

## **Congregation Beth David Religious School Policies**

Throughout this document the term Principal is used to signify the paid professional who has been hired to manage the Religious School. The Principal's responsibilities include but are not limited to

- a) determine and implement curricula,
- b) hire and manage teachers and staff,
- c) set religious school calendar.

Some examples of Beth David official titles for the Principal: Rabbi, Rabbi Educator, Cantor, Head of School, Principal.

### **Principal Support Team**

In July, the Principal shall invite up to 3 members of Beth David to serve as mentors, advisors, and a sounding board in support of the Principal in the successful running of the religious school for the next school year. This team does not report to the Education VP.

The Principal and the Education VP shall meet on a regular basis, no less than monthly.

### **Placement**

#### **1.0 INITIAL PLACEMENT**

1.1. Except under special circumstances, students will be placed in Congregation Beth David's Religious School at the same grade level as in secular school.

1.2. A student may be placed at an advanced grade level upon transfer to Beth David's school if they had been in an advanced grade level at the previous Religious School.

1.3. A student may be placed at an advanced grade level upon transfer to Beth David's school if they previously

attended a Jewish Day School program or a Hebrew home study program or demonstrate advanced knowledge and skills which academically places them above their peers.

1.4. Initial placement beyond the secular school grade level at Beth David requires the following:  
a. Academic evaluation and approval by the Beth David Religious School Principal.  
b. A student will be placed on a trial basis for six (6) weeks at an advanced level at which time they are re-evaluated for placement by the teacher and Principal.

#### **2.0 RETENTION**

2.1. A student retained in secular school in grades K-3 shall be retained in the Beth David school. We cannot adequately judge a primary grade student's academic skills and thus must rely on the judgment of the secular schools during these early years.

2.2. A student retained in secular school in grades 4-H.S. may be advanced in Religious School, provided the following conditions are met:

- a. Academic evaluation and approval by the Beth David Religious School Principal.

b. Recommendations for advancement from at least two Beth David teachers, based on the student's social and emotional maturity, as well as their academic skills.

2.3. A student may be retained at Beth David Religious School, despite advancement in secular school, for academic or disciplinary reasons upon the recommendations of the student's teacher and Principal.

2.4. Parents may request review of a decision to retain their child. A committee including the Rabbi, Education VP, and two teachers selected by the Education VP shall review the case and advise the Principal. The final placement decision remains the responsibility of the Principal.

### 3.0 TUTORING

3.1. Parents of a child having academic difficulties at the Beth David Religious School may wish to seek the assistance of a private tutor.

3.2. It is recommended that such a decision be made after consultation with the Principal.

3.3. The expense of private tutoring is the responsibility of the parents. The parents shall inform the Principal that a private tutor has been engaged and provide their contact information so the school and tutor can be in communication regarding student progress.

### Special Needs

We will do all we can within the confines of the budget to serve the needs of students with special needs. It may require extra expense on the part of the parent to create a successful support system for the student.

### Attendance Policy

Sending a child to Beth David's religious school is a commitment to our program and to Jewish life in general. Therefore, attendance is expected at all sessions except in the case of illness.

#### 4.1. GRADES K-2

The Primary Grades program is based on experiential learning. Whenever a child misses a session, that learning experience is lost and there is no way for that lesson to be recaptured. Kindergarten, first and second grades have only 30 to 32 sessions a year. If a child has five or more absences the poor attendance will be reflected in their evaluation. The absenteeism will be noted in their permanent record. Also, a conference involving the teacher, principal, and parent(s) will be required to address the issue.

#### 4.2. GRADES 3-7

a. The participation of students in regular school sessions, shabbatonim, and Junior Congregation is essential to the continuity of their learning progress and to the smooth operation of the school. If a student is unable to attend class, the work must be made up and completed to the satisfaction of the teacher.

b. If a child's absenteeism leads to them falling behind in their knowledge and skills, their parent is responsible for ensuring that the child catches up, so that they can feel comfortable returning to class. The teacher is available to provide the assignments that have been missed.

c. A child's absenteeism will be noted in their permanent record.

### Student and Family Behavior

1.0 To assure a positive learning environment, it is essential that the Beth David Religious school be a place of mutual respect, embodying the Jewish value of kavod. It is expected that students and parents will treat the teachers, the Principal, and fellow students with respect, and that they will protect the synagogue premises. Any behavior by a parent or student, that disrupts

or destroys our culture of respect will not be tolerated and may lead to a family being removed from religious school.

2.0 The teacher will inform the students and parents at the beginning of the school year regarding what is appropriate behavior. These specifics are also to be posted in the classrooms in a manner easily visible to students.

3.1 If misbehavior occurs, the student will be warned and the Principal will be notified.

3.2 If misbehavior continues, the Principal will be notified and bring the student to the Principal's office. The Principal will have a conversation with the child and has the discretion to

1. Notify parents of the behavior and set up a conference as soon as possible
2. Ask the parent to come and pick up their child immediately

3.3 For repeated misbehavior or a serious offense a student will be suspended from religious school and will not be admitted back to school until there is a clearly defined commitment to remedy the situation.