

CBE Religious School  
Policy Manual

January 2010

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## **1. Introduction**

This manual details the policies and practices of the Congregation Beth Emeth Religious School. It applies to all students, parents, guardians, and teachers for children in grades Kindergarten through 10<sup>th</sup> grade.

The CBE Religious School Policy Manual is maintained by the Religious School Committee. Questions about specific policies should first be directed to the appropriate school director for resolution.

## **2. Attendance**

### **2.1. School Attendance**

In order for our students to meet educational objectives, students must satisfactorily complete all grade level requirements in **both** scholarship and attendance. Absences are excused for personal illness, death in the family, or other reasons approved by the Religious School (RS) Director. It is the responsibility of the student to make up all work that he/she missed.

Due to different teachers, student mix in individual classrooms, numbers of students in each class, and daily lesson plans, students who need to attend different class sessions throughout the year must consult the teacher or RS Director in advance.

To acknowledge excellence in attendance in religious school, awards are presented at the end-of-year assembly to qualified students. Refer to **Recognition of Students** for requirements.

A student must be enrolled in and attending religious school during the year of his/her Bar/Bat Mitzvah.

### **2.2. Religious Service Attendance**

Religious services are a critical part of our Jewish heritage. A major objective of our instructional program is to provide students with the Hebrew language and Judaic skills required to participate in and understand Sabbath and festival religious services. Student participation, therefore, is a critical part of the educational process.

All students are required to attend 10 religious services throughout the year, except where superseded by Bar/Bat Mitzvah requirements. Student attendance at services is recorded by the parents and submitted to the child's classroom teacher twice during the year. Students with outstanding attendance are recognized at the end of the year as specified under the section entitled **Recognition of Students**.

In addition to Friday evening Shabbat services and Shabbat morning services, the congregation holds special services geared toward the interests and attention spans of younger children. Friday evening Family Services, for children in second grade age and younger, are scheduled once a month. Junior Congregation services, for grades 2-6, are held on scheduled Saturday mornings. K'tongregation, geared towards kindergartners and first graders, is held on scheduled Saturday mornings. For our preschoolers, Torah for Tots is held on scheduled Saturday mornings: Torah for Tots-I for 2 and 3 year olds, and Torah for Tots-II for 4 and 5 year olds. Exact dates are published in the school calendar. Changes or corrections are published in the monthly *Shofar* newsletter, on the CBE websight and weekly Rel School Announcements.

The congregation's religious school Hebrew curricula focus on *Tefillah*--Hebrew used in religious services of our congregation. Students and their families are encouraged to join the congregation's services on a regular basis in conjunction with the classroom curriculum. Students also are encouraged to participate in Friday evening and Saturday morning services as frequently as the opportunity presents itself.

### **2.3. Service Attire**

Proper attire for Shabbat and holiday services is required. Jeans, shorts, t-shirts, sneakers and flip-flops are not acceptable. Shoulders, thighs and midriiffs must be covered. Parents must wear proper attire when in the building on Shabbat or holidays.

### **2.4. Recognition of Students**

Students with outstanding attendance at Shabbat and Holiday services will be recognized at the end of the school year. Requirements for outstanding attendance are shown in the table that follows by grade.

Grade	Required Service Attendance	Outstanding Service Attendance
K	10	20
1	10	20
2	10	25
3	10	25
4	10	30
5	10	30
6	10	35
7	10	35

## 2.5. Excessive Absences

Teachers notify the RS Director if a student has more than three consecutive absences from religious school. Parents will receive written notification or a call from the teacher or RS Director if chronic absences persist.

CBE makes a commitment to educate the children of our congregation. As such, it is a commitment that is also expected on the part of the family. In order to obtain a Bar/Bat Mitzvah date, a student must be participating in religious school on a consistent basis and be proficient in materials up to and including fifth grade. If a student in grades 3-5 has missed **more than 20%** of the classes during a school year, **or has not met his/her service attendance requirements, he/she may be in jeopardy of not receiving a Bar/Bat Mitzvah date.** Specifically, if more than 20% of the classes have been missed the following actions are taken:

- Students in grade 3 are considered in jeopardy and a letter is sent to the parents to inform them of the potential of not receiving a Bar/Bat Mitzvah date. The student cannot miss more than 20% of classes in the fourth grade.
- Students in grade 4 are either considered in jeopardy and a letter is sent to the parents to inform them of the potential of not receiving a Bar/Bat Mitzvah date or the student is not assigned a Bar/Bat Mitzvah date (depending on the student's birthday).
- Students in grade 5 are not assigned a Bar/Bat Mitzvah date.
- If a student misses more than 20% of the classes (including Bar/Bat Mitzvah instruction) after a Bar/Bat Mitzvah date has been assigned, the Bar/Bat Mitzvah date may be revoked. A new date may be reassigned at a later time.

Students with excessive absences are promoted to the next grade, but must make up all missed work.

## 2.6. Absence Notification

If an extended absence for vacation is planned, or if a student is absent for an extended period due to illness, written notification must be provided to the teacher by the parent. If the student is out for the day, parents should call the attendance line at (703) 860-4515 ext.112 or send an e-mail to [RelSchool@bethemeth.org](mailto:RelSchool@bethemeth.org).

