

## **Beth Chai Family School Policies**

### **About the Sunday School**

The Beth Chai Family School operates as a family-centered cooperative: Parents, guardians, and other designated responsible adults (“caregivers”) work with professional staff and share responsibilities for school activities inside and outside the classroom. Each school day includes classroom instruction, a music and song assembly, and a social time with refreshments. Adult education classes are held con-currently with the Sunday School classes. At Beth Chai we strive to impart a positive Jewish identity by teaching Jewish history, culture, values and traditions in a pluralistic manner. The school stresses equally the Jewish and Humanist values of taking responsibility for our actions, respecting all human beings, showing compassion for others, maintaining one’s integrity, and working for peace and justice.

### **Membership Requirement**

- Children enrolled in the Beth Chai Family School must have a family membership in the Beth Chai congregation.
- Financial assistance for membership and tuition is available. For more information, contact the treasurer.

**Refunds:** For voluntary withdrawals in September, 75% refund. For withdrawals in October, 50% refund. For withdrawals in November, 25% refund. No refunds after that point. Withdrawals require a dated written or email notice to the Education Director.

### **Supervision of and Responsibility for Children**

- The Beth Chai Family School and its teachers do not have responsibility for student supervision other than that associated with classroom instruction.
- A caregiver for each child must be present and available on the school premises during the entire Sunday School time period. Any alternate arrangements must be made in advance with the approval of the principal.
- At no time may children remain unsupervised anywhere on the school property.

## **Visitors**

- Caregivers are always welcome to attend their children's classes.
- Visiting children are welcome to participate in the Sunday School, with prior approval by the principal. Visiting children must be accompanied by a caregiver.

## **Children with Special Needs**

- The Beth Chai Family School is committed to accommodating children with special needs to the extent possible within our limited resources.
- Caregivers of special needs children can assist by meeting with the teacher and principal early in the school year to explain the nature of any special needs, to share techniques that will be effective in integrating their children into the class successfully, and to make appropriate arrangements.
- If the need arises for non-parental one – one assistance in the classroom situation, the Education Director will confer with the parent(s) on a case by case basis, taking into account the family's financial ability to assist with this substantial additional cost.

## **Classroom Operations**

- Sunday School classes require the same respectful, polite behavior needed in regular school classrooms. Students, teachers, the principal, room "parents", and other caregivers, in their respective roles, all have a responsibility to contribute to a successful learning environment and classroom experience.
- Caregivers should make every effort to keep absences within reasonable limits, to maintain the continuity of learning for the child and the child's contribution to the learning experience of his/her classmates. If at all possible, teachers should be notified in advance of a planned absence.
- Disruptive behavior, fighting, pushing or shoving, name calling, or any type of abusive language or action are not acceptable.
- It is not appropriate for children to bring to Sunday School certain personal possessions, such as electronic devices or toys, toy weapons, or other items that can distract others or disrupt the class. Teachers may confiscate such items and return them to the child after class.

- Teachers may give students homework assignments. Assignments will require a reasonable level of effort appropriate to the age of the child. Caregivers are asked to be supportive of children completing homework, and may be notified by the teacher if a child is consistently not completing homework. Questions and concerns about homework should first be directed to the teacher.
- Every caregiver should be prepared to contribute to classroom operations in some way, such as working in the classroom, assisting with field trips, providing materials, etc. The room parent(s) are responsible for coordinating such participation.

### **Addressing Behavior Issues**

- In the event of misbehavior, the teacher and principal will make every effort to retain a child in the class, as long as the child's behavior does not adversely affect the quality of the other children's learning experience.
- If a child's behavior becomes disruptive in the classroom, the following actions will be taken:
  1. The teacher will direct the child to stop the behavior verbally.
  2. The teacher may ask the child to move to another seat or location in the classroom, if needed to limit stimulation and minimize impact on other children.
  3. If the behavior continues, the teacher may request that the principal remove the child from the classroom.
  4. The principal and the teacher (if available during breaks) will talk with the child about the behavior and attempt to reach agreement about acceptable behavior. If such agreement is reached, the child will return to the classroom.
  5. If the child has been asked to leave the classroom, the principal may involve the caregiver for a discussion of how to improve the behavior.
  6. If a child's behavior is extremely disruptive or repeated, the principal will contact the caregiver to determine whether or not the child may continue to attend. Options for continuing to participate may depend on the caregiver's willingness to be in the classroom with the child, or available and willing to intervene when needed.
  7. Verbally or physically abusive behavior will result in the child's immediate removal from the classroom, and a discussion between the principal and the child's caregiver.
- The teacher or principal may request that the caregiver observe or participate in some classes for a period of time to help address behavior issues.

- If a pattern of disruptive behavior continues and cannot be resolved, as determined by the principal, the child may be either suspended or terminated from the program.
  1. Suspension will occur when involvement by the caregiver has been cooperative and the parties agree that some number of sessions off will provide the family with the opportunity help the child control and improve his/her behavior. In such cases, the principal will consider the child's return in consultation with the caregiver.
  2. Termination will occur if the caregiver is not actively involved in remediation of the problem or if the behavior is seriously disruptive, offensive or dangerous. Repeated verbal or physical abuse will be cause for termination from the program. Termination is for the remainder of the school year. Readmission for the next school year is contingent upon a plan and commitment from the caregiver and child that such behavior will not recur.
- When a child is suspended or terminated from the program, the family will not be entitled to a tuition refund.

### **Communications**

- Beth Chai Family School teachers welcome the opportunity to talk with caregivers regarding their questions, suggestions, or concerns. Caregivers are asked to be flexible in accommodating teachers' preferred communication methods and schedules, whether through phone calls, e-mails, or face-to-face meetings.
- Regarding scheduling or other classroom logistics questions, caregivers should check first with the room parent(s). Room parents will set up procedures to communicate classroom news and allow families to contact each other.
- Caregivers may expect to receive at least one report, formal or informal, from the teacher on their children's progress during the course of the school year.
- For issues that cannot be resolved at the teacher level or matters related to the general operation of the school, caregivers are welcome to contact the school principal to arrange for a discussion.
- The principal will bring broad or long-range policy and planning issues to the attention of the Beth Chai Parent's Council.