

Havurah Shalom High School

2009-2010 Handbook

Introduction

Welcome to Havurah High for 2009-2010! This handbook was created for the use of Havurah High students and their families. It will be posted on the Havurah web site: www.havurahshalom.org. Our committee welcomes your input.

If you have not registered, please contact the Havurah office; they will send registration materials to you. The registration fee for this year is \$200 for Havurah members (or \$350 for two students from the same family). Tuition for non-members is \$300. Enrollment is limited to 30 students.

Goals

1. Provide a place and a mechanism for high-school kids to connect and enjoy each other's company. This is an opportunity they would otherwise not have, since they often attend different schools, and no longer go to Shabbat School or each other's b'nai mitzvah.
2. Provide a unique curriculum centered on aspects of Judaism of interest to high school kids – not just the usual religious formulas.
3. Provide adults and kids the opportunity to participate in a social and learning experience, including Tikkun Olam.
4. Provide high school kids the chance to challenge, question and appreciate their Jewish identity in the world, working with instructors who have thought deeply about Judaism and Jewish themes.
5. Provide high school kids the opportunity to learn from their peers in an informal setting.

History and Curriculum

Havurah High School began in January of 1996 as an opportunity for Havurah teens to have continuing Jewish education after their B'nai Mitzvah and Shabbat School. Rabbi Joey had been meeting periodically with teens for a discussion group. That year, Rabbi Joey began meeting with the group of approximately 15 students weekly on Wednesday nights. The class met with various families hosting the group in their homes. This model was used for the next two school years with the host home rotating from East to West Side.

The curriculum rotates annually among four historical periods:

1. Biblical readings dealing with power from approximately 1500 to 1000 BCE (the monarchy, kings). The discussions focus on critiques of power and how these relate to our lives and current events.
2. The rabbinic period.
3. The Middle Ages and Jews in the Diaspora.
4. Modern Jewish life.

Emily Simon will be teaching the first semester with Rabbi Joey teaching the last three sessions of that semester and Ben Anderson-Nathe will be teaching the second semester.

Meeting Dates, Time and Place

We will meet this year in the sanctuary of our building. Meetings are Wednesday evenings from 6:30 to 8:30. (This is the meeting night of all synagogue high school programs in Portland.)

The evening is divided into

- (1) social time and dinner from 6:30 to 7:00pm (dinner usually served at 6:30pm), and
- (2) class with the instructor from 7:00 to 8:30pm --there is a short break midway through the class time.

We recognize that our high school students lead busy lives. The instructors may occasionally suggest readings, but no homework will be assigned.

The calendar of classes is at the end of this handbook.

There will be a Pacific NW JRF retreat during the school year and depending on the level of interest, there may be a smaller retreat for just Havurah students.

Parents will be asked to volunteer a number of times during the year to help prepare dinners and provide building security. You will have an opportunity to sign up at our first meeting, which is Orientation Night. A calendar with dinner/security assignments and any retreat dates will be distributed after the initial class meeting.

Inclement Weather

In case of snow or difficult weather, we will follow Portland Public Schools evening-event cancellation decisions. If class will be canceled, a message will be placed on the Havurah answering machine and on the Havurah website home page by 4pm Wednesday.

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 family is responsible to assist with 2 to 3 class sessions 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) The “building security volunteer” will be responsible for opening and closing the building. All parents will have access to a temporary building security code which can be obtained from Mario Castellar at the Havurah office. Please refer to the building procedures section on the following page for more details.
- c) 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!!
- d) 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.
- e) **The family hosts are the “monitors” for the evening.** Their tasks include setup, cleanup, and supporting whoever is conducting the class. **The parent in charge of building security should stay until all of the teens are picked up, and then lock up the building. This is not the responsibility of the teacher.** 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-high school state.)

3. On the fourth Friday of every month, evening services are designated in the calendar as “High School” services. This provides some assurance that your student will find other High School students in attendance, so it is a great time to bring your family to services.
4. The committee has gotten feedback that the students would like more social time. We may schedule several weekend events this year. A volunteer from the parents group to help with event logistics will be essential for the success of these events. We are also working on two retreats, but will again need a parent volunteer or two to coordinate this.
5. Enrollment fees cover the costs of the high school meals as well as the course materials. Please save receipts for items that you provide for the high school 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.

Make sure that all teens have a ride home.

LOCK THE DOORS AND SET THE ALARM. ONCE OUTSIDE THE BUILDING, VERIFY THAT THE DOORS ARE LOCKED.

Current Committee Members

The Committee normally meets monthly on the first Tuesday of the month at 7PM --consult the Hakol newsletter to confirm dates and times. Anyone is welcome to attend, but if you want to place an item on the agenda, please contact Susan Lazareck in advance.

Susan Lazareck	Chair/Board of Rabbis Israel Trip Liaison
Debbi Nadell	Dinner Coordinator
Lisa Ellenberg	Communications Coordinator
Diane Bowman	Committee Member
Alanna Hein	Committee Member
(Undecided)	Student Liaison

Meal Guidelines

Mouths to Feed: 30 youngsters, plus instructors (and parents providing dinner)

Budget: \$150 (\$5 per student)

Meal should include: **No Peanuts!** (Due to food allergies)
Hot vegetarian main dish
Salad or raw vegetable
Fruit
Dessert
Beverages

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

Class Schedule for 2009-2010

September 16th at 6:30 pm - ORIENTATION: BOTH PARENTS AND STUDENTS MUST ATTEND!