## 2.7. Illness and Injuries

It is one of CBE's goals to provide a healthy and safe environment for students at religious school. Parents are asked to use good judgment and consideration of the other children and their families

when deciding if their child is well enough to attend school. Students should be kept at home until they have been symptom-free for twenty-four hours.

If a child becomes ill or injured at religious school, the parent or emergency contact is called and asked to pick up the student. As the religious school staff cannot care for sick or injured children, and for the sake of the child's comfort, parents are urged to come as quickly as possible to pick up their child.

## **2.8. Head Lice**

In the event that a child has head lice, parents are asked to notify the school so that other children in the class may be checked. When a case of head lice is suspected while a child is at school (i.e. the child is frequently scratching their head), the teacher will perform a scalp check, and notify the child's parent if an infestation is visible. A note will be sent home to the parents of all the children in a class with a confirmed case of head lice, so that each student may be checked as well.

A child diagnosed with head lice must be treated prior to returning to school. We ask that parents reassess their child 10-14 days following their initial treatment. A variety of treatments are available. Please discuss these options with your child's physician.

### 3. Bar/Bat Mitzvah Scheduling

Each year the Ritual Committee examines the number of available Shabbatot to schedule Bar/Bat Mitzvah services. At that point, families are surveyed regarding their preferences. If enough families opt for a Saturday Mincha or an alternative service (e.g., Sunday Rosh Chodesh, Monday/Thursday/Chanukah morning), then no doubling on dates is necessary. If more than the available number prefer a Saturday morning service, then all are doubled on Saturday morning.

The school schedules students in order of their birthday. The primary consideration, when doubling, is the skill levels of the b'nai mitzvah, and every effort is made to match children of similar skill levels. Families are not able to request specific calendar dates. However, accommodation for family needs and desires is taken into account when scheduling wherever possible. Specifically:

- Families may select up to three specific dates on which they would prefer *not* to have the service.
- If two families wish to share the bimah, then CBE gives consideration to that request, consistent with established policies for scheduling.

Note: Students' attendance records at religious school are examined before a date is assigned. Refer to Attendance Policy for details.

#### **4. School Calendar**

The school calendar is determined by the RS Director and Executive Director, taking into account factors such as the Jewish calendar, the Fairfax County Public School calendar, and synagogue activities.

Religious school is closed any day that the Fairfax County Public Schools are not in session and for the observance of some Jewish holidays. The exact school calendar for the year is posted to CBE's website and distributed at the beginning of the school year. The calendar contains all scheduled school closings and special service information current for that particular school year. Changes that occur during the school year are announced in the Shofar calendar monthly and in weekly Rel School Announcements.

If religious school is closed for inclement weather, make up days may be scheduled at the discretion of the RS Director and School Committee.

## **5. Confirmation**

Students who have been continuously enrolled in the CBE Religious School for grades 8 through 10 (Chai School) and who have maintained at least a 70% attendance rate each year are confirmed at the end of 10<sup>th</sup> grade. For students who have missed 30% of classes, make-up work in the core course area of study must be completed for confirmation.

New students who were previously enrolled in another Jewish high school program are also eligible to be confirmed at the end of 10<sup>th</sup> grade, provided they have maintained at least a 70% attendance rate while enrolled in the CBE Chai school.

Students who miss more than 30% of the classes during the second semester of the 10<sup>th</sup> grade year are not eligible for confirmation unless make-up work is completed prior to the confirmation date. This make-up work or independent study is at the discretion of the Chai School Director in consultation with the course instructor.

## **6. Drop-Off and Pick-Up System**

### **6.1. Drop-off procedure**

An adult or older student should accompany kindergartners and first graders into the building via the school entrance. Cars must be parked in a lined space. Students in second grade and beyond may be dropped off at the school entrance after the first day of classes. Cars must always bear right at the island toward the building to drop-off or to park.

Prior to letting children exit their cars, drivers should move forward as far as possible towards the handicap parking area, without blocking these spaces. Drivers must not pass unloading cars. Cars must not be parked along the yellow curb – this is a fire lane and must remain clear at all times in case of emergency.

Students must not arrive more than 15 minutes before their scheduled class time. Students who arrive late should go directly to their classroom.

### **6.2. Pick-up procedure**

Students are picked up by a parent, an adult responsible for the students' carpool, or other adult listed as an emergency contact. If a student is to be picked up by someone else, a note must be sent to school by the parent. If a student is to go home with another student, the parents of both students must send notes.

Parents of students in kindergarten through 7<sup>th</sup> grade must come into the school to pick up their carpools. Students in grades K through 7 remain in their seats until a parent has arrived at the classroom door. It is the parent's responsibility to maintain control of his/her children while in the school hallways.

Students in grades 8 through 10 may leave the classroom to meet their parents or carpool in the lobby or at their cars. Students and adults should take care moving through the parking lot.

