. Portland, OR 97209 by September 23rd.

Middle School Schedule

Middle School meets on Wednesday nights from 6:30pm – 8:30 pm. The evening begins with a communal dinner (6:30-7pm) organized by parent teams. On those evenings when Havurah High is also in session, the meal time is inclusive and the dinner teams include Havurah High parents. Classes begin at 7pm and end at 8:30pm. There is a short break for dessert at about 8pm. Parents are expected to be prompt in picking up their teens at 8:30pm.

The Middle School program is divided into 3 sessions which are formatted as follows:

Fall Session dates – October 14th, 21st and 28th

Winter Session dates - January 13th, 20th 27th and February 3rd
Spring Session dates – March 3rd, 10th and 17th

Inclement Weather Policy

In the event of snow or other difficult weather in Portland, we will follow Portland Public School's evening event cancellation decisions. A decision will be made by 4pm on Wednesday whether classes will be cancelled. Please call Havurah at (503) 248-4664 to hear a recorded message that will tell you if there is a cancellation for that day or check the Havurah website home page after 4pm that day.

Curriculum

The curriculum is theme-based with a two-year cycle. One year carries a theme of **Jews in the World** and the other year has the theme of **Israel**. Each year will offer two sessions (generally Fall and Spring) in which the participating teens are divided into two groups. Teens are given a choice between two electives, each of these sessions. These sessions are comprised of three class meetings each. An effort will be made to allow teens their first choice between these electives.

The remaining session (generally the Winter session) will be comprised of four class meetings and will be dedicated to a core topic for that theme year. The course topic of Winter Session for the year of Jews in the World will be *The Holocaust*. The course topic for the Israel theme year will be *Israel: Geography and Politics*.

Teaching

The Middle School program is a blend of parent teaching (as in Shabbat School) and hired teachers (as in Havurah High). Teaching notebooks are in the early stages of preparation and are geared to provide course content and resources. We will also utilize the expertise and assistance of our Educator, Deborah Eisenbach-Budner. Parent feedback and suggestions will be appreciated. The 8th grade parents will be asked to be the parent teaching teams and will be organizing the classes for Fall and Spring sessions. Consultants may be invited to work with the teaching teams to provide depth of knowledge or experience to the team, but parents must assist with each class in their session to ensure that the classes remain cohesive and connected. An instructor will be hired to teach the Winter session core classes.

Tikkun Olam/ Social Action/ Special Events

Tikkun Olam and Social Action are fundamental elements of Havurah Shalom. The Middle School program seeks to introduce, involve and have teens interact with the efforts and projects of the adult Havurah community. The 7th grade parents will be asked to help organize several activities to provide the opportunity for participation and leadership amongst the Middle School teens.

Several events have already been scheduled:

- Middle School will host Havurah's monthly Sunday dinner for Transition House Shelter on April 11th, 2010.
- The Middle School has also been invited to participate in the Hand to Hand program on October 18th, 2009.
- The teens have already indicated several areas of interest for possible Tikkun Olam activities during the coming year, and are invited to participate in the Green Empowerment Program that Havurah's social action committee has launched.

Social Events

There will be an initial Kick-Off Potluck, Sunday, September 13th, organized by the Middle School Committee. Additional social events are a valuable part of the Middle School program, recognizing that teens are especially interested in having time to spend together socially. Teens will be encouraged to help the 7th grade parents in organizing social events over the course of the academic year.

Dinners

There is a well-established and well organized system for parents working together to provide Wednesday night dinners for the teens of Middle School and Havurah High. It will be the responsibility of the parents of the 7th grade class to partner with High School "host families", twice during the school year. Co-ordination of the dinners and security responsibilities are handled by Havurah High parents. A complete set of instructions and meal suggestions is provided. Havurah High and Middle School parents work together on providing the food, serving and cleaning up. There will be more information about the process provided at the Kick-Off Potluck as well as information provided on the Havurah Middle School website. The cost incurred in providing these dinners is covered by enrollment fees. Please save receipts and submit them for re-imbusement promptly. The reimbursement form is available on the website and through the Havurah Office.

Middle School Committee and Class Representatives

The Middle School Committee oversees the organization, activities and direction of the Middle School Program. They address policy issues, continuity of leadership, the development, evaluation and improvement of our program.