First Semester with Emily Simon:

September 16, 23, 30
October 7, 14, 21, and 28
November 4, 18

With Rabbi Joey

December 2, 9, and 16

Second Semester with Ben Anderson-Nathe:

January 6, 13, 20
February 3, 10, 17, 24
March 3, 10, 17
April 14 and 21

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

Transition Projects: December 13th

JRF Retreat: TBA

Graduation Oneg: May 14

Security Measures for Havurah High School

One of the host families for the evening is in charge of security (you will sign up for this duty at the orientation night potluck). Duties for the security host family:

1. A greeter will be posted at the main door from 6:15PM until 8:45PM, unless it is locked. The greeter will:
 - a. Greet people coming in, answer questions, and direct them to their destinations (adult ed and middle school may be meeting as well as Havurah High; check the board to see who is where).
 - b. Be watchful for individuals who seem out of place. Strangers or people that seem uneasy or unfamiliar with their surroundings should be greeted, engaged in conversation, and asked if they need help. People with suspicious behavior should be allowed to enter after greeting, but they should be closely watched. Quietly alert another adult volunteer to help keep tabs on the person if you feel this is necessary.
 - c. About 15 minutes after all classes begin, the door can be locked, but the greeter should stay within sight of the door to let latecomers in if needed.
2. At least one of the adult volunteers **MUST** stay until everyone is out of the building. Make sure all students have been picked up. Check the building, turning off lights. Set the alarm and secure the building. **Call the Havurah Office between 9 a.m. and 5 p.m. to get the code for setting the alarm.** Occasionally Rabbi Joey or Deborah will want to stay later, but make sure to have an agreement with them that they will lock up. It is not the responsibility of the teachers to lock up!
3. Emergency forms for the students will be in a 3-ring binder marked High School on the shelf to the right of Mario's desk in the Administrative office. The key for the Administrative office is in the first drawer in the kitchen numbered 15. Please look for it upon arriving. If a student becomes ill or injured, you must find the contact information and begin calling.
4. The security host family member must be familiar with the emergency evacuation procedures below. Debbi Nadell will send them out each week prior to the assigned class day as a reminder. Assist with evacuation if that is necessary.
5. If for some reason you cannot fulfill these duties on your assigned date, **YOU** are responsible for locating a substitute and notifying Debbi Nadell.

FIRE EVACUATION GUIDELINES

1. Alarm sounds.
2. Close windows and door (to restrict oxygen from reaching the fire).
3. Lead the group and follow the evacuation route for your room/area.
4. **NO TALKING:** Silence will allow everyone to hear emergency instructions.
5. After exiting, walk well clear of the building (at least 200 ft away). Keep the group together. Take your group to the designated Safety Zone – the AdMail parking lot at 18th and Kearney, diagonally across from the Havurah building.
6. Take attendance; report any missing members to emergency responders.

7. Wait for "all clear signal" to re-enter, or wait for further instructions.
8. If necessary, follow the "Fire Aftermath" guidelines shown later in this booklet.

DISASTER AFTERMATH - FIRE

1. Move all members to designated "Safety Zone."
2. Report all injuries once members reach the Safety Zone.
3. Keep members together in the Safety Zone.
4. Keep track of members in your group.
5. List members who are removed from your group for treatment of injuries.
6. If parents/guardians arrive to take youth home, list youth who leave and WITH WHOM they leave.
7. Await further instructions and information with your group at the Evacuation Site.

EARTHQUAKE GUIDELINES

1. NO ALARM WILL SOUND; earthquakes are signaled by low, loud rumbling.
2. Tell members: "Earthquake, take cover."
3. Everyone should duck and cover up under the nearest desk or table.
4. FOLLOW FIRE DRILL EVACUATION ROUTE, once shaking has stopped.
5. Take your group to the designated Safety Zone - the AdMail parking lot at 18th and Kearney, diagonally across from the Havurah building.
6. Follow "Earthquake Aftermath" guidelines.

DISASTER AFTERMATH - EARTHQUAKE

1. IF INJURY OCCURS AND THE PERSON CANNOT BE MOVED, alert another adult. Stay with the injured person but get another adult to take your group to the Safety Zone.
2. BE ALERT TO OBSTACLES. It may not be possible to follow the precise Fire Evacuation Route because of damage to the building. Forge an alternate route where necessary.
3. AT THE "SAFETY ZONE"
 - a. Take attendance; keep your group with you.
 - b. Report injuries to administrators or rescue authorities.
 - c. Reassure members that the Safety Zone has been selected as the best place for them in the circumstances.
 - d. BE ALERT TO AFTER-SHOCKS.
 - e. KEEP A LIST of members who have to leave your group for ANY reason. This includes youth who may be picked up by parents/guardians.
 - f. AWAIT INSTRUCTIONS; ANTICIPATE EVACUATION.