Drivers must park in lined parking spaces and use the designated crosswalk when entering and exiting the building. For safety reasons, parents must drive slowly through the parking lot. During arrival and dismissal times, left turns onto Lawyers Road are prohibited. All cars must turn right out of the parking lot.

#### **6.2.1. Early pick-up**

If a child is to be picked up early, parents are expected to send a note informing the teacher. Parents must park their cars in a lined space, sign the early dismissal book in the office, and pick up their child at his/her classroom.

#### **6.2.2. Late pick-up**

Parents must pick up their children within 15 minutes of the end of class. The first late pick-up is excused. Thereafter, a \$5.00 fine is assessed for each 5-minute period that a parent arrives late to pick up his/her child/carpool. The fee is paid at the time of pick-up to the staff person in charge.

### **6.3. Carpools**

At the beginning of each school year, parents receive a listing of students according to their day school (public or private). Parents may use this list to assist in forming carpools, which are encouraged. On the Religious School Registration form, parents may opt to not have their child's name included on this list.

## **7. Enrollment**

### **7.1. Members**

CBE members in good standing are eligible to enroll their school-aged children in religious school. A student must be enrolled in an accredited kindergarten program in order to enroll in the religious school kindergarten class.

Unless there are specific educational needs to be considered, students are enrolled in the religious school grade corresponding to their regular school grade.

Students who are held back or who skip a grade in regular school will be placed in the appropriate religious school grade on a case-by-case basis.

### **7.2. New Students**

New students entering CBE religious school in grades kindergarten, 1, or 2 may enter the program without prior evaluation.

New students entering religious school in grades 3 through 7 are evaluated by the RS Director to determine the appropriate placement. In most instances, the student is placed in the same grade in religious school as his/her grade in regular school. Depending upon the student's background, tutoring may be necessary to allow the student to catch up with his/her religious school grade level.

New students in grades 8 through 10 may enter our high school program directly into the appropriate grade.

### **7.3. Non-Members**

Members in good standing of other conservative synagogues may send their children to CBE's religious school (grades K through 10) as long as the following conditions are met:

- The tuition rate for such students is one and a half times the tuition rate for CBE member students.
- Students follow our policies regarding class and service attendance.

## **8. Epi – Pens and Other Emergency Medication**

The possibility of food related allergic reactions and asthma–related episodes requires a policy stipulating that teachers and staff must have the individualized tools necessary to manage anaphylactic emergency

### **8.1. Parent Responsibility**

During the registration process and during the school year as conditions arise, parents must indicate allergy-specific conditions and treatments, if necessary, that may occur during the religious school day. If an EpiPen, Twinject, Benadryl, and/or other medication is required for an allergic reaction, the parent must complete an **Individual Health Plan Form**. This also applies to students who may need administration of any other medication on an emergency basis (e.g., insulin, inhaler). The school must have this information in order to meet the health needs of the student, and the lack of this form or any incorrect/missing information on the form may jeopardize the medical care provided to the student. This form contains:

- Parents' names and telephone numbers, as well as emergency contact information. Parents are reminded to keep emergency numbers current, and to use local family or friends as emergency contacts.
- Signs of allergic reaction and procedures to follow
- A brief diagnosis for EMT, if necessary

Based upon the medical information obtained on the registration form, along with information provided by the parents during the year, students' critical allergy information is posted in each classroom.

### **8.2. Staff Training**

The RS Director, school staff and classroom teachers are trained in the administration of an EpiPen. Training occurs before the start of each religious school year. Additional training occurs on an as-needed basis. Training is provided by a physician or equally certified individual. The object of the training is to ensure that all staff that interact with the allergic student on a regular basis understand food allergies, can recognize the symptoms of an allergic reaction, and know the steps to take in an emergency. The classroom teacher(s), RS Director, Chai School Coordinator, administrative assistant, Special Needs Coordinator, and any other appropriate staff member also will receive additional training deemed necessary by the parent of an affected student for other medical emergencies due to known underlying medical diagnoses (e.g., diabetes, asthma).

### **8.3. Storage**

Each student requiring an EpiPen and/or other emergency medication will bring his/her own emergency medication to school each day and take it home again at the end of the day or will deliver the medication for on-site storage. Upon arrival at school, the self-carrying student will give the medication to the religious school teacher. The medication must include physician's instructions for administration of the emergency medication. Instructions also must be provided for any antihistamine or other required medication, which the student provides. On-site storage for medications to be left at CBE will be in individually labeled baggies with original packaging and pharmacy label. The medications will be kept in a location easily accessible to any adult who may need to retrieve them during school hours. Medications will be kept in a locked cabinet when school is not in session. All staff shall know the location of the cabinet key at all times.

### **8.4. Disposal**

Used EpiPens will be given to paramedics upon their arrival after an incident occurs. Other sharp medical items (e.g., diabetic needles) will be disposed of in a Sharps container located in the school office.

**8.5. Administration**

Personnel are designated to administer emergency medication in the following order of priority:

- Classroom teacher
- RS Director
- Administrative Assistant
- Designated staff member

If a non-allergic reaction medical emergency arises, the classroom teacher or other authorized individual will administer medication as per parent instruction and doctor's orders. Parents will immediately be contacted any time medications are administered.

