

Congregation B'nai Israel Policies and Procedures

Subject: Religious School Policy

Adopted: April 22, 2014

Effective: June 1, 2014

Supersedes: Religious School Policy adopted May 28, 2002

Effective Until: Superseded

Policy

1. Congregation B'nai Israel offers Religious School for children of temple members on Sunday mornings from 9:00 am to 12:00 pm in accordance with an academic calendar announced by the Director of Lifelong Learning no later than May 1 preceding each academic year.
2. The Religious School curriculum is determined by the Director of Lifelong Learning, guided by the Rabbi. The curriculum shall include Hebrew instruction, with the goal of achieving prayer book literacy, at least in Kindergarten through Grade Six.
3. Religious School registration shall begin in May preceding each academic year, with fees set by the Board of Trustees no later than May 1 of each year. Parent(s) of all students registering for Religious school must be members in good standing, as determined by the President and Administrator, at the time of school registration. No child shall be denied Religious School registration because of parent(s)' inability to pay tuition or any other Temple fees. Scholarships are available by contacting the Rabbi. (Throughout this policy, the term "parent(s)" shall include legal guardian(s).)
4. While attendance at all Religious School sessions is preferred, we understand that absences may occur. Six absences are permitted each year in Kindergarten through Grade Nine, and three absences are permitted in Confirmation. Absences include illness, family vacations, secular school activities, and family emergencies. Whenever possible, please provide advance notice of a planned absence to the Director of Lifelong Learning and the student's teacher.
If a student exceeds the number of permitted absences in any school year, a conference will be scheduled with the family, the Rabbi and Director of Lifelong Learning to discuss the special needs and circumstances of the family that kept the student(s) out of Religious School. Any assigned make-up work must be completed by the given deadline in order for the child(ren) to be promoted to the next grade.
Beginning in Grade Five, make-up work may be required for absences exceeding 25% of class sessions.
If a student will miss Religious School to attend another Jewish event, and such absence is approved in advance by the Director of Lifelong Learning or the Rabbi, that absence shall be excused and not counted toward any aggregate number of absences described above.

5. The Religious School Registration process shall ask parent(s) to provide information and grant permissions as follows. Unless otherwise specified, parent(s) are required to provide this information and these consents:
 - a. Appropriate demographic and contact information, including mobile telephone contact for responsible adult(s), as requested by the Director of Lifelong Learning.
 - b. Consent for Congregation B'nai Israel to transport a registered child in need of medical care, and to obtain emergency medical care when necessary, if the parent(s) cannot be reached.
 - c. Information about any and all known allergies.
 - d. Consent for participation in field trip(s), which parent(s) may decline to offer, with the understanding that missing a field trip constitutes an absence under this policy.
 - e. Consent for photographs of registered students to be used, without name identification, in Temple publications, including but not limited to the *Chronicle*, the Temple web site, and the Temple Facebook group.
 - f. Consent for photographs of registered students to be used more broadly, which parent(s) may decline without penalty.
 - g. Consent by the parent(s) and student(s) to the Religious School's Discipline policy.
 - h. Information about any special learning needs, as provided in paragraph 6 below.
6. The Religious School is committed to making every reasonable accommodation to meet students' special learning needs. In order to allow sufficient time for special learning needs to be addressed, they should be disclosed to the Director of Lifelong Learning by June 1 preceding each academic year. Information received after June 1 will be incorporated into the academic year to the extent possible. The registration process shall make it the responsibility of the parents to provide information regarding special learning needs to the Director of Lifelong Learning. Parents may decline to disclose such information, and in such cases, the Religious School shall not be able to meet the student's special learning needs. Any information about special learning needs shall be treated as confidential information and shared by the Director of Lifelong Learning on a confidential basis only with the Rabbi, the student's teacher and any others who are involved in meeting the special needs of the student."
7. The Director of Lifelong Learning shall maintain a Discipline Policy and provide it to all parent(s) at the time of registration.
8. The Director of Lifelong Learning shall employ and supervise all Religious School teachers, who must be Jewish adults, and all teaching assistants, in accordance with any personnel policies of Congregation B'nai Israel and any relevant state and/or federal law.
9. The Director of Lifelong Learning may employ high school students, post-Confirmation, as Religious School teaching assistants. The Director of Lifelong Learning may invite younger students, who are proficient in prayer book Hebrew, to volunteer as Hebrew teaching assistants.
10. Congregation B'nai Israel and its Religious School are aware that, from time to time, the trials of life preclude the fulfillment of even the best of intentions. In the event of circumstances that prevent a parent and/or student from complying with any aspect of this policy, parent(s) are encouraged to contact the Rabbi, the President, or the Director of Lifelong Learning to request an exception.