



**Israel Congregation  
of Manchester**

*Enriching Jewish Community  
in the Northshire*

August 2018/Elul 5778

Dear ICM Hebrew School Community:

Israel Congregation of Manchester would like to welcome you to the 2018-2019 ICM Hebrew School Year! **We anticipate that classes will begin on Thursday, September 27 at 4:00 pm.** For non-member families\*, tuition is \$250.00 per child. For member families, tuition is \$180.00 per child. The B'nai Mitzvah fee is an additional \$300.00 per child. These fees are subsidized by the congregation in recognition of the high value we place on the education of our children.

Attached please find:

- Registration and Student Information Forms
- Payment/Consent Page
- Policies and Procedures
- School Calendar

**Please review and fill out the attached registration material and return to the synagogue office by Friday, September 21.**

Classes meet regularly on Thursday from 4:00 pm to 5:00 pm. Please note that school is closed during secular school vacation weeks. You and your child(ren) are encouraged to attend the synagogue holiday celebrations whenever possible to enhance your child(ren)'s Jewish education. The dates of these celebrations can be found in *the Shofar*, in our weekly email, and on the ICM website, [www.icmvt.org](http://www.icmvt.org).

On behalf of everyone at Israel Congregation, we look forward to sharing this school year with you.

L'Shalom,

Rebecca Fishkin  
Board President

\* First time Hebrew School enrollment entitles the child's family to complimentary membership (for one year from May 1 through April 30) at Israel Congregation of Manchester which includes:

1. seats for High Holy Days for all household members of the family.
2. attendance at the annual meeting and/or congregational meetings, without voting privileges.

*Please call the office for our one year complimentary ICM membership application.*



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# ICM Hebrew School Registration Form 2018 – 2019 (5779)

Student's Name	Hebrew Name	Date of Birth	Secular Grade as of October 2017

Name(s) of Parent(s) or Guardian (s)	Home Phone	Work Phone	Mobile Phone	Email address

**Address to which you would like mail sent regarding the ICM Hebrew School:**

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**In case of emergency, notify (and relationship to student):**

Name:	Relationship:
Phone Number(s):	



# ICM Hebrew School Student Information 2018 – 2019 (5779)

Please return this form with your registration. This information will be shared with your student's teachers. **We ask parents to thoughtfully fill this out each new school year.**

**Please fill out one form per student.**

<b>Student's Name (English) Please PRINT</b>		<b>Student's Name (Hebrew) Please PRINT</b>	
<b>Parent's Name</b>	<b>Cell Phone Number</b>	<b>Email</b>	
<b>Parent's Name</b>	<b>Cell Phone Number</b>	<b>Email</b>	

Does your student have allergies (medicine/food)? \_\_\_\_\_ NO \_\_\_\_\_ YES  
Describe:

Does your student have dietary restrictions?

Does your student have any other special needs that we should know about?

My student's special qualities include:

Goals for my student include:

Please list any questions or concerns you may have:

This information is held strictly confidential.  
Thank you for helping us make this a great year for your student.



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# ICM Hebrew School 2018-2019 Payment/Consent Page

The ICM Hebrew School maintains a low tuition rate year of \$250.00 for each child of non-member families and \$180.00 for each child of member families plus \$300 for each B'nai Mitzvah candidate. A \$50.00 deposit is required for each child enrolled. This deposit is applied to tuition. Remaining tuition payments may be made by installment, however, we ask that tuition be paid in full no later than January 2019.

**I am enrolling the following student/s (Please PRINT):**

Student Name (English)	Grade Level

Student Name	Deposit (\$50.00)	Full Payment

<b>TOTAL:</b>		
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**Please make checks payable to: Israel Congregation of Manchester**

If paying by credit card, sign here: _____		
Circle Card: VISA / MC / AMEX	Card # _____ / _____ / _____ / _____	
Expiration _____ / _____	Security Code _____	Billing Zip Code _____

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**Initial next to the following statements, as applicable:**

- \_\_\_\_\_ I hereby consent to having my student's information included in a class roster.
- \_\_\_\_\_ I hereby consent to having my student's picture posted on ICM's website/facebook page.

\_\_\_\_\_  
**Your Signature**

\_\_\_\_\_  
**Date**



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# ICM Hebrew School Policies and Procedures 2018-2019 (5779)

## **ARRIVAL/DEPARTURE**

All children should arrive at ICM by 3:50 pm. 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 5:00 pm 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.

## **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 Hebrew School exists to support successful learning outcomes for each student. The goal of the faculty and staff of the Hebrew 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 cantor 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 ICM Hebrew 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 Hebrew 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.

## **TUITION**

Tuition for non-ICM member families is set at \$250.00 for each child plus \$300.00 for each B'nai Mitzvah candidate.+

Tuition for ICM member families is set at \$180.00 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 2019. 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 Hebrew school education regardless of the ability to pay. To confidentially discuss a request for financial assistance, please contact the treasurer.

## **+COMPLIMENTARY MEMBERSHIP EXTENDED**

First time Hebrew School enrollment entitles the child's family to complimentary membership\* at Israel Congregation of Manchester which includes:

1. seats for High Holy Days for all household members of the family.
2. attendance at the annual meeting and/or congregational meetings, without voting privileges.

\*Complimentary membership is for one year from May 1 through April 30.



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# ICM Hebrew School Calendar 2018 - 2019 (5778)

## 2018

### September

9/27 First Day of ICM Hebrew School

### October

10/4 ICM Hebrew School

10/11 ICM Hebrew School

10/18 ICM Hebrew School

10/25 ICM Hebrew School

### November

11/1 ICM Hebrew School

11/8 ICM Hebrew School

11/15 ICM Hebrew School

**11/22 No ICM Hebrew School (Thanksgiving)**

11/29 ICM Hebrew School

### December

12/6 ICM Hebrew School

12/13 ICM Hebrew School

12/20 ICM Hebrew School

**12/27 No ICM Hebrew School (Holiday Break)**

## 2019

### January

1/3 **No ICM Hebrew School (Holiday Break)**

1/10 ICM Hebrew School

1/17 ICM Hebrew School

1/24 ICM Hebrew School

1/31 ICM Hebrew School

### February

2/7 ICM Hebrew School

2/14 ICM Hebrew School

**2/28 No ICM Hebrew School (Winter Break)**

**2/28 No ICM Hebrew School (Winter Break)**

### March

3/7 ICM Hebrew School

3/14 ICM Hebrew School

3/21 ICM Hebrew School

3/28 ICM Hebrew School

### April

4/4 ICM Hebrew School

4/11 ICM Hebrew School

**4/18 No ICM Hebrew School (Spring Break)**

**4/25 No ICM Hebrew School (Passover)**

### May

5/2 ICM Hebrew School

5/9 ICM Hebrew School

5/16 ICM Hebrew School

5/23 Last Day of ICM Hebrew School