- If an allergic reaction occurs, the classroom teacher, or other authorized individual will administer emergency medication immediately. The teacher or aide then will alert the school office. The office staff will go to the student's location, contact 911 and telephone the parents and/or emergency contact.

**8.6. Field Trips**

Students required to have emergency medication with them must bring it to field trips. Additionally, an adult trained to administer the medication must accompany the student on the trip.

**9. Field Trips**

Students in grades 4-10 participate in curriculum- based field trips, the dates of which are listed in the school calendar. Signed permission forms are required for students' participation. Permission forms listing all pertinent information including dates, times, places and fees are distributed well in advance of each event. Parent volunteers are asked to either chaperone and/or drive to the event. For the health of our students, only smoke-free cars are used for carpooling on field trips.

Students with severe allergies or asthma must carry their respective epi-pens and/or inhalers on field trips.

## **10. Food**

The school provides snacks to students in grades K through 10. When applicable, the snack will provide an instructional opportunity for teaching about holidays and appropriate blessings.

Food may not be brought into the building for public consumption, including for celebration of student birthdays. Instead, the school will provide a special snack at or near the start of each Hebrew month (Rosh Chodesh). At this time, students with birthdays in that month will be honored. Students with birthdays during the summer months will be honored during the closest month that school is in session.

Parents must notify the teacher of any food allergies. Alternative arrangements for special snacks are made for students with allergies.

The chewing of gum is prohibited in the synagogue building at all times.

## **11. Forms**

### **11.1. Registration Form**

Before starting religious school, each child must have on file a current Registration form. Parents are expected to keep this information up to date. Should addresses, home or work phone numbers, e-mail addresses, or emergency contacts change during the school year, parents should contact the RS Director.

Registration forms for the next school year are generally distributed in April. Prompt return of these forms facilitates the congregation's planning, staffing, and budgeting process for the religious school.

### **11.2. Medical Emergency Authorization**

Medical emergency authorization is included as part of the Registration form. A signed Registration form authorizes a physician to render emergency treatment to a child in the absence of a parent. In addition, it provides critical medical information to those providing the emergency care. In case of an emergency, the school attempts to contact the parent. If the school is unable to reach the parent or emergency contact, the school will obtain emergency care for the child.

### **11.3. Authorization for Medication**

Religious school personnel may only dispense medication if an Authorization for Medication form has been completed and signed. If a child becomes ill or injured at religious school, the parent or emergency contact is called and asked to pick up the student. As the religious school staff cannot care for sick or injured children and for the sake of the child's comfort, parents are urged to come as quickly as possible to pick up their child.

### **11.4. Field Trips**

Permission slips must be signed and returned in order for a child to attend a field trip. Parents are notified in advance of upcoming field trips. Details regarding the purpose, content, and travel arrangements are provided at that time.

### **11.5. Student Withdrawal Notification**

When a student is withdrawn from the religious school, parents complete a Student Withdrawal Notification form (available at the school office).

## **12. Names/Pictures in the Media**

Parents who do not want their child's pictures to appear on the website, in print media or posted in the building, must complete an opt-out form prior to the start of the school year. This form is included in the registration materials, as well as online.

### **12.1. CBE Website**

Student photos may be posted on the CBE website. The school adheres to the synagogue's guide for website submissions. For privacy concerns, the names of children are not included in the caption. Instead, the activity is described (eg., "second graders have Seder").

### **12.2. Print Media**

If the school administration is aware in advance of an interview(s) being conducted for a media article, a staff member calls parents on an individual basis to obtain permission for a student's name to appear in print. Permission is given by phone.

### **12.3. Other**

Occasionally, students' photographs are posted in the CBE building.

### **13. Parent-Teacher Communication**

It is important to develop effective communication between home and school. Teachers assume a positive attitude towards their students, informing parents about their child's performance (successes and difficulties).

In order to give students full attention, teachers may accept only emergency telephone calls during school hours. Parents are requested to call the school office to set up an appointment to talk to the teacher or the RS Director, or e-mail the teacher directly. School business is not discussed on Shabbat or Jewish Holidays.

Parent-teacher conferences are arranged when either parent or teacher feels it necessary.

Letters, e-mails and fliers are sent home regularly informing parents about classroom activities for grades K-7. E-mails are sent out periodically for grades 8-10.

Back-to-school visits are held near the beginning of the school year to allow parents to meet the staff, see the school, and hear a general overview of the year's program from their child's teacher(s) for grades K-7. Back to school visits are held at the beginning of each semester for grades 8-10.

In order to more effectively notify parents of announcements about school closings and upcoming events, e-mail messages are sent out weekly to the parents' e-mail addresses as indicated on the Registration form. The name of this e-mail announcement list is "relschool". Parents must notify the school office of any changes to e-mail address, telephone number or address.

