

RELEASED TIME FOR RELIGIOUS INSTRUCTION

Code **JHCB-R** Issued **DRAFT/16**

The following guidelines apply to released time for religious instruction for students.

Students may be granted released time for religious instruction. Released time will occur only during elective or non-instructional time and will not exceed **a class period up to 90 minutes per week depending on the grade level.**

The school will not release students without parental permission.

The sponsoring group will maintain attendance records and make them available to the student's school upon request. The sponsoring group is responsible for supervision, security and liability for students in the program and must assure this responsibility in writing. If classes must be cancelled due to emergencies or bad weather, the sponsoring group will contact the school in sufficient time to hold the student in school.

Students are responsible for any missed assignments as a result of released time.

Parents/Legal guardians must submit a written request to the principal or his/her designee at the beginning of the school year for released time for their child. The request must include the following.

- name of organization and/or religious denomination/affiliation
- type of instruction to be provided
- number of weeks, days of the week and times the student will be attending religious classes
- address and telephone number of off-campus facility where the instruction will be provided
- transportation arrangements

The principal or his/her designee will review the request and respond to the request in writing.

The religious organization must submit an application to the district annually at the beginning of the school year outlining the following.

- address and contact information of the organization
- number of hours of classroom instruction time
- review of the course syllabus which reflects the course requirements and materials used
- methods of assessment used in the course
- certifications of the instructors
- method of transportation
- statement that the organization is responsible for the supervision, security and liability for students in the program

Applications must be received by the superintendent or his/her designee at least **three weeks** prior to the requested starting date **(excluding the winter break).**

Once an application is approved by the district, parents/legal guardians must submit a written request to the principal or his/her designee. The principal or his/her designee will respond to the request in writing.

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The district reserves the right to deny approval to any program which is not consistent with the requirements outlined in this policy and administrative rule. The district further reserves the right to withdraw approval for any program which fails to operate consistently with the requirements outlined in this policy and administrative rule.

Issued ^

PROPOSED