Current Members:

Janet Byrd	Stacy Hankin	Ken Lerner
Debbi Nadell	Shelley Sobel (chair)	Josh Winicki

The class reps are the primary conduits for communication in the program. They develop email and phone trees to insure that parents and teens are informed of activities in a timely manner.

The 8th grade class rep Wendy Lebow

- Communicates with Middle School participants about schedules, assignments and programs
- Serves as a liaison to the Middle School Committee with concerns/suggestions
- Communicates with parent teaching teams about class preparation and resource needs
- Communicates with the Havurah Office about class set-up/equipment needs
- Ensures parent-teaching teams return teaching notebooks and supplies
- Attends quarterly meeting of the Middle School Committee

The 7th grade class rep TBA

- Communicates with the Havurah High parent coordinating dinners, ensuring that 7th grade parents are signed up to help host the Wednesday evening meals.
- Finalizes calendaring of Tikkun Olam/Social Action and social events, communicating with 7th grade parents who are coordinating these events.
- Ensures that Middle School participants are informed about these programs
- Attends quarterly Middle School Committee meetings

Parent Responsibilities

Parents support the program in these ways:

1. Transportation to and from the program: many families have formed carpools. It is important to note that with the security system, it is imperative that **students are picked up promptly at 8:30.**
2. Each 7th Grade family is responsible to assist with 2 to 3 class dinners per year--- This includes:
 - a) Coordinate a meal plan with the other “host families” assigned for your night. [Note: kids really need a variety of foods. The participants from the past years have gotten really sick of pizza. Please check with your student about recent menus to ensure variety. There is a list of suggested menu ideas and reimbursement forms farther back in this handbook.]

***If you need to change your date, it is your responsibility to trade with another family. Once a trade has been agreed upon, then please let Debbi Nadell (503) 645-9075, the Dinner Coordinator, know so that the calendar can be kept current.**
 - b) Plan arrival for 6:00 pm (at the latest) to allow time for setup of food. Students may start arriving at 6:10, so it is imperative that at least one adult is present at that time. Most of the students will begin arriving about 6:30 and they will be HUNGRY!!
 - c) Dinner should be served promptly at 6:30. After dinner, students should help bus dishes and move furnishings back to their original positions. The food should be set up on the table in the social hall. Parents should wait

until 7PM to serve themselves dinner to make sure there is enough for late-arriving teens.

- d) **The family hosts are the “monitors” for the evening.** Their tasks include setup, cleanup, and supporting whoever is conducting the class. Host family responsibilities should be concluded no later than 9:00. (Students should be encouraged to assist with returning the building back to its pre-Wednesday night program state.)
3. Enrollment fees cover the costs of the Middle School meals as well as the course materials. Please save receipts for items that you provide for the Wednesday night dinners. Fill out a copy of the reimbursement forms found in the back of this handbook, and promptly send it with your receipts to the Havurah office. The Havurah budget cycle ends on April 30, and we encourage all parents to send in reimbursement requests prior to that date, if possible.

GUIDELINES FOR USING THE HAVURAH BUILDING

Call Mario Castellar one week in advance of your scheduled assignment date to obtain a temporary security code if you do not have a permanently assigned personal code.

DO NOT ENTER THE BUILDING WHEN IT IS UNOCCUPIED UNLESS YOU HAVE A SECURITY CODE NUMBER!

If you wish to deactivate the keyless entry at the front door: Take the screwdriver that is in the first drawer in the kitchen. Go to the front door. Hold in the push bar on the left door, and turn the screwdriver in the little hole to the left of the push bar. This will set the door in the unlocked position. **REMEMBER, YOU MUST REVERSE THIS WHEN YOU GO HOME.** If you do not reverse this, the front door will be unlocked. (**Please** return the screwdriver to the first drawer in the kitchen.)

Kitchen Use: the high school adheres with building use policy of using the congregational ceramic dishes and cutlery for Wednesday night dinners. Please take care to use good food handling practices. Wash your hands before preparing food. For your safety, please use the disposable gloves provided in the kitchen when handling dirty dishes, cups, and flatware.