The RS Directors and the Administrative Assistant can be reached at the following e-mail addresses:

- [relschool@bethemeth.org](mailto:relschool@bethemeth.org)
- [stevea@bethemeth.org](mailto:stevea@bethemeth.org) (grades K-7)
- [shari@bethemeth.org](mailto:shari@bethemeth.org) (grades 8-10)

## **14. Safety and Security**

### **14.1. Fire Drills**

The Fairfax County Fire Marshall requires the CBE Religious School to conduct a fire drill once a month. The exit route is noted on the inside of each classroom. Teachers familiarize their students with the correct route and instruct the students to walk quickly, but not run. Personal possessions are left in the classroom. Talking is not allowed during a fire drill.

### **14.2. Building Security**

The building is locked at all times. Visitors ring the bell and identify themselves when someone answers from the inside. Visitors must ensure that the door closes and locks behind them.

### **14.3. Class Whereabouts**

The religious school administration must know the whereabouts of all students at all times. Therefore, teachers notify the school office when taking their class to a different location in the building (e.g., sanctuary, playground, another classroom, flex space, social hall or basketball hoop).

### **14.4. Emergency Contact Information**

Teachers have available at all times a complete listing of the students in their class, along with the students' emergency contact, medication, and allergy information. In the case of a building evacuation, this information is taken with the teacher. Additional copies of this information are kept in a secure location off site to be used in the case of an emergency.

Staff emergency contact, medication and allergy information is kept in the school office, with an additional copy maintained off site in a secure location.

### **14.5. Phone Tree**

Class parents serve as phone tree coordinators. When appropriate, a phone tree is initiated by the school staff by contacting the designated parents.

### **14.6. Other Emergencies**

In the event of an emergency, school staff adheres to the emergency procedures established for the synagogue. Refer to the CBE Security and Emergency Response Plans & Procedures.

## **15. Emergency Closings**

### **15.1. Inclement Weather**

On Monday through Thursday, during inclement weather, the religious school follows Fairfax County Public Schools' decision to cancel school or cancel after school activities. School cancellation notification will be recorded on the synagogue's voicemail system.

On Fridays, Saturdays, and Sundays, the religious school **does not follow** Fairfax County Public Schools' decision. The decision to close school will be made by the Religious School Director, in consultation with the Executive Director. If religious school and student programs are cancelled on Friday, Saturday, or Sunday, the announcement will be available on the synagogue's voicemail system, and it will be distributed via our "relschoo" yahoo groups email list. Cancellation decisions will be based upon anticipated weather conditions for early morning. On Sunday mornings, both "A" and "B" sessions will be cancelled. Thus, even if the weather improves by 10:30 a.m., the Religious School will remain closed. Saturday afternoon Religious School programming and **Chai School** closings will be evaluated separately. A message will be available on the synagogue's voice mail system, and it also will be distributed via our "relschoo" yahoo groups email list in the afternoon.

### **15.2. Other Closings**

In the event of an emergency which causes Religious School to be closed, parents will be contacted by phone as soon as the information becomes available. When appropriate, a phone tree system will be implemented. If a parent cannot be reached by phone, a message will be left at both the home and work numbers (if applicable). A message also will be posted on the "relschoo" yahoo groups email list and on the synagogue's voicemail system.

## **16. Religious School Hours**

### **16.1. Kindergarten through 1st grade**

Classes meet once a week on Sundays. The two religious school sessions are as follows:

**Session A:** 8:30 a.m. – 11:30 a.m.

**Session B:** 10:00 a.m. – 1:00 p.m.

### **16.2. 2<sup>nd</sup> through 6<sup>th</sup> grade**

Classes meet two times a week. The two religious school sessions are as follows:

**Session A:** Sunday 8:30 a.m. - 11:30 a.m.

Wednesday 4:30 p.m. – 6:30 p.m.

**Session B:** Sunday 10:00 a.m. – 1:00 p.m.

Thursday 4:30 p.m. – 6:30 p.m.

Approximately once every 6 weeks, the Sunday hours are changed for both sessions to accommodate staff meetings. The dates of staff meetings are published in the religious school calendar, and reminders are sent home with the students and via “relschoo” e-mail announcements. On staff meeting days, the Sunday hours are as follows:

**Session A:** 8:30 a.m. – 10:00 a.m.

**Session B:** 11:30 a.m. – 1:00 p.m.

Class times also may be modified to accommodate field trips or special programming. Changes are published in the religious school calendar, and reminders are sent home with the students and via “relschoo” e-mail announcements.

### **16.3. 7<sup>th</sup> grade**

Classes meet two times a week. The two religious school sessions are as follows:

**Session A:** Saturday 9:00 a.m. – 11:45 a.m.

Wednesday 4:30 p.m. – 6:30 p.m.

**Session B:** Saturday 9:00 a.m. – 11:45 a.m.

Thursday 4:30 p.m. – 6:30 p.m.

### **16.4. 8<sup>th</sup> through 10<sup>th</sup> grade (Chai School)**

Classes meet Sundays from 4:30 p.m. – 6:30 p.m. unless otherwise noted. Specific dates are published in the religious school (Chai School) calendar and reminders are sent via “relschoo” e-mail announcements.

