

POLICIES & PROCEDURES, RELIGIOUS SCHOOL

INDEX

Child Abuse
Evacuation Plan
Mid-year Religious School Entry
Non-member Enrollment
Part Time Religious School Students
Religious School Attendance
Religious School Dismissal
Religious School Dress Code
Religious School Guests
Religious School Materials
Religious School Refund Policy
Religious School Registration and Tuition
Religious School Scholarship
Single Religion Education
Policy: Teacher Hiring

Policy: Child Abuse

People who work with children are obligated by law to report instances of suspected child abuse. (Although it is unclear whether or not people who work at a Temple could be held liable under this law, it is recommended that they consider themselves as if they were liable.)

A classroom teacher should notify the principal/Rabbi of any suspected abuse. The Rabbi/principal and teacher will determine the appropriate action. If it is determined that Child Protection Services (CPS) needs to be called, the Principal/Rabbi will contact CPS in the area in which the family resides.

The Rabbi/Principal will notify the Temple President of contact with CPS, keeping names confidential.

All of the above should be undertaken in the manner of strictest confidentiality.

DATE OF BOARD APPROVAL: 3/14/96

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Procedure: Evacuation Plan

In the event of fire or other emergency, and we need to evacuate this building, everyone will:

1. Line up at classroom door in an ORDERLY and QUIET manner. This means ABSOLUTELY NO TALKING; DO NOT TAKE ANYTHING WITH YOU.
2. Take class roster with you, if classes are in session. It is on the clipboard on the wall in each classroom. Exit building via designated exit as quickly as possible. See diagram on wall. An alternative exit is designated on the diagram in case the primary exit is obstructed. Use the buddy system or single file (at teacher's discretion) to proceed.
3. From downstairs south exit:
Go east (left) to alley, turn north (left) and walk down alley to the parking lot between the alley and 32nd and Broadway.
From downstairs north exit:
Go east (right) to alley, turn north (left) and walk down alley to the parking lot between the alley and Broadway.
From upstairs west exit (main door):
Go north (right) and proceed to the parking lot at the corner of 32nd and Broadway.
From upstairs east exit:
Go to alley, turn north (left) and walk down alley to the parking lot between the alley and 32nd and Broadway.
From the portables:
Go to alley, turn north (left) and walk down alley to the parking lot between the alley and 32nd and Broadway.
From new classrooms (converted garage):
Go to alley, turn north (left) and walk down alley to the parking lot between the alley and 32nd and Broadway.
4. If any disabled or wheelchair-bound persons are present and the main upstairs exit is blocked, these persons will be carried down the east stairs.
5. All persons are to meet in the parking lot at 32nd and Broadway.
THIS APPLIES TO EVERYONE LEAVING THE BUILDING.
6. Take a head count, using the class roster you brought with you.

IN THE EVENT WE ARE UNABLE TO REENTER THE BUILDING:

7. Designate an adult to notify the neighbor to the south of the building that there is a fire, etc. (due to the proximity of the buildings)
8. Proceed down 32nd to the Everett Station.
9. Notify emergency services (if applicable) and parents. Phone numbers will be on the rosters.

MISCELLANEOUS INFORMATION

1. Fire extinguishers are located in the downstairs hall next to the north exit, in the upstairs foyer next to the office door, and in the kitchen on the east wall.
2. There is a fire alarm pull located in the kitchen to the right of the refrigerator.

Policy: Mid-Year Religious School Entry

Children of members may enter Religious School at any time for a pro-rated tuition fee. However, parents are responsible for arranging and paying for any necessary catch-up tutoring required.

DATE OF BOARD APPROVAL: 4/21/94

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Non-member Enrollment

Registration is open to children of the community at-large. Preference for registration and tuition is given to children of members in good standing of the congregation. Tuition for all children is set by the Youth Education Committee, and is payable to Temple Beth Or at the time of school registration, or quarterly with a deposit, unless other arrangements have been made with the treasurer.

Tuition for children of members in good standing may be subsidized as a benefit of membership, to increase Religious School enrollment, and to encourage Temple membership. Scholarships may also be made available for these children to ensure the fulfillment of the mission of the Temple and its Religious School.

Tuition for children of non-members will not be subsidized, and scholarships will not be made available to these children. Membership will be encouraged, and should the child's family become members during the school year, the difference between the subsidized and non-subsidized tuition amounts may be applied towards membership dues, or credited as a tax-deductible donation to the General Fund.

Non-member students may not enroll in the B'Nei Mitzvah class. Students wishing to participate in the B'Nei Mitzvah process must meet all then-current requirements, including membership requirements, as set forth by the Religious Practices Committee.

DATE OF BOARD APPROVAL: June 12, 2011

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Part Time Religious School Students

Students who attend Religious School and/or mid-week Hebrew less than 100% time (i.e.: divorce situation where interested parent only has child(ren) 50% time) will be responsible for full tuition. In the event of financial hardship, parent(s) may apply for scholarship, as per the TBO Religious School policy regarding scholarship.

DATE OF BOARD APPROVAL: 4/21/96

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Religious School Attendance

Students are expected to attend every class session. In the events of absence, the student's teacher should be contacted for information about the missed class.

