



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

Religious School Policies and Procedures 2011-2012 (5772)

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 the building by 5:55 p.m. to collect your child/children at the end of the school day.**

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, third Saturday morning 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 third Saturday morning of each month will be a family-friendly service where B'nai Mitzvah candidates and all students may become familiar with the Saturday morning service.

The benefits of joining us for Shabbat worship include:

- ✓ Improved Hebrew fluency
- ✓ Increased familiarity with blessings and parts of the Shabbat worship
- ✓ Enhanced comfort level with attending synagogue worship
- ✓ Increased spiritual awareness
- ✓ Greater social interaction with other Jewish children

CANCELLATION POLICY

School is cancelled for weather on days when the Manchester Elementary 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 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 the problem exactly. 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 teacher and the parent(s): in this situation, the teacher shall arrange to meet with the parent(s). The child will be invited to participate in a discussion about the behavior with the teacher and parent(s).
4. Discipline problems that are not solved through the parent/teacher 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 provided by ICM and a ten-minute recess for socialization at **4:45 pm**. The school believes that the social time during school is extraordinarily important for our students. No snack will be provided at the beginning of school.

TUITION

Tuition for the Religious School of Israel Congregation is set at \$300.00 for each child plus \$300.00 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 2011. 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 confidentially discuss a request for financial assistance, please contact the rabbi.