### **16.5. Bar/Bat Mitzvah Tutoring**

Bar and Bat Mitzvah students are given individual instruction during a prearranged time (not class time) with their assigned tutors.

## **17. Special Needs Policy**

### **17.1. Philosophy**

CBE's religious school attempts to meet the needs of all students of our congregation. We recognize, however, that there are students with special needs such as physical disabilities, emotional/behavioral issues, and/or learning disabilities. Our goal is to include students with special needs in the traditional classroom setting whenever possible. It is critical, however, that no student negatively impact or jeopardize the education of other students in the class. Therefore, there may be circumstances when inclusion is not feasible.

Our school administration recognizes that secondary/religious school differs from public, private, or Jewish day school in that it is a different environment for the students, our weekday classes are held at the end of an already-long day, and learning in this environment requires different demands. This is taken into consideration when developing a plan for our students.

As a private, supplementary religious school program, we are not legally required to provide the same special education services as the secular school systems. While we do everything possible to accommodate the needs of all students, we recognize that there are limitations to our resources and program. Due to restrictions of space, facilities, and personnel trained to deal with severe disabilities, we may be unable to accommodate students with some physical or significant long-term emotional or behavioral disabilities. Additionally, as there is no professional nurse on staff, we cannot accommodate students requiring the religious school staff to provide regular administration of medication or maintenance of special equipment.

### **17.2. Identification of Special Needs Students**

The religious school staff is not equipped to diagnose, but we do identify issues requiring special attention and can make referrals to public resources and/or private practitioners.

A registration form is required for all CBE religious school students. Parents are required, for the benefit of their child(ren), to accurately report any special needs on the registration form, and provide a copy of their child's current IEP or 504 plan to the religious school. Special accommodations will only be made with this information on file. The information provided on the form is kept strictly confidential; only the school administration (RS Director and Special Needs Coordinator, resource room teacher) and the child's teacher have access to it.

If a teacher identifies or feels issues have arisen that have not been previously identified or reported by the parents, the teacher informs the RS Director and/or Special Needs Coordinator. The Special Needs Coordinator may observe the student in the classroom to begin to determine if special programming may be needed. If the team feels that a previously unidentified issue may exist, the parent(s) will be contacted to discuss next steps and possible courses of action. Should the parents and CBE team determine that classroom observation by an outsider (e.g., FCPS or Childfind staff) would be beneficial, parent consent would be required prior to the observation.

The parents and educational team (which may include any of the following: RS Director, Special Needs Coordinator, classroom teacher and special needs teacher) will meet to discuss educational goals and expectations for the student, as well as the most appropriate accommodations and/or course of action for the student. The parents and team may meet periodically, as necessary, to review and revise the student's goals and expectations.

### **17.3. Expectations of the students**

The CBE religious school has expectations of learning achievements and behavior for all students. Refer to the Curriculum Guide and **Student Behavior** policy (Section 19) for details.

Students with special needs fall into three categories as determined by the Religious School Director and Special Needs Coordinator: (1) students who can participate in the regular classroom setting without assistance, but require a modified educational plan; (2) students who

can participate in the regular classroom setting, require a modified educational plan, and require additional assistance either within or outside of the classroom; (3) students who can not be accommodated in the regular program.

Students identified in categories (1) and (2) above must meet expectations in the classroom as discussed in meetings with parents and the Religious School educational team.

For students identified in category (2) above, additional support may be required based upon staff recommendations.

At the option of the family, students in category (3) above may be reassessed every school year to determine the appropriateness of our program. The RS Director and Special Needs Coordinator are available as resources to the family even though the student is not enrolled in the program.

#### **17.4. Available Support Staff**

CBE religious school has on its staff a Special Needs Coordinator who:

- Works with the classroom teachers and resource staff to help them make appropriate modifications for identified students
- Runs collaborative meetings with parents, teachers, RS Director, and/or outside clinicians to develop educational/behavioral procedures for students in the religious school setting
- Works with teachers to help them develop individualized behavioral plans/contracts for identified students as needed
- Provides training and supervision for classroom aides who work in classrooms with students that have special learning needs
- Makes on-going classroom observations of teachers and aides to provide appropriate support/consultation regarding identified students
- Provides emotional and educational support to individual students
- Consults with the Rabbi and b'nai mitzvah tutors to develop adaptations to b'nai mitzvah preparations and ceremonies for identified students.

CBE Religious School has on its staff a Resource Room Teacher who:

- Works with the classroom teachers and Special Needs Coordinator to plan adapted instruction for identified students
- Provides resource room instruction to identified students, regularly modifying and adapting traditional classroom lesson plans, using multi-sensory instructional methods to remediate the students' disabilities in a lower teacher-student ratio setting than in the traditional classroom
- Provides instructional support to identified students in the traditional classroom setting, as appropriate for the students.
- Attends collaborative meetings and consults with parents, teachers, RS Director, and Special Needs Coordinator to support students in the religious school setting
- Works with teachers to monitor individualized behavior programs for identified students
- Provides training and supervision for classroom aides who work in classrooms with students who have special learning needs.

As determined by the professional staff, other support is available. **In the classroom** the following are available.