DATE OF BOARD APPROVAL: 4/21/94

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Religious School Behavior

Teachers are responsible for setting appropriate behavior in the classroom. For behavioral problems, the Rabbi/Principal will confer with students, teachers, parents, and other professionals, as appropriate, to decide upon a course of action.

DATE OF BOARD APPROVAL: 3/14/96

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Religious School Dismissal

At the end of the Religious School session each preschool, kindergarten, 1st and 2nd grade student shall be picked up at his or her classroom by his or her parent or the designated authorized pick-up adult. Older students must be picked up from the building by their parents or designated pick-up adult.

DATE OF BOARD APPROVAL: 3/14/96

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Religious School Dress Code

Students will come to Religious School dressed so that they may participate comfortably in crafts, games, and other related activities, including projects done on the floor. Although dress should be casual, respectful attire is expected.

DATE OF BOARD APPROVAL: 4/21/94

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Religious School Guests

Students are not encouraged to bring a guest to Sunday School, however may under the following conditions: 1) the teacher must be notified at least one week in advance; and 2) a guest may attend only one class per school year (not including the Purim Carnival or workshops open to the community). Students may not bring guest to mid-week Hebrew School.

DATE OF BOARD APPROVAL: 4/21/94

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Religious School Materials

Teachers will notify students and parents of any supplies students will need to provide. Parents are responsible for payment of textbooks, which must be paid in full prior to issuing of books to students.

DATE OF BOARD APPROVAL: 4/21/94

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Religious School Refund Policy

If a student withdraws from Religious school before the half way point of the school year, 40% of that student's paid in tuition will be refunded, provided that tuition has been paid in full. If the tuition has not been paid in

full, there will be no refund. If it is past the half way mark of the school year when the student withdraws there will be no tuition refunded.

DATE OF BOARD APPROVAL: 9/11/97

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Religious School Registration and Tuition

Registration is open to children of the community at-large. Preference for registration and tuition is given to children of members in good standing of the congregation. Tuition for all children is set by the Youth Education Committee, and is payable to Temple Beth Or at the time of school registration, or quarterly with a deposit, unless other arrangements have been made with the treasurer.

Tuition for children of members in good standing may be subsidized as a benefit of membership, to increase Religious School enrollment, and to encourage Temple membership. Scholarships may also be made available for these children to ensure the fulfillment of the mission of the Temple and its Religious School.

Tuition for children of non-members will not be subsidized, and scholarships will not be made available to these children. Membership will be encouraged, and should the child's family become members during the school year, the difference between the subsidized and non-subsidized tuition amounts may be applied towards membership dues, or credited as a tax-deductible donation to the General Fund.

Non-member students may not enroll in the B'Nei Mitzvah class. Students wishing to participate in the B'Nei Mitzvah process must meet all then-current requirements, including membership requirements, as set forth by the Religious Practices Committee.

DATE OF BOARD APPROVAL: June 12, 2011

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

REPLACES FORMER RELIGIOUS SCHOOL REGISTRATION & TUITION: 10/11

Policy: Religious School Scholarship

Those families unable to pay the total cost of Religious School must contact the Temple Beth Or Treasurer to apply for scholarship. Families needing scholarship will be encouraged to pay part of their tuition. All scholarship applications will be handled confidentially.

DATE OF BOARD APPROVAL: 3/14/96

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Single Religion Education

Temple Beth Or strongly encourages member families to provide their children formal religious education solely in Judaism.

PROCEDURE:

Religious School registration forms will now ask whether the child is receiving formal education at another religious institution. For all families who answer yes, the Rabbi will meet with the parents to discuss the Temple's recommendation.

DATE OF BOARD APPROVAL: 3/13/97

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

Policy: Teacher Hiring

Hiring the most highly qualified teachers is one of the keys to fostering the best learning experience possible for students. As such, the Religious School Principal will follow these guidelines when hiring new teachers:

1. Every effort will be made to locate a quality teacher through outreach by the Principal to existing teachers, Temple members, and Jewish organizations such as Hillel and the Seattle Jewish Federation, as well as other area Synagogues.
2. In the event that a qualified teacher can not be found through these outreach and networking efforts, an ad may be placed in local Jewish media, as well as job listing boards such as "Craigslis". The Principal can delegate this activity to the School Administrator as required.
3. All resumes / applications received will be reviewed by the Principal (or the School Administrator at the Principal's discretion) and compared with the criteria for the position (including education, professional experience, attitude and communication skills, and compensation requirements).
4. Qualified applicants will be interviewed by the Principal. If there is more than one highly qualified candidate, the Chair of the Youth Education Committee and one other Committee member will conduct second interviews and provide their advice to the Principal regarding the candidates.
5. The candidate that best matches the needs of Religious School will be offered the position, with the standard contract and pay rate, subject to a clean background check. Any deviation from this pay rate must be approved by the Youth Education Committee.

DATE OF COMMITTEE APPROVAL: August 29, 2010

DATE OF BOARD APPROVAL: November 7, 2010

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A