



Israel Congregation  
of Manchester  
*Enriching Jewish Community  
in the Northshire*

# Religious School Policies and Procedures 2010-2011 (5771)

## ARRIVAL/DEPARTURE

All children should arrive at ICM by 3:50 p.m. Students are not allowed in the parking area unless accompanied by an adult. Students should be dropped off at the door; you are encouraged to escort your child/children into the building. **Students will not be released from the building without a parent or guardian. Please come in to collect your child/children at the end of the school day.** You are encouraged to participate in the last 15 minutes of our school day in the social hall.

## ATTENDANCE

When your child is absent, s/he misses important information, and the other students miss your child's participation. Please notify the school if your child will be absent so that plans can be made for your child/children to complete the required make-up work.

## ATTENDANCE AT MONTHLY SHABBAT WORSHIP (first Friday evening each month)

The ICM Religious School requires additional days of attendance that complement your child/children's education: Each student is asked to attend at least one Erev Shabbat (Friday) or Shabbat morning (Saturday) worship each month. The first Friday evening of each month will be a family-friendly service led by the students. Assignments will be given prior to the service and will be practiced during school hours. Please make every effort to ensure that your child/children will be able to participate.

## The benefits of joining us for Shabbat worship are:

- Improved Hebrew fluency
- Increased familiarity with blessings and parts of the Shabbat worship
- Enhanced comfort level with attending synagogue worship
- Increased spiritual awareness
- Greater Jewish social interaction with other children
- Additional days of participation will be provided to you according to the calendar

## CANCELLATION POLICY

School is cancelled for weather on days when the Manchester Elementary and Middle School is closed for weather.

## CLASSROOM RULES

Class time is limited so working together and respecting class rules contributes to each student having a positive experience. Each class will have its own rules to be respected. In all cases, students are expected to respect property, treat each other with kindness, be courteous, and use appropriate language, remembering at all times that we are in the synagogue.

## DISCIPLINE POLICY

The Disciplinary Policy of the ICM Religious School exists to support successful learning outcomes for each student. The goal of the faculty and staff of the Religious School is to create a positive experience for each student. This policy is designed to bring every effort to bear to ensure that students as individuals and in groups will be able to learn. Should problems arise, however, it is incumbent on the school to have the following clearly articulated:

1. Each classroom is under the supervision of the teacher. The teacher is expected to explain clearly at the beginning of the academic year what is expected of the students' behavior in the classroom and the synagogue (both verbally and in writing). Throughout the school year, it falls to the teacher to reinforce expected behavior with reminders to the students. The responsibility of the teachers extends throughout the entire synagogue facility before, during, and after school. Primary responsibility is for students assigned to the teacher's classroom; however, all teachers are expected to participate in managing the disciplinary environment of the school.

2. Discipline problems are to be first handled by the teacher. If a student engages in behavior that disrupts the operation of the classroom and the learning, the teacher will tell the student that the behavior is not acceptable. It is incumbent upon the teacher that the student understands exactly the problem. The teacher shall inform parents in writing if a problem persists.

3. Discipline problems that are not solved by the teacher are then elevated to the level of the School Administrator and the parent(s): in this situation, the teacher shall arrange to meet with the parent(s) and the School Administrator. The child will be invited in to participate in a discussion about the behavior with the teacher, School Administrator and parent(s).

4. Discipline problems that are not solved through the parent/teacher/School Administrator meeting are elevated to involve the rabbi and potentially others, including the synagogue president. If the problem continues to disrupt the learning environment, possible solutions may include alternative learning in an environment other than in the Religious School.

## **HOMEWORK**

Homework extends and enriches what is learned in the classroom. To effectively learn Hebrew, the materials must be reviewed and returned to again during the week. Please encourage your child to complete homework assignments and to spend 10-15 minutes (or more) daily reviewing Hebrew letters, vocabulary, reading and prayers. ICM Religious School expects completion of homework each week.

## **PERSONAL PROPERTY**

Children are discouraged from bringing personal property to school. iPods and similar devices are prohibited from school.

## **SOCIALIZATION/SNACK**

Students will share a healthy snack before school begins. The school believes that the social time before school is extraordinarily important for our students. Please do everything in your power to have your student(s) here on time for it. Students will also have a ten-minute recess for socialization between class periods.

## **TUITION**

The Religious School of Israel Congregation is again maintaining tuition at \$250.00 for each child and \$300 for each B'nai Mitzvah candidate. A \$50.00 deposit is required for each child enrolled. This deposit is applied to tuition. Please make check payable to Israel Congregation. Remaining tuition payments may be made by installment, however, we ask that tuition be paid in full no later than January 2010. Please return the PAYMENT PAGE along with the Registration and Student Information forms to complete enrollment.

It is the policy of Israel Congregation that each child receives a religious school education regardless of the ability to pay. To discuss your request confidentially, please contact the rabbi.