All the dishes must be washed and put away. There must not be any dishes or trays, etc. left on the counters. There are very clear instructions on how to use the dishwasher posted on the wall. The dishes do not have to be dried. Please refrigerate any juice that you open. Please place them carefully into the refrigerator and wipe up any spills that may occur.

Don't leave leftover food in the refrigerator or in the cupboards.

Empty the garbage in the garbage bin outside.

Wipe up the counter tops with the detergent that is kept under the sink

Damp mop the floor if it is dirty or wet. Otherwise, just sweep up. The mops are kept in the janitor's closet in the men's bathroom. Brooms are kept on the left side of the refrigerator.

Meal Guidelines

Mouths to Feed: Approximately 45-50 teens, plus instructors (and parents providing dinner). A better sense of students will be available once registration is completed.

Budget: Approximately (\$5 per student)

Meal should include: **No Peanuts!** (Due to food allergies)

Hot vegetarian main dish

Salad or raw vegetable

Fruit

Dessert

Beverages

Suggested (4 large casseroles, or 2 servings—bowl or sandwich—per person)

Main Dishes: Chili with cornbread & cheese

Lasagna with garlic bread

Spaghetti with tomato sauce & bread

Macaroni & Cheese

Black Bean Soup with rolls, tortillas

Minestrone Soup with garlic bread, focaccia

Make-Your-Own Burritos (beans, cheese, guacamole, salsa, sour cream, lettuce, tomato, onion...)

Gardenburgers or Boca Burgers with tomato, cheese, whole-grain rolls (toasted)

Pizza (good quality)

Vegetarian Curry with rice

Vegetarian Chinese Stir Fry with rice

Quiche

Empanadas

Eggplant Parmigiana

Canneloni

Spanikopita

Bagels & Toppings

Baked Potatoes & Toppings

Make-Your-Own Sub Sandwiches (cheese, lettuce, tomatoes, roasted veggies, condiments, etc)

Make-Your-Own Pita (with feta, hummus, olives, peppers, babaganoush, falafel, etc.)

Make-Your-Own Chef Salad (hardboiled eggs, cheese, olives, veg's, sprouts, etc)

Suggested Salads: *(1 very large bowl of greens Or 2 medium bowls of other)*
Green: lettuce etc
Coleslaw
Carrot/Raisin
Raw Carrots
Assorted Raw Vegetables: pepper, celery, jicama, cherry tomato
Don't forget the salad dressing!

Suggested Fruits: *(Quantity: about 30 pieces)*
Apples and Pears (cut up)
Grapefruit and Oranges (cut up)
Pineapple and Banana (cut up)
Grapes (bunches)
Berries (fresh or frozen in bowls)

Suggested Beverages: *(Two or more of the following. Our kids talk a lot, and get thirsty.)*
1 gallon milk
½ gallon iced tea
½ gallon juice
Ice Water

Suggested Dessert: *(1-2 pieces per youngster)*
2 packages chocolate chip cookies
2 packages oatmeal raisin cookies
2 loaves banana bread
1 large pan gingerbread or spice cake
2 dozen brownies

Hand to Hand Community Resources Fair: October 18, 2009: 12pm-4pm

Transition Projects: April 11th, 2010

REIMBURSEMENT FORM

SAVE THIS PAGE! Use this form when you need to be reimbursed for Havurah Shalom expenses. When you sent this form in, you will be sent a new one with your reimbursement check.

Attach all receipts to this form. Note what they are for in the spaces below. Enter the total at the bottom in the space provided. Please help out by putting your name and address on the form (you know your own address, I have to look it up!) Or better yet, put our name on the form and include a self-addressed envelope (address on the form not necessary in this case). A stamp would also be nice, but is not necessary.

Send to:
 Havurah Shalom
 825 NW 18th Avenue
 Portland, OR 97209-2333

Name: _____

Address: _____

SAMPLE

Item(s) Purchased	Treasurer Purpose	To Whom Paid	Amount	Use
<u>Wine, juice, cups</u>	<u>Shabbat School</u>	<u>Albertsons</u>	<u>24.98</u>	_____

Item(s) Purchased	Treasurer Purpose	To Whom Paid	Amount	Use
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____

TOTAL: _____

Treasurer Use: Paid Date: _____ Check#: _____