- Additional classroom student aide. As needed, during school hours, an additional student aide works with small groups or one-on-one with various students under the direction of the classroom teacher.
- Classroom adult aide. As needed, during school hours, an adult aide works with small groups or one-on-one with various students under the direction of the classroom teacher.

- **Private aide:** If it is determined that the special needs of a student cannot be accommodated by the classroom teacher or classroom aide, the services of a private aide may be required as a condition of attendance at religious school. This private aide must be a person who is trained to deal with the child's individual needs. The aide is employed by and responsible to the family. The procurement of this aide, as well as the financial obligation for the aide, is the responsibility of the parents. The acceptance of the aide is at the discretion of the RS Director. The attendance of this aide, or a suitable replacement, is a requirement at each class session or as determined by the educational team. No student who is supposed to have such an aide is permitted to attend class without his/her aide. The private aide is under the supervision of the teacher in order to facilitate inclusion of the student throughout the school environment. However, CBE Religious School is in no way responsible for actions taken or omitted by the aide. Removal of the private aide from the classroom is at the discretion of the RS Director with input from the classroom teacher(s) and resources staff.

The private aide is in the classroom solely to support the special needs of the child to which s/he is assigned. Duties may include behavior management, instructional support, social skills training and task redirection. Although interaction with the other children in the class is both necessary and unavoidable, it is not the private aide's job to manage the classroom or the other students unless the special needs child is being endangered by or endangering the other children.

**Outside of the classroom,** the following are available.

- During school hours an Instructional Aide is available. For students with learning disabilities, an instructional aide may be assigned to pull out small groups or individual students for a time period to be determined by the staff. It may be necessary for a student to switch religious school sessions in order to utilize the services of an instructional aide during school hours.
- Outside of school hours a tutor may be available. If it is determined that a student requires additional services, a private tutor may be employed. The tutor must be a person who is knowledgeable in the pertinent aspects of the curriculum. The tutor is employed by and responsible to the family. The procurement of the tutor, as well as the financial obligation for the tutor, is the responsibility of the parents. However, the RS Director may provide assistance and must participate in the selection of the tutor to ensure that a qualified candidate is chosen. The acceptance of the tutor is at the discretion of the RS Director.

**Within the religious school program,** modifications to hours and curriculum may be available. If it is determined by the professional staff that a student requires a modification in school hours and/or a modification in curriculum, such arrangements are made at the discretion of the RS Director and Special Needs Coordinator. The full tuition rate for the student's grade is charged, even if there is a reduction in classroom hours, in order to cover the costs of modified services provided. Additional costs may be incurred and are the responsibility of the family.

## **18. Staffing**

The RS Director is responsible for staffing all classes (kindergarten through 7<sup>th</sup> grade), Junior Congregation, K'tongregation, and High Holiday student programming. In addition, the RS Director hires and supervises the music resource teachers, the Bar/Bat Mitzvah instructors, the Special Needs Coordinator, and special needs support staff. Torah for Tots is staffed by the BEECC Director. Grades 8-10 are staffed by the Chai School Director.

All primary classes (kindergarten through 1st grade) have one teacher and one student aide. Secondary grades (2 through 7) have either one teacher for both Hebrew and Judaics or one teacher for Hebrew and another teacher for Judaics. Whenever possible, an aide is provided for each secondary class.

Chai school classes (grades 8 through 10) have at least one teacher for each subject.

Teachers must be Jewish and must demonstrate knowledge of Judaics. Depending on the grade and subject being taught, teachers must also demonstrate at least a basic knowledge of Hebrew. All teachers participate in regular in-service workshops with the RS Director and through the PJLL professional day. Continuing professional development also is available and encouraged.

Student aides are former religious school students or current Chai school students, 14 years or older, who have demonstrated a knowledge of Hebrew and Judaics, responsibility, and the ability to work well with children.

Adult aides must be Jewish and demonstrate a basic knowledge of the subject matter being taught. They also must possess the ability to work well with children.

Refer to the Special Needs policy for a description of the special needs support staff.

## 19. Student Behavior

A primary objective of the religious school is that each student conduct him/herself with proper manners and respect for teachers, staff and peers during the time in school. In order to achieve this goal, the teacher presents a set of classroom rules to be followed by all students, in all areas of the synagogue, i.e., classroom, hallways, and sanctuary. Positive reinforcement is used as needed to maintain expected behavior. However, in the event that further actions become necessary, the following steps, listed below, are taken. Parents are encouraged to communicate with teachers and children in order to be aware of their child's performance and to prevent potential misbehaviors.

### 19.1. Cell Phones

Students may carry cell phones on their person during religious school hours provided they are turned off or set to silent. Teachers will remove cell phones from students who use them during religious school, either to make/receive calls or to send/receive text messages. Phones will be returned at the end of the school day and the student's parents will be notified.

### 19.2. Physically dangerous behavior to him/herself or to others

On the first offense, the student is sent home immediately and suspended from religious school for a time to be determined by the RS Director. A conference is held between the parents and the RS Director to determine a plan for the student's re-entry into the school.

### 19.3. Threatening behavior to him/herself or to others (verbal, visual, but not physical)

If the school staff is aware of the behavior during school hours, the student is removed from the classroom and sent home. A conference is held between the parents and the RS Director to determine a plan for the student's re-entry into the school.

### 19.4. Disruptive behavior

Any student, who behaves in a way that significantly impedes the learning of other students in the classroom, as determined by the staff, is subject to the disciplinary steps outlined below. After all steps have been followed, if behavior persists, a conference is held between the parents and the RS Director to determine a plan for the student's re-entry into school.

**Note:** age of student is considered when utilizing the recommended actions listed below.

Offense	Action
First	Warning
Second	Student and teacher or other school staff together compose a letter to parent(s) describing the incident. Parent signs letter and student returns letter to teacher. If student cannot write a letter to parents, then a note from the teacher briefly describing the incident may be sent home. If feasible, the teacher speaks to parents at pick up time.
Third	Parent-teacher conference is arranged and held.
Fourth	Student brought to RS Director who contacts parents to pick up student
Continued or major infraction	RS Director and Religious School Committee Chair determine student's status (e.g., retention, suspension, or dismissal)

## **20. Student Progress Reports**

Progress reports are sent home twice a year: mid-year and at the conclusion of the school year.

Student assessment is as follows: For grades K through 1, each student receives a teacher summary of his/her progress and participation in class. Children in grades 2 through 7 receive two separate progress reports: one for Judaic Studies and one for Hebrew Studies. Parents are asked to sign and return the mid-year student progress report to the child's teacher(s).

Students in grades 8 through 10 receive teacher summaries of student participation at the end of each semester.

## **21. Student Withdrawals, Suspensions and Expulsions**

### **21.1. Withdrawals**

When a child is withdrawn from the religious school during the school year or is not planning to return the next fall, a Student Withdrawal Notification form is completed (Appendix B). This enables the religious school staff to keep accurate records and plan for staffing and facility needs. It also enables the staff to monitor members' reasons for withdrawing.

In the event that a student is withdrawn mid-year, refunds or adjustments are not made unless a Student Withdrawal Notification form has been submitted to the religious school office. Tuition refunds are calculated based on a 9month school year. The annual tuition is divided by 9 (months) and then multiplied by the number of months attended. Refunds are calculated as of the date the Student Withdrawal Notification form is received. If a student is withdrawn from school in the middle of a month, tuition is charged for the entire month

### **21.2. Suspensions and Expulsions**

The decision to suspend or expel a child is made by the RS Director and Religious School Committee, except for non-payment of tuition, in which instance the decision is made by the President and Treasurer of CBE. The parent(s) may appeal an expulsion decision, for reasons other than non-payment of tuition, to the Religious School Committee.

Tuition is not refunded in the case of a suspension or expulsion.

## **22. Tuition and Other Fees**

Religious school tuition and Youth Fees are billed with synagogue dues each summer. Textbook fees are not included in the tuition fee. Textbook fees are determined on an individual basis depending on the student's grade level. These fees are paid when the books are pre-ordered and also are billed with synagogue dues.

Grade-level Shabbat dinners that coincide with Shabbaton programming are not included in the tuition fees. Grade-level Shabbat dinner fees are paid when reservations are made.

**23. Tzedakah**

Each class in religious school has a “tzedakah” box. Students are encouraged to donate to tzedakah through their religious school class. As the tzedakah boxes fill up, the money is collected by the School Office. The funds are deposited into the synagogue tzedakah account, keeping track of contribution amounts by class.

At the end of the school year, the RS Director and classroom teachers, with input from the students, make recommendations as to which charity or charities the funds are donated. Donation(s) are made by the end of the synagogue’s fiscal year.

## **24. Use of Playground**

Students in grades K through 2 use the playground as a class. Students are permitted only on the large climbing structure closest to the parking lot. Students may not use the mulch box or the small structures toward the back of the playground. Students in grades 3 and up are not allowed on the playground equipment during religious school hours.

Adult supervision (age 18 or older) is required at all times for students on the playground.

## **25. What to Bring to School**

### **25.1. Personal Property**

Toys, trading cards, games, personal electronic devices (e.g., MP3 players, DS games, etc.) and other playthings must be left at home as they become disruptive in the classroom setting. If brought into school, items are removed by the teacher and given back to the student or parent at the end of class.

All boys are required to wear a kippah (baseball hats, etc. are not allowed in lieu of a kippah). Students can bring a kippah from home or obtain an assigned kippah from the classroom. Kippot assigned in the classroom are kept in individual plastic bags to avoid contamination and spread of head lice.

### **25.2. Lost and Found**

Lost articles are placed in a box near the school office.

### **25.3. Books and School Materials**

Writing supplies and additional materials are provided to all students by the school. Textbooks and notebooks are stored in the classrooms for use each week. Students do not need to bring backpacks or other items to religious school.

During weekday sessions, students may arrive directly from day school with backpacks. To reduce distractions and overcrowding in the classrooms, students will place backpacks and other items in the library before reporting to class.